

# Office of the Principal

Kamargaon College

Affiliated to Dibrugarh University, Dibrugarh, Assam .

P.O.-Kamargaon, Dist.-Golaghat, Assam-785619

Phone no.-9101174235

## **Feedback Analysis Report of Students, Teachers, Parents, Alumni, Employer and Non-Teaching Staff for the last Five Years (2019 to 2024):**

The IQAC, Kamargaon College is applying the feedback mechanism to enhance the overall development of the institution. During the year, feedback has been taken from students, teachers, parents, alumni, employer and non teaching staff in order to evaluate the quality of education of the institution. The findings of the feedback reports during the last five years are given below:

### **Session: 2023-2024**

#### **Students feedback:**

- Most of the students feel that the syllabus of UG courses is satisfactory, and the classroom teaching of the college is highly beneficial in achieving their academic purpose.
- Most of the students opined that their teachers regularly use audio visual aids in classroom teaching.
- Most of the students expressed that their teachers regularly use various kinds of technological tools in their respective classroom teaching.
- Students also responded that the texts and reference books prescribed in their syllabus are highly available in the central library of the college.
- It is also revealed from the responses of the students that a huge number of students are willing to apply for various jobs.
- The students have also responded well in terms of practices of various skills by the departments.



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- Moreover, most of the students responded that they acquire satisfactory behavior inside the college campus.
- They also opined that they would like to work as alumni with the college in future.
- Majority of students stated in their responses that they are interested for higher education.
- Some students are interested in vocational and professional courses also.

From the responses of the students, Following suggestions are found:

- More vocational and professional subjects should be introduced.
- Internet facilities should be improved.
- Constant mentoring and remedial classes are needed.
- Course wise teachers should be appointed.

#### Teachers' feedback:

- A large number of teachers opined that the infrastructural facilities provided by the institution are satisfactory.
- Almost all the teachers opined that they have got adequate technological facilities in the college and they are satisfied with the maintenance of the classroom in the college.
- The teachers also expressed their viewed that they have easy access to the library and they get adequate academic resources in the library for their professional development.
- Most of the teachers responded that the college authority encourages extension and other co curricular activities in the college campus and in the nearby educational institutions.
- More than 80% of the total teachers are familiar with the latest and effective teaching learning tools and they apply these tools in their classroom teaching.
- Most of the teachers offer personal counseling to the needy student and they actively engage in the field trips for enhancement of the experiential learning.
- Teachers also expressed their opinion that they are actively engaging in various kinds of research-based activities like writing and publishing research papers, presentation of



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seminar papers in national and international conferences and seminars, participation in faculty development programmes and workshops etc. for their professional development.

Teachers have provided the following suggestions for the development of the college:

- More vocational courses should be provided by including practical knowledge.
- Well equipped infrastructure is needed for smooth functioning of the classroom transaction.
- More collaborative cultural events with the local communities should be organized as the college is located at a tribal dominant area.
- The institution should undertake on campus placement sessions.
- Classrooms are to be made more attractive.

#### **Parents' feedback:**

- The parents have shown their satisfaction over the facilities provided by the college.
- Most of the parents viewed that they are highly satisfied with the progress of their children.
- The parents also expressed their opinion that the college address grievances whenever required and assist the students.
- The parents feel that they are able to maintain a healthy relationship with the institution.
- They have also opined that the sports facility in the campus is adequate.

#### **Feedback of Alumni:**

- It is revealed that they are satisfied with the different facilities provided in the college campus.
- They also expressed positive responses in promoting sports culture among the students of the college.
- It is also found that most of the alumni expressed happiness and are interested to maintain a close and healthy relationship with the institution in near future.



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### Feedback of the Employer:

- The employer of the institution regularly monitor the implementation of curricula, completion of syllabi, classes as per central routine and continuous internal evaluation.
- The employer also opines that the courses offered the institution under affiliating university have catered to the needs of the students.
- The employer has ensured student enrolment in various Add-on courses by making add on course compulsory in each academic session, assisting IQAC in introducing and running locally needed and relevant add on courses, monitoring classes, students' attendance and timely conducting add on courses examination/practical.
- The employer inspires the students to take part in experiential learning, survey doing, field trips and other such firsthand knowledge/ research oriented activities and satisfies with the performance of the students of the institution in terms of their academic progression.
- From the response of the employer, it is also found that the attitude, behavior and approach of the students in his institution are adequate.
- In respect of acquiring skills including soft skill and employability of the students, the employer is partly satisfied.
- The employer regularly encourages the faculties to participate in professional development programmes including OC/RC/STP/FDP/FIP/ Seminar/ Conference/ Symposium/ Workshop etc.
- The employer also viewed that he has ensured adequate facilities for promotion of sports as a potential area of Career Avenue for the students.
- The employer always encourages the students to get optimum benefits from the available print and e- resources by making mandatory library visit, incorporating library session in central class routine and by communicating with students personally and through student induction programme.
- From the views received from the employer, it is also found that he ensures the involvement of the students in cleanliness drive inside and outside the campus by making provision to enroll in NSS unit, encouraging students to involve in all



programmes conducted by IQAC/Cells/ Departments/ Clubs/Institutional Bodies and by encouraging students through student induction programme.

- According to the viewpoint of the employer, students are good in communication, community involvement and socialization.
- The employer promotes competency and skillfulness of the non-teaching staff of the institution in respect of maintaining office records, students friendly ambience, employee wellness, etiquette and computerization of office documents by constantly underscoring the significance of student friendly ambience, encouraging computerization through periodical training session, placing and facilitating complaint boxes for students grievances and by appreciating and incentivizing for good behavior and etiquette.

The employer has provided the following suggestions for further academic progression, introducing and incorporating teaching learning tools in classrooms, student support, institutional values and research works of the faculties as well as for acquiring of skills, progression to higher education and job oriented courses, employability, placement, innovation and startup activities, and any other aspects connected to students :

- There should be optimum and effective use of ICT based teaching learning tools.
- There is need of introducing more skill based Ad on courses which will boost employability/ self-employability of the students.
- Regular mentoring of students is necessary.
- The faculty members need to undertake psychological study of students so that an effective rapport can be established with the students and that will help creating a student centric and student friendly atmosphere
- Small scale research activities like study tour, project work by students should be encouraged and implemented in the proper manner.
- Students should be encouraged to undertake innovative start up projects by collaborating with concerned agencies.
- There should be proper College - Industry linkage for generating employment.
- Placement Cell should be activated.



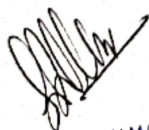
- Co-curricular activities should be encouraged.
- A pragmatic approach on the part of teachers, students and all other stakeholders is the need of hour. Everyone should remember that only the fittest will survive, strive, and excel.

#### **Feedback of Non Teaching Staff:**

- Non teaching staffs are satisfied with the infrastructure facilities as well as the working environment of the college campus.
- They have also viewed that they are given sufficient time to complete their duties.
- They also opined that they have got sufficient technological facilities like computer, wifi etc.
- All the members of non teaching staff responded that administration respects women employees and treat them well.
- From the responses, it is also revealed that the college provides them adequate opportunities for their personal and professional growth.
- They also viewed that their workload is divided fairly.

Following suggestions are found for the development of the college:

- More employees should be appointed for official work.
- More digital classrooms should be maintained for better performance of the students.



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## Session: 2022-2023

### Students' feedback:

- Majority of the students feel that the syllabus of UG courses of the college is satisfactory.
- The teaching of the college is highly beneficial for achieving their academic purpose.
- The students opined that their teachers regularly use audio visual aids in classroom teaching.
- Students responded that the texts and reference books prescribed in their syllabus are available in their college library.
- Library also provides sufficient journals and magazine for the benefit of all the students.
- They responded that they maintain a healthy relation with the Career Guidance and Counseling Cell and they have benefitted from the various career related programmes organized by the cell.
- Most of the students responded that they are interested for higher education.
- Some of the students are interested in vocational and professional courses also.
- It is also found that many students are willing to apply for various jobs.
- The students also responded well in terms of practices by their departments for development of different skills.
- Moreover, most of the students responded that they acquire satisfactory behavior from their teachers as well as from the other employee of the college.
- They also opined that they would like to work as alumni with the college in future.

From the responses of the students, Following, suggestions are found:

- The college should introduce more vocational and professional subjects.
- Smooth internet connectivity should be ensured.
- Constant mentoring and remedial classes are needed.
- More teachers should be appointed subject wise.
- Proper water facility should be provided for both the boys and girls toilets.



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### Teachers' feedback:

- Most of the teachers opined that the infrastructural facilities provided by the institution are satisfactory
- They are satisfied with the maintenance of the classroom in the college.
- The teachers viewed that they have easy access to the library and the academic resources in the library are sufficient for their professional development.
- It is found from the responses of the teachers that the college authority encourages extension and other co curricular activities in the college campus as well as in the nearby educational institutions.
- More than 70% of the total teachers are familiar with the latest and effective teaching learning tools and they apply these tools in their curriculum transaction.
- It is also found that most of the students offer personal counseling to the needy students.
- Teachers are also actively engage in the field trips for enhancement of the knowledge.
- Teachers also opined that they are engaging in research based activities like publication of research papers, presentation of seminar papers in national and international conferences and seminars etc. for their professional development.

For the overall development of the college, teachers have provided the following suggestions:

- More vocational courses should be provided.
- For smooth functioning of the classroom transaction, well equipped infrastructure is needed.
- As the college is located at a tribal dominant area, more collaborative cultural events with the local communities should be organized.
- The number of teaching and non teaching staff should be increased.
- Proper drinking water facility should be provided.
- Hostel facility should be provides for boys.
- The library may upgrade to digital library.

### Parents' feedback:

- The parents expressed their satisfaction over the facilities provided by the college.
- Most of the parents opined that they were satisfied with the progress of their children.



- They also responded that the institute address grievances whenever required and assist the students.
- The parents remarked that they are able to maintain a healthy relationship with the institution.
- They found the sports facility in the campus is adequate and expressed their happiness in the achievements of the institution.
- They are happy with academic environment of the college.

#### **Feedback of Alumni:**

- Most of the alumni expressed their satisfaction regarding different facilities provided in the college campus.
- They also provide positive responses in promoting sports culture among the students in the institution.
- From their responses it is also found that most of the all the alumni expressed happiness and wanted to make close and healthy relationships with the institutions in the upcoming future.
- They are happy to involve in various activities conducted by IQAC and NSS unit of the college.
- Some of alumni opined that college should take initiatives for opening the science stream in the college.
- They also responded that college authority should take initiatives for proper internet facility in the college campus.
- College authority should take initiative to introduce NCC unit for the benefit of the students.

#### **Feedback of the Employer:**

- The employer regularly encourages the faculties to participate in professional development programmes including OC/RC/STP/FDP/FIP/ Seminar/ Conference/ Symposium/ Workshop etc. and publication of research articles in UGC Care listed Journal / Scopus Index Journals.



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- The employer also gives importance to make teaching learning process effective. For making classes interesting for the students, the employer suggests the faculties for application of various technological tools in their classroom transaction.
- The employer recommends introducing new and locally relevant Add-on courses for skill imparting and entrepreneurship development among students.
- The employer thrusts upon faculties enrolment in registration in PhD courses.
- The employer stressed upon achieving funds from govt. agencies like ICSSR, alumni, philanthropists, and PSUs like Numaligarh Refinery Limited (NRL) for upliftment of the institution in curricular and co-curricular aspects.

#### **Feedback of Non-Teaching Staff:**

- Non teaching staffs are satisfied with the infrastructure facilities of the college and they also opined that they have got sufficient technological facilities like computer, wifi etc.
- Most of the non teaching stated that administration respects women employees and treat them well.
- It is also revealed from the responses of the non teaching staff that the college provides adequate opportunities for their personal and professional growth.

Following suggestions are found for the development of the college:

- For executing the official work smoothly, more employees should be appointed.
- More digital classrooms should be maintained for better performance of the students.



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## Session: 2021-2022:

### Students' feedback:

- Most of the students expressed their views that their teachers regularly apply various effective technological tools in classroom teaching.
- Students stated that the texts and reference books prescribed in their syllabus are easily accessible in their library.
- It is also revealed from their responses that most of the students are willing to apply for various jobs.

### Teacher's feedback:

- Most of the teachers viewed that the infrastructural facilities of the institution is satisfactory and they are satisfied with the maintenance of the classroom in the college.
- The teachers stated that they have easy access to the library and sufficient study materials are available in the library for their professional development.
- The teachers expressed that the college authority encourages in organization of various extension and other co curricular activities in the college campus and in the nearby educational institutions.
- Most of the teachers are familiar with the latest and effective teaching learning tools and they apply these tools in classroom transaction.

For the overall development of the college, teachers have provided the following suggestions:

- Provisions of more skill based, and vocational courses should be ensured.
- For smooth functioning of the various academic as well as administrative activities, smooth internet connectivity should be increased within the college campus.
- The number of teaching and non-teaching staff should be increased for proper functioning of the academic and administrative activities.



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### **Parents' feedback:**

- The parents expressed their satisfaction over the facilities provided by the college.
- Parents viewed that they were satisfied with the progress of their children.
- They are able to maintain a healthy relationship with the institution.
- They stated that the sports facility in the campus is excellent.

### **Feedback of Alumni:**

- Alumni are satisfied with the different facilities provided in the college campus.
- Most of the alumni expressed happiness and wanted to make close and healthy relationships with the institutions in the upcoming future.

### **Feedback of the Employer:**

- The employer of the institution always encourages the teaching staff to participate in FDP/ Workshop and to take initiative for organization of seminar/ conference/FDP and presentation of papers in national/international conferences.
- The employer also suggests the faculties to write quality research paper for publish in UGC Care listed/ Scopus Index Journal.
- The employer gives importance in maintaining green and clean college campus through green initiatives, environmental audit and NSS workshops.

### **Feedback of Non-Teaching Staff:**

- Office items like almirah may be provided anew for keeping the records more systematically.
- Computers with updated version and internet facility may be provided anew for smooth functioning of financial and other tasks.



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## Session: 2020-2021:

### Students' feedback:

- Most of the students feel that the syllabus of UG courses is satisfactory, and the classroom teaching of the college is highly beneficial in achieving their academic purpose.
- Most of the students expressed that their teachers regularly use various kinds of technological tools in their respective classroom teaching.
- Students also responded that the texts and reference books prescribed in their syllabus are highly available in the central library of the college.
- It is also revealed from the responses of the students that a huge number of students are willing to apply for various jobs.
- They also opined that they would like to work as alumni with the college in future.
- Majority of students stated in their responses that they are interested for higher education.
- Some students are interested in vocational and professional courses also.

From the responses of the students, Following suggestions are found:

- Internet facilities should be improved.
- Constant mentoring and remedial classes are needed.
- Course wise teachers should be appointed.

### Teacher's feedback:

- Most of the teachers opined that the infrastructural facilities provided by the institution are satisfactory and they are satisfied with the maintenance of the classroom in the college.
- The teachers viewed that they have easy access to the library and the academic resources in the library are sufficient for their professional development.



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- It is found from the responses of the teachers that the college authority encourages extension and other co curricular activities in the college campus as well as in the nearby educational institutions.

For overall development of the college, teachers have provided the following suggestions:

- More vocational courses should be introduced.
- Well equipped infrastructure is needed for smooth functioning of the classroom transaction.
- More collaborative cultural events with the local communities should be organized as the college is located at a tribal dominant area.
- Smooth internet connectivity should be provided in the college campus for smooth functioning of the various academic as well as administrative activities.

#### **Parents' feedback:**

- The parents have expressed their satisfaction over the facilities provided by the college.
- Parents opined that they are satisfied with the progress of their children.
- The parents also stated that the institute properly address grievances whenever required and assist the students.
- The parents remarked that they are able to maintain a healthy relationship with the institution.
- They found the sports facility in the campus is adequate and expressed their happiness in the achievements of the institution.

#### **Alumni feedback:**

- Most of the alumni viewed that they are satisfied with the different academic and non-academic facilities provided for the students.
- They also provide positive responses in promoting sports culture among the students in the institution.



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- From their responses it is also found that most of the all the alumni expressed happiness and wanted to make close and healthy relationships with the institutions in the upcoming future.

#### **Feedback of the Employer:**

- The employer opines that the courses offered the institution under affiliating university have catered to the needs of the students.
- The employer inspires the students to take part in experiential learning, survey doing, field trips and other such firsthand knowledge/ research oriented activities and satisfies with the performance of the students of the institution in terms of their academic progression.
- The employer expressed that the attitude, behavior, and approach of the students in his institution are adequate.
- The employer emphasized upon the initiation and continuation of online courses for the profits of students at the maximum possible extent.

#### **Feedback of the Non-Teaching Staff:**

- Non teaching staffs are satisfied with the infrastructure facilities and the working environment of the college campus.
- They have expressed their view that they are given sufficient time for completion of their duties.
- It is also found from the responses of the non teaching staff that the college provides them adequate opportunities for their personal and professional growth.
- They also viewed that their workload is divided fairly.
- They have viewed that more employees should be appointed for official work.



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## Session: 2019-2020:

### Feedback of the Students:

- Majority of the students feel that the syllabus of UG courses of the college is satisfactory.
- Students responded that the texts and reference books prescribed in their syllabus are available in their library college.
- Library also provides sufficient journals and magazine for the benefit of all the students.
- They responded that they maintain a healthy relation with the Career Guidance and Counseling Cell and they have benefitted from the various career related programmes organized by the cell.

### Feedback of the Teachers:

- A large number of teachers opined that the infrastructural facilities provided by the institution are satisfactory.
- Most of the teachers offer personal counseling to the needy student and they actively engage in the field trips for enhancement of the experiential learning.
- Teachers also expressed their opinion that they are actively engaging in various kinds of research-based activities like writing and publishing research papers, presentation of seminar papers in national and international conferences and seminars, participation in faculty development programmes and workshops etc. for their professional development.

### Parents' feedback:

- The parents have shown their satisfaction over the facilities provided by the college.
- Most of the parents viewed that they are highly satisfied with the progress of their children.
- The parents also expressed their opinion that the college address grievances whenever required and assist the students.
- The parents feel that they are able to maintain a healthy relationship with the institution.



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### **Feedback of Alumni:**

- It is revealed that alumni are satisfied with the different facilities provided in the college campus.
- They also expressed positive responses in promoting sports culture among the students of the college.
- It is also found that most of the alumni expressed happiness and are interested to maintain a close and healthy relationship with the institution in near future.

### **Feedback of the Employer:**

- The employer viewed that she has ensured adequate facilities for promotion of sports as a potential area of Career Avenue for the students.
- The employer always encourages the students to get optimum benefits from the available print and e- resources by making mandatory library visit, incorporating library session in central class routine and by communicating with students personally and through student induction programme.
- The employer ensures the involvement of the students in cleanliness drive inside and outside the college campus.

### **Feedback of Non-Teaching Staff:**

- The non teaching staff are satisfied with the infrastructure facilities of the college
- They provided positive response regarding the working environment of the college campus.
- All the members of non teaching staff responded that administration respects women employees and treat them well.
- They have viewed that the college provides them adequate opportunities for their personal and professional growth.



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# Office of the Principal

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## Criterion 1: CURRICULAR ASPECTS

### ***ACTION TAKEN REPORT ON THE FEEDBACK RECEIVED FROM STUDENTS, TEACHERS, PARENTS, ALUMNI, EMPLOYER AND NON-TEACHING STAFF DURING THE LAST FIVE YEARS (2019-20 to 2023-24)***

#### **Action Taken Report on the basis of Students Feedback:**

##### **Academic Session 2023-24:**

- To ensure the availability of adequate study materials for the students, sufficient fund has been released for purchase of textbooks and reference books.
- Paperless forms converted to google forms for easy access and time management practices.
- Availability of soft copies and hard copies of journals, books and newspapers at the central library has been ensured.

##### **Academic Session 2022-23:**

- Field visit, excursion, and educational tours were conducted to impart firsthand knowledge, encourage interdisciplinarity of course materials and promote awareness about environment and other important issues.



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- Faculties are suggested to give a talk about the course outcome and programme outcome in the classroom.
- New skill-based courses like Performing Arts and Mushroom Development are introduced as Add on courses.

#### Academic Session 2021-22:

- Teachers are suggested to plan their course transaction properly for completion of the courses within the allotted time.
- Action has been taken to proper use of e-resources as well as makes these available for the students.

#### Academic Session 2020-21:

- Mentoring and remedial/ tutorial classes are arranged as per the requirement of the students.
- Digital classroom facilities have been upgraded. Keeping in view significance of ICT enabled tools in classroom content delivery in the after month of corona virus induced precarious


#### Academic Session 2019-20:

- Sports facilities have been improved and students are given optimum training by special coach.
- Sufficient journals and magazine are made available for the benefit of all the students.

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## Action Taken Report on the basis of Teachers' Feedback:

### Academic Session 2023-24:

- Add-on courses like Tourism and Tourist guide, Entrepreneurship Development, Weaving, etc. are introduced.
- Faculty Development Programme in collaboration with Dibrugarh University, Dibrugarh is organized for the professional development of the teachers.
- More emphasis is given in research-based activities like publication of books, organization of Seminar both in National and International level etc. Some of the faculties published in UGC CARE listed, blind peer review and other reputed journals.
- Various extension/ outreach activities are organized like taking classes in nearby schools, health camps, awareness on various issues of women and girl child, street play, Career counselling, to mention a few, in nearby villages and schools.
- Career and guidance programmes are organized at a regular basis for all the students.

### Academic Session 2022-23:

- Maximum use of e resources has been ensured.
- Infrastructure facilities have been improved in classroom and in the college campus.
- Experiential learning has been improved for the students by taking more initiatives like field visit, project work etc.

### Academic Session 2021-22:

- Health awareness programmes are organized in nearby villages.
- Canteen and hostel facilities have been improved.


### Academic Session 2020-21:

- Smooth internet connectivity has been ensured in college campus.
- Hybrid mode of learning has been adopted by the teachers for the benefits of students.



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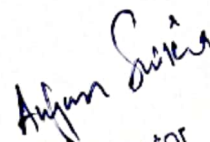
Academic Session 2019-20:

- Career counselling workshops were conducted for enhancement of quality among students.
- Cleanliness drives were carried out inside and outside the college with close involvement of students and teachers.

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# Action Taken Report on the basis of Parents' Feedback:

## Academic Session 2023-24:

- Induction programme for students to apprise them further about Course Outcome (CO) and Programme Outcome (PO) were organized properly.
- Skill based courses are introduced.

## Academic Session 2022-23:

- Healthy relationship has been ensured with the parents and the college authority.
- Career counselling workshops were conducted for enhancement of quality among students.

## Academic Session 2021-22:

- Canteen and hostel facilities have been improved.
- Sports facilities have been improved and students are given optimum training by special coach.

## Academic Session 2020-21:

- Availability of soft copies and hard copies of journals, books and newspapers at the central library has been ensured.
- Hybrid mode of learning has been adopted by the teachers for the benefits of students.

## Academic Session 2019-20:

- College has addressed grievances whenever required and assist the students.

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## Action Taken Report on the basis of Alumni Feedback:

### Academic Session 2023-24:

- Career counseling workshops were conducted for enhancement of quality among students.
- Availability of soft copies and hard copies of journals, books and newspapers at the central library has been ensured.

### Academic Session 2022-23:

- Infrastructure facilities have been improved in classroom and in the college campus.
- Improvement of library facility, canteen facility

### Academic Session 2021-22:

- Skill based courses are introduced.
- Canteen and hostel facilities have been improved.

### Academic Session 2020-21:

- Availability of soft copies and hard copies of journals, books and newspapers at the central library has been ensured.

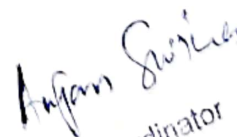
### Academic Session 2019-20:

- Students have been continuously encouraged to participate in sports events and achieve in this field for a better future.

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# Action Taken Report on the basis of The Employer's Feedback:

## Academic Session 2023-24:

- The institution organized one ICSSR sponsored International Conference (December 21 & 22, 2023) on Higher Education in South Asia and another ICSSR, New Delhi sponsored National Seminar (November 9 & 10, 2023) on Climate Change respectively.
- The institution conducted a weeklong FDP on the topic The Principles of Writing Quality research Papers in collaboration with the depts. Of History and English, Dibrugarh University.
- Some faculties published quality research papers in SAGE published journals.
- Teaching-learning process has been digitalized at an increased level through installation of multifunctional projectors and other such teaching-learning tools.
- At least 4 new Add-on courses like Vermicompost, Dragon Fruit Cultivation, Bee Keeping, etc. have been introduced in the academic year 2023-24.
- Some of the faculties enrolled for PhD courses in different universities in Assam.
- Financial assistance for organizing an international conference has been secured from NRL worth Rs.-3.30 lacs.

## Academic Session 2022-23:

- Some of the departments undertook field survey and educational tour for firsthand knowledge and better exposure to students.
- Hybrid mode of learning has been adopted for the benefits of students.
- Continued amicable ambience for the all-round development of the institution by all stakeholders.

## Academic Session 2021-22:

- Students have been continuously encouraged to participate in sports events and achieve in this field for a better future.



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- Faculties accessed e-resources and used the same for their research publications. Students are also enrolled under NLIST services.
- Students were constantly engaged in extension activities.

#### Academic Session 2020-21:

- Online courses have been conducted using platforms like Google Meet, WhatsApp Video calling, Google Classroom, and Zoom for continuous learning and evaluation during lockdown.
- Webinars were conducted on Career, skill and NEP 2020 related issues to apprise students and faculty about latest developments notwithstanding lockdown.


#### Academic Session 2019-2020:

- Career counselling workshop were conducted for the profits as a part of enhancement of quality among students.
- Sports had been promoted extensively and coaching was imparted to the interested players especially in football and Kho-Kho. Students won various competitions including Dibrugarh University organized Intercollege football event.
- Cleanliness drives were carried out inside and outside the college with close involvement of students.
- Print and e-resources in the college library were increased in consultation with the employer and the library committee.

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# Action Taken Report on the basis of the Feedback of Non-Teaching Staffs:

## Academic Session 2023-24:

- For speedy and smooth internet connectivity, BSNL Optical fiber has been installed.
- Wall mounted almirah with separate cell for keeping files and record books have been ensured.
- Teachers assist the office staff in Samarth data verification, updation, examination related works etc.
- Digital classrooms are maintained connected with Wi-Fi for better classroom transaction.

## Academic Session 2022-23:

- Part time employers have been appointed to reduce the workload of the office staff.
- Separate room has been allotted for keeping records, conformability and ensure health working environment.

## Academic Session 2021-22:

- Teachers assisted the non teaching staff in various tasks like during admission, form fill up of student's scholarship keeping in view their office workload.

## Academic Session 2020-21:

- Proper care and precautions were taken for the office staff during covid period.
- They were allowed to do their office activities from home to maintain social distancing.

## Academic Session 2019-20:

- Print and e-resources in the college library were increased in consultation with the employer and the library committee.
- Non-teaching staffs are given sufficient opportunities for their personal and professional growth.



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