



KAKOJAN COLLEGE

Re-accredited 'A' Grade by NAAC

P.O. & T.O. KAKOJAN, JORHAT: Assam-785 107

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Supporting Documents

Criterion – 1	Key Indicator – 1.4
Curricular Aspects	Feedback System
Metric Number: 1.4.1.	Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders

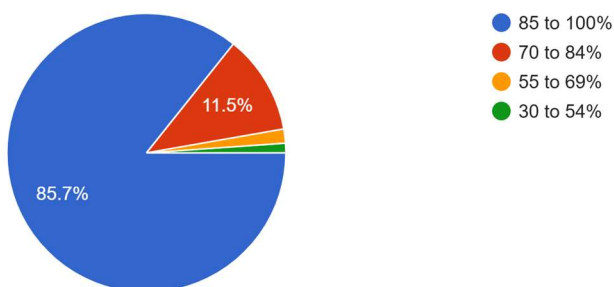
Student's Feedback and Action Taken Report, 2024-25

Summary of the Survey

Total No. of Respondents: 981

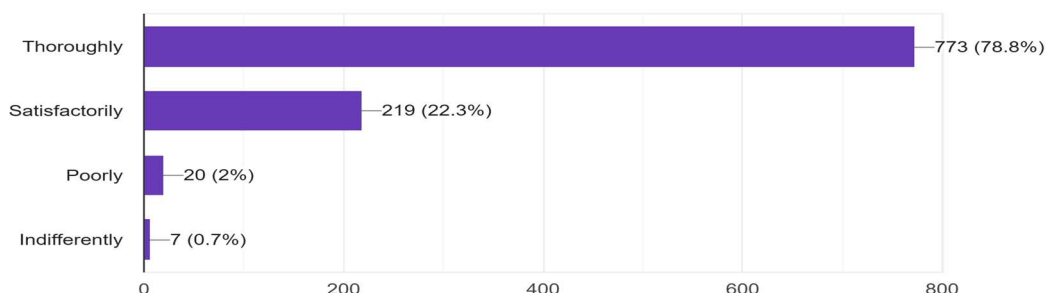
How much syllabus was covered by your teacher in class

981 responses



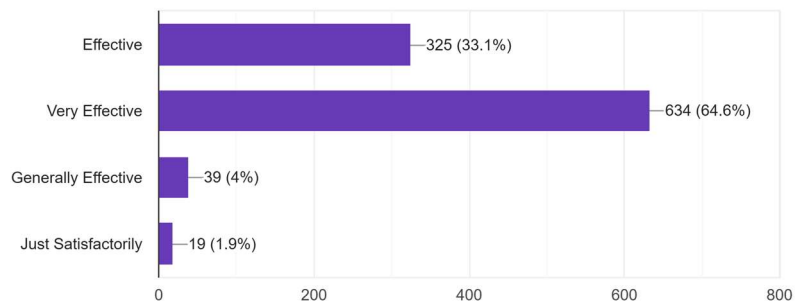
How well did the teacher prepare for the class ?

981 responses



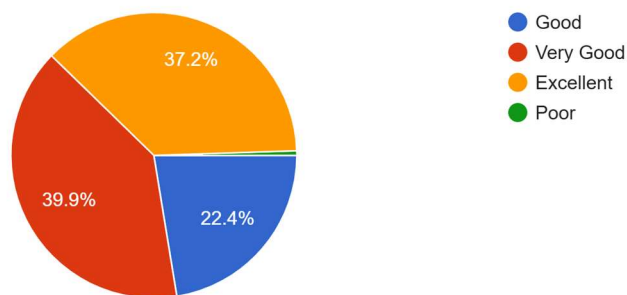
How well the teacher able to communicate ?

981 responses



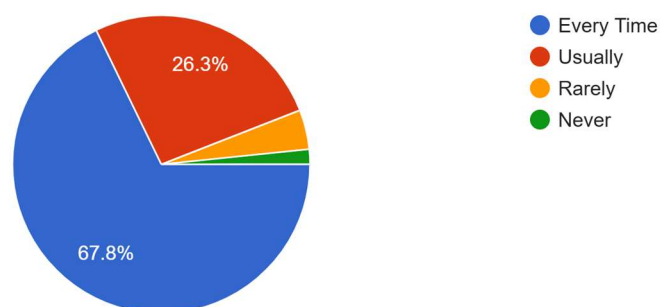
The teacher's approach to teaching can be best described as

981 responses

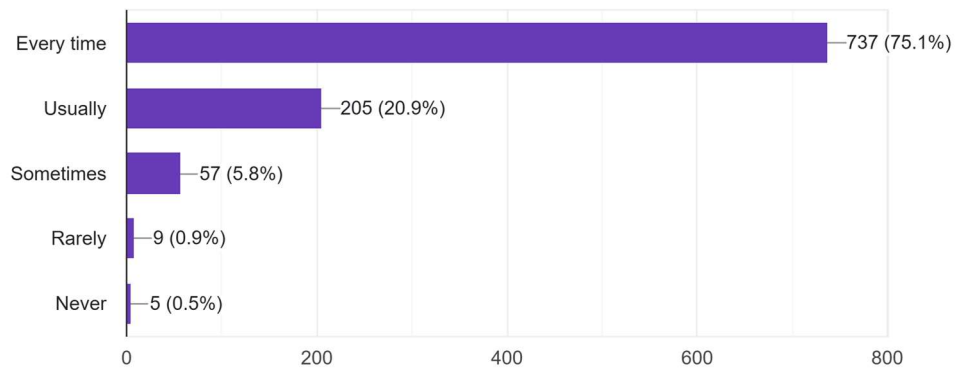


Does your teacher take personal care and mentoring ?

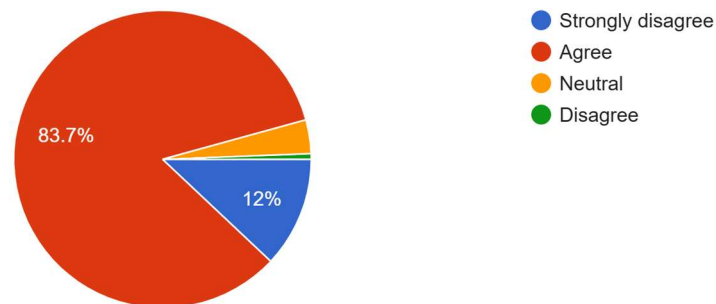
981 responses



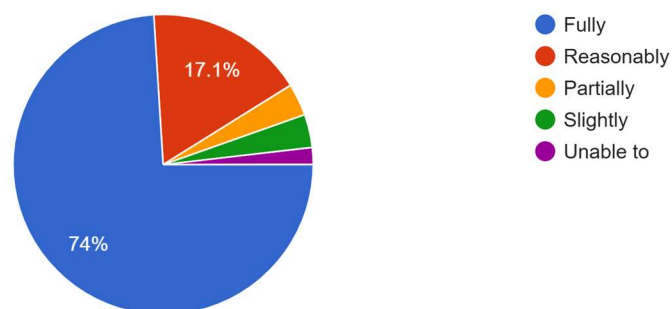
The teacher illustrate the concepts through examples, applications and currently relevant topic.
981 responses



Teachers encourage you to participate in extracurricular activities
981 responses

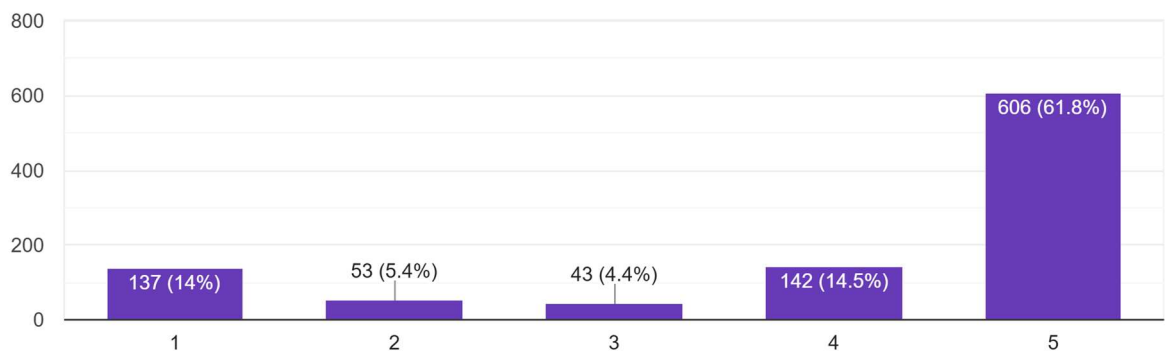


Your teacher is able to identify your strength and weakness and take strategies for your academic upliftment
981 responses



How would you rate your teacher in overall performance in the teaching process.

981 responses



Action Taken Report

Having analysed the feedback of the students, a few actions were taken, which are as such:

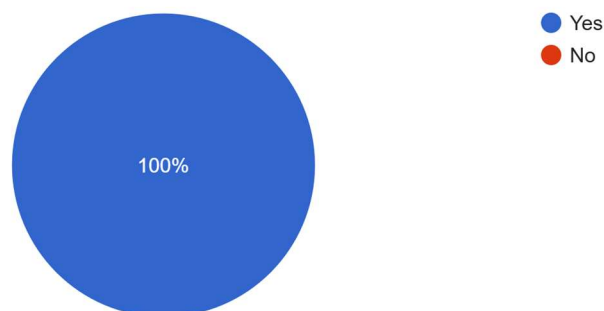
- (i) Faculty members have been commended for their consistent syllabus coverage. Heads of Departments (HoDs) continue to monitor syllabus progress.
- (ii) The institution appreciates the dedication of teachers. Regular academic audits are continued to ensure preparedness and resource planning.
- (iii) Teachers were instructed to motivate students to participate in extra-curricular activities.
- (iv) The institution acknowledges the efforts of the teaching staff and will continue to provide necessary support, training, and recognition to maintain high standards.

Teachers' Feedback and Action Taken Report, 2024-25 Summary of the Survey:

Total No. of Respondents: 41

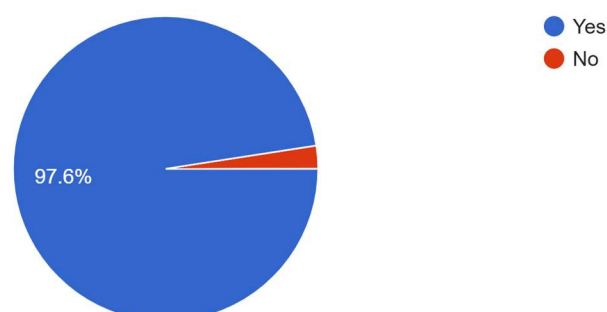
1. The vision and objectives of the college are known

41 responses



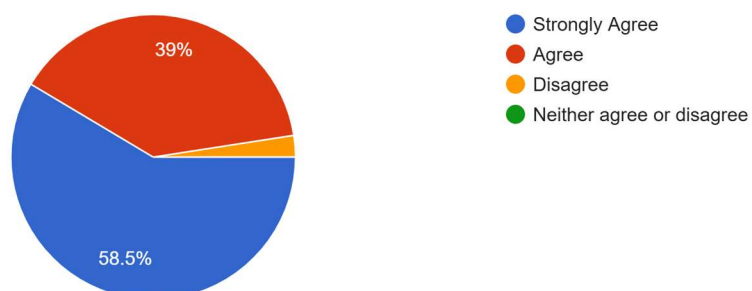
2. Aims and objectives of the syllabus are well designed & clear to teachers and students

41 responses



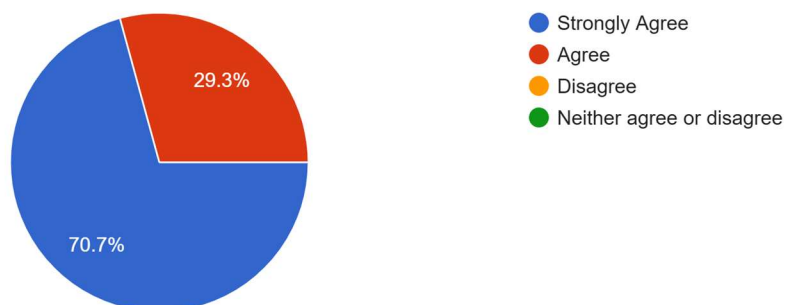
3. The college provides adequate opportunities & support to faculty members for upgrading their skills & qualifications

41 responses



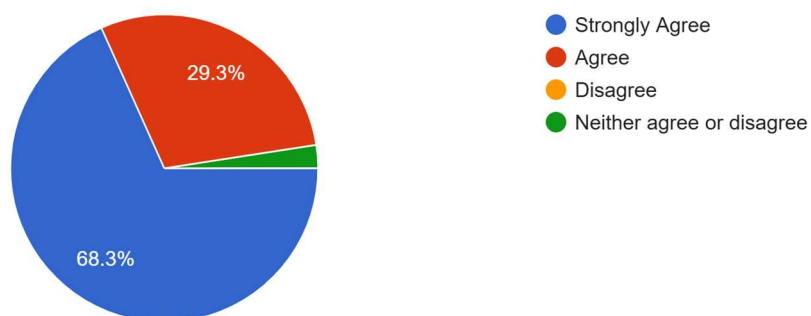
4. The faculty has the freedom to adopt new techniques/strategies of testing & assessment of students

41 responses



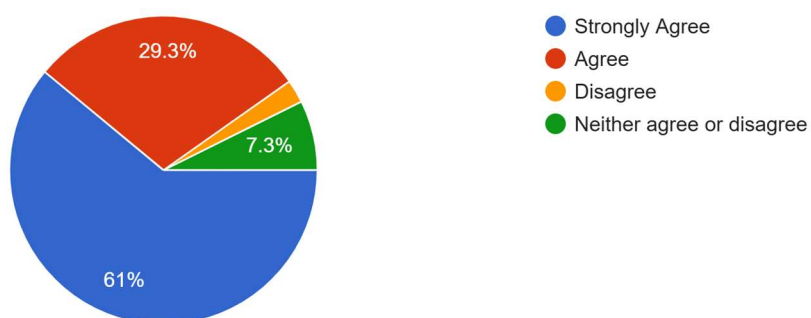
5. Authorities are approachable & accessible

41 responses



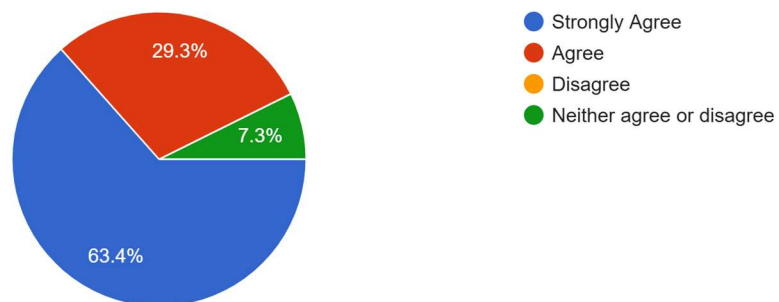
6. Equal opportunities for all staff is provided

41 responses



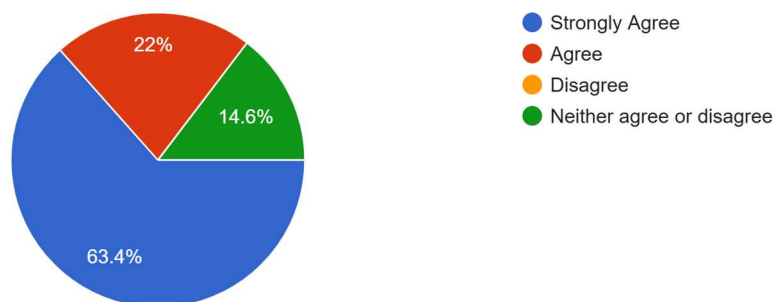
7. The college authority tries to provide infrastructure facilities in the college

41 responses



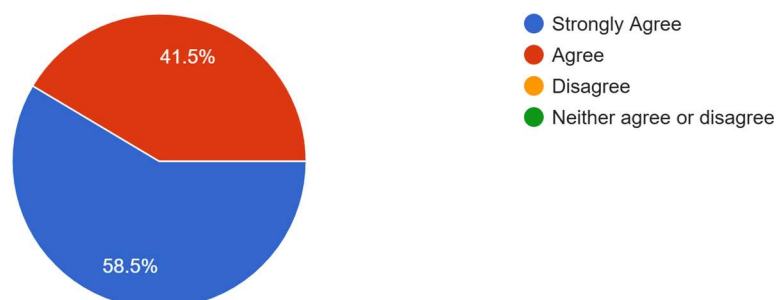
8. The environment in the college is conducive to teaching & learning

41 responses



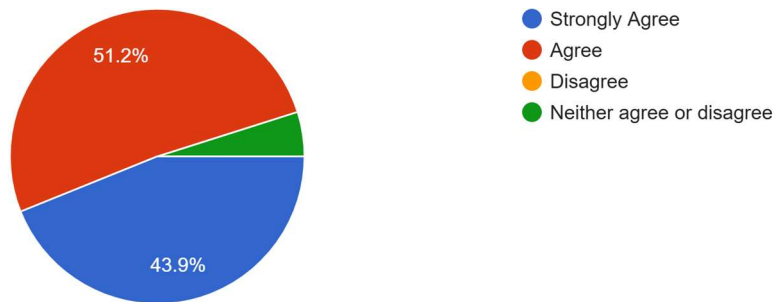
9. Computer facilities are made available for ICT based teaching to students

41 responses



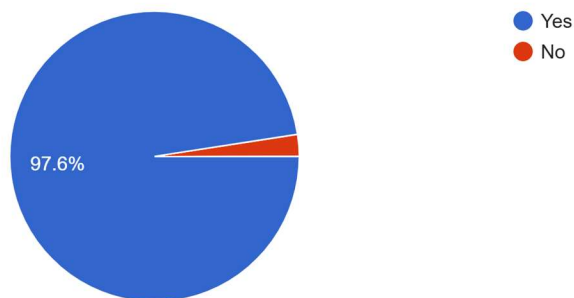
10. Common room, toilets, laboratory, classrooms, library are clean & well maintained

41 responses



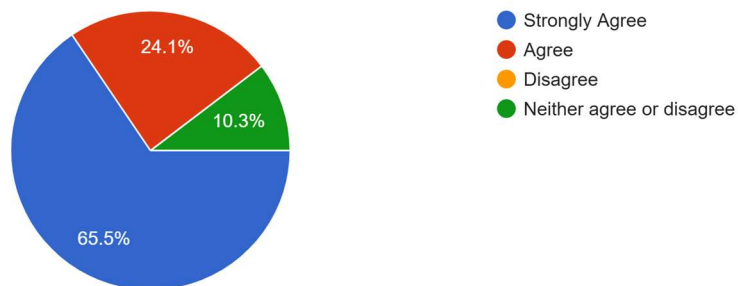
11. Clean drinking water is available

41 responses



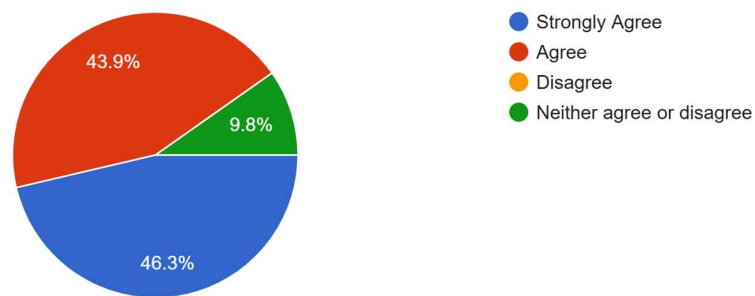
12. Laboratory equipment including chemicals, glassware, equipment & specimens are regularly provided (For Science Stream)

29 responses



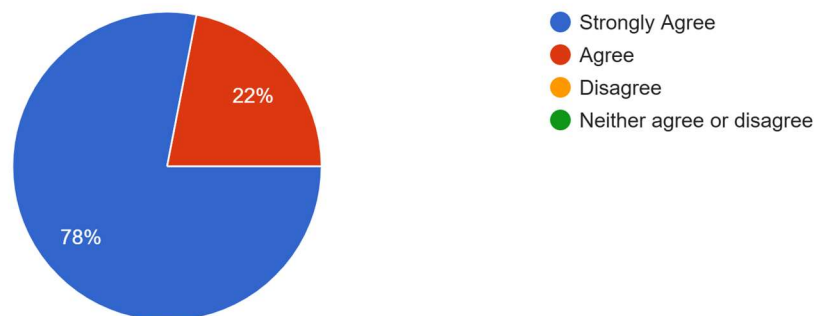
13. The college pays attention for conservation of environment & has taken initiatives on implementing rainwater harvesting plant, waste management practices.

41 responses



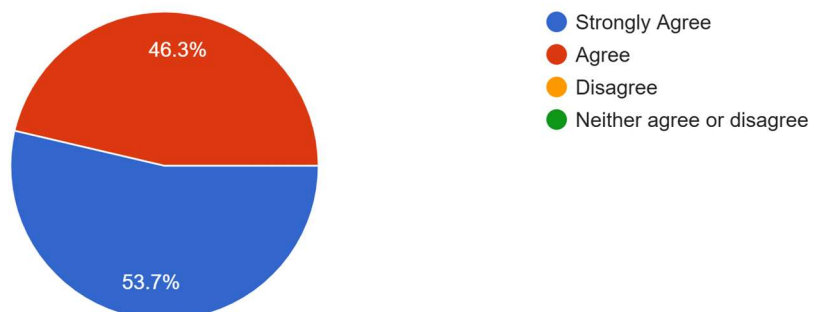
14. The library provides facilities for students and faculty members

41 responses



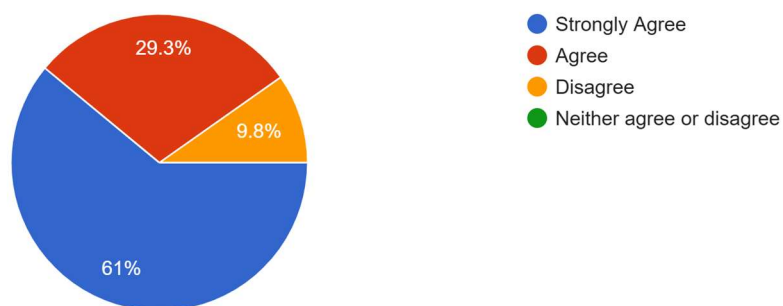
15. Students are disciplined & respect the staff members

41 responses



16. In addition to regular classes the institution offers additional course/information to the students

41 responses



17. Opinion about the office staff

41 responses



Action Taken Report:

The feedback provided by the teaching staff is analysed and observed. Although the feedback has satisfactory remarks, the administration has given emphasis on a few areas for the growth and development of the institution:

- (i) The institution will plan more Faculty Development Programmes (FDPs), research workshops, and linkages with academic bodies like ICSSR.
- (ii) Efforts were made to maintain hygiene on the campus.
- (iii) Students will be involved in green campus initiatives, and awareness campaigns will be integrated with NSS/Eco clubs.
- (iv) Mentorship and discipline committees will be more active in guiding students' behavior and ethics.
- (v) More certificate and value-added courses will be introduced.

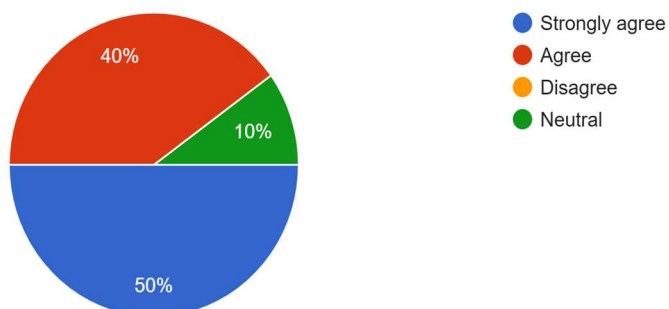
Non-Teaching Staff's Feedback and Action Taken Report, 2024-25

Summary of the Survey:

Total No. of Respondents: 10

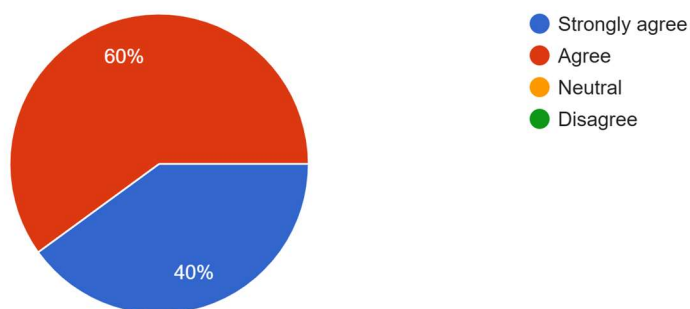
1. The Procedures followed in the College are effective

10 responses



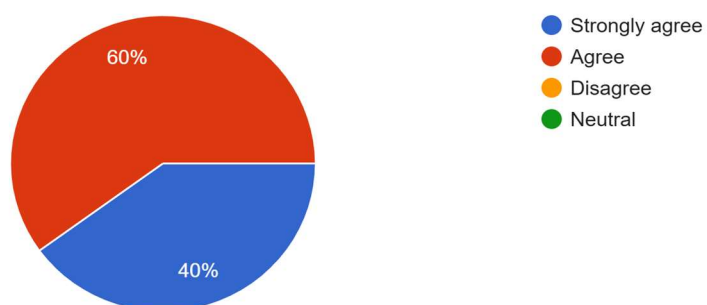
2. The work distribution is fair

10 responses



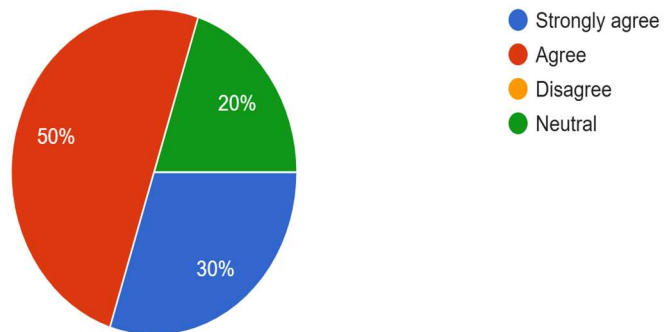
3. The workload is reasonable

10 responses



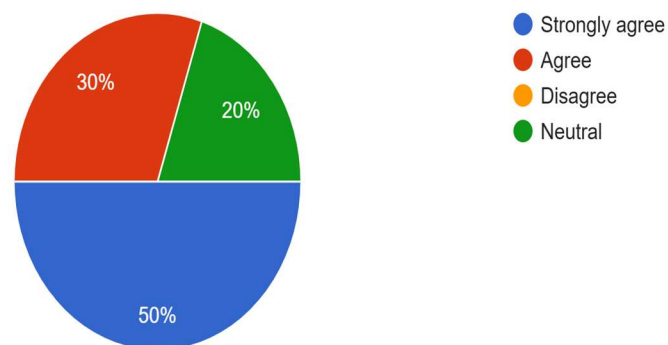
4. The training programmes organized by the institution are helpful

10 responses



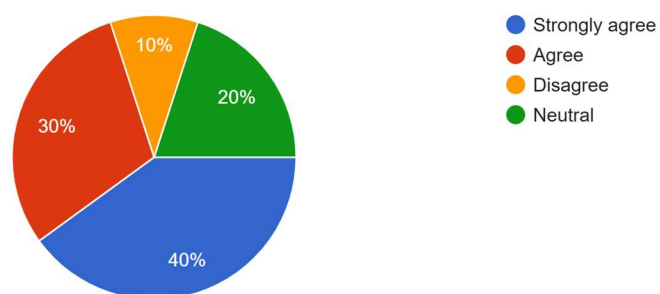
5. The promotion policies of the institution are encouraging

10 responses



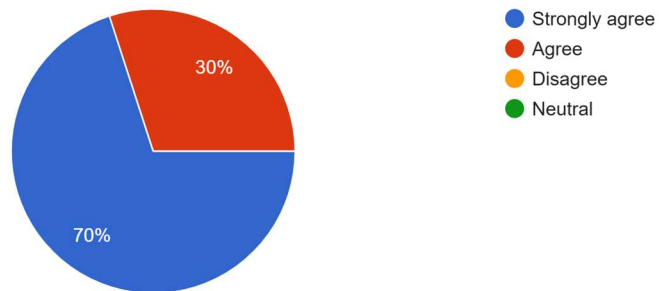
6. The infrastructure facilities are supporting the work environment

10 responses



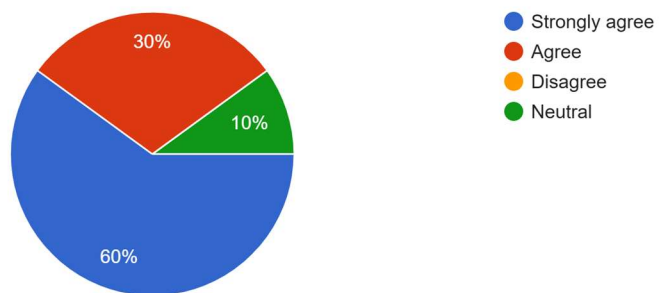
7. The employees clearly understand their roles and responsibilities

10 responses



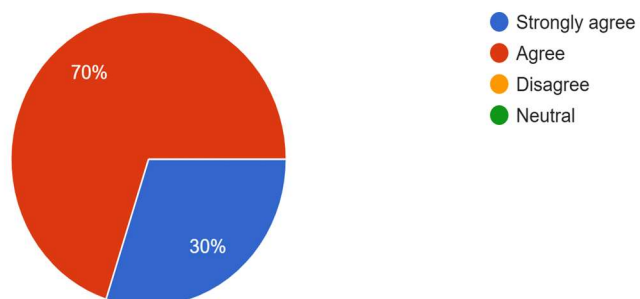
8. The employees have cordial relationships with and individual respect for each other

10 responses



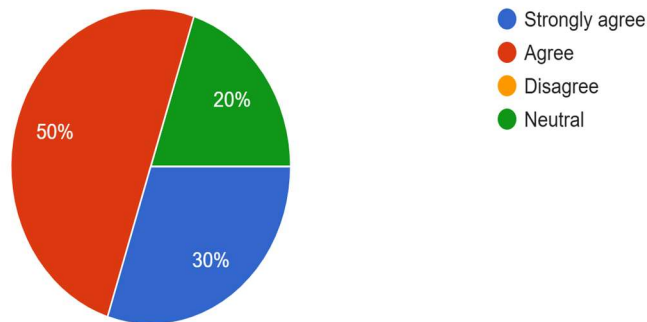
9. The employees can contribute to process development

10 responses



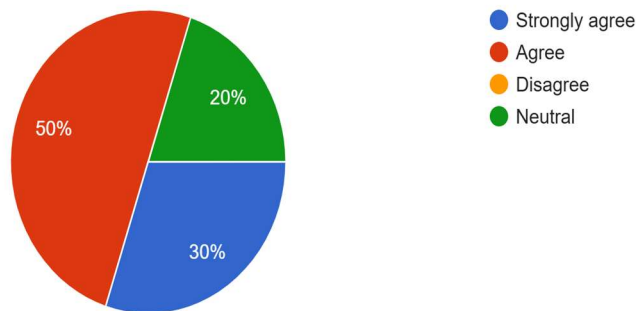
10. The employees' grievances (if any) are settled fairly

10 responses



11. The institution provides adequate opportunities and support for professional and personal growth

10 responses



Action taken report:

The feedback has been analysed, and the following action has been taken

- (i) The authority reviewed task assignments to ensure continued fairness.
- (ii) The institution has decided to schedule more skill enhancement and digital literacy workshops as part of capacity building.
- (iii) A review of infrastructural needs has been initiated. Issues identified will be addressed in a phased manner.

Alumni Feedback and Action Taken Report, 2024-25

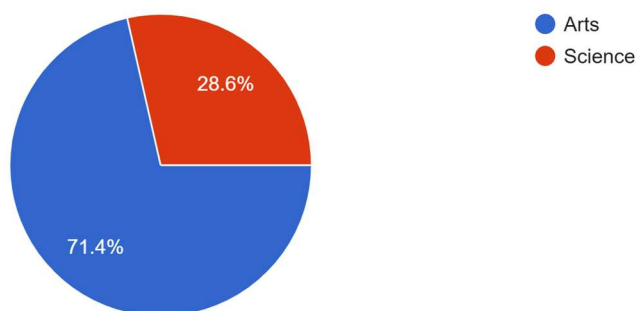
Alumni Feedback on Syllabus and its transaction

Summary of the Survey:

Total No. of Respondents: 63

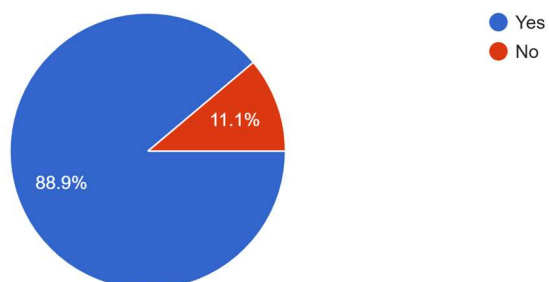
Faculty

63 responses



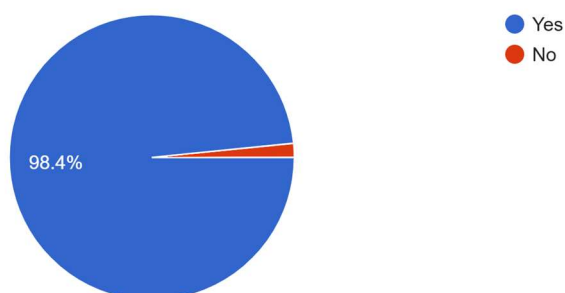
Is it necessary to have interaction with alumni about curriculum and transaction

63 responses



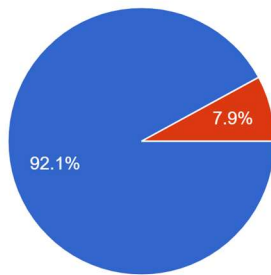
Do you find classroom, teaching learning process effective?

63 responses



Is the curriculum delivery planned?

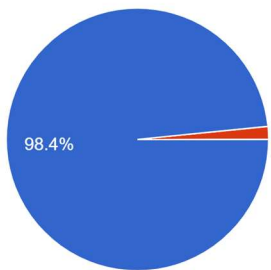
63 responses



● Yes
● No

Do you think objectives and content of curriculum properly delivered?

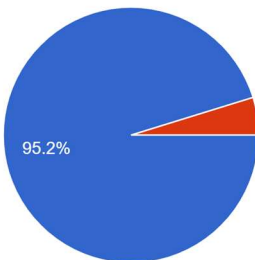
63 responses



● Yes
● No

Do you find evaluation method appropriate?

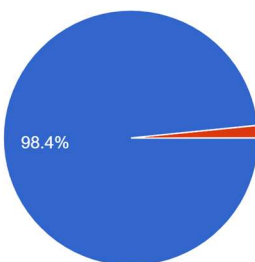
63 responses



● Yes
● No

The curriculum and transaction method help overall personality development?

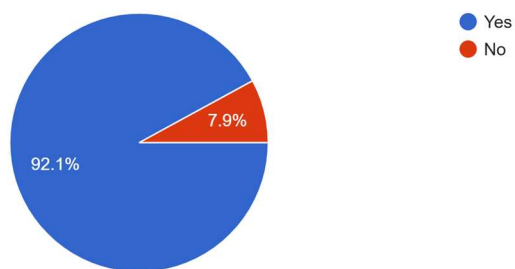
63 responses



● Yes
● No

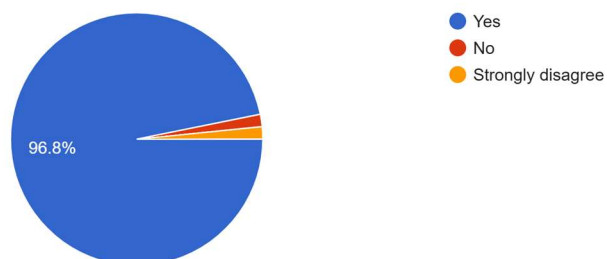
Is the curriculum help for employability?

63 responses



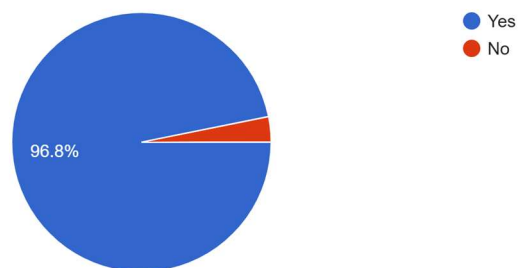
Was the curriculum fulfilling expectation?

63 responses



Does the syllabus create any research interest to pursue post graduation in the particular topic?

63 responses



Action Taken Report

The feedback provided by the alumni has been analysed and the actions taken are as follows

- (i) The institution has decided to continue to support student-centric teaching practices through faculty development programs and encourage the use of modern teaching aids and digital tools.

- (ii) Lesson planning and teaching diaries are reviewed regularly by Heads of Departments (HoDs). More departmental reviews will be conducted to align teaching delivery with learning outcomes.
- (iii) Continuous feedback loops from current students, alumni, and faculty will be used to keep updating and aligning the curriculum with real-world relevance.
- (iv) The department were encouraged to maintain a good rapport with their alumni and were instructed to organise alumni meets.