



**MAYNAGURI COLLEGE**  
(Accredited by NAAC - "B+")

P.O. Maynaguri, Dist.- Jalpaiguri, W.B., Pin - 735224, Ph.: 03561 234298  
E-mail : maynaguricollege@rediffmail.com, collegemaynaguri@gmail.com

Ref. No. ....

Date .....

## Action-taken Report

Based on the feedback provided by the employer regarding the Non-Teaching Staff, several actions have to be taken to enhance their performance regarding their administrative duties. Regular training sessions focusing on administrative skill development and workplace efficiency should be conducted for the non-teaching staff. Workplace conditions have to be improved by upgrading facilities and providing ergonomic office equipments. These measures might result in noticeable improvement in staff morale and productivity, which supposedly should be reflected in the positive feedback received in subsequent evaluations.

Signature of the Coordinator  
IQAC  
Maynaguri College

  
Coordinator  
**IQAC**  
Maynaguri College



  
(Prof. D. K. Mukherjee)  
Principal  
Maynaguri College  
Maynaguri  
Jalpaiguri  
Principal  
Maynaguri College  
Jalpaiguri



**MAYNAGURI COLLEGE**

(Accredited by NAAC - "B+")

P.O. Maynaguri, Dist.- Jalpaiguri, W.B., Pin - 735224, Ph.: 03561 234298  
E-mail : maynaguricollege@rediffmail.com, collegemaynaguri@gmail.com

Ref. No. ....

Date .....

## **ACTION-TAKEN REPORT**

The Feedback Analysis Report of the Employer on the teaching Staffs of Maynaguri College provides a comprehensive evaluation of their overall performance and identify the strengths, areas for improvement, and overall satisfaction. By systematically analyzing feedback collected through structured surveys, the report offers actionable insights to enhance quality and support of the authority. The findings contribute to informed decision-making, fostering a culture of continuous improvement and academic excellence. As an affiliating institution and governed by the State Government there are some limitations that the college has to depend on Government grant and other grants for enhancement of infrastructural facility and other. So, within limitations the authority has taken steps to upgrade the facilities depending upon the financial position of the fund and procedure. It is suggested to arrange more faculty development Programmes to improve the performance in the technical knowledge field and to motivate the teachers to come up with new ideas and new learning techniques to enhance the quality of the students and insist them to do the research-oriented activities and participate in Refresher Courses and Orientation Programmes.

Signature of the Coordinator

IQAC

Maynaguri College

Coordinator

**IQAC**

Maynaguri College



(Prof. D. K. Mukherjee)

Principal

Maynaguri College

Maynaguri

Jalpaiguri,

Maynaguri College

Jalpaiguri