

**K.M.Agrawal College of Art, Commerce & Science,
Kalyan**

**Action Taken Report
2023-24**

Teaching Learning Feedback

The feedback was analysed by the respective Heads of Departments (HODs) and senior faculty, and further scrutinized by the Principal and Vice-Principal.

- In case of unsatisfactory feedback, meetings with individual teacher was held in the respective departments to discuss areas of improvement and strategies for addressing concerns. Specific suggestions for improvement were given to ensure that the teaching quality continues to meet high standards.
- The Principal directed that relevant faculty development programs should be organized to enhance the academic skills.
- The Principal has suggested that teachers should continuously involve students in the learning process, not just in assignments but also in the creation of certain learning modules or discussions. This will empower students and further enhance their learning outcomes.



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Learning Recourses Feedback

The feedback focussed on library resources, online educational tools, reading room facilities, E-Zone facilities, and library staff cooperation. The analysis of the data reveals that while the majority of students are highly satisfied with the facilities, they suggested for improvement particularly in the E-Zone facilities. The Principal has outlined specific actions for further enhancement of these services.

- Principal Madam raised this matter in the staff meeting and suggested that faculty and staff take the initiative to raise awareness about the E-Zone among students.
- The Library Committee circulated a notice to all Heads of Departments (HODs) to place orders for the necessary books based on the new syllabus and departmental requirements.
- The Principal encouraged the integration of new technologies and online tools into the teaching process. Faculty members should be trained to use the latest digital platforms and resources.



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Administrative Staff Feedback

A feedback survey was conducted to evaluate the helpfulness of office staff, the efficiency of services provided by the office, and the overall experience of students with the administrative processes at the college.

- Clerical staff members were allotted additional duties to enhance the efficiency of services, ensuring that students' needs are met more effectively and in a timely manner. Some clerks were assigned additional responsibilities, such as managing the workflow for document processing or assisting students with queries more directly. This redistribution of duties aims to reduce delays and improve the overall speed of office work.
- Principal Madam emphasized the need for training for the clerical staff to ensure they are up-to-date with the latest administrative tools, office systems, and communication techniques. The goal is to make sure that all staff members are equipped with all the requirements to handle their duties effectively, with a focus on improving service delivery.



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Infrastructure and other facilities Feedback

A feedback survey was conducted to assess student satisfaction with various aspects of college infrastructure and facilities, including classrooms, laboratories, health and hygiene, canteen, sports facilities and common room facilities.

- The Principal suggested all the teachers to interact with the students to know their suggestions about the changes required in class rooms and common room facilities.
- The Principal suggested regular reviews of cleanliness in various areas and additional awareness campaigns about maintaining personal hygiene.
- The high level of satisfaction with the laboratory facilities was acknowledged. However, continuous monitoring of laboratory resources and equipment will be carried out to maintain and enhance this positive perception.
- A meeting was conducted with the Canteen Committee, and it was requested that they review the feedback and address student concerns as the Principal noticed a small percentage of students suggesting improvements.



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