



# GURU NANAK COLLEGE

Postgraduate Multi Faculty Premier College  
KILLIANWALI, DISTT. SRI MUKTSAR SAHIB (Pb.) - 151211  
NAAC Accredited Grade "B"

Recognized by U.G.C. Under Section 2 (f) & 12 (B) & Permanently Affiliated to Panjab University Chandigarh

## 1.4.2

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## 1. Link for the Feedback Report

- Student Satisfaction Survey and Action taken Report

<https://www.gnckillianwali.com/uploads/sss2022-23.pdf>

- Feedback from Students  
<https://www.gnckillianwali.com/uploads/Studentsfeedback2022-23.pdf>
- Feedback from Teachers  
<https://www.gnckillianwali.com/uploads/TeachersFeedback2022-23.pdf>
- Feedback from Parents

<https://www.gnckillianwali.com/uploads/ParentsFeedback2022-23.pdf>

- Feedback from Alumni  
<https://www.gnckillianwali.com/uploads/AlumniFeedback2022-23.pdf>

- Feedback from Employer

<https://www.gnckillianwali.com/uploads/Employeersfeedback2022-23.pdf>



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## 2. Mechanism of feedback in the Institute

Feedback from all the stakeholders involved is taken with the aim of enhancing the institution's operation. Even while Guru Nanak College Killianwali, strives for excellence at all times, it firmly believe that there is always room for development. Students are given feedback proformas to collect feedback on many elements of the institution, with the goal of assessing the teaching-learning process, evaluation system, student support services, and other facilities offered to students. This feedback proforma comprises four questionnaires based on their feedback on (i) Course (ii) Teachers (iii) Overall evaluation of Programme and Teaching (iv) Overall rating. After receiving feedback proformas, analysis is conducted using the data filled. This feedback is analyzed, shared, and wherever necessary, corrective action is taken. The majority of students express appreciation for the institution's overall performance, which is a very encouraging conclusion. They complement the fair grading system in addition to the favorable results of the teaching-learning process. They are content with the assistance provided, such as the library resources, extracurricular activities, and interactions with faculty and administration when required. The majority of them have stated that they feel properly prepared and empowered to meet life's challenges, in addition to being intellectually educated. Other stakeholders' formal and informal feedback is also sought. Formal Feedback from Teachers, Parents and Alumni is gathered through structured questionnaires. Informal Feedback from the Teachers and Employers is also gathered during the meetings from time to time, from Alumni the feedback is gathered during their visits to college. There are certain students on rolls whose parents are the Alumni of the college. This demonstrates their confidence in the college, which is the best in the area. Informal feedback is also obtained from the parents, either when they are asked to attend college activities or when they are approached directly to talk about their child's performance. All stakeholders provided feedback, which is being analyzed and used for the institution's overall development. Continuous changes are made to the institution based on this input and these proposals. All stakeholders' useful opinions are taken into account and put into practice as soon as it is practical for the organization. As a result, when the feedback system is evaluated as a whole, it can be argued that feedback is a potent weapon that genuinely provides us with direction to go ahead in the right manner.



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## 3. Action taken Report

### GURU NANAK COLLEGE KILLIANWALI DISTT- SRI MUKTSAR SAHIB STUDENT SATISFACTION INDEX AS REFLECTED IN SATISFACTION SURVEY

(2022-23)

Students Satisfaction Survey was conducted online by the College to find out the extent of quality provided to students and how well they had availed the benefits of quality services provided by the College on the basis of 17 parameters. A total of 67 students responded to the Questionnaire and the following results were obtained.

Sr. No.	QUESTION	% OF STUDENT SATISFACTION
1.	Average syllabus covered in the class during each semester by the teachers.	88.1% of students are of opinion that more than 70% syllabus is covered in class during each semester. 11.9% students responded that average syllabus ranging between 55% to 69% in the class and rest of the syllabus is covered by student through self-developmental activities like assignments, presentations, etc.
2.	How well did the teachers prepare and communicate in the class?	92.5% students were satisfied with teachers' preparation and communication skills in the class.
3.	Fairness of internal evaluation process by the teachers.	92.5% students were satisfied with the fair valuation.
4.	Was your performance in assignments discussed with you/class?	About 71.6% students were of the opinion that their performance in assignments was discussed in their classes. 16.4% students were having the opinion that it was sometimes discussed.
5.	The teaching and mentoring process in the institution facilitates you in cognitive, social and emotional growth.	Approximately 85.1 % students were satisfied with the teaching and mentoring process in the institution and it facilitates in cognitive, social and emotional growth. 11.9% students responded that they were moderately satisfied.
6.	Did teachers illustrate the concepts through practical examples and real life application?	About 83.6% students responded that they learn from teachers with the real life application and practical examples.
7.	The institution makes effort to engage	85% students were satisfied with the quality

*Shiv*





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	students in the monitoring, review and continuous quality improvement of the teaching learning process.	teaching learning environment in the Institution.
8.	Teachers encourage you to participate in curricular and co-curricular activities.	86.6% students believe that teachers encourage for participation beyond the classroom.
9.	What percentage of teachers uses ICT tools such as LCD projector, multimedia etc. in teaching?	71.7% students responded that majority of teachers use ICT tools in teaching.
10.	Participation and interest taken by Principal in the college activities.	85% students believe that Principal takes active interest in college activities.
11.	Did the faculty give individual attention to students?	79.2% students were satisfied with the attention level given to them by the faculty members.
12.	Clarification if doubts by the faculty	86.6% students believe that their doubts are being clarified by the faculty.
13.	College arranges extension lectures/ activities on regular basis.	85.1% students responded that college arranges routine extension lectures.
14.	The institute provides sports and fitness facilities.	79.1% students are satisfied with the availability of the sports and fitness facilities.
15.	Library facility is easily accessible to students.	86.5% students are highly satisfied with the library facility and its easy access to the students.
16.	Quality of the physical infrastructure of the college like classrooms, seminar hall, Auditorium, playground etc.	89.6% students are satisfied with the quality of physical infrastructure.
17.	How satisfied are you with your overall experience in the college.	79.1% students were pretty much satisfied with the overall experience in the college.

## REMARKS:

The overall satisfaction level of students from the services provided by the College is found to be very good. **Nearly 80%** of the respondents are highly satisfied with college infrastructure, education and extra- curricular activities etc. We hope to provide better facilities to the students and society as per their requirements in near future.

*[Handwritten signature]*

Principal  
 Guru Nanak College  
 Killianwali (Sri Muktsar Sahib)



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## GURU NANAK COLLEGE KILLIANWALI DISTT- SRI MUKTSAR SAHIB ACTION TAKEN REPORT ON STUDENT SATISFACTION SURVEY (2022-23)

Sr. No.	Response/Shortcomings given by students	Action Taken
1.	Somestudents felt that their performance in the assignments was not discussed in the class in adequate manner.	In the staff meeting, the Principal advised HOD's and other staff members to give personal attention to individual students and discuss their assignments with them and also advised to provide the appropriate remedy to the concerned students for their better performance in exams. It was also directed to the mentors that they should continuously interact with their mentees to ensure that the problem has been resolved. The Principal also directed that the results and remarks of the assignments must be communicated to the students through WhatsApp groups also.
2.	Students felt the demand for teachers to be highly effective in case of ICT tools	The college has installed 4 new projectors in various classrooms to enhance the usage of ICT tools in the month of June. It was also directed by the Principal to all the faculty members in the staff meeting held on 22/07/2023 to cover atleast 15% of the syllabus using ICT enabled tools. He further advised to maximize the use of ICT enabled methods of teaching by using LCD projectors, smart boards etc. It was further directed to Computer Department that they should conduct ICT classes more frequently. It was also decided to purchase two more projectors for the classrooms.

*[Handwritten signature]*

Principal  
Guru Nanak College  
Killianwali (Sri Muktsar Sahib)



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## 4. Student Satisfaction Survey (With Filled Sample)

### Guru Nanak College Killianwali, Student Satisfaction Survey (2022-23).

Dear students,  
Guru Nanak College Killianwali is conducting a Student Satisfaction Survey which will help to upgrade the quality of education. A student will have to respond to all the questions given in the following format with sincere effort and thought. Please note that your response will be reviewed by our worthy Principal only.

Email \*

aashishgrover2201@gmail.com

Name of the Student \*

Aashish

Class \*

B. Com 1st year

Gender \*

Male

Female



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Category \*

- General
- SC
- BC
- Minority
- Other

State of Domicile \*

- Punjab
- Haryana
- Rajasthan
- Other

Nationality

- Indian
- Other





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Program Name \*

- B.A
- B.Com
- M.A
- M.Com
- PGDCA

Unique Enrollment Number (Class Roll Number) \*

1017

Mobile Number

7015026036

Year of Joining.

2022

1. Average syllabus covered in the class during each semester by the teachers. \*

- 85 to 100%
- 70 to 84%
- 55 to 69%
- 30 to 54%
- Below 30%



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2. How well did the teachers prepare and communicate in the classes? \*

- Excellent
- Very good
- Good
- Fair
- Poor

3. Fairness of the internal evaluation process by the teachers. \*

- Always fair
- Usually fair
- Sometimes fair
- Usually unfair

4. Was your performance in assignments discussed with you/class? \*

- Every time
- Usually
- Sometimes
- Rarely
- Never



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5. The teaching and mentoring process in the institution facilitates you in cognitive, social and emotional growth. \*

- Significantly
- Very well
- Moderately
- Marginally
- Not at all

6. Did teachers illustrate the concepts through practical examples and real life application? \*

- Every time
- Usually
- Sometimes
- Rarely
- Never

7. The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process. \*

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



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8. Teachers encourage you to participate in curricular and co-curricular activities. \*

- Always
- Usually
- Sometimes
- Rarely
- Never

9. What percentage of teachers use ICT tools such as LCD Projector, Multimedia etc. in teaching. \*

- Above 90%
- 70-89%
- 50-69%
- 30-49%
- Below 29%

10. Participation and interest taken by the Principal in the College activities. \*

- To a great extent
- Moderate
- Very little
- Not at all



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11. Did the faculty give individual attention to students. \*

- To a great extent
- Moderate
- Very little
- Not at all

12. Clarification of doubts by faculty. \*

- To a great extent
- Moderate
- Very little
- Not at all

13. College arranges Extension lectures/activities on regular basis. \*

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





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14. The institute provides sports and fitness facilities. \*

- To a great extent
- Moderate
- Very little
- Not at all

15. Library facility is easily accessible to students. \*

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

16. Quality of the physical infrastructure of the college like Classrooms, Seminar Hall, Auditorium, Play Ground etc. \*

- Excellent
- Very Good
- Good
- Fair
- Poor



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17. How satisfied are you with your overall experience in the college. \*

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied

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## 5. Feedback from Students (With Filled Sample)

Guru Nanak College Killianwali, Sri Muktsar Sahib (Punjab). Student's Feedback for the Session 2022-23.

Please note that your feedback will be reviewed by our worthy Principal only and no teacher will be involved in it. You are hereby requested to rate Mr. Manik Jindal on the following parameters without any bias to help in improving himself.

Student's Name \*

Deepika Rani

Class \*

Mcom 1st

Class Roll No. \*

1309

1. Punctuality. \*

- Excellent
- Very Good
- Good
- Average
- Below Average



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2. Understanding of the subject matter. \*

- Excellent
- Very Good
- Good
- Average
- Below Average

3. Style of presentation. \*

- Excellent
- Very good
- Good
- Average
- Below Average

4. Makes the subject/learning more interesting \*

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree



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5. Encourages the students to ask questions. \*

- Always
- Very Often
- Often
- Rare
- Very Rare

6. Uniform distribution and completion of syllabus in time. \*

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

7. Practice and Revision of the syllabus \*

- Excellent
- Very Good
- Good
- Average
- Below Average





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8. Performance evaluation and discussion for improvement. \*

- Excellent
- Very Good
- Good
- Average
- Below Average

9. Correlate the course content with real life examples. \*

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

10. Guidance/Counselling in academic & non-academic matters. \*

- Always
- Very Often
- Often
- Rare
- Very Rare



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2022-23

## COMPILED FEEDBACK REPORT FROM UG & PG STUDENTS

Guru Nanak College Killianwali decided to collect the feedback from the students for the session 2022-23. The data was collected with the help of structured questionnaire through virtual mode.

Month of Feedback	June 2023
Month of Analysis	Last week of August 2023
Mode of Analysis	Pie-Charts
Total no. of Students	Different number of Student for different Teachers
Total no. of Teachers	15
Classes covered for Feedback	B.Com I,II,III B.A. I,II,III M.Com I,II, PGDCA
Parameters in Feedback Form	<ol style="list-style-type: none"><li>1. Punctuality</li><li>2. Understanding of the subject matter</li><li>3. Style of Presentation</li><li>4. Makes the subject/learning more interesting</li><li>5. Encourages the students to ask questions</li><li>6. Uniform distribution and completion of syllabus in time</li><li>7. Practice and Revision of the syllabus</li><li>8. Performance evaluation and discussion for improvement.</li><li>9. Correlate the course content with real life examples</li><li>10. Guidance/Counselling in academic and non-academic matters in/outside class.</li></ol>
Parameters in which most of the teachers are performing well	All (1-10)
No. of teachers who are excellent or Very Good in most of the parameters	10

*Dr. Arora*



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## 6. Feedback from Teachers (With Filled Sample)

### Guru Nanak College Killianwali (Sri Muktsar Sahib). Feedback from Teachers on Syllabus 2022-23.

Respected Teachers,  
Guru Nanak College Killianwali is conducting a Survey which will help to upgrade the quality of education. You are requested to respond to all the questions given in the following format with sincere efforts. Please note that your feedback will be reviewed by our worthy Principal only.

Teacher's Name \*

Dr. Seema Rani

Designation \*

Associate Professor

Subject \*

Commerce

1. Does the syllabus describe the course? \*

Yes

No



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2. Is the number of periods allotted per week for the course adequate and as per UGC/PU Chandigarh norms? \*

Yes

No

3. Is the syllabus research oriented? \*

Yes

No

4. Does the syllabus entail reference work? \*

Yes

No

5. Is the time allotted by University to complete the syllabus sufficient? \*

Yes

No

6. Is sufficient content is available as per the syllabus requirement? \*

Yes

No



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7. Is the syllabus helpful in inducing cognitive thinking of students? \*

Yes

No

8. Is the syllabus helpful for making students fit for job market? \*

Yes

No

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## TEACHER'S FEEDBACK ON SYLLABUS

Guru Nanak College Killianwali decided to get the feedback on syllabi from the teachers working in the college in the session 2022-23. The feedback was collected with the help of structured questionnaire through virtual mode. This initiative is very fruitful as some teachers from various departments are member of Board of Studies and Faculties of different departments in Panjab University Chandigarh who contribute in syllabi reconstruction and revision process. Total 12 responses were received from teachers. The responses received from the responded is presented in the following table:

Serial No.	Questions	Response (in %age)
1.	Does the syllabus describe the course?	Yes-100 No- 00
2.	Is the number of periods allotted per week for the course adequate and as per UGC/PU Chandigarh Norms?	Yes-83.33 No-16.67
3.	Is the syllabus research oriented?	Yes-50 No-50
4.	Does the syllabus entail reference work?	Yes-83.33 No-16.67
5.	Is the time allotted by University to complete the syllabus sufficient?	Yes-91.67 No-8.33
6.	Is sufficient content available as per the syllabus requirement?	Yes-100 No-00
7.	Is the syllabus helpful in inducing cognitive thinking of students?	Yes-100 No-00
8.	Is the syllabus helpful for making students fit for job market?	Yes-100 No-00

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## 7. Feedback from Parents (With Filled Sample)

Guru Nanak College Killianwali, Sri Muktsar Sahib (Punjab). Parents' Feedback Form.

Your Ward Name \*

Neha

Class \*

B. A 2nd

Class Roll No. \*

729

1. Have you ever been invited in college events/ functions? \*

Yes

No

2. Are you regularly informed about the performance of your ward on different parameters? \*

Yes

No



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3. How would you rate the Teacher Student relationship? \*

- Excellent
- Very Good
- Good
- Average

4. How would you rate the relationship between Student & Administrative staff? \*

- Excellent
- Very Good
- Good
- Average

5. Have you seen moral & social development of your ward after being student of this college? \*

- Strongly Agree
- Agree
- Disagree

6. Is the syllabus completed well in time? \*

- Yes
- No



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7. Is the programme capable of making students fit for survival in life? \*

- Strongly Agree
- Agree
- Disagree

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## PARENT'S FEEDBACK

Guru Nanak College Killianwali decided to collect the feedback from the parents of the students for the session 2022-23. The data was collected with the help of structured questionnaire through virtual mode. Total 41 responses were received from parents.

The responses received from the respondents are presented in the following table:

Serial No.	Questions	Response (in %age)
1.	Have you ever been invited in college events and functions?	Yes-82.9 No-17.1
2.	Are you informed about the performance of your ward on different parameters?	Yes-78 No-22
3.	How would you rate the teacher student relationship?	Excellent-26.8 Very Good-48.8 Good-17.1 Average-7.3
4.	How would you rate the relationship between student and Administrative staff?	Excellent-22 Very Good-43.9 Good-26.8 Average-7.3
5.	Have you seen moral and social development of your ward after being student of this college?	Yes-61 No-12.2 Moderate-26.8
6.	Is the syllabus completed well in time?	Yes-87.8 No-12.2
7.	Is the programme capable of making students fit for better career opportunities?	Strongly Agree-26.8 Agree-65.9 Disagree-7.3

*Dr. Anoop*





# GURU NANAK COLLEGE

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## 8. Feedback from Alumni (With Filled Sample)

Guru Nanak College Killianwali (Sri Muktsar Sahib).  
Alumni Feedback Form (2022 - 23).

Respected Alumnus/Alumna,  
Guru Nanak College Killianwali is conducting a Survey which will help to upgrade the quality of institution. You are requested to respond to all the questions given in the following format with sincere efforts. Please note that your feedback will be reviewed by our worthy Principal only.

Member Name \*

Paramjeet kocher

Present Organization \*

PNB

Designation \*

Recovery agency

Contact No. \*

8295500293

Email id \*

paramjeetkocher8015@gmail.com





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1. Do you feel proud to be associated with the college as alumni? \*

Yes

No

2. Has the college organised various kinds of activities for the welfare of the society? \*

Yes

No

3. How would you rate the faculty and student relationship in college? \*

Excellent

Good

Average

4. How would you rate the office and student relationship in college? \*

Excellent

Good

Average



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5. Does the college organise activities in collaboration with Alumni Association? \*

- Regularly
- Sometimes
- Not at all

6. Are you willing to contribute for the development of the Institute? \*

- Yes
- No

7. Do you feel that your learnings from college during your study period is providing you benefits in your present job / occupation ? \*

- Yes
- No

8. If you are invited to conduct/organise activity/motivational session for the students, will you be interested? \*

- Yes
- No



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9. Does the college appreciate Alumni contribution for the scholarship of needy and meritorious students. \*

Yes

No

10. How would you rate your relation with administration? \*

Excellent

Good

Average

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## Alumni feedback

Guru Nanak College Killianwali decided to take feedback from the Alumni who are in job/self-employed for the session 2022-23. The sample size turned out to be 11. The data was collected with the help of structured questionnaire through virtual mode.

The responses received from the respondents are presented in the table below:-

Sr. No.	Question	Response (in %age)
1	Do you feel proud to be associated with the College as Alumni ?	Yes- 100 No- 0
2	Has the college organized various kinds of activities for the welfare of society?	Yes- 90.9 No- 9.1
3	How would you rate the Faculty and student relationship in College?	Excellent- 63.6 Good- 27.3 Average- 9.1
4	How would you rate the office and student relationship in the College?	Excellent- 45.5 Good- 45.5 Average- 9
5	Does the college organize activities in collaboration with Alumni Association?	Regular- 90.9 Sometimes- 9.1 Not At All-00
6	Are you willing to contribute in the development of the institution?	Yes- 100 No- 00
7	Do you feel that your learning from college during your study period is providing you benefits in your present job/occupation?	Yes- 100% No- 0
8	If you are invited to conduct/ organize activities/ motivational sessions for the students. Will you be interested?	Yes-81.8 No- 18.2
9	Does the College appreciate alumni contribution for the scholarship of needy and meritorious students?	Yes- 90.9 No- 9.1
10.	How would you rate your relation with administration?	Excellent- 63.6 Good- 27.3 Average- 9.1

*Shiv*



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## 9. Feedback from Employer

### EMPLOYER'S FEEDBACK

The institution is governed by Guru Nanak Society (Regd. Dabwali). All major policy decisions such as introduction of new courses, filling of sanctioned posts, development of infrastructure, cases of revision of pay scales, regularization of employees, career advancement step ups of teaching and non-teaching staff etc. are approved for further action by the Managing Committee of the college. The management, Principal and the faculty often interact with each other for academic or career related matters. Two faculty members, in capacity of Teacher representatives are the members of the Managing Committee. Hence, they are actively involved in the decision making process to sustain and enhance the quality of education imparted by the college.

*Shivinder*





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## 10. Staff Meeting regarding feedback discussion

23.9.2022 6

NOTICE

A general Meeting of Teaching Staff will be held in the office of Principal on 24.9.2022 at 2.15 p.m.

Sd/-  
Staff Secretary Sd/-  
Principal

The agenda of the meeting is as follow:

To read the minutes of previous meeting.

NAAC Review  
Syllabus  
Academic Co-curricular Activities  
Feed back 2021-22  
Discipline  
 Any other with the permission of chair.

Sr	Name	Sign.
1	Dr. Surinder Singh, Principal	
2	Mrs. Surinder Kapila	S.K.
3	Mr. Amit Behal	AB.
4	Mrs. Usha Goyal	
5	Dr. Seema Rani	Seema Rani
6	Dr. Bharat Bhushan	B.B.
7	Mrs. Galaxy Gupta	
8	Dr. Khushnasib Gurbakhshish Kaur	B.K.
9	Mrs. Manpreet Kaur	M.K.
10	Dr. Payal Singla	P.S.
11	Ms. Gurbinder Kaur	G.K.
12	Mr. Prince Singla	P.S.
13	Mr. Ashish Baghla	A.B.
14	Mr. Manik Jindal	M.J.
15	Ms. Neha Thakur	N.T.
16	Mrs. Amandepp Kaur	A.K.
17	Mr. Manpreet Singh	M.S.
18	Mr. Ramandeep Singh	R.S.





## Proceedings

The very first agenda of this meeting was NAAC Review. It was discussed in this meeting that JAC would consider the consequences about the weakness & strength of the inspection & find out the reasons behind it. So, JAC would conduct a meeting to see the pros & cons. All worked together and it was the sincere efforts of all the Teaching, Non-Teaching & Menial Staff. From now onwards innovative activities should be done. All the activities should be I.C.T. based. There should be proper schedule & Time Table of Remedial Classes. Teachers should involve the students in Field Work.

There should be proper documentation of Mentor System. A separate register should be maintained. Each & every department is directed to do innovative activities. A Special session of I.C.T. Classes for students be conducted in which students should be taught how to create E-mail Ids and all that. There should be proper record of course outcome.

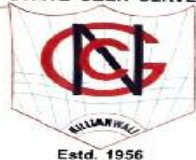
Then the syllabus of all the classes was discussed. An average of 25% syllabus was done so far of all the classes.

It is the collective responsibility of all to maintain discipline in College. All the staff members should have a round to all the classes in their vacant period so that the students must realize the importance of discipline. There should be some check on it.

The matter of feedback would be discussed again in Advisory Committee so that all the members must be conversant with all the parameters of taking feedback from the stakeholders.

Then the Research Committee was directed to organize some workshops at least for one week in November or December. The department of Commerce was directed to arrange the Job Fair in March in this year.





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29.10.22

## Notice

A General Meeting of Teaching Staff will be held in the office of Principal on 31.10.22. at 2:15pm.

For Enquiry:-

Staff Secretary

Principal  
29/10/22

The agenda of the meeting is as follows:-

1. Discuss Syllabus covered till date
2. Mid-Semester Examinations
3. To discuss Feedback
4. Any others with the permission of chair.

### TEACHING STAFF LIST

Sr	Name	Sign.
1	Dr.Surinder Singh, Principal	
2	Mrs.Surinder Kapila	
3	Mr.Amit Behal	AB
4	Mrs.Usha Goyal	Ushy
5	Dr.Seema Rani	Seema Rani
6	Dr.Bharat Bhushan	Dr
7	Mrs. Galaxy Gupta	Galaxy..
8	Dr. Khushnasib Gurbakhshish Kaur	Khush
9	Mrs. Manpreet Kaur	Manpreet
10	Dr. Payal Singla	Payal Singla
11	Ms.Gurbinder Kaur	Gurbinder
12	Mr. Prince Singla	Prince
13	Mr.Ashish Baghla	Ashish
14	Mr.Manik Jindal	Manik
15	Ms. Neha Thakur	Neha Thakur
16	Mrs. Amandepp Kaur	Amandeep Kaur
17	Mr. Manpreet Singh	Manpreet
18	Mr. Ramandeep Singh	Ramandeep



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## Proceedings

The meeting started with the first agenda of Syllabi covered so far of all the departments. It was observed that approximately 75% syllabi of all the classes was covered till 31st October, 2022. It was decided in this meeting that Mid Semester Examinations of students would commence from second week of November. The syllabi covered for these examinations would be as done by all the staff members till 31st October, 2022. The duration of each paper would be of 3 hours as per the P.U. norms. The qualifying marks in each subject would be 20%. The Principal directed Academic Committee to display the Attendance Shortage on Notice-Board.

It was also decided as per the rotation duty that Mrs. Manpreet Kaur from department of Economics would perform the duty of <sup>Centre</sup> Superintendent for Nov/Dec Semester Examinations of Panjab University Chandigarh, so she would apply online for this duty. As per the rotation, Ms. Gurbinder Kaur would perform the duty of Centre Deputy Superintendent in our college.

Then Career Counselling and Guidance Cell was directed to take coaching classes of students from next session in January 2023. The following staff members are assigned duties such as:





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The following staff has been assigned duties such as:

Dr. Bharat Bhushan, Dr. Payal Singh, Miss Neha - Observer	
1. Mrs. Surinder Kapila	English - Composition
2. Mrs. Galaxy Gupta	English - Vocabulary
3. Sh. Amit Behal	Part of Pol. Science - General Awareness
4. Dr. Khushnasob Kaur	Punjabi - Culture & Grammar
5. Mrs. Manpreet Kaur	Economics - Indian Economy
6. Sh. Ashish Baghel	Commerce - Business G.K.
7. Sh. Prince Singh	Commerce - D.J. + Reasoning
8. Sh. Manik Jindal	Commerce - Non-Verbal Reasoning
9. Ms. Gurbinder Kaur	Computer - Computer Basics
10. Dr. Payal Singh	Maths. - A.A.
11. Miss Neha	Commerce - G.K.

Then the matter of New Vocational courses was discussed that 38 responses from students feed back have been received so far. So, all the Mentors were requested to circulate the feed back form again to their groups. The Coordinator of Advisory Committee discussed the matter of feedback with the Principal.

It was also decided that in the ~~fourth week~~ <sup>the</sup> first Saturday of every month there would be one period of Mentor-Mentees interactive session <sup>for next session</sup> so that the students could discuss their problems with their respective Mentors.



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It was directed by Principal sir that 15% syllabus of each & every subject would be with the help of G.C.T. tools from next session.

The information of Blood Donation Camp by Alumni on the eve of Gurupurab of Sh. Guru Nanak Dev ji on 8.11.2022 should be circulated to all the Mentor groups.

Sept

1. Sept
2. ~~Oct~~
3. ~~Oct~~
4. ~~September~~
5. ~~Sept~~
- 6.
7. ~~Apr~~
8. ~~Apr~~
9. ~~March~~
10. ~~Feb~~
11. ~~Jan~~
12. ~~Jan~~
13. ~~Apr~~
14. ~~Apr~~
15. ~~Apr~~
16. ~~Apr~~





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31.10.2023

A general Meeting of Teaching Staff will be held in the office of Principal on 1.2.2023 at 1.50 p.m.

Staff Secretary

Principal

The agenda of the meeting is as follows:

- To read the minutes of previous meeting held on 29.10.22.
- Regarding Seminars
- Convocation to be held in March 2023
- Progress Report of visit of Schools by Staff
- AAR 2021-2022.
- Syllabus Covered
- Any other with the permission of Chair.

Sr.No.	Name	Signature
1.	Mrs. Suminder Kapila	Kapila
2.	Mr. Amit Botal	A.B.
3.	Mrs. Usha Goyal	Usha
4.	Dr. Seema Rani	Seema Rani
5.	Dr. Bharat Bhushan	Bharat
6.	Ms. Galaxy Gupta	Galaxy
7.	Dr. Khushnasab Gurbakshik Kaur	Khushnasab
8.	Mrs. Manpreet Kaur	Manpreet
9.	Dr. Pooja Singh	Pooja
10.	Ms. Gurbinder Kaur	Gurbinder
11.	Mr. Prince Singh	Prince
12.	Ms. Ashish Baghla	Ashish
13.	Ms. Manik Jindal	Manik
14.	Ms. Neha Thakur	Neha
15.	Mrs. Amandeep Kaur	Amandeep
16.	Mr. Manpreet Singh	Manpreet



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## Proceedings

1.2.2023.

The meeting started with the first agenda of conducting the seminar in this session. It was decided that department of Commerce would organise the national seminar on 11.3.2023 with the grant sanctioned by NAAC. Apart from this, all the members of teaching staff were asked to give their consent for another national seminar, the grant of which is sanctioned by D.C.D.C. P.U. Chandigarh before 24th February, 2023.

It was also decided that the annual Convocation would be held on 16th March, 2023 this year and Academic Committee would see all the arrangements of this Convocation.

Then the matter of visit to schools of different villages by the staff was discussed. It was directed by the Principal that the schools which were pending and not visited yet, should be visited again now whenever there would be availability of time. The staff should cover all the schools marked or allotted by Admission Committee.

It was directed by Principal sir that all the chapters of AQAR-2021-22 should be completed till 10.2.2023 so that it could be uploaded in time.

Then the agenda of syllabus covered so far was discussed by all the departments. An average of 25% syllabus was covered by all the departments including M.Com. and P.G.D.C.A.

It was again decided that in this meeting that one period of Mentor-Mentee meeting (interaction) should be on





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every 1st Saturday of each month so that there should be a cordial relationship between Mentor & Mentees be established.

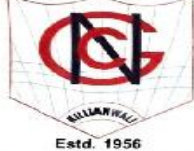
It was also decided that Mentor's signatures on the scholarship form of S.C./B.C. students should be necessary from next session. The house agreed on this suggestion.

It was also suggested that Annual Athletic Meet would be held in the last week of February.

The coaching classes by Career & guidance cell were already started for students of B.A./B.com & having good response & feedback. This is a new initiative the response of which is good.

It was again directed by the Principal sir that it is the duty of all the staff members to maintain discipline in college campus.

It was also decided that a Notice of shortage of Attendance would be displayed till 15th of February, 2023.



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28.3.2023

A General Meeting of Teaching Staff will be held in the office of Principal on 29.3.2023 at 1.45 p.m.

Staff Secretary

Principal

The agenda of the meeting is as follows:

- To read the minutes of previous meeting held on 7.3.2023
- Results & Feedback
- Environment Classes
- Mid Semester Examination
- Syllabus
- Duty of Deputy Superintendent
- Any other with the permission of chair.

S.No.	Name	Signature
1.	Mrs. Suresh Kapil	S.K.
2.	Sh. Amit Behal	AB
3.	Mrs. Usha Goyal	U.K.
4.	Dr. Seema Rani	Seema Rani
5.	Dr. Bharat Bhushan	B.B.
6.	Mrs. Galaxy Gupta	Gadous
7.	Dr. Khushnassab Kaur	B.K.
8.	Mrs. Manpreet Kaur	M.K.
9.	Dr. Pooja Singh	P.S.
10.	Ms. Gurbinder Kaur	G.K.
11.	Mr. Prince Singh	P.S.
12.	Mr. Ashish Baghel	A.B.
13.	Mr. Manik Jindal	M.J.
14.	Mrs. Neha Thakur	N.T.
15.	Mrs. Amandeep Kaur	A.K.
16.	Sh. Manpreet Singh	M.S.
17.	Sh. Harbakhsh Singh	H.S.





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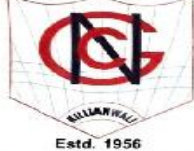
## Proceedings

The meeting started with the first agenda of results of B.Com I + B.A.I classes which was very low this time. Only a few students are passed fully. The Academic Committee has been directed to observe the cause of low result so that it can be improved in future.

Then the agenda of Environment classes of B.A.I + B.Com I was discussed and it was decided that from 5th April, 2023 these classes would be commenced and it would take 10 days, daily two lectures for the above said students. The practical examination of semester exam is dated to be held from 13.4.2023 to 21.4.2023.

Then the matter syllabus of different subjects was discussed in the meeting. Almost 90% syllabus has been covered by all the teachers. It was also suggested that Mid Summer Examinations & the classes of Environment would go side by side. It was finally decided that the Environment classes would start from 5th of April, 2023 and the Mid Summer Examinations would start from 10.4.2023.

It was also decided that Sh. Pooje Singh, Assistant Professor in Commerce would be appointed as Deputy Superintendent in the semester examination to be held in May, 2023.



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Then the matter of feedback was discussed that online feedback would be collected by Advisory Committee.

It was also directed that all the classes of students should be conducted in class-rooms only and not in the departments by the teachers.

It was strictly directed by the principal that students should maintain discipline in college campus especially girls.