

# **Stakeholder's Feedback, Analysis and Action Taken Report**

**(Academic Year 2022-23)**

## **1. Objective of Feedback**

Bilasipara College is affiliated to Gauhati University. The syllabus is framed by the university as per the advice of the academic council. The syllabus so framed is implemented in the colleges. The feedback of the stakeholders namely students and employer is obtained which help the college to design co-curricular and extracurricular activities to enhance the learning process of the students. Similarly through the feedback the college authority understand the positive and negative sides of the management process.

## **2. Methodology**

The feedback has been taken through the Google form. The form has been prepared and sent the same through the whatsapp groups to the students and the faculty members.

## **3. Feedback was taken from the stakeholders based on the following questionnaires:**

### **2.1: Student Feedback Questions:**

1. How much of the syllabus was covered in the class?
2. How well did the teachers prepared for the classes?
3. How well were the teachers able to communicate?
4. The teacher's approach to teaching can best be described by,
5. Fairness of the internal evaluation process by the teachers
6. Was your performance in assignments discussed with you?
7. The institute takes active interest in promoting internship, student exchange, and field visit opportunities for the student.
8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

9. The institution provides multiple opportunities to learn and grow.
10. Teachers inform you about your expected, course outcomes and Programme outcomes.
11. Your mentor does a necessary follow-up with an assigned task to you.
12. The teachers illustrate the concepts through examples and applications.
13. The teachers identify your strengths and encourage you with providing right level of challenges.
14. Teachers are able to identify your weaknesses and help you to overcome them.
15. The institution makes effort to engage students in the monitoring, revise and continuous quality improvement of the teaching learning process.
16. The institute/ teachers use students centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
17. Teachers encourage you to participate in extracurricular activities.
18. Efforts are made by the institute/teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.
19. What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc while teaching.
20. The overall quality of teaching-learning process in your institute is very good.
21. Your suggestion.

## **2.2. Employee Feedback Question:**

1. Condition of workplace?
2. Spirit of department team work?
3. ICT facilities?

4. Infrastructure?
5. Library facilities?
6. Availability of technology and workplace equipment?
7. Innovativeness, creativity facility?
8. Performance of various committee of our college?
9. Performance of extracurricular activities?
10. Laboratory facilities?
11. Research facilities?
12. Publication facilities?
13. How much satisfy with workplace environment?

The question parameters are judged on the basis of following indices

Excellent

Very good

Good

Satisfactory

Poor

**4. Summary of the feedback taken from the stakeholders is as follow:**

Sl No	Stakeholder	Department	Total number of feedback collected
1	Students	Arts+ Science	1387
2	Employee	Teaching	30
3	Employee	Non-teaching	12
4	Alumni	Arts+ Science	103

**5. Feedback Analysis**

**5.1. Student Feedback Analysis**

## 6. Action Taken Report

### 6.1. Action Taken Report on Student Feedback

Sl No	Action to be taken regarding	Action Taken
1	Syllabus coverage in the class	In order to cover the syllabus extra classes were taken.
2	How well did the teachers prepared for the classes?	All the teachers were encouraged to prepare the lesson plan and accordingly classes were taken.
3	How well were the teachers able to communicate?	In order to make the teachers fluent and efficient, all the teachers were encouraged to attend the faculty development programme and some of the teachers attended the same.
6	The teacher's approach to teaching	Teacher's approach reading the teaching plan was improved as per the need of the students.
7	Fairness of the internal evaluation process by the teachers	The internal evaluation process was made fair enough and student got the justice.
8	Was your performance in assignments discussed with you?	All the departments were informed to discuss the performance of the student openly and they did so accordingly.
9	The institute takes active interest in promoting internship, student exchange, and field visit opportunities for the student.	The college always took the regular initiatives to arrange student and faculty exchange programme and academic field trips.
10	Do the Teachers inform you about your expected, course outcomes and Programme outcomes?	The teachers have been were given instruction to provide course outcomes and programme outcomes to the students
11	Does Your mentor take necessary follow-up with an assigned task to you?	All the teachers were informed to provide assignment work on the basis of the curriculum and the same was taken up.
12	Do the teachers illustrate the concepts	The teachers were encouraged to

	through examples and applications?	prepare the lesson plan with the help of illustrated examples so the slow Lerner could understand clearly.
13	Do the teachers identify your strengths and encourage you with providing right level of challenges?	The teachers were encouraged to identify the strength and weakness of the learners and accordingly remedial classes were arranged.
14	Are Teachers are able to identify your weaknesses and help you to overcome them?	The teachers were encouraged to identify the strength and weakness of the learners and accordingly remedial classes.
15	Do The institution makes effort to engage students in the monitoring, revise and continuous quality improvement of the teaching learning process.?	The teachers were encouraged to prepare the lesson plan with the help of illustrated examples so the slow Lerner could understand clearly.
16	Do The institute/ teachers use student's centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences?	The teachers were encouraged to prepare the lesson plan with the help of illustrated examples so the slow Lerner could understand clearly.
17	Do Teachers encourage you to participate in extracurricular activities?	All the teachers were instructed to take active parts in the extracurricular activities in the campus and accordingly some teachers took the initiatives.
18	Are Efforts made by the institute/teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work?	All the teachers were instructed to plan soft skill, life skill and other career oriented skill courses to the students and accordingly the same was adopted.
19	What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc while teaching?	Teachers were encouraged to use the up to-date ICT based technologies in the teaching-learning process and to some extent that was taken up
20	The overall quality of teaching-learning process in your institute is very good.	

## 6.2. Action Taken Report on Employee Feedback

Sl No	Action to be taken regarding	Action taken
1	Condition of workplace	Adequate measures have been taken to make the condition of the workplace effective. Such as classroom management, furniture, common room, wash room, canteen etc.
2	Spirit of department team work	In order to improve the spirit of departmental team work departmental staff meetings have been arranged to sort-out the problems.
3	ICT facilities	Measures have been taken to make the ICT department well equipped.
4	Infrastructure	The basic infrastructure of the college has been renovated and newly constructed regularly. Some new constructions have been taken up.
5	Library facilities	Adequate measures have been taken to improve the library facility, such as purchasing new books, journal and periodicals. Besides construction of library building.
6	Availability of technology and workplace equipment?	Measures have been taken to make the ICT department well equipped.
7	Innovativeness, creativity facility	Teachers are encouraged to take necessary initiative for innovative teaching technology.
8	Performance of various committee of our college	Performance of the various committees is assessed by the

		college management.
9	Performance of extracurricular activities	The college has arranged extracurricular activities on the of various national and international days observance.
10	Laboratory facilities	Renovation of laboratory facilities has been on. Every year, chemicals and necessary equipments have been procured.
11	Research facilities	The College has constituted the research cell to conduct research facilities.
12	Publication facilities	The College has constituted the publication research cell to publish the quality papers.

### 6.3. Action taken Report on Alumni

Sl No	Action to be taken regarding	Action Taken
1	Admission Procedure	The college authority made the admission procedure easy. From the academic session 2023-24, the admission process of the 1 <sup>st</sup> semester has been done through Samarth portal.
2	Fee Structure	Economically weaker section of the community is provided the free admission facility as per the state govt rules. General admission fees of the college have been made nominal.
3	College Environment	The college authority has taken adequate measures to monitor the overall environment of the college regularly.
4	College Faculties	In order to make the teachers fluent and efficient, all the teachers were encouraged to attend the faculty development programme and some of the teachers attended the same.

5	College infrastructure and lab facilities	The basic infrastructure of the college has been renovated and newly constructed regularly. Some new constructions have been taken up. Renovation of laboratory facilities has been on. Every year, chemicals and necessary equipments have been procured.
6	College Library	Adequate measures have been taken to improve the library facility, such as purchasing new books, journal and periodicals. Besides construction of library building.
7	Canteen Facilities	The college prepared a plan to run a permanent canteen for the students and the faculty members.
8	Hostel Facilities	The College prepared a plan to construct the boys hostel.
9	Other quality of Support material	The college prepared to provide all the basic and minimum facilities to the stakeholders as per the needs.
10	Training and placement	The College prepared a plan to arrange campus interview for the students.

  
Principal  
Bilasipara College