



# HABIB EDUCATIONAL & WELFARE SOCIETY'S M. S. COLLEGE

OF ARTS, SCIENCE, COMMERCE & B.M.S.

(NABC ACCREDITED)

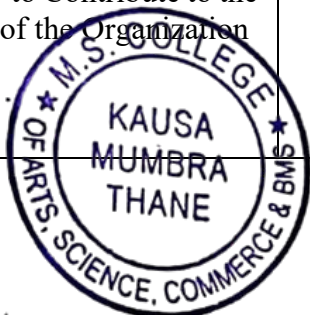
(Affiliated to University of Mumbai)

Habib Educational Complex, M. H. Mohani Road, Kausa, Mumbra, Thane - 400612.

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## ACTION TAKEN REPORT BASED ON THE FEEDBACK FORM OF EMPLOYER

AREA	FEEDBACK DESCRIPTION	PRIORITY	ACTION TAKEN	STATUS
General Communication Skills	Communication skills need improvement, especially in written reports and presentations.	High	Conducted communication skills workshops and provided resources for improving writing and presentation skills.	Completed
Developing Practical Solutions to Workplace Problems	Some team members struggle with identifying and implementing practical solutions.	High	Implemented a problem-solving training program focusing on practical application and case studies.	Completed
Working as Part of a Team	Teamwork is generally good, but conflicts occasionally arise due to differing working styles.	High	Organized team-building activities and conflict resolution workshops.	Ongoing
Creative in Response to Workplace Challenges	Creativity is evident but needs more encouragement and structure to be consistently applied.	High	Introduced innovation workshops and brainstorming sessions to foster creative thinking.	In Progress
Self-Motivated and Taking on Appropriate Level of Responsibility	Some Students show hesitance in taking on new responsibilities.	High	Initiated a mentorship program and provided motivational training sessions.	In Progress
Open to New Ideas and Learning New Techniques	Mixed responses; some are enthusiastic, while others are resistant to change.	High	Launched a change management program and offered incentives for continuous learning.	Completed
Using Technology and Workplace Equipment	Adequate usage but there is a gap in understanding advanced features and new technologies.	High	Provided comprehensive training on advanced technology usage and new equipment.	Completed
Ability to Contribute to the Goal of the Organization	High overall, but some lack understanding of how their role impacts the larger organizational goals.	High	Conducted workshops to align individual roles with organizational goals and objectives.	Completed



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Technical Knowledge/Skill	Technical skills are good but could be enhanced further, especially with emerging technologies.	High	Organized advanced technical training and certification programs.	Completed
Ability to Manage/Leadership Qualities	Potential leaders identified but need further development in leadership skills.	High	Implemented leadership development programs and assigned leadership mentors.	Completed
Relationship with Seniors/Peers/Subordinates	Generally positive, but communication gaps exist at times.	High	Introduced regular inter-departmental meetings and feedback sessions to improve communication.	In Progress
Involvement in Social Activities	Participation in social activities is low.	High	Organized social events and encouraged participation through incentives.	Ongoing
Ability to Take Up Extra Responsibility	Some Students are willing, while others feel overburdened.	High	Balanced workload distribution and provided support for those taking extra responsibilities.	In Progress
Obligation to Work Beyond Schedule if Required	Mixed willingness to work beyond schedule; concerns about work-life balance.	High	Implemented a clear policy for overtime and ensured proper compensation and recognition.	In Progress

## Detailed Actions and Future Plans

### General Communication Skills

Actions Taken: Conducted workshops focused on enhancing verbal and written communication skills. Employees were given access to online courses and tools to improve their writing and presentation abilities. Regular feedback sessions were introduced to monitor progress.

### Developing Practical Solutions to Workplace Problems

Actions Taken: Implemented problem-solving training programs that emphasize practical applications and real-world scenarios. Employees participated in workshops and role-playing exercises to develop critical thinking and problem-solving skills.

### Working as a Part of a Team

Actions Taken: Organized team-building activities, such as retreats and collaborative projects, to foster teamwork. Conflict resolution workshops were held to address and mitigate interpersonal issues within teams.



*[Signature]*  
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## **Creative in Response to Workplace Challenges**

Actions Taken: Introduced innovation workshops and brainstorming sessions to encourage creative thinking. A platform for sharing innovative ideas and rewarding the best ones was established to motivate employees.

## **Self-Motivated and Taking on Appropriate Level of Responsibility**

Actions Taken: Launched a mentorship program where senior employees guide and motivate juniors. Motivational training sessions were conducted to boost self-confidence and initiative among employees.

## **Open to New Ideas and Learning New Techniques**

Actions Taken: Started a change management program to help employees adapt to new ideas and techniques. Incentives for continuous learning, such as rewards for completing courses, were introduced.

## **Using Technology and Workplace Equipment**

Actions Taken: Provided comprehensive training sessions on the latest technology and equipment. Hands-on workshops were organized to ensure employees are proficient in using new tools.

## **Ability to Contribute to the Goal of the Organization**

Actions Taken: Conducted workshops to align individual roles with organizational goals. Employees were encouraged to set personal objectives that contribute to the larger organizational vision.

## **Technical Knowledge/Skill**

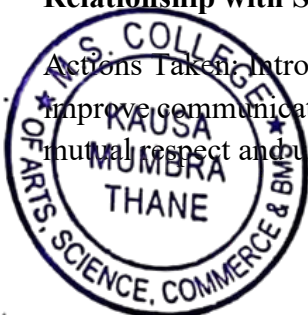
Actions Taken: Organized advanced technical training and certification programs. Employees were given opportunities to attend industry-specific seminars and workshops to enhance their technical skills.

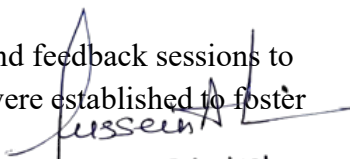
## **Ability to Manage/Leadership Qualities**

Actions Taken: Implemented leadership development programs, including workshops and mentorship from senior leaders. Potential leaders were identified and given additional responsibilities to develop their management skills.

## **Relationship with Seniors/Peers/Subordinates**

Actions Taken: Introduced regular inter-departmental meetings and feedback sessions to improve communication and relationships. Peer review systems were established to foster mutual respect and understanding.



  
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## **Involvement in Social Activities**

Actions Taken: Organized social events and activities to increase employee engagement. Participation was encouraged through incentives, and a committee was formed to plan and oversee these events.

## **Ability to Take Up Extra Responsibility**

Actions Taken: Balanced workload distribution to ensure no employee feels overburdened. Support systems were put in place for those taking on additional responsibilities, including access to resources and assistance from team members.

## **Obligation to Work Beyond Schedule if Required**

Actions Taken: Implemented a clear policy for overtime work, ensuring proper compensation and recognition. Monitored employee work-life balance and adjusted workloads to prevent burnout. Wellness programs were introduced to support employee health and well-being.

These actions have been taken to address feedback and improve overall performance and satisfaction within the organization. Continuous evaluation and adjustments will be made to ensure ongoing development and improvement.



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