

FEED BACK ANALYSIS AND RECOMMNDATIONS ACADEMIC YEAR 2017

Report on the feedback received from the teachers

Going through the feedback report submitted by the teachers on different aspects – syllabus content, time table, Library book, administration etc it has been observed that 65% of the teachers are moderately satisfied with the syllabus content, are satisfied over the optional papers provided in the syllabus of different subjects, 50% are of the opinion that the class routine is sufficient for completion of the syllabus within the stipulated time. However, there is dissatisfaction over library space and urinal facility. Administrator is friendly and approachable.

Recommendations / Suggestions

1. More book and University journals should be purchased in the Library.
2. Sitting space for the teachers in the College Canteen should be increase to make it more spacious.
3. Urinal facility in the Teachers' Common Room should be improved with enough space and ventilation
4. During examinations students should be allowed to enter the college campus before 20 minutes of the commencement to check students writing on the desks and benches.
5. The salary of the ADHOC teachers should be uniform. Pay should be reasonable and satisfactory to motivate the teachers.
6. Students having less than 75 % attendance should not be allowed to sit for examinations.
7. Leave granted to teachers should be uniform.
8. Winter uniform should be clearly mentioned and proper.
9. Teacher's common room is to be made more spacious.
10. Indoor game (Ludo, carom etc) to be provided in the girls and boys common room so that children keep themselves engage and stop loitering on the verandah which creates a problem when classes are going on.

FEEDBACK OF GUARDIANS

The comments forwarded by the guardians in the feedback form shows the following picture on the different aspects of the college. Guardians are satisfied that the college is successful in providing adequate environment for teaching and library. Classes are regular and discipline is maintained within the college campus. However financial support for the needy children is not satisfactory.

Recommendations / Suggestions

1. Admission procedure should be improved and specific rules to be applied for filling up of forms.
2. There should be more use of Digital Library / Digital classroom.
3. Annual meeting with the guardians should be regularly held.
4. Behaviour and attitude of office staff with the visitors should be more cordial.
5. Clean urinal should be maintained.
6. Attendance of students should be taken more seriously. Absent students should be punished.
7. Extra classes should be taken for the benefits of the students.
8. Building a sense of moral values amongst the student through discussion, classes, seminar, talks, etc.

STUDENTS FEEDBACK

Students feedback coming from different departments regarding teachers performance in different aspects is found to be satisfactory. Classes are held regularly and the syllabus is completed within the stipulated time. Teachers effectiveness in communication skill in terms of articulation and comprehensibility is found to be satisfactory. Commitment of teachers is very good.

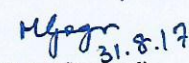
Regarding employment opportunity after completion of their course, many are satisfied but some are highly discontented as they are unable to find job / employment of their choice.

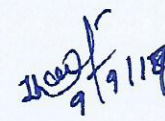
Recommendations / Suggestions

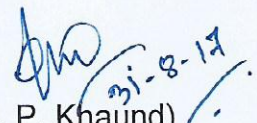
1. Syllabus should be more need based and vocationalised.
2. More guidance and counseling should be provided regarding job opportunity.
3. Teachers should take full responsibility as a motivator and facilitators.
4. Individual problems of students should be looked after by teachers concerned.

Signature of the Members-


(Dr. P. Hazarika) 31/8/17


(M. Gogoi) 31.8.17


(T. Kakoty) 9/9/17


(C. P. Khaund) 31-8-17

Action Taken Report on the suggestions put by

Feedback Analysis Committee 2017

Recommendation 1: Syllabus to be more need based and vocational.

ATR: The issue will be placed before the appropriate authority of the Affiliating University.

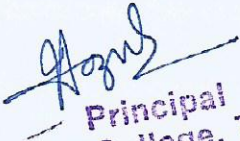
Recommendation 2: More guidance and counselling should be provided for job opportunities.

ATR: Career counselling and guidance cell is strengthened by appointing one regular career counsellor for the students.

Recommendation 3: Teachers should take full responsibility as motivators and facilitators.

Recommendation 4: Individual problems of the students should be looked after by teachers concerned.

ATR: The College has introduced Mentor-Mentee system.


Principal
Tezpur College, Tezpur
(Assam)

FEEDBACK ANALYSIS AND RECOMANDATIONS ACADEMIC YEAR 2018

Report on the feedback received from the teachers:

After analysing the feedback report submitted by the teachers it has been observed that 70% of the teachers of various subjects are of the option that the present papers in the syllabus are not satisfying as these are not up to date. It has also been felt that more optional papers should be included so that the students can select topics of their choice. The class routine is satisfactory as it enables the teachers to complete their syllabus within the stipulated time.

Recommendation/Suggestion

- 1) The attendance of the students should be properly maintained. Students with less than 75% attendance should not be allowed to sit in the examination.
- 2) Remuneration of the ADHOC teachers should be increased so as to motivate them.
- 3) Students' uniform, specially the winter uniform should be properly maintained.
- 4) Students should not be allowed to enter the examination hall before twenty minutes of the commencement of exam to prevent the students from writing on the desks and benches.
- 5) The cut off marks for the HS 1st year admission should be strictly maintained.
- 6) Publication of ISBN books b they college authority should be continued on regular basis. Peer review journals should also be introduced.
- 7) Extra- curricular activities and indoor games should be introduced to keep the students busy during their leisure time.

Feed back of Guardians

Most of the guardians express their satisfaction with the various activities of the college. They believe that discipline is maintained in the campus and that their wards are secure within the college campus . In their view the library is well resourced and maintained. The guardians opined that classes are regularly taken and the teachers are good motivators.

Recommendations/suggestions

- 1) Parent-Teacher meet should be held regularly.
- 2) If students are absent from their classes for a long time the guardians should be informed without any hesitation either by the college authority or by the concerned teachers.
- 3) Punishment for irregular students should be decided for proper motivation and development of moral values among the students. More activities like discussions, talks, seminars should be organised.

Student feedback:

Students of various departments show their satisfaction over the regularity with which classes are conducted. In their view teachers are good facilitators and motivators and are also very good communicators. Teachers are approachable even with students' personal problems.

Recommendation / Suggestion :

- 1) More need based courses/programmes should be introduced.
- 2) Guidance and counselling should be frequent specially for the outgoing students.
- 3) Some certified vocational courses should be introduced by the college.



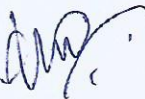
(Dr. P. Hanjanna)



(M. Geogi)



(T. Kakaty)



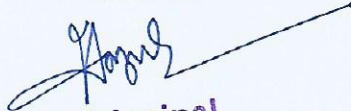
(C. P. Khanna)

Action Taken Report based on the feedback analysis

Recommendations for the academic year 2018

Going through the suggestions and recommendations by the teachers, guardians and students following actions are taken

- Students are allowed to enter the examination hall before 15 minutes before the commencement of the examination.
- Parent-Teacher meet is held regularly.
- Guardians are informed if their wards are absent from their class for a long period.
- Irregular students are not allowed to sit for their Major sessional examinations.
- A permanent counsellor is appointed by the college for the benefit of the students.
- A Basketball court has been constructed for the students.
- In the girls common room Sanitary Pad machine and incinerator has been installed.
- Remuneration of the ADHOC teachers has been enhanced.


Principal
Tezpur College, Tezpur
(Assam)