

Action Taken on Feedback of Employee (2018-19)

WOMEN'S COLLEGE, TINSUKIA

A Feedback Analysis Report of the session 2018-19 has been prepared on the basis of the responses received from the employees of the college. As per findings of the feedback, actions in the requisite areas have been taken as given below.

1. OFFICIAL WORKS

| Sl. No. | Findings | Action Taken |
|---------|--|---|
| 1 | It is observed that 36% employees do not keep record of their official tasks in both Soft and hard copies. | Enquiry has been made and found that all required official records/docs. are kept in both Soft and hard copies. The 4 th Grade staffs of both office and library have no record to keep in soft version. It has been observed that this particular feedback came from Gr-IV employees. |
| 2 | 45% employees state that they have not been provided any sort of training of official work. | Training and skill development programs have been introduced so that every single staff gets the opportunity to avail it. As a result of this initiative, all staffs are now computer savvy with good knowledge of Tally, office management etc. |
| 3 | 45% employees think that they are overburdened. | Shortage of staff has been an issue of concern. To minimise the work load, staffs have been appointed as on Ad-hoc basis. |
| 4 | 36% employees opine that they have to work overtime. | The matter was looked into and work-load distribution has been made even. |


2. ADMINISTRATION

| Sl. No. | Findings | Action Taken |
|---------|---|--|
| 1 | It has been observed that 100% employees are satisfied with the administrative processes of the college. Moreover 27% and 73 % of them have given 'Very Good' and 'Good' grade to the overall satisfaction on the administrative environment. | To maintain 100% satisfaction of the employees, the authority have initiated some welfare schemes for the employees. |

Action Taken on Feedback of Employee (2018-19)

WOMEN'S COLLEGE, TINSUKIA

| 3. COMMENTS & SUGGESTIONS | | |
|---------------------------|---|--|
| Sl. No. | Findings | Action Taken |
| 1 | Appointment of Additional staff to lessen the burden of work. | Steps have been initiated, keeping in view the financial condition of the college. |
| 2 | Strong Room to keep official/academic record in safe custody. | Provision has been made at the Principal's chamber, and office has been provided sufficient Steel Almeerahs. |
| 3 | Computer Training in every Saturday for better performance. | Staffs are asked to take required computer training at Computer centre, and computer science department has been given the necessary instructions. |



Principal

Women's College, Tinsukia

Principal
Women's College, Tinsukia