

P/5333/2024
4.12.24

December 4, 2024

The Principal,
Shivaji College,
University of Delhi
Ring Road, Raja Garden,
New Delhi – 110027

Co-ordinator, IQAC
R. Srinivas

Subject: Compliance Report regarding feedback of students related to academic session 2023-24.

Respected Sir,

December 4, 2024


This is with reference to letter dated 12.11.2024 regarding feedback of students related to academic session 2023-24 procured by IQAC of the college.

In this regard, it is submitted that a meeting with all the dealing Assistants of students was held to sensitize the staff for improving their work such as **communication and response time to student queries** on 18.11.2024. Minutes of the meetings are attached for onward transmission to IQAC of the College.

We are committed to continuously improving the academic experience for our students and will take further steps based on their valuable feedback.

Thanking You,

Yours Sincerely


4.12.24
**Administrative Officer
Shivaji College**

MINUTES OF THE MEETING

A meeting regarding Students' Feedback was convened on 18.11.2024 at 01:30 PM in the Vice Principal Room. The following members were present and attended the meeting: -

1. Prof. Tejbir Singh Rana, Coordinator, IQAC
2. Mr. Hemant Lamba, Administrative Officer
3. Mr. Attar Singh Yadav, Section Officer
4. Mr. Rajesh Kumar, Assistant
5. Mr. Ashish Dhingia, Assistant
6. Mr. Neha Bhatnagar, Assistant (through Virtual Mode)
7. Mr. Rajeev Kapoor, Junior Assistant (through Virtual Mode)
8. Mr. Santosh Kumar Mishra, Junior Assistant

Tejbir Singh Rana
18/11/24.

All the feedbacks were read by the Administrative Officer and the staff was sensitized for improving their work specifically communication and response time to students' queries. The staff members assured for improving communication with the students' and to reduce the response time to students' queries.

Further, the Administrative Officer assured on behalf of the staff dealing with the students' regarding their commitment to continuously improving the academic experience for our students' and to take further steps based on the valuable feedbacks of the students'

The meeting concluded with the vote of the thanks to the chair

Tejbir Singh Rana
24/12/24.

Hemant Lamba
Attar Singh Yadav
Rajesh Kumar
Ashish Dhingia
Neha Bhatnagar
Rajeev Kapoor
Santosh Kumar Mishra
24/12/24
प्राचार्य / Principal
शिवाजी महाविद्यालय / Shivaji College
(दिल्ली विश्वविद्यालय) / (University of Delhi)
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Raja Garden, New Delhi-110027