



Department of Business Administration – Feedback Action Taken Report

Based on the feedback collected from the students the department has taken certain actions to assist the students such as

Criteria	Action Taken
Syllabus Coverage	To ensure that the entire syllabus is covered by all the teachers for all subjects, the department has to provide a course completion certificate which is submitted to the management
Mentor – Mentee	Support is given to the students of the department to improve their learning and leadership skills, motivating them towards their future career development. In this regard the department assigns a mentor to each students and this mentor – mentee list is notified to the students.
Class Routine	The department follows the master routine prepared by the routine committee, internal arrangement are made among teachers to ensure that all classes are taken.
ICT	Since many students wanted more explanation to the subjects, most teachers in the department have adopted a blended mode of teaching, where explanations are given in offline classes and supporting materials are given online through their Google form.
Field Trip	The department arranged field trips/industrial visit to help them identify the practical side of the industry and its working to ensure better knowledge of theory and practice.
Student Seminar	The department encourages the students to organise students' seminar on current topics and issues.
Extra Classes	Extra classes are taken when required



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