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GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION, SCIENCE &
TECHNOLOGY AND BIOTECHNOLOGY
(C. S. BRANCH)
BIKASH BHABAN, SALT LAKE CITY,
KOLKATA-700091

No. 171 -Edn (CS)/ 2L-37/2017

Date: 15.02.2018

ORDER

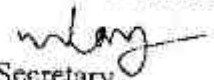
The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 has come into effect from 1st April, 2017. The provisions of sub-section (4) of section 10 of the said Act empower the State Government to prescribe the terms and conditions of service of all employees of Government-aided Colleges of West Bengal. Further the provisions of section 22 of the Act have saved all Orders/ Notification/ Rules issued by the State Government which were issued before the enactment of the Act. The provisions of section 21 of the said Act also override any earlier Act which deals with the similar subject matter.

It is now clarified, that the Uniform Leave Rules issued by this Department vide No. 762-Edn (CS) dated 03.12.2008 regulating the leave and related matters of the teachers and other academic staff of Government-aided Colleges are very much effective and there is no need of incorporating the same in the Statutes of the Affiliating Universities, since, the subject matter prescribing terms and conditions of service of the employees of Government-aided Colleges is no longer the subject of the Statutes of the affiliating Universities and the Uniform Leave Rules issued by this Department are in no way inconsistent or contradictory to the provisions of the above mentioned Act.


Hence, in this regard, I am directed to say that all concerned should follow the Uniform Leave Rules prescribed under this Department's Notification No. 762-Edn (CS) dated 03.12.2009 without insisting on the incorporation of the same in the Statutes/ Ordinances/ Regulations of the affiliating Universities.

In this connection, I am also directed to say that all State-aided Universities having provisions for making Statutes/ Ordinances/ Regulations, for prescribing Leave Rules for employees of affiliated colleges, shall remove the provisions from their Statutes/ Ordinances/ Regulations, as the case may be, by way of amending the same, i.e. Statutes/ Ordinances/ Regulations, as the case may be.

By order of the Governor,


Secretary

Government of West Bengal


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Government of West Bengal
Higher Education Department
C. S. P. O.

Burduwan, Salt Lake, Kolkata-700 091.

No. : 762-Edn(CS)
21. 10/08

Dated, Kolkata, the 3rd December, 2009.

MEMORANDUM

The question of uniform leave rules for the whole time teachers of Govt. aided including erstwhile sponsored colleges in the State has been under consideration of the Government for some time past. The West Bengal State Council of Higher Education has made certain recommendations in respect of uniform leave rules for the whole time teachers of the Govt. sponsored colleges in the State.

2. After careful consideration of the matter the Governor has been pleased to accept the recommendations with some modifications and approve the benefits as incorporated in the annexure in respect of whole time teachers of Govt. sponsored colleges in the State.
3. Concerned Universities will make amendments in their Statutes where necessary for incorporation of the provisions of this Memorandum.
4. Any difficulty, which may arise in implementing the provisions of this order, may be referred to this Department for clarification and/or order.
5. This order issues with the concurrence of Finance Deptt. vide their U.O.No. 4095 Group-P (Service), dated 02.12.09.
6. All concerned a/c being informed accordingly.

Sd/- M. Chakravarty,
Joint Secretary.

No. : 762(15) Edn(CS)

Dated, Kolkata, the 3rd December, 2009.

Copy forwarded for information and necessary action to the :-

1. Accountant General (A&E), West Bengal.
2. Finance Deptt. of this Government.
3. Director of Public Instruction, West Bengal.
4. Registrar, Calcutta University, Senate House, College Street, Kol-700 073.
5. Registrar, Burdwan University, Rajbati, Burdwan, Pin-713 104.
6. Registrar, Vidyasagar University, P.O. Vidyasagar University, Dist. Paschim Medinipur, Pin-721 102.
7. Registrar, Kalyani University, Kalyani, Nadia, Pin-741 235.
8. Registrar, Gour Banga University, Malda College, P.O. Malda, Dist. Malda, Pin-732 401.
9. Registrar, West Bengal State University (Barasat, North 24 Parganas), Barasat Govt. College, P.O. Barasat, Dist. North 24 Parganas, Pin-743 201.
10. Registrar, North Bengal University, Raja Rammohanpur, P.O. North Bengal University, Dist. Darjeeling, Pin-734 430.
11. Member-Secretary, West Bengal State Council of Higher Education, 147A, Rash Behari Avenue, Kolkata-700 029.
12. Computer Cell of this Department.
13. P.S. to the M-I C, H.E. Deptt.
14. P.A. to the Principal Secretary, H.E. Deptt.
15. Guard file.

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Sd/- M. Chakravarty,
Joint Secretary.

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ANNEXURE

Leave Rules for Teachers of Govt. sponsored Colleges in the State

1. These leave rules are applicable to all teachers employed in Govt. sponsored colleges in the State.
2. Leave of absence from duty can not be claimed as a matter of right and may, on application by a teacher of a college/Principal, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave of any description or any such leave is granted, revoke such leave or part thereof.
3. No teacher who is under suspension shall be granted any leave.
4. Absence without leave shall render a teacher/Principal subject to such disciplinary action as provided in the Statute/Act/Regulations of the concerned Universities under which a college is affiliated.
5. All applications of leave or for extension of leave shall be made in writing and addressed to Principal/President of the Governing Body in case of Principal and sanction for the leave or extension of leave as the case may be, applied for shall be obtained before it is availed of;
Provided that if the authority competent to grant leave, is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand leave may be granted with retrospective effect; but all applications of leave with retrospective effect shall be filed at the earliest possible opportunity.
6. Leave ordinarily shall commence on the date with effect from which it is actually availed of and terminate on the date preceding the date of resumption of duty provided that Sundays are holidays may be prefixed or suffixed to leave, so however for the purpose of prefixing or suffixing to leave holidays exceeding three days, previous sanction of the authority competent to grant the leave shall be obtained.
7. No teacher on leave shall return to duty before the expiry of leave granted to him/her, without permission of the leave sanctioning authority.
8. If a teacher of a college is absent from duty on all the days of a week on which he/she has been assigned duties, whether such days are consecutive or not, he/she shall be deemed to be absent from duty for the whole of the week.
9. No leave shall be credited in the leave account of a teacher after he/she retires on superannuation or retires voluntarily or resigns.
10. The Principal/The President of the Governing Body may recall the teacher/the Principal at any time as the case may be who may be on leave except on medical ground and when the teacher/the Principal is so recalled to duty he/she shall be granted such travelling allowances as the Principal/the President may consider reasonable.
11. If the teacher of a college has been granted leave to which holidays have been suffixed or prefixed and such the Principal/teacher absents himself/herself from duty beyond the expiration of such holidays shall be treated as absent from duty without leave and he/she shall not be entitled to his/her salary or allowances for such period unless and until the Governing Body otherwise directs.
12. Subject to the foregoing general principles "leave" shall mean: (i) Casual Leave, (ii) Earned Leave, (iii) On Duty Absence, (iv) Study Leave, (v) Special Study Leave, (vi) Maternity Leave, (vii) Quarantine Leave, (viii) Medical Leave/Half Pay Leave, (ix) Commuted Leave, (x) Extraordinary Leave, (xi) Compensatory Leave (xii) Leave Not Due (xiii) Special Disability Leave.

(A) CASUAL LEAVE :

- (i) Casual Leave on full pay may be allowed to Principal/Teacher of a college upto a maximum of 14 days in any one calendar year but not more than 4 days at a time.

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(iv) Casual leave can not be combined with any other kind of leave or holidays, but can be prefixed and or suffixed to Sundays and other holidays, provided such leave shall not exceed 7 days at a time including Sundays and Holidays.

(v) All casual leave to which any teacher of a college may be entitled during any calendar year shall cease to be due to him at the end of such calendar year and can not be accumulated or taken over or brought forward to any other calendar year.

(vi) A teacher on casual leave shall not be treated as absent from duty.

(B) EARNED LEAVE :

i) Earned Leave is the leave which is earned by a teacher by discharge of duties for a certain period as mentioned herein below and granted to him/her at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all case applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave even if the period of leave applied for is less than twenty days.

ii) Earned leave admissible to a teacher shall be 1/3rd of the period, if any, during which he/she is required to perform duty during vacation by the college authority or equal to one eleventh of the period spent on actual service in a non-vacation department subject to a maximum of thirty days in a calendar year provided that the upper limit of accumulation of earned leave shall be 300 (three hundred) days and the maximum period of earned leave that may be granted at a time shall not normally exceed sixty days. Earned leave exceeding sixty days but not more than 180 days at a time may be sanctioned in case of higher study/training /leave with medical certificate.

iii) Earned leave can be combined with any other kind of leave except casual and quarantine leave.

iv) Earned Leave is admissible with full pay and allowances.

v) When a teacher moves from one college to another on lien or otherwise, his/her accumulation of earned leave/half pay leave in the new college will be as per previous accumulation of leave i.e. in other words his/her leave account will be a continuous procedure.

(C) ON DUTY ABSENCE :

(i) Absence from duty of a teacher with the permission of the Principal of the college and in case of the Principal, the permission of the Governing Body, on account of duties assigned by the Government or any constitutional authority or the college or the Public Service Commission or the College Service Commission or the School Service Commission etc. or on account of obligations in regard to the NCC or the Social Service Camps and similar other obligations shall be deemed to be on duty absence and shall not be counted towards casual or earned leave.

(ii) On duty absence is admissible with full pay and allowance

(D) STUDY LEAVE :

(i) Study leave for advanced study and research directly related to his/her work in the College may be granted to a teacher by the Governing Body of the college subject to approval of the Higher Education Department provided the concerned teacher has put in at least three years continuous service and is not due to retire there from within five years of her/his return from such leave. There shall be a gap of at least three years between two periods of such leave.

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The receipt of a Scholarship/Fellowship or other financial assistance that the concerned teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances provided the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted as per norms of the University Statutes/Regulations/Guidelines of the U.C.C.

(iii) An application of study leave with particulars of international assignments, Scholarship/Fellowship or financial assistance including travel grant, if any statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.

(iv) Study leave on full pay (without allowances in India and with Dearness Allowances outside India) may be granted for a maximum period of twelve months at any one time and twenty four months in all during the entire service period. However, such leave may not be granted by the Syndicate/Executive Council/Governing Body in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.

(v) A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have earned in course of time if he/she has not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(vi) Study leave shall count as service for Pension/Contributory Provided Fund, provided the teacher joins the college on the expiry of his/her study leave.

Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(vii) A teacher availing himself/herself of study leave shall submit a written undertaking that he/she shall serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave failing which they shall have to refund the emoluments received from the Government/college/UGC during the period of study leave.

(viii) After the leave has been sanctioned, the teacher shall before availing himself/herself of the leave execute a bond in favour of the college binding himself/herself for the due fulfilment of the conditions laid down in sub clause above.

(E) SPECIAL STUDY LEAVE :

(i) A whole time teacher of a college may be granted leave with full pay and Dearness allowances for pursuing study or research in an institution considered by the Governing Body of the college as suitable for the purpose subject to approval of the Higher Education Department, for such period ordinarily not exceeding 12 months during the whole period of his/her service, provided that the concerned Teacher has put in at least 2 years of continuous service and not to retire therefrom within 3 years of his/her return from such leave.

Provided that any application for special study leave with particulars of institutional assignments, financial assistance inclusive travel grants, if any, with supporting documents should be submitted to the Governing Body at least one month before the start of the leave applied for.

(ii) The Teacher of a college shall furnish an undertaking that he/she shall serve the college for at least 3 years on his/her return from study leave on such terms and conditions as the college may decide failing which he/she shall be required to refund the amount paid to him/her as leave salary for the period of Study Leave ;

Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the college while on study leave, leave salary shall be reduced to the extent as followed in case of University teachers.

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(F) MATERNITY LEAVE

- (i) Maternity leave with full pay and allowances may be granted to a whole time lady teacher on full pay for a period not exceeding 135 days including the period of confinement as per advice of a registered medical practitioner.
- (ii) Maternity leave, combined with any other kind of leave may be granted only if the application is supported by a medical certificate signed by registered medical practitioner.
- (iii) Maternity leave may also be granted to a lady teacher of a college on full pay in cases of miscarriage including abortion subject to the condition that such leave shall not exceed 6 weeks and the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.
- (iv) Maternity leave shall not be debited to leave account.
- (v) In case of legal adoption of a child as per prescribed norms of the Government from time to time child adoption leave may be allowed to a female teacher as per existing govt. rules.

(G) QUARANTINE LEAVE

Leave of absence from duty may be granted to a teacher of a college on full pay when he/she is ordered by the Principal of the college, in case of the Principal by the President of the Governing Body, not to attend his/her duties on account of the presence of any infectious disease in family or household. Such leave may be granted with full pay and allowances, on a certificate signed by a registered medical practitioner for a period not exceeding 21 days or in case of exceptional circumstances 30 days. Such leave shall be called quarantine leave and may be combined with any other kind of leave except casual leave. Quarantine leave shall not be debited to leave account.

(H) MEDICAL LEAVE/HALF PAY LEAVE

- (i) A Teacher shall be entitled to Half Pay Leave for 20 days in respect of each completed year of service. This leave may be granted on production of certificate from a qualified registered medical practitioner or on private affairs.
- (ii) Half Pay Leave may be combined with any other kind of leave except casual and quarantine leave.
- (iii) Maximum period of accumulation of such leave will be 720 days.

(I) COMMUTED LEAVE

(i) A Teacher shall be entitled to commute the half pay leave that he/she has earned to full pay leave on medical ground subject to production of a certificate from a registered medical practitioner.

Provided that when commuted leave is granted, twice the such number of half pay shall be debited against the leave account, provided also that total commuted leave may be granted not exceeding 180 days during the whole service period of the employee.

ii) Half Pay Leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course certified to be in the interest of the college by the Governing Body.

iii) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

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(J) EXTRAORDINARY LEAVE

(i) Extraordinary leave without pay and allowances may be granted to a Teacher in special circumstances.

- (a) When no other leave is admissible to him/her, or
- (b) When the other leave is admissible, but still he/she applies in writing for the grant of extraordinary leave.

(ii) Except in case of a permanent teacher, the duration of extraordinary leave shall not exceed 3 months on any one occasion.

Provided that

- (a) When such a teacher is undergoing treatment for tuberculosis in a recognized hospital or at an approved sanatorium or at his/her residence under a specialist recognized as such by the Governing Body OR for leprosy in a recognized leprosy institution by a Medical Officer of Health Deptt. or a specialist in leprosy recognized as such by the Governing Body; he/she may, subject to such conditions as may be prescribed, be granted extraordinary leave for a period not exceeding 12 months.

NOTE (1) : The concession of extraordinary leave upto 12 months under the proviso above would be admissible to a teacher if he/she produces a certificate signed by the Superintendent of the hospital or the specialist, as the case may be, to the effect that he/she has reasonable prospect of recovery on the expiry of the leave recommended.

NOTE (2) : The concession of extraordinary leave under the proviso above will be admissible only to those teachers who have been in continuous service for a period exceeding one year.

(iii) The authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.

(K) COMPENSATORY LEAVE

(i) Any teacher of a college who may be required, in the interest of the college, to work during holidays shall be entitled to compensatory leave for an equal number of days for which he/she is required to work during the holidays.

(ii) There will be no accumulation of such compensatory leave and it is to be availed within 3 months from the date of accrual.

(L) LEAVE NOT DUE :


'Leave not due' with half pay may be granted by the Governing Body to a Teacher/Principal for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical ground. Such leave shall be debited against the half pay leave earned by him/her subsequently. 'Leave not due' generally shall be granted in exceptional cases of illness.

'Leave not due' shall not be granted unless the Governing Body is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

A teacher to whom 'Leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Governing Body.

Provided further that the Governing Body may in any other exceptional case waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.

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(M) SPECIAL DISABILITY LEAVE :

A teacher who is disabled by injury accidentally occurred as consequence of due performance of his/her official duties or by illness incurred on the performance of any particular duty which has the effect of increasing his/her liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave on full pay and allowances for a maximum period of 24 months during the whole course of service.

(i) Special Disability Leave may be combined with any other kind of leave except casual leave.

(ii) The concerned teacher is entitled to normal annual increment in time scale pay during such leave of absence.

(iii) Special disability leave shall not be granted unless the disability manifested itself within 3 months of occurrence to which it is attributed and teacher disabled acted with due promptitude in bringing notice of the appropriate authority.

(iv) Such leave shall be granted only on the recommendation of a Medical Board and such leave in no case should exceed 24 months.

(v) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months.

(vi) Since Special Disability Leave is granted owing to an injury caused during due discharge of official duty of a teacher concerned the appropriate leave sanctioning authority should be satisfied first as to the cause of accident which sustained him/her the injury for the entitlement of such leave.

(vii) Leave salary during such leave shall be with full pay and allowances for the first 120 days and half pay for the remaining period.

13. At the request of a Teacher of a college the Governing Body of the college may, by order, convert any kind of leave already granted into leave of a different kind, which may be admissible, with effect from such date as may be specified in the order, but a teacher shall not be entitled to claim such conversion of leave as a matter of right.

If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and the arrears of leave salary shall be paid to, or, as the case may be amounts overdrawn shall be recovered from the employee concerned.

14. Except as otherwise provided in this order any kind of leave may be granted in combination with or in continuation of any other kind of leave.

15. Every Teacher shall be entitled to leave salary of the earned leave accumulated at his/her credit after cessation of his/her service by way of retiring on superannuation, voluntary retirement or death in harness provided the maximum number of accumulated leave and maximum of leave encashable shall be 300 days.

The leave salary shall be calculated on the rate of pay drawn by a teacher of a college on the day preceding that on which the leave commences unless otherwise determined by the Governing Body. Leave salary on retirement, voluntary retirement or death in harness shall be calculated on the basis of the pay drawn on the day preceding the date of retirement or death as the case may be.

16. A leave account shall be maintained by the Principal of the college for every teacher and Principal thereof but any leave granted under provisions 12(C) to 12 (F) of this Memorandum shall not be debited to such account.

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The leave account of every teacher shall be credited with earned leave in advance, in a single installment of 15 days on the first day of July for the first seven years of service and two installments of 15 days each on the first day of July and January of every academic year from the eighth year of service onwards. And as such the earned leave may be credited at the rate of two and a half days for each completed calendar month for those who have completed seven years of service and at the rate of one and one fourth day for those who are in the first seven years of service. Ultimate fraction of a day shall be rounded off to a nearest integer.

The period of any leave without pay shall be excluded from the calculation of earned leave.

17.(i) A Principal/Teacher of a college appointed on substantive basis to any permanent post shall acquire a lien on that post. If the teacher is appointed substantively and confirmed to another permanent post either in the college or outside and in case of the Principal to another post outside, his/her lien on the permanent post held earlier in the college shall be terminated, unless he/she indicates in writing his/her refusal to accept the appointment so made substantively in another permanent post; in such event the concerned teacher/Principal shall immediately report back to duty in the post on which he/she held lien.

(ii) A Principal/Teacher holding substantive appointment in a college may be granted lien on his/her permanent post if he/she applies for the grant of lien consequent upon his/her obtaining an appointment offer either in another college or in any other establishment.

(iii) The period of lien shall initially be for a period of one year which may be renewed or extended if the teacher concerned is not confirmed in his/her services in the new establishment within that period.

Provided that the total period of lien so granted shall not exceed 2 years.

18. Every teacher of a college shall follow a six day week and shall abide by the pattern of holidays, vacation etc. as may be determined by the University.

19. A part-time teacher of a college shall be entitled to the following leave :

(i) Casual leave upon a maximum of 10 days in an academic year.

(ii) Extraordinary leave without remuneration for such period as may be determined by the Governing Body considering the special circumstances of any particular case.

M. U. S.
Joint Secretary

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Government of West Bengal
Higher Education Department
(College Sponsored Branch)
Bikash Bhavan, Salt Lake, Kolkata - 700 091

No.2081 -Edn (CS)/ 10M-83/2019

Date: 23/12/2019

Memorandum

The matter of restructuring of service conditions and other benefits for Government approved Part Time teachers (PTTs), Government approved Contractual Whole time teachers (CWTTs) and Guest teachers, in any nomenclature, engaged in different Government/ Government aided colleges in the State of West Bengal up to 13.07.2019, was under active consideration of the State Government for sometimes past. After careful consideration of the matter, the Governor is hereby pleased, in supersession of all previous orders in this regard, to restructure the service conditions along with the change of nomenclature of the aforesaid category of teachers commensurate with their qualifications and period of service rendered in the following manner:-

1. Part Time Teachers, Contractual Whole Time Teachers and Guest Teachers having qualification for being appointed as teachers in the colleges as prescribed by the University Grants Commission and as followed by the West Bengal College Service Commission, on the date of issuance of this order, will be renamed as **State Aided College Teacher, Category-I**, and will be entitled for the following remuneration:
 - a. Rs. 31,000/- (consolidated) per month for those served the college less than 10 years;
 - b. Rs. 35,000/- (consolidated) per month for those served the college more than 10 years;
2. Part Time Teachers, Contractual Whole Time Teachers and Guest Teachers don't having qualification for being appointed as teachers in the colleges as prescribed by the University Grants Commission, and as followed by the West Bengal College Service Commission on the date of issuance of this order, will be renamed as **State Aided College Teacher, Category-II** and will be entitled for the following remuneration:
 - c. Rs. 20,000/- (consolidated) per month for those served the college less than 10 years;
 - d. Rs.25,000/- (consolidated) per month for those served the college more than 10 years;
3. Remuneration of existing Government approved PTTs and CWTTs, who are getting higher remuneration at present, shall be protected.
4. Remuneration of above mentioned category of teachers will be enhanced @ 3% of the total remuneration per year on 1st July of every year.

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Such category of teachers will be entitled for Rs. 5.00 Lakh (Five Lakh) only on attaining the age of 60 years, provided the teacher concerned has rendered service for a period not less than 10 years.

6. State Aided College Teacher, Category-II, on acquirement of UGC qualifications subsequently will be considered as State Aided College Teacher, Category-I with effect from the date of acquiring such qualification, subject to the approval of DPI, West Bengal.

7. General conditions in respect of approval of all the state aided College teachers mentioned above:-

- I. Fresh letter of engagement will be issued by the college authority to all category of teachers mentioned hereinabove after obtaining approval of the Director of Public Instructions, West Bengal.
- II. Notional vacancies are to be created to accommodate all State Aided College Teachers who are engaged as per 7(I) above and these posts would be treated as personal and supernumerary ones.
- III. Both the above two category of teachers (i.e. State Aided College Teacher, Category-I & Category-II) will be allowed to continue their engagement till they attain the age of 60 years. However, service of any particular teacher of above categories may be terminated by the Governing Body, with the approval of the State Government for non-performance, incapacitation, delinquency, misconduct, involvement in any criminal case or any other culpable offence, in such manner as may be prescribed by the State Government.
- IV. The above category of teachers will be required to take classes, along with works related to examination etc, as per the following schedule:-

a. State Aided College Teacher, Category-I:	15 hours per week.
b. State Aided College Teacher, Category-II:	15 hours per week.
- V. The benefit of this Order shall be allowed to the Part Time Teachers, Contractual Whole-Time Teachers and Guest Teachers who were engaged in the college on or before 13.07.2019.
- VI. If required, the above category of teachers may be deployed in any other Govt. aided colleges in the interest of public service.
- VII. **The financial benefit will however, be effective from the 1st day of January, 2020.**

This order is issued with the concurrence of Finance Department Vide their U.O. No.1232/1 dt.16.08.19 and U.O. No.1644 dt.19.11.19.


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By order of the Governor,
Joint Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:-

1. Principal Accountant General (A &F), West Bengal,
2. Finance Department (Group-P2) of this Government,
3. Vice Chancellor (all State aided universities),
3. Director of Public Instruction, West Bengal. He / She is requested to take appropriate action regarding approval of the said teachers on verification of documents.
4. Principal/Vice-Principal/Teacher-in-Charge ... (all Government/Government aided Colleges). He/she is requested to issue fresh letter of engagement as per approval above.
5. PS to Hon'ble Minister in Charge of this Department,
6. IT Cell of this Department to upload in the Departmental website.
7. PA to Principal Secretary of this Department,
8. Guard file.


Joint Secretary


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Government of West Bengal
Higher Education Department
(College Sponsored Branch)
Bikash Bhavan, Salt Lake, Kolkata - 700 091

No.2081 -Edn (CS) IOM-83/2019

Date: 23/12/2019

Memorandum

The matter of restructuring of service conditions and other benefits for Government approved Part Time teachers (PTTs), Government approved Contractual Whole time teachers (CWTTs) and Guest teachers, in any nomenclature, engaged in different Government/ Government aided colleges in the State of West Bengal up to 13.07.2019, was under active consideration of the State Government for sometimes past. After careful consideration of the matter, the Governor is hereby pleased, in supersession of all previous orders in this regard, to restructure the service conditions along with the change of nomenclature of the aforesaid category of teachers commensurate with their qualifications and period of service rendered in the following manner:-

1. Part Time Teachers, Contractual Whole Time Teachers and Guest Teachers having qualification for being appointed as teachers in the colleges as prescribed by the University Grants Commission and as followed by the West Bengal College Service Commission, on the date of issuance of this order, will be renamed as **State Aided College Teacher, Category-I**, and will be entitled for the following remuneration:
 - a. Rs. 31,000/- (consolidated) per month for those served the college less than 10 years;
 - b. Rs. 35,000/- (consolidated) per month for those served the college more than 10 years;
2. Part Time Teachers, Contractual Whole Time Teachers and Guest Teachers don't having qualification for being appointed as teachers in the colleges as prescribed by the University Grants Commission, and as followed by the West Bengal College Service Commission on the date of issuance of this order, will be renamed as **State Aided College Teacher, Category-II** and will be entitled for the following remuneration:
 - a. Rs. 20,000/- (consolidated) per month for those served the college less than 10 years;
 - b. Rs. 25,000/- (consolidated) per month for those served the college more than 10 years;
3. Remuneration of existing Government approved PTTs and CWTTs, who are getting higher remuneration at present, shall be protected.
4. Remuneration of above mentioned category of teachers will be enhanced @ 3% of the total

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Category of teachers will be entitled for Rs. 5.00 Lakh (Five Laka) only on attaining the 60 years, provided the teacher concerned has rendered service for a period not less than 10 years.

6. State Aided College Teacher, Category-II, on requirement of UGC qualifications subsequently will be considered as State Aided College Teacher, Category-I with effect from the date of acquiring such qualification, subject to the approval of DPI, West Bengal.

7. General conditions in respect of approval of all the state aided College teachers mentioned above:-

- I. Fresh letter of engagement will be issued by the college authority to all category of teachers mentioned hereinabove after obtaining approval of the Director of Public Instructions, West Bengal.
- II. Notional vacancies are to be created to accommodate all State Aided College Teachers who are engaged as per 7(I) above and these posts would be treated as personal and supernumerary ones.
- III. Both the above two category of teachers (i.e. State Aided College Teacher, Category-I & Category-II) will be allowed to continue their engagement until they attain the age of 60 years. However, service of any particular teacher of above categories may be terminated by the Governing Body, with the approval of the State Government for non-performance, incapacitation, delinquency, misconduct, involvement in any criminal case or any other culpable offence, in such manner as may be prescribed by the State Government.
- IV. The above category of teachers will be required to take classes, along with works related to examination etc, as per the following schedule:-
 - a. State Aided College Teacher, Category-I: 15 hours per week.
 - b. State Aided College Teacher, Category-II: 15 hours per week.
- V. The benefit of this Order shall be allowed to the Part Time Teachers, Contractual Whole Time Teachers and Guest Teachers who were engaged in the college on or before 13.07.2019.
- VI. If required, the above category of teachers may be deployed in any other Govt. aided colleges in the interest of public service.
- VII. The financial benefit will however, be effective from the 1st day of January, 2020.

This order is issued with the concurrence of Finance Department Vide their U.O. No. 1332/1 of 19.08.19 and 1 of 18-1644 dt.19.11.19.

By order of the Government.

Joint Secretary to Govt.

Department of Education, West Bengal

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Date: 23/12/2019

Sl /1(28)-Edn (CS)/ 10M-83/2019

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1. Principal Accountant General (A & E), West Bengal,
2. Finance Department (Group-P2) of this Government,
3. Vice Chancellor (all State aided universities),
3. Director of Public Instruction, West Bengal. He / She is requested to take appropriate action regarding approval of the said teachers on verification of documents.
4. Principal/Vice-Principal/Teacher-in-Charge (all Government/Government aided Colleges). He/she is requested to issue fresh letter of engagement as per approval above.
5. PS to Hon'ble Minister in Charge of this Department.
6. Cell of this Department to upload in the Departmental website.
7. PA to Principal Secretary of this Department.
8. Guard File.

H. Saha
Joint Secretary

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Government of West Bengal
Department of Higher Education, Science & Technology and Bio-Technology
College Sponsored Branch
Akash Bhawan, Salt Lake, Kolkata - 700064

6.31

No.34-Edn (CS)/4A-4/2017

5

Dated: Kolkata, the 13th January, 2017.

ORDER

The State Government, for some time past, has been receiving appeals from both the Government-approved Part Time Teachers (PTTs) & Contractual Whole Time Teachers (CWTs) in Government Colleges and Government-aided Colleges of West Bengal for allowing them to carry forward the annual medical leave, which currently gets lapsed at the end of each year. ⁴

After careful consideration of all the aspects of the matter, the undersigned is directed by the order of the Governor to say that the $\frac{1}{2}$ average remuneration leave up to twenty days of the Government-approved Contractual Whole Time Teachers [as per G.O. No.952-Edn(CS)/10M-3/10 dated Kolkata, the 9th December, 2010] and Government-approved Part Time Teachers (excepting superannuated teachers serving as P.Ts [as per G.O. No. 751-Edn(CS) dated 21.9.2010] which tantamount to ten days medical leave with full remuneration, to the extent remaining unutilised, shall henceforth be allowed to be carried forward to the following year subject to accumulation of a maximum of thirty days (with full remuneration), and the accumulated medical leave may be utilised from time to time depending on the type of medical need but not exceeding thirty days at a time (with full remuneration), subject to submission of medical documents to the satisfaction of the college authority.

This will take effect from the date of the issue of this Order.

Sd/- M Roy

Secretary

Government of West Bengal

No. 34/1(8) -Edn (CS)/4A-4/2017

Dated: Kolkata, the 13th January, 2017.

Copy forwarded for information to and necessary action to:

1. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Pheas Lane, Kolkata-700012
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700073
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, L.B. Market, Salt Lake, Kolkata-700106
4. The Director of Public Instruction, West Bengal.
5. The Jt. Secretary(A)/ Jt. Secretary(CS)
6. The Director of Technical Education, W.B.
7. The Commissioner, Higher Education Department

Secretary

Government of West Bengal

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UNIVERSITY OF NORTH BENGAL

Dr. S. K. Rakshit
Registrar (Offg.)



ENLIGHTENMENT TO PERFECTION

Ref. No. 1361/R-2017

Date: 29.03.2017

To
The Principal/Teacher-in-Charge,
All Colleges affiliated to the University of North Bengal.

Sub: Child Care Leave (CCL) to the regular whole-time permanent female teaching & non-teaching employees of the Govt. aided colleges.

Sir/Madam,

The undersigned is directed to inform the Executive Council in its meeting held on 25.03.2017 resolved that pursuant to memorandum no. 08-ILC/OM-131L/15 dated 13.01.2016 (copy enclosed) and memorandum no. 274-ILC/OM-131L/15 dated 07.12.2016 (copy enclosed) and pending suitable amendment of the University Statutes, the Executive Council has decided to implement the Child Care Leave (CCL) to the regular whole-time permanent female teaching & non-teaching employees of the Govt. aided colleges affiliated to the University of North Bengal.

You are requested to take necessary action accordingly.

Yours faithfully,

Ranjit
Registrar (Offg.)
29.03.17

Encl: As stated above.

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Analysis Of B.A (HONOURS/GENERAL) Students Feedback on Teaching-Learning Experience 2021-2022 :

- Student feedback is especially relevant in program delivery. To enhance learning experience and based on student's feedback we have committed to strengthening professional development for faculty on the use of educational process.

Faculty support for student's feedback survey is the driver in increased students participation and quality of responses. Faculty members at Vivekananda College are key advocates for the course feedback survey process. The feedback we receive from our students is fundamental to our continued success.

Teachers play a pivotal role in any educational setup. When the teachers are proficient and impart quality education then the student learning outcomes will be good. Our college has conducted student feedback survey frequently to analyse teaching standard. There are two main advantages of doing student feedback survey. Firstly, teachers can brush up their skills and develop better ways after analysing their performance through student feedback and secondly, the outcome of these student survey can help the academic staff to make vital decision in relation to teaching. The results procured from student surveys can be effectively utilised to refine and evolve various teachers training programme, teaching methodology and skills.

- **METHODOLOGY** : This student feedback observational study was conducted at our college premises. This study was done among the undergraduate students of Arts faculty. The total number of students willingly completed and return the questionnaire were 140. We had collected feedback data from the different disciplines (Hons/General) courses combinedly namely, English, Bengali, History, Political Science, Education, Philosophy, Geography, Sociology, Sanskrit and Physical Education. Physics, Chemistry, Mathematics In the questionnaire total number of 13 questions were formulated. An appropriate closed ended questionnaire was designed and reviewed for collecting data. The tool was found to be highly reliable. The questionnaire was capped for honest and accurate responses. The first section of the questionnaire contained demographic data such as name, age, gender and course of study. In the next section of questionnaire a total number of 13 questions were formulated.

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Students are asked to provide feedback both with regard to their experience at the college they have completed their study. Study unit evaluation is formed during each year. Towards the complete of teaching period students are invited to complete the survey questionnaire. The questionnaire consists of total 13 close ended questions where students are allowed to comment according to their experience.

Feedback process of the Institution

The College is keen on assessing the feedbacks of its stakeholders namely students, Teachers and employees. After receiving the feedbacks in the structured format, the IQAC analysis them and it is then intimated to the Teacher council and the Governing Body.

Teachers feedback

The institution collects feedback from Teacher, which is inclusive of points like programme organized by college, in stipulated time of the session, for active reflection on the effectiveness of teaching and college infrastructure. The feedback collected from teachers is in the form of questionnaire with some rating scales. With regard to the observation about the programme organized by college, teachers opined that it is good for them. Another point is growing up throughout the session, many of them told that their communication skills are improved and they received new informations. The feedback of the teachers noticed by the IQAC that the college infrastructure is good for effective learning but it should be upgraded with new technologies. Teachers are agreeing with the session which promotes active reflection on the effectiveness of teaching. The following suggestions have been noted from the observation of feedback from noted down by different teachers.

Employer's feedback

The IQAC coordinator initiated a feedback mechanism by the Employer of the college. This report is based on a study of teaching and non- teaching staff conducted on the implementation of teaching and non-teaching staff's performance measures that are highlighted. (Teaching & non-teaching staff) performance evaluation systems are a potential mechanism for improving student achievement by increasing the effectiveness of the academic workforce. As part of the study 10 criteria were provided and following performance measures were given.

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Feedback-2021-2022

Analysis of B.A (Honours/Programme) student's feedback on teaching-learning experience.


Sl No	Questionnaire	Option	Feedback
1.	How much of the syllabus was covered in the class.	A. 90-100%	85 %
		B. 75-89 %	10 %
		C. 60-74%	3 %
		D. 45-49 %	2 %
2.	How well were the teachers able to communicate	A. Excellent	80 %
		B. Satisfactory	10 %
		C. Generally	7 %
		D. Poorly	3 %
3.	The Teachers illustrate the concept through examples and application	A. Every Time	70 %
		B. Usually	15 %
		C. Occasionally	10 %
		D. Rarely	5 %
4.	The institute/ teachers use student centric methods, such as experimented learning, participative learning and problem solving methodologies for enhancing learning experiences	A. Excellent	75 %
		B. Good	15 %
		C. Very Good	8 %
		D. Poor	2 %
5.	The Teacher's approach to overall development of the students can be best describe as	A. Excellent	60 %
		B. Good	20 %
		C. Fair	10 %
		D. Poor	10 %
6.	Teachers inform you about your expected competencies course outcomes and programme outcomes.	A. Every Time	50 %
		B. Usually	30 %
		C. Occasionally	15 %
		D. Rarely	5 %
7.	The teaching and mentoring process in your institution facilities you in cognitive, social and emotional growth	A. Every Time	70 %
		B. Usually	10 %
		C. Occasionally/ Sometimes	10 %
		D. Rarely	10 %
8.	Your mentor does necessary follow-up with an assigned task to you	A. Every Time	80 %
		B. Usually	10 %
		C. Occasionally	10 %
		D. Rarely	0 %
9.	The Teachers identify your strength and encourage you with providing right level of challenges	A. Fully	50 %
		B. Reasonably	30 %
		C. Partially	15 %
		D. Slight	5 %
	Teachers are able to identify your weakness and help you to overcomes them	A. Every Time	65 %
		B. Usually	25 %
		C. Occasionally	5 %
		D. Rarely	5 %

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11.	Your experience about online Teaching learning process	A. Excellent	40 %
		B. Satisfactory	20 %
		C. Good	30 %
		D. Poor	10 %
12.	The overall quality of teaching learning process in your institute is very good	A. Strongly agree	80 %
		B. Agree	15 %
		C. Satisfactory	5 %
		D. Poor	0 %
13.	Students get necessary support of text and reference books from the college library and online and offline journals are available and sufficient as per students requirement	A. Excellent	70 %
		B. Good	20 %
		C. Satisfactory	10 %
		D. Poor	0 %


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Teachers Feedback- 2021-2022

Sl No	Questionnaire	Option	Feedback
1.	Your observations about programme organized by college activity	A. Excellent	20 %
		B. Good	40 %
		C. Satisfactory	30 %
		D. Not so good	10 %
2.	From the following in which you have benefitted by the programme	A. Knowledge up gradation	30 %
		B. New information received	20 %
		C. Improvements in communication skills	20 %
		D. Helpful in personality development	30 %
3.	The times of session was appropriate (i.e. 1 st July-30 th June)	A. Strongly Disagree	0 %
		B. Disagree	0 %
		C. Uncertain	20 %
		D. Agree	80 %
4.	The promotes active reflection on the effectiveness of teaching	A. Strongly Disagree	0 %
		B. Disagree	0 %
		C. Uncertain	15 %
		D. Agree	85 %
5.	College infrastructure for effective learning	A. College infrastructure	10 %
		B. Good	60 %
		C. Satisfactory	20 %
		D. Not so good	10 %
6.	Your experience about work from home	A. Excellent	10 %
		B. Good	20 %
		C. Satisfactory	60 %
		D. Not so good	10 %
7.	Your experience about online teaching and learning process	A. Excellent	10 %
		B. Good	20 %
		C. Satisfactory	60 %
		D. Not so good	10 %
8.	College infrastructure for effective learning	A. Excellent	10 %
		B. Good	20 %
		C. Satisfactory	40 %
		D. Not so good	30 %
9.	Your experience about work from home	A. Excellent	10 %
		B. Good	10 %
		C. Satisfactory	40 %
		D. Not so good	40 %
10.	Your experience about On-line teaching and learning process	A. Excellent	10 %
		B. Good	10 %
		C. Satisfactory	40 %
		D. Not so good	40 %

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
Suggestion:

1. Need a good play ground.
2. More smart classroom with ICT facilities should be arranged.
3. Expansion of science lab.
4. Number of classroom should be increased
5. More Reference books are needed in the college library.
6. More subject related journals should be increased.
7. Number of teaching staff should be increased.
8. Need more ICT based classrooms.
9. Job oriented different certificate course should be introduce.


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VIVEKANANDA COLLEGE, ALIPURDUAR
EMPLOYER FEEDBACK
2021-2022

Analysis of Employers feedback on Teaching and Non Teaching staff


Sl.No	Criteria	Excellent	Good	Satisfactory	Poor
1.	Communication	35 %	35 %	30 %	0 %
2.	Ability to Motivate	25 %	35 %	35 %	5 %
3.	Innovation	30 %	45 %	25%	0 %
4.	Leadership	25 %	40 %	30 %	5 %
5.	Integrity	25 %	35 %	35 %	5 %
6.	Punctuality, Reliability	30 %	40 %	30 %	0%
7.	Decision making	30 %	30 %	35 %	10 %
8.	Performance against Goal setting	30 %	35 %	30 %	5 %
9.	Problem solving	25 %	35 %	30 %	10 %
10.	Infrastructure	30 %	40%	20 %	10 %


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
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

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Alumni's FEEDBACK: 2020-2021¹ 2

Analysis of Alumni named 'Amra pase Aachhi' feedback

Sl. No	Statement	Excellent	Good	Satisfactory	Poor
1	Do you feel proud to be associated with as an Alumni of the college	40%	46%	14%	00%
2	Institute Organizes various kind of activities for overall development of students.	25%	42%	30%	03%
3	Institute handles Student's grievance Properly	43%	46%	11%	00%
4	Institute having adequate toilets and drinking water system for students	48%	42%	10%	00%
5	Do you feel that adequate knowledge was joined during your course of study	37%	42%	21%	00%
6	Your view about teacher-student relationship in the college	57%	31%	10%	02%
7	Your Experience about extracurricular and Co-curricular activities	27%	41%	27%	05%
8	Your experience about overall Infrastructure of the college	53%	27%	20%	00%


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Action Taken Report (ATR) for the session 2021-2022

Suggestions	Action taken
1. Infrastructure for online based class	1. We installed more computers along with better internet facilities which quite helpful for taking the classes.
2. Recruitment of teachers	2. The institution authority has already started sending requisitions to the government higher education office and recently a group of SACT teachers are also appointed by the state govt. to meet the requirement.
3. Effective learning embodied with ICT enabled classroom	3. The college has already built a fully equipped ICT enabled room and soon the authority is also trying to build another classroom enabled with ICT.
4. E-library facility for all students and teaching staff	4. Authority proposed to purchase new software helpful for searching required books and journals.
5. Improve drinking water system	5. The institution facilitated the entire college campus with four water purifiers (RO) and two cooler machine as well as deep tube well for the staffs and students.
6. Proper sanitization system throughout the campus	6. Authority has already been installed automated sanitizer machine for all the students and staffs.
7. Reference book in the library should be increased	7. The college authority has already purchased many books and updated reference books for the students and teachers. The reading room is also going to be constructed soon.
8. Need fully automated office room	8. The office room has been already renovated
9. Provide soft skill development training for the students	9. Beautification course and Karate course is organised by the institution for the better skill development of the students.
10. Constriction of more toilets both for students and staff	10. Multiple toilet are renovated and constructed new one for LGBTQ students.
11. Ensure boundary on all sides	11. Boundary wall is constructed in the all sides of the college.
12. Introducing new subject	12. We have already sent requisitions for new subject to the state council of higher education, West Bengal.
13. Proposal for new conference room	13. We have already sent the proposal to the higher education department, West Bengal.



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FEED BACK FORM

Student's satisfaction survey on Teaching-Learning and Evaluation Process in the college for the session- 2021 - 22

VIVEKANANDA COLLEGE
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Name: Pratik Ray
 Class: B.A. (Hons.)/Gen./In Philosophy
 Year/Semester: 5th (2021 - 22)
 Roll No: 1700214
 Dept.: Philosophy
 Mob: 9883147141
 Email: pray4544@gmail.com

Opinion for Survey

Please Tick (✓) right choice.

- How much of the syllabus was covered in the class?
 (A) 90-100 % (B) 75-89 % (C) 60-74 (D) 45-49 %
- How well were the teachers able to communicate?
 (A) Excellently (B) Satisfactorily (C) Generally (D) Poorly
- The teachers illustrate the concept through examples and applications.
 (A) Every time (B) Usually (C) Occasionally (D) Rarely
- The Institute/teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
 (A) Excellent (B) Good (C) Fair (D) Poor
- Teacher's approach to overall development of the students can be best describe as
 (A) Excellent (B) Good (C) Fair (D) Poor
- Teachers inform you about your expected competencies course outcomes and programme outcomes.
 (A) Every time (B) Usually (C) Occasionally (D) Rarely

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The teaching and mentoring process in your institution facilitates you in cognitive, Social and emotional growth.

(A) Every Time (B) Usually (C) Occasionally/Sometimes (D) Rarely

8. Your mentor does necessary follow-up with an assigned task to you.

(A) Every time (B) Usually (C) Occasionally (D) Rarely

9. The teachers identify your strength and encourage you with providing right level of challenges.

(A) Fully (B) Reasonably (C) Partially (D) Slight

10. Teachers are able to identify your weaknesses and help you to overcome them.

(A) Every time (B) Usually (C) Occasionally (D) Rarely

11. Your experience about Online Teaching learning process:

(A) Excellent (B) Satisfactory (C) Good (D) Poor

12. The overall quality of teaching-learning process in your institute is very good.

(A) Strongly agree (B) Agree (C) Neutral (D) Disagree

13. Students get necessary support of text and reference books from the college library and online and offline journals are available and Sufficient as per students requirement.

(A) Excellent (B) Good (C) Satisfactory (D) Poor

14. Give one/two observation/suggestions to improve the overall teaching-learning & evaluation process in you college.

1. There is a need for more teachers.

2. There is a need for more reference books in the library etc.

Protik Ray
Signature with date

Guideline for students internal Quality Assurance Cell (IQAC) of Vivekananda College, Alipurduar is conducting a Students satisfaction survey on Teaching-Learning and Evaluation Process in the college which will help to improve the overall quality in the college.

A student will have to respond to all the question given in the Following format with his/her sincere effort and thought. Each question has five responses, please choose and tick the most appropriate one.

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Alipurduar

FEED BACK FORM

Student's satisfaction survey on Teaching-Learning and Evaluation Process in the college for the session-

VIVEKANANDA COLLEGE

ALIPURDUAR

Name: *Shantanu Narjinary*
 Class: B.A. (Hons.)/Gen./In *English Honourse.*
 Year/Semester: - *3rd Sem*
 Roll No: *79*
 Dept.: *English*
 Mob: *85098356280*
 Email: *Shantanunaryjary1@gmail.com*

Opinion for Survey

Please Tick (✓) right choice.

- How much of the syllabus was covered in the class?
 (A) 90-100 % (B) 75-89 % (C) 60-74 (D) 45-49 %
- How well were the teachers able to communicate?
 (A) Excellently (B) Satisfactorily (C) Generally (D) Poorly
- The teachers illustrate the concept through examples and applications.
 (A) Every time (B) Usually (C) Occasionally (D) Rarely
- The institute/teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
 (A) Excellent (B) Good (C) Good (D) Poor
- The teacher's approach to overall development of the students can be best describe as
 (A) Excellent (B) Good (C) Fair (D) Poor

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Teachers inform you about your expected competencies course outcomes and outcomes.
 (A) Every time (B) Usually (C) Occasionally (D) Rarely

The teaching and mentoring process in your institution facilitates you in cognitive, Social & emotional growth.

(A) Every Time (B) Usually (C) Occasionally/Sometimes (D) Rarely

8. Your mentor does necessary follow-up with an assigned task to you.

(A) Every time (B) Usually (C) Occasionally (D) Rarely

9. The teachers identify your strength and encourage you with providing right level of challenges.

(A) Fully (B) Reasonably (C) Partially (D) Slight

10. Teachers are able to identify your weaknesses and help you to overcome them.

(A) Every time (B) Usually (C) Occasionally (D) Rarely

11. Your experience about Online Teaching learning process:

(A) Excellent (B) Satisfactory (C) Good (D) Poor

12. The overall quality of teaching-learning process in your institute is very good.

(A) Strongly agree (B) Agree (C) Neutral (D) Disagree

13. Students get necessary support of text and reference books from the college library and online and offline journals are available and sufficient as per students requirement.

(A) Excellent (B) Good (C) Satisfactory (D) Poor

14. Give one/two observation/suggestions to improve the overall teaching-learning & evaluation process in you college.

Shantamu Narjinary

Signature with date

Guideline for students Internal Quality Assurance Cell (IQAC) of Vivekananda College, Alipurduar is conducting a Students satisfaction survey on Teaching-Learning and Evaluation Process in the college which will help to improve the overall quality in the college.

A student will have to respond to all the question given in the Following format with his/her sincere effort and thought. Each question has five responses, please choose and tick the most appropriate

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FEEDBACK FORM
(Feedback form for Teaching/Non-Teaching staff)
VIVEKANANDA COLLEGE, ALIPURDUAR
SESSION-2019-2020

1. Name of Participant- SWAPAN MASUMDER
2. Category- Teacher Non Teaching staff
3. Work experience (Year)- 33 years.
4. Your observations about programme organized by college actively
a) Excellent b) Good c) Satisfactory d) Not so good
5. From the following in which you have benefitted by the programme-
- a) Knowledge upgradation b) New information received c) Improvement in
Communication skills d) Helpful in personality development
6. The time of the session was appropriate- (i.e, 1st July-30th June)
a) Strongly Disagree b) Disagree c) Uncertain d) Agree
7. The session promotes active reflection on the effectiveness of teaching-
a) Strongly Disagree b) Disagree c) Uncertain d) Agree
8. College infrastructure for effective learning-
a) Excellent b) Good c) Satisfactory
b) Not so good
9. Your suggestion-

Signature.....Swapan Masumder

Date.....

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FEEDBACK FORM
 (Feedback form for Teaching/Non-Teaching staff)
VIVEKANANDA COLLEGE, ALIPURDUAR
SESSION-2021-2022

1. Name of Participant- Dipa Chakraborty (Dept. of Political Science)
2. Category- Teacher Non Teaching staff
3. Work experience (Year)- 37 years
4. Your observations about programme organized by college actively
 a) Excellent b) Good c) Satisfactory d) Not so good
5. From the following in which you have benefitted by the programme-
 a) Knowledge upgradation b) New information received c) Improvement in
 b) Communication skills d) Helpful in personality development
6. The time of the session was appropriate- (i.e, 1st July-30th June)
 a) Strongly Disagree b) Disagree c) Uncertain d) Agree
7. The session promotes active reflection on the effectiveness of teaching-
 a) Strongly Disagree b) Disagree c) Uncertain d) Agree
8. College infrastructure for effective learning-
 a) Excellent b) Good c) Satisfactory
 c) Not so good
9. Your experience about work from home:
 a. Excellent b. Good c. Satisfactory d. Not so good.
10. Your experience about On-line teaching and learning process:
 a. Excellent b. Good c. Satisfactory d. Not so good.
11. Your suggestion-
 1. Provide Soft Skill development training for the students
 2. Number of class room should be increased
 3. Conference Hall should be arranged

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Signature..... Dipa Chakraborty
 Date.....

FEEDBACK FORM

(Feedback form for Teaching/Non-Teaching staff)

VIVEKANANDA COLLEGE, ALIPURDUAR

SESSION-2021-2022

1. Name of Participant- RATNA DEY
2. Category- Teacher Non Teaching staff
3. Work experience (Year)- Thirty six years
4. Your observations about programme organized by college actively
a) Excellent b) Good c) Satisfactory d) Not so good
5. From the following in which you have benefitted by the programme-
a) Knowledge upgracation b) New information received c) Improvement in
b) Communication skills d) Helpful in personality development
6. The time of the session was appropriate- (i.e, 1st July-30th June)
a) Strongly Disagree b) Disagree c) Uncertain d) Agree
7. The session promotes active reflection on the effectiveness of teaching-
a) Strongly Disagree b) Disagree c) Uncertain d) Agree
8. College infrastructure for effective learning-
a) Excellent b) Good c) Satisfactory
c) Not so good
9. Your experience about work from home:
a. Excellent b. Good c. Satisfactory d. Not so good.
10. Your experience about On-line teaching and learning process:
a. Excellent b. Good c. Satisfactory d. Not so good.

11. Your suggestion-
1. Job oriented different certificate course should be introduced
2. Bio-Science should be introduced

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Signature Ratna Dey

Date

VIVEKANANDA COLLEGE

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ALUMNI FEEDBACK FORM

Essential details:

1. Alumni Name: MRINMAY SINGHA
2. Father's Name: SARAT CHANDRA SINGHA
3. Year of passing out: 2019
4. Permanent Address: VIII - KHOLTA, P.O - KHOLTA, DIST - BOOCHBEHAR
PIN - 736123, STATE - WEST BENGAL
5. Contact No: 6295521522
6. E-mail Id: MRINMAYSINGHA1999@GMAIL.COM
7. Present designation/occupation: BUSINESS

Sl. No	Statement	Excellent	Good	Satisfactory	Poor
1.	Do you feel proud to be associated with as an Alumni of the college	✓			
2.	Institute organizes various kind of activities for overall development of students.			✓	
3.	Institute handles student's grievance properly.		✓		
4.	Institute is having adequate toilets and drinking water system for students.	✓			
5.	Do you feel that adequate knowledge was joined during your course of study			✓	
6.	Your view about teacher-student relationship in the college			✓	
7.	Your experience about extracurricular and Co-curricular activities		✓		
8.	Your experience about overall infrastructure of the college.			✓	

Remarks:

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Mrinmay Singha
Signature

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ALUMNI FEEDBACK FORM

Essential details:

1. Alumni Name: **JAHANGIR ALAM**
2. Father's Name:
3. Year of passing out:
4. Permanent Address: **NORTH PANIAL GURI
P.O. - MAJHER DABRI, DIST- ALIPURDUAR, PIN- 736123**
5. Contact No: **9001319356 / 9094042804**
6. E-mail Id: **alamj.7001319356@gmail.com**
7. Present designation/occupation: **BUSINESS**

Sl. No	Statement	Excellent	Good	Satisfactory	Poor
1.	Do you feel proud to be associated with as an Alumni of the college.		✓		
2.	Institute organizes various kind of activities for overall development of students.			✓	
3.	Institute handles student's grievance properly.			✓	
4.	Institute is having adequate toilets and drinking water system for students.	✓			
5.	Do you fee that adequate knowledge was joined during your course of study		✓		
6.	Your view about teacher-student relationship in the college.	✓			
7.	Your experience about extracurricular and Co-curricular activities			✓	
8.	Your experience about overall Infrastructure of the college.		✓		

Remarks:


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Jahangir Alam,
 Signature

VIVEKANANDA COLLEGE, ALIPURDUAR

EMPLOYER FEEDBACK FORM

2021-2022

Name Ranjit Biswas
Designation of Employer Member of the Governing Body

Please give your Feedback for the Teaching & Non-Teaching staff of the college and the Infrastructure of the College on following criteria on the basis of your experience.

Sl. No	Criteria	Excellent	Good	Satisfactory	Poor
1	Communication		✓		
2	Ability to Motivate		✓		
3	Innovation			✓	
4	Leadership			✓	
5	Integrity				
6	Punctuality, Reliability		✓		
7	Decision making		✓		
8	Performance against Goal setting			✓	
9	Problem solving		✓		
10	Infrastructure			✓	

Ranjit Biswas
Signature

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EMPLOYER FEEDBACK FORM

2021-2022

Name Dr. Kusum Kar

Designation of Employer Assistant Professor in Bengali (G.B. member)

Please give your Feedback for the Teaching & Non-Teaching staff of the college and the Infrastructure of the College on following criteria on the basis of your experience.

S.No	Criteria	Excellent	Good	Satisfactory	Poor
1.	Communication	✓			
2.	Ability to Motivate		✓		
3.	Innovation			✓	
4.	Leadership	✓			
5.	Integrity		✓		
6.	Punctuality, Reliability	✓			
7.	Decision making		✓		
8.	Performance against Goal setting		✓		
9.	Problem solving		✓		
10.	Infrastructure			✓	


Signature

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Alumni's FEEDBACK: 2020-2021²

Analysis of Alumni named 'Amra pase Aachhi' feedback.

Sl. No.	Statement	Excellent	Good	Satisfactory	Poor
1	Do you feel proud to be associated with as on Alumni of the college	40%	46%	14%	00%
2	Institute Organizes various kind of activities for overall development of students.	25%	42%	30%	03%
3	Institute handles Student's grievance Properly	43%	46%	11%	00%
4	Institute having adequate toilets and drinking water system for students	48%	42%	10%	00%
5	Do you feel that adequate knowledge was joined during your course of study	37%	42%	21%	00%
6	Your view about teacher-student relationship in the college	57%	31%	10%	02%
7	Your Experience about extracurricular and Co-curricular activities	27%	41%	27%	05%
8	Your experience about overall infrastructure of the college	53%	27%	20%	00%

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Analysis Of B.A (HONOURS/GENERAL) Students Feedback on Teaching-Learning Experience 2020-2021:

.. Student feedback is an indispensable part for the delivery of a programme. For the development and enhancement of the learning experience the college has to be committed in strengthening the proficiency of the faculty and the education process.

The faculty of the college thoroughly helps the concerned authority to collect the student's survey and responses. Faculty members at Vivekananda College are key advocates for the student feedback survey process. The feedback we receive from our students is fundamental for the successful progress of the college.

Teachers play the cardinal role in any educational setup. When the teachers are proficiently impart quality education then the student learning outcomes will be good. Our college regularly conducted student's feedback survey frequently to analyse teaching and other curricular standards. There are two main advantages of doing student feedback survey. First, teachers can fine tune their skills and develop better ways after analysing their performance through student feedback and secondly, the outcome of this student survey can help the academic staff to make vital decisions in relation to teaching. The results procured from student survey can be effectively utilised to refine and evolve various teachers training programmes, teaching methodology and skills.

.. **METHODOLOGY:** The student feedback observational study was conducted at our college premises. This study was done among the undergraduate students of Arts faculty. The total number of students who willingly completed and returned the questionnaire were 175. We had collected feedback data from almost all the disciplines (Hons/General courses combined) namely, English, Bengali, History, Political Science, Education, Philosophy, Geography, Sociology, Sanskrit and Physical Education. Physics, Chemistry, Mathematics in the questionnaire total number of 10 questions were formulated. An appropriate closed ended questionnaire was designed and reviewed for collecting data. The tool was found to be highly reliable. The questionnaire was capped for honest and accurate responses. The first section of the questionnaire contained demographic data such as name, age, gender and course of study. In the next section of questionnaire a total number of 10 questions were formulated.

Students are directed to provide their feedback on the basis of their experiences gathered in the college. Study unit evaluation is formed during each year. With the computation of the IQAC-NMAC session the students are asked to take the survey. The questionnaire consists of total 13 close ended questions where students are asked to share to their experience.

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Feedback process of the Institution


The College is very particular about assessing the feedbacks of its stakeholders namely students, Teachers and employees. After receiving the feedbacks in the structured format, the IQAC analyses them and it is then intimated to the Teacher council and the Governing Body.

Teachers feedback

The Institution collects feedback from Teacher, which is inclusive of points like programme organized by college, in stipulated time of the session, for active reflection on the effectiveness of teaching and college infrastructure. The feedback collected from teachers is in the form of questionnaire with some rating scales. With regard to the observation about programme organized by college, teachers opined that it is good for them. Another point is the benefit of the programme about which few teachers opined that the survey has helped the teachers to update this study material growing up throughout the session, many of them told that their communication skills are improved and they received new informations. The feedback of the teachers noticed by the IQAC that the college infrastructure is good for effective learning but it should be upgraded with new technologies. Teachers are agreeing with the session which promotes active reflection on the effectiveness of teaching. The following suggestions have been noted from the observation of feedback from noted down by different teachers. There is need for IC classroom and also new computers for the easy working teachers and students.

Employer's feedback

The IQAC coordinator initiated a feedback mechanism by the Employer of the college. This report is based on a study of teaching and non-teaching staff conducted on the implementation of teaching and non-teaching staff's performance measures that are highlighted. (Teaching & non-teaching staff) performance evaluation systems are a potential mechanism for improving student achievement by increasing the effectiveness of the academic workforce. As part of the study 10 criteria were provided and following performance measures were given.



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FEEDBACK-2020-2021

Analysis of B.A (Honours/Programme) student's feedback on teaching-learning experience.

Sl. No	Questions	Excellent	Good	Fair	Poor
1	How well were the teachers able to communicate	20 %	40 %	30 %	10 %
2	Focus on syllabi	50 %	40 %	10 %	0 %
3	Completes syllabus of course in time	30 %	60 %	10 %	0 %
4	Regularity in taken classes	20 %	50 %	20 %	10 %
5	Conducting the classroom discussion	20 %	40 %	30 %	10 %
6	Delivery of the structured lecture	20 %	40 %	30 %	10 %
7	Scheduled organization of assignments, class test, seminars	20 %	40 %	30 %	10 %
8	Library facility	20 %	40 %	30 %	10 %
9	Extra curriculum activities	20 %	30 %	40 %	10 %
10	Infrastructure of the institution	20 %	30 %	20 %	30 %


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Teachers Feedback- 2020-2021

Sl No	Questionnaire	Option	Feedback
1	Your observations about programme organized by college actively.	A. Excellent	20 %
		B. Good	40 %
		C. Satisfactory	30 %
		D. Not so good	10 %
2	From the following in which you have benefitted by the programme	A. Knowledge up gradation	20 %
		B. New Information received	30 %
		C. Communication Skill	30 %
		D. Helpful in personality development	20 %
3	The time of the session was appropriate (1 st July-30 th June)	A. Strongly disagree	0 %
		B. Disagree	0 %
		C. Uncertain	10 %
		D. Agree	90 %
4	The session promotes active reflection on the effectiveness of teaching	A. Strongly disagree	0%
		B. Disagree	0%
		C. Uncertain	20 %
		D. Agree	80 %
5	College infrastructure for effective learning	A. Excellent	10 %
		B. Good	30 %
		C. Satisfactory	40%
		D. Not so good	20 %
6	Your experience about work from home	A. Excellent	10 %
		B. Good	20 %
		C. Satisfactory	50 %
		D. Not so good	20 %
7	Your experience about On-line teaching and learning process	A. Excellent	10 %
		B. Good	30 %
		C. Satisfactory	30 %
		D. Not so good	30 %


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EMPLOYER FEEDBACK
2020-2021

Analysis of Employers feedback on Teaching and Non Teaching staff

SLNo	Criteria	Excellent	Good	Satisfactory	Poor
1.	Communication	30 %	40 %	30 %	0 %
2.	Ability to Motivate	20 %	40 %	30 %	10 %
3.	Innovation	30 %	40 %	30 %	0 %
4.	Leadership	20 %	40 %	30 %	10 %
5.	Integrity	20 %	40 %	30 %	10 %
6.	Punctuality, Reliability	30 %	40 %	30 %	0 %
7.	Decision making	20 %	40 %	30 %	10 %
8.	Performance against Goal setting	20 %	40 %	30 %	10 %
9.	Problem solving	20 %	40 %	30 %	10 %
10.	Infrastructure	20 %	40 %	30 %	10 %

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Action Taken Report (ATR) for the session 2020-2021

Suggestions	Action taken
1. Infrastructure for online based class	1. We installed more computers along with better internet facilities which quite helpful for taking the classes.
2. Recruitment of teachers	2. The institution authority has already started sending requisitions to the government higher education office and recently a group of SACT teachers are also appointed by the state govt. to meet the requirement.
3. Effective learning embodied with ICT enabled classroom	3. The college has already built a fully equipped ICT enabled room and soon the authority is also trying to build another classroom enabled with ICT.
4. E-library facility for all students and teaching staff	4. Authority proposed to purchase new software helpful for searching required books and journals.
5. Improve drinking water system	5. The institution facilitated the entire college campus with four water purifiers(RO) and one cooler as well as deep tube well for the staffs and students.
6. Proper sanitization system throughout the campus	6. Authority has already been installed automated sanitizer machine for all the students and staffs.
7. Reference book in the library should be increased	7. The college authority has already purchased many books and updated reference books for the students and teachers. The reading room is also going to be constructed soon.
9. Need fully automated office room	9. The office room has been already renovated
11. Provide soft skill development training for the students	11. Beautification course and Karate course is organised by the institution for the better skill development of the students.
14. Constriction of more toilets both for students and staff	14. Multiple toilet are renovated and constructed in the college for the students
15. Ensure boundary on all sides	15. Boundary wall is constructed in the all sides of the college.
16. introducing new subject	16. We have already sent requisitions for new subject to the state council of higher education, West Bengal.
17. Proposal for new conference room	17. We have already sent the proposal to the higher education department, West Bengal.


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Alipurduar

FEED BACK FORM

Student's satisfaction survey on Teaching-Learning and Evaluation Process in the college for the session-

VIVEKANANDA COLLEGE
ALIPURDUAR

Name: Papiya Roy
Class: B.A. (Hons.)/Gen./in Philosophy
Year/Semester: 3rd (2020-2021)
Roll No: 1200096
Dept.: Philosophy
Mob: 8327805321
Email: baishali2702@gmail.com

Opinion for Survey

Please Tick (✓) right choice.

- How much of the syllabus was covered in the class?
(A) 90-100% (B) 75-89% (C) 60-74% (D) 45-49%
- How well were the teachers able to communicate?
(A) Excellently (B) Satisfactorily (C) Generally (D) Poorly
- The teachers illustrate the concept through examples and applications.
(A) Every time (B) Usually (C) Occasionally (D) Rarely
- The institute/teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
(A) Excellent (B) Good (C) Good (D) Poor
- The teacher's approach to overall development of the students can be best describe as
(A) Excellent (B) Good (C) Fair (D) Poor

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6. Teachers inform you about your expected competencies course outcomes and programme outcomes.
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(A) Every time (B) Usually (C) Occasionally (D) Rarely

7. The teaching and mentoring process in your institution facilitates you in cognitive, Social and emotional growth.

(A) Every Time (B) Usually (C) Occasionally/Sometimes (D) Rarely

8. Your mentor does necessary follow-up with an assigned task to you.

(A) Every time (B) Usually (C) Occasionally (D) Rarely

9. The teachers identify your strength and encourage you with providing right level of challenges.

(A) Fully (B) Reasonably (C) Partially (D) Slight

10. Teachers are able to identify your weaknesses and help you to overcome them.

(A) Every time (B) Usually (C) Occasionally (D) Rarely

11. Your experience about Online Teaching learning process:

(A) Excellent (B) Satisfactory (C) Good (D) Poor

12. The overall quality of teaching-learning process in your institute is very good.

(A) Strongly agree (B) Agree (C) Neutral (D) Disagree

13. Students get necessary support of text and reference books from the college library and online and offline journals are available and Sufficient as per students requirement.

(A) Excellent (B) Good (C) Satisfactory (D) Poor

14. Give one/two observation/suggestions to improve the overall teaching-learning & evaluation process in you college.

1 we need a more teachers

2 we need more ICD lab for study.

Papija Ray
Signature with date

Guideline for students internal Quality Assurance Cell (IQAC) of Vivekananda College, Alipurduar is conducting a Students satisfaction survey on Teaching-Learning and Evaluation Process in the college which will help to improve the overall quality in the college.

A student will have to respond to all the question given in the Following format with his/her sincere effort and thought. Each question has five responses, please choose and tick the most appropriate one.

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FEED BACK FORM

Student's satisfaction survey on Teaching-Learning and Evaluation Process in the college for the session- 2020-2021

VIVEKANANDA COLLEGE
ALIPURDUAR

Name: Dipika Dhar
Class: B.A. (Hons.)/Gen./In Philosophy
Year/Semester: 3rd (2020-2021)
Roll No: 946
Dept.: Philosophy
Mob: 7365904033
Email: dipikadhar2020@gmail.com

Opinion for Survey

Please Tick (✓) right choice.

1. How much of the syllabus was covered in the class?
(A) 90-100 % (B) 75-89 % (C) 60-74 (D) 45-49 %
2. How well were the teachers able to communicate?
(A) Excellently (B) Satisfactorily (C) Generally (D) Poorly
3. The teachers illustrate the concept through examples and applications.
(A) Every time (B) Usually (C) Occasionally (D) Rarely
4. The institute/teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
(A) Excellent (B) Good (C) Good (D) Poor
5. The teacher's approach to overall development of the students can be best describe as
(A) Excellent (B) Good (C) Fair (D) Poor

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CO-ORDINATOR Teachers inform you about your expected competencies course outcomes and programme outcomes.
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(A) Every time (B) Usually (C) Occasionally (D) Rarely

7. The teaching and mentoring process in your institution facilitates you in cognitive, Social and emotional growth.
 (A) Every Time (B) Usually (C) Occasionally/Sometimes (D) Rarely
8. Your mentor does necessary follow-up with an assigned task to you.
 (A) Every time (B) Usually (C) Occasionally (D) Rarely
9. The teachers identify your strength and encourage you with providing right level of challenges.
 (A) Fully (B) Reasonably (C) Partially (D) Slight
10. Teachers are able to identify your weaknesses and help you to overcome them.
 (A) Every time (B) Usually (C) Occasionally (D) Rarely
11. Your experience about On line Teaching learning process:
 (A) Excellent (B) Satisfactory (C) Good (D) Poor
12. The overall quality of teaching-learning process in your institute is very good.
 (A) Strongly agree (B) Agree (C) Neutral (D) Disagree
13. Students get necessary support of text and reference books from the college library and online and offline journals are available and Sufficient as per students requirement.
 (A) Excellent (B) Good (C) Satisfactory (D) Poor
14. Give one/two observation/suggestions to improve the overall teaching-learning & evaluation process in you college.

Need a reading room

Dipika Dhar
 Signature with date

Guideline for students internal Quality Assurance Cell (IQAC) of Vivekananda College, Alipurduar is conducting a Students satisfaction survey on Teaching-Learning and Evaluation Process in the college which will help to improve the overall quality in the college.

A student will have to respond to all the question given in the Following format with his/her sincere effort and thought. Each question has five responses, please choose and tick the most appropriate one.

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FEED BACK FORM

Student's satisfaction survey on Teaching-Learning and Evaluation Process in the college for the session- 2020-2021

VIVEKANANDA COLLEGE

ALIPURDUAR

Name: Susmita Dey

Class: B.A. (Hons.)/Gen./in English

Year/Semester: 3rd semester

Roll No: 120027

Dept.: English Dept

Mob: 9832828991

Email: _____

Opinion for Survey

Please Tick (✓) right choice.

1. How much of the syllabus was covered in the class?

(A) 90-100% (B) 75-89% (C) 60-74 (D) 45-49%

2. How well were the teachers able to communicate?

(A) Excellently (B) Satisfactorily (C) Generally (D) Poorly

3. The teachers illustrate the concept through examples and applications.

(A) Every time (B) Usually (C) Occasionally (D) Rarely

4. The institute/teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.

(A) Excellent: (B) Good (C) Fair (D) Poor

5. The teacher's approach to overall development of the students can be best describe as

(A) Excellent: (B) Good (C) Fair (D) Poor

6. Teachers inform you about your expected competencies course outcomes and programme ^(A) outcomes.

Every time (B) Usually (C) Occasionally (D) Rarely

7. The teaching and mentoring process in your institution facilitates you in cognitive, Social and emotional growth.
 (A) Every Time (B) Usually (C) Occasionally/Sometimes (D) Rarely
8. Your mentor does necessary follow-up with an assigned task to you.
 (A) Every time (B) Usually (C) Occasionally (D) Rarely
9. The teachers identify your strength and encourage you with providing right level of challenges.
 (A) Fully (B) Reasonably (C) Partially (D) Slight
10. Teachers are able to identify your weaknesses and help you to overcome them.
 (A) Every time (B) Usually (C) Occasionally (D) Rarely
11. Your experience about Online Teaching learning process:
 (A) Excellent (B) Satisfactory (C) Good (D) Poor
12. The overall quality of teaching-learning process in your institute is very good.
 (A) Strongly agree (B) Agree (C) Neutral (D) Disagree
13. Students get necessary support of text and reference books from the college library and online and offline journals are available and sufficient as per students requirement.
 (A) Excellent (B) Good (C) Satisfactory (D) Poor
14. Give one/two observation/suggestions to improve the overall teaching-learning & evaluation process in your college.

(i) We need Reading room in library

(ii) Also Increase the seat capacity in our college canteen.

Susmita Dey
 Signature with date
 25/08/22

Guideline for students Internal Quality Assurance Cell (IQAC) of Vivekananda College, Alipurduar is conducting a Students satisfaction survey on Teaching-Learning and Evaluation Process in the college which will help to improve the overall quality in the college.

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A student will have to respond to all the question given in the following format with his/her sincere effort and thought. Each question has five responses, please choose and tick the most appropriate one.

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FEEDBACK FORM

(Feedback form for Teaching/Non-Teaching staff)

VIVEKANANDA COLLEGE, ALIPURDUAR

SESSION-2020-2021

1. Name of Participant- PRADIP KUMAR MOHANTA

2. Category- 4th Teacher Non Teaching staff

3. Work experience (Year)- 25 years

4. Your observations about programme organized by college actively

a) Excellent b) Good c) Satisfactory d) Not so good

5. From the following in which you have benefitted by the programme-

a) Knowledge upgradation b) New information received c) Improvement in

b) Communication skills d) Helpful in personality development

6. The time of the session was appropriate- (i.e, 1st July-30th June)

a) Strongly Disagree b) Disagree c) Uncertain d) Agree

7. The session promotes active reflection on the effectiveness of teaching-

a) Strongly Disagree b) Disagree c) Uncertain d) Agree

8. College infrastructure for effective learning-

a) Excellent b) Good c) Satisfactory

c) Not so good

9. Your experience about work from home:

a. Excellent b. Good c. Satisfactory d. Not so good.

10. Your experience about On-line teaching and learning process:

a. Excelient b. Good c. Satisfactory d. Not so good.

11. Your suggestion-

College needs to improve the academic infrastructure such as to arrange more smart room, conference room and reading room having more seating provision

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Signature Pradip Kumar Mohanta

Date.....

FEEDBACK FORM

(Feedback form for Teaching/Non-Teaching staff)

VIVEKANANDA COLLEGE, ALIPURDUAR

SESSION-2020-2021

1. Name of Participant- DR. KAUSHIK KAR
2. Category- Teacher Non Teaching staff
3. Work experience (Year) 1 year 05 months
4. Your observations about programme organized by college actively
a) Excellent b) Good c) Satisfactory d) Not so good
5. From the following in which you have benefitted by the programme-
a) Knowledge upgradation b) New information received c) Improvement in
b) Communication skills d) Helpful in personality development
6. The time of the session was appropriate- (i.e, 1st July-30th June)
a) Strongly Disagree b) Disagree c) Uncertain d) Agree
7. The session promotes active reflection on the effectiveness of teaching-
a) Strongly Disagree b) Disagree c) Uncertain d) Agree
8. College infrastructure for effective learning-
a) Excellent b) Good c) Satisfactory
c) Not so good
9. Your experience about work from home:
a. Excellent b. Good c. Satisfactory d. Not so good.
10. Your experience about On-line teaching and learning process:
a. Excellent b. Good c. Satisfactory d. Not so good.

11. Your suggestion- More reference books and subject related journals are needed in the college library.

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Signature..... Kaushik Kar

Date.....

FEEDBACK FORM

(Feedback form for Teaching/Non-Teaching staff)

VIVEKANANDA COLLEGE, ALIPURDUAR

SESSION-2020-2021

1. Name of Participant- SANDIP KUMAR PAUL

2. Category- Teacher Non Teaching staff

3. Work experience (Year)- 3 YEARS

4. Your observations about programme organized by college actively

a) Excellent b) Good c) Satisfactory d) Not so good

5. From the following in which you have benefitted by the programme-

a) Knowledge upgradation b) New information received c) Improvement in

b) Communication skills d) Helpful in personality development

6. The time of the session was appropriate- (i.e, 1st July-30th June)

a) Strongly Disagree b) Disagree c) Uncertain d) Agree

7. The session promotes active reflection on the effectiveness of teaching-

a) Strongly Disagree b) Disagree c) Uncertain d) Agree

8. College infrastructure for effective learning-

a) Excellent b) Good c) Satisfactory

c) Not so good

9. Your experience about work from home:

a. Excellent b. Good c. Satisfactory d. Not so good.

10. Your experience about On-line teaching and learning process:

a. Excellent b. Good c. Satisfactory d. Not so good.

11. Your suggestion- 1. Classroom should be well maintained.

2. Well maintained 'play ground.

3. Expansion of Science lab for better result.

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Signature Sandip Kumar Paul

Date

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VIVEKANANDA COLLEGE, ALIPURDUAR
EMPLOYER FEEDBACK FORM

2020-2021

Name *Haripada Paul*

Designation- of Employer *Member of the Governing Body*

Please give your Feedback for the Teaching & Non-Teaching staff of the college and the Infrastructure of the College on following criteria on the basis of your experience.

Sl No.	Criteria	Excellent	Good	Satisfactory	Poor
1	Communication	✓			
2	Ability to Motivate		✓		
3	Innovation			✓	
4	Leadership		✓		
5	Integrity			✓	
6	Punctuality, Reliability		✓		
7	Decision making	✓			
8	Performance against Goal setting		✓		
9	Problem solving			✓	
10	Infrastructure				✓

Paul
Signature

Paul
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VIVEKANANDA COLLEGE, ALIPURDUAR

EMPLOYER FEEDBACK FORM

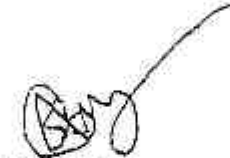
2020-2021

Name Dr. Jaydeep Roy

Designation of Employer Member of the Governing Body

Please give your Feedback for the Teaching & Non-Teaching staff of the college and the Infrastructure of the College on following criteria on the basis of your experience.

Sl.No	Criteria	Excellent	Good	Sat'sfactory	Poor
1.	Communication	✓			
2.	Ability to Motivate		✓		
3.	Innovation				
4.	Leadership				
5.	Integrity				
6.	Punctuality, Reliability		✓		
7.	Decision making				
8.	Performance against Goal setting		✓		
9.	Problem solving			✓	
10.	Infrastructure				✓


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**Vivekananda College
Alipurduar**


Analysis Of B.A (HONOURS/GENERAL) Students Feedback on Teaching-Learning Experience 2019-2020:

.. Student feedback help us to deliver the program and courses property. To enhance learning experience and based on student's feedback we have committed to strengthening professional development of faculty and students on the use of educational process.

Faculty support for student's feedback survey triggers an increased students participation and quality of Education. Faculty members at Vivekananda College are key advocates for the course feedback survey process. The feedback we receive from our students is fundamental to our continued success.

Teachers and students of the Institute play a pivotal role in any educational setup. When the teachers are proficient and impart quality education there by creating a healthy student learning outcomes. Our college has conducted student feedback survey frequently to analyse teaching standard. There are multiple advantages of doing student feedback survey. Firstly, teachers can brush up their skills and develop better ways after analysing their performance through student feedback and secondly, the outcome of this student survey can help the college authority and teachers to make vital decision in relation to teaching. The results procured from student surveys can be effectively utilised to refine and evolve various teachers training programme, teaching methodology and skills.

.. METHODOLOGY: This student feedback observational study was conducted at our college premises. The survey and study are done among the undergraduate students. The total number of students willingly completed and return the questionnaire were 237. We had collected feedback data from the different disciplines (Hons/General courses combinly) namely, English, Bengali, History, Political Science, Education, Philosophy, Geography, Sociology, Sanskrit and Physical Education, Physics, Chemistry, Mathematics In the questionnaire total number of 10 questions were formulated. An appropriate closed ended questionnaire was designed and reviewed for appropriate collecting data. The tool was found to be highly reliable. The questionnaire was caped for honest and accurate responses. The first section of the questionnaire contained demographic data such as name, age, gender and course of study. In the next section of questionnaire a total number of 10 questions were formulated.


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Students provide us with the feedback keeping harmony with the experience gathered in the college. Study unit evaluation is formed during each year. Towards the completion of the teaching period students are invited to complete the survey questionnaire. The questionnaire consists of total 13 close ended questions where students are asked to answer according to their experience.

Feedback process of the Institution

The College is keen on assessing the feedbacks of its stakeholders namely students, Teachers and employees. After receiving the feedbacks in the structured format, the IQAC analyses them and it is then intimated to the Teacher council and the Governing Body respectively.

Teachers feedback

The Institution collects feedback from Teacher, which includes of points like programme organized by college, in stipulated time of the session, for active reflection on the effectiveness of teaching administration and college infrastructure. The feedback collected from teachers is in the form of questionnaire with some rating scales. So for the teachers opinion are concerned the programs are satisfactory for them. Another point is the benefit by the programme about which few teachers opined that their knowledge is adding up throughout the session, many of them told that their communication skills are improved and they received new information's. The feedback of the teachers noticed by the IQAC that the college infrastructure is good for effective learning but it should be upgraded with new technologies. Teachers are agreeing with the session which promotes active reflection on the effectiveness of teaching. There are the following suggestions have been noted from the observation of feedback from noted down by different teachers.

Employer's feedback

The IQAC coordinator also initiates a feedback mechanism by the Employer of the college. This report is based on a study of teaching and non- teaching staff conduct and performance. (Teaching & non-teaching staff) performance evaluation systems are a potential mechanism for improving student achievement by increasing the effectiveness of the academic workforce. As part of the study 10 criteria were provided and following performance measures were given.


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FEEDBACK-2019-2020

Analysis of B.A (Honours/Programme) student's feedback on teaching-learning experience.


Sl. No	Questions	Excellent	Good	Fair	Poor
1	How well were the teachers able to communicate	30 %	40 %	20 %	10 %
2	Focus on syllabi	70 %	20 %	10 %	0 %
3	Completes syllabus of course in time	60 %	30 %	10 %	0 %
4	Regularity in taken classes	30 %	50 %	10 %	10 %
5	Conducting the classroom discussion	20 %	40 %	20 %	20 %
6	Delivery of the structured lecture	20 %	30 %	40 %	10 %
7	Scheduled organization of assignments, class test, seminars	20 %	50 %	20 %	10 %
8	Library facility	30 %	40 %	20 %	10 %
9	Extra curriculum activities	20 %	40 %	30 %	10 %
10	Infrastructure of the institution	20 %	30 %	20 %	30 %



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Teachers Feedback- 2019-2020

Sl No	Questionnaire	Option	Feedback
1	Your observations about programme organized by college actively	A. Excellent	10 %
		B. Good	40 %
		C. Satisfactory	40 %
		D. Not so good	10 %
2	From the following in which you have benefitted by the programme	A. Knowledge up gradation	30 %
		B. New Information received	30 %
		C. Communication Skill	20 %
		D. Helpful in personality development	20 %
3	The time of the session was appropriate (1 st July-30 th June)	A. Strongly degree	0 %
		B. Disagree	0%
		C. Uncertain	10 %
		D. Agree	90 %
4	The session promotes active reflection on the effectiveness of teaching	A. Strongly disagree	0 %
		B. Disagree	0%
		C. Uncertain	20 %
		D. Agree	80 %
5	College Infrastructure for effective learning	A. Excellent	10 %
		B. Good	30%
		C. Satisfactory	40%
		D. Not so good	20%


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VIVEKANANDA COLLEGE, ALIPURDUAR
EMPLOYER FEEDBACK
2019-2020

Analysis of Employers feedback on Teaching and Non Teaching staff

Sl.No	Criteria	Excellent	Good	Satisfactory	Poor
1.	Communication	20 %	40 %	30 %	10 %
2.	Ability to Motivate	10 %	50 %	20 %	20 %
3.	Innovation	30 %	40 %	30%	0%
4.	Leadership	30 %	50 %	10 %	10 %
5.	Integrity	20 %	30 %	40 %	10 %
6.	Punctuality, Reliability	20 %	40 %	40 %	0%
7.	Decision making	10 %	40 %	40 %	10 %
8.	Performance against Goal setting	20 %	40 %	30 %	10 %
9.	Problem solving	20 %	50 %	20 %	10 %
10.	Infrastructure	20 %	40%	30 %	10 %


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FEEDBACK FORM
(Feedback form for Teaching/Non-Teaching staff)
VIVEKANANDA COLLEGE, ALIPURDUAR
SESSION-2019-2020

1. Name of Participant- *Jali Biswas*
2. Category- Teacher Non Teaching staff
3. Work experience (Year)- *28 years*
4. Your observations about programme organized by college actively
a) Excellent b) Good c) Satisfactory d) Not so good
5. From the following in which you have benefitted by the programme-
a) Knowledge upgradation b) New information received c) Improvement in
Communication skills d) Helpful in personality development
6. The time of the session was appropriate- (i.e, 1st July-30th June)
a) Strongly Disagree b) Disagree c) Uncertain d) Agree
7. The session promotes active reflection on the effectiveness of teaching-
a) Strongly Disagree b) Disagree c) Uncertain d) Agree
8. College infrastructure for effective learning-
a) Excellent b) Good c) Satisfactory
b) Not so good
9. Your suggestion- *To improve drinking water system*

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Signature.....*Jali Biswas*.....

Date.....

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FEEDBACK FORM

(Feedback form for Teaching/Non-Teaching staff)

VIVEKANANDA COLLEGE, ALIPURDUAR

SESSION-2019-2020

1. Name of Participant- Kanak Kumar Lingha
2. Category- Teacher Non Teaching staff
3. Work experience (Year)-
4. Your observations about programme organized by college actively
a) Excellent b) Good c) Satisfactory d) Not so good
5. From the following in which you have benefitted by the programme-
a) Knowledge upgradation b) New information received c) improvement in
Communication skills d) Helpful in personality development
6. The time of the session was appropriate- (i.e, 1st July-30th June)
a) Strongly Disagree b) Disagree c) Uncertain d) Agree
7. The session promotes active reflection on the effectiveness of teaching-
a) Strongly Disagree b) Disagree c) Uncertain d) Agree
8. College infrastructure for effective learning-
a) Excellent b) Good c) Satisfactory
b) Not so good
9. Your suggestion- Number of Teaching Staff should be increased.

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Kanak Kumar Lingha
Signature.....

Date.....

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FEEDBACK FORM
(Feedback form for Teaching/Non-Teaching staff)
VIVEKANANDA COLLEGE, ALIPURDUAR
SESSION-2019-2020

1. Name of Participant- **SURAJIT DEY**
2. Category- Teacher Non Teaching staff
3. Work experience (Year)- **15 YEARS.**
4. Your observations about programme organized by college actively
a) Excellent b) Good c) Satisfactory d) Not so good
5. From the following in which you have benefitted by the programme-
a) Knowledge upgradation b) New information received c) Improvement in
Communication skills d) Helpful in personality development
6. The time of the session was appropriate- (i.e, 1st July-30th June)
a) Strongly Disagree b) Disagree c) Uncertain d) Agree
7. The session promotes active reflection on the effectiveness of teaching-
a) Strongly Disagree b) Disagree c) Uncertain d) Agree
8. College infrastructure for effective learning-
a) Excellent b) Good c) Satisfactory
b) Not so good
9. Your suggestion-

*Develop Infrastructure
and library.*

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Signature..... *Surajit Dey*

Date.....

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VIVEKANANDA COLLEGE, ALIPURDUAR

EMPLOYER FEEDBACK FORM

2019-2020

Name DR. GORINDA RASBANSI

Designation of Employer VICE PRINCIPAL / SECRETARY GB

Please give your Feedback for the Teaching & Non-Teaching staff of the college and the infrastructure of the College on following criteria on the basis of your experience.

Sl No	Criteria	Excellent	Good	Satisfactory	Poor
1	Communication	✓			
2	Ability to Motivate		✓		
3	Innovation	✓			
4	Leadership	✓			
5	Integrity		✓		
6	Punctuality, Reliability		✓		
7	Decision making			✓	
8	Performance against Goal setting		✓		
9	Problem solving			✓	
10	Infrastructure				✓

Signature

Vice-Principal
Vivekananda College
PO & Dist Alipurduar

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VIVEKANANDA COLLEGE, ALIPURDUAR
EMPLOYER FEEDBACK FORM

2019-2020

Name Ranjit Biswas

Designation- of Employer Member of the Governing Body

Please give your Feedback for the Teaching & Non-Teaching staff of the college and the Infrastructure of the College on following criteria on the basis of your experience

Sl No	Criteria	Excellent	Good	Satisfactory	Poor
1.	Communication		✓		
2.	Ability to Motivate			✓	
3.	Innovation		✓		
4.	Leadership			✓	
5.	Integrity		✓		
6.	Punctuality, Reliability	✓			
7.	Decision making			✓	
8.	Performance against Goal setting			✓	
9.	Problem solving		✓		
10.	Infrastructure				✓

Ranjit Biswas
Signature

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Action Taken Report (ATR) for the session 2019-2020

Suggestions	Action taken
1. Proper steps to be taken to create an eco-friendly campus	1. The institution has already started building an eco-friendly campus by planting more trees , making the campus plastic free, providing multiple dustbins and making the environment tobacco free.
2. Recruitment of sufficient amount of teachers.	2. The institution authority has already started sending requisitions to the government higher education office and recently a group of SACT teachers are also appointed by the state govt. to meet the requirement.
3. Effective learning embodied with ICT enabled classroom	3. The college has already built a fully equipped ICT enabled room and soon the authority is also trying to build another classroom enabled with ICT.
4. Renovation of canteen	4. New canteen of the college has been built and decorated in a larger space with good quality food for both the students and staffs.
5. Improve drinking water system	5. The institution facilitated the entire college campus with multiple water purifiers and a cooler for the staffs and students
6. Need to extend the playground	6. The playground of the college is properly maintained so that it can be used for sports and physical education practices
7. Reference book in the library should be increased	7. The college authority has already purchased many books and updated reference books for the students and teachers. The reading room is also going to be constructed soon.
8. Number of classroom should be increased	8. We are already working it and the college does have sufficient amount of on classroom.
9. Need fully automated office room	9. The office room has been already renovated
10. Enable more placement opportunities for the students	10. The skill development cell of the college is students continuously working on the issue of placement of the students through different collaboration and orientation program
11. Provide soft skill development training for the students	11. Beautification course and Karate course is organised by the institution for the better skill development of the students.
12. Ensure the active participation of the parents in all the PTA meetings	12. The parents teachers association cell is trying to organize and incorporate a good parents teachers meeting
13. Arrangement of a pad vending machine for girls Students	13. There is multiple pad vending machine installed in the girls' common room and washroom.
14. Construction of more toilets both for students and staff	14. Multiple toilet are renovated and constructed in the college for the students
15. Ensure boundary on all sides	15. Boundary wall is constructed in the all sides of the college.
16. Introducing new subject	16. We send requisitions for new subject to the state council of higher education, West Bengal.
17. Proposal for new conference room	17. We send the proposal to the higher education department, West Bengal.

Co-Ordinator

IQAC

CO-ORDINATOR

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FEEDBACK FORM

Students' satisfaction survey on Teaching learning and Evaluation process in the college for the session- 2019 - 2020

Name: SHILPI BARMAN
Class: Hons/Gen: Hons.
Mob: 7908994930

Semester: 4th Sem.
Roll. No:
E Mail:

OPINION FOR SURVEY

Sl. No	Questions	Excellent	Good	Fair	Poor
1	How well were the teachers able to communicate		✓		
2	Focus on syllabi		✓		
3	Completes syllabus of course in time	✓			
4	Regularity in taken classes		✓		
5	Conducting the classroom discussion			✓	
6	Delivery of the structured lecture			✓	
7	Scheduled organization of assignments, class test, seminars		✓		
8	Library facility				✓
9	Extra-curriculum activities			✓	
10	Infrastructure of the Institution			✓	
11	Your suggestion:				

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Shilpi Barman

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FEEDBACK FORM

Students' satisfaction survey on Teaching learning and Evaluation process in the college for the session-2019-2020

Name: RANODIP DAS
Class: Hons/Gen: Gen
Mob:

Semester: 2nd
Roll. No:
E Mail:

OPINION FOR SURVEY

Sl. No	Questions	Excellent	Good	Fair	Poor
1	How well were the teachers able to communicate	✓			
2	Focus on syllabi		✓		
3	Completes syllabus of course in time		✓		
4	Regularity in taken classes			✓	
5	Conducting the classroom discussion			✓	
6	Delivery of the structured lecture		✓		
7	Scheduled organization of assignments, class test, seminars			✓	
8	Library facility				✓
9	Extra curriculum activities				✓
10	Infrastructure of the institution				✓
11	Your suggestion:				

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Ranodip Das
Signature

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FEEDBACK FORM

Students' satisfaction survey on Teaching learning and Evaluation process in the college for the session- 2019-20

Name: Priya Dey
Class: Hons/Gen: Hons
Mob: 9851994096

Semester: 2nd
Roll. No:
E Mail:

OPINION FOR SURVEY

Sl. No	Questions	Excellent	Good	Fair	Poor
1	How well were the teachers able to communicate		✓		
2	Focus on syllabi			✓	
3	Completes syllabus of course in time	✓			
4	Regularity in taken classes		✓		
5	Conducting the classroom discussion			✓	
6	Delivery of the structured lecture	✓			
7	Scheduled organization of assignments, class test, seminars		✓		
8	Library facility				✓
9	Extra curriculum activities			✓	
10	Infrastructure of the Institution			✓	
11	Your suggestion:				

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Priya Dey
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6.3.1

Analysis Of B.A (HONOURS/GENERAL) Students Feedback on Teaching-Learning Experience 2019 :

•• Student feedback is especially relevant in program delivery. To enhance learning experience and based on student's feedback we have committed to strengthening professional development for faculty on the use of educational process.


Faculty support for student's feedback survey is the driver in increased students participation and quality of responses. Faculty members at Vivekananda College are key advocates for the course feedback survey process. The feedback we receive from our students is fundamental to our continued success.


Teachers play a pivotal role in any educational setup. When the teachers are proficient and impart quality education then the student learning outcomes will be good. Our college is conducted student feedback survey frequently to analysis teaching standard. There are two main advantages of doing student feedback survey. Firstly, teachers can brush up their skills and develop better ways after analysing their performance through student feedback and secondly, the outcome of these student survey can help the academic staff to make vital decision in relation to teaching. The results procured from student surveys can be effectively utilized to refine and evolve various teachers training programme, teaching methodology and skills.

•• **METHODOLOGY :** This student feedback observational study was conducted at our college premises. This study was done among the undergraduate students of Arts faculty. The total number of students willingly completed and return the questionnaire were 268. We had collected feedback data from the different disciplines (Hons/General courses combinedly) namely, English, Bengali, History, Political Science, Education, Philosophy, Geography, Sociology, Sanskrit and Physical Education. In the questionnaire total number of 20 questions were formulated. An appropriate closed ended questionnaire was designed and reviewed for collecting data. The tool was found to be highly reliable. The questionnaire was crped for honest and accurate responses. The first section of the questionnaire contained demographic data such as name, age, gender and course of study. In the next section of questionnaire a total number of 20 questions were formulated.

* with p. phyllis, chani

Students are asked to provide feedback both with regard to their experience at the college they have completed their study. Study unit evaluation is formed during each year. Towards the complete of teaching period students are invited to complete the survey questionnaire. The questionnaire consists of total 20 close ended questions where students are allowed to comment according to their experience.



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
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naire was conducted on the basis of following criteria-

- (ii) Teaching methods
- (iii) Teaching attributes
- (iv) Resources and additional issues

Sl. No. of questionnaire	Questionnaire	Strongly Agree	Agree	Not Sure	Disagree	Total no. of Responses
1.	The study unit description was clear	73	108	52	35	268
2.	Entire syllabus was covered by the Teachers	76	98	69	55	268
3.	Study materials were provided	86	123	17	42	268
4.	The delivery of teachers was clear	79	153	32	04	268
5.	Teachers were delivered through the use of appropriate means	52	143	28	45	268
6.	Teacher's attendance in class was regular and punctual	93	128	13	34	268
7.	Teachers was available to help the students with any difficulties	57	116	62	33	268
8.	Teachers encouraged student engagement in study	124	99	45	00	268
9.	In your classroom space was suitable	89	137	31	11	268
10.	Library resources were adequate in your college	26	119	69	54	268
11.	The teachers was helpful to you individually	59	151	48	10	268
12.	The teachers encouraged student in questions and participation	44	146	73	05	268
13.	The teachers was successful in creating an environment that	71	182	15	00	268



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	was conclusive to learning					
14.	How would you response to overall effectiveness of the teachers performance	78	169	17	04	268
15.	The course develop your ability to apply theory and practice	42	113	79	34	268
16.	The course gave you a dipper inside into the topic	37	145	73	13	268
17.	The course improved your problem solving skills	52	133	72	11	268
18.	The course developed your ability to think critically about the subject	33	168	58	03	268
19.	The course provided guidance on how to become a competent professional	71	144	53	00	268
20.	The overall quality of teaching learning process in your college was very good	57	152	42	17	268

Authenticated by-


 Prof. Gobinda Rajnandhi
 Vice-Principal
 Vivekananda College
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 Vice-Principal
 Vivekananda College
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 Prof. Jai Biswas
 Co-ordinator
 IQAC-NAAC
 Vivekananda College
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- Effective learning embodied evitable classroom with ICT system and audio-visual system.
- Renovation of Canteen.
- Improve drinking water system.
- Need for extension of playground.
- Reference book in the library should be increased, for the newly introduction of science stream. Text and reference book of all the subjects of study in the College are also be urgently needed.
- Number of classroom should be increased.
- Need fully automated office room.
- Enable more placement opportunities for the students.
- Provide soft skill development training for the students.
- Ensure the active participation of the Parents in all the PTA meetings.
- Arrangement of a Vendor machine for girls student.
- Construction of more toilets both for student and staff.
- Ensure boundary wall on all sides.
- More smart class room with ICT facilities should be arranged.

Authenticated by:

 Prof. Gobind Rajbanshi
 Vice-Principal
 Vivekananda College
 Alipurduar
 Vice-Principal
 Vivekananda College
 Alipurduar


 Prof. Juli Biswas
 Co-ordinator
 IQAC-NAAC
 Vivekananda College
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Employer's feedback report:-

The IQAC coordinator initiated a feedback mechanism by the Employer of the college. This report is based on a study of teaching and non-teaching staff conducted on the implementation of teaching and non-teaching staff's performance measures that are highlighted. (Teaching & non-teaching staff) performance evaluation systems are a potential mechanism for improving student achievement by increasing the effectiveness of the academic workforce. As part of the study 10 criteria were provided and following performance measures were given:

Feedback report of the teaching staff

S. No	Criteria	Satisfactory	Good	Excellent	Total
1	Communication	07	15	03	25
2	Ability to motive	08	11	06	25
3	innovation	08	12	05	25
4	Leadership	10	10	05	25
5	Integrity	10	07	08	25
6	Punctuality/ Reliability	07	14	04	25
7	Decision making	07	14	04	25
8	Performance against goal setting	09	14	02	25
9	Problem solving	10	12	03	25
10	Other pl. specify	NA	NA	NA	NA

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Feedback report of the non-teaching staff

S. NO	Criteria	Satisfactory	Good	Excellent	Total
1	Communication	05	07	02	14
2	Ability to motive	04	07	03	14
3	Innovation	05	06	02	14
4	Leadership	08	04	02	14
5	Integrity	08	03	03	14
6	Punctuality/ Reliability	07	05	02	14
7	Decision making	06	05	03	14
8	Performance against goal setting	07	05	01	14
9	Problem solving	06	05	03	14
10	Other pl. specify	NA	NA	NA	NA

This employer feedback was given by Sri Kanuj Ballav Goswami, President, Governing Body and Prof. Gobinda Rajbanshi, Vice Principal of Vivekananda College and the IQAC Co-ordinator placed it before Governing Body of the college.

Authenticated by-

Prof. Gobinda Rajbanshi
Vice-Principal
Vivekananda College
Alipurduar

Vice-Principal
Vivekananda College
Alipurduar

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IQAC-NAAC
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Prof. Jali Biswas
Co-ordinator
IQAC-NAAC
Vivekananda College
Alipurduar
CO-ORDINATOR
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• Estd : 1985 •

O. ALIPURDUAR, DIST. ALIPURDUAR

Pin : 736121. Phone & FAX : 03564 - 274705

By:


Date:

Extract of the meeting of the Governing Body of Vivekananda College, Alipurduar held on 14.12.19 at 2.00 P.M. in the conference room of Vivekananda College.


Resolution No-20 : Discussed about the proposal of IQAC regarding development in both academic and infrastructure of the college and it is unanimously resolved that this suggestions will be completed within one (1) year.


Suggestions are:


1. Proper steps to be taken to create much more eco friendly environment in the campus.
2. Sufficient requirement of teachers in all department is an immediate necessity to improve teaching learning quality as per the newly introduced CBCS system in Education.
3. Effective learning embodied livable classroom with ICT system and audio-visual system.
4. Renovation of canteen.
5. Extension of Playground
6. Reference book in the library should be increased
7. Number of classroom should be increased
8. Need fully automated office room.
9. Provide soft skill development training for the students.
10. Arrangement of a vendor machine for girls student.


Prof. Gobinda Rajbanshi
Vice-Principal
Vivekananda College
Alipurduar
Vice-Principal
Vivekananda College
O. Alipurduar

Sd/-
President


CO-ORDINATOR
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Pin - 781211. Phone & FAX - 03804 - 274705

Date:

Ref. No.

Action Taken report (ATR)

Suggestions	Action taken
1. Proper steps to be taken to create an eco-friendly campus	2. The institution has already started building an eco-friendly campus by planting more trees, making the campus plastic free, installing more dustbins and making the environment tobacco free.
2. Recruitment of sufficient amount of teachers	2. The institution authority has already started sending requisitions to the government higher education office and recently a group of SAC teachers are also appointed by the state govt. to meet the requirement.
3. Effective learning empowered with ICT enabled classroom	3. The college has already built a fully equipped ICT enabled room and is in the authority's list to build another classroom with ICT.
4. Renovation of canteen	4. The canteen of the college has been built on a decided in a larger space with a varied good quality food for the students and staffs.
5. Improve drinking water system	5. The institution facilitated the entire college campus with multiple water purifiers and a cooler for the staffs and students.
6. Need for extension of play ground	6. The playground of the college is already in place so that it can be used for sports and physical education practices.
7. Reference book in the library should be increased	7. The college authority has already purchased many books and updated reference books for the students and teachers. The reading room is also going to be constructed soon.
8. Number of classroom should be increased	8. We are already working it and the college does have sufficient amount of classroom.
9. Need fully automated office room	9. The office room has been already renovated.
10. Provide more placement opportunities for the students	10. The skill development cell of the college is continuously working on the issue of placement of the students through different collaboration and orientation program.
11. Provide soft skill development training for the students	11. We are working on this issue so that we can facilitate the students and teachers with different soft skill certificate course.
12. Ensure the active participation of the parents in all the PTA meetings	12. The parents teachers association call a meeting to organize and incorporate a good parents teacher meeting.
13. Arrangement of a vendor machine for girls students	13. There is multiple pay vending machine installed in the girls common room and washroom.
14. Construction of more toilets both for students and staff	14. Multiple toilet are renovated and constructed in the college for the students.
15. Ensure boundary on all sides	15. Boundary wall is constructed in the all sides of college.

Co-Ordinator
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11.6.21

FEEDBACK FORM

Student satisfaction survey on Teaching-Learning and Evaluation Process in the college for the session 2016-17, 2017-18, 2018-19

VIVEKANANDA COLLEGE

ALIPURDUAR

Name: Sudipta Ghosh

Class: B.A. (Hons.) Gen. M.A. in Bengali (H)

Year/Semester: 3rd

Roll No: 1160261

Dept: Bengali (H)

Mob: 700181583

Email: Sudipta1999ghosh@gmail.com

S. Lipta Ghosh
Signature with date

Guideline for students: Internal Quality Assurance Cell (IQAC) of Vivekananda College, Alipurduar is conducting a Student satisfaction survey on Teaching-Learning and Evaluation Process in the college which will help to improve the overall quality in the college.

A student will have to respond to all the question given in the following format with his/her sincere effort and thought. Each question has three responses, please choose and tick the most appropriate one.

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2. How well were the teachers covered in the class?
 A) Above 90% B) 75-89% C) 60-74% D) 45-59%
 E) Below 45%

3. How well did the teachers prepare for the classes?
 A) Thoroughly B) Satisfactorily C) Poorly
 D) Indifferently E) Won't reach with

4. How well were the teachers able to communicate?
 A) Excellent B) Satisfactorily C) Generally D) Rarely
 E) Ineffectively

5. The teachers illustrate the concepts through examples and applications.
 A) Every time B) Usually C) Occasionally D) Rarely
 E) Never

6. The institute/teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
 A) To a great extent B) Moderately C) Somewhat
 D) Very little E) Not at all

7. The teacher's approach to teaching can best be described as
 A) Above 90% B) 75-89% C) 60-74% D) 45-59%
 E) Below 45%

8. The teacher's approach to overall development of the students can be best described as
 A) Excellent B) Very Good C) Good D) Fair E) Poor

• Fairness of the internal evaluation process by the teachers.
 A) Always fair B) Usually fair C) Fair D) Somewhat unfair E) Unfair

9. Was your performance in assignment discussed with you?
 A) Very time B) Usually C) Occasionally D) Rarely
 E) Never

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A) Every time B) Usually C) Occasionally D) Rarely
E) Never

10. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

A) Significantly B) Usually C) Occasionally/Sometimes
D) Rarely E) Never

11. Your mentor does necessary follow-up with an assigned task to you.

A) Every time B) Usually C) occasionally D) Rarely
E) Never

12. The teachers identify your strength and encourage you with providing right level of challenges.

A) Fully B) Reasonably C) Partially D) Slightly
E) Not at all

13. Teachers are able to identify your weaknesses and help you to overcome them.


A) Every time B) Usually C) Occasionally/Sometimes
D) Rarely E) Never

14. The overall quality of teaching-learning process in your institute is very good.

A) Strongly agree B) Agree C) Neutral D) Disagree
E) Strongly disagree


15. Give one two observation/suggestions to improve the overall teaching-learning & evaluation process in your college.


Authenticated by-


Prof. Gobinda Rajbanshi
Vice-Principal
Vivekananda College
Alipurduar

Vice-Principal
Vivekananda College
PO & Dist. Alipurduar


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IQAC-NAAC
VIVEKANANDA COLLEGE
ALIPURDUAR


Prof. Jali Biswas
Co-ordinator
IQAC-NAAC
Vivekananda College
Alipurduar

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EMPLOYER FEEDBACK FORM

Name: SIBINDA RAJBANSHI

Designation- of Employer: VICE - PRINCIPAL

Date: 12.09.2019

Please give your feedback for Mr. /Ms. Shri. Sulapan Majumdar

Evaluate him/her on following criteria on the basis of your experience.

Sl. No	Criteria	Satisfactory	Good	Excellent
1	Communication			
2	Ability to Motivate		✓	✓
3	Innovation			✓
4	Leadership			✓
5	Integrity		✓	
6	Punctuality, Reliability			✓
7	Decision making			✓
8	Performance against Goal setting			✓
9	Problem solving			✓
10	Others Pl. Specify			

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Vice-Principal
Vivekananda College
PU & Dist: Alipurduar

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EMPLOYER FEEDBACK FORM

Name: KANOT BALLABH GHOSWAMI

Designation of Employer: PRESIDENT GOVERNING BODY

Date: 13.11.19

Please give your feedback for Mr./Ms. Prof. Jali Biswas

Evaluate him/her on following criteria on the basis of your experience.


Sl. No	Criteria	Satisfactory	Good	Excellent
1	Communication			
2	Ability to Motivate		✓	
3	Innovation			✓
4	Leadership			✓
5	Integrity			✓
6	Punctuality, Reliability			✓
7	Decision making			✓
8	Performance against Goal setting		✓	✓
9	Problem solving			
10	Others Pl. Specify			✓


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President
Vivekananda College
Alipurduar


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EMPLOYER FEEDBACK FORM

Name: GOBINDA RAJBANSUI

Designation- of Employer: VICE-PRINCIPAL

Date: 14.09.2019

Please give your feedback for Mr./Ms. Prof. Shelly Das
 Evaluate him/her on following criteria on the basis of your experience.

Sl. No	Criteria	Satisfactory	Good	Excellent
1	Communication			
2	Ability to Motivate		✓	
3	Innovation		✓	
4	Leadership			✓
5	Integrity			✓
6	Punctuality, Reliability			✓
7	Decision making			✓
8	Performance against Goal setting			✓
9	Problem solving		✓	
10	Others Pl. Specify		✓	


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EMPLOYER FEEDBACK FORM

Name G.O.BI.N.D.A. RAJ.GAN.SVI


Designation- of Employer VICE-PRINCIPAL


Date 15.09.2019

Please give your feedback for Mr./Ms. Prof. Rajita Acharya


Evaluate him/her on following criteria on the basis of your experience.

Sl. No	Criteria	Satisfactory	Good	Excellent
1	Communication			
2	Ability to Motivate		✓	
3	Innovation		✓	
4	Leadership		✓	
5	Integrity		✓	
6	Punctuality, Reliability	✓		
7	Decision making		✓	
8	Performance against Goal setting	✓		
9	Problem solving	✓		
10	Others Pl. Specify			


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Signature
Vice-Principal
Vivekananda College
PO Box Alipurduar
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VIVEKANANDA COLLEGE
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FEEDBACK FORM

(Feedback form for Teaching/Non-Teaching staff only)

1. Name of the College- VIVEKANANDA COLLEGE
2. Name of Participant- Dr. Ratna Roy
3. Name of Department- Teacher Non Teaching staff
4. Work experience (Year)- Thirty four years
5. Your observations about programme organized by college actively
 - a) Excellent
 - b) Good
 - c) Satisfactory
 - d) Not so good
6. From the following in which you have benefitted by the programme-
 - a) Knowledge up gradation
 - b) New information received
 - c) Improvement in Communication skills
 - d) Helpful in personally development
7. The time of the session was appropriate- (i.e, 1st July-30th June)
 - a) Strongly Disagree
 - b) Disagree
 - c) Uncertain
 - d) Agree
8. The session promotes active reflection on the effectiveness of teaching-
 - a) Strongly Disagree
 - b) Disagree
 - c) Uncertain
 - d) Agree
9. College infrastructure for effective learning-
 - a) Excellent
 - b) Good
 - c) Satisfactory
 - e) Not so good

10. Your suggestion- Need

- a) More class room
- b) Full boundary wall
- c) More Toilet for students and staff
- d) Vendor machine for girls
- e) Healthy Centre
- f) E-Library
- g) one table for teacher in library (for reading purpose)
- h) Drinking water
- i) Departmental Library

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Signature Ratna Roy
Dept of Bengali

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Out come of the visit

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P.O. ALIPURDUAR, DIST. ALIPURDUAR


Pin: 736121, Phone & FAX: 03564 - 374705

Ref. No.

Date:

Action Taken report (ATR)

Suggestions	Action taken
1. Proper steps to be taken to create an eco-friendly campus	2. The institution has already started building an eco-friendly campus by planting more trees, making the campus plastic free, installing more dustbins and making the environment tobacco free.
2. Recruitment of sufficient amount of teachers:	2. The institution authority has already started sending requisitions to the government higher education office and recently a group of SACT teachers are also appointed by the state govt. to meet the requirement.
3. Effective learning embodied with ICT enabled classroom	3. The college has already built a fully equipped ICT enabled room and soon the authority is also trying to build another classroom enabled with ICT.
4. Renovation of canteen	4. The canteen of the college has been built and decorated in a larger space with a varied good quality food for the students and staffs.
5. Improve drinking water system	4. The institution facilitated the entire college campus with multiple water purifiers and a cooler for the staffs and students.
6. Need for extension of play ground	5. The playground of the college is properly maintained so that it can be used for sports and physical education practices.
7. Reference book in the library should be increased	7. The college authority has already purchased many books and updated reference books for the students and teachers. The reading room is also going to be constructed soon.
8. Number of classroom should be increased	8. We are already working it and the college does have sufficient amount of classroom.
9. Need fully furnished office room	9. The office room has been already renovated.
10. Enable more placement opportunities for the students	10. The skill development cell of the college is continuously working on the issue of placement of the students through different collaboration and orientation program.
11. Provide soft skill development training for the students	11. We are working on this issue so that we can facilitate the students and teachers with different soft skill certificate course.
12. Ensure the active participation of the parents in all the PTA meetings	13. The parents teachers association cell is trying hard to organize and incorporate a good parents teachers meeting.
13. Arrangement of a vendor machine for girls sports	13. There is multiple pad vending machine installed in the girls' common room and washroom.
14. Construction of more toilets both for students and staff	14. Multiple toilet are renovated and constructed in the college for the students.
15. Ensure boundary on all sides	15. Boundary wall is constructed in the all sides of the college.


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Employer's feedback report:-

The IQAC coordinator initiated a feedback mechanism by the Employer of the college. This report is based on a study of teaching and non-teaching staff conducted on the implementation of teaching and non-teaching staff's performance measures that are highlighted. (Teaching & non-teaching staff) performance evaluation systems are a potential mechanism for improving student achievement by increasing the effectiveness of the academic workforce. As part of the study 10 criteria were provided and following performance measures were given.

Feedback report of the teaching staff

Sl. No	Criteria	Satisfactory	Good	Excellent	Total
1	Communication	07	15	03	25
2	Ability to motive	08	11	06	25
3	Innovation	08	12	05	25
4	Leadership	10	10	05	25
5	Integrity	10	07	08	25
6	Punctuality/ Reliability	07	14	04	25
7	Decision making	07	14	04	25
8	Performance against goal setting	09	14	02	25
9	Problem solving	10	12	03	25
10	Other pl. specify	NA	NA	NA	NA

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Feedback report of the non-teaching staff

Sl. No	Criteria	Satisfactory	Good	Excellent	Total
1	Communication	05	07	02	14
2	Ability to motive	04	07	03	14
3	Innovation	05	06	02	14
4	Leadership	08	04	02	14
5	Integrity	08	03	03	14
6	Punctuality/ Reliability	07	05	02	14
7	Decision making	06	05	03	14
8	Performance against goal setting	07	06	01	14
9	Problem solving	06	05	03	14
10	Other pl. specify	NA	NA	NA	NA

This employer feedback was given by Sri Kanoj Ballav Goswami, President, Governing Body and Prof. Gobinda Rajbanshi, Vice Principal of Vivekananda College and the IQAC Co-ordinator placed it before Governing Body of the college.


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Ref. No.

Date :

Action Taken report (ATR)

Suggestions	Action taken
1. Proper steps to be taken to create an eco-friendly campus.	2. The institution has already started building an eco-friendly campus by planting more trees, making the campus plastic free, installing more dustbins and making the environment tobacco free.
2. Recruitment of sufficient amount of teachers.	2. The institution authority has already started sending requisitions to the government higher education officer and recently a group of SAC teachers are also appointed by the state govt. to meet the requirement.
3. Effective learning embodied with ICT enabled classroom.	3. The college has already built a fully equipped ICT enabled room and so on the authority is also trying to build another classroom enable with ICT.
4. Renovation of canteen.	4. The canteen of the college has been built and decorated in a larger space with a varied good quality food for the students and staffs.
5. Improve drinking water system.	5. The institution facilitated the entire college campus with multiple water purifiers and a cooler for the staffs and students.
6. Need for extension of play ground.	6. The playground of the college is properly maintained so that it can be used for sports and physical education practices.
7. Reference book in the library should be increased.	7. The college authority has already purchased books and updated reference books for the staffs and teachers. The reading room is also going to be constructed soon.
8. Number of classroom should be increased.	8. We are already working it and the college has sufficient amount of classroom.
9. Need fully automated office room.	9. The office room has been already renovated.
10. Enable more placement opportunities for the students.	10. The skill development cell of the college is continuously working on the issue of placement of the students through different collaboration and orientation program.
11. Provide soft skill development training for the students.	11. We are working on this issue so that we can facilitate the students and teachers with different soft skill certificate course.
12. Ensure the active participation of the parents in all the PTA meetings.	12. The parents teachers association cell is trying to organize and incorporate a good parents teacher meeting.
13. Arrangement of a vendor machine for girls students.	13. There is multiple pad vending machine installed in the girls' common room and washroom.
14. Construction of more toilets both for students and staff.	14. Multiple toilet are renovated and constructed in the college for the students.
15. Ensure boundary on all sides.	15. Boundary wall is constructed in the all sides of the college.

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3. Effective learning enabled with ICT enabled classroom	3. The college has already built a fully equipped ICT enabled room and soon the authority is also trying to build another classroom enabled with ICT.
4. Revocation of canteen	4. The canteen of the college has been built and decorated in a larger space with a varied good quality food for the students and staffs.
5. Improve drinking water system	5. The institution facilitated the entire college campus with multiple water dispensers and a cooler for the staffs and students.
6. Need for extension of playground	6. The playground of the college is properly maintained so that it can be used for sports and physical education activities.
7. Reference book in the library should be increased	7. The college authority has already purchased many books and updated reference books for the students and teachers for reading room. It is also going to be unrestricted soon.
8. Number of classroom should be increased	8. We are already working it and the college does have sufficient amount of classrooms.
9. Need fully automated office room	9. The office room has been already renovated.
10. Create more placement opportunities for the students	10. The skill development cell of the college is continuously working on the issue of placement of the students through different collaboration and orientation program.
11. Provide soft skill development training for the students	11. We are working on this issue so that we can facilitate the students and teachers with different soft skill certification course.
12. Increase the active participation of the parents in all the PTA meetings	12. The parents teachers association cell is trying hard to organize and incorporate a good parents teachers meeting.
13. Arrangement of a vendor machine to sell products	13. There is multiple paid vending machine installed in the girls' common room and washroom.
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