



DARRANG COLLEGE

REPORT ON ACTION TAKEN ON NON TEACHING STAFF FEEDBACK 2025-2026



**SUBMITTED
TO
IQAC, DARRANG COLLEGE
TEZPUR**

The Employees' Feedback Report indicates that the overall administrative and institutional environment is positively perceived by employees, with Good and Excellent ratings dominating most of the 24 parameters. The major strengths are related to infrastructure, office facilities, leadership, institutional vision, office functioning and supervision.

At the same time, the feedback identifies areas requiring continuous institutional improvement, particularly canteen facilities, medical facilities, adequacy of office staff, workload management, communication, staff development, accounting software support and promotion-related processes. The feedback may therefore be used as an important input for institutional planning, resource allocation and administrative quality improvement.

Area Identified	Action Taken
Canteen Facilities	Review hygiene, food quality, seating and service arrangements
Medical Facility	Strengthen first-aid facilities and establish/strengthen medical support mechanisms
Staff Strength	Review staff requirement in relation to workload and administrative responsibilities
Workload	Examine duty distribution and ensure balanced allocation of responsibilities
Communication	Strengthen official communication channels and timely dissemination of information
Staff Training	Organize regular ICT, administrative, accounting and skill-development programmes
Accounting Software	Provide periodic training and technical assistance
Committees/Cells	Improve awareness of committee functions and document their outcomes
Promotion	Communicate promotion rules, eligibility criteria and procedures clearly

CONCLUSION

The Employees' Feedback Report serves as an essential tool for evaluating institutional performance, administrative efficiency, and workplace satisfaction. The recent feedback highlights a strongly positive organizational climate, with the majority of the 24 evaluated parameters receiving "Good" and "Excellent" ratings. Employees expressed significant confidence in the institution's core strengths, notably infrastructure, office facilities, leadership, strategic vision, office functioning, and supervision.

To ensure continuous administrative quality and institutional growth, the organization actively uses this feedback to guide strategic planning and resource allocation. While overall perception remains highly favorable, the survey identified key operational areas requiring targeted improvement—specifically regarding canteen and medical facilities, staffing adequacy, workload management, internal communication, staff development, accounting software support, and promotion-related processes.

This Action Taken Report (ATR) outlines the specific measures, policy refinements, and strategic interventions implemented to address these key areas, reaffirming the institution's commitment to continuous improvement and employee well-being.


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