

## Action Taken on Feedback of Employee (2020-21)

### WOMEN'S COLLEGE, TINSUKIA

A Feedback Analysis Report of the session 2020-21 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	Observed that 90% employees keep records of their official tasks in both Soft and hard copies.	Enquiry has been made and found everything in order. Only the 4 <sup>th</sup> Grade staffs of both office and library have no record to keep in soft version.
2	30% employees state that they have not been provided any sort of training of official work.	Efforts are on to provide them with necessary training.
3	30% employees think that they are overburdened.	Steps have been taken to fill up the vacant posts.
4	40% employees opine that they have to work overtime.	To resolve the problem, works has been distributed among staff. In an understaffed office, it is one issue that the authority has not been able to resolve properly.

#### 2. ADMINISTRATION

Sl. No.	Findings	Action Taken
1	Sustained 100% employees' satisfaction to the administrative process of the college. This year 20% employees has given 'Excellent' grade, where 70% has given 'Good' grade and 10% opine 'satisfactory' to the overall satisfaction on the administrative environment.	Efforts are on to maintain 100 % satisfaction record.

#### 3. COMMENTS & SUGGESTIONS

Sl. No.	Findings	Action Taken
1	Recruit the vacant post so that the work of non-teaching staff can run smoothly.	Necessary steps have been taken
2	Two additional persons are needed for library services.	Additional temporary library staff has been appointed and step has been taken to fill up the vacant post of library.

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| 3 Required a computer training for library staff. | Staffs are asked to take required computer training at Computer centre, and computer science department has been given the necessary instruction. |
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Principal

Women's College, Tinsukia

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