



# MARKANDA NATIONAL COLLEGE

Ph.: - 01744-240152

Shahabad – Markanda -136135 (Kurukshetra)

Ref. No. MNC/21/.....

Date: 30/01/2021

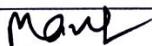
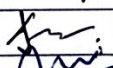






## Staff Circular

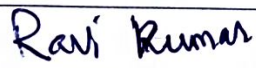
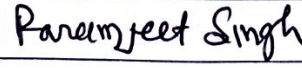
A meeting of the following faculty members to analyze the feedback received from different stakeholders of the college like students, Alumni and teachers will be <sup>held</sup> at 12:30 pm on 6-2-2021 in the office of the Principal. All the worthy members of the committee are requested to attend the same.

### Agendas:

- Use of ICT Tools effectively.
- Improvement of Placement cell.
- To maintain Employment Notice
- To start different training (short term) programmes.
- To organize more Education Tour/Trips/Field visit.
- Development of communication skill among the students.
- Improvement in office (Administrative Services)
- Improvement in Library regarding new text books, religious books/competitive books, recreation books and courses.
- Start new PG courses in the college.
- Start Hostel facilities in the college.
- Any other items with the permission of the chair.

  
Principal  
Markanda National College  
Shahabad Markanda (Haryana)

S.R No.	Name of the Teachers
1.	Mrs. Manju Gupta 
2.	Mrs. Kalpna 
3.	Dr. Jawahar Lal 
4.	Sh. Suresh Kumar 
5.	Mrs. Bhavini Tejpal 
6.	Dr. Dev Raj Sharma 
7.	Dr. Amit Kumar 
8.	Dr. Ajay Arora 

S.R No.	Name of the Students Representative
1.	Arshnoor Gaba
2.	Ravi Kumar 
3.	Paramjeet Singh 



# MARKANDA NATIONAL COLLEGE

Ph.: - 01744-240152

Shahabad – Markanda -136135 (Kurukshetra)


Date: - 10.02.2021

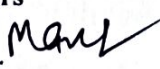



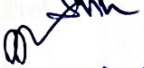



**Proceedings of the meeting on feedback Agendas which is received from different stakeholders of the college in session 2020-21.**

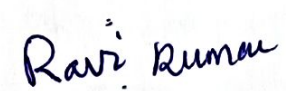

A meeting was held on 6.02.2021 in the Principal's office and all the Committee Members agreed on the following points:-

### Agendas Are:-

1. The use of ICT tools in the class room teaching should be enhanced.
2. The college authorities should start new certificate courses in the different field/areas of education.
3. Library of the college should maintain the employment news notice board in front of the main gate of the library.
4. The Placement Cell of the college should organize the motivational lecturer by different eminent experienced personalities and shall contact for MOUs with different Companies/Organization. So that the students may get more benefits.
5. IQAC of the College should advice appropriate actions at the beginning of every session.
6. Educational Tours/Trips/Industrial visits should be organized at regular intervals by the different departments of the college.

  
Principal  
Markanda National College  
Shahabad Markanda (Haryana)

S.R No.	Name of the Teachers
1.	Mrs. Manju Gupta 
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S.R No.	Name of the Students Representative
1.	Arshnoor Gaba
2.	Ravi Kumar 
3.	Paramjeet Singh 

**Action taken report of the IQAC meeting held on 10.02.2022 to be approved in the meeting on the feedback received from different stakeholders of the college for the session 2020-21.**

S.No.	Perposal / Plan	Action
1.	The use of ICT tools in the class room teaching should be enhanced.	ICT methods were used for effective teaching.
2.	The college authorities should start new certificate courses in the different field/areas of education.	Plan in next session. The college has taken the decision to start new training and career related courses.
3.	Library of the college should maintain the employment news notice board in front of the main gate of the library.	Notice board and Employment news board maintained.
4.	The placement cell of the college should organize the motivational lecture by different eminent, experienced personalities and shall contact for MOUs with different companies/Organization. So that the students may get more benefits.	Several international speakers and more than 60 experts were invited to share their knowledge to our faculty and students. This helped them to interact with the resource persons and were motivated to do higher studies and take up jobs which has challenging future ahead.
5.	IQAC of the college should advice appropriate actions at the beginning of every session.	Improved and appropriate actions were taken at proper time
6.	Educational Tours/Trips/Industrial visits should be organized at regular intervals by the different departments of the college.	Organized several educational trips by different departments.

## Student feedback

### 1 Raised issues

1. College should pay more attention to the academically weaker students.
2. Library needs to display the employment notice and maintain the notice board of different announcement of competitive exams as well as job opportunities.
3. College needs to provide more information about placement cell which may help the students to about career opportunities and future placement drives on time.
4. College should have to start new training courses like communication skills in Hindi and English, Personality Development and Health and hygiene, Food Adulteration etc.
5. College needs to conduct more educational trips/ field visits/ industrial visits so that the student may develop social, cultural, ethical and economic values.
6. Vacant posts of teachers should be filled.
7. More digitally equipped lecture halls should be prepared.
8. Sports facilities should be improved and regularly conducted by the sports teacher in the morning and evening throughout the year.
9. Some add- on -courses should be introduced as an Optional Courses like Computer courses, Web Designing courses, Agriculture based courses, communication skill courses etc.
10. More emphasis on ICT based teaching should be given.

## Teachers Feedback

### Raised Issues

1. All classes don't have Whiteboard since chalkboards have lesser reflection and are easier to read.
2. The college needs to prompt the faculty towards higher education and research activity based programmes.
3. IQAC needs take decisions before the start of the session.
4. College should provide printer, computer system and should be improved internet network connectivity to all departments.

## **Alumni feedback**

### **Raised issues**

1. New PG courses should be introduced.
2. Alumni Association organize alumni meet regularly.
3. Alumni are invited regularly in much college function.
4. A placement cell, Career Guidance and Counseling cell needs to be improved and worked effectively.
5. To permit /allow the alumni sit in the library and use the library books and e-resources.
6. Sports facilities need to be improved.
7. College involves alumni in its social cultural activities.

Sample Copy

MARKANDA NATIONAL COLLEGE, SHAHABAD MARKANDA-136135  
STUDENTS' FEEDBACK FORM  
Year 2020-21

Name of Student:  
Class:

Roll No. of Student:

**Directions:**

For each item please indicate your level of agreement with the following statement by choosing a score between 1 and 5. A Higher score indicates a stronger agreement with the statement.

5: Excellent 4: Very Good 3: Good 2: Satisfactory 1: Average/Not Satisfactory

**A. COURSE CONTENT:**

1. Teachers cover the entire syllabus.

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

2. Teachers discuss topics in detail.

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

3. Teachers possess deep knowledge of the subject taught.

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

4. Teachers communicate clearly.

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

5. Teachers inspire me by his/her knowledge in the subject.

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

**B. TEACHING- LEARNING PROCESS**

6. Teachers are punctual/regular in the classroom.

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

7. Teachers engage the class for the full duration and completes the course in time.

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

8. Teachers come fully prepared for the class

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

9. Teachers provide guidance/counseling in academic and co-academic matters in/outside the class.

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

10. Teachers encourage participation and discussion in class (Teacher-Student, Student-Student).

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

11. Teachers pay attention to academically weaker students as well

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

12. Teachers relate the course material with real world situations

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

13. Teacher's attitude towards the students is friendly and helpful.

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

**C. EVALUATION PROCESS**

14. Periodical assessments are conducted as per schedule.

5		4		3		2		1	
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15. Teacher uses non-traditional methods of evaluation like Quiz, Seminars, Assignments, Class room presentation/participation (Any other).

5		4		3		2		1	
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16. Teachers are fair and unbiased in the evaluation Process.

5		4		3		2		1	
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17. Overall Rating of Teachers: In my view the teacher has professional competence and is a role model.

5		4		3		2		1	
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18. Question papers cover all the topics in the Curriculum

5		4		3		2		1	
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**LIBRARY AND ADMINISTRATION**

19. The office and library staff in the college are co-operative and helpful.

5		4		3		2		1	
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20. You are satisfied with the catalogue and arrangement of books, magazines, available reading space etc. in the library

5		4		3		2		1	
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21. There are sufficient number of books related to your subjects in the library.

5		4		3		2		1	
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22. You are provided with enough and clean drinking water.

5		4		3		2		1	
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23. The college provides you a hygienic and clean toilets.

5		4		3		2		1	
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24. The college provides you a hygienic and clean canteen facility for refreshment .

5		4		3		2		1	
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25. There are enough clean classrooms and laboratories available in the college.

5		4		3		2		1	
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26. The college provides you the following facilities for the students related to Cultural, Sports, NCC, NSS, NRC, RRC and health services.

5		4		3		2		1	
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27. You are satisfied with the laboratories equipment, chemicals and their proper working in the college.

5		4		3		2		1	
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28. The college provides information about your career opportunities on time.

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

29. The college provides information about your Placement Cell.

5		4		3		2		1	
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30. The college campus provides adequate power supply on time.

5		4		3		2		1	
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31. You are satisfied with some official records such as attendance record, Periodical assessments, evaluation process, Tutorial/Mentorship classes, Proctorial duty etc.

5		4		3		2		1	
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32. The campus is green and eco-friendly.

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

33. Online educational resources and internet facility are available and accessible in the library.

5		4		3		2		1	
---	--	---	--	---	--	---	--	---	--

34. The college has active units of NCC, NSS, RED RIBBON CLUB, YOUTH RED CROSS, WOMEN CELL etc.

5		4		3		2		1	
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Sample Copy

**MARKANDA NATIONAL COLLEGE, SHAHABAD (M)**

**FEEDBACK FROM ALUMNI**

Year..2020-21....

Name: Mr./Ms./Mrs. Age (Years):

Sex(M/F):

Qualification: Occupation: Year of Study: \_\_\_\_\_

- Make a tick mark in the appropriate cell:

S.N.	Particulars	Strongly Agree	Agree	Neutral	Disagree
1.	I feel proud to be the student of the college.				
2.	The learning I had in the college is useful in my career.				
3.	The developments in the college in recent years are appreciative.				
4.	The new courses introduced meet contemporary requirements.				
5.	Markanda National College involves alumni in its activities.				
6.	The alumni have a role to play in strengthening the college academically.				
7.	The alumni have a role to play in strengthening the College financially.				
8.	The college administration should take initiative to enroll and strengthen the alumni-association efficiently.				
9.	Alumni are invited regularly in college functions.				
10.	Suggestions given by the alumni are implemented in the college.				

Suggestions for further improvement:

Signature

Address:

Sample Copy

# MARKANDA NATIONAL COLLEGE

SHAHABAD MARKANDA-136135

Teacher's Feedback Form Session 2020-21

1. Please tick the appropriate box to fill out the form below to provide teacher feedback.

2. Rate the answer in scale of 1 to 5 as per following details

5: Excellent, 4: Very Good, 3: Good, 2: Satisfactory, 1: Not satisfactory

1. The college is able to attract meritorious students.

1		2		3		4		5	
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2. Student centered learning resources are available.

1		2		3		4		5	
---	--	---	--	---	--	---	--	---	--

3. The library is managed and utilized effectively.

1		2		3		4		5	
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4. Adequate learning resources are provided.

1		2		3		4		5	
---	--	---	--	---	--	---	--	---	--

5. Encouragement to organize and participate in seminars/conferences/workshops/Symposia.

1		2		3		4		5	
---	--	---	--	---	--	---	--	---	--

6. Encouraged to undertake extension activities and to establish linkage with industry.

1		2		3		4		5	
---	--	---	--	---	--	---	--	---	--

7. The teachers are encouraged to conduct research activities.

1		2		3		4		5	
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8. Adequate classrooms, furniture available and labs are well equipped.

1		2		3		4		5	
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9. Adequate Cultural and Sports Infrastructure.

1		2		3		4		5	
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10. The administration is accessible and supportive.

1		2		3		4		5	
---	--	---	--	---	--	---	--	---	--

11. The college promotes the teachers for higher education and training programs.

1		2		3		4		5	
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12. The college encourages to use ICT for teaching

1		2		3		4		5	
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13. The college provides adequate infrastructure facilities for faculty members.

1		2		3		4		5	
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14. The faculty is given freedom to express their ideas and opinions.

1		2		3		4		5	
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15. The IQAC is working well for promoting and providing quality education.

1		2		3		4		5	
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Name and Signature of Teacher:

Department:

(Optional)

Any suggestions