



MAHISHADAL RAJ COLLEGE

Govt. Sponsored College, NAAC accredited Grade 'A'

NSDC Training Partner

DST (FIST) Govt. of India Approved

Mahishadal :Purba Medinipur



Feedback Analysis & Action Taken Report 2022-2023: Non-Teaching





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INTERNAL QUALITY ASSURANCE CELL (IQAC) FEEDBACK ANALYSIS & ACTION TAKEN REPORT 2022-2023

Mahishadal Raj College attains feedback from the Teachers on Academic Performance and Ambience for every Academic Session. Sample feedback forms are available in our college website. IQAC has enacted a prevalent figure surveying the data accordingly. Based on the analysis of IQAC on feedbacks the necessary actions will be taken.

1. FEEDBACK ANALYSIS AND ACTION TAKEN REPORT: NON-TEACHING

IQAC collected feedback from Teachers on Academic Performance and Ambience. The narration of feedback analysis and substance of action taken report are as follows:

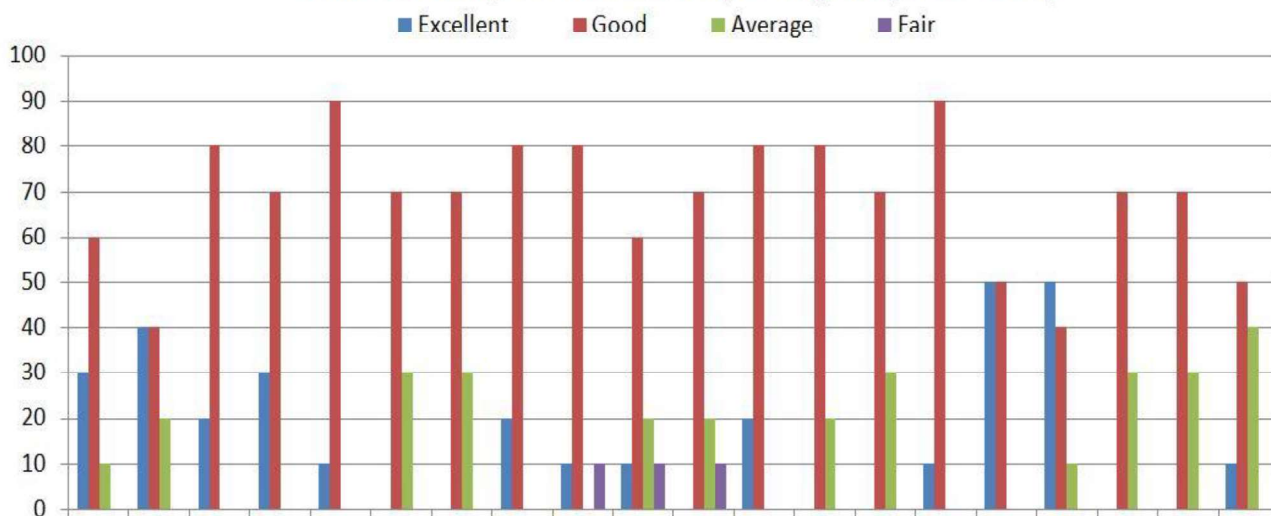
Teachers' Feedback Analysis Report (2022-2023)

Total Response Received: 10

Sl. No	Details	Excellent	Good	Average	Fair
1	What is your level of satisfaction with the administrative support provided?	45.45%	54.55%	NIL	NIL
2	How do you consider Timeliness of salary and benefits?	40.00%	40.00%	20.00%	NIL
3	How do you rate Availability of necessary resources and equipment?	20.00%	80.00%	NIL	NIL
4	How would you rate the communication from the management and colleagues?	30.00%	70.00%	NIL	NIL
5	How do you consider clarity of instructions and expectations from college authority ?	10.00%	90.00%	NIL	NIL
6	Whether Frequency and quality of staff meetings are adequate ?	NIL	70.00%	30.00%	NIL
7	How do you consider Transparency in decision-making processes ?	NIL	70.00%	30.00%	NIL
8	Whether Responsiveness to staff concerns are adequate ?	20.00%	80.00%	NIL	NIL
9	Are there opportunities for professional growth and development?	10.00%	80.00%	NIL	10.00%
10	Are there Opportunities for training and workshops ?	10.00%	60.00%	20.00%	10.00%
11	How do you consider Performance evaluation and feedback mechanism of the college?	NIL	70.00%	20.00%	10.00%
12	How would you rate the work environment and facilities?	20.00%	80.00%	NIL	NIL
13	How would you rate the Physical workspace comfort and safety	NIL	80.00%	20.00%	NIL
14	Whether Availability of amenities (e.g. canteen, parking) are enough?	NIL	70.00%	30.00%	NIL
15	How would you rate Social atmosphere and team work?	10.00%	90.00%	NIL	NIL
16	How would you rate the support provided to students?	50.00%	50.00%	NIL	NIL
17	How do you rate support for students with special needs?	50.00%	40.00%	10.00%	NIL
18	How do you rate Campus security measures?	NIL	70.00%	30.00%	NIL
19	How do you rate Emergency response procedures?	NIL	70.00%	30.00%	NIL
20	How do you rate Fire safety First aid and medical facilities?	10.00%	50.00%	40.00%	NIL



Non-Teaching Feedback Analysis Report (2022-2023)



What is your level of satisfaction with the administrative support provided?

How do you consider Timeliness of salary and benefits?

How do you rate Availability of necessary resources and equipment?

How would you rate the communication from the management and colleagues?

How do you consider clarity of instructions and expectations from college authority ?

Whether Frequency and quality of staff meetings are adequate ?

How do you consider Transparency in decision-making processes ?

Whether Responsiveness to staff concerns are adequate ?

Are there opportunities for professional growth and development?

Are there Opportunities for training and workshops ?

How do you consider Performance evaluation and feedback mechanism of the college?

How would you rate the work environment and facilities?

How would you rate the Physical workspace comfort and safety

Whether Availability of amenities (e.g. canteen, parking) are enough?

How would you rate Social atmosphere and team work?

How would you rate the support provided to students?

How do you rate support for students with special needs?

How do you rate Campus security measures?

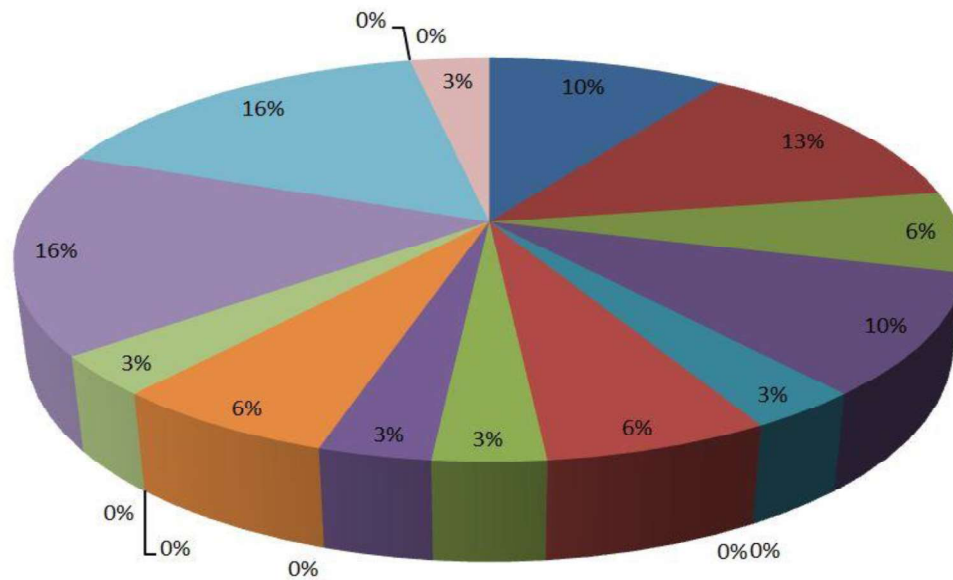
How do you rate Emergency response procedures?

How do you rate Emergency response procedures?



Non-Teaching Feedback Analysis Report (2022-2023)

■ 1 ■ 2 ■ 3 ■ 4 ■ 5 ■ 6 ■ 7 ■ 8 ■ 9 ■ 10 ■ 11 ■ 12 ■ 13 ■ 14 ■ 15 ■ 16 ■ 17 ■ 18 ■ 19 ■ 20



1. What is your level of satisfaction with the administrative support provided?
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18. How do you rate Campus security measures?
19. How do you rate Emergency response procedures?
20. How do you rate Fire safety First aid and medical facilities?



2. Action Taken Report- Based on the Feedback Received from Teachers 2021-23

- College authority has decided to extend the administrative support to the level of Excellence from the general feedback of “Good” in its 21st Governing Body Meeting held on 17.08.2022. Have decided to form Joint Collaborative Forum consisting of both Governing Body Members inclusive of the Principal as the member secretary and Non Teaching representative of the Governing Body along with 5 other members from the Non Teaching staff. The Body will Meet once in every three months to discuss about the demands/grievances of the non teaching staffs and feedback of the authority on it.
- Non Teaching Staffs are of two categories (1) Full Time Categories, whose salary are paid from State Treasury, college authority does not have any control, whereas salary of the Casual Non Teaching Staff are paid out of College Fund. It has been decided that the Salaries will be mandatorily disbursed within 5th of every month.
- In order to enhance the ability of Non Teaching Staff to cope up with growing challenges of Internet based portal jobs, the college authority has organized a Hands on Training for Seven Days by Academy of Professional Studies on “Practices of Safe Browsing”
- An amount of Rs. 2 Lakhs has been paid to purchase technologically up dated computers for various administrative and academic purposes will be used both the Teaching and Non Teaching Staff.
- In order to mitigate the grievances relating to staff welfare, college authority has decided to spend an amount of Rs. 63,502 for various cultural activities relating to staff leisure and Rs. 1,20,000 towards staff welfare under the contingency head.
- An initiative was taken to make necessary arrangements for parking of two wheelers and four wheelers of the Non Teaching Staff within the college premise. New Tenders were floated to revive the Canteen facilities for both Faculty and Non Teaching Staff of the College.

