

Action Taken on Feedback of Employee (2019-20)

WOMEN'S COLLEGE, TINSUKIA

A Feedback Analysis Report of the session 2019-20 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 30% 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.
2	40% employees state that they have not been provided any sort of training of official work.	Two orientation Programmes – on MS Office & on Financial Accounting – has been conducted during May, 2021 & June, 2021.
3	30% (it was 45% during previous year) employees think that they are overburdened.	To resolve the issue & minimise the work load, step has been taken to fill up the vacant posts. Workloads have been evenly distributed.
4	30% (instead of 36% of previous year) 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	Sustained 100% employees' satisfaction to the administrative process of the college. This year 30% employees (0% in previous year) has given 'Excellent' grade, where 40% has given 'Very Good', 20% has given 'Good' grade and 10% opine 'satisfactory' 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.

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3. COMMENTS & SUGGESTIONS		
Sl. No.	Findings	Action Taken
1	Vacant post of non-teaching staff of the college be filled up so that work load can be minimise.	Necessary steps have been taken
2	Total no of staff is not sufficient against the library users	Additional temporary library staff has been appointed and step has been taken to fill up the vacant post of library.
3	Required computer training for library staffs.	Staffs are asked to take required computer training at Computer centre, and computer science department has been given the necessary instruction.



Principal

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