

# FEEDBACK ANALYSIS AND ACTION TAKEN REPORT OF DIGBOI COLLEGE

2020-2021



ESTD 1965

ডিগবৈ মহাবিদ্যালয়  
DIGBOI COLLEGE

DIGBOI – 786171  
DISTRICT- TINSUKIA  
ASSAM



*Principal & Secretary*  
Digboi College Digboi

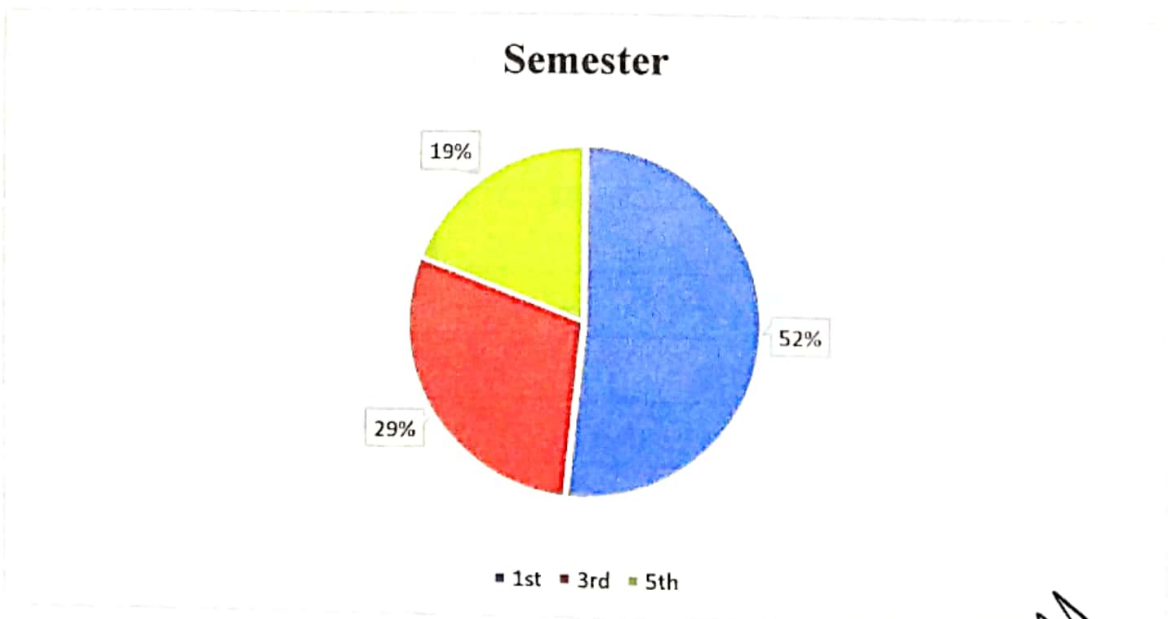
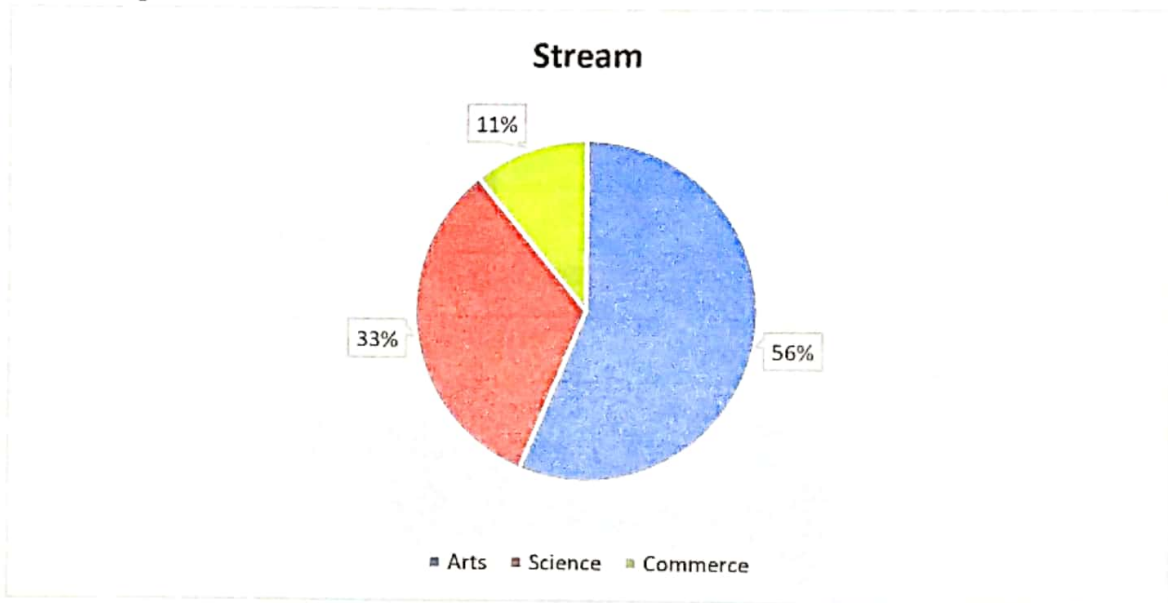
## STUDENTS' FEEDBACK ON SYLLABUS AND ITS TRANSACTION

Students remain the foremost stakeholder of any institution. Their viewpoints always help make the institution overcome all its barriers and achieve its desired goal. Keeping in view the importance of students' roles, the institution has initiated taking structured feedback from them pertaining to matters especially related to the syllabus and its transaction. The institution shared feedback forms through Google form in which 853 nos. of students gave their responses to a total of 15 questions. It needs to be mentioned here that questions were designed in the form of a 5-point rating scale and other responses pattern and suggestion was sought in the last question. Students' feedback data are available in the following link:

<https://docs.google.com/forms/d/1wgA9m8nZ1fMIQnT41ENHxwplblemstJdvBG68KofJ-Q/edit?usp=sharing>

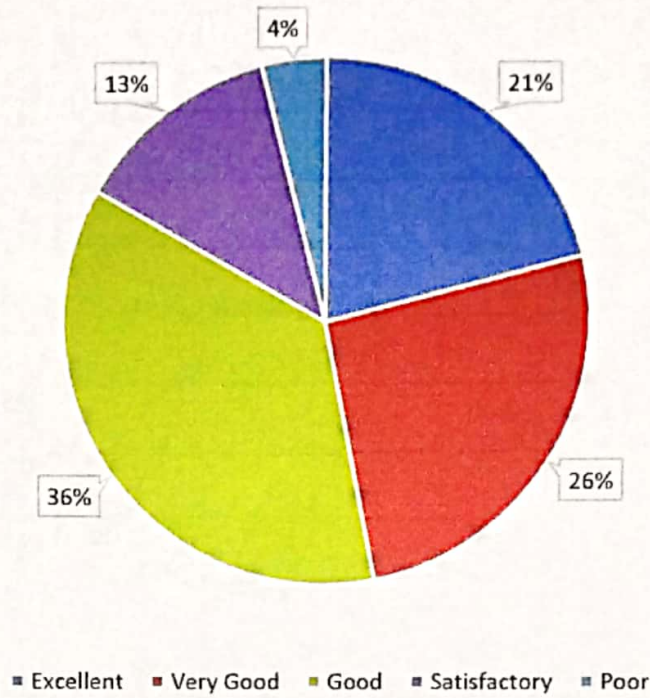
The feedback report is prepared on the basis of feedback form responses provided by students of the college for the session 2020-21.

**Total Responses: 853**

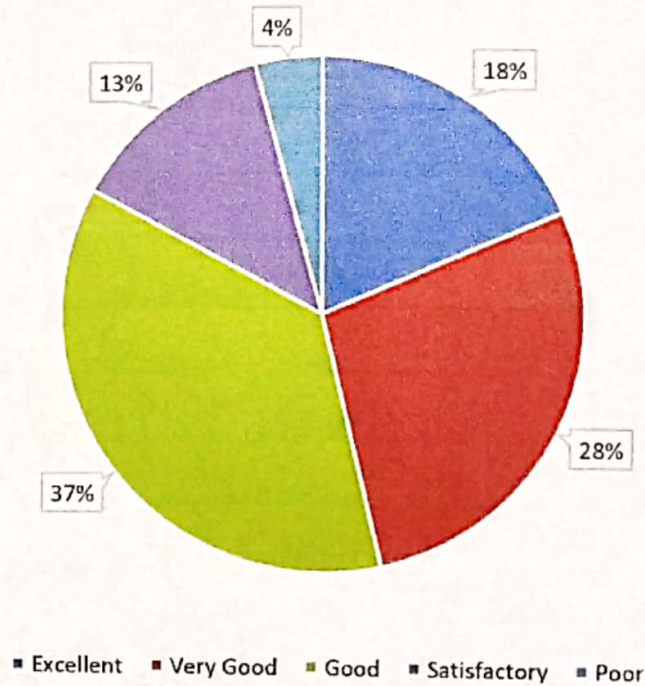


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### 1. The Curriculum and Syllabus are need based



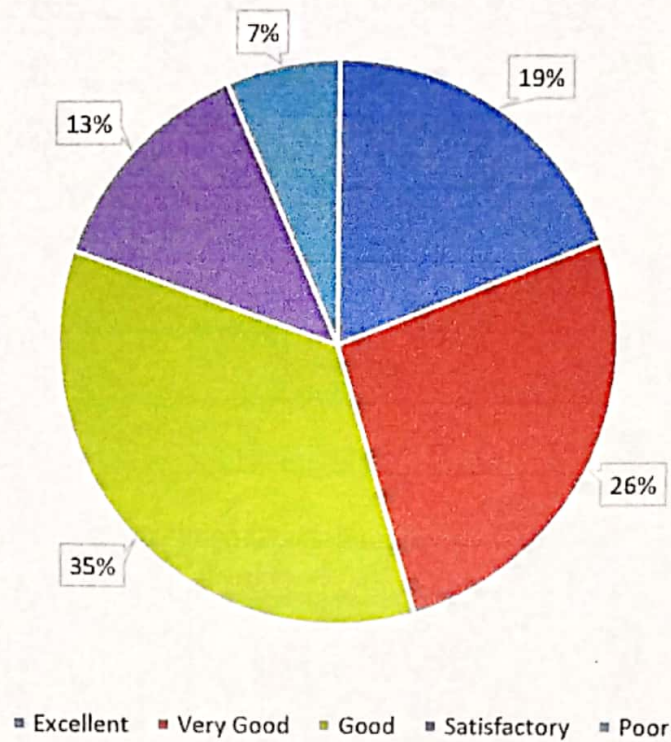
### 2. The sequence of the units provided in the course is appropriate.



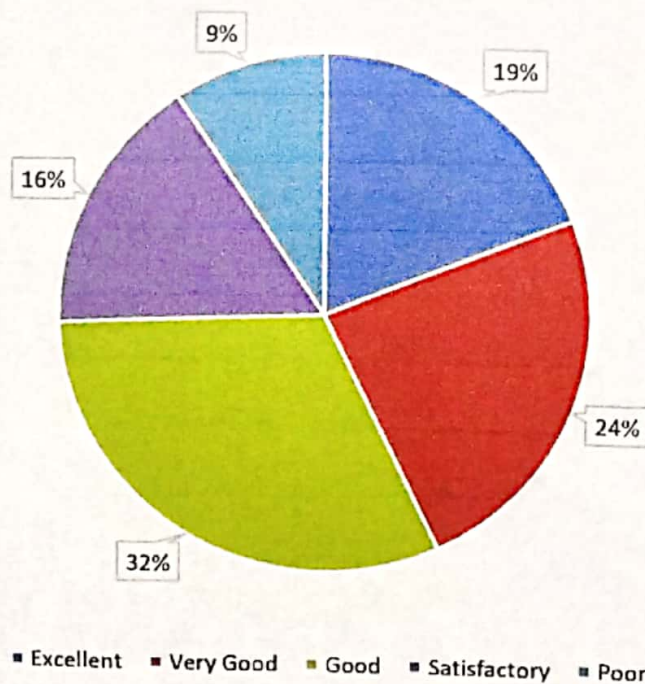
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### 3. The course outcomes are well defined and clear

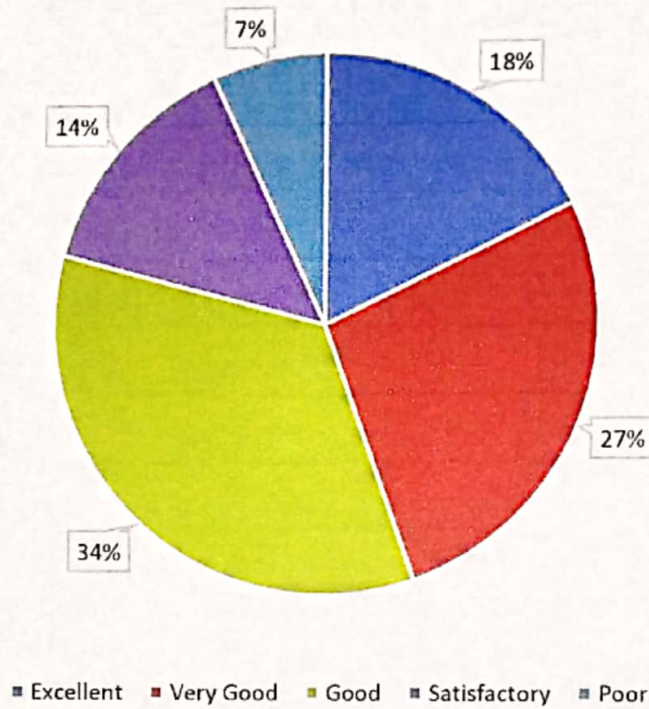


### 4. Adequate text books, reference books or digital resources are available related to the syllabus

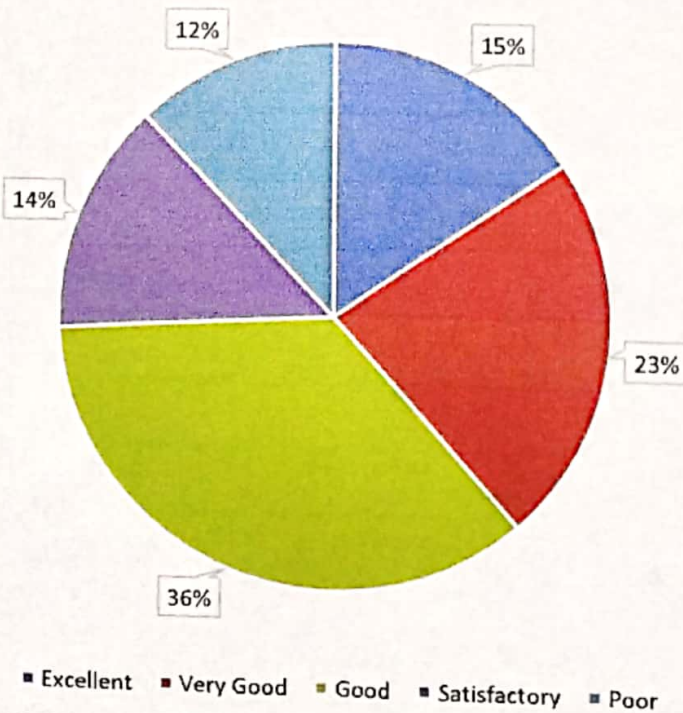


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**5. The course contents are relevant and applicable to real life situation**



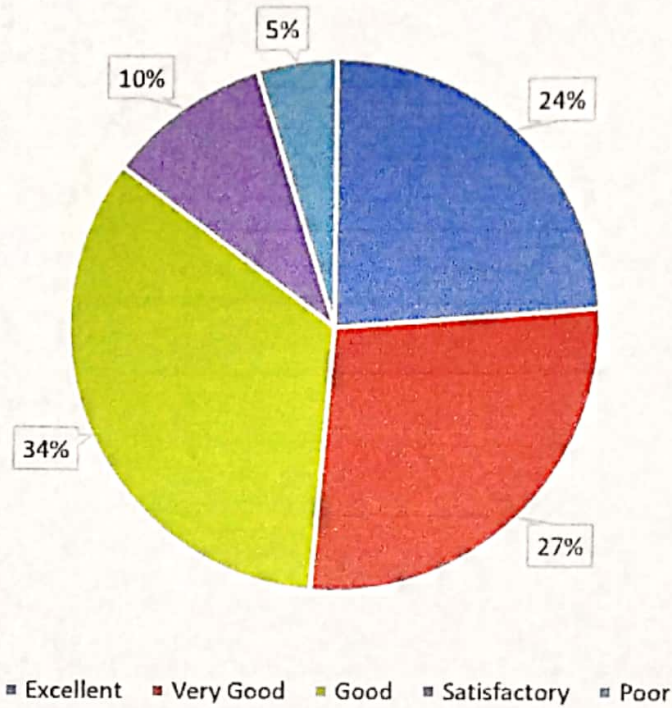
**6. The size of the syllabus is appropriate in terms of the burden on the students**



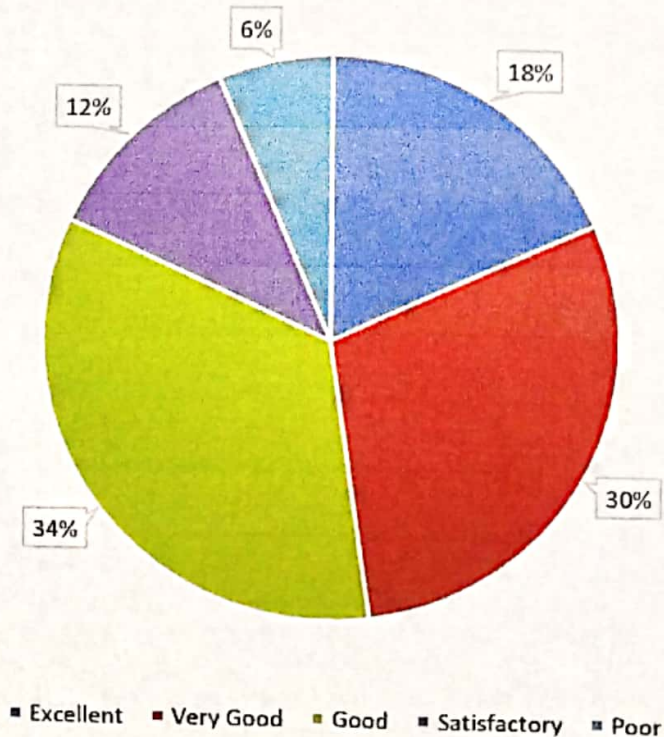
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**7. The syllabus is useful in terms of knowledge, concepts, analytical abilities and broadening perspectives**

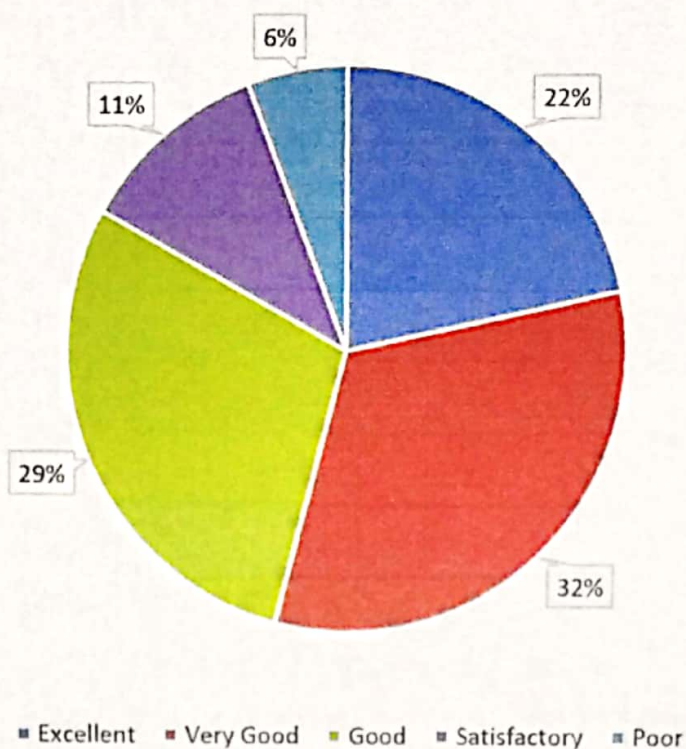


**8. The objectives stated for each of the course is well-fulfilled**

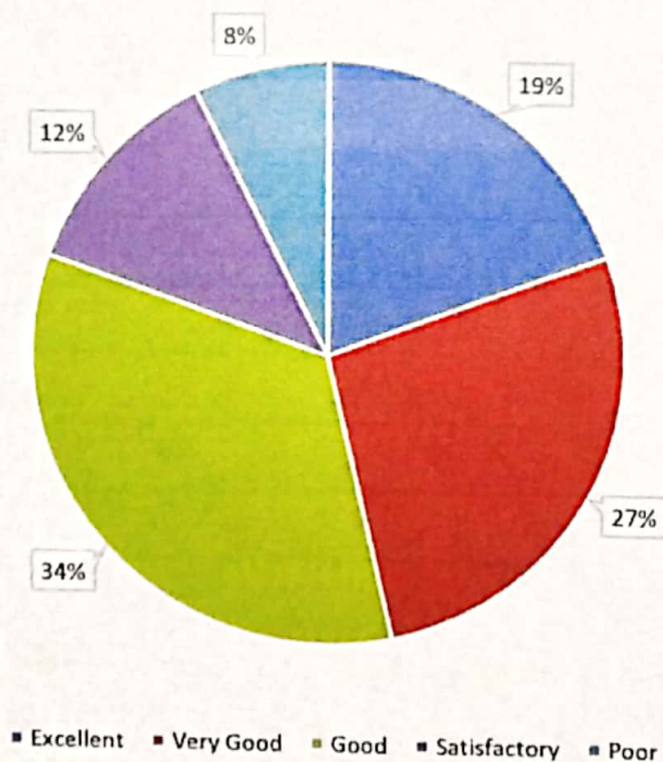


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### 9. Appropriate teaching methods are used to cover the course content of the syllabus



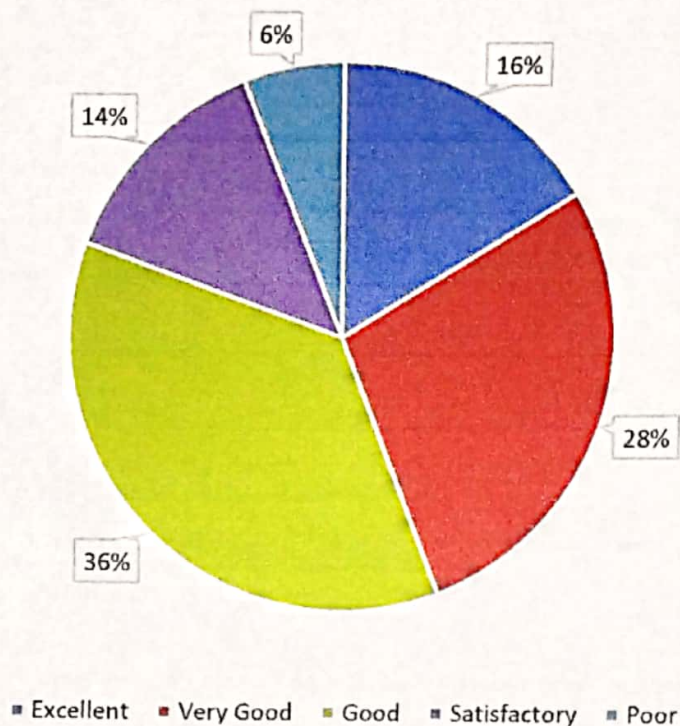
### 10. The syllabus offers the flexibility in choosing electives



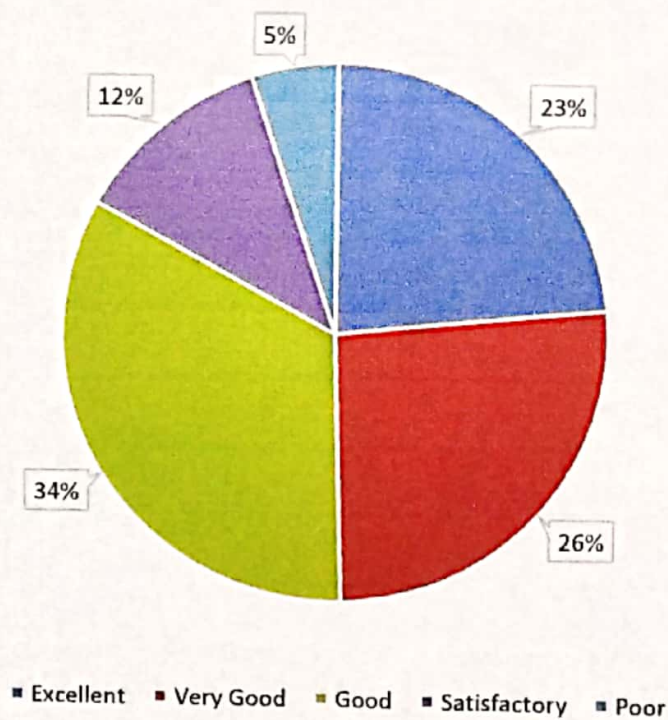
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### 11. The syllabus fulfills the competencies expected by the present global scenario



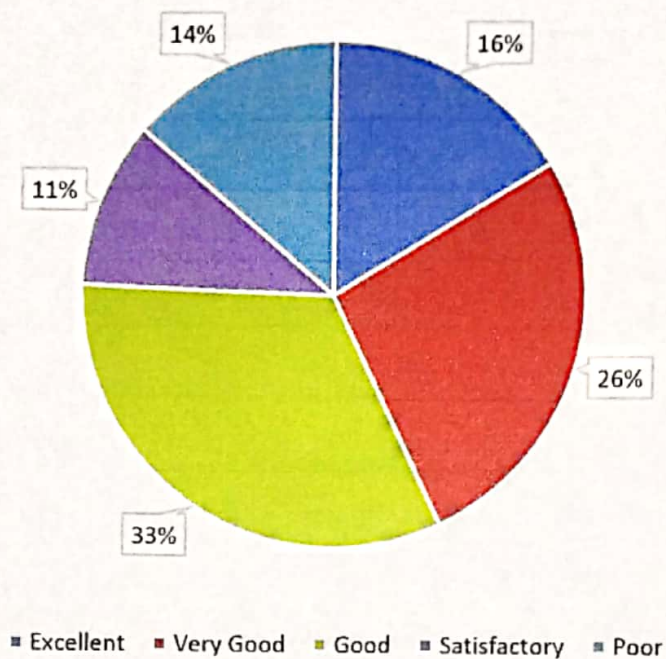
### 12. The syllabus provides scope for the growth of students



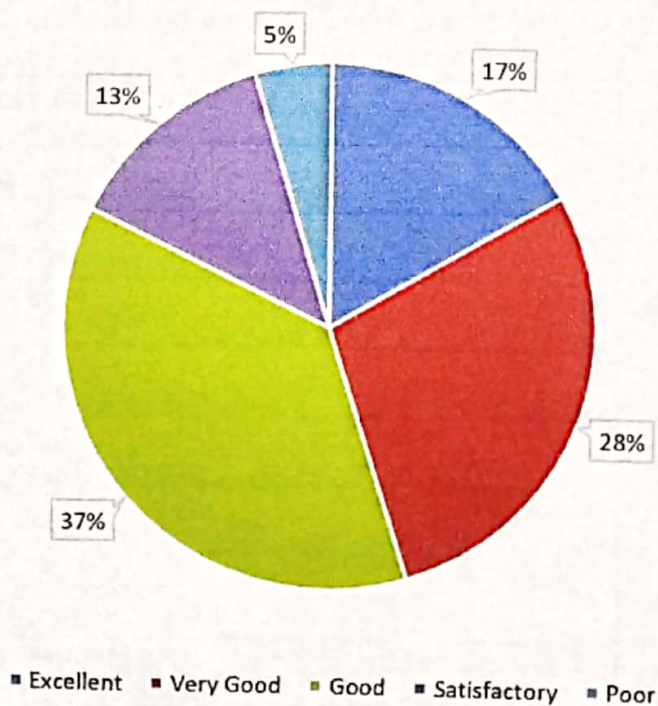
  
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**13. The credits are appropriately allocated to the units in the syllabus**

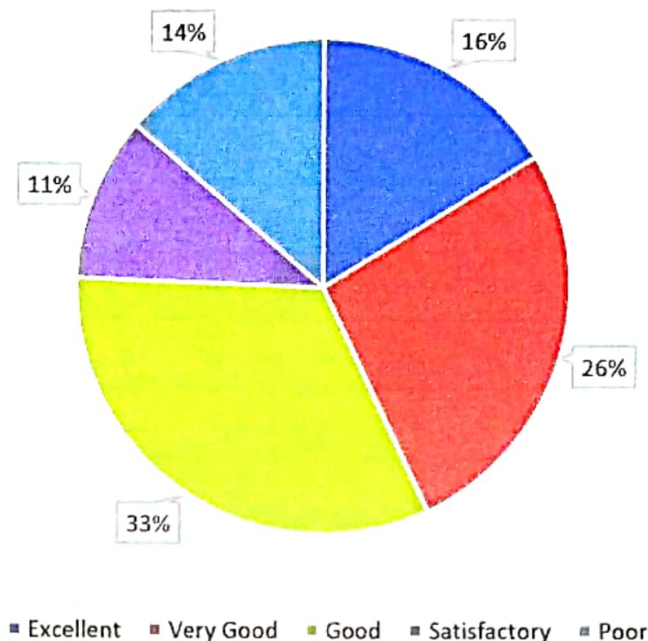


**14. The time allocation for course completion of the syllabus is appropriate**



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**15. The credits are appropriately allocated to the units in the syllabus**



Students' Feedback and action taken report (Syllabus and its Transaction)			
Sl.No.	Query	Feedback	Action taken
1	The Curriculum and Syllabus are need based	There is scope of improvement	Reported to concerned bodies for necessary action
2	The sequence of the units provided in the course is appropriate	Needs improvement	
3	The course outcomes are well defined and clear	Needs improvement	
4	Adequate text books, reference books or digital resources are available related to the syllabus	Good but needs to be upgraded	<ul style="list-style-type: none"> <li>• Soft copies and hard copies of newspapers and books have been made available</li> <li>• books have been made available by sanction of funds to department for purchasing books.</li> </ul>
5	The course contents are relevant and applicable to real life situation	Good but there is scope of improvement	Reported to concerned bodies for necessary action
6	The size of the syllabus is appropriate in terms of the burden on the students	Needs improvement	

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7	The syllabus is useful in terms of knowledge, concepts, analytical abilities and broadening perspectives	Good but can be improved	Additional useful and related study materials have been available
8	The objectives stated for each of the course is well fulfilled	Good but can be improved	Reported to concerned bodies for necessary action
9	Appropriate teaching methods are used to cover the course content of the syllabus	Good but can be improved	
10	The syllabus offers the flexibility in choosing electives	Good but can be improved	
11	The syllabus fulfills the competencies expected by the present global scenario	Good but can be improved	
12	The syllabus provides scope for the growth of students	Good but can be improved	
13	The credits are appropriately allocated to the units in the syllabus	Good but can be improved	
14	The time allocation for course completion of the syllabus is appropriate	Needs improvement	
15	The credits are appropriately allocated to the units in the syllabus	Needs improvement	



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## TEACHERS' FEEDBACK (STRUCTURED) ON SYLLABUS AND ITS TRANSACTION

As the teachers' are vital stakeholders, their feedback on curricular aspects becomes important. The institution shared feedback forms through Google form in which 62 nos. of teachers gave their responses to a total of 10 questions related to syllabus and its transaction. Teachers' feedback data are available in the following link:

[https://docs.google.com/forms/d/1ZfwqtVsC5zIsLE4nv2dLjkDEkF\\_LLsUwCjdXbOMxxL4/edit?usp=sharing](https://docs.google.com/forms/d/1ZfwqtVsC5zIsLE4nv2dLjkDEkF_LLsUwCjdXbOMxxL4/edit?usp=sharing)

The feedback report is prepared on the basis of feedback form responses provided by teachers' of the college for the session 2020-21.

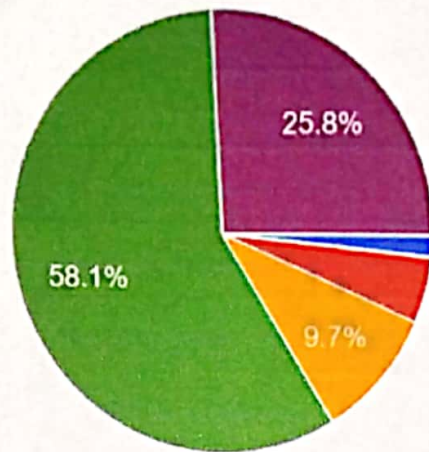


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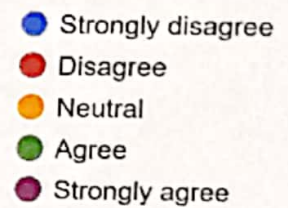
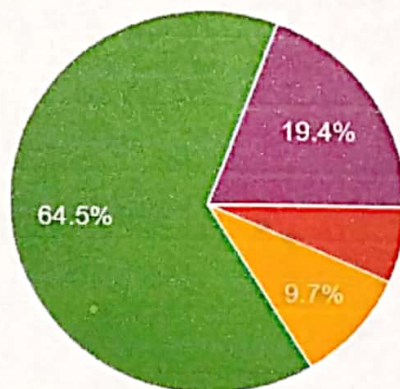
1). Are the subjects covered in the syllabus interesting for the students?

62 responses



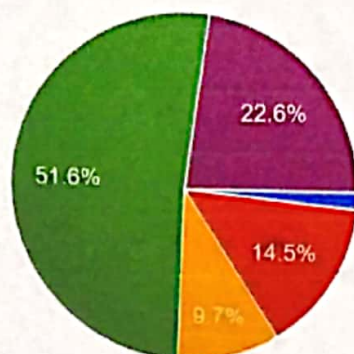
2). Are the course objectives clearly defined?

62 responses



3). Is timely completion of syllabus possible for the papers taught by you in the allotted time period

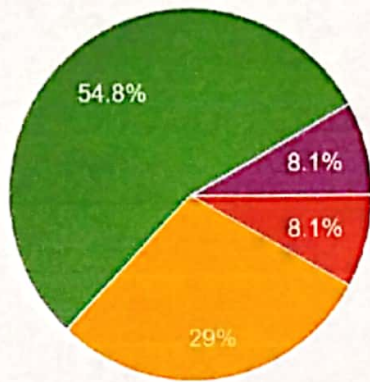
62 responses



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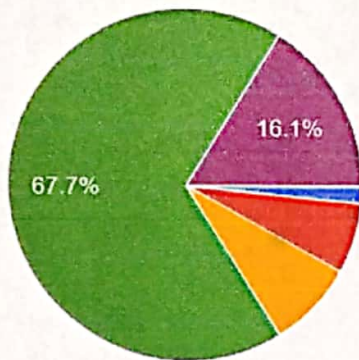
4). Does the syllabus provide enough freedom to adopt new techniques of testing and assessment of Students

62 responses



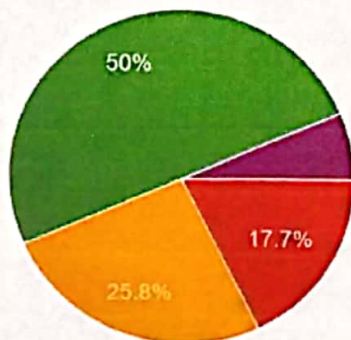
5). Does the syllabus cover advance and modern topics

62 responses



6). Are books/journals prescribed by the University relevant and updated to cover the entire syllabus?

62 responses

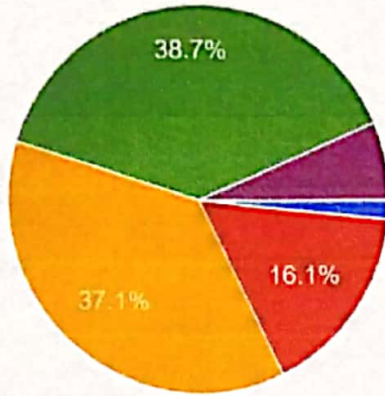


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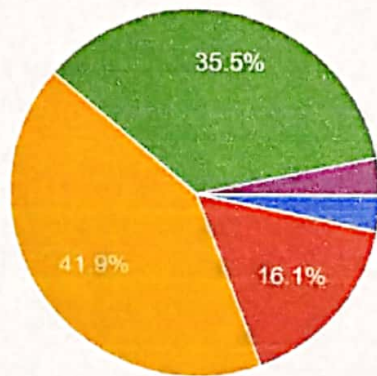
7). Are the contents challenging to teach?

62 responses



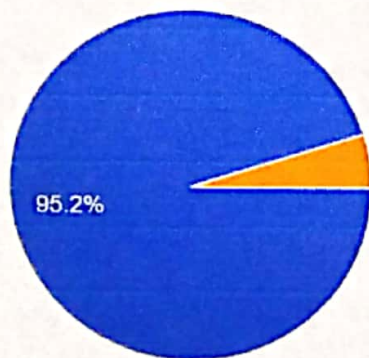
8). Is the syllabus designed in a way to improve Employability Index?

62 responses



9). Whether you illustrate the concept through examples and applications while teaching

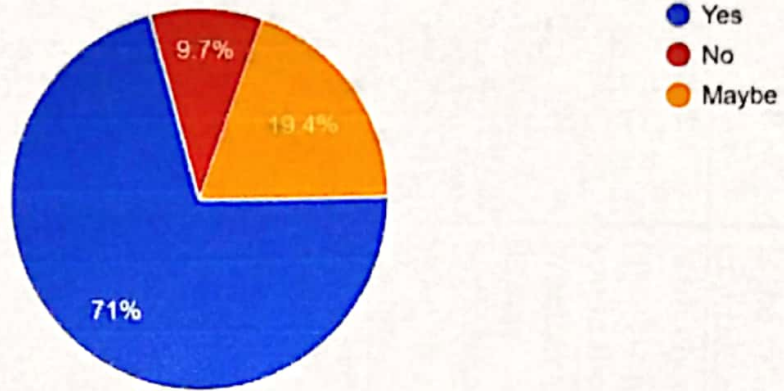
62 responses



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10). Whether you use ICT tools while teaching

62 responses



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Dibrugarh College, Dibrugarh

**Teachers Feedback (Structured) and action taken report  
(Syllabus and its Transaction)**

Sl.No.	Query	Feedback	Action taken	Impact
1	Are the topics covered in the syllabus interesting for students?	Fairly interesting but needs improvement	The parent university was intimated regarding these points through the Principal of the college.	The subsequent modification of the syllabus reflected the impact
2	Are the course objectives clearly defined?	Somewhat clear		
4	Does the syllabus cover advance and modern topics?	More required		
5	Does the syllabus provide enough freedom to adopt new techniques of testing and assessment of students?	Quite enough		
8	Is the syllabus designed in a way to improve employability index?	Somewhat		
3	Is timely completion of the syllabus possible for the papers taught by you in the allotted time period	Some more time is to be allotted	The principal called an all teachers meeting where all the faculty were requested :  i. To plan their course transaction properly so that the syllabus is completed within the allotted time. ii. make use of cushion classes.  iii. maximize the use of ICT during transaction of syllabus and maximize  iv. the use of examples and	It has been found that <ul style="list-style-type: none"> <li>• most of the teachers have begun using ICT enabled tools for their regular as well as cushion classes.</li> <li>• teachers' have begun using cushion classes both in the online and offline modes.</li> <li>• E-resources have been made available in the library</li> </ul>
9	Whether you illustrate the concept through examples and applications while teaching?	Most of the Teachers illustrate through		
10	Whether you use ICT tools while teaching	Most of the teachers use ICT		
	Are the contents challenging to teach?	Quite challenging		



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			<p>applications so as to make the classes interesting in addition to being informative.</p> <p>v. to keep themselves updated on advanced topics of their respective subjects .</p> <p>vi. Use e- resources as well as make these available to students</p>	
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*Principal & Secretary*  
Digboi College, Digboi

Letter to Joint Registrar(Academic), cum Member Secretary, CBCS Board, Dibrugarh University

Department of English: Digboi College  
Digboi, Dist: Tinsukia, Assam

Ref DigCol Eng Syllabus Feedback 2021/1

Date: 11.08.2021

To  
The Joint Registrar (Academic)  
Cum  
Member Secretary, CBCS Board,  
Dibrugarh University



Through the Principal, Digboi College cum Member, CBCS Board, Dibrugarh University.

Sub: Revision of syllabus of English Honours: DSE 3: Literary Criticism

Sir,

We the faculty members of the Department of English, Digboi College, beg to place a few matters relating to the DSE 3 (Literary Criticism) of English Honours and request you to take some seasoned step in this regard.

That sir, the Dibrugarh University syllabus on the said course follows the full structure of the UGC template pertaining to it and we do view that all the texts prescribed here are essential to meet the objectives of the paper. At the same time, with our experience of teaching literary criticism to UG students and considering the limited no. of classes per course that can be allotted in a semester, we do view that there is a need to review the said course. Since the UGC common curriculum allows for course deviation up to 20% at the University level, our university can think of bringing some revisions in this course. We would like to place the following suggestions for the needful revision:

Course	Unit/topics (existing)	Revision requested	Justification
English Honours: DSE 3: Literary Criticism	Unit III: <i>L.A. Richards: Practical Criticism</i> (full book, no selection)	Provide selections from Part III: Analysis of the said book.	Essays from Part III need detailed discussion and are to be co-related with Richards' other prescribed essays from <i>Principles of Literary Criticism</i> .
	Unit IV: <i>Maggie Humm: Practising Feminist Criticism</i> (full book, 11 chapters, no selection)	Provide selections including Chapter 1: Second Wave Feminism	As it is a work on practical criticism – analysis of texts from various feminist issues and perspectives, the students shall be required to know the content of the 22 analyzed works which will be a hard nut to crack for them and which in turn may fail the very purpose of the course. Selections will give them a taste of it. Their conceptualization of feminism /feminist studies will not be affected as they will have a full unit on Feminism in DSE 5: Literary Theory.

With regards,

Forwarded to the Jt. Registrar (Academic)

Principal  
11/8/21  
DIGBOI COLLEGE

Yours faithfully

J.D. Dutta (HoD)  
B.R. Phukan  
G. Buragohain  
Dr. P. Bhurli  
Sanjoy Das  
Dr. C. Chetla  
Dept. of English, Digboi College.

**Action Taken:**

Forwarded to the Registrar (Academic), Dibrugarh University

**Impact:**

Subsequent revision of syllabus of DSE-3(Literary Criticism) reflects the incorporation of the feedback on the syllabus

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## ALUMNI FEEDBACK (STRUCTURED) ON SYLLABUS AND ITS TRANSACTION

Alumni are an integral part of any institution as their viewpoints reflect the overall performance and development of the same. Their feedback on different aspects of the college is very important and so it is analyzed with utmost importance. In the Feedback some questions were framed especially related to syllabus and its transaction and then the Feedback form was shared with alumni through Google form in which 155 respondents gave their responses. The feedback forms data are available in the following link:

<https://docs.google.com/forms/d/1NV6z5BgtqerCEuLbsigGUFcVh11B9G4xeTGarAlZJPs/edit?usp=drivesdk>

The feedback report is prepared on the basis of feedback form responses provided by alumni of the college for the session 2020-21



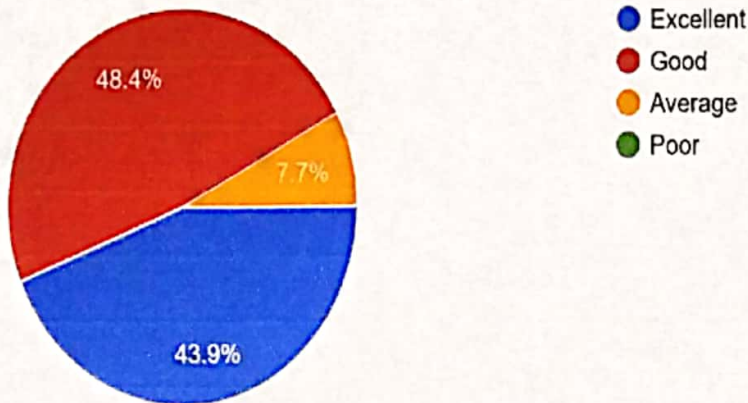
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# ALUMNI FEEDBACK FORM FOR THE ACADEMIC SESSION 2020-2021

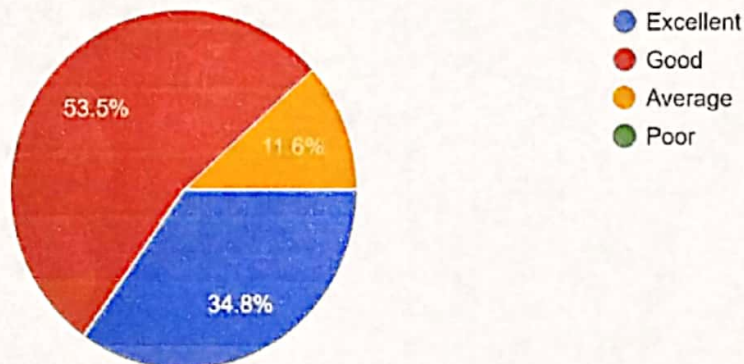
## 1. Support and contribution of the institution for your overall development.

155 responses



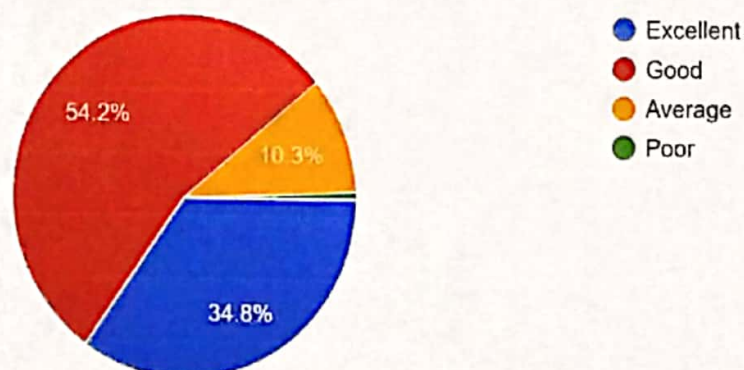
## 2. Effectiveness of curriculum in attaining communication skills and social responsibility.

155 responses



## 3. Effectiveness of Curriculum to meet your present professional standards.

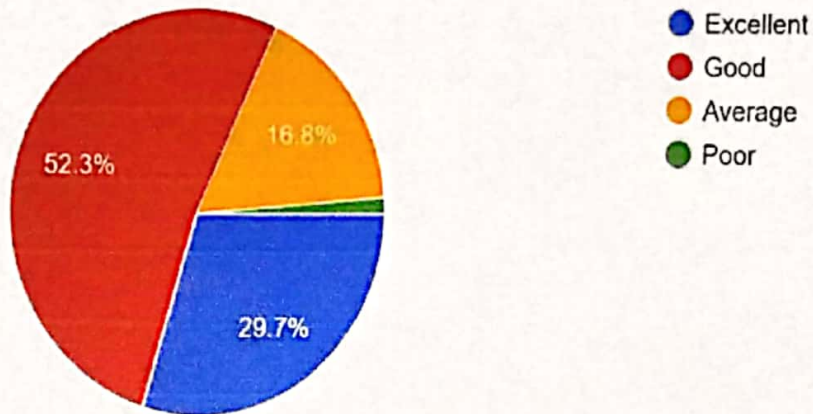
155 responses



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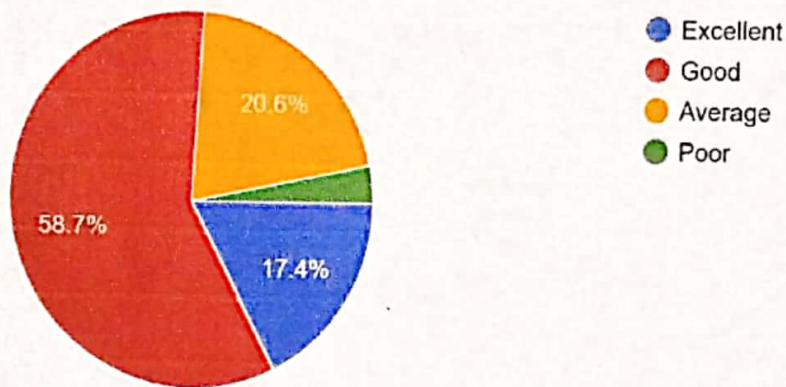
#### 4. Effectiveness of curriculum to apply your knowledge in real life situations.

155 responses



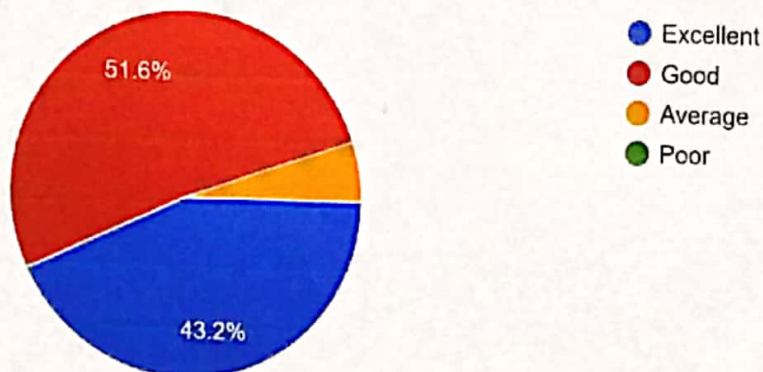
#### 5. Relevance of current curriculum for employability.

155 responses



#### 6. How do you rate the learning experience in terms of teaching and learning?

155 responses

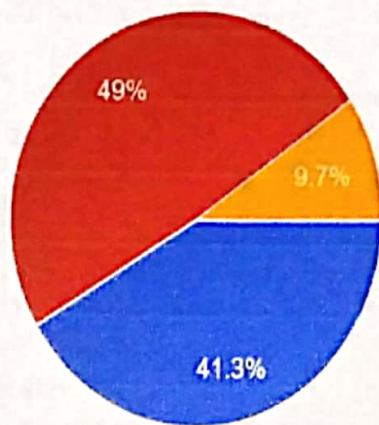


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7. How would you rate the quality of education imparted in the college?

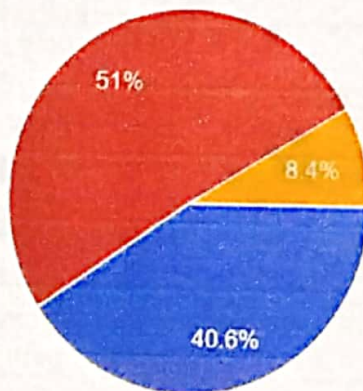
155 responses



- Excellent
- Good
- Average
- Poor

8. How would you rate the course content delivery?

155 responses



- Excellent
- Good
- Average
- Poor

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**Alumni Feedback and action taken report  
(Syllabus and its Transaction)**

Sl. No.	Query	Feedback	Action taken	Impact
1	Support and contribution of the institution for your overall development	Good but can be improved	The feedback received from the alumni is reported to concerned bodies. Note: Since the respondents consists of the last batch of the NCBCS course, and the concerned syllabus has been discontinued from the forthcoming session (CBCS course implemented), the question of modification does not arise.	
2	Effectiveness of curriculum in attainment communication skills and responsibility	Good but can be improved		
3	Effectiveness of curriculum to meet your professional standards	Good but can be improved		
4	Effectiveness of curriculum to apply your knowledge in real life situations	Needs improvement		
5	Relevance of current curriculum for employability.	Needs to be improved		
6	How do you rate the learning experience in terms of teaching and learning	Good but can be improved		
7	How would you rate the quality of education in the college?	Good but can be improved		
8	How would you rate the course content delivery?	Good but can be improved		



**Principal & Secretary  
Digboi College Digboi**

## EMPLOYER'S FEEDBACK (STRUCTURED) ON SYLLABUS AND ITS TRANSACTION

The feedback form data from employer are available in this link

<https://docs.google.com/forms/d/1YrBwFvmx1DUCLpVjb-4Qg4e4Lq223H99iF82tCyqrUQ/edit?usp=sharing>

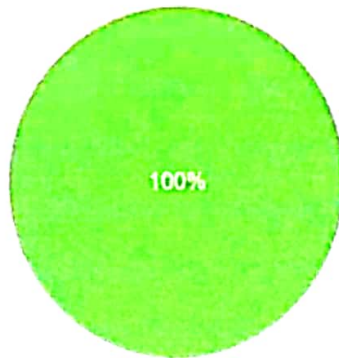


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# EMPLOYER'S FEEDBACK FORM FOR THE ACADEMIC SESSION 2020-2021

1). The syllabus ensures well-round enrichment of student's academic knowledge

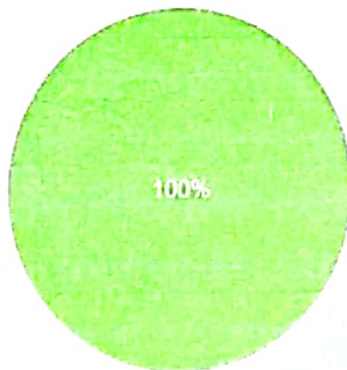
1 response



- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

2). The syllabus ensures favorable teaching learning experience both for teachers and students

1 response



- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

3). Is the course curriculum designed in a way to improve Employability Index?

1 response



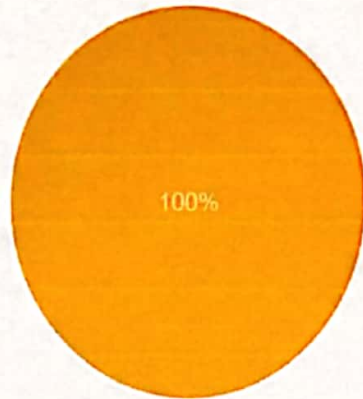
- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

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4). Rate the relevance of implementing CBCS in the course curriculum

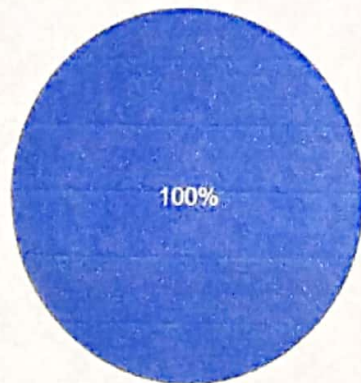
1 response



- Poor
- Fair
- Good
- Very Good
- Excellent

5). Do faculty follow the syllabus prescribed by the University?

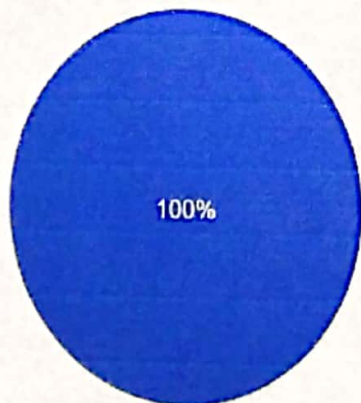
1 response



- Yes
- No
- Maybe
- Don't Know

6). Are sufficient working hours allotted for timely completion of the syllabus?

1 response

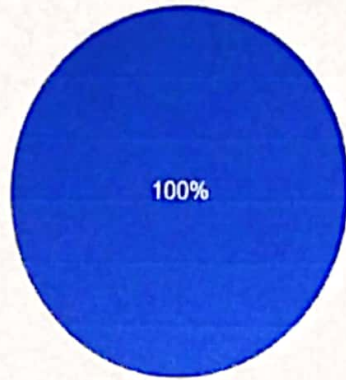


- Yes
- No
- May be
- Don't Know

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7). Are the number of books in the library sufficient to meet the requirements of the curriculum?

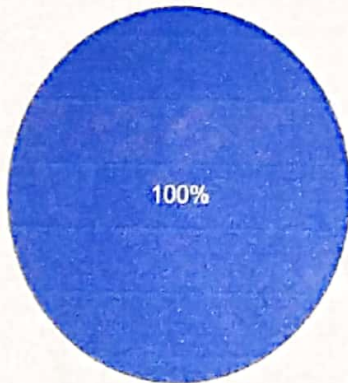
1 response



- Yes
- No
- Maybe
- Don't Know

8). Are ICT tools employed in imparting knowledge to students

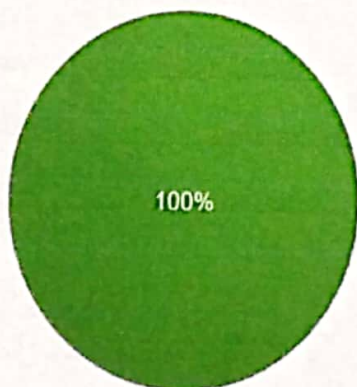
1 response



- Yes
- No
- Maybe
- Donot Know

9). How do you rate the ICT enabled tools available for teaching?

1 response



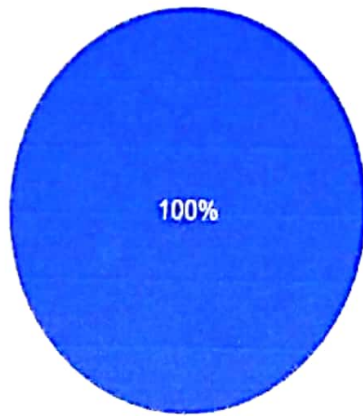
- Poor
- Good
- Neutral
- Very Good
- Excellent

A handwritten signature in black ink, appearing to be the initials of the Principal and Secretary.

**Principal & Secretary**  
Digboi College, Digboi

10). Do the faculty use ICT tools efficiently?

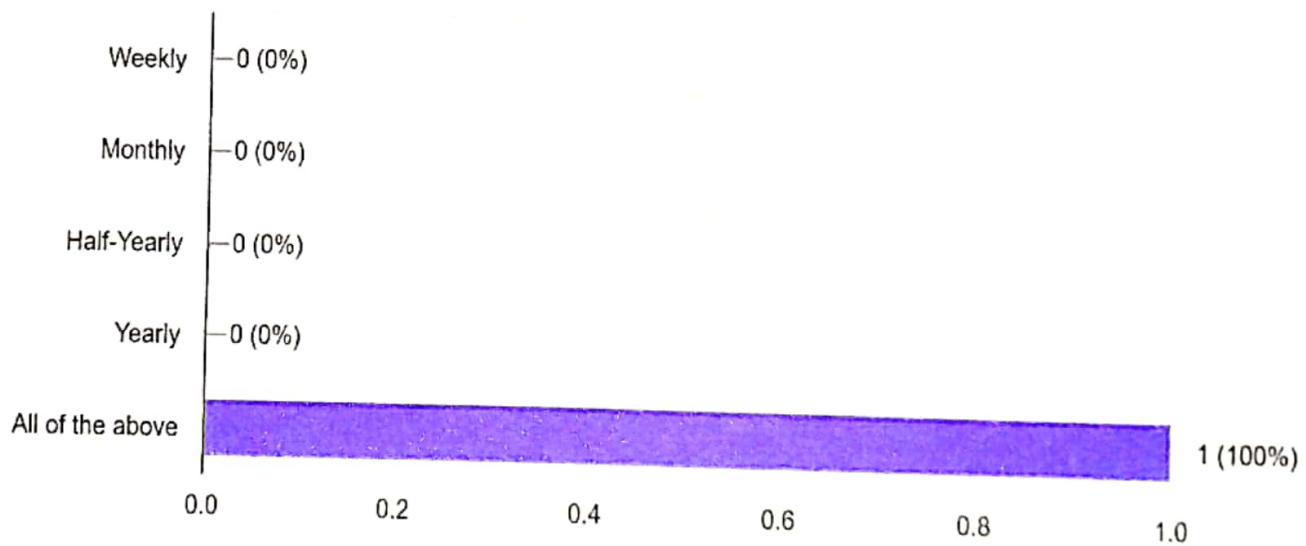
1 response



- Yes
- No
- Maybe
- Don't Know

11). How often do you assess the progress of the syllabus, and ensure its completion?

1 response



**Principal & Secretary**  
Digboi College, Digboi



**Employers Feedback (Structured) and action taken report  
(Syllabus and its Transaction)**

Sl.No.	Query	Feedback	Action taken
1	The syllabus ensures all round enrichment of student's academic knowledge	Agree	The feedback received from the employer is reported to concerned bodies for necessary action .
2	The syllabus ensures favorable teaching learning experience both for teachers and students	Agree	
3	Is the course designed in a way to improve employability index	Disagree	
4	Rate of relevance of implementing CBCS in the course curriculum	Good	
5	Do faculty follow the syllabus prescribed by the university?	Yes	
6	Are sufficient working hours allotted for timely completion of the syllabus?	Yes	
7	Are the number of books in the library sufficient to meet the requirement of the syllabus?	yes	
8	Are ICT tools employed in imparting knowledge to students?	Yes	
9	How do you rate the ICT enabled tools available for teaching?	Yes	
10	Do the faculty use ICT tools efficiently?	Yes	
11	How often do you access the progress of the syllabus and ensure its completion?	Monthly and half-yearly	



**Principal & Secretary  
Digboi College, Digboi**

**AN EXTRACT OF THE**  
**MINUTES OF THE DIGBOI COLLEGE GOVERNING BODY MEETING**  
**HELD ON 24.12.2021**

The Principal & Secretary places before the august body the report on the actions taken on the feedback report prepared by IQAC, Digboi College on the basis of feedback received from Students, Teachers, Alumni and Employer of the college for the session 2020-21. After thorough discussion the Governing Body accepts the reports and adopts following resolution unanimously:

**Resolution No. 23.1**

“...Resolved that the report on the actions taken on the feedback report prepared by IQAC on the basis of feedback received from the students, teachers, alumni and employer of the college for the session 2020-21 be approved and concerned bodies be requested for necessary action.”



 24/12/21

**Principal**  
**Digboi College, Digboi**