



KHALISANI MAHAVIDYALAYA

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BRIEF REPORT ON FEEDBACK MECHANISM

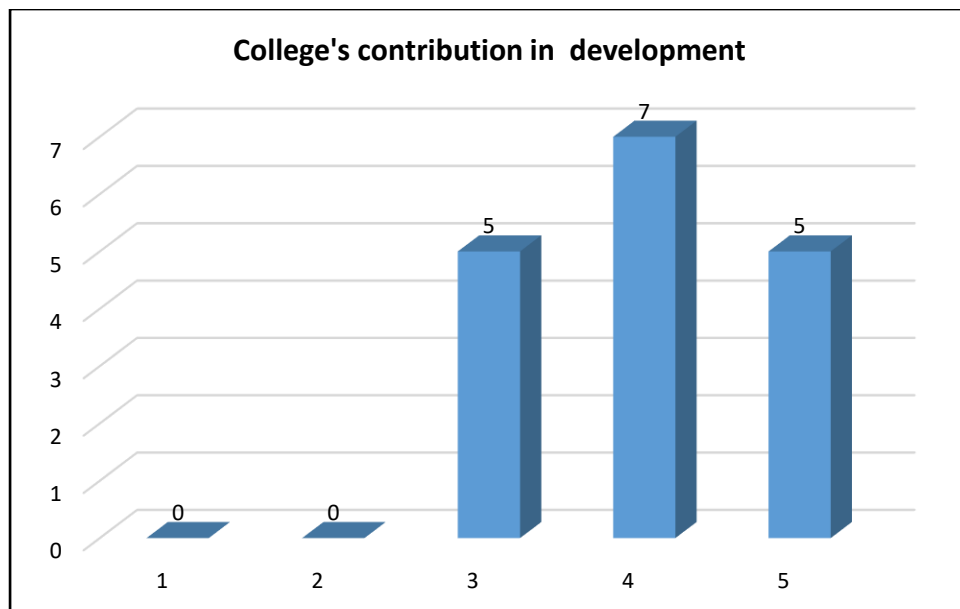
The practice of taking feedbacks physically from the final year students is a decade long practice in the institution. The practice was jeopardized during 2020 and 2021 due to the outbreak of Covid-19 and subsequent lockdown. However, online feedbacks were taken sporadically during those lockdown days. Since restoration of normalcy in February 2022, the IQAC has initiated some reforms to make the feedback mechanism of the college more inclusive, articulated and comprehensive.

In the 2021-22 academic session feedbacks were taken from the final year students and the report based on sample survey was analyzed in the IQAC in its meeting dated 17.01.2023.

ANALYSIS AND ACTION TAKEN REPORT ON FEEDBACK FOR THE SESSION 2021-22

IQAC, in its meeting dated 02.07.2022 has made a plan for comprehensive feedback mechanism that will act as the fulcrum of institutional introspection and subsequent remedial measures. The mechanism is a three tier process which include -a) collection of feedback from students and other stakeholders, b) analysis of those feedback based on random sampling and generating reports on that and c) to take measures that are called for from the feedback analysis. A Committee for administering the mechanism of feedback is constituted under the aegis of the IQAC and the committee is entrusted with the responsibility of collecting feedback forms and for generating reports after analyzing those feedbacks. Prof. Jayati Bhattacharya Ghosh, Dr. Kundan Kumar Das, Dr. Sanjib Bhar, Dr. Debojyoti Das and Sri Prasun Das are nominated as the members of the Committee for administering the feedback.

The Committee makes a survey based on random sampling of the feedback taken during the last session and the report is placed in the IQAC meeting dated 17.01.2023. Graphical display of the report on the main parameters is enumerated below.





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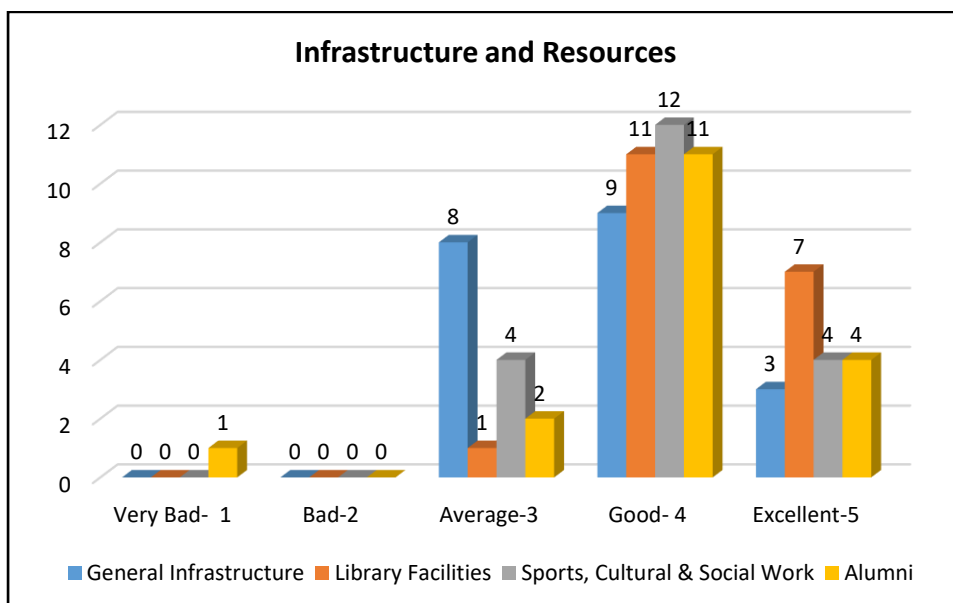
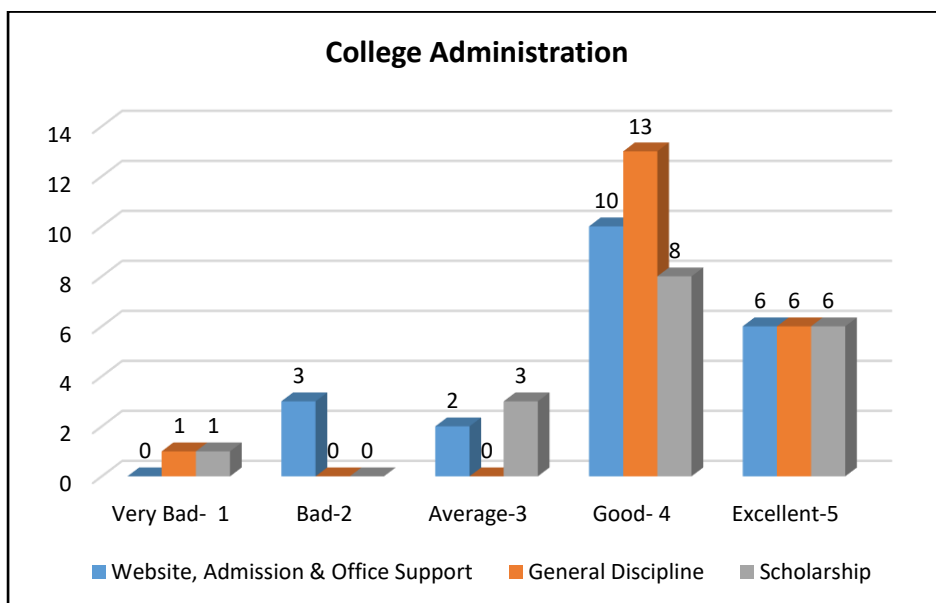
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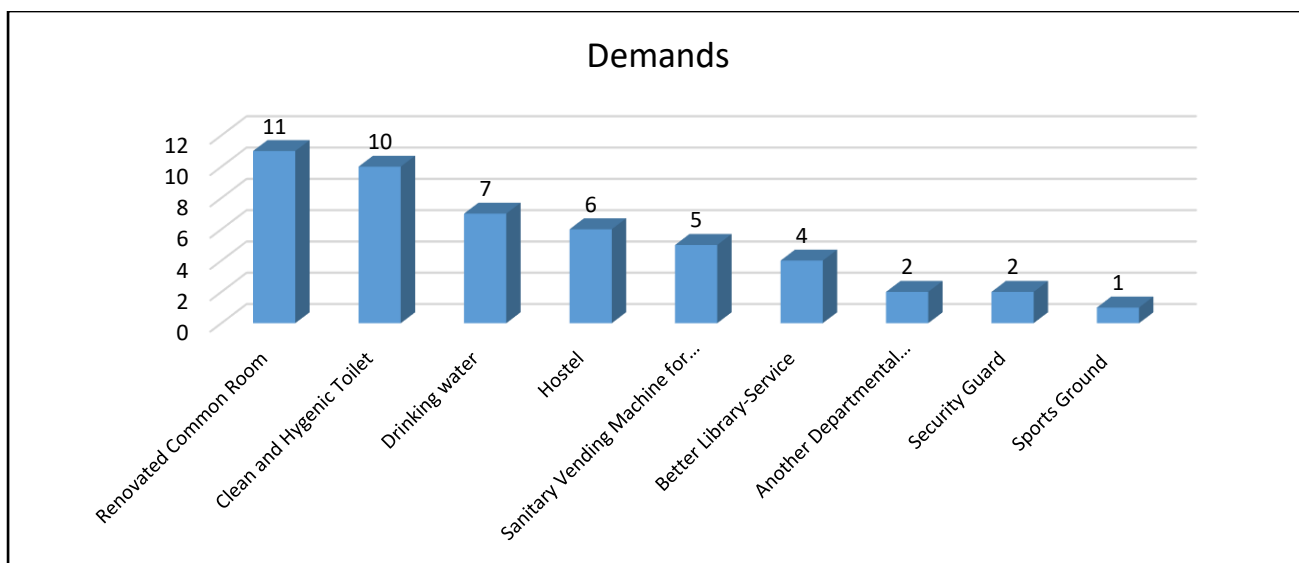
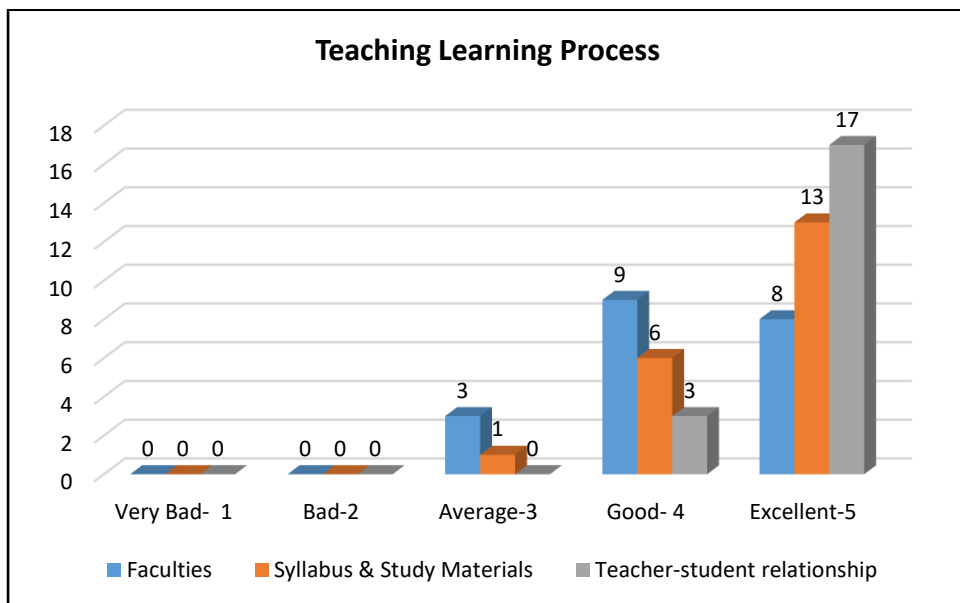
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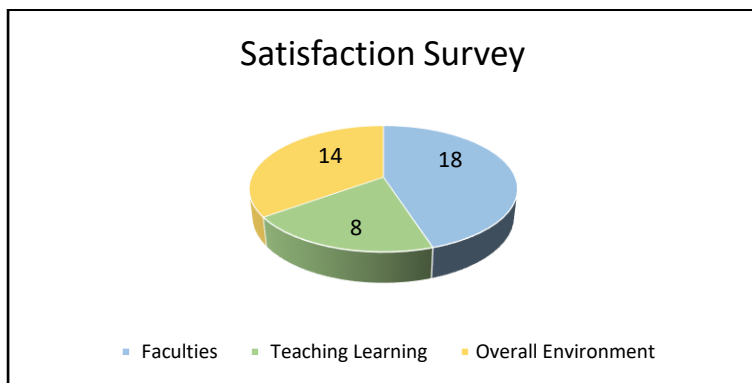
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After going through the report the IQAC put their observation and resolves accordingly. The resolutions adopted by the IQAC in its meeting dated 17.01.2023 is as follows.

- i) In general the students convey their satisfaction on the process of teaching learning, quality of teaching, the cordial relationship between the students and the teachers. The students are quite satisfied with the overall academic environment of the college.
- ii) In terms of infrastructure, a significant percentage of the students express some demands which includes renovation of washrooms, increase in the number of classrooms, establishment of a girls' hostel and the renovation of the girls' common room.
- iii) The students are more or less satisfied with the general administration of the college. However, they express some issues regarding the book transaction process of the central library and make request to simplify the transaction procedure.

ACTION TAKEN REPORT ON THE ABOVE ANALYSIS

The IQAC members take note on the issues that are reflected in the feedback report and resolves that the general demands for renovation in infrastructure will be considered with due importance. In this respect, the IQAC Coordinator mentions that some of the popular demands are already addressed by the College, for instance, the construction of the girls' hostel is complete. The Teacher-in-Charge is requested to expedite the formalities to make the ladies hostel functional by 2023-24 academic session. It is also resolved that the washrooms and the ladies common room will be renovated as early as possible. The Coordinator of the IQAC is requested to meet the Library Committee and to formulate a plan to simplify the book transaction procedure in the central library. On the basis of the suggestion of the Committee for administering the feedback, it has been resolved that from the 2022-23 session students' feedback will be collected online through College website. The report on the feedback that will be collected from the outgoing/ end semester students will be subsequently analyzed by the committee. IQAC will contemplate on the report once it is available and implement requisite measures on the basis of the report.



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ANALYSIS AND ACTION TAKEN REPORT ON FEEDBACK FOR THE SESSION 2022-23

In the 2022-23 academic session the feedback mechanism is further expanded to other important stakeholders like the teachers, and the parents. The students' feedback were collected in online mode as well as in the traditional offline manner. As the report on the feedback from the students is directly associated with the academic outcome and administrative services, the reports were contemplated in the IQAC meeting dated 10.07.2023 and subsequently some actions are taken on the basis of that report. For instance, issues regarding the girls' and boys' common room as well as the attached toilets were taken into serious consideration for renovation. Moreover, the feedback reports from the parents and the teachers are also analyzed and some reform measures are considered.

Students Feedback.

An impartial student's feedback survey has been conducted in the online mode for the arts, commerce and science students. The feedback questionnaires were uploaded at our college website and filled up by the respective students of the college. Each student has filled up around ten (10) questionnaires' and correct answer chosen based on his / her thinking level from the multiple choice answers. The set of questions were broadly covered from the eight (8) following aspects:

Curriculum, teaching and understanding (Item no. 1, 2, 3, 4, 10)

Teaching ability, methodology and standard of study materials (Item no. 1,2,3,10)

Teacher – student interaction (Item no. 5,7)

Examination system (Item no. 5)

Functioning of the college office regarding students fellowship (Item no. 7)

Scope for extracurricular activities (Item no. 6)

Institutions approach towards sustainable teaching (Item no. 8,9)

Opinion of students regarding sports, cultural activities and different extracurricular activities (Item no. 6)

Analysis of Students' Feedback:

The online survey was based on five-point scale grading system. Relative percentage of each of the five responses for each of the 8 core aspects are graphically presented below. Overall seven hundred (700) responses were received from the students: A: Excellent; B: Very good; C: Good; D: Average; E: Poor.



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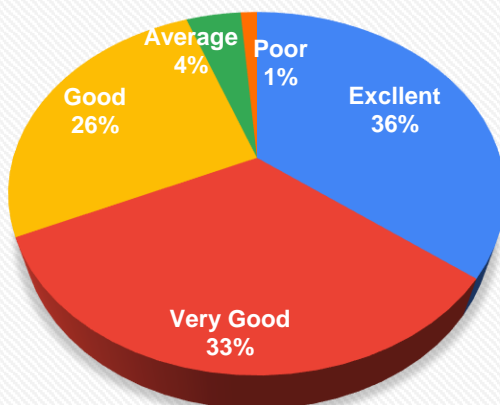
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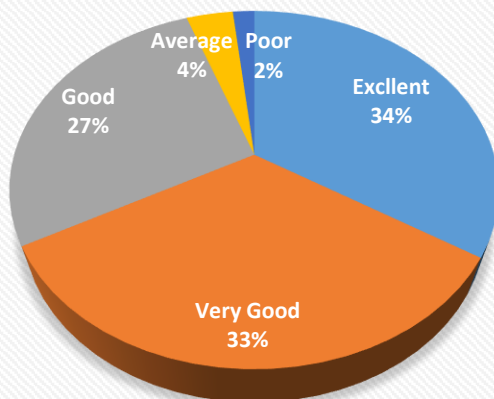
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1. The ability of your teacher while promoting ininterest and easy to understand by your syllabus



■ Excllent ■ Very Good ■ Good ■ Average ■ Poor

2. How well did the teachers prepare for the classes



■ Excllent ■ Very Good ■ Good ■ Average ■ Poor



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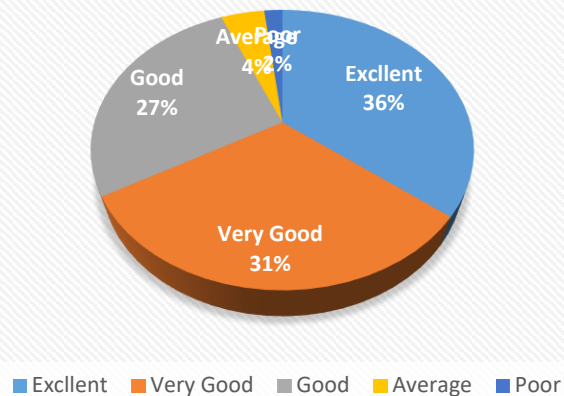
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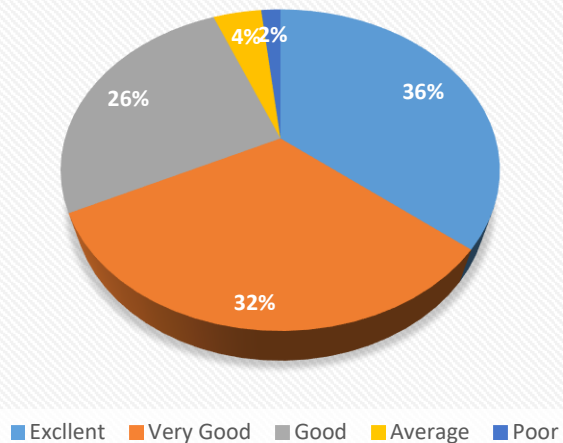
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3. How well were the teachers able to communicate?



4. The teacher's approach to teaching can best be described as:





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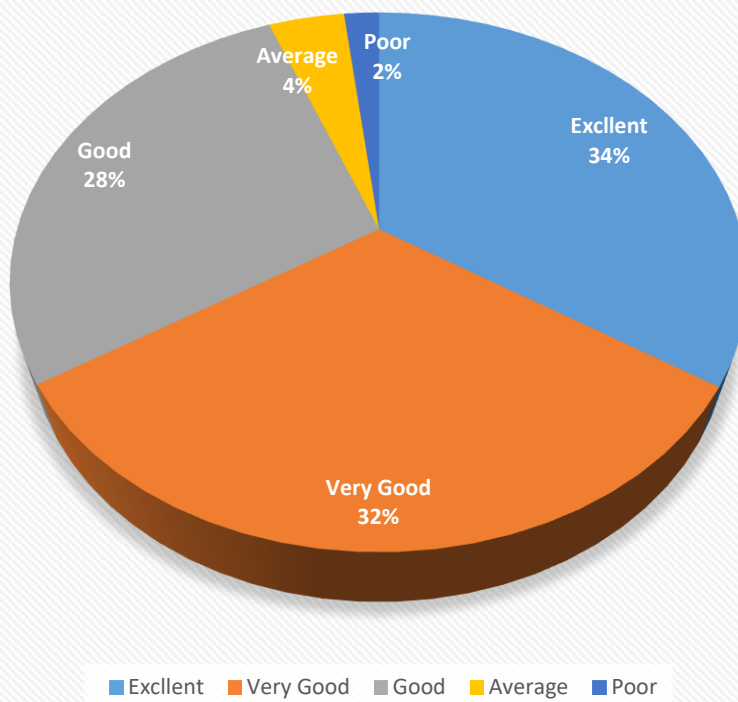
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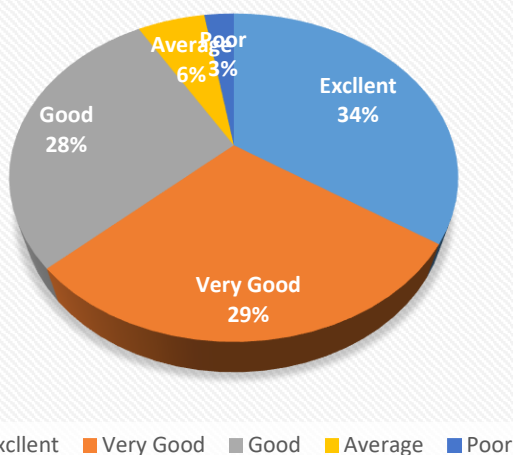
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5. Fairness of the internal evaluation process by the teacher is:



6. Your opinion on sports, cultural activities, and different extra curricular activities organized by the College





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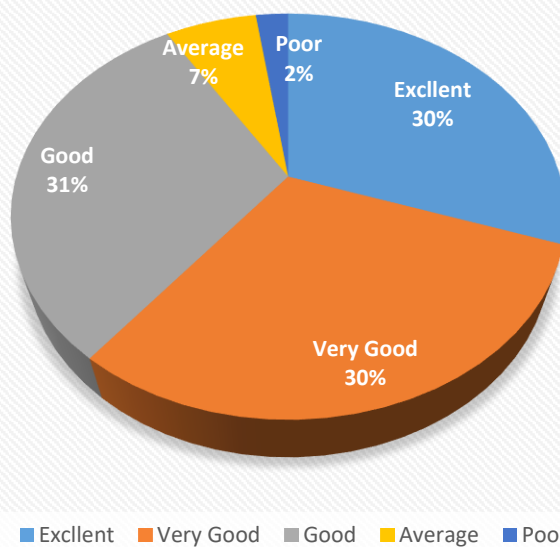
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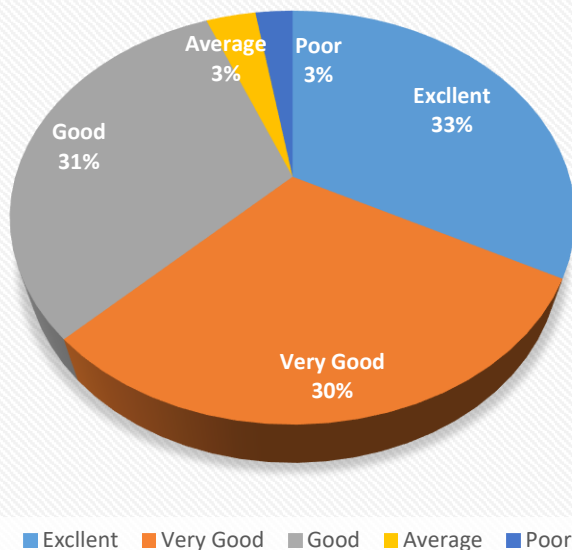
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7. The amount of cooperation extended by the teacher and office staffs to avail different fellowships is:



8. The teaching and mentoring process in your institution facilitates you in cognitive, social, and emotional growth





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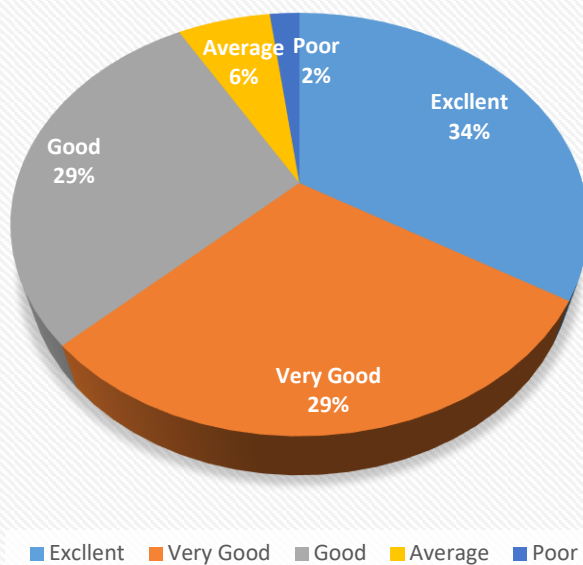
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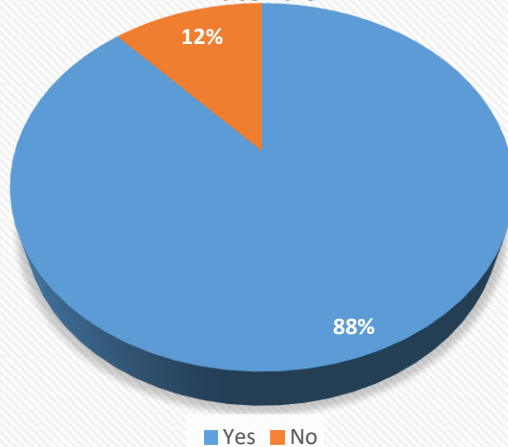
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9.The institution provided multiple opportunities to learn and grow.



10.Do your teacher provide you additional study materials



The Report clearly indicates the general satisfaction of the students regarding the academic and administrative ambience of the institution, however a nominal percentage of the students also depicts their dissatisfaction about adequate learning opportunities. It has been decided that the teachers will be



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communicated about this nominal discontent particularly about the teaching learning process and the same to the library and non- teaching staff regarding their respective zone of action. The analysis reflects that every aspect of the college has areas for improvement and the IQAC acknowledges its responsibility to augment the process of overall improvement.

Analysis and Report on Feedback by the Teachers

Khalisani Mahavidyalaya Feedback Form for Faculties						
A	Teaching Learning Process	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
1	Transparency	6	2			
2	Options/ Choices in Courses/ Curriculum	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
No of Responses		3	5			
3	Observation regarding academic calendar	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
No of Responses		3	4	1		
4	Observation regarding master routine and academic schedule	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
No of Responses		2	5	1		
5	Observation regarding the role of parent university in framing of syllabus and implementation process	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
No of Responses		1	5	2		
6	Opinion regarding teaching module and syllabus	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
No of Responses		3	5			
7	Scope and opportunity of utilizing ICT and other teaching aids in curriculum delivery	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
No of Responses		2	4	2		



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8	Observation on the average merits of the students	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
No of Responses		1	4	2	1	
9	Observation of student's knowledge base at the time of admission	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
No of Responses		2	2	3	1	
10	Opinion on academic discipline / punctuality of the students	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
No of Responses		5	1		2	
11	Opinion on the student's interaction in the class room	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
No of Responses		5	1	1	1	
12	Views regarding internal evaluation mechanism	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
No of Responses		6	2			
13	Views regarding final evaluation mechanism	(excellent) 5	(good) 4	(average) 3	(bad)2	(very bad) 1
No of Responses		5	3			



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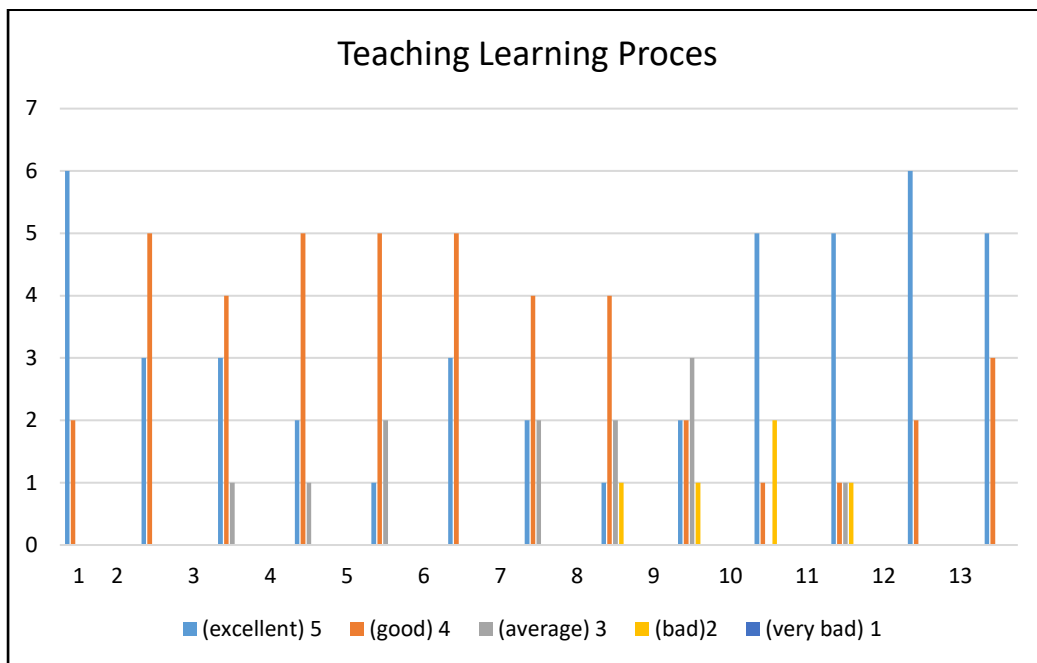
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B	Overall Resources,administration and infrastructure of the College	5 = excellent	4 = good	3 = average	2 = bad	1 = very bad
14	General infrastructure of the College	2	4	2		
15	Drinking water, Common Room, Canteen, Toilet, etc.	2	3	2		
16	Classrooms infrastructure and facilities	2	3	2	1	
17	Human resource in terms of faculty positions	2	2	4		
18	Human resource in terms of Library and Non-teaching staff	1	5	2		
19	Support from the library	2	3	3		
20	Availability of books/ e resources/ reading room	2	3	2	1	
21	Availability of books in Departmental Library		5		1	
22	Laboratory facilities (for lab based Departments)	3	3		2	
23	Internet facility in the college	4	2			



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24	Games and Sports amenities and activities	6	2			
25	Standard of Cultural activities	4	3	1		
26	Social Work (like NSS and other extension activities)	2	5		1	
27	Participation in the management process	3	4	1		
28	Observation regarding support from the college management in academic and research oriented pursuits	5	3			
29	Observation regarding support from the college management in relation to service-related amenities and opportunities.	3	1	4		
30	Observation on financial welfare schemes available provided by the institution.	4	3	1		
31	Views regarding acknowledgment and appreciation from the authority for your contribution	4			2	
32	Management's role in Pay Fixation, CAS and other administrative issues	3	3	2		



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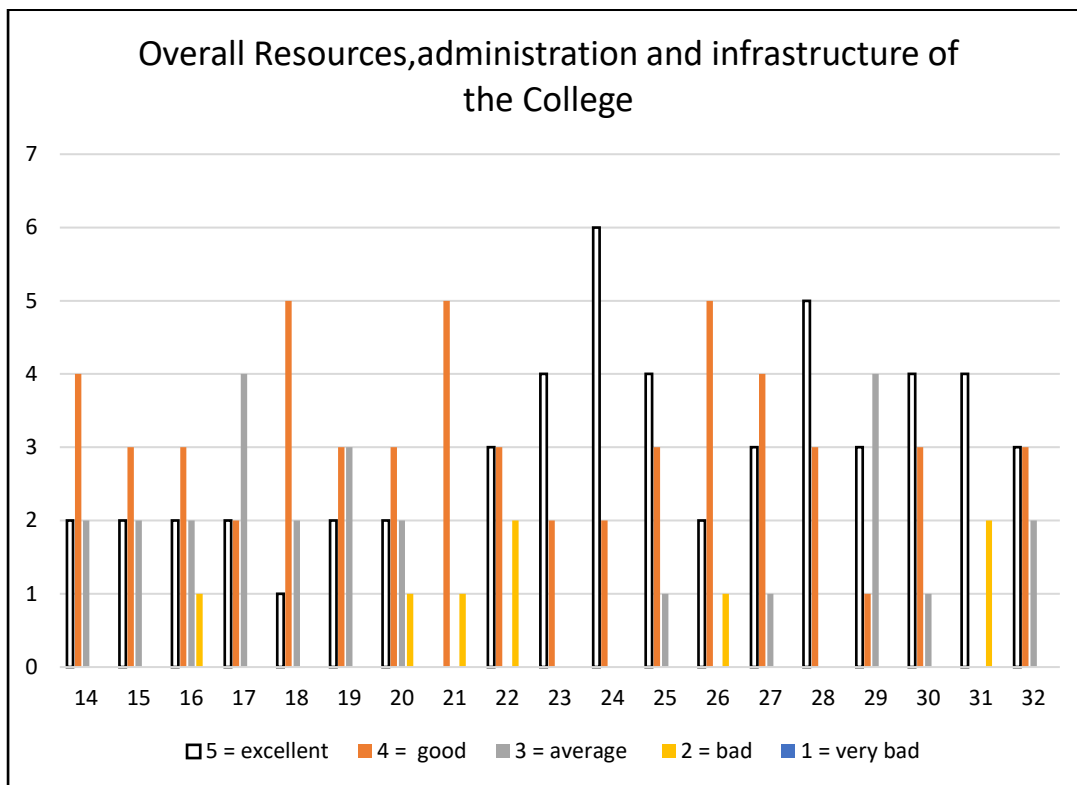
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Report on the above analysis

The IQAC makes a thorough scan of the feedback analysis of the teachers and found that nominal observations are reflected in issues like syllabus, ICT facilities, the merit of the students, classrooms and laboratory facilities and above all, the academic discipline of the College. On the basis of the survey, the IQAC proposes for required infrastructural augmentation to enhance the facilities in the classrooms and the laboratories. The IQAC requests the Principal to take adequate steps in this regard.

Analysis and Report on Feedback by the Parents

PART-B : FEEDBACK QUERIES : SECTION:A GENERAL					
	5 = Very satisfied	4 = Satisfied	3 = Neutral	2 = Dissatisfied	1 = Very Dissatisfied
1. How satisfied are you with the overall educational experience provided by our college?	2	8			
2. What is your opinion about the infrastructural facilities of the college	1	7	2		



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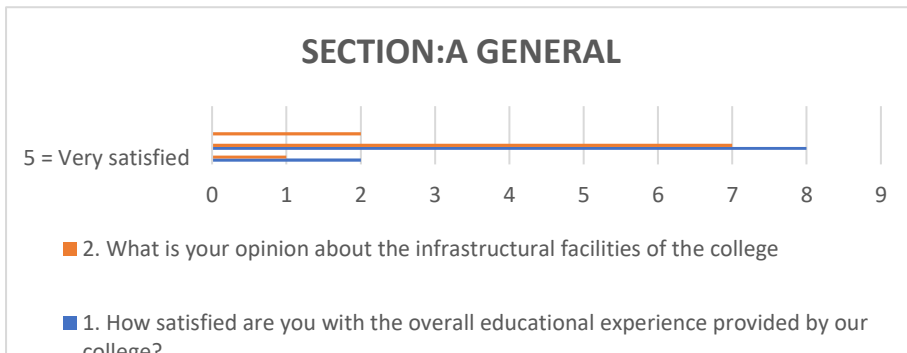
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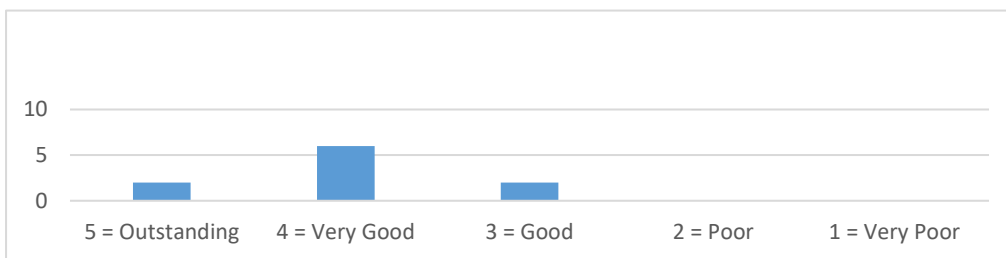
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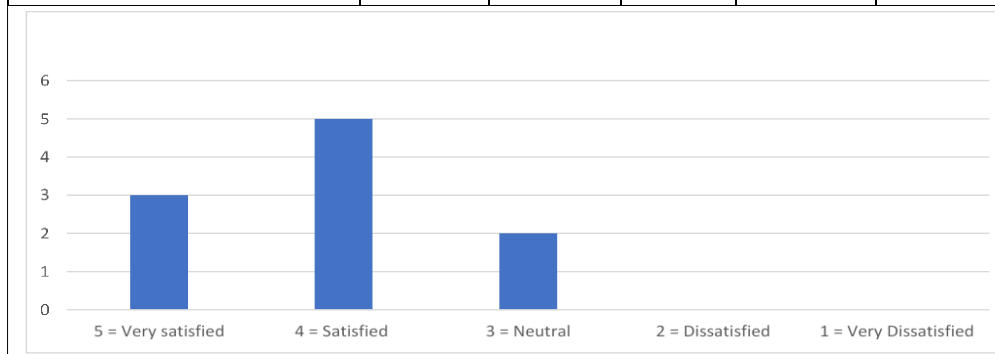
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SECTION:B- ACADEMIC ENVIRONMENT					
3. How would you rate the quality of teaching and faculty engagement?	5 = Outstanding	4 = Very Good	3 = Good	2 = Poor	1 = Very Poor
	2	6	2		



4. How satisfied are you with the communication between the college and the guardians regarding academic progress and other relevant matters?	5 = Very satisfied	4 = Satisfied	3 = Neutral	2 = Dissatisfied	1 = Very Dissatisfied
	3	5	2		





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SECTION:C- GENERAL ENVIRONMENT OF THE COLLEGE																	
5.How would you rate the overall campus environment and safety?	5 = Safe and Welcoming	4 = Generally Safe	3 = Neutral	2 = Somewhat unsafe	1 = Unsafe												
	4	6															
<table border="1"> <caption>Data for Question 5 Bar Chart</caption> <thead> <tr> <th>Rating</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>5 = Safe and Welcoming</td> <td>4</td> </tr> <tr> <td>4 = Generally Safe</td> <td>6</td> </tr> <tr> <td>3 = Neutral</td> <td>0</td> </tr> <tr> <td>2 = Somewhat unsafe</td> <td>0</td> </tr> <tr> <td>1 = Unsafe</td> <td>0</td> </tr> </tbody> </table>						Rating	Count	5 = Safe and Welcoming	4	4 = Generally Safe	6	3 = Neutral	0	2 = Somewhat unsafe	0	1 = Unsafe	0
Rating	Count																
5 = Safe and Welcoming	4																
4 = Generally Safe	6																
3 = Neutral	0																
2 = Somewhat unsafe	0																
1 = Unsafe	0																
6. How satisfied are you with the extracurricular activities and events offered by the College?	5 = Very satisfied	4 = Satisfied	3 = Neutral	2 = Dissatisfied	1 = Very Dissatisfied												
	3	5	2														
<table border="1"> <caption>Data for Question 6 Bar Chart</caption> <thead> <tr> <th>Rating</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>5 = Very satisfied</td> <td>3</td> </tr> <tr> <td>4 = Satisfied</td> <td>5</td> </tr> <tr> <td>3 = Neutral</td> <td>2</td> </tr> <tr> <td>2 = Dissatisfied</td> <td>0</td> </tr> <tr> <td>1 = Very Dissatisfied</td> <td>0</td> </tr> </tbody> </table>						Rating	Count	5 = Very satisfied	3	4 = Satisfied	5	3 = Neutral	2	2 = Dissatisfied	0	1 = Very Dissatisfied	0
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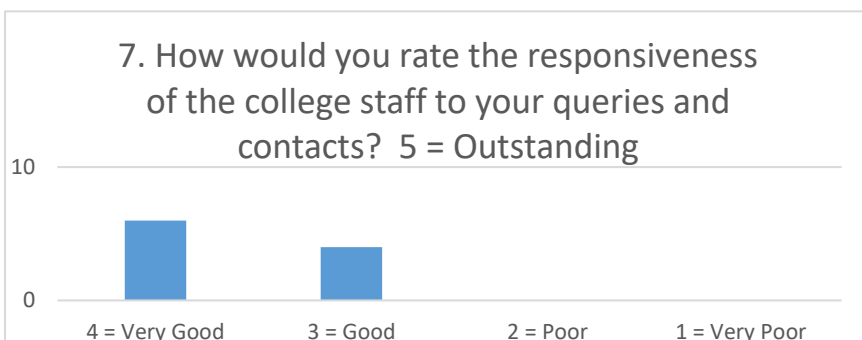
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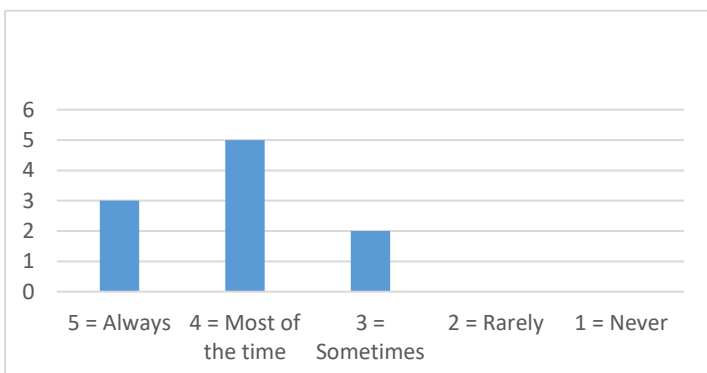
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D. Administrative Environment of the College					
7. How would you rate the responsiveness of the college staff to your queries and contacts?	5 = Outstanding	4 = Very Good	3 = Good	2 = Poor	1 = Very Poor
		6	4		



8. Do you get information about college policies, events and updates?	5 = Always	4 = Most of the time	3 = Sometimes	2 = Rarely	1 = Never
	3	5	2		





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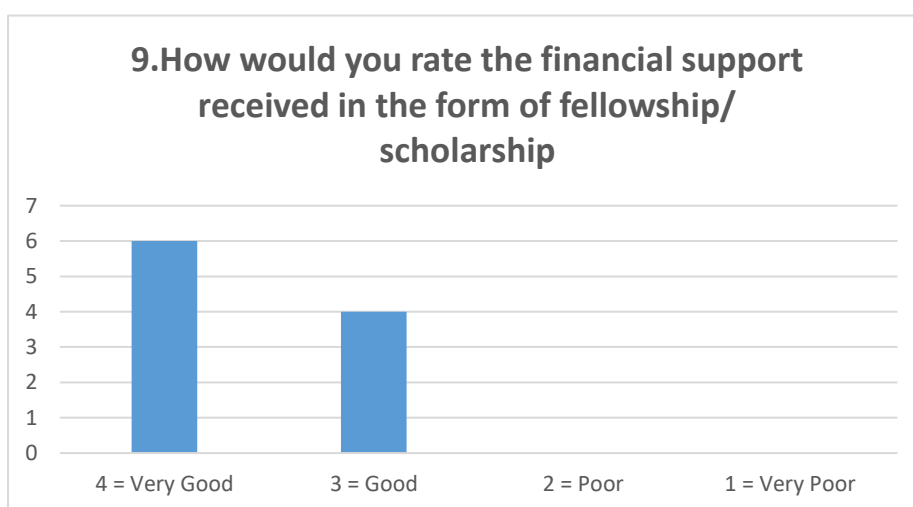
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9.How would you rate the financial support received in the form of fellowship/ scholarship ?	5 = Outstanding	4 = Very Good	3 = Good	2 = Poor	1 = Very Poor
		6	4		



The Feedback attained for the parents show overall satisfaction in most of the metrics. However a very few portrays their observation regarding the information system. The IQAC takes note of the matter and decides that more comprehensive notice displaying system should be incorporated in the College website.

CONCLUSION

The IQAC has further expanded the zone of collecting feedbacks to stakeholders like the alumni and the employers from the academic session 2023-24. Moreover, the range of questionnaires in the feedback form for the students are further enhanced with the inclusion of some important parameters in the teaching learning process. Presently, the feedback mechanism of the college encompasses stakeholders like students, teachers, parents, alumni and employer. The observations are analyzed and reported to the IQAC for introspection and further course of action. There is no statutory provision for sending the feedback report to the affiliating University.