**GOVERNMENT LAWNGTLAI COLLEGE**

**INTERNAL QUALITY ASSURANCE CELL**

**ALUMNI FEEDBACK FORM**

**Conducted by**

 **Department & GLTC Alumni Association**

Dear Students,

This form has been designed to seek feedback from you to strengthen the quality of teaching learning environment, to provide best possible facilities and modern infrastructure. The information provided by you will be kept confidential.

Directions: For each item, please indicate your level of agreement with the following statements by selecting appropriate option.

***The number rating stands for the following:***

5 = strongly Agree, 4 = Agree, 3 = Not sure, 2 = Disagree, 1 = Strongly Disagree.

1. The office staff in the college is cooperative and helpful:

Strongly Agree ( )

 Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. The library staff is cooperative and helpful:

 Strongly Agree ( )

Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. Online educational resources are available and accessible in the computer centre/Library:

Strongly Agree ( )

Agree ( )

Not Sure ( )

 Disagree ( )

Strongly Disagree ( )

1. Internet facility provided in the Library is satisfactory:

Strongly Agree ( )

Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. The prescribed books/reading materials are available in the library:

Strongly Agree ( )

Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. Equipment in the lab(s) is in good working condition:

Strongly Agree ( )

Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. Results are displayed by the college:

Strongly Agree ( )

Agree ( )

Not Sure ( )

Disagree ( )

trongly Disagree ( )

1. Separate common rooms for girls and boys are available:

Strongly Agree ( )

 Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. Toilets/washrooms are clean and properly maintained:

Strongly Agree ( )

 Agree ( )

Not Sure ( )

 Disagree ( )

Strongly Disagree ( )

1. The classrooms are clean and well maintained:

Strongly Agree ( )

 Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. The campus is green and eco-friendly:

 Strongly Agree ( )

Agree ( )

Not Sure ( )

 Disagree ( )

Strongly Disagree ( )

1. Clean drinking water is available in the college campus:

Strongly Agree ( )

Agree ( )

 Not Sure ( )

 Disagree ( )

Strongly Disagree ( )

1. The buildings/classrooms are accessible to disabled persons:

Strongly Agree ( )

Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. The campus has adequate power supply:

Strongly Agree ( )

 Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. Our grievances are redressed/problems are solved well in time:

 Strongly Agree ( )

 Agree ( )

 Not Sure ( )

Disagree ( )

 Strongly Disagree ( )

1. The functioning of the placement cell in the college is satisfactory:

Strongly Agree ( )

 Agree ( )

 Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. Continuous efforts are taken by the college to improve the quality of teaching and learning.

Strongly Agree ( )

Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. The college takes interest in strengthening its ties with industries, professional bodies etc.

 Strongly Agree ( )

Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. The college promotes student exchange, internship etc. programmes for providing new opportunities to students.

Strongly Agree ( )

Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. The mentoring process of the college helped me to identify my strengths and face challenges.

Strongly Agree ( )

Agree ( )

Not Sure ( )

Disagree ( )

Strongly Disagree ( )

1. The overall teaching and mentoring process of the college is excellent\*

 Strongly Agree ( )

Agree ( )

 Not Sure ( )

 Disagree ( )

Strongly Disagree ( )

1. Suggestions (If any)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Roll Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course/ Core \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GOVERNMENT LAWNGTLAI COLLEGE, INTERNAL QUALITY ASSURANCE CELL (IQAC), EMPLOYER FEEDBACK FORM**

Dear Employer,

This form has been developed to assess the satisfaction level and your understanding of your employee particularly – the alumni of Govt Lawngtlai College. We would be very thankful if you would take your time in answering the brief questions below. These questions are your reflection of your employee i.e past students of Govt Lawngtlai College and all these information would be kepy confidential, so feel free to answer.

1. Name of Employee and Name of Organisation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of candidate at your organisation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. His/Her Designation at your Organisation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Subject and Core taken by your employee at your college

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please mark your level of satisfaction at each question/statement provided below 1-Strongly dissatisfied, 2- Dissatisfied, 3- Neutral, 4- Satisfied/Happy, 5- Very Satisfied/very Happy**

1. General communication skills

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Developing practical solutions to work place problems

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Working as part of a team

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Creative in response to workplace challenges

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Self-motivated and taking on appropriate level of responsibility

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Open to new ideas and learning new techniques

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Using technology and workplace equipment

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Ability to contribute to the goal of the organisation

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Technical knowledge/skill

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Ability to manage/ leadership qualities

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Innovativeness, Creativity

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Relationship with seniors/ peers/ subordinates

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Involvement on social activities

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Ability to take extra responsibility

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. Obligation to work beyond schedule if required

Mark only one

1 ( )

2 ( )

3 ( )

4 ( )

5 ( )

1. On a scale of 1 to 10, how would you rate your overall satisfaction with your employee(s)/GLTC student(s)

1 2 3 4 5 6 7 8 9 10

⃝ ⃝ ⃝ ⃝ ⃝ ⃝ ⃝ ⃝ ⃝ ⃝

1. Any suggestions or remarks?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you so much for your time

**GOVERNMENT LAWNGTLAI COLLEGE**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**STUDENTS FEEDBACK FORM**

**Organized by**

**IQAC & Department**

**--------------------------------------------------------------------------------------------------------------------------**

**IN THE FOLLOWING TABLE, PUT A TICK ( ) MARK FOR THE APPROPRIATE CHOICE IN EACH POINT**

 **The number rating stands for the following: 5 = Excellent, 4 = Very Good, 3 = Good,**

**2 = Average 1 = Below Average.**

|  |  |
| --- | --- |
| **Subject** | **Ratings** |
| **5** | **4** | **3** | **2** | **1** |
| **A** | **ADMINISTRATIVE MANAGEMENT** |  |  |  |  |  |
| 1 | Punctuality in the class |  |  |  |  |  |
| 2 | Regularity in conducting class |  |  |  |  |  |
| 3 | Completion of syllabus/course |  |  |  |  |  |
| 4 | Alternative arrangement of class in case of leave and other matters |  |  |  |  |  |
| **SUB TOTAL (A)** |  |  |  |  |  |
| **B** | **CURRICULAR ASPECTS** |
| 5 | Focus of the syllabus/topic |  |  |  |  |  |
| 6 | Knowledge on the subject matter |  |  |  |  |  |
| 7 | Delivery of planned and organized lecture |  |  |  |  |  |
| 8 | Conducting discussion, interactions |  |  |  |  |  |
| 9 | Communication skills |  |  |  |  |  |
| 10 | Skill of connecting subject/topic to life experiences |  |  |  |  |  |
| **SUB TOTAL (B)** |  |  |  |  |  |
| **C** | **TEACHING & LEARNING** |
| 11 | Use of black board/white board |  |  |  |  |  |
| 12 | Use of teaching aid-ppt,etc |  |  |  |  |  |
| 13 | Use of creative teaching method for better understanding |  |  |  |  |  |
| 14 | Giving assignment and test and providing feedback(s) |  |  |  |  |  |
| 15 | Fairness of grade/mark given by the department teachers |  |  |  |  |  |
| SUB TOTAL (C) |  |  |  |  |  |
| **D** | **MENTORING & GUIDANCE** |
| 16 | Help students irrespective of caste,ethnicity and culture |  |  |  |  |  |
| 17 | Providing and referring text books and other study materials |  |  |  |  |  |
| 18 | Providing study materials which are not readily available through e-resource, e-journals,open course wares,etc |  |  |  |  |  |
| 19 | Help students having physical, emotional and learning challenges |  |  |  |  |  |
| 20 | Help students irrespective of gender and social background |  |  |  |  |  |
| **SUB TOTAL (D)** |  |  |  |  |  |
| **E** | **CLASSROOM MANAGEMENT** |
| 21 | Skill in attracting attention from students in the class |  |  |  |  |  |
| 22 | Skill in addressing inappropriate student’s behavior |  |  |  |  |  |
| 23 | Teacher listens, respect and understand the students opinion |  |  |  |  |  |
| 24 | Inspiring and motivating students for ethical conduct |  |  |  |  |  |
| 25 | Act as role model |  |  |  |  |  |
| **SUB TOTAL (E)** |  |  |  |  |  |
|  |
| **TOTAL** |  |  |  |  |  |
| **TOTAL OF (A)+(B)+(C)+(D)+(E)** |  |

**Thank you for the feedback.**

Name of Student :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Core :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Session :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Student

**FEEDBACK FORM FOR TEACHERS ON MZU UNDER GRADUATE SYLLABUS**

**Academic Year:**

**Objective:** This feedback form is intended to analyses the design and review of MZU Under Graduate syllabus by eliciting information from the teachers.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No | QUESTIONAIRE FOR TEACHERS | 5 | 4 | 3 | 2 | 1 |
| Strongly Agree | Agree | Undecided | Disagree | Strongly Disagree |
| 1 | The syllabus for under graduate is sufficed for the life long learning of the students |  |  |  |  |  |
| 2 | The syllabus is relevant for the next higher level of education for the students |  |  |  |  |  |
| 3 | The syllabus for each semester is too heavy for one academic session |  |  |  |  |  |
| 4 | I am able to cover the whole syllabus within a given time |  |  |  |  |  |
| 5 | The units given in the syllabus are too extensive |  |  |  |  |  |
| 6 | The UGC prescribed norms of one hour is enough for one period. |  |  |  |  |  |
| 7 | There is a balance in the distribution of topics in each unit in comparision to different papers (subjects) |  |  |  |  |  |
| 8 | The sub topic given in each unit is too meagre |  |  |  |  |  |
| 9 | 1st Semester syllabus is too relaxed in comparision to their previous higher secondary stage |  |  |  |  |  |
| 10 | The units in the syllabus arranged from simple to complex |  |  |  |  |  |
| 11 | I face difficulty in collecting study materials |  |  |  |  |  |
| 12 | I have time for revising the lessons with your students after completion of syllabus |  |  |  |  |  |
| 13 | I conduct group discussion or interactive session with my students based on the syllabus |  |  |  |  |  |
| 14 | Some of the topics in the syllabus is outdated |  |  |  |  |  |
| 15 | I receive complaints from the students regarding the syllabus |  |  |  |  |  |
| 16 | More topics need to be added in the syllabus we are teaching(if agreed, what topics would you like to add)Ans: |  |  |  |  |  |
| 17 | Any other suggestions for improvement of syllabus.Ans: |  |  |  |  |  |

Signature and Name of the Teacher Length of Service

Name of Department Date of Submission