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**DEPARTMENT OF BOTANY**  
**ACTION TAKEN REPORT ON THE STUDENTS SATISFACTORY SURVEY FOR ACADEMIC**  
**YEAR 2022-2023**

The student's feedback is taken from a random sampling of students from every semester of Botany department. The Students feedback report is written as per the feedback forms filled by the students:

Suggestions given by students:

1. The Institute should implement different curriculums relating to modern learning.
2. The need for career guidance.
3. Having a Counseling class for each department.
4. For Teachers:
  - i) To be interactive with the students; be sensitive to student's problems; treat students equally; build positive relationship with students; encourage social learning; make teaching interesting.
  - ii) To help and encourage the students in learning process and teach moral values; to discuss issues other than academics.
  - iii) To help the students identify their strengths and weaknesses and help to overcome them.
  - iv) Discussion about assignments and more student seminars.
  - v) Use of graphic and visual media.
  - vi) To have Classes outside the usual classroom (open place) sometimes.
  - vii) Conduct regular and more frequent tests (twice a month).
  - viii) Give more importance to workshops and other practical activities; Fieldtrips and other study tours.
5. Some students have expressed difficulties faced for online classes conducted recently because of poor network connectivity in the places they live especially remote areas.

**DEPARTMENT OF BUSINESS ADMINISTRATION**  
**ACTION TAKEN REPORT ON THE STUDENTS SATISFACTORY SURVEY FOR**  
**ACADEMIC YEAR 2022-2023**

**Action Taken Report on the above survey**

Based on the findings of the survey, the department of Business Administration has made the following decisions for improvements:

Based on the findings of the survey, the Department has made the following decisions for improvements:

- ❖ Faculties have attended the ICT Training programmes and Moocs Online Workshop to equip themselves with ICT tools.
- ❖ Student Mentor and Mentee list are prepared for better coordination and interaction with respect to Academic matters.
- ❖ Guest Lectures on relevant topics were conducted by inviting renowned speakers in specialized areas/fields to interact with students for a more in depth knowledge of the subjects.
- ❖ Since, “Management” as a subject is in demand for competitive exams, the department has identified in the future plans to conduct Coaching and Counsellings for 6th Semester Students by approaching the Government through the management for financial assistance to conduct such courses.

**DEPARTMENT OF CHEMISTRY**  
**ACTION TAKEN REPORT ON THE STUDENTS SATISFACTORY SURVEY FOR**  
**ACADEMIC YEAR 2022-2023**

A Student Satisfaction Survey was conducted among BSc 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester Chemistry (Honours) students.

1. How much of the syllabus was covered in the class?

32% of the students agree that 85-100% of the syllabus was covered while 37% agree that 70-84% of the syllabus was covered in class. 30% says that only 59-69% was covered. Another 2% says that only 50% of the syllabus was covered.

2. How well did the teachers prepare for the classes?

56% students answered "Satisfactorily", 36% answered "thoroughly", 8% feels indifferently.

3. How well were the teachers able to communicate?

45% of students answered "always effective" and 35% answered "sometimes effective". The remaining 20% answered "just satisfactorily"

4. The teacher's approach to teaching can best be described as

33% of students answered "good", 32% answered "excellent" and another 32% responded "very good". Another 3% responded "fair" 1.9% "good".

5. Fairness of the internal evaluation process by the teachers.

46% answered "always fair" while 42% answered "usually fair" and another 12% responded "sometimes unfair"

6. Was your performance in assignments discussed with you?

34% students answered "usually" and 34% answered "everytime". The remaining 12.5% answered "every time"

7. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.

36% students answered "often". 26% replied "Sometimes". 16% students answered "regularly", 16% replied "rarely" and only 6% responded as "never".

8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

59% students answered "very well". 19% students answered "moderately", 20% students responded "significantly" and 2% responded "not at all"

9. The institution provides multiple opportunities to learn and grow.

52% students "Agree" while 33% of them "Strongly Agree". 13% of the students responded "neutral" and only 2% of the students replied "disagree".

10. Teachers inform you about your expected competencies, course outcomes and programme outcomes.

50% answered "Everytime", 29% answered "usually", 17% replied "occasionally" and 4% replied "rarely".

11. Your mentor does a necessary follow-up with an assigned task to you

44% students replied "Usually" while 30% wrote "Everytime". 18% students answered "occasionally", 6% wrote that "they don't have a mentor" and only 2% said "rarely".

12. The teachers illustrate the concepts through examples and applications.  
61% of students answered “Everytime” and 30% wrote “usually”
13. The teachers identify your strengths and encourage you with providing right level of challenges.  
43% students “ Fully Agree” , 24% answered “ partially”, 20% wrote “reasonably” while another 13% wrote ”slightly”
14. Teachers are able to identify your weaknesses and help you to overcome them.  
52% students answered “Usually” and 29% answered “everytime”.
15. The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.  
56% of students agree while 20% “Strongly agree” and another 24% wrote “neutral”
16. The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem-solving methodologies for enhancing learning experiences.  
63% students answered “Moderate” 25% students responded “to a great extent”
17. Teachers encourage you to participate in extracurricular activities.  
45% students “strongly agree” and 40% “agree”
18. Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employ-ability skills to make you ready for the world of work.  
52% students answered “Moderate” while 38% answered “to a great extent”
19. What percentage of teachers use I.C.T tools such as LCD projector, Multimedia, etc. while teaching.  
53% students agree that 70-89% of teachers do so and 17% agree that more than 90% of ict was used while teaching.
20. The overall quality of teaching-learning process in your institute is very good.  
56% students “agree” and 30% “Strongly agree”

Other suggestions and observations given by the students are as follows:

- a. To starts offline classes
- b. To have more practical classes
- c. To have regular online classes and records of online classes.
- d. To improve the library facilities.

**DEPARTMENT OF COMMERCE**  
**ACTION TAKEN REPORT ON THE STUDENTS SATISFACTORY SURVEY FOR ACADEMIC**  
**YEAR 2022-2023**

**1. Punctuality of Teachers:**

All teachers have been instructed to strictly adhere to class timings. Regular monitoring is being conducted to ensure punctuality, and any delays are being addressed promptly.

**2. Cooperation with Students:**

Teachers have been encouraged to be more approachable and cooperative with students, fostering a friendly learning environment where students feel comfortable asking questions and seeking guidance.

**3. Addressing Complaints:**

A formal grievance redressal mechanism has been put in place to address student concerns. Any complaints regarding misconduct or dissatisfaction are reviewed and necessary actions are taken immediately.

**4. Enhancing Classroom Engagement:**

Teachers have been advised to adopt interactive teaching methods, including real-life examples, discussions, and multimedia presentations. Workshops and training sessions on soft skills and job readiness are also being introduced.

**5. Physical Education and Well-being:**

Regular extracurricular activities and fitness programs have been scheduled to promote physical well-being. Students are encouraged to participate in sports and fitness sessions.

**6. Teacher-Student Communication:**

Efforts are being made to ensure teachers focus on students' understanding rather than just syllabus completion. Interactive discussions and feedback sessions have been introduced to improve communication.

**7. Technology Integration:**

Classrooms are being equipped with projectors and smart boards to facilitate digital learning. Teachers are encouraged to use technology to make lessons more engaging.

**8. Reaching Every Student:**

Teachers have been directed to provide additional support to students struggling with academic challenges. Special mentoring sessions are being conducted to assist students with lower skill levels.

**9. Encouraging Student Participation:**

Classroom questioning techniques are being used to encourage students to stay engaged with their studies. However, punitive measures such as mark deductions are being reconsidered in favor of positive reinforcement methods.

**10. Quality Teaching Practices:**

Teachers are incorporating real-life examples into lessons to make learning more relatable. Continuous faculty development programs are being conducted to enhance teaching methodologies.

**11. Regular Class Tests and Presentations:**

Periodic class tests and presentation sessions have been introduced in every semester to assess and enhance students' learning progress.

**12. Improved Library Facilities:**

Steps have been taken to expand the library's collection with more academic books and reference materials to support students' learning needs.

**13. Additional Learning Opportunities:**

Courses on moral values, music, and career-oriented programs are being considered to provide holistic development opportunities for students.

**14. Practical Learning & Career Guidance:**

Field trips, group discussions, and career counseling sessions have been scheduled to help students gain real-world exposure and clarity on career options.

**15. Encouraging Friendly Teacher-Student Relationships:**

Teachers have been reminded of the importance of being approachable and understanding towards students to create a positive learning atmosphere.

**16. Cleanliness & Infrastructure Improvement:**

Maintenance staff has been directed to ensure classrooms and campus premises are kept clean and dust-free to provide a conducive learning environment.

**17. Additional Support for Students in Need:**

Special academic support is being provided to students who faced difficulties due to disruptions like the COVID-19 pandemic.

**Conclusion:**

The administration is continuously working towards improving teaching methodologies, enhancing communication, and providing a better learning environment for students. Feedback mechanisms have been put in place to assess progress and make necessary improvements in due course.

**DEPARTMENT OF ECONOMICS**  
**ACTION TAKEN REPORT ON THE STUDENTS SATISFACTORY SURVEY FOR ACADEMIC**  
**YEAR 2022-2023**

**Smart Class & Digital Class:**

- Encouraged the use of ICT tools such as projectors and multimedia for interactive learning.
- Integrated modern teaching techniques to enhance student engagement and understanding.
- Ensured regular updates of digital resources and content for better learning outcomes.

**Offline Class:**

- Implemented traditional teaching methods alongside digital learning for a balanced approach.
- Encouraged interactive discussions and ensured teachers addressed student queries.
- Maintained discipline within classrooms for an effective learning environment.

**Teaching & Learning Methods:**

- Promoted two-way interaction between students and teachers.
- Used graphics, visuals, and presentations to make lessons more engaging.
- Focused on clarity of instructions and immediate addressing of inappropriate behavior.

**Group Work & Presentation:**

- Encouraged group discussions and peer learning to improve knowledge retention.
- Assigned projects and presentations to enhance student confidence and communication skills.

**Field Visits:**

- Organized educational trips to provide real-world exposure and practical learning experiences.
- Ensured that students participated actively in experiential learning opportunities.

**Extracurricular Activities & Life Skills:**

- Introduced additional extracurricular activities to enhance student participation.
- Conducted workshops to develop life skills, teamwork, and leadership qualities.

**Student Feedback & Improvements:**

- Encouraged student feedback to continuously improve teaching methodologies.
- Ensured that weaker students received additional attention and support.
- Implemented measures to regulate student entry and exit to maintain discipline.

**Use of Modern Technology:**

- Increased the usage of LCD projectors and other ICT tools for better understanding.
- Made provisions for recording online lectures for students with internet issues.

**Conclusion:** The college continues to enhance the teaching and learning process through modern methods, student engagement, and discipline enforcement, ensuring quality education and overall student development.

**DEPARTMENT OF ENVIRONMENTAL SCIENCE**  
**ACTION TAKEN REPORT ON THE STUDENTS SATISFACTORY SURVEY FOR ACADEMIC**  
**YEAR 2022-2023**

**1. Replacement of Handwritten Notes with Printed Copies**

Action was taken to replace handwritten notes provided by teachers with printed copies to ensure clarity and better readability for students. The issue of unclear handwriting was addressed by instructing all faculty members to prepare printed notes before distribution. Additionally, for practical sessions, writing parts were provided on Xerox sheets instead of old practical copies to avoid confusion. This change has enhanced students' understanding and reduced errors caused by misinterpretation of handwritten notes.

**2. Live Exploration for Basic Learning**

To help students grasp fundamental concepts more effectively, efforts were made to introduce live demonstrations and real-world explorations. Teachers were encouraged to use visual aids, hands-on experiments, and field visits where possible. Interactive sessions, including multimedia presentations and real-life examples, were incorporated into the curriculum. These measures have significantly improved student engagement and comprehension of complex topics.

**3. Enhancing Teacher-Student Relationships**

A structured approach was adopted to improve teacher-student relationships, aiming to create a more interactive and comfortable learning environment. Regular mentorship programs were introduced, where students could seek guidance and clarify doubts beyond regular classroom hours. Faculty members were advised to adopt a more approachable attitude and encourage open communication. Feedback sessions were also conducted to understand student concerns and address them effectively.

**4. Discussion on Assignment Performance**

To enhance students' academic performance, a systematic review of assignments was implemented. Teachers were instructed to provide detailed feedback on submitted assignments, highlighting strengths and areas for improvement. Monthly discussions were organized where students could discuss their performance, ask queries, and receive guidance on how to improve their work. This initiative has led to better academic outcomes and increased student involvement in coursework.

**5. Access to Digital Gadgets and Learning Resources**

To integrate technology into the learning process, students were given improved access to digital resources, including the digital library and e-learning platforms. Computer labs were upgraded with better internet connectivity, and students were trained on how to effectively utilize these resources. Workshops were conducted to educate students on the use of online learning tools, ensuring they could make the most of digital advancements in education.

**Conclusion**

All actions taken have contributed positively to the learning experience of students. Regular monitoring and feedback mechanisms have been put in place to assess the effectiveness of these changes and make necessary improvements in the future.

**DEPARTMENT OF HISTORY**  
**ACTION TAKEN REPORT ON THE STUDENTS SATISFACTORY SURVEY FOR ACADEMIC**  
**YEAR 2022-2023**

The S.S.S. was conducted by the department of History for session 2022-2023. A good number of responses were collected from our honours students. The response was quite positive and a few positive and a few suggestions were also given by the students for the benefit of their studies.

**Student Suggestion:**

Students requested more interactive sessions, such as debates, group discussions, and guest lectures, to enhance their understanding of political theories and current affairs.

**Department's Response:**

The department acknowledges the importance of interactive learning methods in strengthening students' critical thinking and analytical skills. In response, we plan to introduce regular debate sessions, group discussions, and expert talks by academicians and professionals in the field of political science. These initiatives will provide students with a platform to engage in meaningful discourse and gain practical insights into contemporary political issues.

**DEPARTMENT OF POLITICAL SCIENCE**  
**ACTION TAKEN REPORT ON THE STUDENTS SATISFACTORY SURVEY FOR ACADEMIC**  
**YEAR 2022-2023**

1. Understanding of students who work at the same time study is a must because sometimes they take time finished assignments and other task

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- 1)Shillong College is the best college with good teaching-learning process and good fees.
  - 2)Teachers are very friendly and anytime we need they use to help us.
  - 3)College compound is a big problem because lots of students used to admit every years, so expansion of college compound is very important.

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Need improvement.more and more

Notes

Exam

Class test

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Use better graphic and visual media,try to reach every student and make a two way interaction

1. We should emphasize on practical learning.
2. Transforming the education pattern by including vocational courses and professional courses.
3. More emphasis on skill based learning and promoting entrepreneurial skills in the students.

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With these basic changes we can lay the foundation of strong future and generate more employment.

Use better graphic and visual media,try to reach every student and make teaching a two way interaction

- 1.Use better graphics and visual media to engage students well.
- 2.Try to reach every student and ask for their doubts.
- 3.Make teaching a two way interaction.

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Plan for instructional management

Work hard, confident and interest

Very good,excellence and respective

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Giving test once a week and encouraging students and helping them to overcome challenges in the class

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No suggestion  
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Observations:

1. Academically exam and marks centric learning
  2. No confidence building from the system to the student.
  3. Teachers lack computer technology knowledge
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Suggestions:

1. Exam should be reduce as a main criteria in judging the student's performance.classroom's role should be enhanced.
2. Well trained teachers should be recruited

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Use projection....online classes...

- \_ use better graphic and visual media to engage student well.
  - \_ try to reach every student and ask for their doubt.
  - \_ Make teaching in two way interaction .do not simple give lecture ,ask student for their doubt and other question.
- 

1. Group discussion

1. Sometimes we need field work
  2. sometimes teachers Should use ICT tools such as LCD projector etc
  - 3 .during these covid19 pandemic we need online classes not only sending notes
- 

Make teaching a two way interaction

1. Try to reach every student and ask for their doubts.
  2. Make teaching a two way interaction.
  3. Use better graphics and visual media to engage students well.
- 

They are the best teachers I ever found

1. teachers need a new ways of teaching learning process to the student
1. Update yourself(teacher)what happening in all over the world with the help of media So,the students will know how to study the past and presence.
2. A good education can change anyone and a "GOOD TEACHER" can "CHANGE EVERYTHING"

3.Educating the MIND(of STUDENTS)without educating the "HEART" is NO education at all.

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- 1.We should emphasize on practical learning
- 2.Try to reach every students and ask for their doubt
- 3.Use better graphics and visual media to engage student well

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\* teachers should be highly prepared and should maintain discipline in the class

\*\*teachers should motivates students in all aspects(how life is going in adult life-after marrying etc)

\*†\* teachers should be always on time and must be the role model for students

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- 1.use better technique in teachings
- 2.encourage active practical learning
- 3.focus on one topic at the time

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- 1.Use better graphics and visual media to engage students very well.
2. Try to reach every student and ask for their doubts.
3. Make teaching a two way interaction.

No suggestions. Our teachers are the Best.

More lecuture on a topoic is necessary and providing materials rathar than dictaring in class ..and use the dictating of notes time in lecture

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- 1)Use better graphics and visual media to engage students well.
- 2)Try to reach every student and ask for their doubts.
- 3) Make teaching a two way interaction.

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- 1.use better technique in teachings.
- 2.encourage active and practical learning.
- 3.focus on one topic at a time.

**DEPARTMENT OF SOCIOLOGY**  
**ACTION TAKEN REPORT ON THE STUDENTS SATISFACTORY SURVEY FOR ACADEMIC**  
**YEAR 2022-2023**

Class tests Pattern of discussion answer writing	<ol style="list-style-type: none"> <li>1. Sending important notes after every online class.</li> <li>2. Video lectures some what not necessary</li> <li>3. Sending notes through pdf not by images</li> </ol>
	<ol style="list-style-type: none"> <li>1) Preparing student for their better future</li> <li>2) gives the students more assignments to keep them active all the time</li> <li>3) Students and teachers should be in touch at all times. When needed</li> </ol>
Briefly explain Facilitate in-class discussion groups and group work	<ol style="list-style-type: none"> <li>1 Used better' graphics and usual media to engage students well</li> <li>2 Try to reach every student and ask for their doubts</li> <li>3 Make teaching a two way interaction</li> </ol>
	Create study groups Ask the students to share information Ask the students to prepare together for classes
	<ol style="list-style-type: none"> <li>1. Teachers should co-operate with students</li> <li>2. 2 Giving surprised test after the end of every months</li> <li>3. 3. Teachers should give some suggestions about the upcoming exam to students</li> </ol>
	<ol style="list-style-type: none"> <li>1. The teacher should use a microphone as the classroom is pretty big and students sitting in the back can't hear properly.</li> <li>2. Teachers should make use of the projector and show us slide shows often as it'll be easier for us to catch up and understand properly.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Encourage active and practical learning</li> <li>2. provide for meaningful teacher - student interactions</li> <li>3. Make course expectations clear</li> </ol>
	<ol style="list-style-type: none"> <li>1. To simplify and concise the notes.</li> <li>2. To explain the concepts with more examples.</li> <li>3. To give more tests.</li> </ol>
	<ol style="list-style-type: none"> <li>(1) learn students name</li> <li>(2) listen to students concern and respond immediately</li> <li>(3) provides for meaningful teacher students interaction</li> </ol>
	<ol style="list-style-type: none"> <li>1- To improve mentoring for each student.</li> <li>2- -To provide field visit opportunities.</li> <li>3- 3- To be encouraged in extra curricular activities.</li> </ol>
	To have a closer interaction with them and to have them to focus more on average and low students, and with low thinking abilities.. to help them to be able to handle life more effectively in the near future...
	Give three observations / suggestions to improve the overall

teaching – learning experience in your institution.	<ol style="list-style-type: none"> <li>1.Encourage active and practical learning</li> <li>2.Provide for meaningful teacher student interaction.</li> <li>3.Make course expectation clear and base on learning outcome.</li> </ol>
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Give three observations / suggestions to improve the overall teaching – learning experience in your institution.	Field work Visual examples and Presentation
	<ol style="list-style-type: none"> <li>1.Inculcate life skills and employability skills for students</li> <li>2.Providing good opportunities for students</li> <li>3.Improve high percentage using ICT tools such as multimedia etc</li> </ol>

### **Action Taken Report:**

Based on the findings of the survey, the Department has made the following decisions for improvements:

- ❖ Faculties have attended the ICT Training programmes and Moocs Online Workshop to equip themselves with ICT tools.
- ❖ Student Mentor and Mentee list are prepared for better coordination and interaction with respect to Academic matters.
- ❖ Guest Lectures on relevant topics were conducted by inviting renowned speakers in specialized areas/fields to interact with students for a more in depth knowledge of the subjects.
- ❖ Since Sociology as a subject is in demand for competitive exams, the department has identified in the future plans to conduct Coaching and Counsellings for 6th Semester Students by approaching the Government through the management for financial assistance to conduct such courses.