

Action Taken Report (Sample)

Sl.No	Feedback/Verbatim Response	Action Taken
1	More Co Curricular activities that should include latest trends in technology are required	Special Workshops with hands on sessions done periodically to address this.
2	Technology updates are needed	Value added courses by pioneers in the industry is are conducted every semester
3	Need more awareness about job related scenario and improving employability	Placement Training scheme improved year after year with current trends in industry and on consultation with experts to provide a holistic development of students' employability at par with current scenario
4	Need more quality time in Alumni Interaction.	Number of Alumni Meets is increased and it had been converted into a periodical activity within a year rather than bi annual or annual activity
5	Need Increase in core placement	More MOUs signed with core companies and more students attending internships / in-plant trainings in companies in core domain
6	More Industry Related activities	Industry oriented and Industry supported Laboratory being setup

ACTION TAKEN REPORT FOR STUDENT SATISFACTORY SURVEY 2018 - 19

Survey No.	Questions / Verbatim Response	CGPA 0-4	Action Taken
1	How much of the syllabus was covered in the class?	3.48	Cent percentage syllabus was covered
2	How well did the teachers prepare for the classes?	3.35	Teachers will prepare topics in depth, real time examples, problems with solutions taken to class room
3	How well were the teachers able to communicate?	3.78	Teachers read students and quickly adapt the needs of the individual.
4	The teacher's approach to teaching can best be described as	3.80	Looking to innovate, so, yes, it's essential that we try new things
5	Fairness of the internal evaluation process by the teachers.	3.55	As per college and university norms teachers show fairness on evaluation process
6	Was your performance in assignments discussed with you?	3.63	Yes Discussed with every one
7	The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.	3.53	Yes Institution has a policy to promote the students for internship, field visit
8	The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.	3.23	Institution has policy of teacher and mentor for every 20 students that helps exponential growth
9	The institution provides multiple opportunities to learn and grow.	3.43	yes, Institution provides opportunities to grow
10	Teachers inform you about your expected competencies, course outcomes and programme outcomes.	3.48	yes, ever periodic teachers informing the competencies about OC and PC
11	Your mentor does a necessary follow-up with an assigned task to you.	3.35	Mentor takes responsibility for follow up this assigned task
12	The teachers illustrate the concepts through examples and applications.	3.58	Teachers illustrate the concepts with real time examples

ACTION TAKEN REPORT FOR STUDENT SATISFACTORY SURVEY 2018 - 19

Survey No.	Questions / Verbatim Response	CGPA 0-4	Action Taken
13	The teachers identify your strengths and encourage you with providing right level of challenges.	3.28	Every individual teaching faculty identifies and encourages the students based on their strength
14	Teachers are able to identify your weaknesses and help you to overcome them.	3.35	To every student's weaknesses
15	The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.	3.50	Head of the department and Principal reviews the learning process at regular interval
16	The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.	3.45	Yes we follow student centric methods for teaching methodologies
17	Teachers encourage you to participate in extracurricular activities.	3.53	Institution has policy of Encouraging the students to present / attend various conferences, seminars and paper publications.
18	Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.	3.35	Placement cell takes responsibility and coordinates with every department for such soft skill activities every semester
19	What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching	3.58	Department has max of 90% infrastructures to use ICT
20	The overall quality of teaching-learning process in your institute is very good.	3.45	Department ensures the teaching and learning process good.