

# **Action Taken Report**

**On  
Administrative Mechanism, Evaluation System,  
Course and Campus Facilities  
For the year 2019 – 20**

**On the basis of  
Students' Feedback Data  
Of the Year 2018 – 19 (Odd Semester)**

**IQAC, Bahona College  
Bahona, Jorhat**



**Principal  
Bahona College**



**Coordinator  
IQAC  
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**Action Taken Report**  
**Students' Feedback on Administrative Mechanism, Evaluation System,**  
**Course and Campus Facilities**  
**2018 – 19 (Odd Semester)**  
**IQAC, Bahona College**

Students' feedback on administrative mechanism, evaluation system, course and campus facilities are taken in five responses – A, B, C, D and E implying very good, good, average, poor and very poor. IQAC of the college has decided students' response on C, D and E should be taken seriously. On the basis of findings on these three grades necessary action should be taken. Accordingly, examining students' feedback on the aforesaid four areas, for the session 2018-19(odd semester), following actions were taken.

Feedback areas	Action taken
Administrative Mechanism	<p>In case of administrative mechanism areas attaining average grade are – necessary amenities in the classrooms, health care, students involvement in different programmes and co-curricular activities. There is no area graded as poor and very poor. On the basis of these findings following actions were taken -</p> <ol style="list-style-type: none"><li>1. Five classrooms have been innovated with LCD projectors.</li><li>2. Two classrooms have been developed with digital board.</li><li>3. Two classrooms have been enriched with microphones.</li><li>4. Electric wiring of some classrooms have been repaired and in 12 points new electric fans have been replaced.</li><li>5. One fourth grade employee has been appointed in non-sanctioned post to keep neat and clean of the arts building classrooms.</li><li>6. A room has been developed infirmary to use in the time of emergency health issues.</li><li>7. Provisions of BMI checking of students have been introduced.</li><li>8. Women Cell of the college has started the selling of sanitary pad at fair price.</li><li>9. Different cultural programmes have been organized offline and online to enhance</li></ol>



	<p>participation in co-curricular activities.</p> <p>10. A badminton coaching programme has been introduced in college indoor stadium.</p>
Evaluation System	<p>There is no average, poor and very poor grade reported in this group. In spite of that the provisions of course completion certificate from faculties, grievance redressal in relation internal assessment etc. have been introduced.</p>
Course	<p>In case of course, average grade is recorded to learning values, applicability relevance to real life situations, depth of course content, extent of course coverage, learning values of project report, over all rating, course completion in the class and role of college library in availing course material. In context to these findings, following provisions have been undertaken –</p> <ol style="list-style-type: none"> <li>1. Submission of course completion certificate from faculties at the end of each semester.</li> <li>2. Orienting students about course outcomes at the very beginning of the session.</li> <li>3. Organizing programme on cross cutting issues by IQAC.</li> <li>4. Organizing morning assembly on every Thursday on open days.</li> <li>5. Increasing library staff, books, magazine and journals.</li> <li>6. The IQAC has encouraged the departments to go for field study for project report o</li> </ol>
Campus facilities	<p>In case of campus facilities, average grade is recorded to cleanliness, garbage management, drainage, facilities in auditorium such as sitting arrangement, audibility, visibility etc., sanitary quality, water connection for sanitation, boys common room furniture, entertainment provisions in boys common room, area of girls' common room, furniture in girls' common room, entertainment in girls' common room, washroom facility in girls common room, availability of magazine and journals in library, digital provisions in library, lighting and ventilation in library, varieties of books and journals in library, working arrangement in laboratory, maintenance of laboratory, cleanliness in laboratory, organization of sports event, volleyball court in indoor stadium, sports materials and students' participation in sports. Rain water harvesting was shown poor. Considering the large</p>





number of average and poor grading it was decided that all the needs cannot be met at one stroke, they will have to be provided phase manner. The needs met urgently were that –

1. For garbage management new provisions will be introduced shortly.
2. For cleanliness a person has been appointed in non-sanctioned remunerated by the faculties of arts stream.
3. A proposal has been submitted to upgrade the auditorium.
4. Provisions of rain water harvesting increased.
5. For cleanliness in washrooms manual contract has been given to a party.
6. Regular water supply to washrooms has been taken care of.
7. For upgradation of boys' and girls' common room fresh plan and estimates have been prepared to submit for fund.
8. Journals and magazines in library have been increased.
9. Digital provisions and internet connectivity have been increased.
10. For better lighting and ventilation in library, a long term plan is incorporated in master plan.
11. Diversity of magazines and journals in library has been increased.
12. Working arrangement and maintenance in library will be improved after completion of the chemistry building.
13. To increase sports care the arrangement in indoor stadium will be changed.
14. To increase students' participation, incentive provisions have been increased.

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COC : Computer Based Printing

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