I/338839/2023

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR :: GUWAHATI-6
………

EcfNo.391244/9   **Dated Dispur, ... November, 2023**

OFFICE MEMORANDUM

Subject :   **MAINTENANCE OF QUALITYMANDATEIN THE MATTER OF CAS PROMOTION OF FACULTY MEMBERS (ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR)**

With a view to enhancing the Quality of Education across Higher Educational Institutions of the state as per the NEP-2020 mandate and to maintain the Quality of Teaching and Research to develop a positive education ecosystem in the state, the Government of Assam in Higher Education Department is pleased to issue the following guidelines to be followed in the matter of CAS Promotion of faculty members (Assistant Professor to Associate Professor).

The promotion criteria under the Career Advancement Scheme (CAS) laid down under these Guidelines shall be effective from the date of notification of these Guidelines.

1. The overall selection procedure shall incorporate a transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given the candidate's performance in different relevant parameters based on ANNEXURE-I.

2. The candidate shall offer himself or herself for assessment for promotion if he or she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology. The candidate shall have to submit an application along with the required Assessment Criteria and Methodology Proformasupported by all credentials as per the Assessment Criteria and Methodology guidelines and Annual Performance Assessment report to the concerned College authority for verification and validation.

3. The candidate can submit his or her application three months before the due date of the CAS promotion. The date of promotion shall be counted as:

    • If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of the minimum period of eligibility.

    • If, however, the candidate finds that he or she would fulfil the CAS promotion criteria, as defined in ANNEXURE A and B, at a later date and applies on that date and is successful, his or her promotion shall be affected from that date of the candidate fulfilling the eligibility criteria.

    • The candidate who fails in the first assessment shall be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his or her promotion shall be from the date of successful assessment.

4. To avoid any delay in holding the Screening cum Evaluation or Selection Committee meetings for various positions under the CAS, the College may initiate the process and complete the process within six months from the date of receipt of the application.

5. Further, to avoid any hardship, the candidates who fulfil all other criteria mentioned in these guidelines, as on and till the date on which these guidelines are notified, can be considered

for promotion from the date of notification or after the date on which they fulfil these eligibility conditions.

6. The Screening cum Evaluation or Selection Committee specifications, as mentioned in ANNEXURE-B, shall apply to all Career Advancement promotions from Assistant Professor to Associate Professor and for equivalent cadres.

7. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", by following the criteria laid down in ANNEXURE-B.

8. The promotion under the CAS being a personal promotion to a faculty holding a substantive sanctioned post, the said post shall revert to its original cadre on his or her superannuation.

9. For the promotion under the CAS, the applicant teacher must be in the role and in active service of the College on the date of consideration by the Selection Committee.

10. The Director of Higher Education, Assam, shall issue an order after obtaining approval of the Department of Higher Education upon recommendation of the Assam College Services Recruitment Board or Departmental Promotion Committee in due concurrence of the related Government rules and notifications issued from time to time. The Assam College Services Recruitment Board or Departmental Promotion Committee shall sit as and when necessary but at least once every quarter.

Regarding CAS promotions of faculty members, the eligibility terms are mentioned in **ANNEXURE-A** and the selection process at **ANNEXURE B**.

Upon attainment of the promotion threshold (Level-13A), maintaining the level of Associate Professorship will be subject to fulfilment of certain conditions based on the Annual Performance Appraisal Index (APAI), as provided below, which will be subject to review by the Govt. and Assam College Teachers Recruitment Board. APAI will be assessed based on certain quantifiable performance indicators provided below:

1. Annual Academic Performance Audit and Research Output.

2. Annual Teaching-Learning and Mentorship report with feedback from stakeholders.

3. Annual participation in the corporate life of the college.

4. Annual Community Outreach with a quantifiable outcome or results.

5. Annual participation and successful completion of at least one Capacity Building programme or Professional Development Programme by UGC-HRDC or ARPIT (Annual Refresher Programme in Teaching) or Teaching Learning Centers or Faculty Development Centers under Pandit Madan Mohan Malviya National Mission on Teachers Training scheme.

In case of non-fulfilment of the above-mentioned conditions and receipt of non-satisfactory performance analysis, their position as Associate Professor may be reconsidered for further review. Accordingly, the matter will be placed before the Assam College Services Recruitment Board for necessary follow-up procedures, as decided by the Govt. from time to time.

Henceforth, the system of Annual Performance Appraisal Index (APAI) will apply to all the Associate Professors of all Provincialised or Govt. Model Degree Colleges or PDUAMs of Assam.

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This Office Memorandum is issued in cancellation of Office Memorandum No. AHE.162/2012/Pt/47 dated 13-11-2013 and comes into force immediately.

This Office Memorandum will be applicable for Govt. Colleges also.

Signed by
(Narayan Konwar, ACS)
Narayan Konwar
Secretary to the Govt. of Assam
Date: 08-11-2023 12:50:34
Higher Education Department

Memo No.391244/9-A   **Dated Dispur, ... November, 2023**
Copy to:
1) All Vice Chancellors of the Universities of Assam.
2) The Director of Higher Education, Assam, Guwahati-19 for information and follow-up action.
3) P.S to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06
4) P.S to Hon'ble Adviser, Education, Assam, Dispur, Guwahati-06
5) P.S. to Secretary to the Govt. of Assam, Higher Education Department, Assam, Dispur, Guwahati-06
6) All Registrars of Universities of Assam.

By order etc.

Signed by
Nayan Kumar Pathak
Joint Secretary to the Govt. of Assam
Date: 08-11-2023 14:10:18
Higher Education Department

<div align="right">**ANNEXURE-A**</div>

<div align="center">**Table 1**</div>

ELIGIBILITY

I. **Assistant Professor(Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

A	Assistant Professors who have completed – 1. four years of service and have a Ph.D. degree. or 2. Five years of service and have an M.Phil. or 3. Have PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D. or 4. Six years of service without a Ph.D. or M.Phil. or PG Degree in Professional courses.
B	1. Attended one Orientation course of 21 days duration on teaching methodology or Faculty Induction Programme of 28 days; and
C	1. Must complete a course or programme from any one of the following categories: • Completed one Refresher or Research Methodology Course • Any two of the following: Workshop or Syllabus Up-gradation Workshop or Training Teaching-Learning – Evaluation or Technology Programmes or Faculty Development Programmes of at least one week (5 days) duration • Any one of the following: MOOCs course (with e-certification) or development of e-contents in four quadrants or MOOCs course during the assessment period.

II. **Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

1) Assistant Professors who have completed five years of service in Academic Level 11 or Senior Scale.

2) Must have completed courses or programmes from any two of the following categories in the last five years of Academic Level-11 or Senior Scale:

   • Refresher Courses

- Research Methodology course

- Workshops

- Syllabus Up Gradation Workshop

- Teaching-Learning-Evaluation

- Technology Programmes

- Faculty Development Programme

- Teaching-Learning- Evaluation

- Technology Programmes

- Faculty Development Programmes of at least two weeks (ten days) duration or completed two courses of at least one week (five days) duration in lieu of every single course or programme of at least two weeks (ten days) duration

- MOOCs course in the relevant subject (with e-certification)

- Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course

- Contribution towards conducting of a MOOCs course during the period of assessment.

III. **Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection-Grade.

2) A Ph.D. degree in subject relevant/allied/relevant discipline.

3) Must completed any one course or programme amongst the following categories during the last three years:

- Refreshercourses

- Methodology courses

- Workshop

- Syllabus Up-gradation Workshop

- Teaching-Learning-Evaluation

- Technology Programme

- Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every singlecourse

- Completed one MOOC course (with e-certification)

- Contribution towards development of e-contents in 4-quadrant (at least one quadrant) minimum of 10 modules of a course

- Contribution towards the conduct of a MOOC course during the period of assessment.

4) He/she gets a minimum 'satisfactory' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as mentioned in **Annexure A** (Table 2)

NOTE: Any of the above-mentioned Capacity Building Programmes/Professional Development Programmes can be done either at UGC-HRDC or ARPIT(Annual Refresher Programme in Teaching) or Teaching Learning Centers/Faculty Development Centers under Pandit Madan Mohan Malviya National Mission on Teachers Training scheme.

Table-2

ASSESSMENT CRITERIA AND METHODOLOGY

(For grading based on Annual Performance Assessment Report)

S.No.	Activity	GradingCriteria
1.	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught include sessions on tutorials, lab and other teaching related activities)	80% & above – Good 70% to 80% – Satisfactory Less than70% – Not satisfactory
2.	Involvement in the University or College students related activities or research activities:	Involved in at least 3 activities – Good 1 or 2 activities – Satisfactory. Not involved in any activities – Not satisfactory. **Note:**The number of activities can be within or across the broad categories of activities
	• Administrative responsibilities such as Head or Chairperson or Dean or Director or Co-Ordinator or Warden etc.	
	• Examination and evaluation duties assigned by the college or university or attending the examination paper evaluation.	
	• *Student-related* co-curricular, extension and field-based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	
	• Organizing seminars or conferences or workshops, other college or university activities.	
	• Evidence of being actively involved in guiding Ph.D students.	
	• Conducting minor or major research projects sponsored by national or international agencies.	
	• At least one single or joint publication in a peer-reviewed or UGC list of Journals.	

OverallGrading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.Or
Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which the teacher has spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration, and the same shall be extrapolated for the entire period of assessment to arrive at the grading of

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the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his or her absence from his or her teaching responsibilities subject to the condition that such leave or deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution and government.

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The Annual Performance Assessment report of College teachers for the CAS promotion is based on the following criteria:

I. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university or college examinations, participation in the evaluation of examination answer scripts, and conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

II. **Personal Capacity Development related to Teaching and Research Activities:** Attending orientation or refresher or methodology or Faculty Induction courses, Faculty Development Courses, Professional Development Courses, development of e-contents and MOOC, organising seminars or conferences or workshops or presentation of papers and chairing of sessions or guiding and carrying out research projects and publishing the research output in national and international journals etc.

III. **Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.**

Table-3

(Minimum API requirement for the promotion of teachers under CAS in colleges (UG&PG)

S.No.		Assistant Professor (Level-10 to Level-11)	Assistant Professor (Level-11 to Level-12)	Assistant Professor (Level-12) to Associate Professor (Level-13A)
1	Research and Academic contribution (Category-III)	20 per assessment period	50 per assessment period	45 per assessment period
2	Expert assessment system	Screening cum Evaluation Committee and Departmental Promotion Committee	Screening cum Evaluation Committee and Departmental Promotion Committee	Selection Committee and Departmental Promotion Committee

METHODOLOGY FOR CALCULATING ACADEMIC/RESEARCH SCOPE

(Assessment must be based on evidence produced by the teacher such as – a copy of publications, project sanction letter, utilisation and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D. award letter, etc,.)

S.N.	Academic/ResearchActivity	Faculty of Sciences, Engineering, Agriculture, Medical, Veterinary Sciences	Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce, Management &other related disciplines
1.	**Research Papers in Peer-Reviewed or UGC-CARE listed or SCOPUS INDEXED Journals**	**08 per paper**	**10 per paper**
2.	**Publications (other than Research papers)**		
	(a)Books authored which are published y;		
	International Publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b)Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**		

	(a) Development of Innovative pedagogy	05	05
	(b)Design of new curricula and courses	02 per curricula per course	02 per curricula per course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks per credit)	20	20
	MOOCs (developed in 4 quadrant) per module per lecture	05	05
	Content writer per subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (in case of MOOCs of lesser cred-its 02 marks per credit)	08	08
	(d) E-Content		
	Development of e-content in 4 quadrants for a complete course per e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module incomplete course per paper per e-book (at least one quadrant)	02	02
	Editor of e-content for complete course or paper or e-book	10	10
4	**(a) Research guidance**		
	Ph.D.	10 per degree awarded (05 per the-sis submitted)	10 per degree awarded (05 per thesis submitted)
	M.Phil. or P.G or U.G. dissertation	02 per degree awarded	02 per degree awarded
·	**(b) Research Projects Completed**		
	Grant of More than Rs. 10lakhs	10	10
	Grant of Less than Rs. 10lakhs	05	05
	(c)Research Projects Ongoing:		
	Grant of More than Rs.10lakhs	05	05
	Grant of Less than Rs. 10lakhs	02	02
	(c) Consultancy	03	03
5	**(a) Patents**		
	International	10	10
	National	07	07
	(b)*Policy Document (Submitted to an International body/ organization like UNO, UNESCO, World Bank, International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c)Awards/Fellowship		
	International	07	07
	National	05	05

6.	*Invited lectures, Resource Person, paper presentation in Seminars or Conferences or full paper in Conference Proceedings (Paper presented in Seminars, Conferences and also published as fullpaper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-CARE listed Journals (Impact factor to be determined as per Thomson Reuters list):

i) Paper in refereed journals without impact factor - 5 Points

ii) Paper with impact factor less than 1 - 10 Points

iii) Paper with impact factor between1and2 - 15 Points

iv) Paper with impact factor between 2 and5 - 20 Points

v) Paper with impact factor between 5 and10 - 25 Points

vi) Paper with impact factor>10 - 30 Points

(a) Two authors: 70% of the total value of publication for each author.

(b) More than two authors: 70% of the total value of publication or the First or Principal or Corresponding author and 30% of the total value of publication for each of the joint authors.

Joint Projects: The Principal Investigator and Co-investigator would get 50% each.

Note:

- If the paper presented is part of an edited book or proceeding, it can be claimed only once.

- Publications submitted by the candidate for assessment shall have been published during that assessment period.

- For joint supervision of research students, the formula shall be 70% of the total score for the Supervisor and Co-supervisor. The supervisor and Co-supervisor both shall get 7 marks each.

- *For the purpose of calculating the research score of the teacher, the combined research score from categories 5(b) and 6 above shall have an upper capping ofthirty per cent of the total research score of the teacher concerned.

- The research score shall be from a minimum of three categories out of six categories.

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TABLE-A

(CONSTITUTION OF COMMITTEES)

1. **THE "SCREENING–cum-EVALUATION COMMITTEE" FOR CAS PROMOTION OF ASSISTANT PROFESSOR OR EQUIVALENT CADRES IN LIBRARIANS OR PHYSICAL EDUCATION AND SPORTS FROM ONE LEVEL TO THE OTHER HIGHEST LEVEL (LEVEL10, 11, 12) SHALL CONSIST OF:**

    i) The Principal of the college;

    ii) Head or Teacherin-charge of the Department concerned from the college;

    iii) Two subject experts in the subject concerned, nominated by the Vice-Chancellor from the university panel of experts;

   NOTE: The quorum for the meeting shall be three, including one subject expert or a University nominee.

2. **SELECTION COMMITTEE FOR CAS PROMOTION FROM ASSISTANT PROFESSOR (Level-12) to ASSOCIATE PROFESSOR (Level-13A) at the College Level shall consist of the following persons:**

    i) The Chairperson of the Governing Body or his or her nominee, from amongst the members of the Governing body, shall be the Chairperson of the Selection Committee.

    ii) The Principal of the College.

    iii) The Head of the Department or Teacher in-charge of the concerned subject from the college.

    iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be an expert in the concerned subject. In case of Colleges notified or declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.

    v) Two subject experts not connected with the college are to be nominated by the Chairperson of the Governing Body of the College out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified or declared asminority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

    vi) An academician belonging to the SC or ST or OBC or Minority or Women or Differently-abled categories, if any of the candidates belonging to these categories is the applicant, to be nominated by the Vice Chancellor if any of the above members of the selection committee does not belong to that category.

   NOTE: The quorum for the meeting shall be five, including two subject experts.

TABLE-B

(PROMOTION PROCEDURE)

1. **FOR ASSISTANT PROFESSOR and equivalent cadres of Librarian or Physical**

Education and Sports (LEVEL-10, 11, 12)

Stage 1: The Screening-cum-Evaluation Committee on verification or evaluation of grades secured by the candidate through the Assessment Criteria, as per Annexure-A (Table 1), shall recommend to the Governing Body of the College about the suitability for the promotion of the candidate(s) under CAS for implementation.

Stage 2: The recommendation shall be forwarded by the Governing Body through the Principal within two weeks to the Government for verification of procedures of the constitution of Screening-cum-Evaluation Committee and evaluation process by the DEPARTMENTAL PROMOTION COMMITTEE, constituted by the Department of Higher Education to proceed for notification.

2. FOR ASSOCIATE PROFESSOR (LEVEL- 12 to LEVEL-13A)

Stage 1: The Selection Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria, as per Annexure-A (Table 1), shall recommend to the Governing Body of the College about the suitability for the promotion of the candidate under CAS for implementation.

Stage 2: The recommendation shall be forwarded by the Governing Body through the Principal within two weeks to the Government for verification of procedures of the constitution of the Selection Committee and selection process by the DEPARTMENTAL PROMOTION COMMITTEE, constituted by the Department of Higher Education to proceed for notification.

TABLE-C

(CAS PROMOTION CRITERIA)

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

A teacher shall be promoted if;

i) He or she gets a 'satisfactory' grade in the annual performance assessment reports of at least three or four or five of the last four or five or six years of the assessment period, as the case may be, as specified in Annexure-A (Table 1, 2, 3), and;

ii) The promotion is recommended by the screening-cum-evaluation committee in accordance with these guidelines and approved by the Departmental Promotion Committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level-12)

A teacher shall be promoted if;

i. He/she gets a 'satisfactory'grade in the annual performance assessment reports of at least four of the last five assessment periods, as specified in Annexure-A (Table 1, 2, 3), and;

ii. The promotion is recommended by the screening-cum-evaluation committee in accordance with these guidelines and approved by the Departmental Promotion Committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

A teacher shall be promoted if;

i) He or she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Annexure-A (Table 1, 2, 3), and

ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these guidelines and approved by the Departmental Promotion Committee.

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Teacher's Feedback 2022-23

A questionnaire using Google Forms (https://docs.google.com/forms/d/e/1FAIpQLSdqBgN3woihQLdT_-1-fH5eW5jw5Kla1D6mSi7xG3EDpI9PaA/viewform?usp=sf_link) had been prepared for collecting Teacher's feedback on various aspects of S. B. Deorah College. Based on the responses received the following report has been prepared.

The faculty members of the college were asked to provide their feedback on various aspects of the college. In total there were 30 numbers of questions in the questionnaire which were divided into three sections, the first section contains a total number of 14 questions regarding the *curriculum, teaching and evaluation* process of the college, second section contains a total number of 9 questions regarding the *infrastructure* of the college and the last section contains 7 questions regarding the *Administration, Governance and Leadership* of the college.

Total Responses Received: **47**

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Section 1: Curriculum, Teaching, Learning and Evaluation

Responses received for questions 1 to 4 are as follows:

Please give a rating in following level (in 5 points number scale) 5. Strongly Agree 4. Agree 3. Neutral 2. Disagree 1. Strongly Disagree
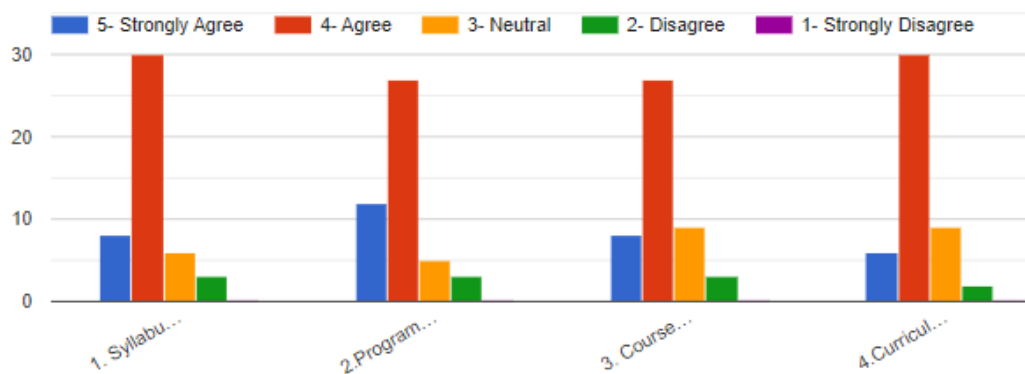
Options: 5- Strongly agree; 4- Agree; 3- Neutral; 2- Disagree; 1- Strongly disagree

Interpretation:

From the above figure, the following observations had been made for the following points:

1. Syllabus is scientifically designed; suitable to the course and need based:

It is observed that 30 had chosen option 4, followed by 8 who had chosen option 5, 6 had chosen option 3 and 3 had chosen option 2. From the observations, it can be interpreted that 81% of the respondents thinks that syllabus of all the programs are scientifically designed, suitable to the course and need based.

2. Programme/Course outcome is well defined in the syllabus/curriculum:

It is observed that 27 had chosen option 4, followed by 12 who had chosen option 5 and had chosen option 3. Option 2 had also been chosen by 3. From the observations, it can be

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interpreted that 83% of the respondents thinks that Programme/Course outcome is well defined in the syllabus.

3. **Course contents have depth and references of corresponding learning resources are given in the syllabus:**

It is observed that 27 had chosen option 4, followed by 5 who had chosen option 5, 9 had chosen option 3 and 3 had chosen option 2. From the observations, it can be interpreted that 68% of the respondents thinks that course contents have depth and references of corresponding learning resources are given in the syllabus.

4. **Curriculum is suitably designed keeping in mind the present competitive world:**

It is observed from the above figure that 30 had chosen option 4, followed by 6 who had chosen option 5, 9 had chosen option 3 and 2 had chosen option 2. From the observations, it can be interpreted that 77% of the respondents thinks that the curriculum is suitably designed keeping in mind the present competitive world.

Responses received for questions 5 to 8 are as follows:

Please give a rating in following level (in 5 points number scale) 5. Strongly Agree 4. Agree 3. Neutral 2. Disagree 1. Strongly Disagree
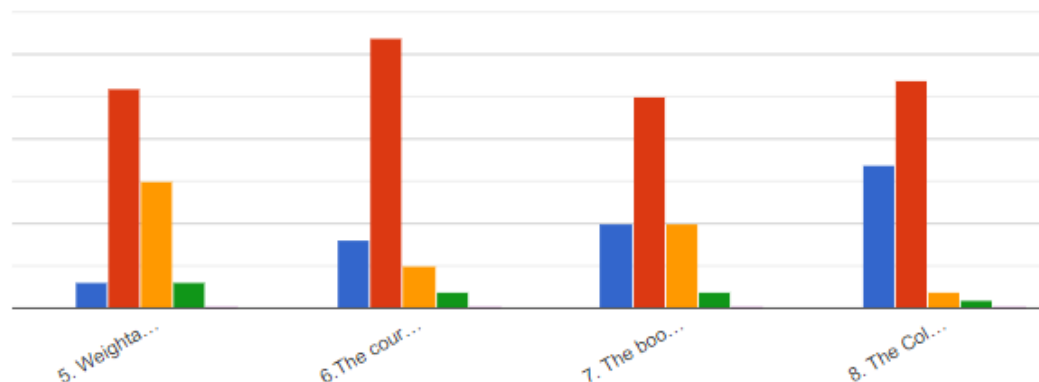
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Options: 5- Strongly agree; 4- Agree; 3- Neutral; 2- Disagree; 1- Strongly disagree

Interpretation:

From the above figure, the following observations had been made for the following points:

5. Weightage is given to the employability of the students in the curriculum design:
It is observed that 26 had chosen option 4, followed by 3 who had chosen option 5, 15 had chosen option 3 and 3 had chosen option 2. From this observations, it can be interpreted that 62% of the respondents thinks that weightage is given to the employability of the students in the curriculum design.

6. The course/syllabus has encouraged for intensive study of the subject area:
It is observed that 32 had chosen option 4, followed by 8 who had chosen option 5, 5 had chosen option 3 and 2 had chosen option 2. From this observations, it can be interpreted that 85% of the respondents thinks that the course/syllabus has encouraged for intensive study of the subject area.

7. The books prescribed as reference materials are relevant, updated & appropriate:
It is observed that option 4 had been chosen by 25, 5 had been chosen by 10 and 10 had chosen the option 3. Option 2 had also been chosen by 2. From the observations, it can be interpreted that 74% of the respondents thinks that the books prescribed as reference materials are relevant, updated & appropriate.

8. The College provides support to faculty members for updating their knowledge & skill:
It is observed that 27 had chosen option 4, followed by 17 who had chosen option 5 and 2 had chosen option 3. Option 2 had also been chosen by 1. From the observations, it can be interpreted that 94% of the respondents thinks that the College provides support to faculty members for updating their knowledge & skill.
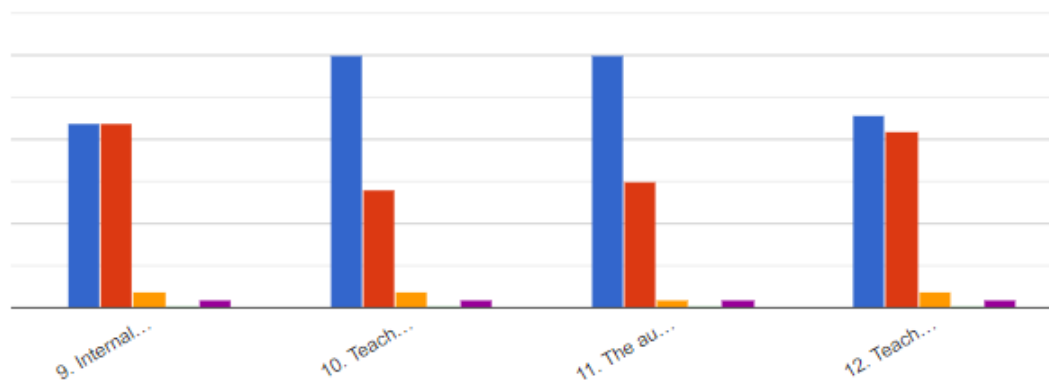
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Responses received for questions 9 to 12 are as follows:

Please give a rating in following level (in 5 points number scale) 5. Strongly Agree 4. Agree 3. Neutral 2. Disagree 1. Strongly Disagree

Options: 5- Strongly agree; 4- Agree; 3- Neutral; 2- Disagree; 1- Strongly disagree

Interpretation:

From the above figure, the following observations had been made for the following points:

9. Internal assessments are conducted in time with proper coverage of syllabus:

It is observed that both the options 5 and 4 are chosen by 22, 2 had chosen option 3 and 1 had chosen option 1. From this observations, it can be interpreted that 94% of the respondents thinks that internal assessments are conducted in time with proper coverage of syllabus.

10. Teachers have the freedom to adopt new techniques in teaching viz. ICT use, seminar presentation, group discussion etc.:

From the above figure, it is observed that 30 had chosen option 5, followed by 14 who had chosen option 4 and option 3 had been chosen by 2 and option 1 had been chosen by 1. From

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this observations, it can be interpreted that 94% of the respondents thinks that teachers have the freedom to adopt new techniques in teaching viz. ICT use, seminar presentation, group discussion etc.

11. The authority encourages the teachers to organize seminar, symposia, conference etc.:
From the above figure, it is observed that 30 had chosen option 5, followed by 15 who had chosen option 4 and both the options 3 and 1 had been chosen by 1 each. From this observations, it can be interpreted that 96% of the respondents thinks that the authority encourages the teachers to organize seminar, symposia, conference etc.

12. Teachers are encouraged to carry out research works, research projects etc:
It is observed that 23 had chosen option 5, followed by 21 who had chosen option 4, 2 had chosen option 3 and 1 had chosen option 1. From this observations, it can be interpreted that 94% of the respondents thinks that the teachers are encouraged to carry out research works, research projects etc.

Responses received for questions 13 and 14 are as follows:

Please give a rating in following level (in 5 points number scale) 5.Strongly Agree   4.Agree 3.Neutral   2. Disagree 1. Strongly Disagree

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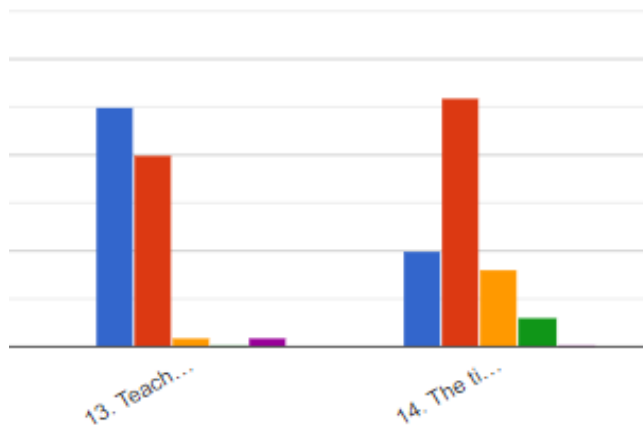
Options: 5- Strongly agree; 4- Agree; 3- Neutral; 2- Disagree; 1- Strongly disagree

Interpretation:

From the above figure, the following observations had been made for the following points:

13. Teachers are encouraged to participate in seminar, conference, Orientation Programme, Refresher course etc.:

It is observed that 25 had chosen option 5, followed by 20 who had chosen option 4, option 3 and option 5 are chosen by 1 each. From this observations, it can be interpreted that 96% of the respondents thinks that the teachers are encouraged to participate in seminar, conference, Orientation Programme, Refresher course etc.

14. The time-table for the classes is convenient for the students and teachers:

It is observed that 10 had chosen option 5, 26 who had chosen option 4, 8 had chosen option 3 and 3 had chosen option 2. From this observations, it can be interpreted that 77% of

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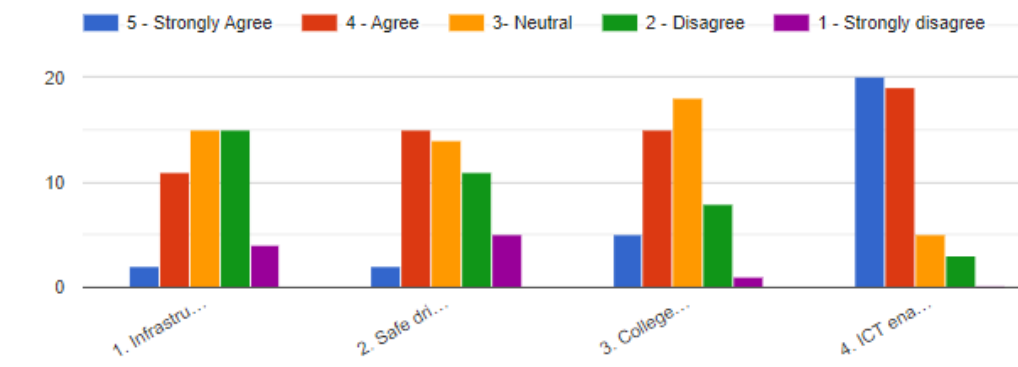**Website:** www.sbdeorahcollege.org.in

the respondents thinks that the time-table for the classes is convenient for the students and teachers.

Section 2: Infrastructure

Responses received for questions 1 to 4 are as follows:

Please give a rating in following level (in 5 points number scale) 5. Strongly Agree 4. Agree 3. Neutral 2. Disagree   1. Strongly Disagree

Options: 5- Strongly agree; 4- Agree; 3- Neutral; 2- Disagree; 1- Strongly disagree

Interpretation:

From the above figure, the following observations had been made for the following points:

1. **Infrastructural facilities viz. teachers' room, classrooms, toilets etc. are adequate.:**

    It is observed that 15 had chosen both the options 3 and 2, followed by 11 had chosen option 4 and 2 who had chosen option 5 and option 1 by 4. From this observations, it can be interpreted that according to 40% of the respondents the infrastructural facilities viz. teachers' room, classrooms, toilets etc. are not adequate.

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2. **Safe drinking water facility is available for the teachers, staff and students:**

It is observed that 15 had chosen option 4, 2 who had chosen option 5 and 14 had chosen option 3. Option 2 and option 1 had been chosen by 11 and 5 respectively. From this observations, it can be interpreted that according to 43% of the respondents, safe drinking water facility is available for the teachers, staff and students.

3. **College building and furniture of the classrooms are properly maintained:**

It is observed that 18 had chosen option 3, followed by 15 who had chosen option 4, followed by 5 who had chosen option 5. Both the options 2 and 1 had also been chosen by 8 and 1 respondents respectively. From this observations, it can be interpreted that according to 43% of the respondents, college building and furniture of the classrooms are properly maintained.

4. **ICT enabled classrooms are available in adequate numbers:**

It is observed that 20 had chosen option 5, followed by 19 who had chosen option 4, 5 had chosen option 3 and 3 had chosen option 2. From this observations, it can be interpreted that according to 83% of the respondents, ICT enabled classrooms are available in adequate numbers.

Responses received for questions 5 to 7 are as follows:
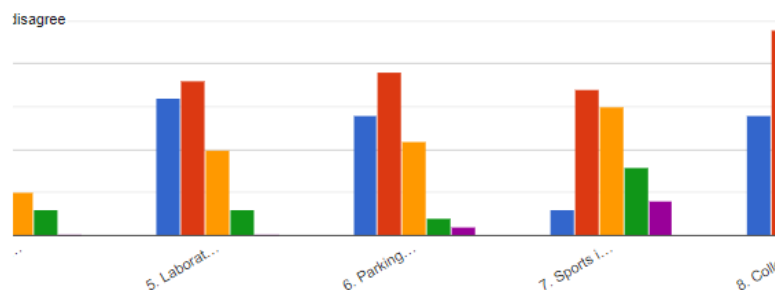
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Options: 5- Strongly agree; 4- Agree; 3- Neutral; 2- Disagree; 1- Strongly disagree

Interpretation:

From the above figure, the following observations had been made for the following points:

5. **Laboratories are well equipped with sufficient equipment and other materials:**

    From the above figure, it is observed that 18 had chosen option 4, followed by 16 who had chosen option 5 and 10 had chosen option 3, 3 had chosen option 2. From this observations, it can be interpreted that according to 72% of the respondents, laboratories are well equipped with sufficient equipment and other materials.

6. **Parking facilities are adequately available in the college campus:**

    It is observed that 19 had chosen option 4, followed by 14 who had chosen option 5, 11 had chosen option 3. Options 2 and 1 had also been chosen by 2 and 1 respectively. From this observations, it can be interpreted that according to 70% of the respondents, parking facilities are adequately available in the college campus.

7. **Sports infrastructure and recreation facilities are adequate:**

    It is observed that 17 had chosen option 4, followed by 15 who had chosen option 3, 8 had chosen option 2 and 4 had chosen option 1. Option 5 had also been chosen by 3. From this observations, it can be interpreted that according to 68% of the respondents, sports infrastructure and recreation facilities are adequate.
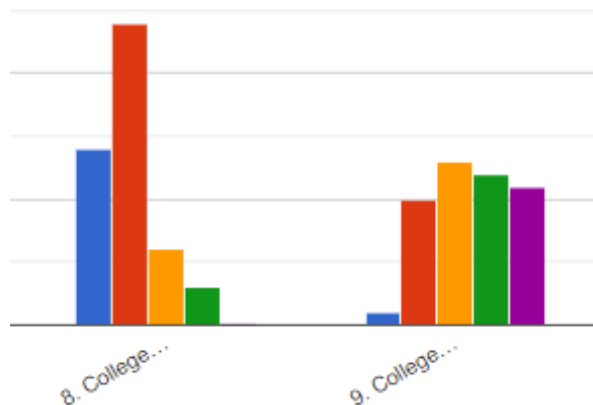
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Responses received for questions 8 and 9 are as follows:

Please give a rating in following level (in 5 points number scale) 5.Strongly Agree   4.Agree 3.Neutral   2. Disagree 1. Strongly Disagree

Options: 5- Neutral;   2-   *Strongly agree; 4- Agree; 3- Disagree; 1- Strongly disagree*

Interpretation:

From the above figure, the following observations had been made for the following points:

8. **College library is fully automated with sufficient Internet access facility:**

   It is observed that 24 had chosen option 4, followed by 14 who had chosen option 5 and 6 had chosen option 3. Option 2 had also been chosen by 3. From this observations, it can be interpreted that according to 74% of the respondents, college library is fully automated with sufficient Internet access facility.

9. **College Canteen facility is sufficient for the teachers and students:**

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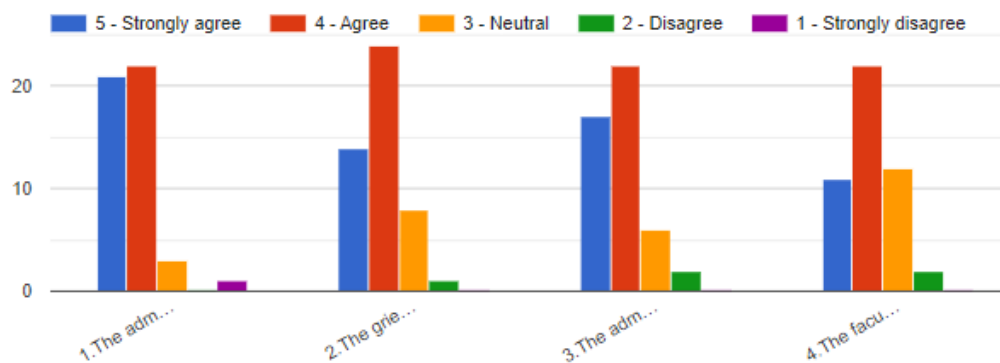**Website:** www.sbdeorahcollege.org.in

It is observed that 13 had chosen option 3, followed by 10 who had chosen option 4, 12 had chosen option 2 and 11 had chosen option 1. Option 5 is chosen by 1 respondent. From this observations, it can be interpreted that according to 23% of the respondents, college Canteen facility is sufficient for the teachers and students.

Section 3: Administration, Governance and Leadership

Responses received for questions 1 to 4 are as follows:

Please give a rating in following level (in 5 points number scale) 5. Strongly Agree 4. Agree 3. Neutral 2. Disagree 1. Strongly Disagree

Options: 5- Strongly agree; 4- Agree; 3- Neutral; 2- Disagree; 1- Strongly disagree

Interpretation:

From the above figure, the following observations had been made for the following points:

1. **The administration is sincerely working for the development of the college:**

   It is observed that 22 had chosen option 4, followed by 21 who had chosen option 5. Option 3 had been chosen by 3 and option 1had been chosen by 1 respondent. From this observations,

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it can be interpreted that according to 91.5% of the respondents, the administration is sincerely working for the development of the college.

2. **The grievance and redressal mechanism is fair and transparent:**

    It is observed that 24 had chosen option 4, followed by 14 who had chosen option 5, 8 had chosen option 3 and 1 had chosen option 2. From this observations, it can be interpreted that according to 81% of the respondents, the grievance and redressal mechanism is fair and transparent.

3. **The administration is easily accessible for the faculty and students:**

    It is observed that 22 had chosen option 4, followed by 17 who had chosen option 5, 6 had chosen option 3 and 2 had chosen option 2. From this observations, it can be interpreted that according to 83% of the respondents, the administration is easily accessible for the faculty and students.

4. **The faculty members are given freedom to express their opinion:**

    It is observed that 22 had chosen option 4, followed by 11 who had chosen option 5, 12 had chosen option 3 and 2 had chosen option 1. From this observations, it can be interpreted that according to 70% of the respondents, the faculty members are given freedom to express their opinion.
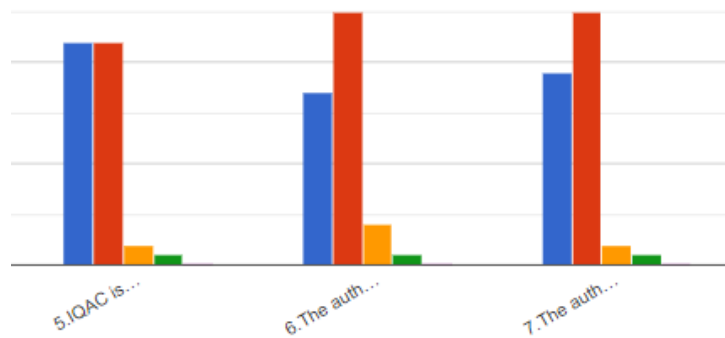
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Responses received for questions 5 to 7 are as follows:

Please give a rating in following level (in 5 points number scale) 5.Strongly Agree   4.Agree 3.Neutral   2. Disagree 1. Strongly Disagree

Options: 5- Strongly agree; 4- Agree; 3- Neutral; 2- Disagree; 1- Strongly disagree

Interpretation:

From the above figure, the following observations had been made for the following points:

5. **IQAC is working for the promotion of quality of education of the institution:**

   It is observed that 22 had chosen both the options 5 and 4, 2 who had chosen option 3 and 1 had chosen option 2. From this observations, it can be interpreted that according to 94% of the respondents, IQAC is working for the promotion of quality of education of the institution.

6. **The authority is putting sincere effort to introduce new value-added courses for student:**

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It is observed that 25 had chosen option 4, followed by 17 who had chosen option 5, 4 had chosen option 3 and 1 had chosen option 2. From this observations, it can be interpreted that according to 89% of the respondents, the authority is putting sincere effort to introduce new value-added courses for student.

7. **The authority organises National Seminar, Workshop, Lecture series, Popular Talk etc for the benefit of the faculty members and students:**

It is observed that 25 had chosen option 4, followed by 19 who had chosen option 5, 2 had chosen option 3 and 1 had chosen option 2. From this observations, it can be interpreted that according to 94% of the respondents, the authority organises National Seminar, Workshop, Lecture series, Popular Talk etc for the benefit of the faculty members and students.

• SUMMARY OF SUGGESTIONS RECEIVED FROM TEACHERS:

The major suggestions received as a part of feedback includes construction of additional toilet facilities, better canteen infrastructures along with additional provision for drinking water.

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Sample copy of Performance Appraisal system for Teaching, Non-teaching staff and Evaluation Report of the documents

The IQAC of the college collect performance appraisal report every year from the teaching and non-teaching members which are then discussed with the head of the college. The College authority makes an assessment of the appraisal report and appraises them about the outcome and necessary steps to be adopted for overall improvement of the academic atmosphere and administrative set up of the college.

PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF NON-TEACHING AND SUPPORTING STAFF
কৰ্মদক্ষতা মূল্যায়ণৰ প্ৰতিবেদন
কৰ্মচাৰী আৰু সহযোগী কৰ্মীসকলৰ বাবে
2022 - 2023

1. General Information (সাধাৰণ তথ্য)

    a. Permanent/Temporary Employee (স্থায়ী/ অস্থায়ী কৰ্মচাৰী)

    b. Name (নাম)_____

    c. Date of Birth(জন্মৰ তাৰিখ)

    d. Address (Permanent) স্থায়ী ঠিকনা

    ----

    e. Address (for Correspondence) যোগাযোগৰ ঠিকনা

    ----

    f. Phone No. (দূৰভাষ নং)_____

    g. Designation (বৰ্তমান কৰ্মৰত হৈ থকা পদবী)

    h. Date of Appointment (যোগদানৰ তাৰিখ)

        (i) in the Institution (প্ৰতিষ্ঠানত) _____

        (ii) in the present post (বৰ্তমান পদবীত)_____

    i. Work Experience (Total) /কৰ্ম অভিজ্ঞতা (সৰ্বমুঠ)

        (This Institution+ Other Institution)_____

        (বৰ্তমান প্ৰতিষ্ঠান + অন্য প্ৰতিষ্ঠান)

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2. Job Profile/Nature of Job (কৰ্মৰ বিৱৰণ/প্ৰকৃতি)

----

3. Academic Qualification (শিক্ষাগত অৰ্হতা)

4. Job Knowledge and skills (কৰ্মৰ জ্ঞান আৰু দক্ষতা)

    a. Are you Computer Literate? (Yes/No)

    আপুনি কম্পিউটাৰ জানে নে? (জানো/ নাজানো)

    b. Are you familier with the following

    (আপুনি তলত উল্লেখ কৰাবোৰৰ লগত পৰিচিত নে?)

        (i) College Online Portal (Yes/No)
        কলেজৰ অনলাইন পৰ্টেল (হয়/নহয়)

        (ii) Gauhati University Online Portal (Yes/No)
        গুৱাহাটী বিশ্ববিদ্যালয়ৰ অনলাইন পৰ্টেল (হয়/ নহয়)

        (iii) Director, Higher Education Website (Yes/No)
        উচ্চ শিক্ষা সঞ্চালকালয়ৰ ৱেবছাইট (হয়/নহয়)

5. Regularity and Punctuality (ধাৰাবাহিকতা আৰু সময়ানুবৰ্তিতা)

        (i) Average daily hours of presence in the college
        প্ৰতিদিনে আপোনাৰ উপস্থিতিৰ গড় সময় (ঘণ্টাৰ হিচাপত)

        (ii) No & kinds of Leaves availed in the last year
        বিগত বৰ্ষত গ্ৰহণ কৰা ছুটিৰ পৰিমাণ আৰু প্ৰকাৰ

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6. Participation in Corporate Life (প্ৰতিষ্ঠানত কাম - কাজত যোগদান)

   a) Administrative Contribution (প্ৰশাসনিক অৱদান)

   (i) Office Management (Maintenance of File, Keeping of Records etc.)

   (ii) কাৰ্যালয় ব্যৱস্থাপনা (ফাইল, বিভিন্ন তথা আদিৰ হিচাপ ৰখা)

   (iii) Accounts Maintenance জমা-খৰচৰ হিচাপ ৰখা

   (iv) Infrastructure Maintenance আন্তঃগাঁথনিৰ ৰক্ষণাবেক্ষণ

   (v) Membership/Participation in various bodies and committees of the college মহাবিদ্যালয়ৰ বিভিন্ন কমিটি আৰু গোটত অংশগ্ৰহণ

   a. Student Support/Detail of Participation in the following শিক্ষাৰ্থীৰ লগত জড়িত বিভিন্ন দিশত অংশগ্ৰহণ সম্বন্ধীয়

   (i) Admission and Readmission (নামভৰ্তি আৰু পুনৰ- নামভৰ্তি)

   (ii) Scholarship (জলপানি)

   (iii) Examination (Internal& University) পৰীক্ষা (আভ্যন্তৰীণ আৰু বিশ্ববিদ্যালয়ৰ)

   (iv) Fees Collection (মাচুল সংগ্ৰহ)

   (v) Maintenance of Cleanliness (পৰিষ্কাৰ - পৰিচ্ছন্নতা বজাই ৰখা)

   (vi) Answering Students Queries/Grievances শিক্ষাৰ্থীৰ সমস্যা আৰু প্ৰশ্নৰ সমাধান

C. Contribution to the Campus Life (মহাবিদ্যালয়ৰ চৌহদৰ লগত জড়িত বিভিন্ন দিশলৈ অৱদান)

   (i) Cultural Activities (সাংস্কৃতিক কাৰ্যকলাপ)

   (ii) Games& Sports (খেল-ধেমালি)

   (iii) Hostel (হোষ্টেল)

   (iv)

7. Participation in Extension Work/ Community Service

মহাবিদ্যালয়ৰ বাহিৰত কোনো সামাজিক কামত জড়িত আছে নেকি?

8. Membership of Professional body, if any

পেচাদাৰী সংস্থাৰ সদস্যপদ (যদি আছে) –

9. Improvement of Professional Competence:

পেচাদাৰী কৰ্মদক্ষতা বৃদ্ধিৰ বাবে পদক্ষেপ

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Details Regarding attending- Workshops/Courses/Any Other (current year):

যোগদান কৰা কৰ্মশালা/ পাঠ্যক্রম/ অন্যান্যৰ তথ্য (বৰ্তমানৰ বছৰটোত)

Sl No. ক্ৰমিক নং	Course/Workshop Details পাঠ্যক্ৰম/ কৰ্মশালাৰ বিৱৰণ	No. of Days সৰ্বমুঠ দিন	Organisers/Sponsoring Agency আয়োজক প্ৰতিষ্ঠান	Place and Date স্থান আৰু তাৰিখ

(Attach Separate Sheet, if Necessary)

(প্ৰয়োজন সাপেক্ষে পৃথক কাগজ ব্যৱহাৰ কৰিব পাৰে)

10. Other Institutional Responsibilities Undertaken (গ্ৰহণ কৰা প্ৰতিষ্ঠানৰ অন্যান্য দায়িত্ব)

Signature (চহী)

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Sample copy of Feedback for Non-teaching

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GUWAHATI- 781007

Feedback for Non-Teaching and Supporting Staff

এছ বি দেওৰা মহাবিদ্যালয়

জি এছ ৰোড, উলুবাৰী

গুৱাহাটী – ০৭

কৰ্মচাৰী আৰু সহযোগী কৰ্মীসকলৰ প্ৰতিক্ৰিয়া পত্ৰ

2022- 2023

1. Name of the Employee (কৰ্মচাৰীগৰাকীৰ নাম)

2. Designation (পদবী)

3. Department/Section (বিভাগ/ শাখা)

Please give a rating in following level (in 5 points number scale)

তলৰ প্ৰশ্নবোৰৰ বিপৰীতে আপোনাৰ প্ৰতিক্ৰিয়া প্ৰদান কৰক (৫ পইণ্ট স্কেলৰ ভিত্তিত)

5	4	3	2	1
Strongly Agree	Agree	No Comment	Disagree	Strongly Disagree
একমত	একমত	কোনো মন্তব্য প্ৰদান নকৰোঁ	একমত নহয়	সম্পূৰ্ণৰূপে নাকচ কৰোঁ
সম্পূৰ্ণ একমত				

Sl No.	Particulars	Rating
1	The administrative procedures followed in the college are very effective (মহাবিদ্যালয়ৰ প্ৰশাসনিক পদ্ধতি যথেষ্ট ফলপ্ৰসূ)	

2	The online procedure related to admission, payment, cashless transaction etc., introduced by the college is very effective, systematic, prompt and saves the time of the staff. (নতুন নামভৰ্তি, নগদবিহীন লেনদেন আদিৰ ক্ষেত্ৰত মহাবিদ্যালয়ে অনুসৰণ কৰি অহা ব্যৱস্থাসমূহ যথেষ্ট ফলপ্ৰসূ, পদ্ধতিগত আৰু ই সময় যথেষ্ট ৰাহি কৰে)	
3	The work distribution among the office and clerical staff is fair (কাৰ্যালয়ৰ কৰ্মচাৰীৰ মাজত সঠিক ৰূপত কৰ্ম বিভাজন কৰা হৈছে)	
4	Relationship between the college authority and Office staff is very good (মহাবিদ্যালয়ৰ কৰ্তৃপক্ষ আৰু কৰ্মচাৰীৰ মাজৰ সম্পৰ্ক অতি ভাল)	
5	Relationship between Teaching Staff and Office staff is very good (শিক্ষক আৰু কৰ্মচাৰীৰ মাজৰ সম্পৰ্ক অতি ভাল)	
6	The infrastructure available in the college to carry administrative work is very good and supportive (প্ৰশাসনিক কাম – কাজ চলাই নিবলৈ মহাবিদ্যালয়ত থকা আন্তঃগাঁথনিসমূহ যথেষ্ট ফলপ্ৰসূ)	
7	Salary disbursed timely (দৰমহাৰ ধন সময়মতে আদায় দিয়া হয়)	
8	Availability of safe drinking water facility (পৰিষ্কাৰ	

1

2

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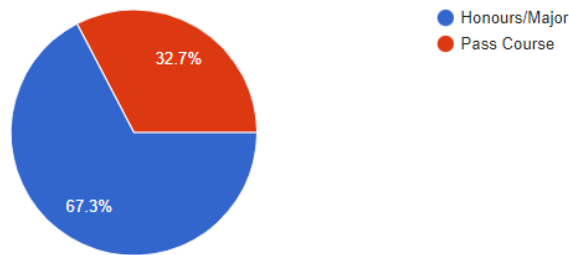**Website:** www.sbdeorahcollege.org.in

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	খোৱাপানীৰ ব্যৱস্থা)	
9	Adequate furniture is provided for the non-teaching staff (কৰ্মচাৰীৰ বাবে পৰ্যাপ্ত আচবাব যোগান ধৰা হৈছে)	
10	The college organizes in-service training to enhance skills of office staff from time to time (মহাবিদ্যালয়ে কাৰ্যদক্ষতা বৃদ্ধিৰ বাবে সময়ে সময়ে প্ৰশিক্ষণ কাৰ্যসূচীৰ আয়োজন কৰি আহিছে)	
11	The grievances of the employees are settled fairly (কৰ্মচাৰীসকলৰ অভাৱ – আপত্তিসমূহ সময়মতে নিষ্পত্তি কৰা হয়)	
12	The college takes necessary measures for the welfare of the employees (কৰ্মচাৰীৰ কল্যাণৰ বাবে মহাবিদ্যালয়ে প্ৰয়োজনীয় পদক্ষেপ গ্ৰহণ কৰে)	
13	The college provides supports and opportunities to the employees and their family members (মহাবিদ্যালয়ে কৰ্মচাৰী আৰু তেওঁলোকৰ পৰিয়ালৰ সদস্যক সমৰ্থন আৰু সুবিধা প্ৰদান কৰি আহিছে)	
14	The employees get the opportunity to contribute in the development process of the college (মহাবিদ্যালয়ৰ উন্নয়নৰ প্ৰক্ৰিয়াত কৰ্মচাৰীসকলে বৰঙণি যোগাবলৈ সুবিধা পায়)	

REPORT ON STUDENT FEEDBACK

FOR THE SESSION 2022-23

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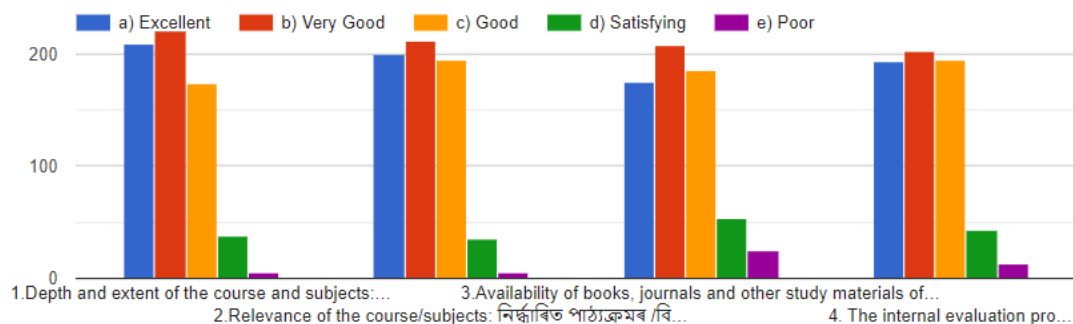**Website:** www.sbdeorahcollege.org.in

Student Feedback 2022-23

A questionnaire using Google Forms (https://docs.google.com/forms/d/e/1FAIpQLSetqu0WlhINzdMDzJ0LlUupTNATpmivDP2uvz1GzDhc9zAWaw/viewform?usp=sf_link) had been prepared for collecting Student feedback on various aspects of the college and shared among all the students of the college. The responses received has been presented in a summarized way as follows:

Total Respondents: 646

I. **COURSE**

Course

646 responses

- Honours/Major
- Pass Course

32.7%

67.3%

Interpretation:

From the above figure, it is observed that 67.3% are Honours students, followed by 32.7% Regular/pass course students. Total respondents are 646.

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II. GENDER

Gender

646 responses

- Male
- Female

54.5%

45.5%
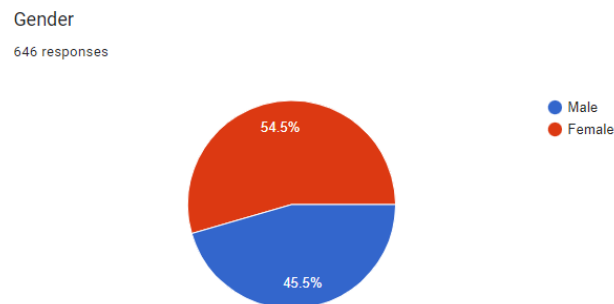
Interpretation:

From the above figure, it is observed that 54.5% respondents are females, followed by 45.5% males. Total respondents are 646.

- **COURSE ASSESSMENT**

Please give a rating for each of these statements, according to your perception and experience. Choose one of the following response for each: (a. Excellent b. Very Good c. Good d. Satisfying e. Poor)

Copy

- a) Excellent
- b) Very Good
- c) Good
- d) Satisfying
- e) Poor

1.Depth and extent of the course and subjects:...
2.Relevance of the course/subjects: নির্দ্ধারিত পাঠ্যক্রমৰ /বি...
3.Availability of books, journals and other study materials of...
4. The internal evaluation pro...

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Options: a- Very good; b- Good; c- No comments; d- Satisfying; e- Poor

Interpretation:

From the above figure, the following observations had been made for the following points:

1. **Regarding Depth and extent of the course and subjects:**
   From the above figure, it is observed that 221 students have chosen option b, followed by 209 students who have chosen option a, 173 have chosen option c. 38 have chosen option d and 5 have chosen option e.

2. **Regarding Relevance of the course/ subjects:**
   From the above figure, it is observed that 212 students have chosen option b, followed by 200 students who have chosen option a and 194 have chosen option c. 35 have chosen option d and 5 have chosen option e.

3. **Regarding availability of books, journals, other study material of the subject:**
   From the above figure, it is observed that 208 students have chosen option b, followed by 175 students who have chosen option a and 185 have chosen option c. 53 have chosen option d and 25 have chosen option e.

4. **Regarding internal evaluation process of the courses:**
   From the above figure, it is observed that 202 students have chosen option b, followed by 193 students who have chosen option a and 195 have chosen option c. 43 have chosen option d and 13 have chosen option e.

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- **COLLEGE LIBRARY**
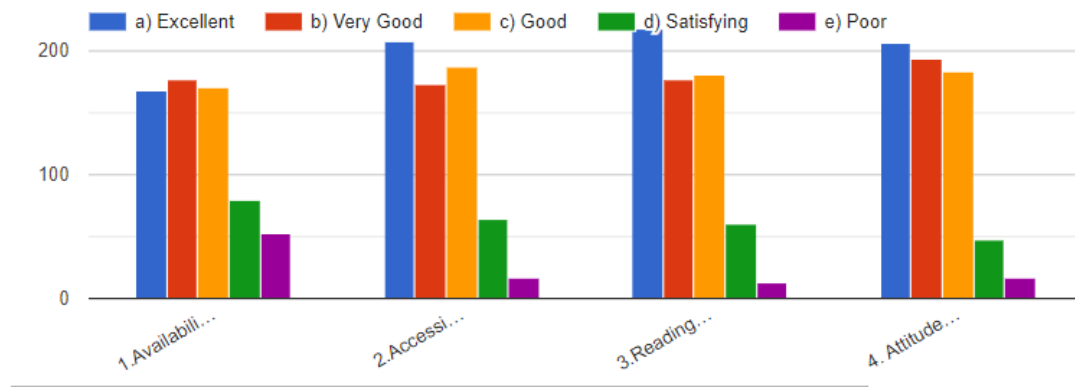
Options: a- Very good; b- Good; c- No comments; d- Satisfying; e- Poor

Interpretation:

From the above figure, the following observations had been made for the following points:

1. **Regarding Availability of books in the college library:**

   From the above figure, it is observed that 177 students have chosen option b, followed by168 students who have chosen option a and 170 have chosen option c. 79 have chosen option d and 52 have chosen option e.

2. **Regarding Accessibility/ student friendly library facilities:**

   From the above figure, it is observed that 207 students have chosen option a, followed by 187 students who have chosen option c, 172 have chosen option b. 64 have chosen option d and 16 have chosen option e.

3. **Regarding Reading room facilities of the college library:**

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From the above figure, it is observed that 217 students have chosen option a, followed by180 students who have chosen option c, 176 students have chosen option b, 60 students have chosen option d and e have been chosen by 13 respondents.

Please give a rating for each of these statements, according to your perception and experience. Choose one of the following response for each: (a. Very Good   b. Good   c. No Comments d. Satisfying e.Poor)
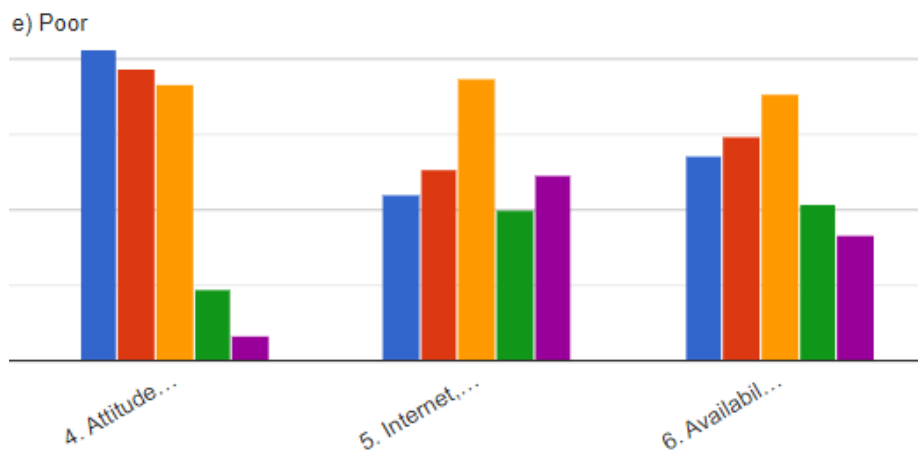
Options: a-   Very good; b- Good; c- No comments; d- Satisfying; e- Poor

Interpretation:

From the above figure, the following observations have been made for the following points:

4. **Regarding Attitude of the library staff:**

From the above figure, it is observed that 206 students have chosen option a, followed by 193 students who have chosen option b and 183 have chosen option c. 47 have chosen option d and 17 have chosen option e.

5. **Regarding Internet, Photostat facilities of the college:**

From the above figure, it is observed that 186 students have chosen option c, followed by 127 students who have chosen option b and 110 have chosen option a. 123 have chosen option e and 100 have chosen option d.

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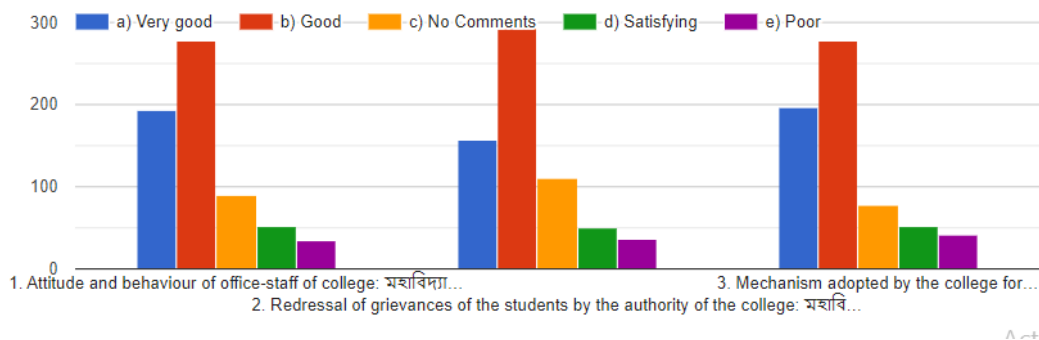**Website:** www.sbdeorahcollege.org.in

6. **Regarding Availability of previous years question papers of final examinations:**

From the above figure, it is observed that 176 students have chosen option c, followed by 148 students who have chosen option b and 135 have chosen option a. 104 have chosen option d and 83 have chosen option e.

● OFFICE STAFF

Options: a- Very good; b- Good; c- No comments; d- Satisfying; e- Poor

Interpretation:

From the above figure, the following observations had been made for the followingpoints:

1. **Regarding Attitude and behaviour of office staff of college:**

From the above figure, it is observed that 277 students have chosen option b, followed by 193 students who have chosen option a and 90 have chosen option c. 51 have chosen option d and 35 have chosen option e.

2. **Regarding Redressal of grievances of the students by the authority of the college:**

From the above figure, it is observed that 292 students have chosen option b, followed by 157 students who have chosen option a and 111 have chosen option c. 50 have chosen option d and 36 students have chosen option e.

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3. **Regarding the Mechanism adopted by the college for admission form fill up and fees deposited by students:**

From the above figure, it is observed that 137 students have chosen option b, followed by 126 students who have chosen option a and 27 have chosen option d. 23 have chosen option c and 5 have chosen option e.

- ## INFRASTRUCTURE FACILITY
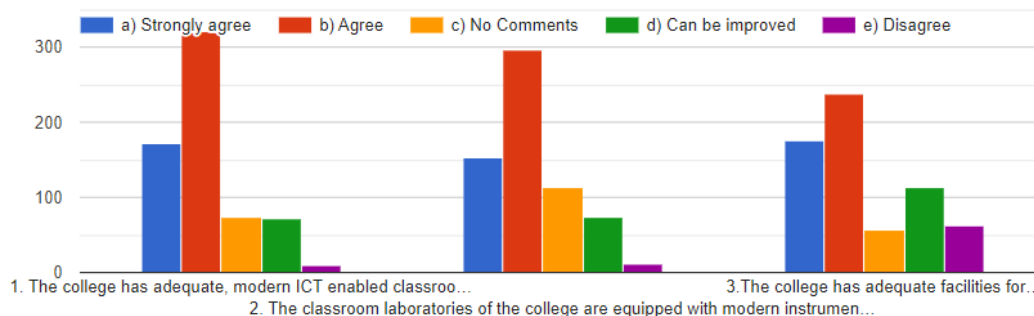
Options: a- Very good; b- Good; c- No comments; d- Satisfying; e- Poor

Interpretation:

From the above figure, the following observations had been made for the followingpoints:

1. **The college has adequate, modern ICT enabled classrooms for teaching-learning:**

   From the above figure, it is observed that 320 students have chosen option b, followed by 172 students who have chosen option a and 74 have chosen option c. 71 have chosen option d and 9 have chosen option e.

2. **The classroom laboratories of the college are equipped with modern instruments and facilities:**

   From the above figure, it is observed that 296 students have chosen option b, followed by 153 students who have chosen option a and 113 have chosen option c. 73 have chosen option d and 11 students have chosen option e.

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3. **The college has adequate facilities for drinking water, washrooms, sports activities:**

From the above figure, it is observed that 238 students have chosen option b, followed by 175 students who have chosen option a and 114 have chosen option d. 57 have chosen option c and 62 have chosen option e.

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Parents Feedback 2022-23

A questionnaire had been prepared for collecting feedback from the parents of the students on various aspects of S. B. Deorah College and circulated among the parents of the students of the college to collect the feedback. Based on the responses received the following report has been prepared.

The parents were asked to provide their feedback on various aspects of the college. In total there were 10 numbers of questions in the questionnaire.

Total Responses Received: 80

Interpretation:

1.Academic environment of the college:

Based on the feedback received, it can be interpreted that more than 85% of the respondents believe that the academic environment of the college is good.

2. Admission procedure of the college:

Based on the feedback received, it can be interpreted that more than 93% of the respondents believe that the admission procedure of the college is good.

3. Teaching, learning and mentoring process of the college promotes the learning and personality development of the students:

Based on the feedback received, it can be interpreted that more than 92% of the respondents believe that the teaching, learning and mentoring process of the college promotes the learning and personality development of the students.

4. Overall improvement in the knowledge of the ward through interactive teaching:

Based on the feedback received, it can be interpreted that more than 87% of the respondents believe that there is an improvement in the knowledge of the ward through interactive teaching.

5. Positive change in the behavior of the student after joining the college:

Based on the feedback received, it can be interpreted that more than 88% of the respondents believe that there.

6. Regarding social responsibility of the student after admitting in the college:

Based on the feedback received, it can be interpreted that more than 77% of the respondents believe that the student has become more socially responsible after admitting in the college.

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7. Regarding the faculty members of the college:

Based on the feedback received, it can be interpreted that more than 84% of the respondents believe that the faculty members of the college are helpful.

8. Regarding the non-teaching staff of the college:

Based on the feedback received, it can be interpreted that more than 91% of the respondents believe that the non-teaching staff of the college is helpful.

9. Regarding the administration of the college:

Based on the feedback received, it can be interpreted that more than 93% of the respondents believe that the administration of the college is good.

10. Regarding library facilities of the college:

Based on the feedback received, it can be interpreted that more than 85% of the respondents believe that the Library facilities of the college are good and adequate.

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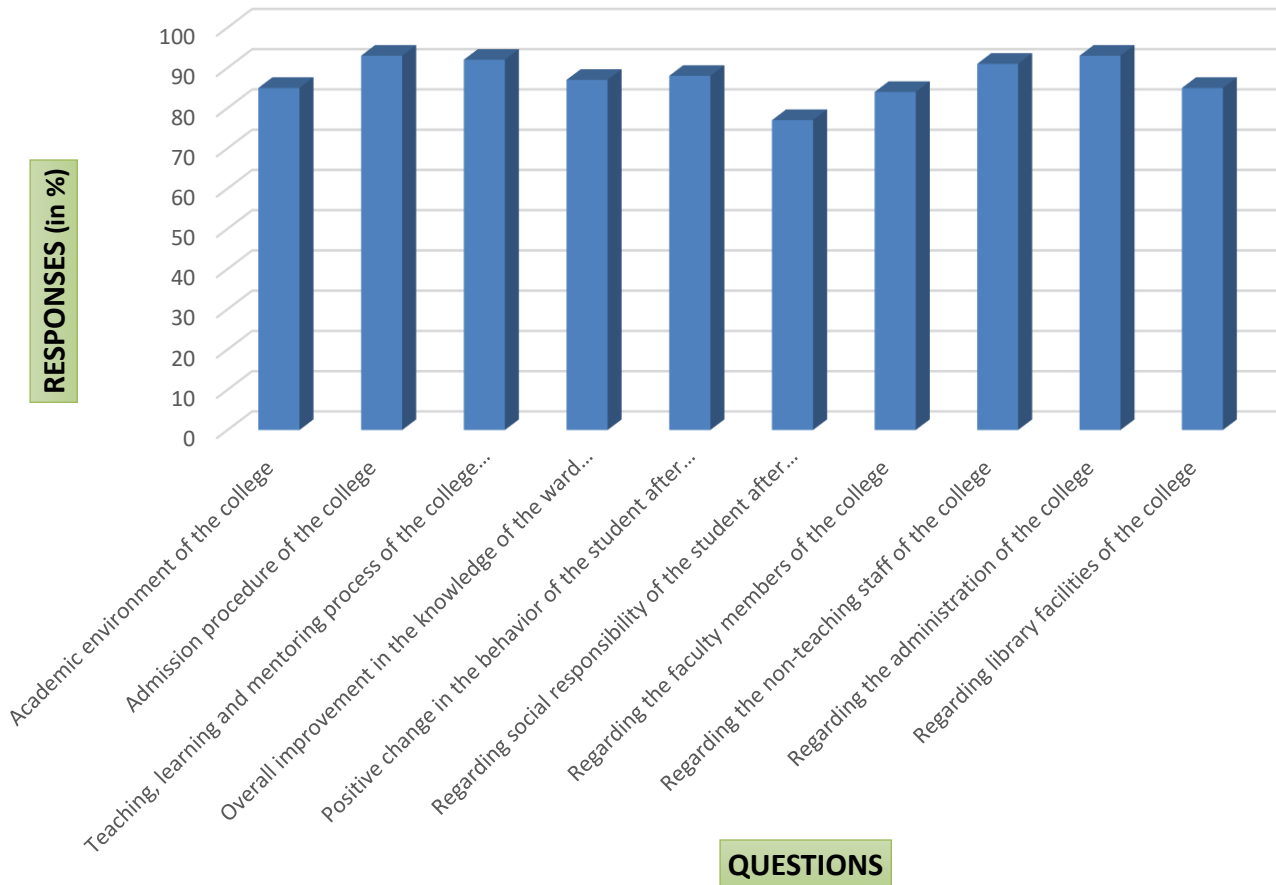**S.B.DEORAH COLLEGE**
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Graphical Representation of Parents Feedback

RESPONSES (in %)

Categories (QUESTIONS):
- Academic environment of the college
- Admission procedure of the college
- Teaching, learning and mentoring process of the college…
- Overall improvement in the knowledge of the ward…
- Positive change in the behavior of the student after…
- Regarding social responsibility of the student after…
- Regarding the faculty members of the college
- Regarding the non-teaching staff of the college
- Regarding the administration of the college
- Regarding library facilities of the college

QUESTIONS

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Alumni Feedback Report 2022-23

A questionnaire using Google Forms (https://docs.google.com/forms/d/e/1FAIpQLSeguvAfZvYNltunfdsaa7To6zM3K5RB-tGMYLqzVkVKet80qQ/viewform?usp=sf_link) had been prepared for collecting Alumni feedback on various aspects of the college. The responses received has been presented in a summarized way as follows:

Total Responses received: **96**

I.   **GENDER OF RESPONDENTS**

Gender:

96 responses
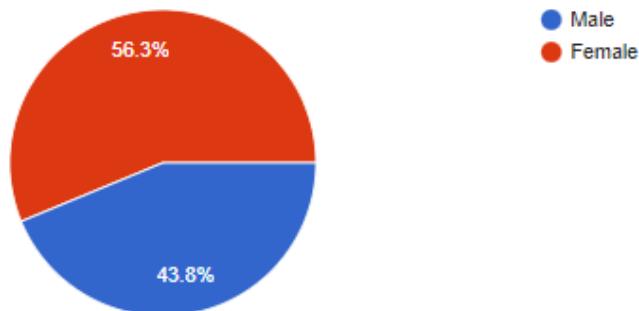
- Male
- Female

56.3%

43.8%

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Interpretation:

From the above figure, it is observed that 56.3% of the total respondents are females, whereas 43.8% are males.

II.   **AGE GROUP OF RESPONDENTS:**

Age group:

96 responses

- 20-25
- 26-30
- 30-35
- 36-40
- 40 and above

84.4%
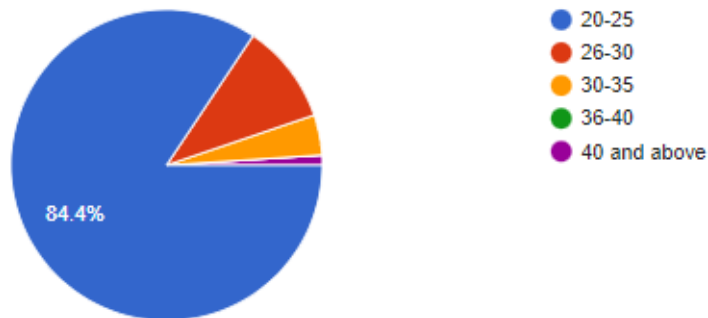
Interpretation:

From the above figure, it is observed that 84.4% respondents are of the age group 20-25 years, followed by 10.4% of the age group of 26-30 years. 4.2% are of the age group of 30-35 years and 1% of the total respondents are of the age group 40 above.

III.   **GRADUATION DEGREE OF RESPONDENTS:**

Graduation degree obtained:

96 responses
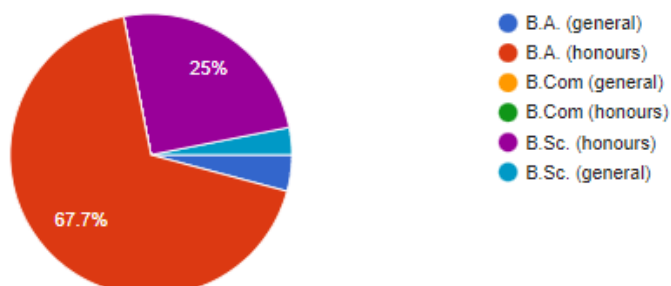
- B.A. (general)
- B.A. (honours)
- B.Com (general)
- B.Com (honours)
- B.Sc. (honours)
- B.Sc. (general)

25%

67.7%

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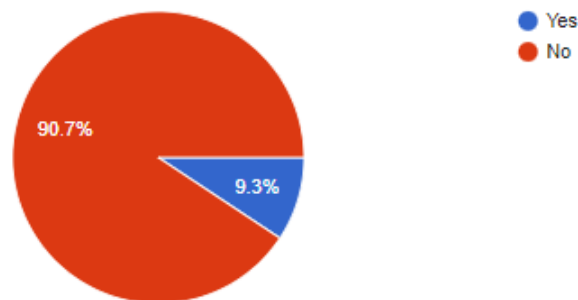**Website:** www.sbdeorahcollege.org.in

Interpretation:

From the above figure, it is observed that 67.7% respondents have B.A. Honours degree, followed by 25% having B. Sc. Honours. 3.1% respondents are from B.Sc General and 4.2% have B. A. General.

IV. COLLEGE HOSTEL FACILITY:

Did you avail college hostel facility?

Did you avail college hostel facility?

86 responses

Interpretation:

From the above figure, it is observed that 90.7% responded in affirmative and the rest 9.3% responded in negative.

V. NUMBER OF ALUMNI MEETS ATTENDED:

How many alumni meets have you attended till date?

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How many Alumni meets have you attended till date?
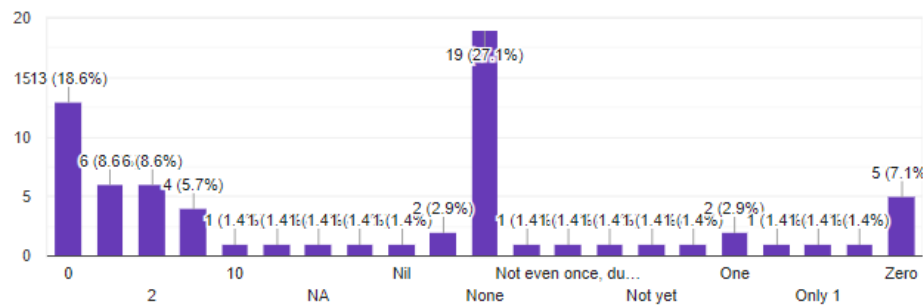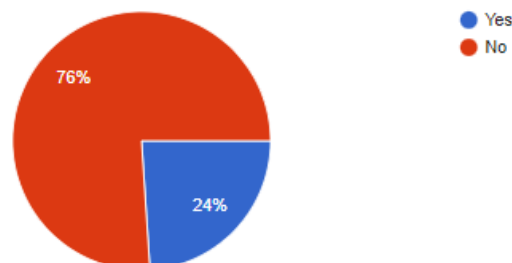
70 responses

Interpretation:

70 responses were received and the responses are as shown in the above figure.

VI.   **EMPLOYMENT:**

Are you currently employed?

Are you currently employed?

96 responses

Interpretation:

From the above figure, it is observed that among 96 alumni, 76% of the alumni are employed and the rest 24% are unemployed.
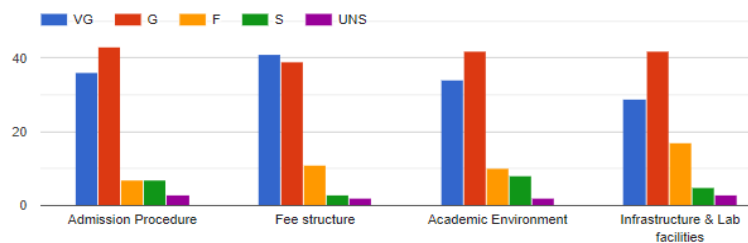
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The questionnaire contains 21 questions on various aspects of the college and the analysis of the responses are as follows.

Responses received for questions 1 to 4:

Options: 5- Very good; 4- Good; 3- Fair; 2- Satisfactory; 1- Unsatisfactory

From the above figure, the following observations had been made for the following points:

1. Admission procedure:

It is observed that 36 had chosen option 5, followed by 43 who had chosen option 4 and 7 had chosen option 3. Also option 2 and option 1 are chosen by 7 and 3 respondents respectively.

2. Fee structure:

It is observed that 41 had chosen option 5, followed by 39 who had chosen option 4, 11 had chosen option 3, 3 had chosen option 2 and 2 had chosen option 1.

3. Academic environment:

It is observed that 42 had chosen option 4, followed by 34 who had chosen option 5, 10 had chosen option 3, 8 had chosen option 2 and 2 had chosen option 1.

4. Infrastructure and Lab facilities:

It is observed that 42 had chosen option 4, followed by 29 who had chosen option 5, 17 had chosen option 3, 5 had chosen option 2 and 3 had chosen option 1.

Interpretation:

From the above observation we can interpret that according to 82.3% of the respondents, the admission procedure of the college is good, 83% of the respondents responded that the fee structure is good, according to

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79% of the respondents the academic environment of the college is good and according to 74% of the respondents the infrastructure and lab facilities of the college is good.

Responses received for questions 5 to 8:

Q1: Please give your overall assessment about our college facilities during your stay in the college. Please rate on the following criterion: 1-Unsatisfactory(UNS), 2-Satisfactory(S), 3- Fair(F), 4- Good(G), 5- Very Good(VG)
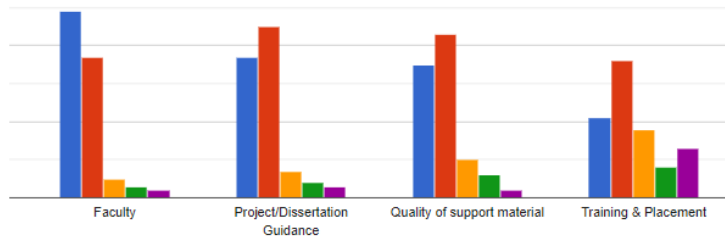
Options: 5- Very good; 4- Good; 3- Fair; 2- Satisfactory; 1- Unsatisfactory

From the above figure, the following observations had been made for the following points:

5. Faculty:

It is observed that 49 had chosen option 5, followed by 37 who had chosen option 4 and 5 had chosen option 3. Options 2 and 1 are chosen by 3 and 2 respondents respectively.

6. Project/Dissertation Guidance:

It is observed that 45 who had chosen option 4, followed by 37 had chosen option 5 and 7 had chosen option 3. Option 2 had been chosen by 4 and option 1 had been chosen by 3 respondents.

7. Quality of support material:

It is observed that 43 had chosen option 4, followed by 35 who had chosen option 5 and 10 had chosen option 3. Option 2 and option 1 had also been chosen by 6 and 2 respondents respectively.

8. Training and placement:

It is observed that 36 had chosen option 4, followed by 21 who had chosen option 5 and 18 had chosen option 3. Option 2 and option 1 had also been chosen by 8 and 13 respondents respectively.

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Interpretation:

From the above observation we can interpret that according to 89.6% of the respondents, the faculties of the college are good, 85.4% of the respondents responded that proper guidance is given for project/dissertation, according to 81% of the respondents the quality of support material of the college is good and according to 59.4% of the respondents the training and placement of the college is good.

Responses received for questions 9 to 12:

Q1: Please give your overall assessment about our college facilities during your stay in the college. Please rate on the following criterion: 1-Unsatisfactory(UNS), 2- Satisfactory(S), 3- Fair(F), 4- Good(G), 5- Very Good(VG)
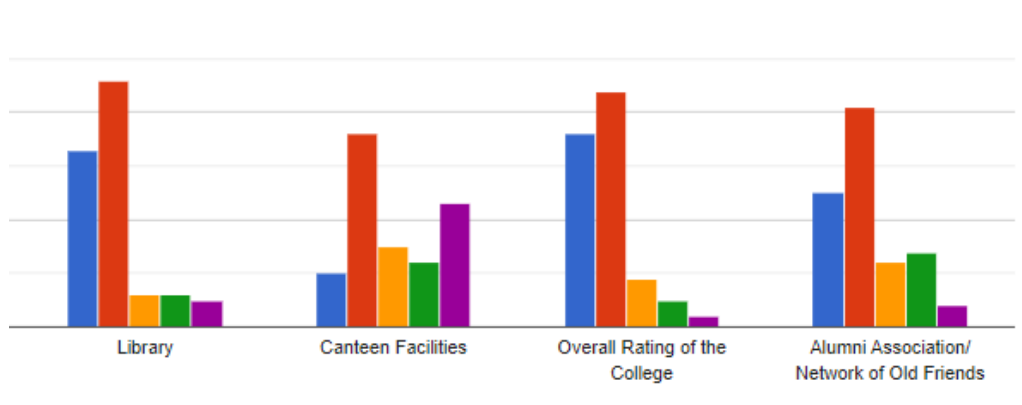
Options: 5- Very good; 4- Good; 3- Fair; 2- Satisfactory; 1- Unsatisfactory

From the above figure, the following observations had been made for the following points:

9. Library:

It is observed that 46 had chosen option 4, followed by 33 who had chosen option 5 and 6 had chosen option 3. Options 2 and 1 had been chosen by 6 and 5 respondents respectively.

10. Canteen facilities:

It is observed that 36 had chosen option 4, followed by 23 who had chosen option 1, 10 who had chosen option 5, 15 had chosen option 3 and 12 had chosen option 2 respondents.

11. Overall rating of college:

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It is observed that 44 had chosen option 4, followed by 36 who had chosen option 5, 9 had chosen option 3, 5 had chosen option 2 and 2 had chosen option 1.

12. Alumni Association/ Network of old friends:

It is observed that 41 had chosen option 4, followed by 25 who had chosen option 5 and 12 had chosen option 3. Options 2 and 1 had been chosen by 14 and 4 respondents respectively.

Interpretation:

From the above observation we can interpret that according to 82.3% of the respondents, the Library of the college is good, 61.5% of the respondents responded the canteen facilities to be good, 83% of the respondents gave good rating in "overall rating of college" and 68.8% of the respondents have joined alumni association or have network with old friends.

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Overall assessment about our college academics:

Responses received for questions 13 to 16:

Q2: Please give your overall assessment about our college academics and indicate your answer below through 5 point scale which most closely fits the statement for you: (5: Strongly Agree, 4: Agree, 3: Neutral, 2: Disagree, 1: Strongly Disagree). My UG education at S.B.DEORAH COLLEGE has given me:
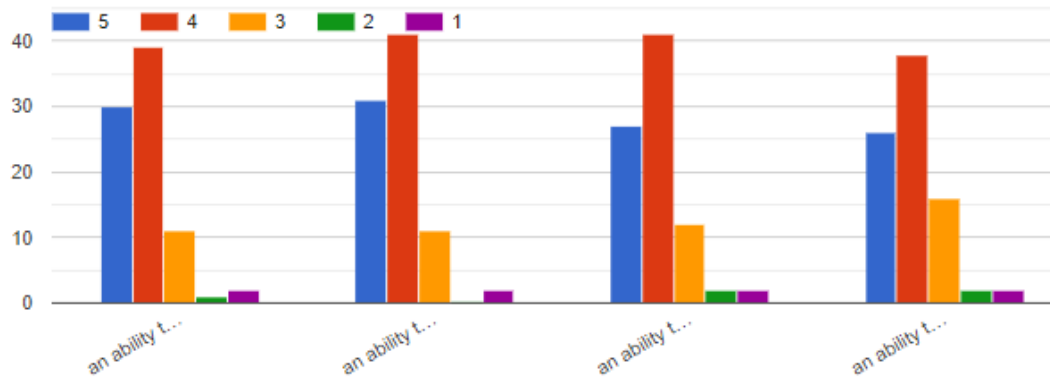
Options: 5- Strongly agree; 4- Agree; 3- Neutral; 2- Disagree; 1- Strongly disagree

From the above figure, the following observations had been made for the following points:

13. An ability to apply knowledge in my future study / employment.:

It is observed that 39 had chosen option 4, followed by 30 who had chosen option 5 and 11 had chosen option 3. Options 2 and 1 had been chosen by 1 and 2 respondents respectively.

14. An ability to communicate effectively:

It is observed that 41 had chosen option 4, followed by 31 who had chosen option 5 and 11 had chosen option 3. Option 1 had been chosen by 2 respondents.

15. An ability to work in multidisciplinary areas/fields:

It is observed that 41 had chosen option 4, followed by 27 who had chosen option 5 and 12 had chosen option 3. Both the options 1 and 2 had been chosen by 2 respondents.

16. An ability to identify, formulate, and solve day to day problems:

From the above figure, it is observed that 38 had chosen option 4, followed by 26 who had chosen option 5 and 16 had chosen option 3. Both the options 1 and 2 had been chosen by 2 respondents.

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Interpretation:

From the above observation we can interpret that according to 72% of the respondents after studying in the college, they now have the ability to apply knowledge in their future study/employment, 75% of the respondents responded that they now have an ability to communicate effectively, according to 71% of the respondents, they now have the ability to work in multidisciplinary areas/fields and according to 67.7% of the respondents they now have an ability to identify, formulate, and solve day to day problems.

Responses received for questions 17 to 20:

Q2: Please give your overall assessment about our college academics and indicate your answer below through 5 point scale which most closely fits the statement for you: (5: Strongly Agree, 4: Agree, 3: Neutral, 2: Disagree, 1: Strongly Disagree). My UG education at S.B.DEORAH COLLEGE has given me:
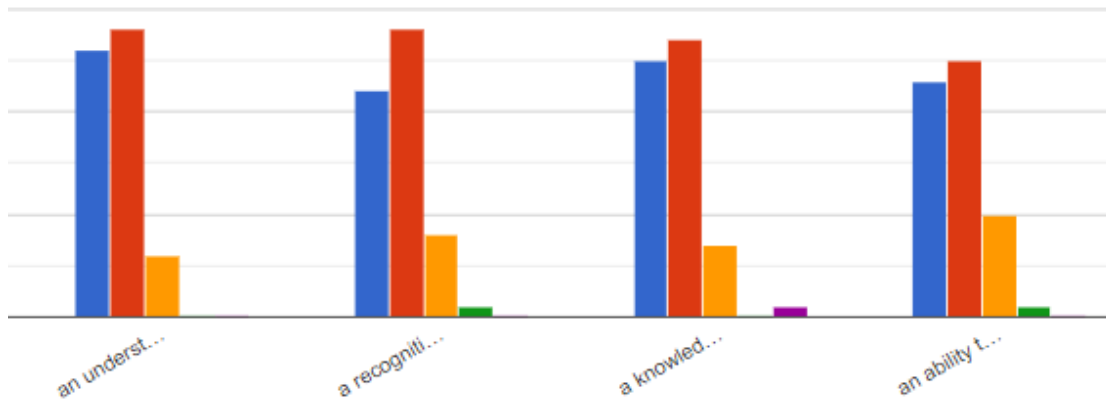
Options: 5- Strongly agree; 4- Agree; 3- Neutral; 2- Disagree; 1- Strongly disagree

From the above figure, the following observations had been made for the following points:

17. An understanding of professional and ethical responsibility:

It is observed that 38 had chosen option 4, followed by 27 who had chosen option 5 and 14 respondents had chosen option 3. Both the options 1 and 2 had been chosen by 2 respondents.

18. A recognition of the need for, and an ability to engage in life-long learning:

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It is observed that 34 had chosen option 4, followed by 28 who had chosen option 5, 15 had chosen option 3, 3 had chosen option 2 and 2 had chosen option 2.

19. A knowledge of contemporary issues:

It is observed that 40 had chosen option 4, followed by 24 who had chosen option 5 and 13 had chosen option. Option 2 and option 1 had been chosen by 3 and 2 respondents respectively. 66.7

20. An ability to use the techniques, skills, and modern tools necessary for job/business/entrepreneur etc.:

It is observed that 39 had chosen option 4, followed by 26 who had chosen option 5 and 12 had chosen option 3. Options 2 and 1 had also been chosen by 4 and 2 respondents respectively. 67.7

Interpretation:

From the above observation we can interpret that according to 67.7% of the respondents after studying in the college, they now have an understanding of professional and ethical responsibility, 70.4% of the respondents responded that they now have a recognition of the need for, and an ability to engage in life-long learning. Also according to 66.7% of the respondents, they now have the knowledge of contemporary issues and according to 67.7% of the respondents they now have an ability to use the techniques, skills, and modern tools necessary for job/business/entrepreneur etc.

Suggestions by the Alumni:

1. The College infrastructure including canteen facility need improvement.
2. The non-teaching staff of the college should be cooperative.
3. An alumni meet may be organised in the near future.