

Minutes & Action Taken Reports

Feedback Committee



গড়গাঁও মহাবিদ্যালয়

GARGAON COLLEGE

NAAC accredited with 'B' Grade



GARGAON COLLEGE



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Minutes of Feedback Committee Meeting 2021 – 2022 & Action Taken Report for Session 2020-2021

Date: 20-08-2021

Sl No.	Name	Designation	Signature
1	Dr. Sabyasachi Mahanta	Chairman	
2	Dr. Surajit Saikia	IQAC Coordinator	
3	Dr. Chirantan Bhagawati	Coordinator	
4	Dr. Rashmi Dutta	Member	
5	Dr. Shyamolima Saikia	Member	
6	Dr. Rituraj Neog	Member	
7	Mr. Nilutpal Chutia	Member	

Proceedings of meeting

1. Welcome and Opening Remarks

The meeting commenced at Golden Jubilee with a warm welcome from Dr Sabyasachi Mahanta, Principal to all members of the Feedback Committee. The chairperson expressed gratitude to everyone for their participation and highlighted the importance of the feedback collection process in enhancing the overall quality of education and student services at Gargaon College.

2. Discussion on Feedback Collection Process

The committee discussed the ongoing feedback collection process, including the following:

- **Methods of Collection:** It was decided that Dr. Surajit Saikia and Dr. Chirantan Bhagawati were being entrusted distribution of feedback forms (both online and offline) to students, teachers, and staff across various departments.
- **Response Rate:** Dr. Chirantan Bhagawati presented a summary of the response received from various departments. The overall response rate was reported as satisfactory. It was noted that some departments had higher participation, while others

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showed a need for more engagement. Therefore, it was decided that the feedback will be collected by Departments Feedback Committees constituted by HOD of Each Departments.

3. Feedback analysis:

The Committee discussed the feedbacks received during session 2020-21 and made the following observations.

Curriculum Relevance: Need for alignment with current industry trends.

Teaching Methods: Overall good response with scopes of improvements for more interactive and practical approaches.

Overall outcomes: Initial positive feedback from students on the updated content and teaching learning methods.

Action taken on Feedback received during Session 2020-21

Curriculum Review: Engaged faculty to review and update course content based on industry standards.

Workshops: Introduced interactive workshops focusing on practical applications in key subjects.

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Dr. Surajit Saikia
Coordinator, IQAC
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Minutes of Feedback Committee Meeting 2022 – 2023 & Action Taken Report for Session 2021-2022

Date: 20-08-2022

SI No.	Name	Designation	Signature
1	Dr. Sabyasachi Mahanta	Chairman	
2	Dr. Chirantan Bhagawati	Coordinator	
3	Dr. Surajit Saikia	IQAC Coordinator	
4	Dr. Rituraj Neog	Member	
5	Dr. Rashmi Dutta	Member	
6	Dr. Shyamolima Saikia	Member	
7	Mr. Nilutpal Chutia	Member	

1. Welcome and Opening Remarks

The meeting commenced at Golden Jubilee with a warm welcome from Dr Sabyasachi Mahanta, Principal to all members of the Feedback Committee. The chairperson expressed gratitude to everyone for their participation and highlighted the importance of increasing the participation of different stakeholders during feedback collection process for enhancing the overall quality of education and student services at Gargaon College.

2. Review of Previous Meeting Minutes

The minutes of the previous meeting held on 20-08-2021 were presented by Dr. Rashmi Dutta. No further corrections or suggestions were raised, and the minutes were unanimously approved.

3. Feedback Analysis

The committee members analyzed the feedback received, focusing on the following areas:

- **Student Feedback:** Students had a positive response to teaching learning methods, faculty engagement, while several students raised concerns regarding extracurricular activities.

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- **Faculty Feedback:** Faculty feedback was mostly related to syllabus of different courses. The need for more collaborative opportunities between departments was highlighted.
- **Parent Feedback:** A few parent suggestions were also reviewed, particularly regarding the quality of communication between the institution and parents, as well as the overall student welfare systems. The response were overall satisfactory.

5. Identifying Key Areas for Improvement

Based on the feedback, the committee identified the following areas for improvement:

1. **Infrastructure and Facilities:** The need for upgrading classroom facilities, library resources, and Wi-Fi connectivity was emphasized.
2. **Course Curriculum:** Updating and aligning the curriculum with industry trends and modern teaching methods was discussed.
3. **Faculty Development:** A proposal for more frequent workshops, seminars, and training programs for faculty members was suggested.
4. **Student Support Services:** Enhancement of counseling services and career guidance was identified as an immediate need.

The committee also agreed to propose the formation of a subcommittee to focus specifically on improving the physical and technological infrastructure.

6. Action Taken Reports based on feedback collected during session 2021-22

- **Action Points:** The committee agreed on several action points based on the feedback analysis. These included:
 - Immediate follow-up with the administration on infrastructure improvements.
 - Reviewing the course syllabus in consultation with the academic board.
 - Scheduling a series of workshops for faculty members on teaching methodologies and digital tools.

8. Closing Remarks

The Chairperson thanked all members for their constructive input and for their ongoing efforts in improving the educational standards at Gargaon College. The meeting was adjourned at 2 PM.

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Minutes of Feedback Committee Meeting 2023 – 2024 & Action Taken Report for Session 2022-2023

Proceedings of meeting

Date of Meeting: 21-08-2023

Venue: Golden Jubilee Hall, Gargaon College

Time: 11 AM

1. Introduction

The Feedback Committee of Gargaon College convened a meeting to review and discuss the feedback received from students, faculty, and other stakeholders for the academic session 2022-23. The committee also evaluated the actions taken based on the feedback from the previous academic session to ensure continuous improvement in teaching, learning, infrastructure, and student welfare.

2. Attendance

Sl No.	Name	Designation	Signature
1	Dr. Sabyasachi Mahanta	Chairman	
2	Dr. Rashmi Dutta	Member	
3	Dr. Shyamolima Saikia	Member	
4	Dr. Chirantan Bhagawati	Coordinator	
5	Dr. Surajit Saikia	IQAC Coordinator	
6	Dr. Rituraj Neog	Member	
7	Mr. Nilutpal Chutia	Member	

Principal
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3. Agenda

1. Review of departmental feedback collected for the academic session 2022-23.
 2. Action taken based on feedback from previous year (2022-23) for each department.
 3. Discussion of departmental challenges and areas for improvement.
 4. Formulation of action plans for the upcoming session.
 5. Any other matter with permission of the Chair.
-


4. Departmental Feedback Overview (Session 2022-23)

The feedback committee compiled responses from departmental feedback surveys conducted among students, faculty, and administrative staff for each department in the academic session 2022-23. Feedback was gathered through both structured online surveys and in-person discussions, focusing on the following aspects:

- **Curriculum and Course Content:** Relevance, comprehensiveness, and depth of subject matter.
 - **Teaching Methods:** Effectiveness of teaching strategies, engagement in classrooms, and use of technology.
 - **Faculty Performance:** Availability, responsiveness, and communication skills of teaching staff.
 - **Classroom and Infrastructure:** Condition and adequacy of classrooms, labs, libraries, and other learning resources.
 - **Assessment and Evaluation:** Transparency, fairness, and alignment with course objectives.
 - **Student Support and Engagement:** Availability of academic support, career counseling, extracurricular activities, and other student services.
-

5. Action Taken Report for Previous Departmental Feedback (Session 2022-23)

In the meeting, the committee reviewed the action taken by each department in response to feedback received during the previous academic session (2022-23). Below is a summary of feedback received and the corresponding actions taken:


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Department	Issues focussed	Action Taken	Status
Department of English	use of technology in teaching	Integration of multimedia resources, use of online platforms for assignments and discussions.	Completed
Department of Physics	laboratory equipment	Replacement of old instruments, procurement of new lab materials.	Completed
Department of Mathematics	real-world application examples in lessons	Introduction of industry-specific problems and case studies during lectures.	Completed
Department of History	field trips or external academic engagements	Organized a field trip to local historical sites, invited guest speakers.	Completed
Department of Commerce	practical exposure to business software	Conducted workshops on business tools such as Excel, Tally, and QuickBooks.	Completed
Department of Chemistry	practical applications	More hands-on training sessions introduced, focus on applied chemistry projects.	Completed
Department of Economics	academic resources	Increased access to online research journals and databases, e-learning resources.	Completed

Outcome: Most of the action points were effectively implemented, resulting in improvements in student satisfaction and faculty performance.

7. Action Plan for 2023-24

Based on the feedback for session 2022-23, the committee discussed several action points for each department. Below is the action plan:

Department of Geology:

- **Action:** Continue incorporating technology into teaching, with more virtual interactions and collaborative platforms (e.g., Online seminars, Online Workshops).
- **Target:** To increase student engagement by 20% through virtual learning platforms and enhance multimedia usage in lessons.

Department of Physics:

- **Action:** Conduct more practical sessions with a focus on real-life applications of physics concepts.

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- **Target:** Introduce at least one new industry-related problem-solving session each semester.

Department of History:

- **Action:** Broaden the scope of the curriculum to include global historical perspectives.
- **Target:** Organize two historical discussion forums per semester to allow students to explore different viewpoints.

Department of Chemistry:

- **Action:** Conduct pre-laboratory demonstrations to ensure clarity of experimental procedures.
- **Target:** Implement weekly review sessions for practical and increase student participation by 15%.

Department of Economics:

- **Action:** Focus on contemporary issues, including global economic trends and public policy.
- **Target:** Introduce case studies and guest speakers from the economics field each semester.

Department of Sociology:

- **Action:** Increase opportunities for student-teacher interactions, such as office hours and one-on-one mentoring.
- **Target:** Organize at least one community engagement project per semester.

8. Conclusion

The meeting concluded on a positive note, with the committee acknowledging the hard work and dedication of each department in addressing feedback and implementing changes. The overall response from students and faculty indicates that improvements have been made, but continuous efforts are required to enhance the educational experience further. Regular feedback and active communication between students, faculty, and departments will remain crucial for maintaining the quality of education at Gargaon College.

A handwritten signature in blue ink, appearing to read 'Sabyasachi Mahanta'.

Dr. Sabyasachi Mahanta
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A handwritten signature in blue ink, appearing to read 'Surajit Saikia'.

Dr. Surajit Saikia
Coordinator, IQAC
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Minutes of Feedback Committee Meeting 2024 – 2025 & Action Taken Report for Session 2023-2024

Proceedings of meeting

Date of Meeting: 12-08-2024

Venue: Golden Jubilee Hall, Gargaon College

Time: 1 PM

1. Introduction

The Feedback Committee of Gargaon College convened a meeting to review and discuss the feedback received from students, faculty, and other stakeholders for the academic session 2021-22. The committee also evaluated the actions taken based on the feedback from the previous academic session to ensure continuous improvement in teaching, learning, infrastructure, and student welfare.

2. Attendance

Sl No.	Name	Designation	Signature
1	Dr. Sabyasachi Mahanta	Chairman	
2	Dr. Rashmi Dutta	Member	
3	Dr. Shyamolima Saikia	Member	
4	Dr. Rituraj Neog	Member	
5	Dr. Chirantan Bhagawati	Coordinator	
6	Dr. Surajit Saikia	IQAC Coordinator	
7	Mr. Nilutpal Chutia	Member	

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3. Agenda

1. Review of feedback collected during session 2023-24.
 2. Action taken based on the previous year's feedback (session 2023-24).
 3. Discussion on areas requiring attention.
 4. Suggestions for improvement.
 5. Any other matter with the permission of the Chair.
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4. Feedback Collection Overview (Session 2023-24)

The committee reviewed the feedback forms distributed among various stakeholders, including students, teachers, non-teaching staff, and parents, for the academic session 2023-23. Feedback was collected on the following aspects:

- **Academic Content:** Curriculum relevance, teaching methods, and content delivery.
- **Faculty Performance:** Teaching effectiveness, availability for consultation, and faculty interaction.
- **Infrastructure:** Availability of resources such as classrooms, laboratories, libraries, and sports facilities.
- **Student Welfare:** Services provided to students, such as counseling, career guidance, and extracurricular activities.
- **Administration:** Efficiency of administrative processes and responsiveness to student needs.

Feedback was collected through both online and offline methods to ensure broad participation. The results were categorized into:

- **Positive Feedback:** Highlights of successful initiatives and areas where stakeholders expressed satisfaction.
 - **Constructive Criticism:** Areas that require improvement, which were discussed in the meeting.
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5. Action Taken Report (Based on Feedback from Session 2023-24)

The committee also reviewed the action taken based on the feedback from the previous academic session (2023-24). Below is a summary of the feedback and corresponding actions taken:

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Feedback Issue	Action Taken	Status
Inadequate classroom infrastructure	Renovation of classrooms with better seating arrangements, new projectors installed.	Completed
Library timings and availability of study materials	Extended library hours during exam periods, increased number of reference books and journals.	Completed
Lack of extracurricular activities	Introduction of additional workshops, clubs, and cultural events.	Ongoing
Need for more online resources for learning	Subscription to e-learning platforms like Coursera, Udemy, and additional online resources for various subjects.	Completed
Student grievance redressal system	Established a dedicated online portal for student grievances, with faster response time from the concerned authorities.	Completed

Outcome: Many of the action items from the previous feedback were successfully implemented, resulting in improved student and faculty satisfaction.

6. Key Feedback from Session 2023-24


After analyzing the feedback collected for the current session, the committee identified the following key points:

1. Positive Feedback:

- **Faculty Interaction:** Students expressed satisfaction with the approachability of the faculty and their willingness to support students outside class hours.
- **Improved Online Learning Resources:** The availability of e-books, online lectures, and digital platforms has been positively received by both students and teachers.
- **Sports Facilities:** The college has received positive feedback regarding the newly renovated sports facilities.

2. Areas for Improvement:

- **Classroom Cleanliness:** Students noted concerns regarding the cleanliness and maintenance of some classrooms and restrooms.
- **Course Content Update:** Some students suggested that certain courses could be updated with more contemporary material to align with industry standards.
- **Wi-Fi Access:** Several students and faculty members pointed out the inconsistent availability of Wi-Fi, especially during peak hours.
- **Hostel Facilities:** Issues such as the need for better sanitation, more food variety, and regular maintenance were raised.


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7. Action Plan for 2023-24

Based on the feedback, the committee recommended the following actions to address the areas of concern:

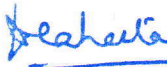
1. **Classroom Cleanliness & Maintenance:**
 - Immediate hiring of additional housekeeping staff.
 - Regular maintenance and sanitation schedules to be strictly adhered to.
 2. **Update of Course Content:**
 - Department heads to review and update syllabi, incorporating more industry-specific case studies and modern learning tools.
 - Engage with alumni and industry experts for input.
 3. **Improvement in Wi-Fi Connectivity:**
 - Upgrade the existing Wi-Fi infrastructure, ensuring more stable and widespread coverage across the campus.
 - Establish peak-hour protocols to ensure better access for students and faculty.
 4. **Hostel Facilities:**
 - A dedicated team to assess and prioritize improvements in hostel sanitation and amenities.
 - Consideration of expanding food menus and improving the quality of food served.
 5. **Enhancing Extracurricular Activities:**
 - Increase the variety and number of clubs, societies, and events to cater to a broader range of interests among students.
-

8. Recommendations for Future Sessions

1. **Continuous Feedback Collection:** It is recommended that feedback be an ongoing process, with mid-session feedback forms in addition to end-of-year reviews.
 2. **More Focus on Skill Development:** Increased emphasis on workshops, internships, and skill-building activities to prepare students for the workforce.
 3. **Greater Faculty Development:** Continuous faculty training to adapt to evolving teaching methods, particularly online education strategies.
 4. **Promotion of Research Activities:** Encourage faculty and students to engage in more research activities by providing incentives and platforms for dissemination.
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9. Conclusion

The meeting concluded on a positive note, with the committee expressing appreciation for the valuable feedback received from all stakeholders. The efforts made during the previous academic session to address feedback have had a positive impact, and the committee looks


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forward to making further improvements in the upcoming academic year. Regular monitoring and a responsive approach will ensure that Gargaon College continues to evolve in line with the expectations and needs of its community.

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