

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