Action Taken Report on Feedback

Academic Year 2022-23

The IQAC of College of Commerce, Arts & Science, Patna, acknowledges the valuable suggestions received regarding enhancements to improve the student learning experience and overall institutional development. This report outlines the concrete actions taken and planned in response to each point:

1. Enhancing Field Study and Excursions:

- Action: Established dedicated funds for field study and excursion activities in each department.

- Future Plans: Collaborate with relevant organizations and field institutions to create regular student exchange programs and research opportunities.

2. Integrating ICT Tools:

- Action: Developed an Institutional ICT Policy to guide the effective utilization of technology in academics.

- Future Plans: Conduct faculty training workshops on the use of digital learning platforms, virtual reality tools, and educational apps. Upgrade Wi-Fi infrastructure to ensure robust connectivity across campus.

3. Creating an Air-Conditioned Library:

- Action: Submitted a proposal for library expansion and air-conditioning to the Government of Bihar.

- Future Plans: Explore alternative funding sources such as alumni donations or corporate sponsorships for accelerated project execution.

4. Expanding Communication Skill Development:

- Action: Introduced mandatory communication skills modules within the curriculum for all disciplines.

- Future Plans: Partner with industry experts to conduct communication workshops and mock interview sessions for final year students.

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5. Increasing Creative Activities:

- Action: Established a "Creativity Club" under the umbrella of the Incubation Centre of the College.

- Future Plans: Encourage student participation in inter-college and national-level creative competitions. Offer elective courses focused on creative writing, arts, and digital design.

6. Addressing Classroom Requirements:

- Action: Conducted a campus space and resource utilization study to assess.

- Future Plans: Develop a phased construction plan for additional classrooms based on available budget and space allocation. Explore temporary solutions like utilizing existing conference halls or auditoriums for larger classes.

7. Fostering Active Learning:

- Action: Decided to organize faculty training workshops on flipped classroom pedagogy, problem-based learning, and case-study methodologies.

- Future Plans: Develop a repository of active learning resources and share best practices among faculty members. Encourage peer observation and feedback to ensure consistent implementation.

8. Building a Supportive Learning Environment:

- Action: Established a student mentor program pairing senior students with freshmen for academic and personal guidance.

- Future Plans: Conduct mental health awareness workshops for students. Implement an online grievance redressal system for timely resolution of student concerns.

9. Promoting Placements, Trainings, and Fieldwork:

- Action: Strengthened ties with corporate partners and placement agencies to increase campus recruitment opportunities.

- Future Plans: Organize industry-specific skill development workshops and pre-placement training programs for students.

10. Implementing Digital Education, Diverse Learning Styles, and Curriculum Enhancement:

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- Action: Created a curriculum development committee to review and update program content based on evolving industry needs and student interests.

- Future Plans: Develop diverse learning materials catering to various learning styles. Explore online learning platforms and blended learning methodologies to enhance accessibility and flexibility.

11. Seeking Government Funding and Support:

- Action: Prepared detailed proposals for various college development projects and submitted them to relevant government agencies.

- Future Plans: Actively engage with government representatives and participate in funding schemes to secure resources for infrastructure upgrades, academic initiatives, and research projects.

Conclusion:

The IQAC Cell remains committed to continuous improvement and actively pursues the implementation of these action points. We believe that these initiatives will contribute significantly to enriching the student learning experience, enhancing employability, and fostering an environment of holistic learning.

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Action Taken Report on Feedback

Academic Year 2021-22

The IQAC Cell of the College of Commerce, Arts & Science, Patna, acknowledges the valuable feedback received through the recent student satisfaction survey. We recognize the areas where we excel and also the aspects requiring improvement. This report outlines the concrete actions taken and planned in response to key findings:

1. Addressing Incomplete Syllabus Coverage:

- Action: Convene a meeting of Heads of Departments (HODs) with the Principal to discuss reasons for incomplete syllabus coverage (40%). This may include pandemic-related challenges or faculty-specific issues.

- Future Plans: Develop strategies to ensure complete syllabus coverage across all departments, potentially involving curriculum adjustments, additional classes, or faculty training.

2. Encouraging Innovative Teaching Methods:

- Action: Organize workshops for faculty on innovative teaching methods, including flipped classrooms, problem-based learning, and technology integration.

- Future Plans: Encourage peer observation and feedback among faculty to promote knowledge sharing and adoption of effective teaching practices.

3. Investigating Assessment Disparities:

- Action: Task HODs with investigating concerns of unfairness in assessments (17% dissatisfaction). This will involve gathering specific feedback from students and reviewing assessment practices.

- Future Plans: Implement adjustments to assessment procedures based on identified concerns, ensuring transparency and consistency in evaluation methods.

4. Improving Assignment Discussion:

- Action: Discuss concerns about insufficient assignment discussion (dissatisfaction from a small percentage of students) during the HOD meeting.

- Future Plans: Implement guidelines for faculty to ensure thorough feedback and discussion on assignments in all courses.

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5. Enhancing Internship Opportunities:

- Action: Strengthen existing partnerships with businesses and professional organizations to increase internship and placements students.

- Future Plans: Explore possibilities for inter-college collaborations and online internship platforms to widen opportunities for all students.

6. Reinforcing Comprehensive Development Strategies:

- Action: Review and refine existing mentoring procedures to ensure consistent support for cognitive, social, and emotional growth of students.

- Future Plans: Develop additional programs and activities that foster holistic development, addressing the needs of different student groups.

7. Clarifying Learning Objectives and Expected Competencies:

- Action: Address the small percentage of students who reported not receiving information about expected competencies, course outcomes, and program outcomes.

- Future Plans: Implement mandatory orientation sessions for students at the beginning of each semester to clearly communicate learning objectives and program expectations.

**8. Addressing Concerns about Mentor **

- Action: Investigate instances reported by a few students regarding lack of consistent follow-up by mentors.

- Future Plans: Provide additional training and support to mentors to ensure proper monitoring and guidance for all students.

9. Investigating Dissatisfaction with Practical Application Examples:

- Action: Analyze feedback from students who expressed dissatisfaction with teachers' use of examples and applications (small percentage).

- Future Plans: Provide targeted support to faculty members who may require assistance in developing effective practical teaching strategies.

10. Enhancing Support for Overcoming Challenges:

- Action: Continue existing faculty training programs aimed at identifying and addressing student challenges.

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- Future Plans: Develop peer support networks among students to encourage mutual assistance and overcoming academic difficulties.

11. Promoting Continuous Improvement in Teaching-Learning:

- Action: Continue conducting periodic feedback surveys and evaluations to monitor and improve the quality of the teaching-learning process.

- Future Plans: Implement mechanisms for student involvement in quality improvement initiatives, such as focus groups and advisory committees.

12. Investing in Student-Centric Learning Approaches:

- Action: Encourage faculty to utilize student-centric teaching methods such as interactive activities, group projects, and learner-centered assessments.

- Future Plans: Develop and share resource materials

Action Taken Report on Feedback

Academic Year 2020-21

Introduction:

The IQAC Cell of the College of Commerce, Arts & Science, Patna, acknowledges the valuable feedback received through the recent student satisfaction survey. We recognize the areas where we excel and also the aspects requiring improvement. This report outlines the concrete actions taken and planned in response to key findings:

1. Curriculum Relevance and Effectiveness:

- Action: Convene a curriculum review committee to assess the width, depth, and career preparedness of existing programs. Consider feedback from alumni and industry professionals.

- Future Plans: Implement curriculum revisions based on committee recommendations, ensuring alignment with career aspirations and industry needs.

2. Enhancing Classroom Experience:

- Action: Conduct faculty training workshops on effective classroom management, student engagement strategies, and innovative teaching methods.

- Future Plans: Implement peer observation and feedback among faculty to promote knowledge sharing and continuous improvement in classroom practices.

3. Optimizing Technology Integration:

- Action: Analyze feedback on teaching aids and ICT usage to identify areas for improvement. Upgrade technology infrastructure and provide faculty with training on utilizing digital tools effectively.

- Future Plans: Explore the deployment of advanced learning technologies such as virtual reality and e-learning platforms to enhance student engagement and accessibility.

4. Expanding Academic Engagement Opportunities:

- Action: Increase the frequency and variety of seminars, conferences, and paper presentation opportunities for students. Provide support and guidance for student research initiatives.

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- Future Plans: Partner with universities and research institutions to facilitate student participation in collaborative research projects.

5. Strengthening Laboratory and Tutorial Experiences:

- Action: Review the relevance and effectiveness of laboratory work and tutorials in each program. Improve alignment with course curriculum and industry standards.

- Future Plans: Explore incorporating cutting-edge technologies and real-world applications into laboratory and tutorial activities.

6. Promoting Undergraduate Research:

- Action: Develop a structured undergraduate research program offering workshops, mentorship opportunities, and research project funding.

- Future Plans: Collaborate with faculty members to integrate research experiences into regular coursework and encourage student participation in national and international research competitions.

7. Improving Access to Course Materials:

- Action: Conduct a campus-wide survey to assess student access to course-specific reference materials. Investigate reasons for any limitations and develop solutions to ensure universal access.

- Future Plans: Explore digitizing course materials and establishing an online repository for easy access by all students.

8. Enhancing Extracurricular Opportunities:

- Action: Expand and diversify extracurricular activities offered by the college, focusing on areas of student interest and career development. Provide resources and support for student-led initiatives.

- Future Plans: Strengthen partnerships with community organizations and external stakeholders to create new and valuable extracurricular opportunities for students.

9. Fostering a Well-rounded Learning Environment:

- Action: Develop and implement holistic student development programs addressing academic, social, emotional, and physical well-being. Cultivate a culture of inclusivity and support for all students.

- Future Plans: Continuously evaluate and refine student development programs based on student feedback and evolving needs.

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10. Ensuring Effective Institutional Facilities:

- Action: Conduct a comprehensive assessment of library, medical, canteen, restroom, and counseling facilities based on student feedback. Implement improvement plans based on identified needs.

- Future Plans: Maintain regular communication with students to gather feedback and ensure

Action Taken Report on Feedback

Academic Year 2019-20

The IQAC Cell of the College of Commerce, Arts & Science, Patna, acknowledges the valuable feedback received through the recent student satisfaction survey conducted during the online learning phase. We recognize the areas where we excel and also the aspects requiring improvement. This report outlines the concrete actions taken and planned in response to key findings:

Academic & Teaching:

1. Teaching Aids and Techniques:

- Action: Conduct faculty training workshops on innovative teaching methods, including effective use of presentation tools, demonstrations, and interactive activities.

- Future Plans: Encourage peer observation and feedback among faculty to promote knowledge sharing and adoption of effective teaching practices.

2. Curriculum Review and Development:

- Action: Convene a curriculum review committee to assess the relevance and effectiveness of existing programs, incorporating student feedback on paper selection.

- Future Plans: Implement curriculum revisions based on committee recommendations, ensuring alignment with student needs and industry trends.

3. Class Regularity and Punctuality:

- Action: Reinforce existing protocols for maintaining class schedule adherence and implement mechanisms for timely communication of any changes.

- Future Plans: Explore student feedback mechanisms to proactively address any concerns regarding class regularity and punctuality.

4. Evaluation and Assessment Methods:

- Action: Conduct faculty training on transparent and student-centered assessment methods, ensuring fairness and consistency in evaluation practices.

- Future Plans: Encourage faculty to provide clear grading rubrics and feedback mechanisms to enhance student understanding of assessment expectations.

5. OBE Support and Guidance:

- Action: Develop and disseminate comprehensive resources and guides to support students with online-based evaluations and assessment methods.

- Future Plans: Establish regular communication channels for addressing student concerns and providing ongoing support regarding OBE-based assessments.

6. Knowledge Acquisition and Learning Outcomes:

- Action: Analyze student feedback to identify areas where knowledge acquisition could be strengthened. Implement remedial measures and enhance teaching strategies.

- Future Plans: Develop learning outcome statements for each course to ensure clarity and alignment between teaching methods and expected student knowledge.

7. Overall Learning Experience:

- Action: Conduct focus group discussions with students to gather deeper insights into their learning experiences and identify areas for improvement.

- Future Plans: Continuously strive to enhance the quality of online and offline teaching-learning experiences based on student feedback and best practices.

College Library:

1. Accessibility of E-Resources:

- Action: Conduct awareness campaigns and workshops to educate students on accessing and utilizing available e-resources in the library.

- Future Plans: Develop user-friendly tutorials and guides for accessing e-resources and provide ongoing technical support to address accessibility issues.

2. Library Staff Support and Assistance:

- Action: Conduct training sessions for library staff to refine communication skills and enhance responsiveness to student needs.

- Future Plans: Implement feedback mechanisms for students to anonymously report and suggest improvements regarding library staff support.

3. E-Library Satisfaction:

- Action: Investigate the specific concerns of students reporting poor satisfaction with the e-library. Address technical issues and improve user interface if necessary.

- Future Plans: Conduct regular surveys and collect user feedback to continuously monitor and improve the e-library experience.

College Administration:

1. Administrative Support:

- Action: Maintain open communication channels and provide readily accessible support mechanisms for students to address their concerns during e-learning.

- Future Plans: Implement student feedback systems to identify and address administrative support needs and potential challenges.

2. Knowledge Acquisition during E-Learning:

- Action: Analyze student feedback to understand areas where knowledge acquisition through online learning methods could be strengthened.

- Future Plans: Explore additional instructional tools and resources to optimize knowledge delivery and comprehension during online learning phases.

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Action Taken Report on Feedback

Academic Year 2018-19

The IQAC of the College of Commerce, Arts & Science, Patna, is pleased to present an action taken report based on the overwhelmingly positive student feedback received regarding teaching and learning during the recent academic period. We are encouraged by the high levels of satisfaction among students and committed to building upon these strengths while addressing any areas for improvement.

Strengths Highlighted by Student Feedback:

- Teacher Preparedness and Knowledge: 89% of students strongly agree that teachers are well-prepared and knowledgeable in their subjects. This is a testament to the dedication and expertise of our faculty.

- Fair and Transparent Evaluation: 90% of students agree that teachers employ fair and transparent internal evaluation processes. This ensures that students receive accurate and consistent feedback on their performance.

- Student-Centric Methods: 86% of students appreciate the use of student-centric methods, including experiential learning, participative learning, and problem-solving approaches. This fosters a more engaging and active learning environment.

- Responsive to Student Queries: Students value the willingness of teachers to address their questions and concerns (92% agreement). This open communication promotes understanding and facilitates academic progress.

- Effective Use of ICT Tools: 89% of students report that teachers effectively utilize ICT tools as a resource for curriculum delivery. This enhances classroom learning and improves knowledge acquisition.

- Soft Skills and Life Skills Development: Teachers go beyond curriculum completion, focusing on developing soft skills, life skills, and employability (89% agreement). This equips students with essential skills for personal and professional success.

- Weakness Identification and Support: 87% of students acknowledge that teachers actively identify and address students' weaknesses, providing individual support and guidance. This personalized approach ensures that all students have the opportunity to thrive.

- Syllabus Completion and Punctuality: Teachers consistently complete the syllabus on time (99% agreement) and demonstrate exceptional punctuality and regularity in attending classes (93% agreement). This creates a predictable and reliable learning environment.

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- Effective Communication: 85% of students commend the communication skills of teachers, finding them clear, engaging, and informative. This promotes effective knowledge transfer and understanding.

Action Taken:

- Commendation and Recognition: Recognize and commend faculty members who demonstrate exemplary teaching practices based on student feedback.

- Faculty Development Programs: Organize ongoing faculty development programs to further enhance teaching skills, including expertise in student-centric methods, effective use of ICT tools, and development of soft skills in students.

- Peer Observation and Feedback: Encourage peer observation and feedback among faculty members to promote knowledge sharing and best practices in teaching.

- Student Focus Groups: Conduct focus group discussions with students to gain deeper insights into their learning experiences and identify areas for further improvement.

- Continued Feedback Mechanisms: Maintain robust student feedback systems to continually monitor and refine teaching and learning practices in response to student needs.

Future Plans:

- Expand Use of Student-Centric Methods: Encourage and support faculty in adopting even more innovative and engaging student-centric teaching methods across all disciplines.

- Strengthen Support for Struggling Students: Enhance the existing support system for students with identified weaknesses through personalized tutoring, learning assistance programs, and mentorship opportunities.

- Invest in ICT Infrastructure: Continuously upgrade and modernize the college's ICT infrastructure to further enhance the integration of technology into teaching and learning.

- Promote Active Learning Environment: Foster a culture of active learning within the college by encouraging classroom discussions, group projects, and collaborative learning activities.

- Benchmarking and Knowledge Sharing: Collaborate with other institutions and share best practices in teaching and learning to continuously improve academic excellence.

Conclusion:

The College of Commerce, Arts & Science, Patna, is committed to providing a high-quality educational experience for its students. We are grateful for the positive feedback received and

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continue to strive for excellence in teaching and learning. By recognizing our strengths, taking action, and implementing future plans, we aim to foster an environment where every student can thrive and reach their full potential.

College of Commerce, Arts & Science

Kankarbagh, Patna – 800 020
(A Constituent Unit of Patliputra University, Patna-20)
NAAC RE-ACCREDITED 'A' Grade, with CGPA 3.10

OFFICE OF THE PRINCIPAL

Ref:- AC159/2022   Date:- 29.06.22

To
The Registrar
Patliputra University, Patna

Subject : Request to allow college administration to allocate fund for field study and excursion of Students.

Madam

Our college takes feedback from students and other stakeholders of the institution. Majority of students from different departments have asked for increasing field study and excursion trips of students. College has not any designated allocation of the fund for the same.

Kindly allow us to allocate a designated fund for field studies and excursion trips and oblige.

Thanking you.

With Kind Regards.

Yours faithfully

Prof.(Dr.) Indrajit Prasad Roy
Principal
Principal
College of Commerce, Arts & Science
Patna- 800020

College of Commerce, Arts & Science

Kankarbagh, Patna – 800 020
(A Constituent Unit of Patliputra University, Patna-20)
NAAC RE-ACCREDITED 'A' Grade, with CGPA 3.10

OFFICE OF THE PRINCIPAL

Ref.- गटन/219/2021

Date.- 16.09.2021

To

The CCDC

Patliputra University, Patna

Subject:- Information regarding status of Girl Toilets in the college.

Ref:- CCDC/PPU/110/21 dated 15.09.2021

Sir,

With reference to the subject mentioned above, we are herewith furnishing information related to the girl/lady toilets as under:-

    (a) Number of girl students – 4404

    (b) No. of girl toilets – 6 Blocks (each for two & more users)

    (c) Maintenance of girl toilets – Good and sanitisation & cleaning-washing facilities are being done•soaps, Napkins, Sanetizer etc are available. Two vending machines are installed in campus.

    (d) Doors of girl toilets broken or Ok- Almost Ok

    (e) Additional funds required for sanitation & maintenance of girl toilets –

Total No. of Girl Toilets	Particulars of Expenditure		Amount (per month)	Total Amount (per month as recurring)
06 Blocks	(A)	Vending Machine, Napkin, Sanitary Pad & other allied management	6 x@ Rs. 35000/-	Rs. 2,10,000/-
	(B)	Sanitisation, cleaning, washing & other maintenances facilities.	6x@ Rs. 20,000/-	Rs. 1,20,000/-
			Total Monthly expected Amount – Rs. 3,30,000/-	

Kindly accord the above information as needful and requested to grand @ Rs. 3,30,000/- as monthly basis in recurring form for regular maintenance facilities to girls toilets.

Principal

Aarti singh
18.9.21

Estd.-1949

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