

Panchakot Mahavidyalaya

Sarbari, Neturia, Purulia

Feedback Mechanism

INTRODUCTION

The IQAC of the institution designs and collects feedback from its stakeholders to monitor and evaluate its performance quality on curriculum and curriculum related issues. The feedback forms are collected from students, teachers, employers and alumni.

POLICY

It cannot be denied that an online procedure is cheaper, faster and can maintain better confidentiality. But still, feedback is collected in hard copies to ensure that our students themselves give their feedback and do not share the link to friends/others. Some other norms that our IQAC adopts are:

- a) Feedback will be collected only from 100 randomly selected students every year
- b) Feedback will be collected from all teachers who are willing to
- c) Feedback will be collected from 10 potential / relevant employers
- d) Feedback will be collected from 10 alumni who are in regular touch with our college
- e) An action taken report will be prepared for every academic year
- f) The action taken report will be submitted to higher authority for policy making
- g) The action taken report will be published / displayed on college website

OBJECTIVE

For students, the feedback system addresses curriculum and its learning related issues in terms of quality, competence, skills and professionalism. This feedback also considers other issues like delivery of curriculum by teachers, resources to achieve learning outcomes, support from teachers and necessary infrastructure of the institution.

For teachers, the feedback addressed issues like suitability the course and its need base, outcomes of the curriculum, relationship with course content and corresponding reference material, availability of reference materials in terms with curriculum, evaluation methods and curriculum delivery, infrastructural facility, work environment, ambience, etc.

For employers, it addressed issues like general communication skills, developing solutions to real life problems, working in a team, creative challenges to challenges, organization skills, learning of new techniques, integration of technology for work as learnt through the curriculum.

For alumni, it aimed for responses on adequateness of courses curriculum, sufficiency of syllabus content in context of current professional standards and curriculum design in context of development of self-directed learning and problem-solving approach.

METHODOLOGY

The feedback questionnaires are all MCQ type. This makes the process easy for the respondents. It also makes the analysis part easier. The options of the MCQ are arranged in order of merit with first option being of highest value.

Students feedback questionnaire comprises of 30 questions that can be classified into 5 categories as shown below. Teacher's feedback contains 35 MCQ questions classified into 6 groups. The questionnaire for Employers and Alumni have 10 questions each. Alumni are also given a space to comment on the development prospects and strategies for our college.

Sl.	Category	No. of MCQ in the questionnaire of			
		Students	Teachers	Employers	Alumni
1	Syllabus Content	4	4	NA	NA
2	Syllabus Transaction	8	8	NA	NA
3	Learning Resources	4	4	NA	NA
4	Teacher Support	5	7	NA	NA
5	Infrastructure	9	6	NA	NA
6	Others	0	6	NA	NA

Compilation of feedback for each question is done in the following 3-step method:

- a) finding the total and percentage of the response for each MCQ
- b) finding the aggregate percentage of the responses for each category
- c) finding the weighted (as determined by IQAC) overall feedback

This is then displayed by pie/doughnut charts for easy understanding by the stakeholders. A summary of the feedback is to be made clearly specifying the necessary policy prescriptions. These prescriptions may be of two types – policies that IQAC will adopt for future and policies that needs to be sub mitted to higher authority for overall policy making.

ACTION TAKEN REPORT

The feedback so obtained from the stakeholders are analyzed and reports are formed as per the above methodology for each academic year. These data and reports are placed in the IQAC meetings. On discussion, a set of actions are formulated. IQAC reviews its strategies and formulates future plans. Some action plans that need intervention of the higher authority, are intimated to them in due course.

The action taken reports comprise of an executive summary, list of important feedbacks, future plans and strategies of the IQAC and policy prescriptions and roadmap for the higher authority. The IQAC of this college does not take the actions directly on the stakeholders, but instead, forwards the findings and prescriptions to the higher authority. However, some actions which is completely within the limits of the IQAC, are implemented as per provisions.

Panchakot Mahavidyalaya

Sarbari, Neturia, Purulia

Student Feedback Form

Academic Session _____

Name: Sem: Roll No.:

TICK THE SUITABLE ANSWER

1. Teachers' punctuality in the class?
 Excellent Good Satisfactory Poor
2. Are the classes conducted on a regular basis?
 Always regular Satisfactorily regular Rarely regular Quite irregular
3. How much of the syllabus was covered in the class?
 80-100% 60-79% 40-59% Below 40%
4. How well did the teachers prepare for the classes?
 Very good Good Satisfactory Poor
5. Communication skill of the teachers?
 Excellent Good Satisfactory Poor
6. Internal evaluation processes by the teachers are:
 Always fair Sometimes fair Usually unfair Always unfair
7. Teachers inform you about your expected course outcomes and programme outcomes.
 Everytime Usually Occasionally Never
8. Do the teachers explain the facts with examples, applications and experiments?
 Always Usually Occasionally Never
9. During teaching, do the teachers mention about the latest updates of the following topic/field?
 Always Sometimes Rarely Never
10. Do the teachers mention about the future scopes of a subject/topic?
 Often Sometimes Rarely Never
11. The institute takes active interest in promoting internship and field visit for students.
 Regularly Often Sometimes Rarely
12. Do you think that current syllabus enriches you to develop adequate knowledge and skills
 Completely Satisfactorily Partially Not at all
13. Does your college provide enough Library books to support your curricular enrichment?
 Significant Satisfactory Not enough Very poor
14. How would you rank your college Library reading room?
 Very good Good Satisfactory Poor
15. Do you use e-library facilities?
 Always Frequently Sometimes Seldom
16. Does your college provide an Academic Calendar?
 Always Usually Occasionally Never

17. Do the teachers treat all the students equally?
 Always Sometimes Rarely Never
18. Does teaching and mentoring process in your institution supports your academic, cognitive, social and emotional growth?
 Significantly Moderately Marginally Not at all
19. Do the teachers identify your strength and encourage you by providing proper challenges?
 Fully Reasonably Partially Not at all
20. Teachers are able to trace your weakness and help you to overcome it
 Completely Satisfactorily Partially Not at all
21. Do you agree that the teachers encourage you to participate in extracurricular activities?
 Strongly agree Partially agree Neutral Disagree
22. What percentage of teachers use ICT tools while teaching?
 Above 80% 79%-60% 59%-40% Below 40%
23. How do you grade the SPORT facilities of your college?
 Very good Good Not enough Bad
24. How do you grade the CANTEEN facilities of your college?
 Very good Good Not enough Bad
25. How do you grade the GYM facilities of your college?
 Very good Good Not enough Bad
26. How do you grade the COMPUTER & INTERNET facilities of your college?
 Very good Good Not enough Bad
27. How would you rank NSS of your college?
 Very good Good Fair Bad
28. How would you rank NCC of your college?
 Very good Good Fair Bad
29. How would you rank CLEANLINESS & HYGIENE of your college?
 Very good Good Fair Bad
30. How would you rank SECURITY FACILITY of your college?
 Very good Good Fair Bad

.....
Signature of respondent

Panchakot Mahavidyalaya

Sarbari, Neturia, Purulia

Teacher Feedback Form

Academic Session _____

Name: Sem: Roll No.:

TICK THE SUITABLE ANSWER

1. Are you punctual in the class?
 Excellent Good Satisfactory Poor
2. Are the classes conducted on a regular basis?
 Always regular Satisfactorily regular Rarely regular Quite irregular
3. How much of the syllabus was covered in the class?
 80-100% 60-79% 40-59% Below 40%
4. How well do you prepare for each classes?
 Very well well Satisfactory Poor
5. How would you rank your Communication skill?
 Excellent Good Satisfactory Poor
6. How often do you conduct continuous Internal evaluation processes?
 Always Usually Occasionally Never
7. How often do you inform about the expected course outcomes and programme outcomes?
 Always Usually Occasionally Never
8. How often do you explain the facts with examples, applications and experiments?
 Always Usually Occasionally Never
9. During teaching, do you mention about the latest updates of the following topic/field?
 Always Sometimes Rarely Never
10. Do you mention about the future scopes of a subject/topic?
 Often Sometimes Rarely Never
11. Do you take active interest in promoting internship and field visit for students.
 Regularly Often Sometimes Rarely
12. Do you think that current syllabus enrich students to develop adequate knowledge and skills?
 Completely Satisfactorily Partially Not at all
13. Does your college provide enough Library books to support your curricular enrichment?
 Significant Satisfactory Not enough Very poor
14. How would you rank your college Library reading room?
 Very good Good Satisfactory Poor
15. Do you use e-library facilities?
 Always Frequently Sometimes Seldom
16. Does your college provide an Academic Calendar?
 Always Usually Occasionally Never

17. Do you treat all the students equally?
 Always Sometimes Rarely Never
18. Does your teaching and mentoring process supports your student's academic, cognitive, social and emotional growth?
 Significantly Moderately Marginally Not at all
19. Do you identify your students' strength and encourage them by providing proper challenges?
 Fully Reasonably Partially Not at all
20. Are you able to trace your weakness and help students to overcome it?
 Completely Satisfactorily Partially Not at all
21. Do you encourage your students to participate in extracurricular activities?
 Strongly agree Partially agree Neutral Disagree
22. Does you provide notes to students?
 Always Usually Occasionally Never
23. Do you use ICT tools while teaching?
 Above 80% 79%-60% 59%-40% Below 40%
24. How do you grade the ICT facilities of your college?
 Very good Good Not enough Bad
25. How do you grade the GYM facilities of your college?
 Very good Good Not enough Bad
26. How do you grade the CANTEEN facilities of your college?
 Very good Good Not enough Bad
27. How would you rank MEDICAL of your college?
 Very good Good Fair Bad
28. How would you rank CLEANLINESS & HYGIENE of your college?
 Very good Good Fair Bad
29. How would you rank SECURITY FACILITY of your college?
 Very good Good Fair Bad
30. How easily do you get permission to attend Seminar/Workshop/Webinar?
 Very easily Easily Not easily Never
31. How easily do you get permission to attend FIP/RC/OP/STC?
 Very easily Easily Not easily Never
32. How easily do you leaves get granted?
 Very easily Easily Not easily Never
33. How would you rank the Work Environment of your college?
 Excellent Good Satisfactory Poor
34. How would you rank the Support Staff of your college?
 Excellent Good Satisfactory Poor
35. How would you rank the Administrators of your college?
 Excellent Good Satisfactory Poor

.....
Signature of respondent

Panchakot Mahavidyalaya

Sarbari, Neturia, Purulia

Employer Feedback Form

Academic Session _____

TICK THE SUITABLE ANSWER

1. General communication skill of the students of Panchakot Mahavidyalaya?
 Excellent Good Satisfactory Poor
2. How far do you think the students of this college are employable?
 All are trained properly for employment.
 Only the honours students are trained for employment.
 The students need better training.
 The students are not fit to be employed.
3. The students of this college are
 Self-confident and ready for a career
 Some of them are looking forward to be self-dependant
 Some are trying to be self-dependant but are not trained enough
 The students have no aim to build up a career
4. How is the skill level of the students?
 They are well-skilled
 They need training in soft/hard skills
 They are not skilled enough but possess the potential to be trained
 They have little knowledge beyond their syllabus
5. What skills according to you should preferentially be developed among the students of this college?
 Communication and software skill
 Good IQ/EQ
 Multitasking ability and leadership
 Honesty and Morality
6. Among how many students do you find 'creativity' and 'problem-solving capability'?
 Most of them Some of them A few of them None of them
7. How is the teaching-learning environment of the college?
 Excellent Good Satisfactory Poor
8. Rate your opinion on the relevancy/ sufficiency of the courses meeting the industry requirements.
 Excellent Good Average Fair
9. How effective is the Curriculum in developing analytical and problem-solving skills of the students?
 Excellent Good Average Fair
10. Does the curriculum effectively cover topics on fundamentals and latest technology?
 Excellent Good Average Fair

.....
Signature of respondent

Panchakot Mahavidyalaya

Sarbari, Neturia, Purulia

Alumni Feedback Form

Academic Session _____

Name : Year of Passing :

Current Profession :

TICK THE SUITABLE ANSWER

1. General comments about the teaching-learning environment of Panchakot Mahavidyalaya?

Excellent Good Satisfactory Not-Satisfactory

2. How is the library of the college?

Excellent Good Satisfactory Poor

3. Your opinion of the sport facilities?

Excellent Good Satisfactory Poor

4. If you were a resident of hostel, how is your experience about hostel facilities?

Excellent Good Satisfactory Poor

5. How would you assess the development of the college since you passed out?

Developed Same as before Deteriorated

6. Do you agree that the syllabus included topics which made you industry ready?

Strongly Agree Agree Neutral Disagree

7. Were the assessment processes appropriate to develop your subject knowledge and creativity?

Excellent Good Average Fair

8. Did your teachers encourage you to participate in extra- curricular activities like sports, cultural programmes in College?

Very much Enough Reasonably Not at all

9. Did your teachers provide counseling/ guidance towards higher studies and/or employment?

Very much Enough Reasonably Not at all

10. How do you grade the college as a whole?

Outstanding Good Average Bad

Your valuable comment/suggestion for the development of the college:

.....
.....

.....
Signature of respondent