SHRI MURLI MANOHAR TOWN POST GRADUATE COLLEGE, BALLIA

Minutes of IQAC Meeting held on 17.08.2023

Members of IQAC held a meeting on 17.08.2023 in the IQAC office under the chairmanship of Prof Ravindra Nath Mishra, Principal and Chairperson, IQAC. In this meeting, the feedback received from students, alumni and faculties of the college through online Google Forms during the session 2022-23 were analyzed and suggestions were made by the members to improve the teaching-learning environment of the college. The negative comments in the feedback forms were especially taken up and discussed. Several suggestions emerged after thorough discussion.

A. **Report on Analysis of Feedback from Students (2022-23):**
   Number of Students of responded: 827
1. **Completion of Syllabus:**
   Feedback: 75% of the students in the survey reported that more than 55% of the syllabus was covered. Out of that, about 50% of the students reported that more than 70% of the syllabus was completed. However, only 25% of the students complained that less than 55% percent of the syllabus was covered.
   Analysis: After thorough discussion, it was found that though our teachers try their best to complete their courses, but in some courses, the attendance of students remains less than adequate and these are the students who often complain of non-completion of syllabus. However, if there is any lacking on the part of any faculty, it has to be taken care of.
   Recommendation of IQAC:
   i. Measures should be taken to keep a watch on those students who miss their classes. Notices should be sent to them.
   ii. If the syllabus remains incomplete in any course of any program, that should be checked.
2. **Preparedness of Teachers in the Classrooms:**
   Feedback: More than 88% of the students in the survey have approved that our teachers come well prepared in the classroom. Only 11.5 % of them reported otherwise.
   Analysis: In the last academic session, a large number of new teachers have joined the college. They are all highly efficient and devoted teachers. However, they may take some time to improve their preparedness.
   Recommendation: Senior teachers of the departments may support the new teachers in improving their preparedness, if they need so.
3. **Communication skill of teachers:**
   Feedback: About 94% of the students who were surveyed have found our teachers quite effective communicators. Only 6% have felt otherwise.
   Analysis: Our teachers are good communicators. But there is always some room for improvement.
   Recommendation: Our faculties should continuously go on refining their communication skills and be more interactive with students.
4. **Teachers' Approach to Teaching:**

Feedback: More than 35% of our faculties have an excellent approach towards teaching, report our students. More than 57% have very good or good approach. Only about 2% are poor in their approach as per the feedback of our students.

Analysis: As many of our faculties are quite new entrants and still in their probation, they will take some time to get their approach matured.

Recommendation: New teachers should constantly attempt to sharpen their approach through thorough reading behavior and attending more seminars and workshops.

5. **Fairness of Internal Evaluation:**

Feedback: More than 85% of students are satisfied with the fairness of internal evaluation. However, about 15% of them are not.

Analysis: The feedback from students approves the fairness of internal evaluation.

Recommendation: We should keep trying to maintain and upgrade our internal assessment process.

6. **Performance in Assignments:**

Feedback: 86% of the students are satisfied with the process of discussion about their performance in assignments. 14% of them are not satisfied.

Analysis: Some students want more discussion about their assignments.

Recommendation: Assignments need more critical evaluation and discussion with the students.

7. **Institution's Interest in Promoting Internship, Field Visit, etc.**

Feedback: More than 77% of the students surveyed have responded positively. But about 22% of them are not satisfied with this facility.

Analysis: We understand that field visits and internships are limited to few programs only running in the institution. Many of the programs do not have this aspect of learning made mandatory in their syllabi.

Recommendation: We recommend that more programs should work towards including field visits, internships etc in their syllabi. Also, the college administration should work towards signing MoUs with other institutions.

8. **Role of Teaching and Mentoring in Promoting Social, Emotional and Cognitive Growth of Students:**

Feedback: About 89% of the students are satisfied with these activities in the college. About 10% are not satisfied.

Analysis: Though a good percentage of students have responded positively, yet there is much scope for improving this feature of our college.

Recommendation: We recommend that the phenomenon of mentoring our students should be more developed.

9. **Opportunities for Students to Learn and Grow:**

Feedback: About 72% of the students are satisfied with these opportunities in our institution. While about 18% have remained neutral, about 10% have responded negatively.

Analysis: Though the regular teaching and learning phenomenon in our college maintains a high standard, there are a lot of things that can be done to improve and facilitate our students' overall development.

Recommendation: We recommend that the college needs organization of more symposia and seminars for students, group discussions, field visits, and increase the activity of Placement and Counseling Cell.

10. **Information to Students About their Competencies, Course Outcomes and Program Outcomes:**
    Feedback: More than 91% of students are satisfied with this activity while rest of them is not.
    Analysis: Course outcomes/program outcomes are only recently added in the syllabi after adoption of NEP 2020. Therefore, students are gradually getting acquainted with it.
    Recommendation: Teachers are suggested to get well acquainted themselves with every program and course outcomes and then let their students, too, get acquainted with it.

11. **Follow-up of Assigned Task**:
    Feedback: About 76% have responded positively while 24% have posted negative response.
    Analysis: Follow-up of task assigned to students needs more attention from teachers.
    Recommendation: Assignments, project works etc assigned to students should be given more attention by teachers.

12. **Illustration of Concepts with Examples and Applications by Teachers:**
    Feedback: More than 92% students have responded positively but about 8% have expressed negative response.
    Analysis: Only a few percent of students are not satisfied with the examples and applications used by their teachers during explanation of concepts.
    Recommendation: Teachers should pay more attention to slow learners.

13. **Identification and Improvement of Strengths of Students:**
    Feedback: About 75% have responded positively but about 25% have given negative response.
    Analysis: Many of the students need more interaction with their teachers for identification of their strengths.
    Recommendation: More and more opportunities should be sought for better interaction between teachers and students.

14. **Identification of Weaknesses of Students and Measures to Overcome Them:**
    Feedback: About 84% have responded positively but about 16% have given negative response.
    Analysis: Many of the students need more interaction with their teachers for identification of their weaknesses and suggesting ways to overcome them.
    Recommendation: More and more opportunities should be sought for better interaction between teachers and students.

15. **Engagement of Students in Quality Improvement of Teaching and Learning Process:**
    Feedback: About 76% of students are satisfied with this facility but 15% have remained neutral while 9% have given negative response.
    Analysis: Many of the students need more involvement in quality-improvement activities.

Recommendation: More and more opportunities should be sought for better involvement of students in quality-improvement activities.

16. **Students' Centric Methods of Teaching:**

    Feedback: More than 74% of students are satisfied with the students' centric methods of teaching- like experiential learning, problem solving methodologies, participative learning etc- that our faculties practice, but about 25% have expressed otherwise.

    Analysis: There is a necessity to improve the existing ways of pedagogy.
    Recommendation: The hours of experiential learning may be considered to increase. Allow students to share in decisions and believe in their capacity to lead.

17. **Inculcation of Soft Skills, Life Skills and Employability in Students:**

    Feedback: More than 67% of students are satisfied with the soft skills, life skills, etc that they are made to learn, but about 32% have expressed negatively.

    Analysis: The College is lagging behind at this front.

    Recommendation: More focus needs to be given on language skills, computer knowledge, co-curricular activities etc.

18. **Use of ICT Tools by Teachers:**

    Feedback: More than 45% of students have said that above 50% of teachers use ICT tools. On the other hand, about 54% of students report that less than 50% of the teachers use these facilities.

    Analysis: Use of ICT tools by teachers needs to be encouraged.

    Recommendation: Though the college has conducted a one-week FDP program, especially on use of ICT tools about 2 years ago, more such programs need to be run frequently in the campus.

B. Report on Analysis of Feedback from Alumni (2022-23):

Number of Alumni Feedbacks Surveyed 102

1. **Willingness to Participate in College's Developmental Programs:**

   Feedback: More than 93% of the alumni surveyed responded positively.

   Analysis: The College and her alumni can be benefited by each other if the alumni association functions properly.

Recommendation: The alumni association needs to be registered and frequent alumni meets need to be organized.

2. **Quality of Infrastructure of the Institution:**
Feedback: About 97% of the alumni surveyed are satisfied with the infrastructure facilities of college. Only 3% felt otherwise.
Analysis: There is much scope of improving our infrastructure.
Recommendation: Maintenance of infrastructure should be properly dealt with and every member should be always ready to improve upon it when and where it is so required.

3. **Teaching and Learning Phenomenon:**
Feedback: About 91% of the alumni surveyed are satisfied with the teaching and learning phenomenon of the college. Only 9% felt otherwise.
Analysis: Teaching learning atmosphere in our college is good.
Recommendation: It is recommended for regular self assessment of teaching and learning phenomenon as well as looking for ways to improve it.

4. **Growth Opportunities for Students:**
Feedback: About 72% of the alumni have responded positively while only about 8% have responded negatively.
Analysis: There is much scope for analyzing and improving the growth opportunities of students.
Recommendation: More work should be done to improve soft skills, language skills, computer skills, vocational skills and co-curricular skills of our students.

5. **Industry-Academia Exposure:**
Feedback: About 73% of the alumni surveyed have responded positively. 27% have felt otherwise.
Analysis: Though our students get some exposure to academia, their exposure to industry is poor.
Recommendation: MoUs should be signed with other institutions and industries to enable our students for exchange facility, field works and internships.

6. **Extra-Curricular Activities:**
Feedback: About 80% of the alumni surveyed are satisfied with the extra-curricular activities of college. 20% are not.
Analysis: Extra-curricular activities in the college are quite remarkable.
Recommendation: We should motivate the students to participate in more number of these activities.

C. Report on Analysis of Feedback from Teachers (2022-23):

1. **Participatory Decision:**
Feedback: About 96% of teachers have responded positively. 4% have expressed otherwise.
Analysis: Our College always encourages teachers in participatory decisions.

Recommendation: We may try to involve more participation of teachers in our decision-making process.

2. **Participation in Designing and Developing of Courses:**
   Feedback: More than 95% of teachers have responded positively. About 4% have expressed otherwise.
   Analysis: Most of our teachers are members of the Board of Studies in the University, and hence, have been involved in designing and developing Courses/syllabi.
   Recommendation: We should be vigilant on improvement of our curricula whenever it is felt so.

3. **Freedom to Adopt New Techniques/strategies of Teaching:**
   Feedback: About 96% of teachers have responded positively. Again 4% have expressed otherwise.
   Analysis: The College always promotes to adopt new teaching techniques.
   Recommendation: More teachers should be encouraged to adopt new techniques including use of ICT in their teaching methods.

4. **Freedom to Invite Experts from Academia, Research Institutions:**
   Feedback: More than 97% of teachers have responded positively. Only 3% have expressed otherwise.
   Analysis: The College always appreciates and supports the invitation of experts from academia for guest lectures.
   Recommendation: The College should encourage more visits of such experts.

5. **Fairness of Examination and Evaluation System:**
   Feedback: More than 94% of teachers have approved the fairness of our examination system. Only 6% have expressed otherwise.
   Analysis: The internal examination system of our college is fair and efficient.
   Recommendation: The College should be vigilant on examination-related grievances of students, if any.

6. **Adequacy of Library Facilities:**
   Feedback: About 82% of teachers have approved the adequacy of our library facilities. But 18% have noted otherwise.
   Analysis: Library facilities are being upgraded. Our college has recently been registered with INFLIBNET and N-list. All our faculties have been registered with it.
   Recommendation: Entire digitization of the library is recommended. More subscriptions to e-books and e-journals should be made.

7. **Fairness and Transparency in Procurement of Books in Library:**
   Feedback: About 83% of teachers have approved the fairness and transparency in procurement of books. 17% have expressed otherwise.
   Analysis: Book procurement system of the library is fair and transparent.
   Recommendation: Attempt should be made to make it more inclusive.

8. **Optimal Use of Library by Students and Faculty:**
   Feedback: More than 88% of teachers have responded positively. Only 12% have noted otherwise.

Analysis: There is need to increase the use of library by teachers and students.

Recommendation: Teachers should encourage their students to make more frequent visits to the library.

9. **Timings and Procedures of Library are convenient:**

   Feedback: More than 84% of teachers have approved the timings and procedures of our library system. 16% have expressed otherwise.

   Analysis: 16% disagreement is not negligible and it should be properly taken care of.

   Recommendation: The library committee should invite suggestions from these teachers and try to implement them if found reasonable.

10. **Transparency in Procurement of Equipments etc:**

    Feedback: More than 79% of teachers have approved the transparency in procurement of equipment etc. About 20% have noted otherwise.

    Analysis: The reason behind the disagreement of these 20% teachers should be examined.

    Recommendation: The purchase committee should invite suggestions from these teachers and try to implement them if found reasonable.

11. **Encouragement of Research:**

    Feedback: About 85% of teachers have responded positively to this question. 15% have noted otherwise.

    Analysis: The reason behind the disagreement of these 15% teachers should be examined.

    Recommendation: The Research Committee should invite suggestions from these teachers and try to implement them if found reasonable.

12. **Support of Faculty by College in Participation of Seminars, conferences etc:**

    Feedback: About 94% of teachers have responded positively to this question. 6% have noted otherwise.

    Analysis: The college administration generously grants leave to teachers to attend seminars and conferences.

    Recommendation: More ways should be sought to encourage teachers to participate in Seminars and Conferences.

13. **Adequacy of ICT Facilities:**

    Feedback: More than 79% of teachers have spoken in favor of adequacy of ICT facilities. About 21% have noted otherwise.

    Analysis: ICT facilities are yet to reach an adequate level in our college due to paucity of funds.

    Recommendation: Ways should be sought to make more investment in ICT facilities.

14. **Adequacy of Classrooms and Furniture:**

    Feedback: More than 86% of teachers are satisfied with the adequacy of classrooms and furniture. About 14% are not.

    Analysis: Classrooms and furniture are sufficient in our college.

    Recommendation: Up-gradation of these facilities may be considered according to our budget.

15. **Adequacy and Cleanliness of Toilets:**

   Feedback: About 60% of our teachers are satisfied with this issue. Rest have noted otherwise.

   Analysis: Though some toilets have recently been constructed, it appears that some more toilets are needed, particularly for female teachers.

   Recommendation: We shall inform the college management regarding this issue.

16. **Adequate Equipment of Labs:**

   Feedback: More than 72% of our teachers are satisfied with the equipment of our labs. 28% have mentioned otherwise.

   Analysis: After implementation of NEP 2020, the college definitely needs some up-gradation of our labs. This phenomenon is in process.

   Recommendation: The college administration should seek demands from various laboratories about their requirements after implementation of NEP 2020.

17. **Approachable College Administration:**

   Feedback: More than 94% of our teachers are satisfied with this issue. Rest have noted otherwise.

   Analysis: In our view, the college administration is quite easily accessible.

   Recommendation: There is no recommendation on this issue.

18. **Grievance Redressal System:**

   Feedback: More than 84% of our teachers are satisfied with the grievance redressal system of our college. The rest 16% are not.

   Analysis: It might be possible that the grievances of some of the teachers are yet to be resolved.

   Recommendation: The college administration may take steps on priority basis to resolve any pending issues of any teacher or staff.

19. **Freedom of Expression:**

   Feedback: About 93% of our teachers feel that there is sufficient freedom of expression. Rest has some reservations.

   Analysis: In our view, there is no restriction of any sort on freedom of expression.

   Recommendation: No recommendation on this issue**.**

20. **Curriculum is in Accordance with NEP:**

   Feedback: More than 84% of teachers have responded positively to this issue. Rest have noted otherwise.

   Analysis: The new curricula are completely according to NEP 2020.

Recommendation: Curricula are something that needs a revision after every few years. We must be vigilant regarding this issue.

21. **Curriculum Covers latest Developments in the Concerned Fields:**
    Feedback: More than 94% of teachers have responded positively on this issue. Rest have noted otherwise.
    Analysis: The revised curricula are designed to cover latest developments in the concerned fields.
    Recommendation: Curricula always need a revision after every few years. We must be watchful regarding this issue.

22. **Curriculum is Job Oriented:**
    Feedback: More than 81% of teachers feel accordingly. Rest has a different say.
    Analysis: No doubt our new curriculum is job-oriented, it is still in its preliminary stage of implementation.
    Recommendation: The College needs to boost up the teaching of these courses.

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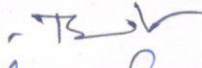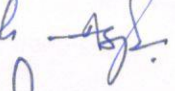
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