



# SETH NAVRANG RAI LOHIA JAIRAM GIRLS COLLEGE LOHAR MAJRA, KURUKSHETRA, HARYANA

{Government Aided, Affiliated to Kurukshetra University, Kurukshetra, and NAAC Accredited Grade A}

FEEDBACK ANALYSIS AND REPORT Session: 2022-2023

By: Internal Quality Assurance Cell

#### FEEDBACK SYSTEM

IQAC has made it a tradition to mandatorily collect feedback from students, alumni, parents, and teachers in each session through structured feedback forms. The task is completed via Feedback Committee. During the session, the committee distributes and collects the filled feedback forms and submits it to IQAC. Then, IQAC analyses and interprets the data and strives for taking further actions as per feedback report.

#### **Objective:**

The objective of taking feedback is to determine the satisfaction levels of various stakeholders of the college and identifies scope for further improvement.

#### **Methodology**

- Collection of Data: The feedback is collected manually by circulating the feedback forms.
- **Sampling:** Efforts are being made to collect data through extensive sampling. Yet in some cases, it becomes difficult to approach to each student, alumni, and/or parents. So, a set of criteria is established for taking sample.
  - Students: It is being assured that at least 50% of college students fill the feedback forms. Equal representation is given to all streams and proportionate stratified sampling is used for collecting feedback from students.
  - Alumni: It is again assured that at least 50% of the outgoing students in each session fill the feedback forms from all steams.
  - o **Parents:** Often, students are handed over the forms so that they get it filled from their parents and submit. However, accidental sampling method is also used and the parents who visit the college for fees and other purposes are requested to fill the form. Sample criteria of 50% is again followed here.
  - **o Teachers:** All the teachers fill the feedback forms in each and every session.

#### **Analysis and Interpretation:**

The data is analyzed through percentages. Charts and diagrams are prepared for easy understanding by using Microsoft Excel.

#### **Meetings and Action Taken Report:**

Based on the analysis, IQAC in consultation with principal, calls for meetings to discuss raised issues and suggestions. Necessary actions to be taken are decided accordingly. Likewise, action taken report is prepared.

#### **Circulation of Action Taken Report:**

The action taken report is circulated among the staff members through IQAC. Action taken report acts as a plan for the next academic year. Staff meetings and other committee meetings are then held to execute and implement the action plan.

From the next part, analysis of feedback forms for Students, Alumni, Parents, and Teachers respectively are presented with appropriate explanations. At the end, action taken report is shown.

In students' Feedback Form, twenty questions were asked in the form of responses and response anchors were divided into three categories: Disagree (1), Neither agree nor disagree (2), Agree (3). There were two open questions for suggestions and most likings about the college. For the purpose that students' can freely give their opinions name and sign columns were optional. Below a sample of filled feedback form has been shown. The second part is analyzed using percentage method. The percentages of responses have been shown in table 1 and are presented through bar graphs.

#### SAMPLE FEEDBACK FORM: STUDENTS'

	SETH NAVRANG RAI LOHIA JAIRAM GIRLS COLLEGE LOHAR MAJRA, KURUKSHETRA (Students' Feedback Form) Session 20			3
	Name (Optional) Class & A kt yea Semester The	15	em	este
	INSTRUCTIONS TO PROVIDE FEEDBACK: For the following statements which assess your agreement/disagreement relates syllabus and curriculum, infrastructure, and overall ambience of the college, ple provide your valuable feedbackby marking a tick(√) in the appropriate cell. Where, 1: Disagree, 2: Neither Agree nor Disagree, and 3: Agree	d to		
r. No.	Statements	1	2	3
1.	The courses/subjects I study are relevant in the overall structure of the programme.			~
2.	The courses/subjects are designed in such a manner that it can be covered in one semester.			~
3.	The reading material recommended is accurate and relevant.	-		~
4.	The course structure helps me in improving my skills like communication, presentation, personality etc.		V	
5.	Class/mid tests are conducted as per schedule and in satisfactory manner.			~
6.	Examination and Evaluation process is just and equitable.			~
7.	The teacher completes the entire syllabus in time.		Tomas of	~
8.	The teacher has requisite subject knowledge and communicates clearly.			V
9.	The teacher is punctual and comes well prepared in the class.			-
10.	The teacher encourages participation and discussion in class.			~
11.	The teacher sufficiently uses ICT tools, gives suitable examples, and conducts seminars/tutorials etc.		~	
12.	The teacher's attitude towards students is friendly and helpful.			~
13.	Online admission process is fair and user-friendly.			~
14.	I get timely updates from college through Notices, Messages, E-Mails etc.			-
15.	There are adequate infrastructural facilities in the college (Furnished Class rooms, Well-equipped Laboratories, Seminar room, Auditorium, Common Room, and Canteen etc.)			-
16.	There are sufficient facilities for Drinking water, Washrooms, Sanitization etc.			~
17.	There are sufficient ICT facilities in the college which aids in teaching.			~
18.	There are adequate Library facilities and there is easy access to library.			~
19.	Students' Grievances (if any) are properly handled and timely redressed.			~
20.	College organizes sufficient number of extension, sports, and co-curricular activities for the overall development of students.			-
	What do you like most about your College: Cultural activities  Overall campus  Suggestions (If Any): Educational trips, Air of auditorium.	cer	lib	tion

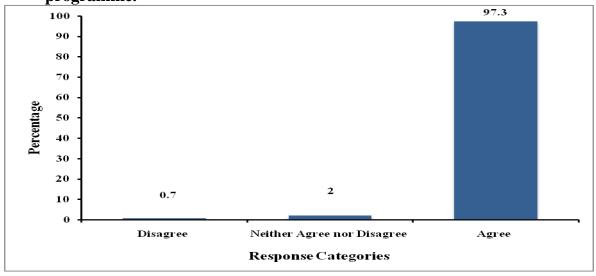
Co-ordinator IQAC S.N.R.L. Jairam Girls College Lohar Majra (Kurukshetra)

TABLE 1 PERCENTAGE OF STUDENTS' RESPONSES					
Sr. No.	Statements	1	2	3	
1.	The courses/subjects I study are relevant in the overall structure of the programme.	0.7%	2%	97.3%	
2.	The courses/subjects are designed in such a manner that it can be covered in onesemester.	0%	3.5%	96.5%	
3.	The reading material recommended is accurate and relevant.	2.7%	3.1%	94.2%	
4.	The course structure helps me in improving my skills like communication, presentation, personality etc.	1%	1.5%	97.5%	
5.	Class/mid tests are conducted as per schedule and in satisfactory manner.	1%	2%	97%	
6.	Examination and Evaluation process is just and equitable.	2.8%	1.6%	95.6%	
7.	The teacher completes the entire syllabus in time.	1.7%	2%	96.3%	
8.	The teacher has requisite subject knowledge and communicates clearly.	1.7%	0.8%	97.5%	
9.	The teacher is punctual and comes well prepared in the class.	1%	0.7%	98.3%	
10.	The teacher encourages participation and discussion in class.	3.4%	2.9%	93.7%	
11.	The teacher sufficiently uses ICT tools, gives suitable examples, and conducts seminars/tutorials etc.	1.6%	1.2%	97.2%	
12.	The teacher's attitude towards students is friendly and helpful.	2.1%	0.8%	97.1%	
13.	Online admission process is fair and user-friendly.	0.5%	0.5%	99%	
14.	I get timely updates from college through Notices, Messages, E-Mails etc.	0%	1%	99%	
15.	There are adequate infrastructural facilities in the college (Furnished Class rooms, Well-equipped Laboratories, Seminar room, Auditorium, Common Room, and Canteen etc.)	15%	18%	67%	
16.	There are sufficient facilities for Drinking water, Washrooms, Sanitization etc.	0%	0%	100%	
17.	There are sufficient ICT facilities in the college which aids in teaching.	1.1%	2.3%	96.6%	
18.	There are adequate Library facilities and there is easy access to library.	20%	9%	71%	
19.	Students' Grievances (if any) are properly handled and timely redressed.	0.7%	3.2%	96.1%	
20.	College organizes sufficient number of extension, sports, and co-curricular activities for the overall development of students.	1.2%	0.6%	98.2%	

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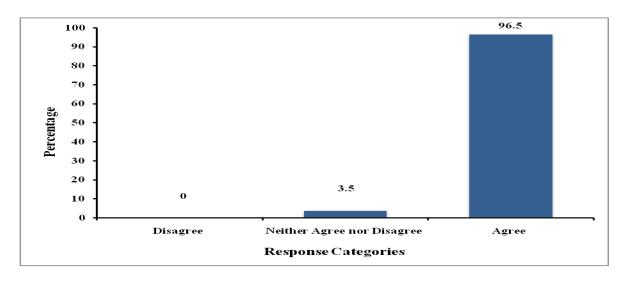
## PRESENTATION OF PERCENTAGE RESPONSES THROUGH BAR-GRAPHS (RECTANGULAR SHAPED) AND THEIR EXPLANATIONS

1. The courses/subjects I study are relevant in the overall structure of the programme.



From the above feedback analysis, we conclude that majority of the students (97.3%) agreed that the course they studied was relevant in the overall structure of the programme. This will be helpful to them in their future.

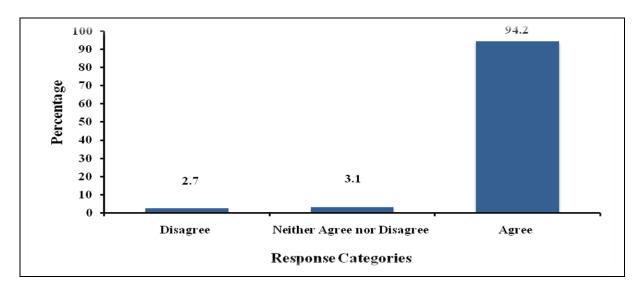
### 2. The courses/subjects are designed in such a manner that it can be covered in one semester.



From the above feedback analysis report, we conclude that majority of the students (96.5%) agreed that the courses/subjects are designed in such a manner that it can covered in one semester. Only few of them (3.5%) neither agree not disagree with it.

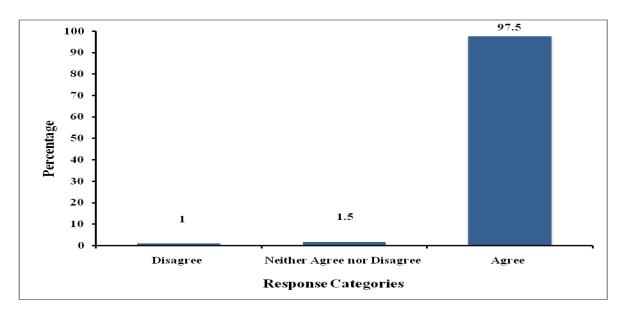
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#### 3. The reading material recommended is accurate and relevant.



From the above feedback analysis report, we conclude that most of the students agreed by giving their consent that the reading material recommended are accurate and relevant. Only 2.7% disagree with it and 3.1% neither agree nor disagree with it.

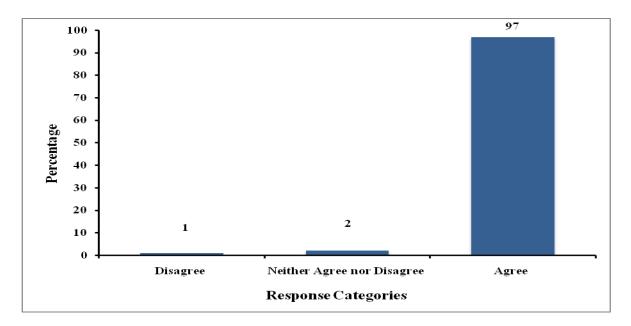
### 4. The course structure helps me in improving my skills like communication, presentation, personality etc.



From the above responses, we conclude that majority of the students (97.5%) agree that the course structure helps them in improving their skills like communication, presentation, and personality. Only few of them denies with the statement.

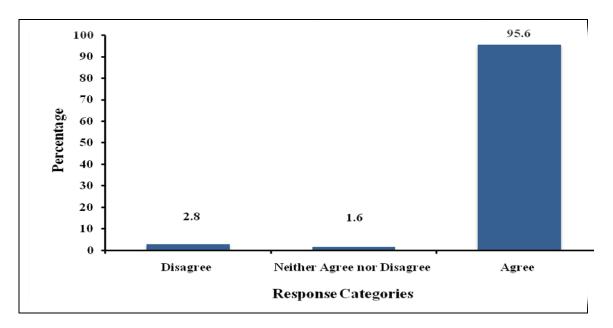
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#### 5. Class/mid tests are conducted as per schedule and in satisfactory manner.



From the above analysis, we conclude that majority of the students 97% gives their consent that class/mid tests are conducted as per schedule and in satisfactory manner. Only 1% disagree with this and 2% neither agree nor disagree.

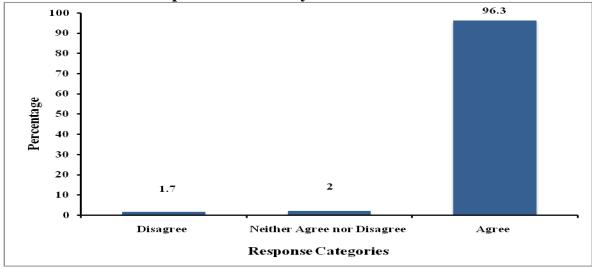
#### 6. Examination and Evaluation process is just and equitable.



From the above analysis, we conclude that most of the students agree that examination and Evaluation process is just and equitable. Only few of them (2.8%) disagree with it and 1.6% neither agree nor disagree.

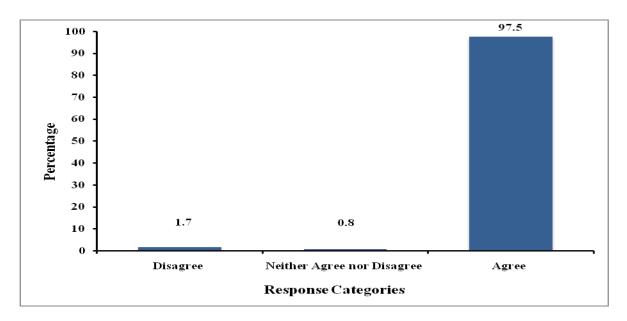
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From the above analysis, we conclude that majority of students (96.3%) agrees that the teacher completes their entire syllabus on time. Even they have enough time for revision and practice. Only few of them (1.7%) disagree with them and 2% neither agree nor disagree with them.

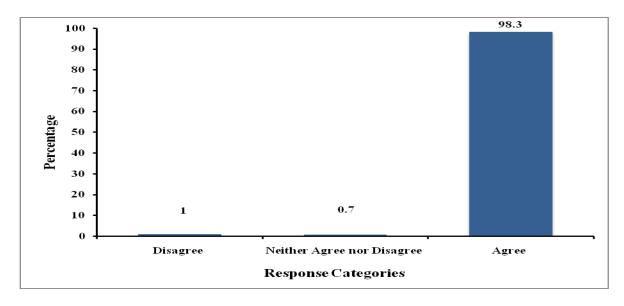
#### 8. The teacher has requisite subject knowledge and communicates clearly.



From the above analysis, we conclude that majority of students agree that their teachers have requisite subject knowledge and communicates clearly. 1.7% disagree with it and 0.8% neither agree nor disagree.

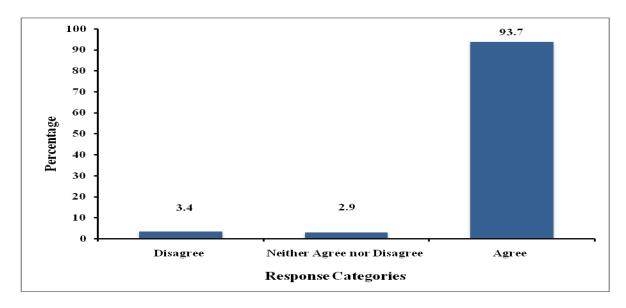
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#### 9. The teacher is punctual and comes well prepared in the class.



From the above analysis, we conclude that majority of students (98.3%) agree with this that their teacher is punctual and comes well prepared in the class and their teacher having detail knowledge of the subject but 1% disagree and 0.7% neither agree nor disagree.

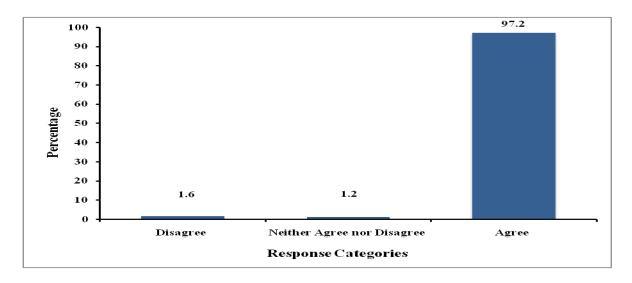
#### 10. The teacher encourages participation and discussion in class.



From the above analysis, we conclude that majority of students (93.7%) agree with this, that their teacher encourages participation in class and discussion in class with maximum of students engaged in it. Only 3.4% students mention disagree response.

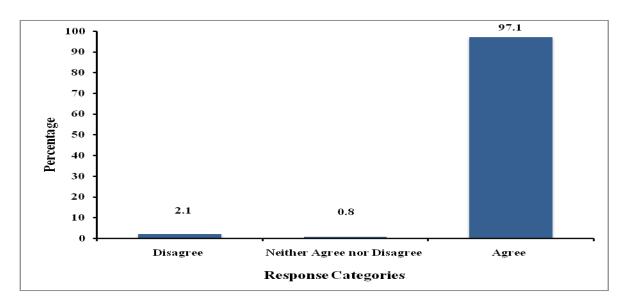
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### 11. The teacher sufficiently uses ICT tools, gives suitable examples, and conduct seminars/tutorials etc.



From the above analysis, we conclude that most of the students (97.2%) agrees that the teachers sufficiently uses ICT tools, gives suitable examples, and conducts seminars/tutorials time to time. Only 1.6% disagree and 1.2% neither agree nor disagree.

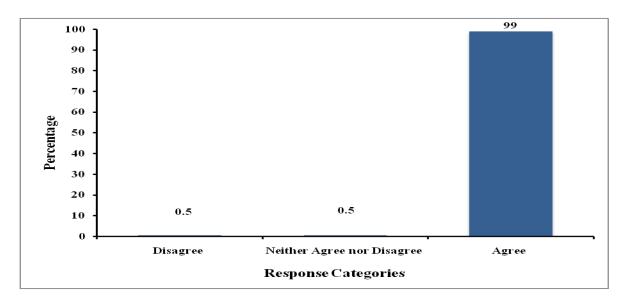
#### 12. The teacher's attitude towards students is friendly and helpful.



From the above analysis, we conclude that most of the students (97.1%) agrees that their teacher's attitude towards them is friendly and helpful. They can communicate with their teacher freely without any hesitation. Only 2.1% disagree and 0.8% neither agree nor disagree.

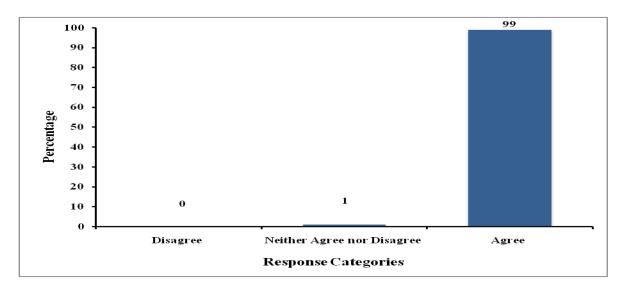
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#### 13. Online admission process is fair and user-friendly.



From the above feedback analysis, we conclude that majority of the students (99%) agreed that online admission process is fair, transparent and user-friendly. But only 0.5% disagree and 0.5% neither agree nor disagree.

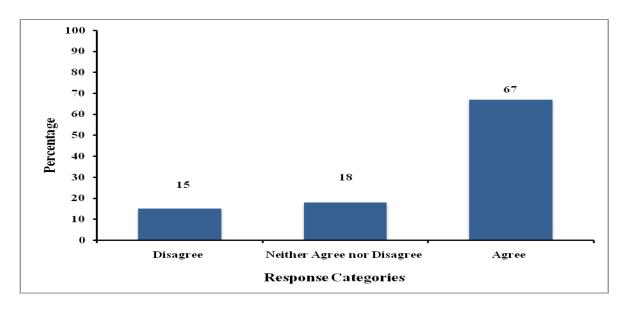
#### 14. I get timely updates from college through Notices, Messages, E-Mails etc.



From the above feedback analysis, we conclude that majority of the students (99%) agree that they get timely updates from college through Notices, Messages, E-Mails etc. Only 1% neither agree nor disagree with this.

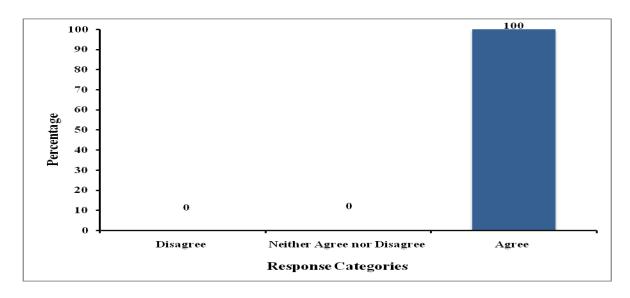
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# 15. There are adequate infrastructural facilities in the college (Furnished Class rooms, Well-equipped Laboratories, Seminar room, Auditorium, Common Room, and Canteen etc.)



From the above feedback analysis report, we conclude that only 67% students agreed that there are adequate infrastructural facilities in the college (furnished class rooms, well-equipped laboratories, seminar room, auditorium, common room, and canteen etc).

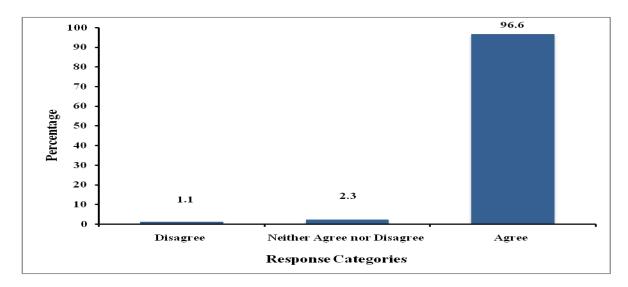
### 16. There are sufficient facilities for Drinking water, Washrooms, Sanitization etc.



From the above feedback analysis report, we conclude that each and every student is agree with this, that there are sufficient facilities for Drinking water, Washrooms, Sanitization etc in college campus.

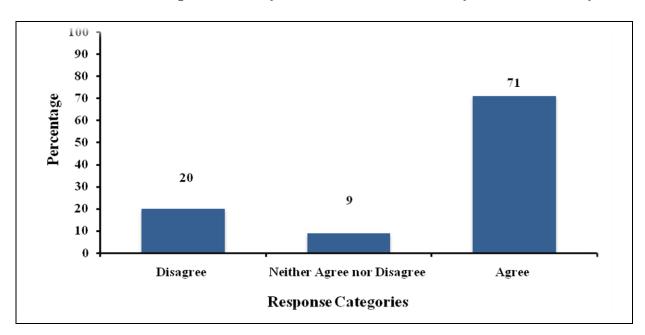
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#### 17. There are sufficient ICT facilities in the college which aids in teaching.



From the above feedback analysis report, we conclude that majority of students (96.6%) agreed that there are sufficient ICT facilities in the college which aids in teaching. Only few students (1.1%) disagree and (2.3%) neither agree nor disagree with it.

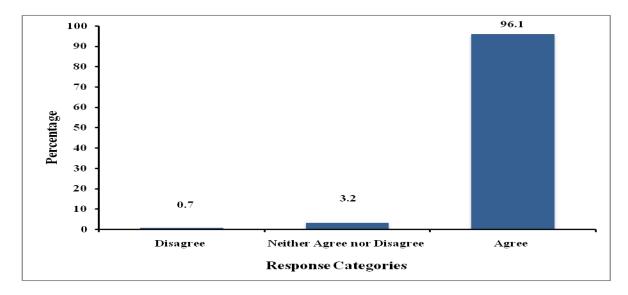
#### 18. There are adequate Library facilities and there is easy access to library.



From the above analysis, we conclude that 71% students agreed that there are adequate library facilities and there is an easy access for the students to the college library. 20% students disagree with this and 9% students neither agree nor disagree.

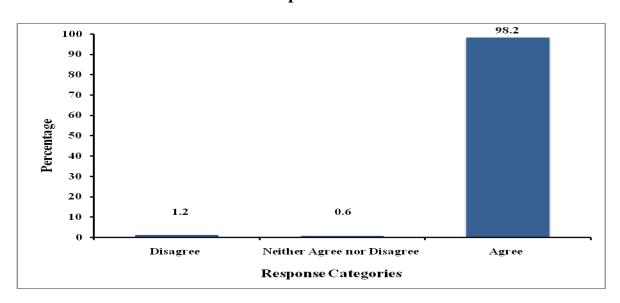
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#### 19. Students' Grievances (if any) are properly handled and timely redressed.



From the above analysis, we conclude that most of the students (96.1%) are in this favour that if any student have grievances, these are properly handled and timely redressed by the college staff with their coordination. And 3.2% students neither agree nor disagree with this. Only few students (0.7%) disagree with this.

### 20. College organizes sufficient number of extension, sports, and co-curricular activities for the overall development of students.



From the above analysis, we conclude that majority of the students (98.2%) agreed that college organizes sufficient number of extension lectures, sports, and co-curricular activities for the overall development of students which was beneficial for them in their future prospect. Only 1.2% disagree with this and only few students (0.6%) neither agree nor disagree with this.

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#### Most Likings about the College:

Students mention the following as their most memorable likings for the college as:

- ➤ Beautiful clean and green campus
- ➤ Celebrations and functions in college like Diwali mela and Holi festival in college.
- > Sitting in beautiful gardens of the college in winters with friends.

#### **Other Suggestions:**

- ➤ Infrastructural facilities in the college should be improved like common room. More indoor games should be installed for entertainment and recreation purpose.
- ➤ More efforts for hygiene and cleanliness in the canteen.
- Library facilities should be improved by arranging more and more books.
- Library books editions should be updated.

#### OVERALL CONCLUSION THROUGH ANALYSIS OF STUDENTS' FEEDBACK

The feedback form for Students incorporated questions related to curriculum design and delivery, and infrastructure and other amenities in the college. So, the conclusion is presented in two categories:

- 1) Courses and Curriculum: The students' seem highly satisfied with the available courses in the college, the curriculum design and delivery, and the recommended material by teachers. They also are satisfied with the teaching methods, examination and evaluation process. They say that teachers are punctual in classes and teach in effective manner using ICT techniques in adequate manners. This can be concluded owing to majority of students answering satisfactory and very good response for the items related to courses and curriculum.
- 2) Infrastructure and other Amenities: Here, from the responses of students it can be said that certain students arise a need of improvement in infrastructure of the college. However, they rate basic facilities like drinking water, washroom facilities as adequate. They suggest more indoor games for common room. Students are positive with extension/co-curricular activities and celebrations of festivals in college. They have mentioned these things in their likings also. But, they seek focus on library facilities and sufficient number of books in library.

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Alumni Feedback Form was mainly divided into three sections. First part of the form asked about Alumni's personal and present information related to study and jobs. In the second part, Alumni's were given three response options "Need Improvement/Unsatisfied, Satisfied, and Very Good for the questions that asked about courses, curriculum and other facilities in the college. The third part asked miscellaneous information like further suggestions etc. Below a sample of filled feedback form has been shown. The second part of the form is analyzed using percentage method. The percentages of responses have been shown in table 2 and are presented through bar graphs.

#### SAMPLE FEEDBACK FORM: ALUMNI AADHARSHILA ALUMNI SETH NAVRANG RAI LOHIA JAIRAM GIRLS COLLEGE LOHAR MAJRA, KURUKSHETRA Web: jrgcollegekkr.ac.in Email: jrgcollegekkr@gmail.com Ph: 01744-298116 E-Mail Paste (Aadharshila Alumni Feedback Form) ASSOCIATION E-Mail: alumnisnrljairam@gmail.com Paste Photo Here 2022-23 Session Personal Detail Alumni Name: Komal Year of Passing: 2023 Class: B. Com Father's Name: Sh. Shishfal Married/Single: Single Mother's Name: Srot Balwinder Kaus Husband's Name: Permanent Address: V. P.O Mustzabler , KKR Contact No.: 8708180711 E-Mail ID: Present Status: Pursuing Higher Education / Working • If Pursuing Higher Education (Give Details) Name of College/Institution: Course/Class: • If Employed (Give Details) Name of Organization: Designation: INSTRUCTIONS TO PROVIDE FEEDBACK: For the following items which assess your overall satisfaction related to syllabus and curriculum, infrastructure, and overall ambience of the college, please provide your valuable feedback by marking a tick (1) in the appropriate cell. Where 1: Need Improvement/Unsatisfactory, 2: Satisfactory, 3: Very Good Sr. No. Online admission procedure Syllabus completion and additional knowledge provided Teaching methods adopted by faculty including ICT Teachers' contribution in enhancing communication, personality and 4. all-round development of students Teaching ability and subject knowledge of faculty 5 Examination and evaluation process Updates through Notices, Messages, E-Mails etc. Infrastructure (Furnished Class rooms and Well-equipped Laboratories, 8. Seminar room, Auditorium, Common Room, and Canteen etc.) Drinking water facility, Sanitization, and Washrooms 9. Library and ICT Facilities 10. Grievance handling and redressal 11. Extension, sports, and co-curricular activities 12. Support from teaching faculty and office 13. Relevance of courses taught in your current studies/jobs Write your Most Memorable Moment in this college (If Any): \_\_Celebs a Hon Festivals Should be apilable in the Suggestions (If Any): Morie Contact of Any Alumni Settled in Foreign Country Contact: Country: Passing Course/Year: Signature of Alumni

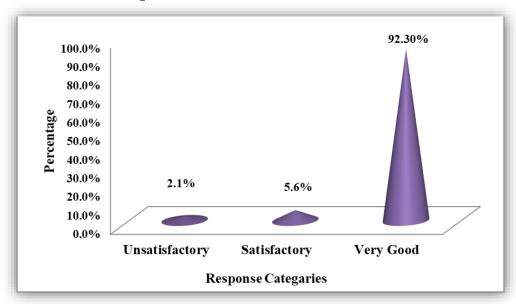
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#### TABLE 2 PERCENTAGE OF ALUMNI RESPONSES 2 3 1 Sr. **Items** Need No. Improvement/ Satisfied Very Good Unsatisfied 1. Online admission procedure 2.1% 5.6% 92.3% Syllabus completion and additional knowledge 94.4% 2. 1.1% 4.4% provided Teaching methods adopted by faculty **3.** 1.7% 4.6% 93.7% including ICT Teachers' contribution in enhancing 4. communication, personality and all-round 1.1% 2.6% 96.3% development of students Teaching ability and subject knowledge of 5. 0.7% 3.9% 95.4% faculty 6. Examination and evaluation process 1.7% 3.9% 94.4% Updates through Notices, Messages, E-Mails 7. 10.8% 13.6% 75.6% etc. Infrastructure (Furnished Class rooms and Well-equipped Laboratories, Seminar room, 8. 8.1% 16.3% 75.6% Auditorium, Common Room, and Canteen etc.) Drinking water facility, Sanitization, and 9. 1.7% 4.9% 93.4% Washrooms 10. Library and ICT Facilities 12.9% 9.3% 77.8% Grievance handling and redressal 97.3% 11. 0.6% 2.1% **12.** Extension, sports, and co-curricular activities 0.4% 2.2% 97.4% 13. Support from teaching faculty and office 1.4% 2.4% 96.2% Relevance of courses taught in your current 14. 11.2% 17.9% 71.9% studies/jobs

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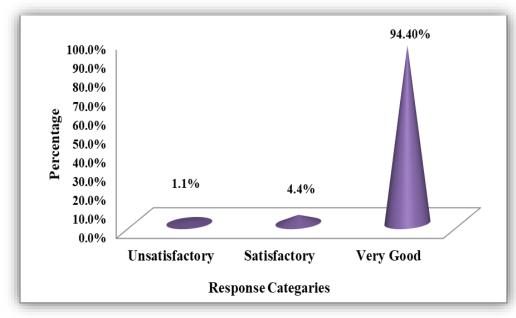
#### PRESENTATION OF PERCENTAGE RESPONSES THROUGH BAR-GRAPHS (CONE SHAPED) AND THEIR EXPLANATIONS

#### 1. Online admission procedure



From the above analysis it is concluded that majority of the students (92.30% + 5.6%) are satisfied with the online admission procedure. Only few students think that online admission procedure is not good and they are unsatisfied.

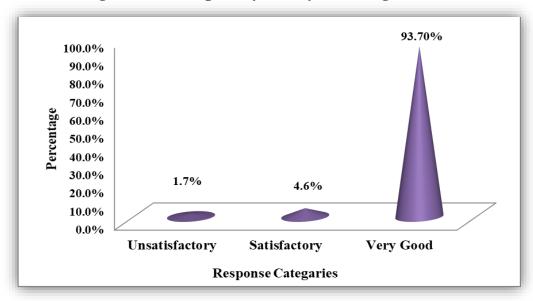
#### 2. Syllabus completion and additional knowledge provided



From the above analysis it is concluded that majority of the students (94.40%) says that syllabus was completed on time as well as additional knowledge was also provided to them. Only 1.1% was unsatisfied.

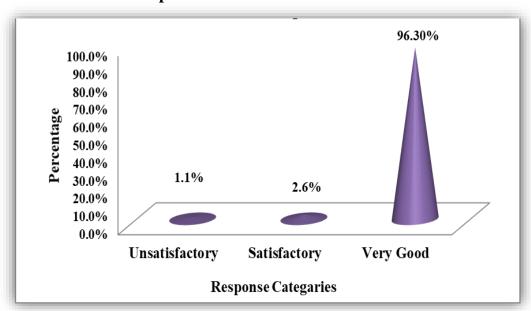
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#### 3. Teaching methods adopted by faculty including ICT



Majority of the alumni (93.70%) give feedback with traditional teaching methods ICT tools were also used by the faculty members at the time of teaching. Only 1.7% was not satisfied.

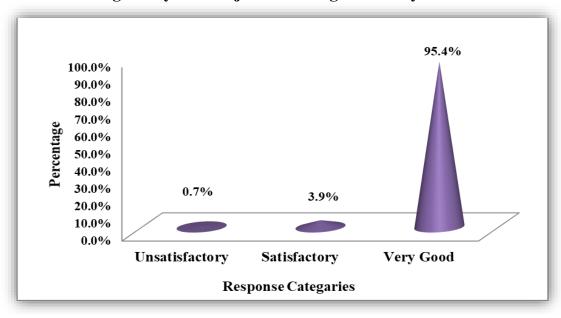
### 4. Teachers' contribution in enhancing communication, personality and all-round development of students.



Majority of the students 96.3% said that teachers significantly contributed in enhancing communication, personality and all-round development; so they opted very good response.

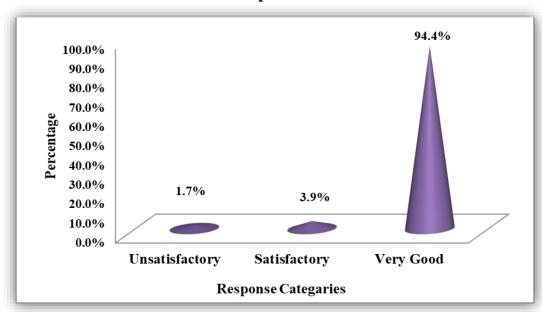
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#### 5. Teaching ability and subject knowledge of faculty



Majority of the students satisfied with the subject knowledge and abilities of the teachers. According to the above analysis 95.4% students give response that teaching abilities and subject knowledge of the faculty is very good.

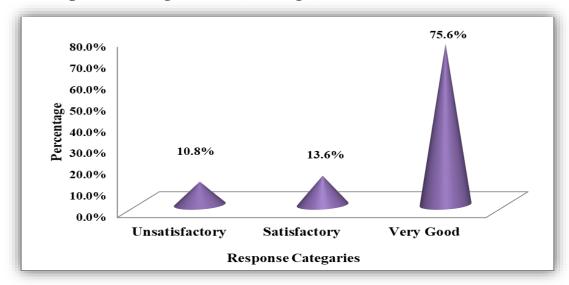
#### 6. Examination and evaluation process



From the above analysis it is find that mostly students (94.4%) says Examination and evaluation process in the college is very good. Only few students (1.7%) were unsatisfied with the examination and evaluation process.

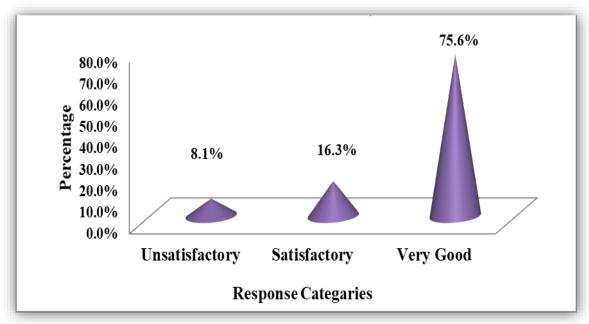
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7. Updates through Notices, Messages, E-mails etc.



Mostly students (75.6% +13.6%) give response that they always get information and updated through important notices, messages and e-mails. But 10.8% students are not satisfied.

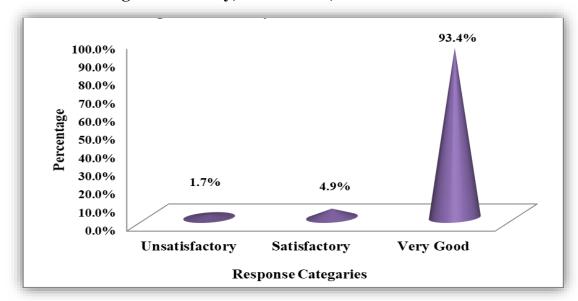
8. Infrastructure (Furnished Class rooms and Well-equipped Laboratories, Seminar room, Auditorium, Common Room, and Canteen etc.)



Alumni Students (75.6% + 16.3%) gave response that infrastructure facilities like furnished class rooms, well equipped laboratories, seminar room, auditorium, common room and canteen are very good. But according to 8.1% were not satisfied and required more improvement in infrastructure facilities.

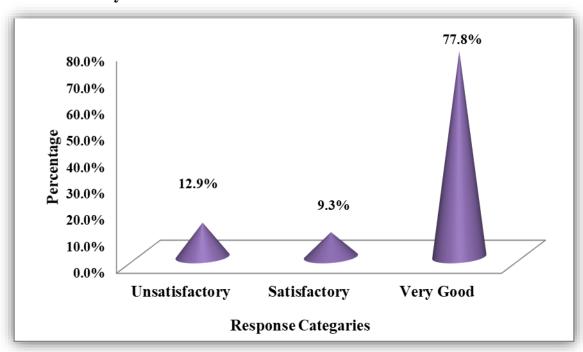
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#### 9. Drinking water facility, Sanitization, and Washrooms



From the above analysis it can be concluded that drinking water facilities sanitization and washrooms are good in the campus because majority of the students give response very good (93.4%).

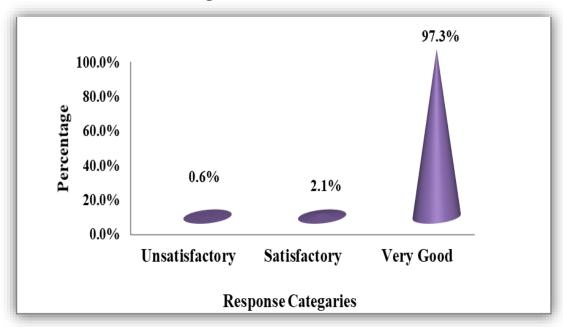
#### 10. Library and ICT Facilities



From the above analysis it is concluded that library and ICT facilities are good but 12.9% alumni not satisfied with these facilities and required more improvement.

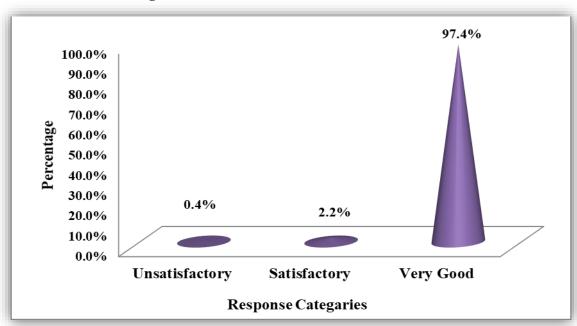
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#### 11. Grievance handling and redressal



Majority of the students satisfied and give very good response (97.3%). It means that their grievances and problems always handled properly in the college.

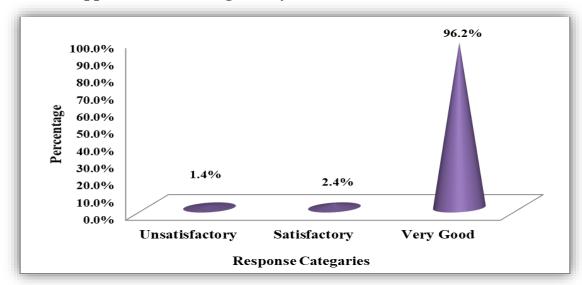
#### 12. Extension, sports, and co-curricular activities



From the above analysis it is concluded that college always organise extension lectures and seminar, sports events as well as co-curricular activities because 97.4% alumni give their response as very good. Only 0.4% students gave unsatisfactory response.

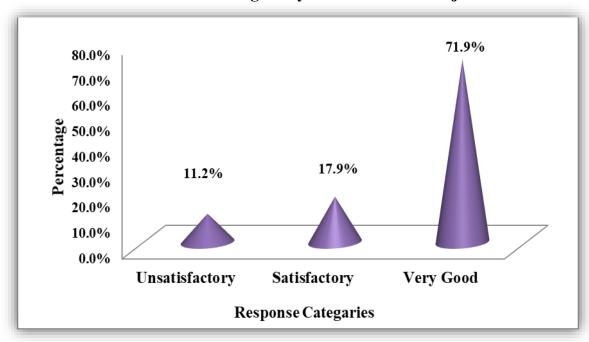
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IQAC
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#### 13. Support from teaching faculty and office



According to the analysis and response given by the alumni students teaching faculty and office staff is very much supportive and helpful. 96.2% students give very good response.

#### 14. Relevance of courses taught in your current studies/jobs



According to the response of 71.9% student's course taught is very much relevant in their current studies and job. But some students give response course content should be more improved and co-curriculum is also required for job relevance.

**Memorable Moments:** 

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Students were given open choice to write their memorable moments from the time they spent in the college. The students mentioned the following points in majority.

- ➤ Celebration of festivals with great enthusiasm is always remembered.
- > The canteen and hostel food.
- ➤ The festivals that are being organized in the campus like Diwali Mela, Lohri Celebrations etc.
- > The college trips.
- > Partying with friends.
- Farewell and Fresher Party.

#### **Other Suggestions:**

- > Books in library in appropriate number.
- ➤ Knowledge of job and placement opportunities in the college.
- Indoor games facilities like carom board, Ludo etc. in Common room.
- ➤ More educational trips should be organised.

### OVERALL CONCLUSION THROUGH ANALYSIS OF ALUMNI FEEDBACK

All in all, the feedback form for Alumni incorporated questions related to curriculum and Infrastructure and other facilities in the college. Here the conclusion is presented in two categories:

- 1) Courses and Curriculum: The alumni seem highly satisfied with the courses in the college and the curriculum design and delivery. They also are satisfied with the teaching methods, examination and evaluation process. This can be concluded owing to majority of students answering satisfactory and very good response for the items related to courses and curriculum.
- 2) Infrastructure and other Amenities: Here, from the responses of students, it can be said that however in fewer percentage but certain students arise a need of improvement in infrastructure like laboratories, common room, canteen etc. For example, they suggest more indoor games for common room. Some students are also of low opinion about college communication with them through notices, messages etc. Alumni do need more library and ICT facilities. A significant percentage of alumni also think that the courses are not relevant in their employment and jobs. Alumni are positive with co-curricular activities and celebrations of festivals in college. They have mentioned these things in their most-memorable moments. Students also opine that college should intimate them about job opportunities if any and more focus on educational trips. Alumni too arise a need for improved library facilities and extended number of books in library.

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Parents' Feedback Form entailed fourteen close ended questions and one open choice for suggestions. Three options were given: Need Improvement/Unsatisfactory (1), Satisfactory (2), Very Good (3). The questions are prepared bi-lingual so that parents can easily understand and answer. Below a sample of filled feedback form has been shown. The percentages of responses have been shown in table 3 and the analysis is performed using Pie-Charts.

#### SAMPLE FEEDBACK FORM: PARENTS'

	DAMI LE FEEDBACK FORM, TAKENTO			
	SETH NAVRANG RAI LOHIA JAIRAM GIRLS COLLEGE LOHAR MAJRA, KURUKSHETRA			
	(Parents' Feedback Form) Session 20	99	92	
	Session & C	oxor-	QCJ.	
	Name of Student: Ankita Class: BA Ist Year Roll No .: 122212	200	2015	
	INSTRUCTIONS TO PROVIDE FEEDBACK: As your daughter studies in this coll must have visited the college for various purposes. The following statements assess you satisfaction related to syllabus and curriculum, infrastructure, and overall ambience of the Please provide your valuable feedback by marking a tick ( $$ ) in the appropriate cell. Where Improvement/Unsatisfactory, 2: Satisfactory, 3: Very Good. Your responses will confidential and will be used for analysis about the college, and for the overall developme	r ove colle 1: N	erall ege. eed	
	college.  Statements			
Sr.	Whenever I visit the College and/or selvery developed by the College and the College a	1	2	3
No.	College Environment, I find that:  The courses and curriculum are up to the mark and progressive for students' future.	1	2	3
1.	पाठ्यक्रम और पाठ्यचर्या छात्राओं के भविष्य के लिए उत्कृष्ट और प्रगतिशील हैं।			V
2.	The courses and curriculum are relevant from employment perspective. पाठ्यक्रम और पाठ्यचर्या रोजगार के दृष्टिकोण से प्रासंगिक हैं।			
3.	Syllabus is timely completed and tests are being conducted time to time. पाठ्यक्रम समय से पूरा हो जाता है और समय समय पर परीक्षाएँ भी होती रहती है।		~	
4.	The college staff is helpful, cooperative, and attends to the parents properly.  महाविद्यालय का स्टाफ मददगार और सहयोगी है और माता-पिता से अच्छे तरीक़े से बातचीत की जाती है।			V
5.	The teaching faculty of the college is learned, experienced and updated. महाविद्यालय की अध्यापिकार्ये विद्वान, अनुभवी और अपडेटिड है।			1
6.	The students get all-round support from the faculty. छात्राओं को स्टाफ से हर तरह से सहयोग मिलता है।		1/	
7.	There is an easy and timely access to the library for students. छात्राएँ आसानी से और समय पर लाइब्रेरी का उपयोग कर सकती है।			1
8.	The infrastructure of the college (classrooms, seminar hall, canteen etc.) is sufficient. महाविद्यालय का बुनियादी ढांचा (कक्षाएँ, सेमिनार हॉल, कैंटीन आदि) पर्याप्त है।			
9.	The ICT facilities in the college are adequate for effective teaching and learning. प्रभावी शिक्षण और सीखने के लिए महाविद्यालय में पूर्याप्त आईसीटी सविधाएं हैं।		~	
10.	College environment is disciplined and conducive. महाविद्यालय का वातावरण अनुशासित एवं अनुकृल है।			~
	There is cleanliness all over the campus and basic amenities (drinking water, washrooms			
11.	etc.) are adequately available. पूरे परिसर में साफ-सफाई है और बुनियादी सुविधाएं (पीने का पानी, शौचालय आदि) पर्याप्त रूप से उपलब्ध हैं।			1
12.	Students' Grievances (if any) are properly handled and timely redressed.			
12.	छात्राओं की शिकायती (यदि कोई ही) को उचित तरीके से सना जाता है और समय पर निवारण किया जाता है।		12	1
13.	College timely updates parents about the performance of the student.  महाविद्यालय छात्राओं के कार्य और व्यवहार के बारे में समय समय पर माता-पिता को आपहेट करना रहना है।			
14.	There are ample opportunities for students with extension, sports, and co-curricular activities. विस्तार, खेल और सह-पाठयक्रम गतिविधियों के रूप में छात्राओं के लिए पर्याप्त अवसर विद्यमान हैं।			レ
	Suggestions (If Any): Extra clases, Free bus Services	,	_	
	Signature of Parents/Guardian His	HT		

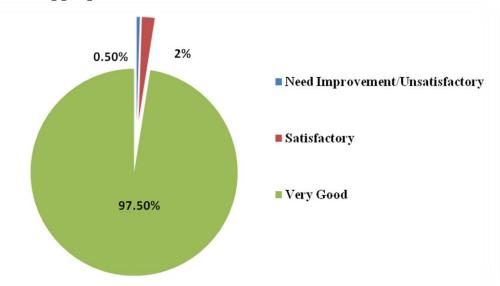
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TABLE 3 PERCENTAGE OF PARENTS' RESPONSES					
Sr. No.	Whenever I visit the College, and/or ask my daughter about her Studies and the College Environment, I find that:	1	2	3	
1.	The courses and curriculum are up to the mark and progressive for students' future.	0.5%	2%	97.5%	
2.	The courses and curriculum are relevant from employment perspective.	0.5%	3.5%	96%	
3.	Syllabus is timely completed and tests are being conducted time to time.	0%	1%	99%	
4.	The college staff is helpful, cooperative, and attends to the parents properly.	1%	1.5%	97.5%	
5.	The teaching faculty of the college is learned, experienced and updated.	2.5%	3.5%	94%	
6.	The students get all-round support from the faculty.	0.5%	2.5%	97%	
7.	There is an easy and timely access to the library for students.	5%	5.5%	89.5%	
8.	The infrastructure of the college (classrooms, seminar hall, canteen etc.) is sufficient.	1%	4.5%	94.5%	
9.	The ICT facilities in the college are adequate for effective teaching and learning.	1.5%	3.5%	95%	
10.	College environment is disciplined and conducive.	0%	1%	99%	
11.	There is cleanliness all over the campus and basic amenities (drinking water, washrooms etc.) are adequately available.	0.5%	1%	98.5%	
12.	Students' Grievances (if any) are properly handled and timely redressed.	1%	1%	98%	
13.	College timely updates parents about the performance of the student.	1%	2.5%	96.5%	
14.	There are ample opportunities for students with extension, sports, and co-curricular activities.	1.3%	3.3%	95.4%	

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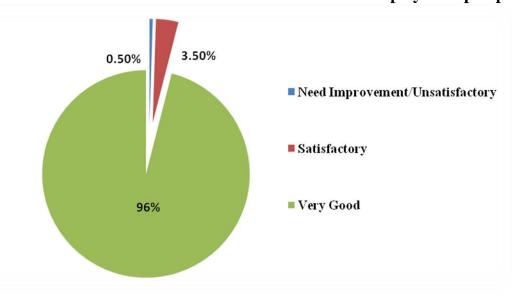
#### PRESENTATION OF PERCENTAGE RESPONSES THROUGH PIE-CHARTS AND THEIR EXPLANATIONS

#### 1. Syllabus is appropriate to the course and need based.



The pie-chart presents that Very Good response was given by 97.5% of parents. Satisfactory response was given by 2% of parents and only 0.5% parents give unsatisfactory response. It means majority of parents say that syllabus of the courses are appropriate and need based.

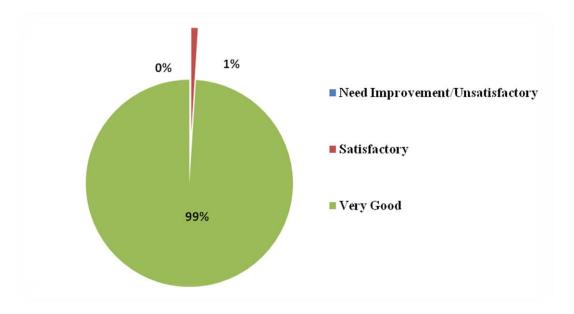
#### 2. The courses and curriculum are relevant from employment perspective.



The pie- chart presents that Very Good response was given by 96% of parents. Satisfactory response was given by 3.5% of parents and only 0.5% parents give unsatisfactory response. It means majority of parents say that the courses and curriculum are relevant from the employment perspective.

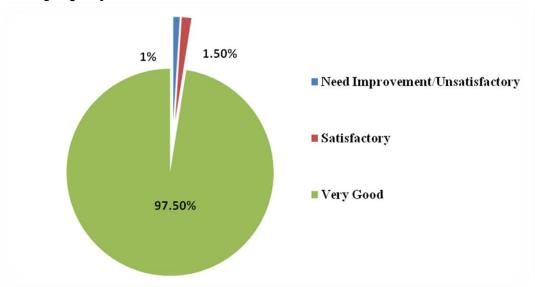
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#### 3. Syllabus is timely completed and tests are being conducted time to time.



The pie- chart exhibits that Very Good response was given by 99% of parents. Satisfactory response was given by 01% of parents and 0% parents give unsatisfactory response. It means majority of parents said that syllabus gets timely completed and tests are being conducted time to time.

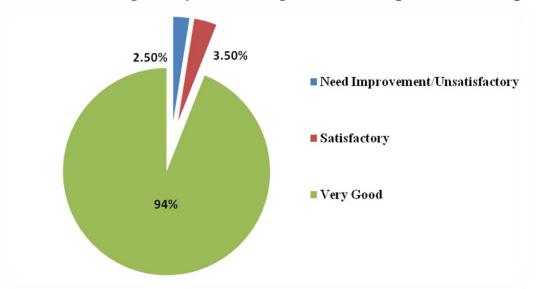
## 4. The college staff is helpful, cooperative, and attends to the parents properly.



The pie- chart shows that in view of majority of parents the college staff is helpful, cooperative, and attends to the parents properly as Very Good response was given by 97.5%. Satisfactory response was given by 1.5% of parents and only 1% parents give unsatisfactory response.

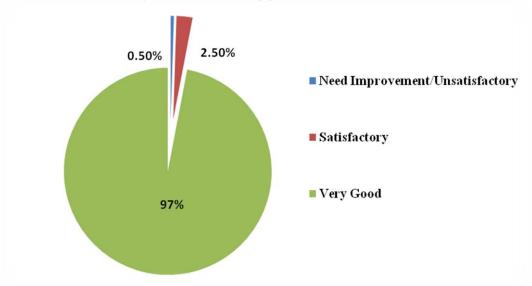
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#### 5. The teaching faculty of the college is learned, experienced and updated.



The pie- chart expresses that Very Good response was given by 94% of parents. Satisfactory response was given by 3.5% of parents and only 2.5% parents give unsatisfactory response. It means majority of parents say that the teaching faculty of the college is learned, experienced and updated.

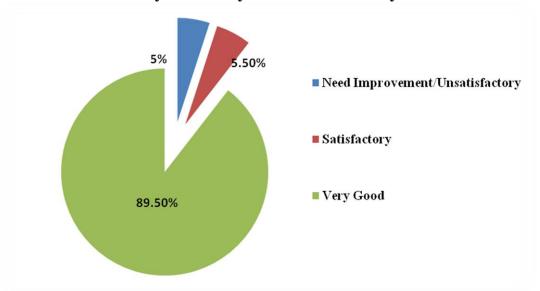
#### 6. The students get all-round support from the faculty



The pie- chart presents that Very Good response was given by 97% of parents. Satisfactory response was given by 2.5% of parents and only 0.5% parents give unsatisfactory response. It means majority of parents say that the students get all-round support from the faculty.

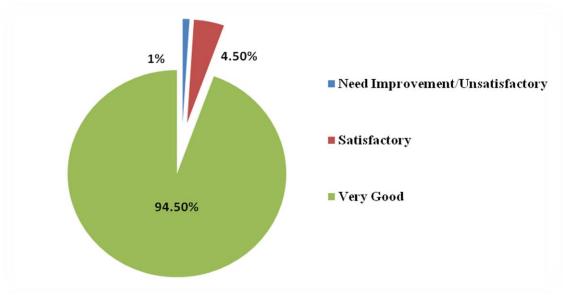
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#### 7. There is an easy and timely access to the library for students



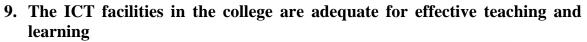
The pi- chart shows that Very Good response was given by 89.5% of parents. Satisfactory response was given by 5.5% of parents and only 05% parents give unsatisfactory response. It means majority of parents say that there is an easy and timely access to the library for students but its need improvement.

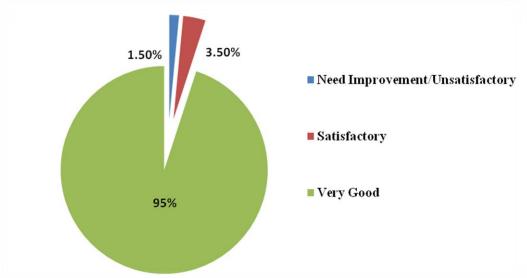
### 8. The infrastructure of the college (classrooms, seminar hall, canteen etc.) is sufficient.



The pie- chart shows that Very Good response was given by 94.5% of parents. Satisfactory response was given by 4.5% of parents and only 1% parents give unsatisfactory response. It means majority of parents say that the infrastructure of the college (classrooms, seminar hall, canteen etc.) is sufficient.

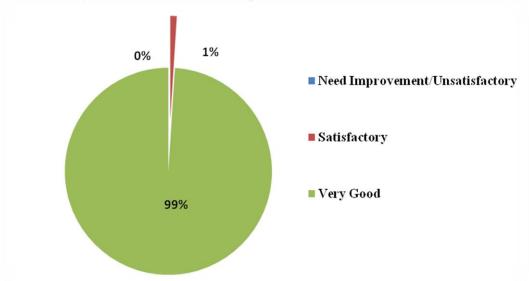
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The pie- chart expresses that Very Good response was given by 95% of parents. Satisfactory response was given by 3.5% of parents and only 1.5% parents give unsatisfactory response. It means majority of parents say that the ICT facilities in the college are adequate for effective teaching and learning.

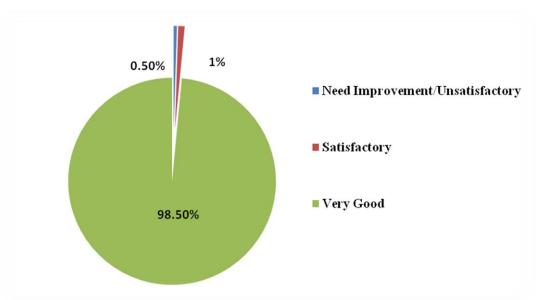
10. College environment is disciplined and conducive



It is clear from pie- chart that Very Good response was given by 99% of parents. Satisfactory response was given by 01% of parents and only 0% parents give unsatisfactory response. It means majority of parents say that College environment is disciplined and conducive.

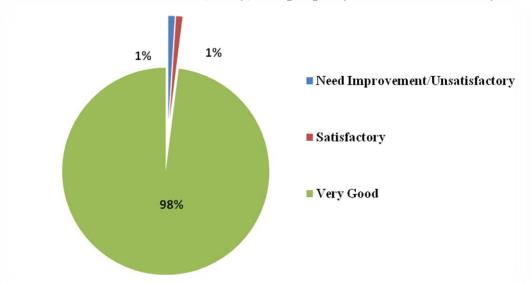
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## 11. There is cleanliness all over the campus and basic amenities (drinking water, washrooms etc.) are adequately available



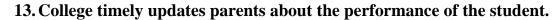
It is clear from pie- chart that parents are very much satisfied with cleanliness and other basic amenities available in college campus as 98.5% responses for Very Good. Satisfactory response was given by 01% of parents and only 0.5% parents give unsatisfactory response. It means majority of parents say that there is cleanliness all over the campus and basic amenities (drinking water, washrooms etc.) are adequately available.

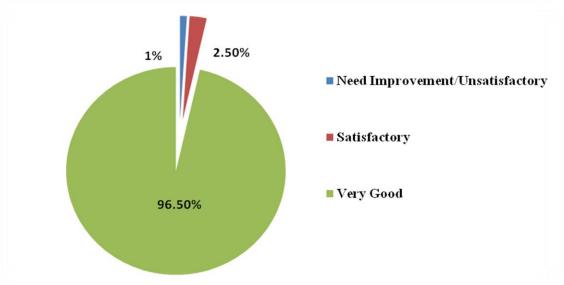
#### 12. Students' Grievances (if any) are properly handled and timely redressed



The pie- chart shows that Very Good response was given by 98% of parents. Satisfactory response was given by 01% of parents and only 01% parents give unsatisfactory response. It means majority of parents say that Students' Grievances (if any) are properly handled and timely redressed.

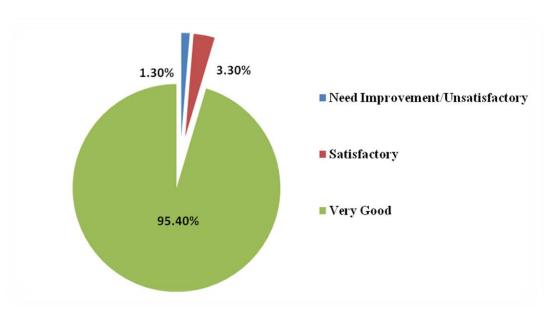
Co-ordinator
IQAC
S.N.R.L. Jairam Girls College
Lobar Maira (Kurukshetra)





The pie- chart exhibits that Very Good response was given by 96.5% of parents. Satisfactory response was given by 2.5% of parents and only 01% parents give unsatisfactory response. It means majority of parents say that College timely updates parents about the performance of the student.

#### 14. There are ample opportunities for students with extension, sports, and cocurricular activities



The pie- chart shows that Very Good response was given by 95.4% of parents. Satisfactory response was given by 3.3% of parents and only 1.3% parents give unsatisfactory response. It means majority of parents say that there are ample opportunities for students with extension, sports, and co-curricular activities.

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Lobar Maira (Kurukshetra)

#### **Other Suggestions:**

- ➤ More focus on Library facilities and books.
- Some parents originate a demand for extra classes
- > Some parents suggests free bus service for students

#### OVERALL CONCLUSION THROUGH ANALYSIS OF PARENTS' FEEDBACK

The feedback form incorporated questions related to curriculum design and delivery, and infrastructure and other amenities in the college. So, the conclusion is presented in two categories:

- 1) Courses and Curriculum: The parents' seem highly satisfied with the available courses in the college, the curriculum design and delivery, and the teaching methods of teachers. They say that teachers are punctual, learned and their child got very positive environment for teaching and learning. Also, parents are of the opinion that students get all kind of help from teachers and they too are being attended properly whenever they visit the college. This can be concluded owing to majority of parents provide very good and satisfactory responses in questions relating to courses and curriculum.
- 2) Infrastructure and other Amenities: Here, from the responses, it can be said that basic facilities like drinking water, washroom facilities are adequate in the college. In viewpoints of parents, infrastructure is also favourable. However, as for library facilities very good response is low than other questions, it calls for some improvement. They need focus on library facilities and sufficient number of books in library. Extension and co-curricular activities are also adequately organized in the campus and there is a proper mechanism for addressing students' grievances, parents in majority are highly satisfied with these aspects with maximum parents choosing options Very Good and Satisfactory.

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There were fifteen (N=15) questions in Teachers' feedback form and options were Disagree (1), Neither agree nor disagree (2), Agree (3). An open choice was given for mentioning any suggestions. Below a sample of filled feedback form has been shown. The percentages of responses have been shown in table 4 and are presented through doughnut graphs.

#### SAMPLE FEEDBACK FORM: TEACHERS'

Nar	me Meenu Subject Commerce Designation Ass		ent 1	
Fo	NSTRUCTIONS TO PROVIDE FEEDBACK: or the following statements which assess your agreement/disagreement relapillabus and curriculum, infrastructure, and overall ambience of the college, rovide your valuable feedback by marking a tick $()$ in the appropriate cell. Where, : Disagree, 2: Neither Agree nor Disagree, and 3: Agree			
No.	Statements	1	2	3
	Syllabus is appropriate to the course and need based.			
2.	Course outcomes and objectives of the syllabus are well-defined and clear.		1	
3.	The syllabus has good balance between theory and practical.	1		
4.	Additional information/knowledge other than prescribed syllabus is imparted to students.		1	
5.	The books prescribed/listed as reference materials in the syllabus are relevant and updated.		1	
6.	Tests and examinations are conducted well in time and are as per University directions.			
7.	ICT enabled teaching-learning is used and promoted in the college.			
8.	Student-centric teaching methods such as presentations, group discussion are adequately adopted.		~	
9.	Adequate number of prescribed books is accessible in the Library.			/
10.	There are adequate Infrastructural facilities in the college.	1		~
11.	The college organizes sufficient numbers of extension/co-curricular activities.			
12.	Students are encouraged to participate in the extension/co-curricular activities.	~		
13.	There is a culture of decentralization and participative management.			
14.	The working environment in the college is conducive to teaching and research.		~	
15.	The provision for professional development is non-discriminatory and fair.			-
	Any Suggestions: More books in the	lut	Sasta	ð

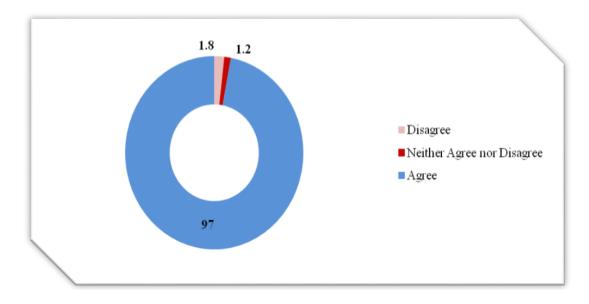
Co-ordinator
IQAC
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Table 4 PERCENTAGE OF TEACHERS' RESPONSES						
Sr. No.	Statements	1	2	3		
1.	Syllabus is appropriate to the course and need based.	1.8%	1.2%	97%		
2.	Course outcomes and objectives of the syllabus are well defined and clear.	3.9%	1.7%	94.4%		
3.	The syllabus has good balance between theory and practical.	2.9%	1.5%	95.6%		
4.	Additional information/knowledge other than prescribed syllabus is imparted to students.	3.9%	2.5%	93.6%		
5.	The books prescribed/listed as reference materials in the syllabus are relevant and updated.	1.6%	1.6%.	96.8%		
6.	Tests and examinations are conducted well in time and are as per University directions.	0.6%	3.6%	95.8%		
7.	ICT enabled teaching-learning is used and promoted in the college.	1.5%	1.2%	97.3%		
8.	Student-centric teaching methods such as presentations, group discussion are adequately adopted.	1.7%	4.5%	93.8%		
9.	Adequate number of prescribed books is accessible in the Library.	30.4%	7.6%	62%		
10.	There are adequate Infrastructural facilities in the college.	3.5%	0.3%	96.2%		
11.	The college organizes sufficient numbers of extension/co curricular activities.	22.5%	4.5%	73%		
12.	Students are encouraged to participate in the extension/co-curricular activities.	1.2%	1.6%	97.2%		
13.	There is a culture of decentralization and participative management.	4.3%	3.2%	92.5%		
14.	The working environment in the college is conducive to teaching and research.	0.6%	3.2%	96.2%		
15.	The provision for professional development is non-discriminatory and fair.	1.4%	5.2%	93.4%		

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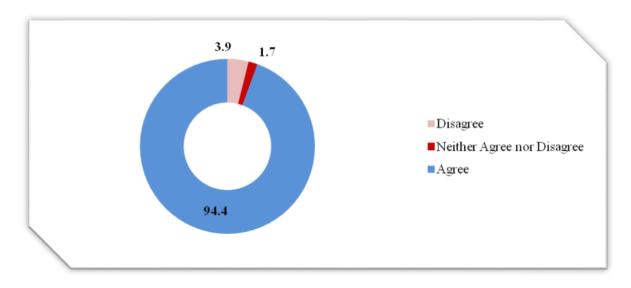
#### PRESENTATION OF PERCENTAGE RESPONSES THROUGH DOUGHNUT GRAPHS AND THEIR EXPLANATIONS

#### 1. Syllabus is appropriate to the course and need based.



The doughnut diagram explains that majority of teachers (97%) agreed that syllabus is appropriate to the course and need based. Only few teachers provide disagree (1.8%) and neither agree nor disagree (1.2%) response.

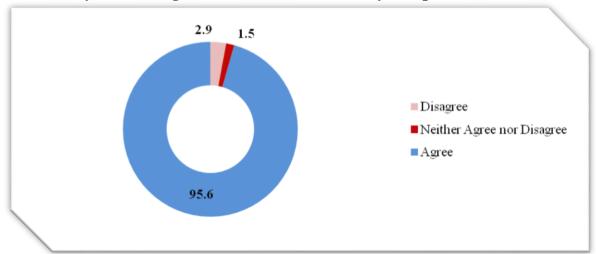
#### 2. Course outcomes and objectives of the syllabus are well-defined and clear.



The doughnut diagram explains that majority of teachers (94.4%) agreed that course outcomes and objectives of the syllabus are well-defined and clear. Only few teachers provide disagree (3.9%) and neither agree nor disagree (1.7%) response.

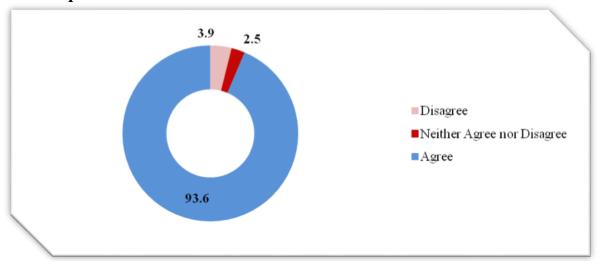
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#### 3. The syllabus has good balance between theory and practical.



The doughnut diagram explains that majority of teachers (95.6%) agreed that the syllabus has good balance between theory and practical. Only few teachers (2.9%) disagree and (1.5%) neither agree nor disagree.

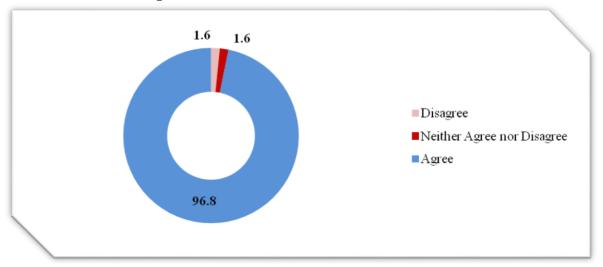
## 4. Additional information/knowledge other than prescribed syllabus is imparted to students.



The doughnut diagram explains that majority of teachers (93.6%) agreed that additional information/knowledge other than prescribed syllabus is imparted. Only few teachers (3.9%) disagree and (2.5%) neither agree nor disagree.

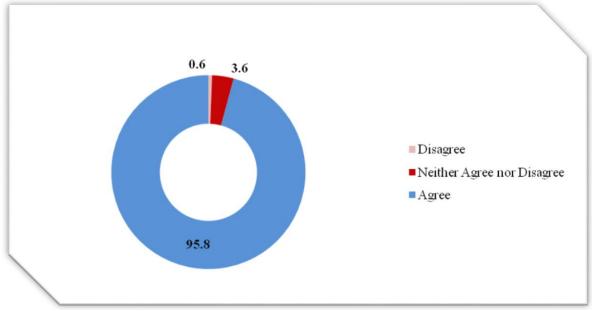
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5. The books prescribed/listed as reference materials in the syllabus are relevant and updated.



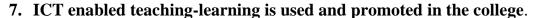
The doughnut diagram explains that majority of teachers (96.8) agreed that the books prescribed listed as reference materials in the syllabus are relevant. Only few teachers (1.6%) disagree and (1.6%) neither agree nor disagree.

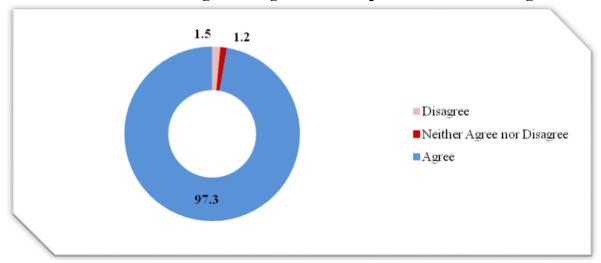
6. Tests and examinations are conducted well in time and are as per University directions.



The doughnut diagram explains that majority of teachers (95.8%) agreed that adequate number of prescribed books is accessible in the library. Only few teachers (0.6%) disagree and (3.6%) neither agree nor disagree.

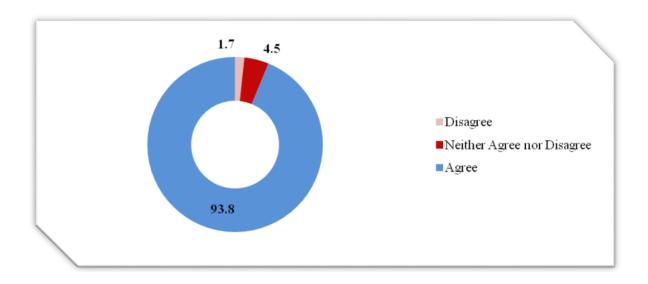
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The doughnut diagram explains that majority of teachers (97.3%) agreed that ICT enabled teaching—learning is used and prompted in the college. Only few teachers (1.5%) disagree and (1.2%) neither agree nor disagree.

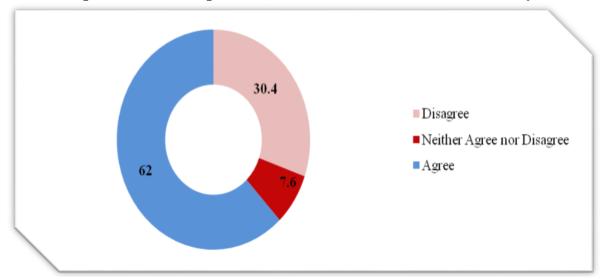
### 8. Student-centric teaching methods such as presentations, group discussion are adequately adopted.



The doughnut diagram explains that majority of teachers (93.8%) agreed that student-centric teaching method such as presentation, group discussion are adequately adopted. Only few teachers (1.7%) disagree and (4.5%) neither agree nor disagree.

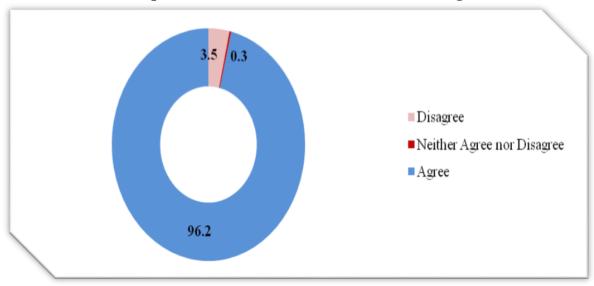
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#### 9. Adequate number of prescribed books is accessible in the Library.



The doughnut diagram explains that majority of teachers (62%) agreed that the college organizes sufficient numbers of extension /co-curricular activities. Only few teachers (30.4%) disagree and (7.6%) neither agree nor disagree.

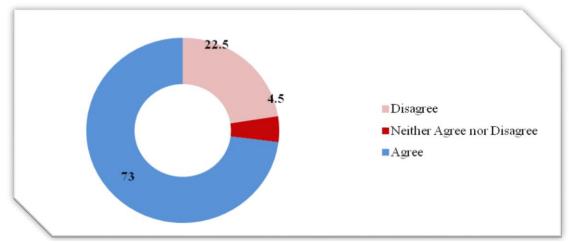
#### 10. There are adequate Infrastructural facilities in the college.



The doughnut diagram explains that majority of teachers (96.2%) agreed that there are adequate infrastructural facilities in the college. Only few teachers (3.5%) disagree and (0.3%) neither agree nor disagree.

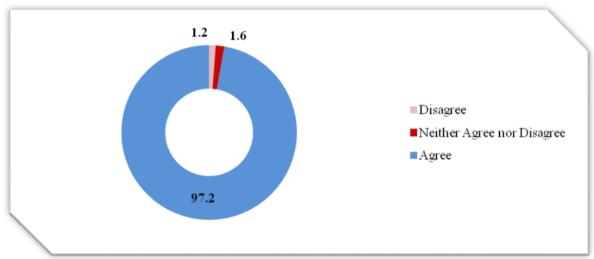
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### 11. The college organizes sufficient numbers of extension/co-curricular activities.



The doughnut diagram explains that majority of teachers (73%) agreed that the college organizes sufficient numbers of extension/co-curricular activities. Only few teachers (22.5%) disagree and (4.5%) neither agree nor disagree.

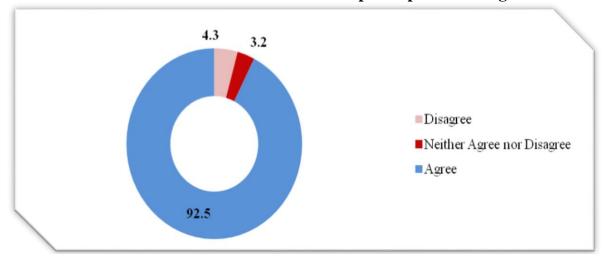
### 12. Students are encouraged to participate in the extension/co-curricular activities.



The doughnut diagram explains that majority of teachers (97.2%) agreed that students are encouraged to participate in the extension/co-curricular activities. Only few teachers (1.2%) disagree and (1.6%) neither agree nor disagree.

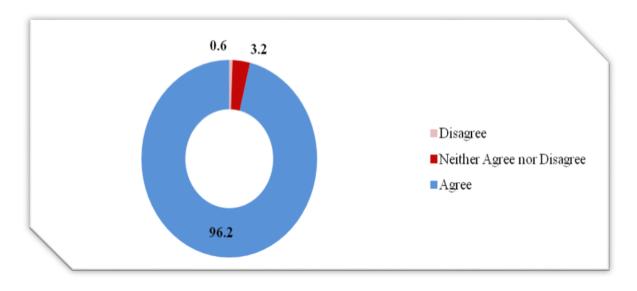
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#### 13. There is a culture of decentralization and participative management.



The doughnut diagram explains that majority of teachers (92.5%) agreed that there is a culture of decentralization and participative management. Only few teachers (4.3%) disagree and (3.2%) neither agree nor disagree.

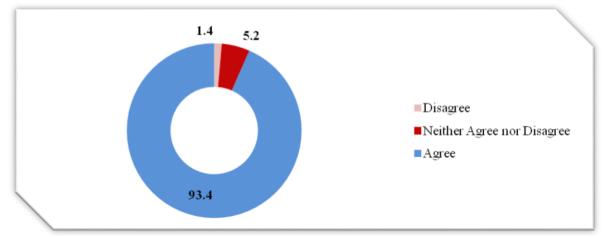
### 14. The working environment in the college is conducive to teaching and research.



The doughnut diagram explains that majority of teachers (96.2%) agreed that the working environment in the college is conducive to teaching and research. Only few teachers (0.6%) disagree and (3.2%) neither agree nor disagree.

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#### 15. The provision for professional development is non-discriminatory and fair.



The doughnut diagram explains that majority of teachers (93.4%) agreed that the provision for professional development is non –discriminatory and fair. Only few teachers (1.4%) disagree and (5.2%) neither agree nor disagree.

#### **Other Suggestions:**

- Library needs more updated editions of books.
- > Syllabus needs revision as per market demand. The contemporary topics in the syllabus can be incorporated.

### OVERALL CONCLUSION THROUGH ANALYSIS OF TEACHERS' FEEDBACK

Like other analysis, here also, the overall conclusion is presented into two parts.

- 1) Courses and Curriculum: Overall analysis of feedback received from teachers indicates that syllabus is appropriate and need-based and student centric teachings-learning methods are employed in satisfactory manner. In the opinion of the teachers, the objectives of the syllabi are well defined. They agree that tests are conducted on time and other than syllabus teachers impart additional knowledge to students. They too think that books mentioned as reference books in syllabus are adequate.
- 2) Infrastructure and other Amenities: Teachers in majority believe that overall infrastructure in the college is good and ICT facilities are sufficient. The teachers expressed their satisfaction on the overall ambience of the college and the facilities provided to the students. The teachers seem to take interest to encourage students' participation in extra-curricular his and impart necessary guidance and knowledge to enhance their employability skills. In viewpoint of teachers, the working environment in the college is positive and there are unbiased opportunities for career. However, majority think that more number of extension activities should be organized and majority of teachers question on adequacy of number of books in the library.

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#### **ACTION TAKEN REPORT**

(Based on Feedback Analysis: Session 2022-23)

By integrating the final conclusion and suggestions from the analysis of feedback from four stakeholders (students, alumni, parents, and teachers) of the college, key areas of consideration are extracted. These areas are discussed with the Principal by the IQAC coordinator. Appropriate actions are taken at the level of the Principal and where necessary, a few areas were represented in the Governing Body meeting of the college.

Below the action taken report has been shown in a tabular form. The first column presents the key areas of consideration (extracted from feedback analysis). The second column depicts the action taken. Actions may be general and specific. General actions are to be taken by all the departments/committees/cells; but, specific actions are to be taken by specific department/cell/committee.

Key areas of	Actions Taken	Nature of Action
consideration		General/ Specific
More books in the	The principal called the librarian for a short meeting and	Specific
library with	she was asked to work further on this area. She was advised	(Library)
updated editions	to raise the requirement of books from teachers and make	
of the existing	a pool of books that can be purchased for the library. The	
books	point was also discussed in Governing Body meeting by	
	the Principal and requested for funds for purchasing more	
	books.	
Provide	The convener of the Career Guidance and Placement Cell	Specific
additional	was advised that along with students' Whatsapp groups,	(Career Guidance
knowledge to	intimation of any job opportunities must be sent to Alumni	and Placement
Alumni about job	groups also. She was asked to ensure that the information	Cell)
opportunities	reaches the Alumni.	
Facilitate indoor	For this, the Principal said that some games have also been	Specific
games in common	provided in common room; however, the convener of	(Common Room
room	Common Room Committee was asked to see further	Committee)
	possibilities and take action accordingly in consultation	
	with committee members.	
Organizing more	The suggestion of educational trips was mentioned by	General
educational trips	alumni, and certain teachers gave suggestions for more	
and extension	extension activities. However, numbers of extension	
activities	activities are organized in the college; yet, Principal made	
	out a circular and asked teachers to organize educational	
	trips for students under the banner of any	
	committee/cell/department and keeps an eye on the	
	opportunities in this regard.	- 131
More Hygiene in	In this matter, the convener of Canteen Committee is	Specific
canteen	authorized to take proper action in consultation with	(Canteen
	Principal.	Committee)

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Key areas of	Actions Taken	Nature
consideration		General/
		Specific
Syllabus revision and contemporary topic in the syllabus	Some teachers suggest this measure. In this regard, NEP 2020 has already been implemented in affiliated colleges by Kurukshetra University, and by default new courses and curricula have been launched in the college.	General
Extra Classes	Parents arose a need for extra classes. In this regard, the principal called a meeting of all the teachers. Teachers said they already take extra classes for weak students, whenever they or students had vacant lectures. They also teach in an auxiliary manner if any teacher falls on leave and any class is free. However, not in a formal fashion, but, according to teachers extra classes are already in practice.	General
Free Bus Service	The decision for free bus service for students rests with the Principal and College Management. The principal discussed this point in the Governing Body meeting and requested management to advise further if anything could be done in this matter.	Specific (Principal and Management)
More infrastructural and ICT facilities	The Principal was told by IQAC co-ordinator that certain alumni rate infrastructure and ICT facilities as low. The Principal mentioned that in earlier sessions, the college has already worked on improving the infrastructure. For example: three smart rooms with projectors have been created, a conference room has been designed, wi-fi facilities have been improved etc. Still, she ensured that more and more work would be done by the administration to refine the infrastructure from time to time.	Specific (Principal and Management)

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