

Action Taken Report
on
Feedback by Employers

Prepared by
IQAC, Bahona College
for the
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Introduction:

Bahona College is a higher education institution of Jorhat, established in 1966. The college is situated at Bahona in Jorhat District, Assam. The college is affiliated to Dibrugarh University. It has degree courses under 12 academic departments offering Core, Generic Elective, Skill Enhancement and Ability Enhancement Courses under CBCS system. In 2020-21, the college had Non CBCS courses also. It has Higher Secondary Courses, Distance Education Center and a Community College. In 2020-21, 890 students enrolled in degree programmes. In 2020-21, IQAC of Bahona College collected and analyzed feedback from students. Based on the feedback report, IQAC placed a list of recommendations and actions to be taken up to the college authority. College authority has taken action on these recommendations. This report highlights the recommendations placed before the authority and actions taken by the authority based on the recommendations.

About the Feedback Report:

Bahona College is a premier institution in Jorhat, Assam. Bahona College has lots of alumni engaged in various sectors like Govt., Pvt., NGO as well as PSU. Bahona College has collected data from most of the employers who have given employment to the Bahona College alumni. To collect data from the employer, the college used a Google Form which is listed in the college feedback portal in the college website, where we have designed a few close-ended and few open-ended questions, accordingly the employers have answered these questions. After collecting the data we have prepared an Alumni Feedback Report and based on the recommendations given by the employers we also prepare an Action Taken Report. Details of the Action Taken Report are given below.

Recommendations based on the Feedback Report:

The responses, comments and suggestions received from numerous employers of Bahona College alumni via the questionnaire were properly analyzed and discussed. Based on this, certain recommendations can be made to the concerned personnel of the institution-

- a) **Punctuality and Dedication:** College should orient students towards punctuality and dedication towards their responsibilities.
- b) **To skill them with computer knowledge:** As all organizations are now switching themselves towards e-managements, students should become more skilled in handling computers. Therefore, the college should take initiatives for providing computer skills to its students.
- c) **Improve communication skills:** College should take steps for improving the communication skills of the students.
- d) **Team Work:** As employees need to work in a team, the college should organize training programmes for teamwork and leadership building.
- e) **Life skill development:** College should regularly organize life skill development programmes for the students.

- f) **Physical fitness:** All organizations like to employ physically fit persons. Therefore, the college should take initiatives for ensuring physical fitness of their students.

Actions Proposed by IQAC Bahona College:

IQAC Bahona College on 1st November, 2021 proposed the following actions:

Employers Recommendations	Actions Proposed by IQAC
Punctually and Dedication	<p>a) Teachers should orient students on punctuality and dedication in morning assemblies.</p> <p>b) Mentors should encourage students to be punctual in their day-to-day life.</p> <p>c) One orientation programme to be held on these themes.</p>
Computer Skill	<p>a) MoU with computer institutes for enhancing Computer Skills.</p> <p>b) Popularizing the Computer Application Course among students.</p>
Team Work	<p>a) To engage students in governance mechanisms.</p> <p>b) To engage students in organizing college events.</p> <p>c) To encourage students to submit assignments, prepare seminar papers in a team.</p> <p>d) To organize one training programme on Group Discussion.</p>
Communication Skill	<p>a) To organize workshops for improving communication skills</p> <p>b) To cover communication skills in mentoring sessions.</p> <p>c) To start a certificate course on communication skills and to develop a language lab</p>

Life Skill	<p>a) To organize a talk on life skill development</p> <p>b) To organize a 2/3 days life skill development workshop.</p> <p>c) To motivate students in facing the challenges in life.</p>
Physical fitness	<p>a) To upgrade the gymnasium and sports facilities of the college</p> <p>b) To organize one Yoga Workshop twice in a year.</p> <p>c) To ensure availability of healthy food in the canteen.</p>

Actions are taken by College Administration:

Employers Recommendations	Actions Proposed by IQAC	Action Taken by College Administration
Punctually and Dedication	<p>a) Teachers should orient students on punctuality and dedication in morning assemblies.</p> <p>b) Mentors should encourage students to be punctual in their day-to-day life.</p> <p>c) One orientation programme to be held on these themes.</p>	The Orientation Programme will be held after the Odd Semester Examinations.
Computer Skill	<p>a) MoU with computer institutes for enhancing Computer Skills</p> <p>b) Popularizing the Computer Application Course among students.</p>	<p>MoU signed for DCA</p> <p>Banner Hanged in College Campus</p> <p>(Enclose Photo)</p>

Team Work	<p>a) To engage students in governance mechanisms.</p> <p>b) To engage students in organizing college events.</p> <p>c) To encourage students to submit assignments, prepare seminar papers in a team.</p> <p>d) To organize one training programme on Group Discussion.</p>	<p>Students are involved in governance mechanisms.</p> <p>Students are engaged in organizing college events.</p> <p>Training Programme of GD organized.</p>
Communication Skill	<p>a) To organize workshops for improving communication skills</p> <p>b) To cover communication skills in mentoring sessions.</p> <p>c) To start a certificate course on communication skill and to develop a language lab</p>	<p>IQAC is planning these to be organized in semester break</p>
Life Skill	<p>a) To organize a talk on life skill development</p> <p>b) To organize a 2/3 days life skill development workshop.</p> <p>c) To motivate students in facing the challenges in life.</p>	<p>Popular Talk on Life Skill organized.</p>
Physical Fitness	<p>a) To upgrade the gymnasium and sports facilities of the college</p> <p>b) To organize one Yoga Workshop twice in a year.</p> <p>c) To ensure availability of healthy food in the canteen.</p>	<p>Yoga Workshop organized.</p>

Remarks:

- Bahona College has collected feedback through the feedback portal available in the Bahona College website.
- Based on the recommendations and suggestions given by the employers, Bahona College authorities have taken the possible actions on these matters.
- MoU has been with computer institutes for enhancing Computer Skills.
- Students are involved in governance mechanisms, students are also engaged in organizing college events. Training Programme of Group Discussion organized.
- Popular Talk on Life Skill organized and Yoga Workshop organized.
- Orientation Programme on Punctuality and Dedication will be held after the Odd Semester Examinations.
- IQAC is planning to organize a workshop on Communication Skill in semester break.

Conclusion:

Feedback is very much important in all the scenarios. Bahona College is one of the renowned institutions in Jorhat district of Assam. Alumni of Bahona College is engaged in various eminent organizations. Their activeness and expertise towards their job are reflected in the feedback given by their employers. Many alumni are working in Govt. organizations as well as PSUs. We received a good response from their employers. Alumni who are working in Pvt. organizations or NGOs are also very active in their field. We have received a few suggestions from their employers to upgrade the college. Based on the suggestions and recommendations we are working on these matters. This action taken report is prepared based on the suggestions and recommendations given by the employers and most of the actions have already been taken by the college authority.



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