

**GOVERNMENT OF WEST BENGAL**

**GOVERNMENT GENERAL DEGREE COLLEGE LALGARH**

**LALGARH:: JHARGRAM::721516**

Website: [www.lalgarhgovtcollege.org](http://www.lalgarhgovtcollege.org) :: Telephone No.: 03221-291715

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**Memo. / Ref. No.:**

**Date: .....**

**1.4 Feedback System**

**1.4.1**

**SAMPLE FEEDBACK FORMS**

- 1. Sample Student Feedback form (2023-2024)**
- 2. Sample Teacher Feedback Form (2023-2024)**
- 3. Sample Non-Teaching Staff Feedback Form (2023-2024)**
- 4. Sample Alumni Feedback Form (2023-2024)**

*P. Suman Chakrabarty*

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## **GOVERNMENT GENERAL DEGREE COLLEGE, LALGARH**

### **STUDENTS' FEEDBACK FORM**

**(SESSION 2023-24)**

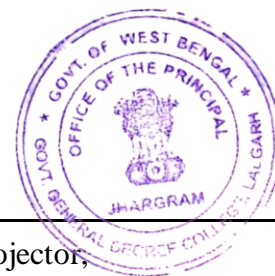
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Students' Feedback is a part and parcel of the learning process. It is a critical component of the educational process, enabling institutions to adapt, improve, and provide a more fulfilling educational experience for their students. Feedback plays a crucial role in maintaining the quality of education and services to meet established standards. It serves as a tool to verify whether the institution is achieving its educational goals. It promotes a student-centred approach to education by focusing on the needs, expectations, and experiences of the students. Moreover, feedback is essential for continuous improvement. It helps in identifying what is working well and what needs to be changed or improved. It encourages student engagement by involving students in the evaluation process, which can lead to a more participatory and inclusive educational environment. Keeping in mind the necessity of collecting feedback from the students, **GGDC, Lalgarh** has collected the feedback on various aspects from the students using structured questionnaire. The feedback received from the students has been analysed and proper action taken to improve the learning environment in the college.

The primary objective of collecting student feedback is to systematically gather insights and perspectives from the student body to enhance the quality of education and services provided by the institution. Hence, a questionnaire with **15 questions** formulated as per the guidelines provided by the **NAAC** was given to students through Google Form (online mode) to get their views on the educational experience at the college. Student's identity was not disclosed for the sake of transparency. Total consolidated responses received were **112** from the Sixth and Fourth semester students of the College. Statistical analysis of the responses has been done and proper action taken by the **IQAC Cell** of GGDC, Lalgarh.

**Questions covered are given below:**

Sl. NO.	Feedback collected from students
1	<p>How do you assess the attendance and punctuality of Teachers?</p> <ol style="list-style-type: none"> <li>1. Outstanding</li> <li>2. Excellent</li> <li>3. Very Good</li> <li>4. Good</li> <li>5. Fair</li> </ol>
2	<p>How do you assess the personality of Teachers?</p> <ol style="list-style-type: none"> <li>1. Outstanding</li> <li>2. Excellent</li> <li>3. Very Good</li> <li>4. Good</li> <li>5. Fair</li> </ol>
3	<p>What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while Teaching?</p> <ol style="list-style-type: none"> <li>1. Above 90%</li> <li>2. 70 – 89%</li> <li>3. 50 – 69%</li> <li>4. 30 – 49%</li> <li>5. Below 29%</li> </ol>
4	<p>Teachers are able to identify your weaknesses and help you to overcome them.</p> <ol style="list-style-type: none"> <li>1. Every time</li> <li>2. Usually</li> <li>3. Occasionally/Sometimes</li> <li>4 Rarely</li> <li>5. Never</li> </ol>
5	<p>Does your teacher motivate you to achieve your goals?</p> <ol style="list-style-type: none"> <li>1. Fully</li> <li>2. Reasonably</li> <li>3. Partially</li> <li>4. Slightly</li> <li>5. Unable to say</li> </ol>
6	<p>Teachers encourage you to participate in extracurricular activities.</p> <ol style="list-style-type: none"> <li>1. Strongly agree</li> <li>2. Agree</li> <li>3. Neutral</li> <li>4. Disagree</li> </ol>



	5. Strongly disagree
7	The syllabus of the Vidyasagar University (C.B.C.S) was 1. Challenging 2. Dull 3. Adequate 4. Inadequate 5. Satisfactory
8	Accessibility of the teachers outside the classroom 1. Outstanding 2. Excellent 3. Very Good

	4. Good 5. Fair
9	Contribution of the teachers to inculcate Human Values among students 1. Outstanding 2. Excellent 3. Very Good 4. Good 5. Fair
10	The college website is helpful and updated 1. strongly agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
11.	Experience of the admission process to the programme you have enrolled in 1. Excellent 2. Very good 3. Good 4. Average 5. Below Average

12.	Does your college provide enough access to E-sources in the form of e-journals, e-books etc.? 1. Yes always 2. Sometimes 3. Rarely 4. Never 5. I do not know
13.	Does your institution's library have enough relevant books according to the curriculum? 1. Above 90% 2. 70 – 89% 3. 50 – 69% 4. 30 – 49% 5. Below 29%
14.	How will you describe your experience in this College? 1. intellectually enriching 2. Partially enriching 3. Satisfactory 4. Not Satisfactory 5. Can't say
15	Help received from the Office Staff to the students in their need? 1. Outstanding 2. Excellent 3. Very Good 4. Good 5. Fair

*Deleabrata Das*

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GOVERNMENT GENERAL DEGREE COLLEGE LALGARH  
**TEACHERS' FEEDBACK FORM**  
(SESSION 2023-24)

Teachers' feedback and the subsequent actions taken are crucial components in the educational process, serving multiple important functions that contribute to the overall development of students.

The objectives for an analysis of teachers' feedback and the actions taken include identifying key areas of improvement as highlighted by the feedback, assessing the effectiveness of current teaching methods and strategies, and determining the alignment of feedback with educational goals and standards. Additionally, the analysis aims to evaluate the responsiveness and timeliness of actions taken based on the feedback, measure the impact of these actions on student performance and engagement, and identify best practices for incorporating feedback into continuous professional development. The ultimate objective is to enhance the overall quality of education by fostering a culture of constructive feedback and proactive improvement.

The sample size of teachers' feedback was 24 teachers from different departments collected with the help of google form. The responses are scored over a five-point scale which reflected the viewpoints of faculty members from the different departments.

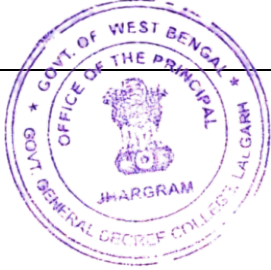
Questions covered are given below:

**GGDC Lalgarh**

**Teacher Feedback on Teaching Learning Evaluation**

Sl. No.	Feedback collected from teachers
1	Syllabus is suitable to the course. A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree
2	Syllabus is need based. A. Strongly agree B. Agree

	<p>C. Neutral D. Disagree E. Strongly disagree</p>
3	<p>Course content is followed by corresponding reference materials. A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree</p>
4	<p>The books/ journals etc. prescribed/listed as reference materials in the new syllabus are available in the library. A. Above 90% B. 70-89% C. 50-69% D. 30-49% E. Below 29%</p>
5	<p>The course/syllabus of this subject increased my knowledge and perspective in the subject area. A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree</p>
6	<p>The course/programme of studies carries sufficient number of optional papers. A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree</p>
7	<p>Infrastructural facilities, such as teacher's rooms/carrels, class rooms, Wi-fi, reading rooms and toilets are available in the department. A. Outstanding B. Excellent C. Very Good D. Good E. Fair</p>
8	<p>I have the freedom to adopt/adapt new techniques/strategies of testing and assessment of students. A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree</p>
9	<p>The environment in the department is conducive to teaching. A. Outstanding</p>

	<p>B. Excellent C. Very Good D. Good E. Fair</p>	
10	<p>The administration is teacher friendly</p> <p>A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree</p>	
11	<p>The College provides adequate support to faculty members for upgrading their skills and qualifications.</p> <p>A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree</p>	
12	<p>Provisions for professional development are non-discriminatory and fair.</p> <p>A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree</p>	

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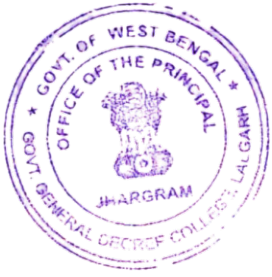
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**GOVERNMENT GENERAL DEGREE COLLEGE, LALGARH**

**NON TEACHING STAFF FEEDBACK FORM**

**(SESSION 2023-24)**

The objective of the Non-teaching Staff Feedback Analysis at **Government General Degree College Lalgarh** is to systematically evaluate the performance, efficiency, and workplace satisfaction of the non-teaching staff to foster a more productive and supportive institutional environment.

The objective is also to use the insights gained from the feedback analysis to inform strategic decision-making and policy development, ensuring that the administrative and support functions of the college are aligned with its academic goals and institutional values. By continuously monitoring and improving the performance of the non-teaching staff, Government General Degree College Lalgarh aims to create a more effective and supportive educational environment for all members of the college community.

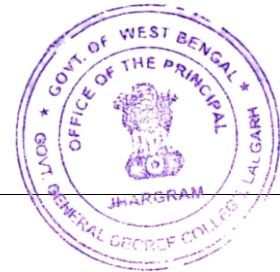
Based on the comments of Non-teaching Staff, Feedback Analysis Report has been prepared. The replies were obtained via an online survey, the link to which was sent to the non-teaching staffs through Google Form. For the academic year **2023–2024**, 9 non-teaching staffs provided their valuable inputs.

**GGDC Lalgarh**

**Non-teaching Staff Feedback Form**

Sl. No.	Feedback collected from Non-teaching Staffs
1	The general working environment in the institution is A. Outstanding B. Excellent C. Very Good D. Good E. Fair
2	The current role and responsibilities are satisfactory A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree
3	Duties are allocated uniformly and work is rationally distributed. A. Strongly agree B. Agree

	<p>C. Neutral D. Disagree E. Strongly disagree</p>
4	<p>The employee grievances are settled fairly. A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree</p>
5	<p>The welfare of employees is appropriately addressed. A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree</p>
6	<p>The superior-subordinate relationships are fine. A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree</p>
7	<p>Infrastructural facilities, such as staff rooms/carrels, office rooms, Wi-fi, Drinking water facilities and toilets are available A. Outstanding B. Satisfactory C. Average D. Fair E. Poor</p>
8	<p>The Administrative system of the college has improved in the last 5 years. A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree</p>
9	<p>Availability of recreational activities F. Outstanding G. Excellent H. Very Good I. Good A. Fair</p>
10	<p>Working hour is maintain as per university norms A. Strongly agree B. Agree C. Neutral D. Disagree E. Strongly disagree</p>



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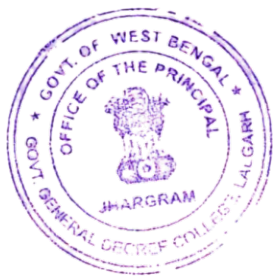
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## GOVERNMENT GENERAL DEGREE COLLEGE, LALGARH

### ALUMNI FEEDBACK FORM

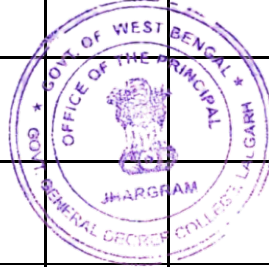
(SESSION 2023-24)

The objective of the Alumni Feedback Analysis for **Government General Degree College Lalgarh** is to systematically gather, analyze, and interpret feedback from alumni to assess the effectiveness of the college's academic programs, faculty performance, infrastructure, and student support services. This analysis aims to identify strengths, areas for improvement, and potential opportunities for enhancement in order to better align the college's offerings with the evolving needs and expectations of current and future students. By leveraging alumni insights, the college seeks to foster continuous improvement, enhance educational quality, and strengthen its alumni network.

Based on the alumni comments, Feedback Analysis Report has been prepared. The replies were obtained via an online survey, the link to which was sent to the participants through Google Form. For the academic year **2023–2024**, almost 69 alumni provided their valuable inputs. Alumni involvement suggests that students participate in their education and learning as active agents rather than as passive recipients.

Particulars	Excellent	Very Good	Good	Average	Poor
1. How do you rate the courses that you have learned in college concerning your current job/occupation?					

2. Teachers:					
3. Infrastructure, library, and lab facilities:					
4. Office staff:					
5. Admission Procedure:					
6. Sports and games facilities					
7. Opinion about cultural activities					
8. Opinion about the College Website					
9. The facility of grievance redressal is					
10. Overall Rating of the College:					



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