

CHOPRA KAMALA PAUL SMRITI MAHAVIDYALAYA

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Estd. 2013
Affiliated to the University of North Bengal

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 trainings 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.

G. Adhikari
K. Biswas

Signature of the Coordinator
IQAC

Chopra Kamala Paul Smriti Mahavidyalaya

Ahal
Teacher-in-charge
Chopra Kamala Paul Smriti
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Coordinator, IQAC
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