



INTERNAL QUALITY ASSURANCE CELL

D.A.V. (P.G.) College

Dehradun-248001, Uttarakhand (India)

Website: www.davpgcollege.in Mob: 9412013328

Action Taken Report - Non-Teaching Staff Feedback

(2022-23)

This report addresses the key areas identified in the non-teaching staff feedback and outlines the proposed actions to address them:

Skill Enhancement Workshops:

- **Action:**

- Conduct regular skill enhancement workshops covering relevant areas based on staff needs and departmental requirements.
- Partner with external organizations or industry professionals to deliver specialized training programs.
- Encourage participation through incentives or recognition programs.

Opportunities for Personal and Professional Development:

- **Action:** Develop and implement a structured career development program for non-teaching staff, including opportunities for upskilling, mentorship, and leadership training.

Transparency in Conduct:

- **Action:** Establish clear communication channels and procedures to ensure timely and transparent dissemination of information relevant to non-teaching staff.

**Principal
D.A.V. (P.G.) College
Dehradun-248001**

**COORDINATOR
Internal Quality Assurance Cell
D.A.V. (P.G.) College, Dehradun**



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Promotion/Career Advancement Opportunities:

Action:

- Enhance communication channels to ensure clear and consistent information flow regarding college policies, decisions, and procedures.
- Establish regular feedback mechanisms, such as meetings or suggestion boxes, to encourage open communication.
- Address concerns raised by staff promptly and transparently.

Technical Facilities:

- **Action:** Assess existing technical infrastructure and allocate resources to upgrade or replace outdated equipment, such as computers and ensure reliable Wi-Fi connectivity.

Campus Facilities:

- **Action:**
 - Address specific concerns raised regarding restrooms, water supply, or other campus facilities requiring improvement.
 - Develop and implement a regular maintenance plan for campus infrastructure.

Additional Considerations:

S.K. Singh

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Sharma
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- Establish a dedicated committee to oversee the implementation of these action items and track progress.
- Regularly communicate the progress and outcomes of these initiatives to the non-teaching staff.
- Conduct follow-up surveys or feedback sessions to gauge the effectiveness of the implemented actions and identify any further areas for improvement.

By addressing these key concerns raised by the non-teaching staff, the college can foster a more positive and supportive work environment, leading to increased job satisfaction, motivation, and ultimately, improved college operations.

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