Pandit Deendayal Upadhyaya Adarsha Mahavidyalaya, Tulungia

North Salmara, Bongaigaon

Assam-783383

Feedback Analysis and Action Taken Report

SESSION: 2021-22

STUDENTS FEEDBACK ANALYSIS AND ACTION TAKEN REPORT

(Session: 2021-22)

Students are considered to be the main stakeholders of the teaching learning procedure. The feedback of students therefore, is considered to be of utmost priority for the overall growth and development of the institution. The institution designed Student Feedback forms comprising of a total of 39 questions which included four (04) different aspects like- A) Course content and teaching learning process, B) Evaluation process, C) Library, Computer and Internet facility and D) Administration. The responses of the students were recorded on a 4-point rating scale and suggestions were sought. During the academic year 2021-22, a total 151 responses have been from received from the students.

A) COURSE CONTENT AND TEACHING LEARNING PROCESS

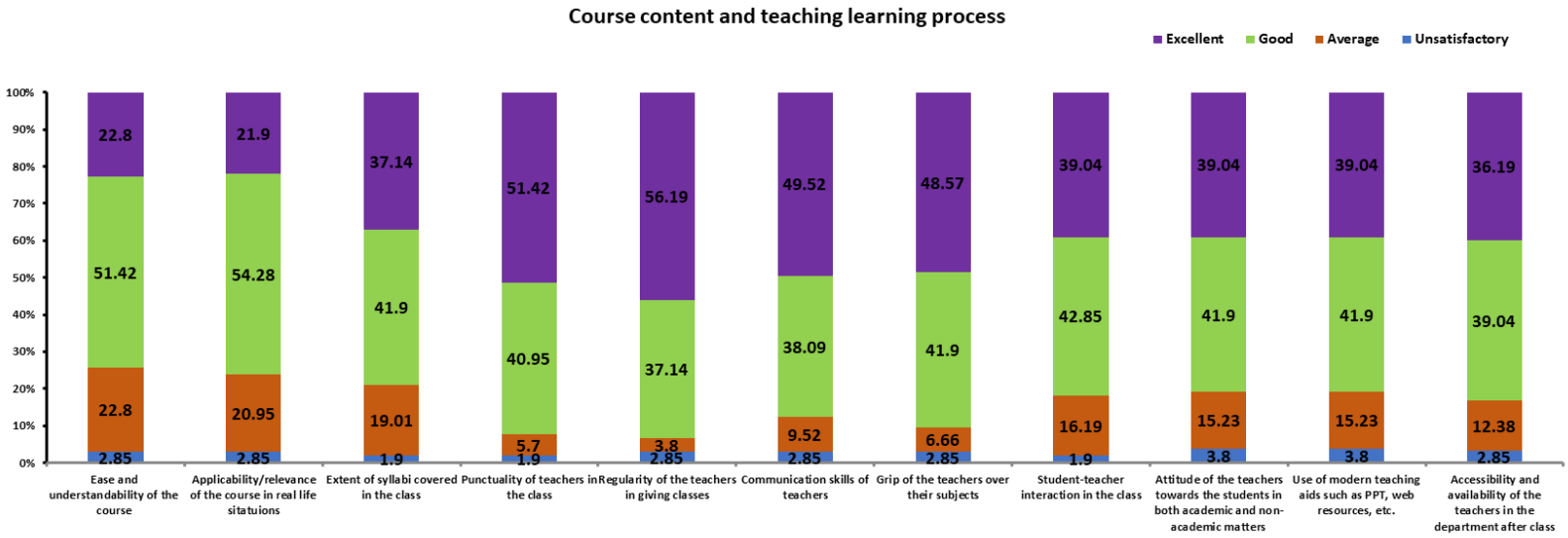
There were a set of 11 questions directed for the students to provide their feedback on the basis of the following descriptors:

Scale	**1**	**2**	**3**	**4**
Descriptors	**Unsatisfactory**	**Average**	**Good**	**Excellent**

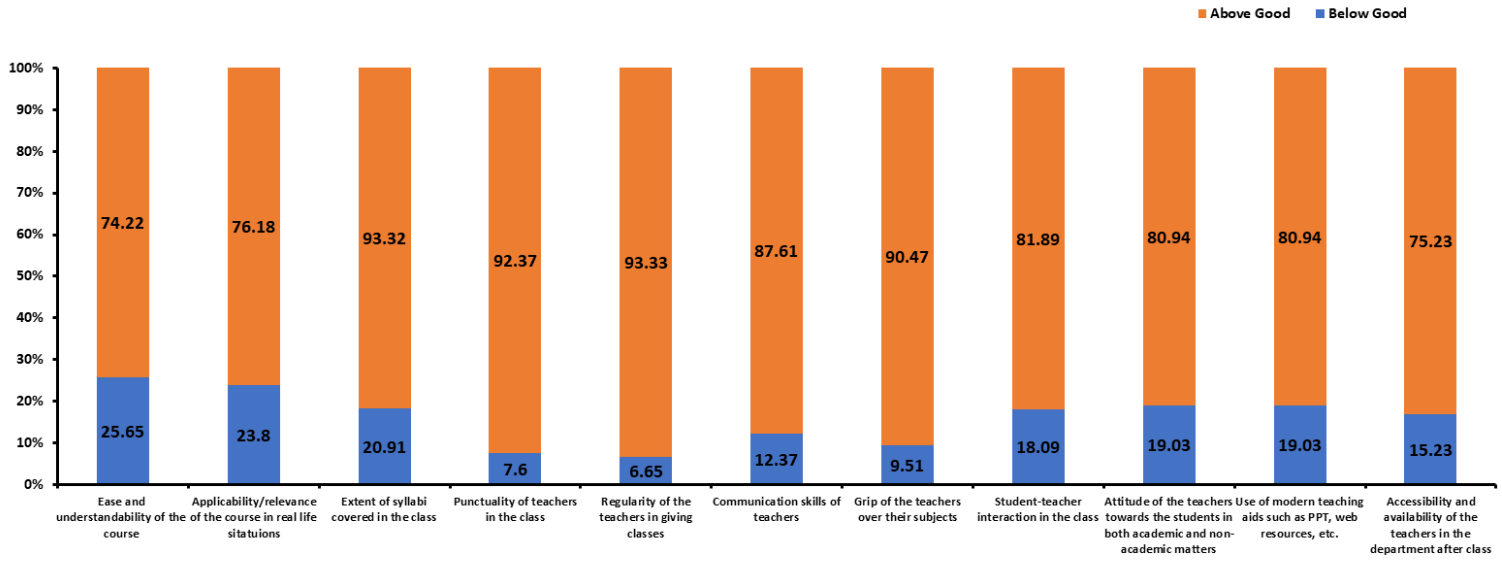
The responses of students (%) for each question have been tabulated below:

Sl. No.	**Question**	**1**	**2**	**3**	**4**
1.	**Ease and Understandability of the course**	**2.85 %**	**22.8%**	**51.42%**	**22.8%**
2.	**Applicability/ relevance of the course in real life situations**	**2.85%**	**20.95%**	**54.28%**	**21.90%**
3.	**Extent of Syllabi covered in the class**	**1.90%**	**19.01%**	**41.90%**	**37.14%**

4.	**Punctuality of teachers in the class**	**1.90%**	**5.70%**	**40.95%**	**51.42%**
5.	**Regularity of the teachers in giving classes**	**2.85%**	**3.80%**	**37.14%**	**56.19%**
6.	**Communication skills of teachers**	**2.85%**	**9.52%**	**38.09%**	**49.52%**
7.	**Grip of the teachers over their subjects**	**2.85%**	**6.66%**	**41.90%**	**48.57%**
8.	**Student-teacher interaction in the class**	**1.90%**	**16.19%**	**42.85%**	**39.04%**
9.	**Attitude of the teachers towards the students in both academic and non-academic matters**	**3.80%**	**15.23%**	**41.90%**	**39.04%**
10.	**Use of modern teaching aids such as PPT, web resources ,etc.**	**3.80%**	**15.23%**	**41.90%**	**39.04%**
11.	**accessibility and availability of the teachers in the department after class**	**2.85%**	**12.38%**	**39.04%**	**36.19%**



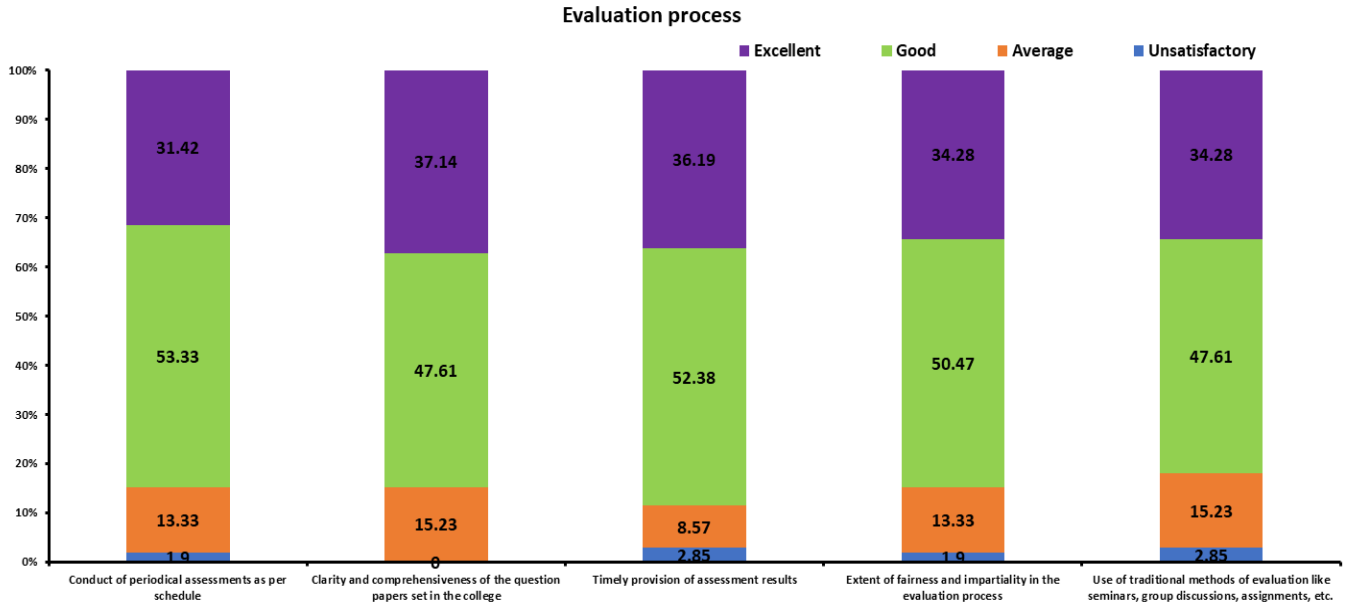
The institution further categorized the responses of the students as **Below Good** and **Above Good** for the ease of identifying the areas on which necessary actions were to be taken as follows:

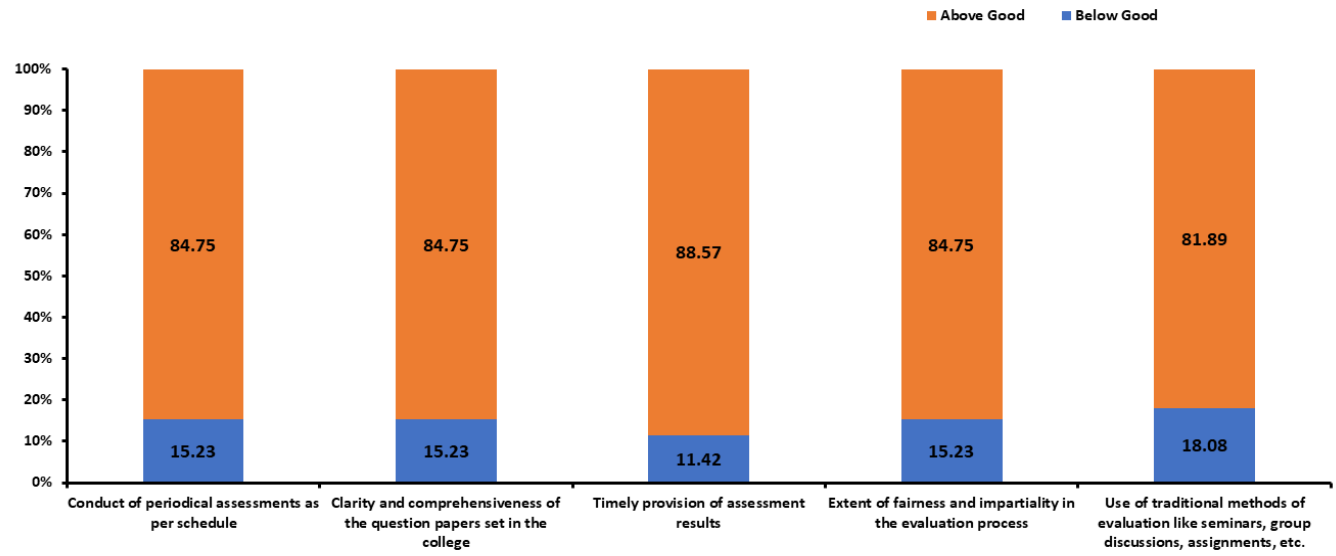


B. EVALUATION PROCESS:

A set of 5 questions were directed for the students to give their feedback regarding the ease and understandability of question papers, fairness of the evaluation and assessment pattern. The responses of the students have been tabulated below:

Sl. No.	Question	1	2	3	4
1.	Conduct of periodical assessments as per schedule	1.90%	13.33%	53.33%	31.42%
2.	Clarity and comprehensiveness of the question papers set in the college	0	15.23%	47.61%	37.14%
3.	Timely provision of assessment results	2.85%	8.57%	52.38%	36.19%
4.	Extent fairness and impartiality in the evaluation process	1.90%	13.33%	50.47%	34.28%
5.	Use of non-traditional methods of evaluation like seminars, group discussions , assignments, etc.	2.85%	15.23%	47.61	34.28%





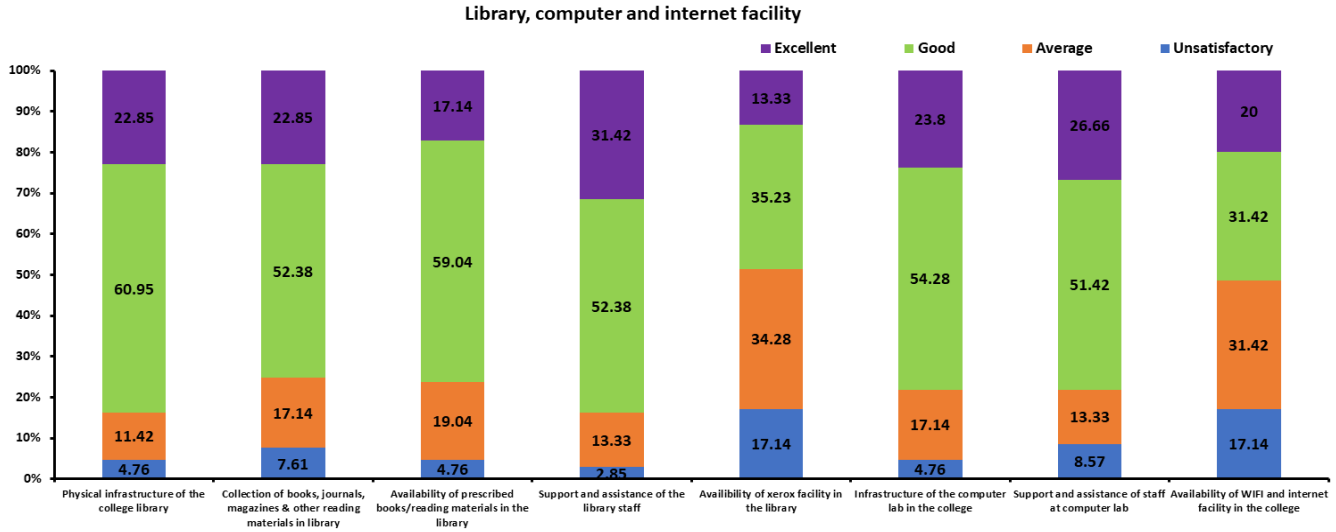
C. LIBRARY, COMPUTER & INTERNET FACILITY

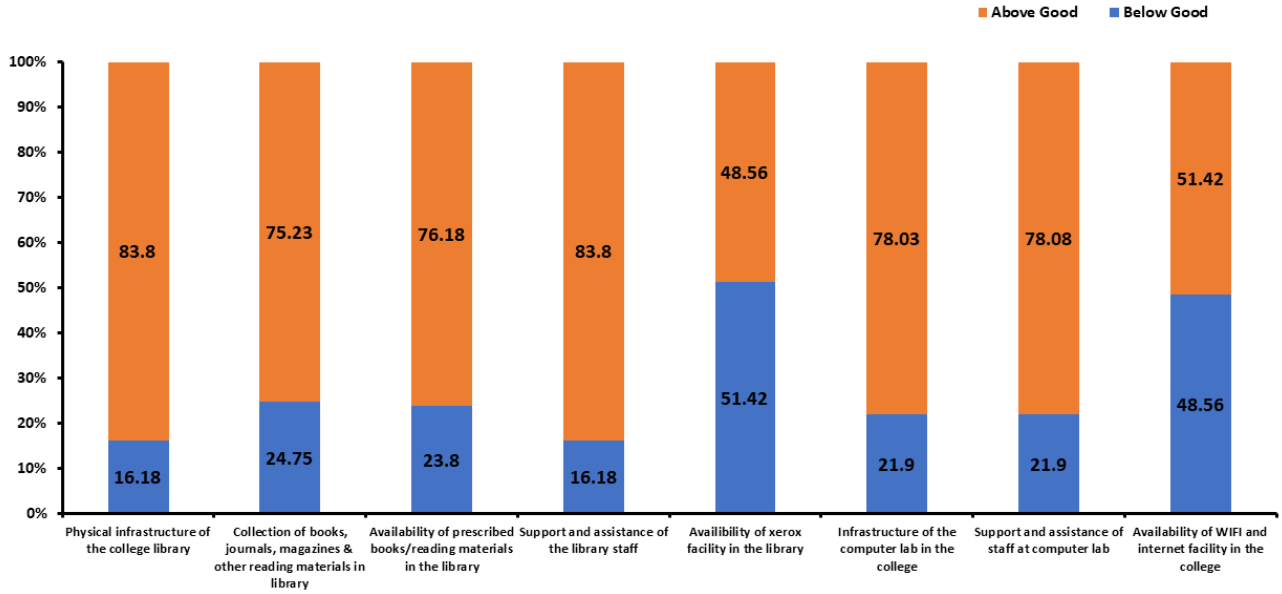
Feedback was also taken from students regarding their comfort in using the central library facility of the institution. It was found that 74.28 % of students visited the library occasionally, 12.38% students never visited the library and 14.28% visited regularly.

The % students and their responses have been tabulated:

Sl. No.	Question	1	2	3	4
1.	Physical infrastructure of the college library	4.76%	11.42%	60.95%	22.85%
2.	Collection of books, journals, magazines & other reading materials in the library	7.61%	17.14%	52.38%	22.855%
3.	Availability of prescribed books/reading materials in the library	4.76%	19.045%	59.04%	17.14%
4.	Support and assistance of the library staff	2.85%	13.33%	52.38%	31.42%
5.	Availability of Xerox facility in the library	17.14%	34.28%	35.23%	13.33%
6.	Infrastructure of the computer lab in the college	4.76%	17.14%	54.28%	23.80%
7.	Support & assistance of staff at computer lab	8.57%	13.33%	51.42%	26.66%
8.	Availability of WIFI & internet	17.14%	31.42%	31.42%	20%

	facility in the college				



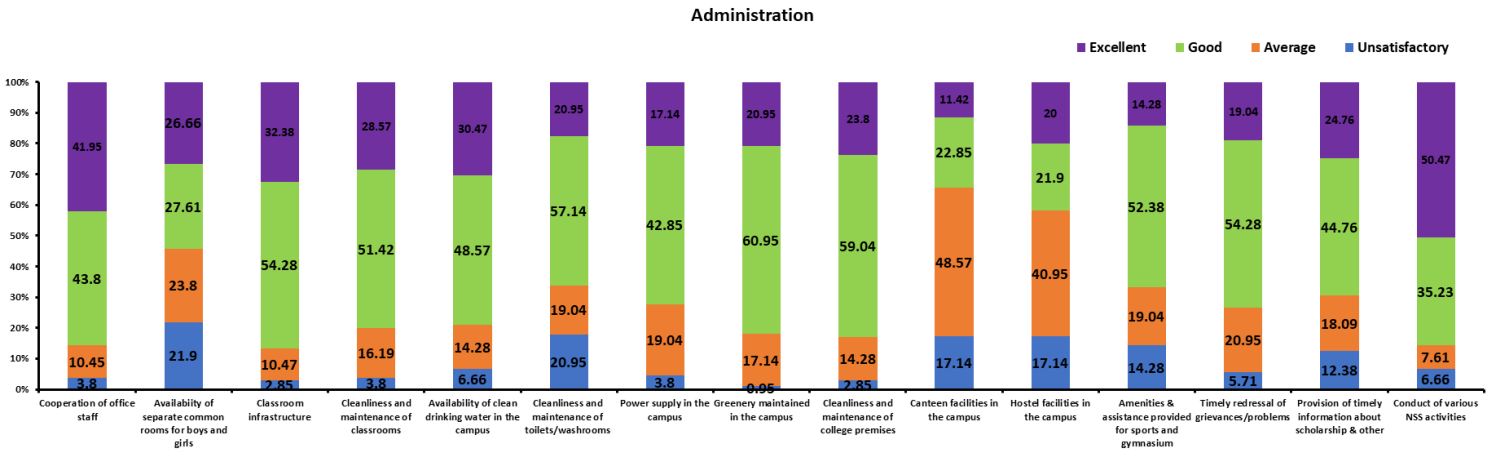


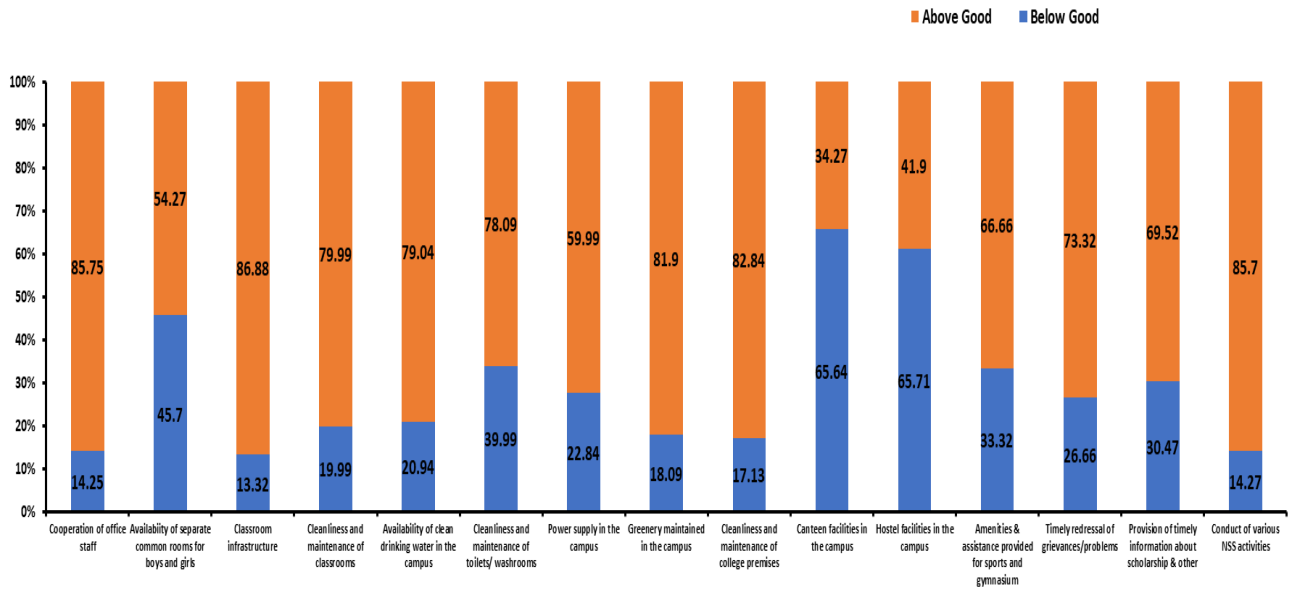
D. ADMINISTRATION:

Feedback on the general administration of the college was taken from the students and their responses were recorded. Students were mostly unsatisfied with common rooms facility, cleanliness maintenance of washrooms, canteen and hostel facilities.

Sl. No.	Question	1	2	3	4
1.	Cooperation of office staff	3.8%	10.475	43.8%	41.95%
2.	Availability of separate common rooms for boys and girls	21.9%	23.8%	27.61%	26.66%
3.	Classroom infrastructure	2.85%	10.47%	54.28%	32.38%
4.	Cleanliness and maintenance of classrooms	3.8%	16.19%	51.42%	28.57%
5.	Availability of clean drinking water in the campus	6.66%	14.28%	48.57%	30.47%
6.	Cleanliness & maintenance of toilets/washrooms	20.95%	19.04%	57.14%	20.95%
7.	Power supply in the campus	3.8%	19.04%	42.855	17.14
8.	Greenery maintained in the campus	0.95%	17.14%	60.95%	20.95%
9.	Cleanliness & maintenance of college premises	2.85%	14.28%	59.04%	23.8%

10.	Canteen facilities in the campus	17.14%	48.57%	22.85%	11.42%
11.	Hostel facilities in the campus	17.14%	40.95%	21.9%	20%
12.	Amenities & assistance provided for sports and gymnasium	14.28%	19.04%	52.38%	14.28%
13.	Timely redressal of grievances/ problems	5.71%	20.95%	54.28%	19.04%
14.	Provision of timely information about scholarship & other	12.38%	18.09%	44.76%	24.76%
15.	Conduct of various NSS activities	6.66%	7.61%	35.23%	50.47%





ACTION TAKEN REPORT:

The responses received from students for the academic year 2021-22, encompassing various aspects such as Course Content and Teaching Learning Process, Evaluation Process, Library, Computer & Internet Facility and Administration, have been conveyed to the concerned authority. Teachers have also been informed of the students' feedback to ensure a comprehensive understanding of their perspectives.

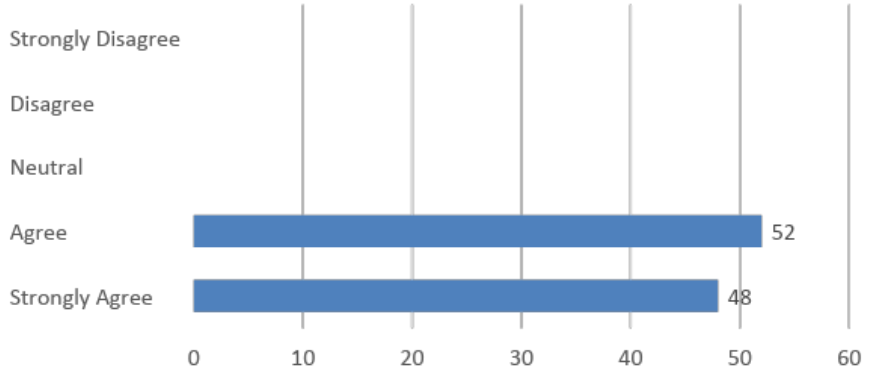
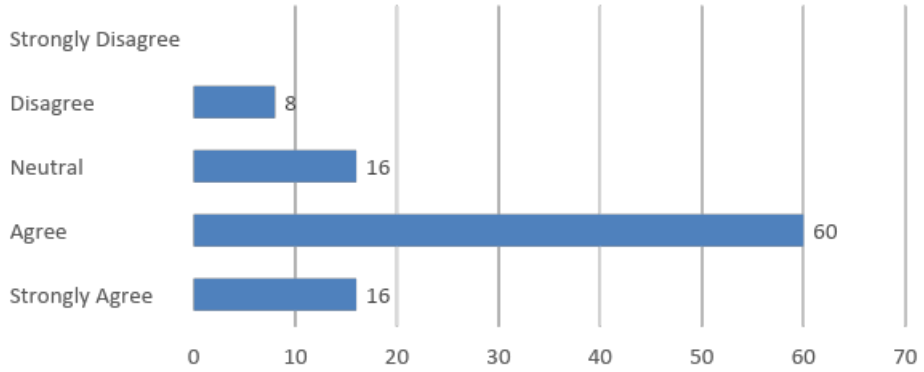
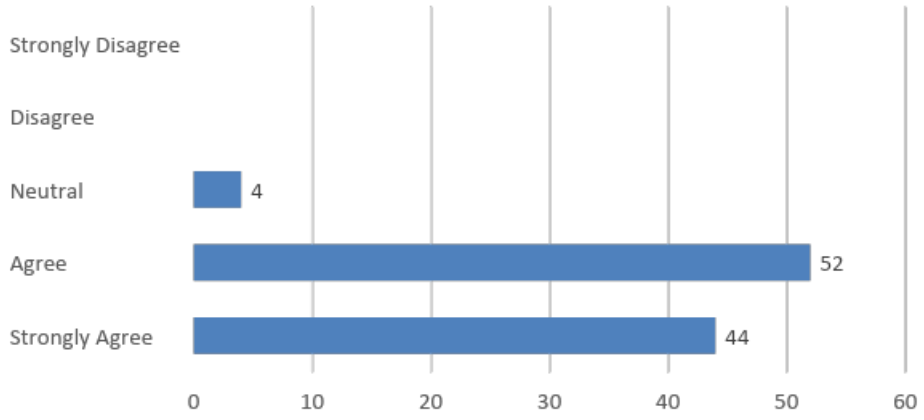
TEACHERS FEEDBACK ANALYSIS AND ACTION TAKEN REPORT
(Session: 2021-22)

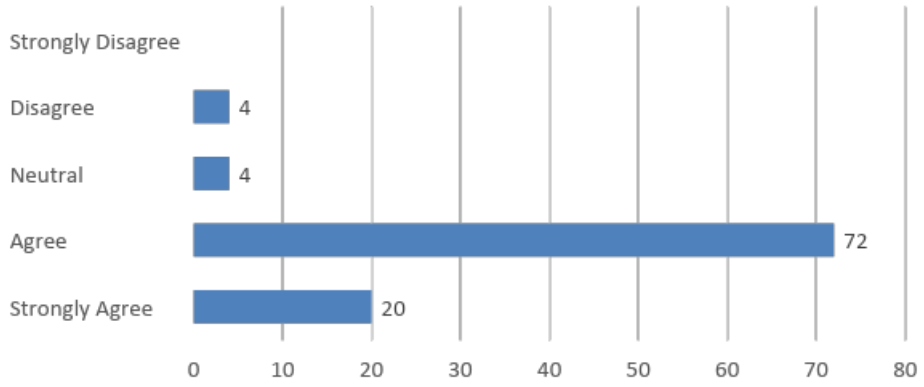
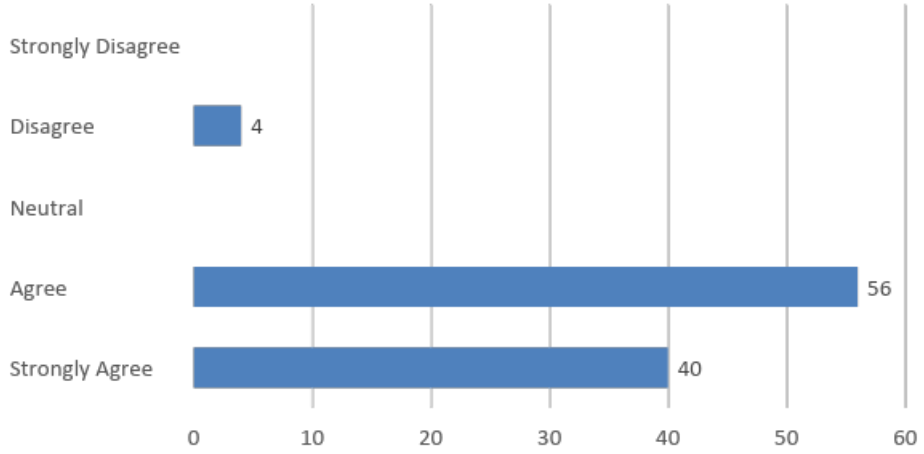
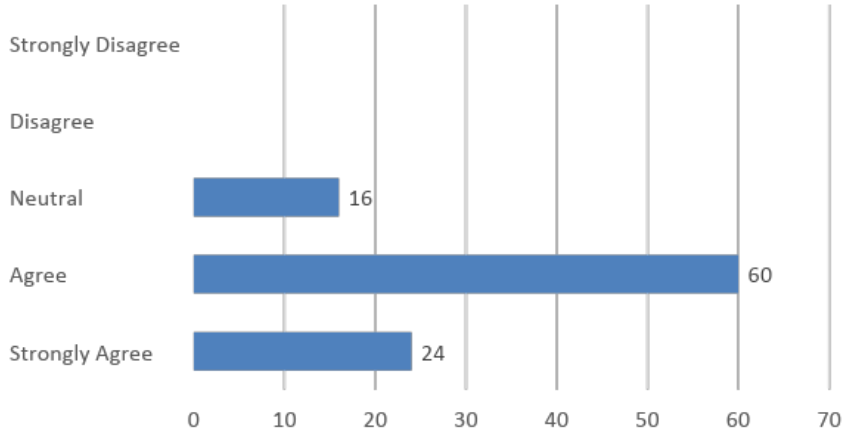
In all educational institutions teachers are considered as significant stakeholders as they are responsible for fostering the intellectual ideas and making a notable contribution to the development of the nation. A teacher plays a major role in the teaching-learning process which leads to the expansion and development of the institution as well as the general development of society at large. An institution's teacher feedback system is essential in carrying out efficient administration of the course delivery process. In this regard, PDUAM, Tulungia has always placed the utmost value on the feedback system provided by teachers. This ensures that a successful system for organizing and delivering courses will be developed and every effort will lead the institution towards excellence. The institution gathers teacher feedback for every academic year. At the end of each academic session, the Academic Development Cell meets to discuss the responses received on various dimensions deemed to be important for the teaching-learning aspect.

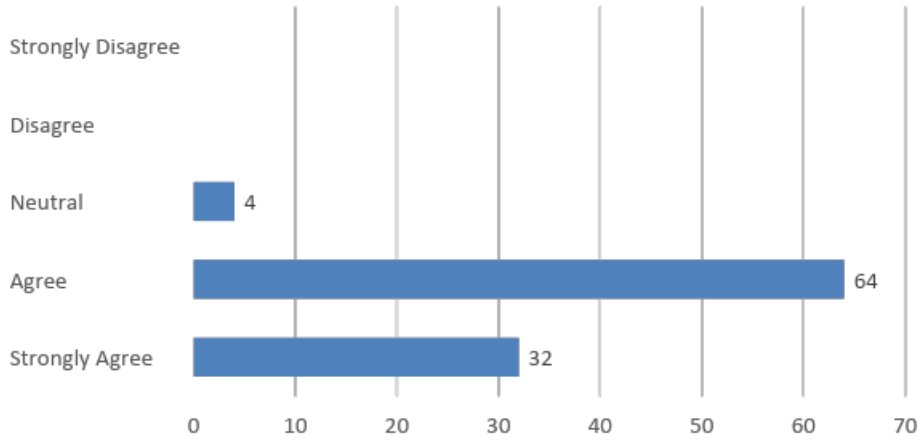
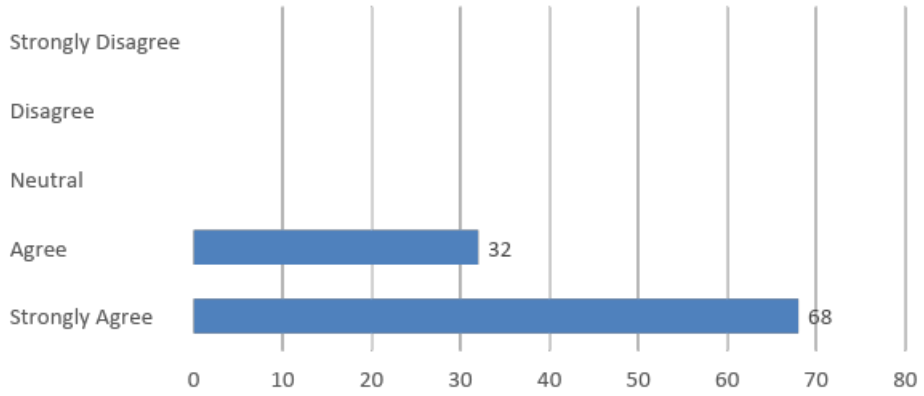
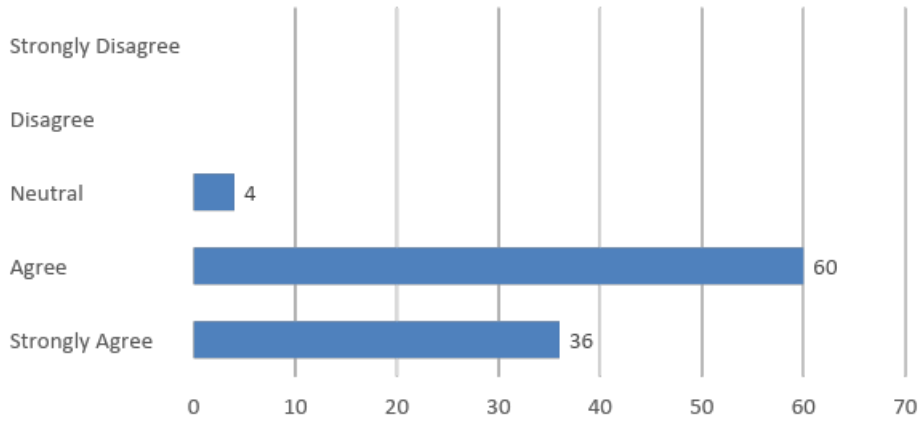
During the academic year 2021-22, teachers have been asked to present their perspectives on twelve aspects including different aspects of syllabus, ICT facilities, grievance redressal system, welfare measures, institutions efforts in adapting to the challenges posed by COVID-19, institution's evaluation system, library resources, institutions green practices, institutions approach to teachers' for upgrading skills and qualifications, cleanliness of classrooms and campus. The feedback has been collected using a 5-point rating scale, ranging from ***Strongly Agree*** to ***Strongly Disagree***. For the analysis, a statistical tool, particularly a bar chart has been employed and is presented as follows:

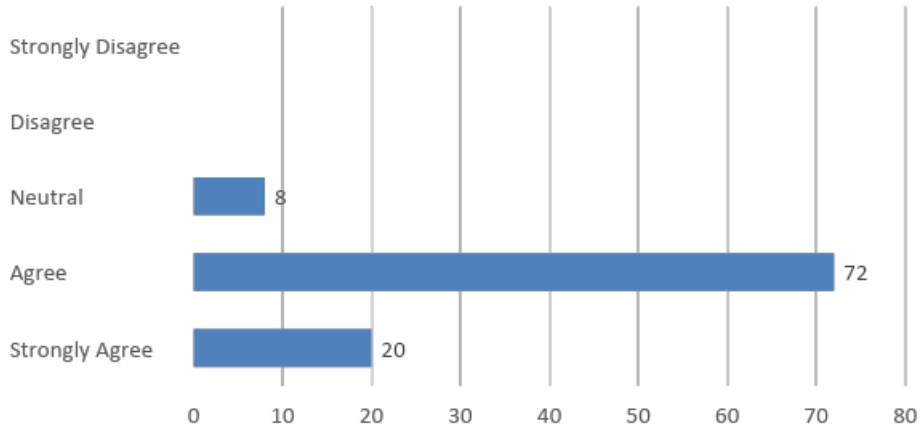
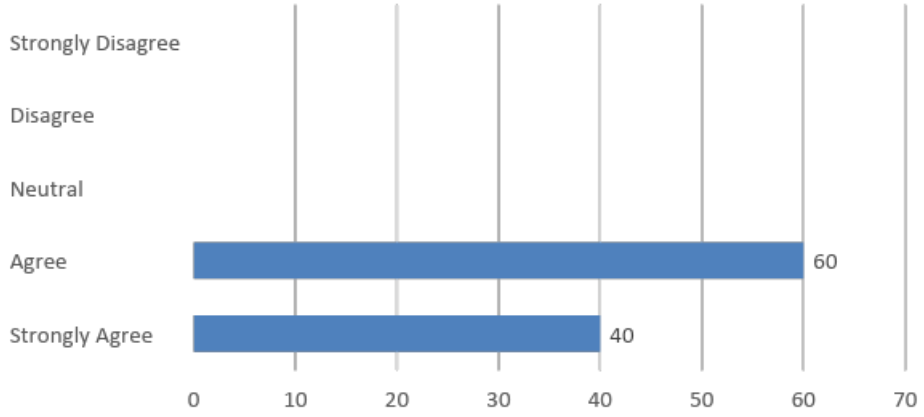
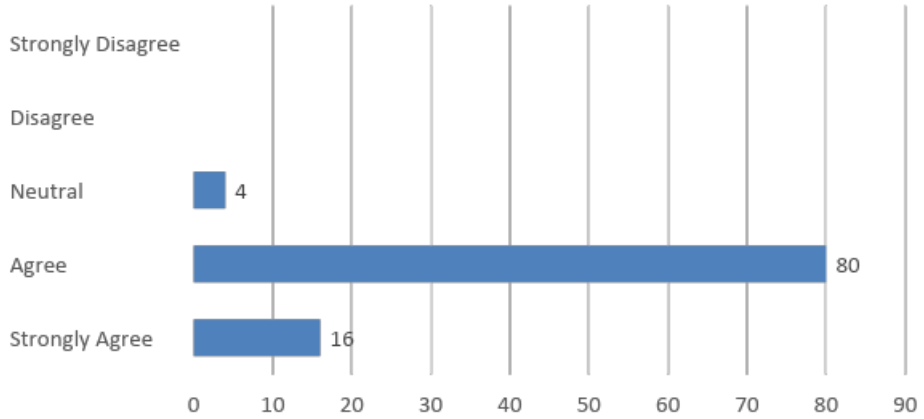
TEACHERS FEEDBACK ANALYSIS:

Note: Responses received from teachers are presented in percentage.

1.The syllabus is designed to engage students, align with current trends, meet industry demands and contribute to scientific community.	
2. The syllabus is effective in preparing students for competitive examinations and enhances their employability.	
3.The coverage of the syllabus is possible within the allotted stipulated time.	

4. The institution is well equipped with ICT facilities.	
5. The grievance redressal system of the institution is transparent and accessible to all stakeholders.	
6. The institution's welfare measures effectively support your well-being and job satisfaction.	

7.The institution's efforts in adapting to the challenges posed by COVID-19 to facilitate teaching and learning are satisfactory.	
8.The examination and evaluation tests are conducted well in time with proper coverage of all units in the syllabus.	
9. The prescribed books and learning resources are adequately available in the library.	

10. The institution provides adequate opportunities and support to teachers for upgrading their skills and qualifications.	
11. The institution actively promotes green practices in the campus.	
12. The institution maintains the overall cleanliness of classrooms and campus	

TEACHERS' FEEDBACK INTERPRETATION:

1. The majority, comprising 52 percent of the total respondents, have agreed that the syllabus of GU, the affiliating university, is designed to engage students, align with

current trends, and meet industry demand and contribute to scientific community. The remaining, i.e., 48 percent have strongly agreed with the statement.

2. In response to the statement on the syllabus is effective in preparing students for competitive examinations and enhances their employability, majority of the respondents, i.e. 60 percent of the respondents agreed and 16 percent strongly agreed. Additionally, 8 percent have disagreed with the statement and 16 percent of respondents have chosen not to express their opinion.
3. The statement that the coverage of the syllabus is possible within the allotted stipulated time found 52 percent of the respondents to agree and 44 percent of the respondents to strongly agree. However, 4 percent of respondents have chosen not to express their opinion.
4. 72 percent of the respondents agreed to the statement that the institution is equipped with ICT facilities and 20 percent of the respondents strongly agreed. However, 4 percent of the respondents disagreed to the statement and the remaining 4 percent chose not to express their opinion.
5. Regarding the statement the grievance redressal system of the institution is transparent and accessible to all stakeholders, 56 percent of the respondents agreed followed by 40 percent of the respondents who strongly agreed to the statement. But 4 percent of the respondents disagree to the statement.
6. Concerning the statement, the institution's welfare measures effectively support your well-being and job-satisfaction 60 percent of the respondents agreed and 24 percent strongly agreed. However, 16 percent of the respondents have chosen to remain neutral.
7. On being enquired about the institution's efforts in adapting to the challenges posed by COVID-19 to facilitate teaching and learning are satisfactory it is found that64 percent of the respondents agreed to the statement, 32 percent strongly agreed while 4 percent of the respondents decided not to give an opinion.

8. On enquiring if the examination and evaluation tests are conducted well in time with proper coverage of all units in the syllabus, 32 percent of the respondents agreed and 68 percent of the respondents strongly agreed to the statement.
9. 60 percent of the respondents agreed and 36 percent of the respondents strongly agreed to the statement that the prescribed books and learning resources are adequately available in the library whereas 4 percent of the respondents decided to stay neutral.
10. In response to the statement, the institution provides adequate opportunities and support to teachers for upgrading their skills and qualifications a majority of the respondents, i.e., 72 percent of the respondents agreed followed by 20 percent of the respondents who strongly agreed. However, 8 percent of the respondents decided to stay neutral in regard to the statement.
11. According to 60 percent of the respondents to the institution actively promotes green practices in the campus, while 40 percent of the respondents strongly agreed.
12. Majority of the respondents, i.e. 80 percent agreed that the institution maintains the overall cleanliness of the classroom and campus. 16 percent of the respondents strongly agreed to the statement while 4 percent of the respondents have chosen not to express their opinion.

ACTION TAKEN REPORT:

The Academic Development Cell meeting has addressed the responses received from teachers for the academic year 2021-22. The discussion encompassed various suggestions put forth by the concerned teachers. These suggestions have been subsequently forwarded to the concerned for the necessary action. The meeting specifically delved into the following issues:

1. Requirement of computers along with internet facility in the departments for smooth conduct of the departmental activities and online classes.
2. Initiatives must be undertaken to provide more add on courses for the science students for imparting additional knowledge to the students.
3. Installation of whiteboards in the remaining classrooms for the ease of use and convenience.

4. Requirement of a well-equipped auditorium for organizing various programs.
5. Proper maintenance of e-classrooms.
6. Primary medical facility should be made available for the in-campus faculties and the hostel students.
7. Requirement of contractual faculties in the certain departments.
8. Inclusion of additional resources on competitive examinations in the library.
9. Cleanliness and hygiene should be maintained in the classrooms and in the college canteen.