

ACTION TAKEN DURING 2021-2022 SESSION

	FEEDBACK		ACTION TAKEN
1	STUDENTS	<p>Feedback received from the outgoing students of the previous academic session.</p> <p>Feedback regarding Institution, Curriculum and Teachers.</p>	<p>Implementation of Publication of Annual Top Performers from Feedback Analysis:</p> <p>Based on the analysis, a report was generated, ranking teachers and departments according to the feedback scores. The committee along with the Principal, upon reviewing the report, opted to commence the annual publication of the top 10 teachers and the three best departments on the institution's website, effective immediately (meeting date 6th September 2021)</p>
		<p>Monthly feedback on teachers</p>	<p>Enhancing Student Feedback Awareness and Responsiveness:</p> <p>Reinforcement of Instructions for Students on giving feedback was done through demonstration videos provided to students via whatsapp group, emphasizing the importance of providing honest and attentive feedback. Students were reminded of their obligation to carefully review and respond to all questions thoughtfully, as well as to have a thorough understanding of their teachers to provide meaningful feedback.</p> <p>Monthly Feedback Analysis and Recognition by Principal:</p> <p>Distribution of a summary of the monthly feedback analysis to relevant stakeholders, namely teachers and the Principal through email was done. Upon receiving the reports, the Principal acknowledged the top-performing teachers and urged those with lower rankings to</p>

			seek ways to enhance their teaching methods. Top 10 teachers and the three best departments were published on the institution's website.
		Student Satisfactory Survey	<p>Enhancing Learning Environment and Resources through students feedback insights:</p> <p>The institution highly values the student feedback on teaching, learning, and evaluation processes. Some students expressed a desire for classrooms equipped with more ICT tools, while others voiced concerns about staffing limitations. Additionally, complaints regarding insufficient buses were raised and all comments and reports were brought to the attention of the Principal for further action.</p>
		Exit Survey	<p>Exit Survey Insights: Enhancing Graduating Students' Experience</p> <p>The exit survey provided valuable insights into the graduating students' perceptions of their three-year experience at the institution. During the staff meeting, the Principal highlighted areas for improvement based on the reports received for each survey question.</p>
2	TEACHERS	Teachers feedback on Institution, Curriculum and IQAC	<p>Reviewing Teacher Feedback Reports with Stakeholders:</p> <p>The Principal discussed reports of teacher feedback with stakeholders, including office administration, library staff, and IQAC members focusing primarily on areas for improvement.</p>

3	PARENTS	Parents feedback on the institution was collected	<p>Addressing Parental Concerns: Primary Agenda for Upcoming Parent-Teacher Meeting</p> <p>While the majority of parents are satisfied with the institution, some have raised concerns about the number of activities in the college. After reviewing all comments and suggestions with the Principal, it has been decided to address and clarify parental concerns openly during the upcoming parent-teacher meeting in the next session, making it the primary agenda item.</p>
4	ALUMNI	Alumni feedback was collected	<p>To enhance Alumni Engagement: Strategies and Collaborative Efforts:</p> <p>Recognizing the low response rate for Alumni feedback, the committee collaborated with the alumni committee and the principal to devise strategies for increasing alumni involvement. This led to a meeting with the Office Bearers of the alumni committee on February 15, 2022, where it was agreed that engaging alumni in college activities, especially sports, would encourage their participation and improve feedback submissions.</p>