# Bankim Sardar College

A College with Potential for Excellence

Feedback Report 2014-19

Feedback is the breakfast of champions."

- Ken Blanchard

### From the Principal



Stakeholders expectations as coded in their feedback is an important input for initiataion and sustenance of quality initiatives in the institution. This report will share the experiences of action taken in terms of feedback obtained in Bankim Sardar College since 2015.

### Curriculum

### Introduction of new Programme Bengali PG

- 1. Stakeholders' Feedback 2014
- 2. GB President Feedback Feb 2015
- 3. IOAC Resolution Feb 9, 2015
- 4. GB Resolution Feb 9, 2015

### Introduction of new subject Geography

- 1. Govt Nominees Feedback Dec 2012
- 2. Stakeholders' Feedback 2014
- 3. IQAC Resolution April 7, 2015
- 4. GB Resolution April 20, 2015
- 5. GB Resolution Dec 02, 2015
- 6. GB Resolution June 07, 2015

### Add-on curriculum

- 1. IQAC Resolution Jul 18, 2017
- 2. Administrator's Feedback Sept 2017
- 3. IQAC Resolution Nov 20, 2017
- 4. Students' Feedback Dec 2018

### Skill Enhancement Curriculum

- 1. Administrator's Feedback Dec 2018
- 2. Teachers' Feedback Jan 2019
- 3. Employers' Feedback May 2019
- 4. IQAC Resolution June 2019
- 5. Students' Feedback Dec 2018

### **Learning Management System**

- 1. IQAC Resolution Feb 9, 2015
- 2. CPE Plan 2015
- 3. IOAC Resolution Nov 20, 2017
- 4. Teachers' Feedback Dec 29, 2017

### **Quality Initiatives**

- 1. Educational tour
- 2. Classroom ambience
- 3. Class Routine
- 4. Seminar Library
- 5. Campus security
- 6. Clean and Green Campus
- 7. College Social
- 8. Computer Education

### Content

- 1 Action Taken Report on Curriculum
- 2 Feedback Analysis on Curriculum
- 3 Feedback Analysis on Quality initiatives
- 4 Feedback on Teachers' Assessment
- 5 Annexure the Feedback forms

Feedback of Students

New Programmes

New Subject

Add-on Programmes

Skill Plus Curriculum

### Feedback of Teachers

New Programmes

New Subject

Add-on Programmes

Skill Enhancement Curriculum

Learning Management System

### Feedback of Alumni

New Programmes

New Subject

Add-on Programmes

CBCS Curriculum

### Feedback of Management

New Programmes

New Subject

Add-on Programmes

CBCS Curriculum

### Feedback of **Employers**

Add-on Programmes

CBCS Curriculum

# The Timeline

2014-15 – Introduction of three UGC (	(COC	) Addon	Courses
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2014-15 - Introduction of Education (H) and English (H)

2016-17 - Introduction of Bengali PG

2017-18 - Introduction of Geography (G)

2017-18 - Introduction of LMS for curriculum delivery

2017-18 - Introduction of Skill Pus Programme

2018-19 - Introduction of CBCS

2018-19 - Introduction of two UGC (CPE) Addon Courses

2019-20 - Introduction of Skill Enhancement Curriculum

### Introduction of new programmes

- Post Graduation in Bengali got introduced in Sept 2016
- **Stakeholders' Feedback** During Dec 2014 feedback were taken from about 250 honours students, about 103 parents and 18 teachers in the college with the objective of finding out whether Post Graduation curriculum is to be introduced in the college and in which subject or subjects.
- Management's View During Feb 2015 President of the Governing Body expressed his view that the Department of Bengali in this college is known for its excellent performance during the last sixty years producing more than 100 graduates every year and who are well placed in their life. It is my earnest belief and conviction that it is now time for the Department to graduate itself to a centre of post graduate studies and research

### Resolution -

- 1. The observation of the President and the feedbacks as obtained from the stakeholders were discussed in the **IQAC meeting dated Feb 9, 2015** which decided that *the IQAC would recommend to the governing body for opening PG course in Bengali and History in terms of the student feedback obtained and the same be proposed in the CPE proposal.*
- 2. Upon consideration of the IQAC recommendation the Governing Body Members during its meeting dated Feb 9, 2015 resolved the following

### Item No 1, GB Meeting dated Feb 9, 2015

"Governing Body unanimously approves the proposal of the Internal Quality Assurance Cell to open Post Graduation in Bengali from 2015-16 Academic Session with financial assistance from the UGC under the scheme of College with Potential for Excellence XII Plan"

"Governing Body also sanctions Rs One lakh in the financial year 2015-16, for the purpose of purchase of books necessary for introduction of PG in Bengali"

"Governing Body also sanctions Rs One lakh fifty thousand in the financial year 2015-16 for the purpose of appointment of two college appointed part time teachers/or one full time contractual whole time teacher towards introduction of PG in Bengali during the year 2015-16"

### Action Taken -

- 1. The University of Calcutta recommended the CPE proposal of the college to UGC during Feb 13, 2015.
- 2. The University Grants Commission after the interface meeting in 30<sup>th</sup> Jan 2016 approved the CPE proposal and conferred the status of College with Potential for Excellence in 21<sup>st</sup> April 2016.
- 3. The West Bengal State Higher Education Council and the University of Calcutta after due inspection provided affiliation to the college to introduce PG in Bengali in April 2016.

### • Outcome -

The Bengali PG Department was introduced in Sept 2016

### Introduction of New Curriculum

- Geography as a new subject got introduced in July 2017
- Management's View During Dec 17, 2012 the Government Nominees in the Governing Body who are people's representatives of the region expressed their view that Geography as a subject be introduced in the college and such opinion was accepted towards resolving towards introduction of Geography and construction of new infrastructure as and when funds would be available
- **Stakeholders' Feedback** During Dec 2014 feedback were taken from about 260 honours students, about 115 parents and 30 alumni with the objective of finding out which new subject could be introduced in the college.

### • Resolution -

- The observation of the administrator Government Nominees in the Governing Body dated Dec 2012 and the stakeholders feedback dated 2014 were discussed in the IQAC meeting dated April 7, 2015 which decided that the IQAC would recommend construction of new infrastructure and procurement of equipments for setting the Geography Lab and the same be proposed in the RUSA DPR
- 2. Upon consideration of the IQAC recommendation the Governing Body Members during its meeting dated
  - a. **April 20, 2015** under Agenda Item No 3, resolved to sanction the plan for setting laboratory for Geography with RUSA funding.
  - b. **Dec 02, 2015** under Agenda Item No 6, resolved to apply for Introduction of Geography to the West Bengal State Higher Education Council
  - c. **June 7, 2016** under Agenda Item No 4, resolved to approve the budget and fees structure towards introduction of Geography to meet recurring costs

### Action Taken -

The RUSA DPR was prepared and submitted to the Government of West Bengal on  $30^{\text{th}}$  June 2016 for sanction from the MHRD

The sanction of the MHRD was obtained during Sept 2016

The Departmental laboratory was set up with appropriate furniture and equipments from RUSA funding as and when the funds were made available from MHRD and the Government of West Bengal

The West Bengal State Higher Education Council and the University of Calcutta after due inspection provided affiliation to the college to introduce PG in Bengali in March 2017

### • Outcome -

Geography as a subject got introduced in June 2017

### On Add-on Curriculum

- The college is at present running six add-on curriculum namely three CoC programmes and three CPE programmes as follows
  - o 2014-15 Introduction of three UGC (COC) Addon Courses
  - o 2017-18 Introduction of Skill Pus Programme
  - o 2018-19 Introduction of two UGC (CPE) Addon Courses
- Management's View During Sept 09, 2017, the Joint DPI Government of West Bengal expressed her view as the Administrator of the college
  - 1. College should take effective steps to strengthen the UGC CoC programmes as sanctioned in 2014
  - 2. Introduce new Add-on courses under the UGC CPE schemes as sanctioned in Jan 2017
  - 3. Preparing the student mentees by the teacher mentors in several skill enhancement domain
- Initial Feedback During 18 Dec to -23 Dec, 2017 feedback were taken from about 500 students about their willingness to participate in programmes that display their Performing Abilities and Creative skills, Public Speaking Abilities, Thinking Skill etc and received overwhelming response about their keenness to participate in event like, antaksaari, quiz, debate, students seminar, mock parliament, photography, poster, pencil sketch, writing bio-data, email writing, letter writing, report writing etc if they are provided guidance and training.

### Resolution -

- During IQAC meeting on July 18, 2017, Members discussed the concept of introducing a Skill Plus Programme wherein students would be encouraged to enrol, prepare and participate in several students centric programmes and teachers would help them to perform. The meeting also discussed that in order to encourage skill enhancement the appropriate syllabus be outlined prepared.
- O During IQAC meeting on Nov 20, 2017, the redesigned syllabus for the three CoC courses (Basic Computers, Basic Proficiency in Communicative English and Entry to Services) were considered and approved and the syllabus for CPE Skill Plus was discussed and approved. The meeting also approved the syllabus for Computerised Accounting with Tally and Remote Sensing GIS.
- During the Administrator Principal Meeting dated Jan 25, 2018 it was discussed and agreed upon that concept of club be introduced under the tutelage of the mentors so that each club (or the mentor mentee group) can remain in constant touch to building Skill Plus amongst the mentees.

### • Action Taken -

Skill Plus Programme introduced

Add-on Course on Tally introduced

Add on Course on Remote Sensing GIS introduced

### Outcome -

The college now runs six add-on courses.

### On the newly introduced Curriculum under the CBCS

- The University of Calcutta has introduced new curriculum under the CBCS in Commerce in the year 2017-18 and Humanities and Science in the year 2018-19. This introduction has brought into several new changes like introduction of internal assessment, tutorial, marks for class attendance, semester system etc. But the most important change is in the domain of introduction of new curriculum in the form of Skill Enhancement Curriculum (SEC) and Discipline Specific Electives (DSE)
- Management's View During Dec 27, 2018, the Joint DPI Government of West Bengal expressed her view as the Administrator of the college and urged the Principal to lead from the front to motivate teachers and make them cope up with the requirements of SEC and DSE
- Teachers' Feedback IQAC took Teachers' feedback on several aspects of the SEC during Jan 2019
  - o their perception about the SEC papers
  - option exercised by the teachers in the context of choosing the curriculum under the SEC
  - o difficulty faced in effective delivery of the curriculum
  - o helpfulness of the SEC curriculum for the students
  - o helpfulness of the expert workshop for delivery of the curriculum
- Employers' Feedback IQAC has taken feedback from employers May 2019 on SEC curriculum
  - o Whether they are aware about the newly introduced CBCS and the SEC curriculum
  - What skills are necessary for job market entrants
  - o What add on curriculum HEIs should impart

### Resolution

The IQAC in it Meeting during June 2019 discussed the introduction of SEC from July 2019, the relative efficacy of the several options for studying the SEC in the different subject, the constraints and limitations posed by non availability of books in SEC and the also discussed about whether the teachers can teach the students from downloaded materials as available from the internet.

### Action Taken

- 1. For the purpose of learning from students feedback about the delivery of SEC curriculum, IQAC took feedback from students during Jan 2020 on SEC curriculum about
  - How SEC curriculum is beneficial
  - How well the teachers have delivered SEC curriculum
  - O How did they performed in the exam
- 2. Organised workshop in Economics on Feb 2, 2020 about CBCS curriculum and employability
- 3. Organised workshop in Bengali on Feb 22, 2020 about CBCS curriculum and employability

### On Curriculum Delivery - the Learning Management System

• The use of ICT in teaching learning is a matter of prime importance in any Higher Education Institute. The IQAC of this college aimed at building Institutional Repository of academic plans, learning materials, question banks, PPTs, video lectures, Course Outcomes, etc and the same be provided through the Learning Management System

### History -

- The college set up an institutional repository during Jan 2015 and was inaugurated on University Foundation Day on Jan 24, 2015, by the Vice Chancellor University of Calcutta
- The IQAC included the plan to strengthen institutional repository in the proposal for College with Potential for Excellence 2015

### Resolution –

- Governing Body during its meeting dated Feb 9, 2015 approved the plan towards building the institutional repository under CPE fund as and when available
- IQAC during its meeting dated Nov 20, 2017 discussed the matter with all HoDs and Teacher (invited) and discussed the necessity of cooperation and participation of all teachers in building the repository
- **Teachers' Feedback** Principal requested feedback and consent from the Teachers on Dec 29, 2017 on the following justifications
  - IQAC DURING THE MEETING with all HoDs and teachers during Nov 2017, proposed and you all agreed to have a repository where study materials could be written and uploaded.
  - o Such repository platform has an annual fee of Rs 1800 for each teacher.
  - College will provide the repository password only for those teachers who will be WILLING ON THEIR OWN to use such platform
  - Further to be noted that study material prepared and uploaded in a week will be recorded in the Teachers Diary as Academic Work equivalent to six hours and the preparatory day would be documented as working day.
  - o Under the new PERFORMANCE BASED APPRAISAL quantified in terms of number of hours.
  - Such a platform will help you to document at least 200 hours of working hours (outside the College campus) in a year if you prepare and upload 30 study materials in the repository.

### Action Taken

- Learning Management System launched on March 2018
- o Regular uploading of study materials by the teachers

# Feedback Analysis - Curriculum

### **Objective** To find out whether Post Graduation Studies be introduced in college curriculum.

### Time Question

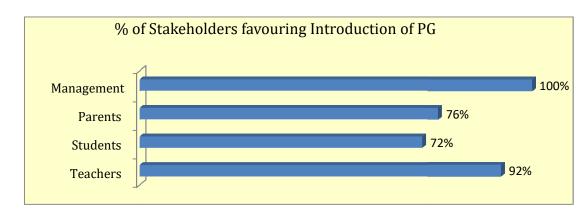
Dec 2014

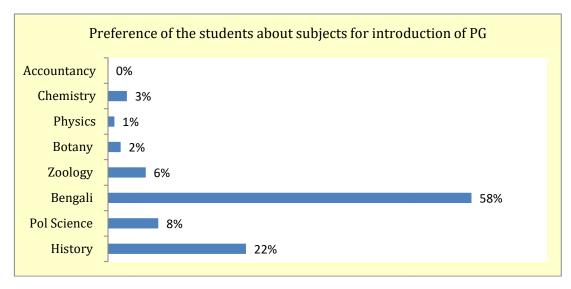
- কলেজে স্নাতকোত্তর পাঠক্রমের সূচনা কি প্রয়োজন?
  - যদি তোমার উত্তর হ্যাঁ হয় তাহলে কোন বিষয়ে এই পাঠক্রমের সূচনা হলে ভালো?

# Feedback obtained

From 18 teachers - feedback obtained during TIC-Principal Meeting From 256 students - feedback obtained through opinion poll From 103 parents - feedback obtained parents teachers meet From Members of the Management - resolved during GB Meeting

### Result 01





### **Objective** To find out what new subjects are to be introduced.

Time Dec 2014

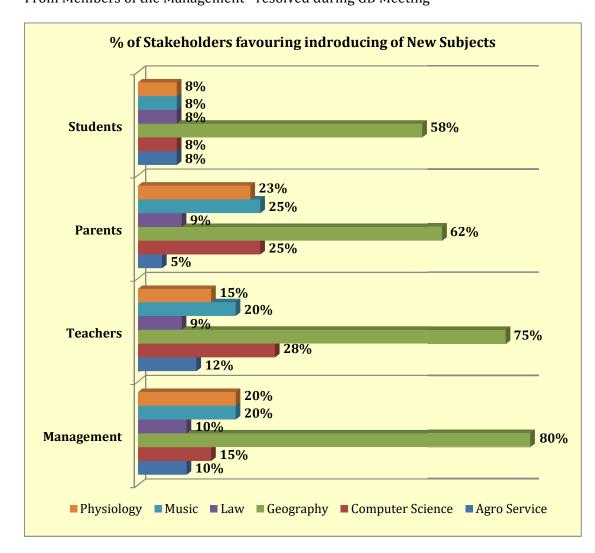
Question • কলেজে যে বিষয় গুলি পড়ানো হয় তার পাশাপাশি আর কোন কোন বিষয় পড়ানো প্রয়োজন?

Feedback From 15 teachers - feedback obtained during TIC-Principal Meeting

From 260 students - feedback obtained during Induction Meeting

From 115 parents - feedback obtained parents teachers meet

From Members of the Management - resolved during GB Meeting



**Objective** To find out the need of Add On courses among the students of Sundarban.

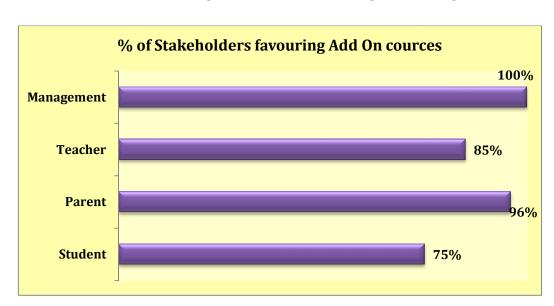
Time Jan 2015

Question • নির্ধারিত পাঠ্যক্রমের পাশাপাশি ছাত্র-ছাত্রীদের কর্ম জীবনের উপযোগী প্রশিক্ষণ দেওয়া প্রয়োজন কি?

Feedback obtained

From 17 teachers - feedback obtained during TIC-Principal Meeting From 290 students - feedback obtained during Induction Meeting From 65 parents - feedback obtained parents teachers meet From Members of the Management - resolved during GB Meeting

### Result



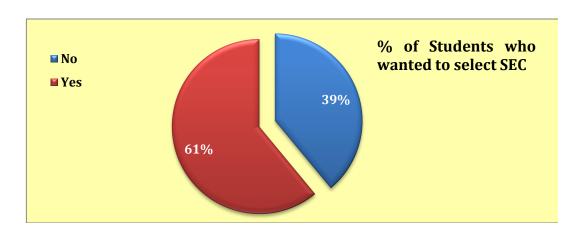
### **Objective** To find out the preference of students regarding SEC.

Time Jan 2018

Question • SEC -এর বিষয় তোমরা নিজেরা নির্বাচন করতে চাও কি?

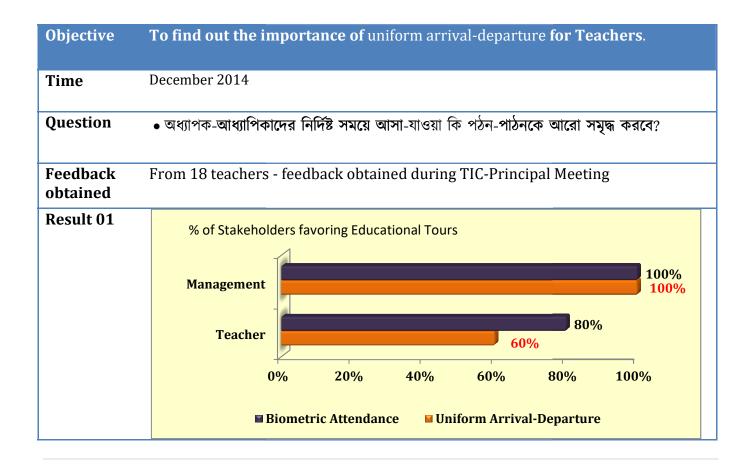
Feedback obtained

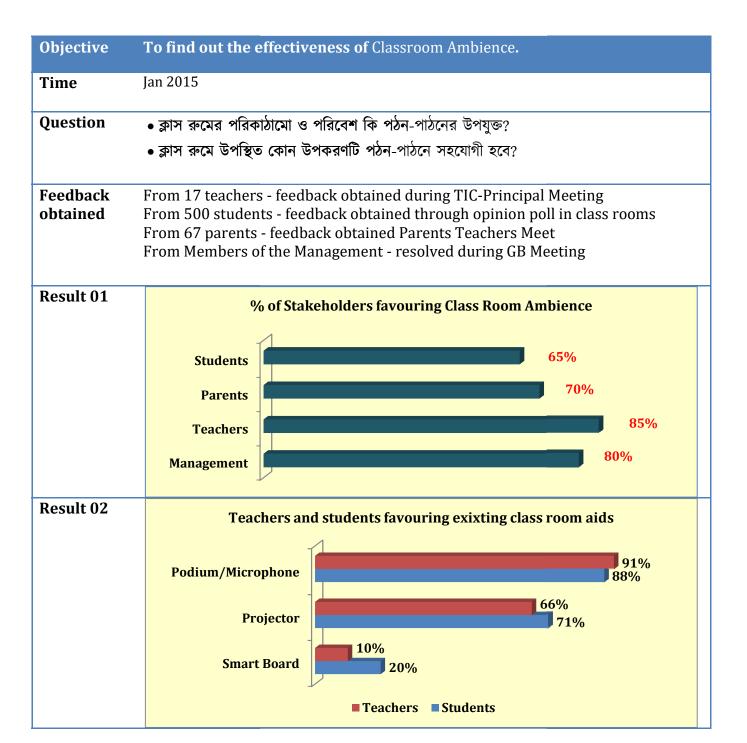
From more than 200 students - feedback obtained through opinion poll in the class rooms

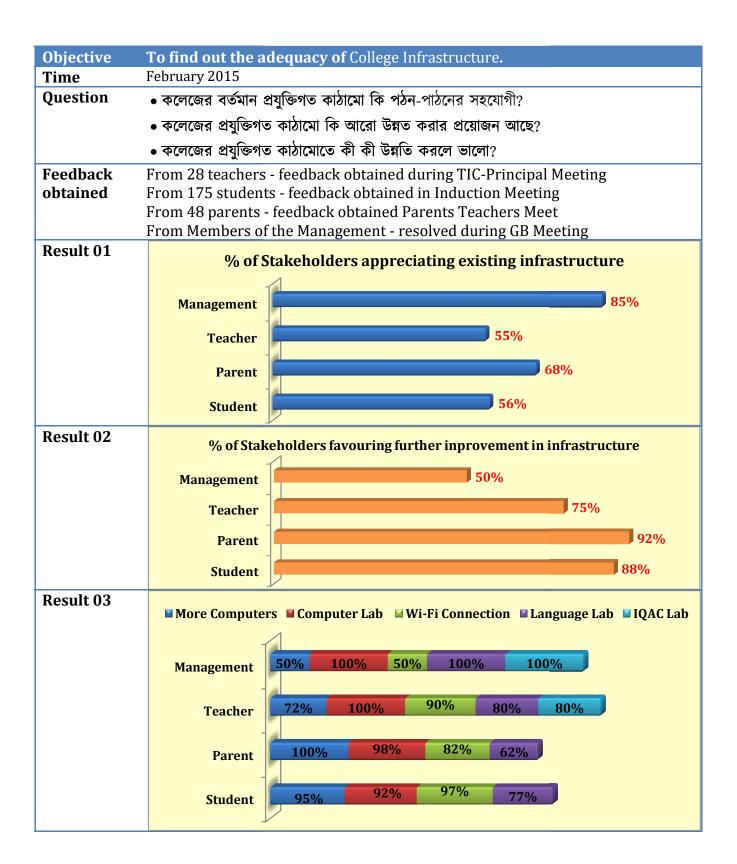


# Feedback - Quality Initiatives

Objective	To find out the importance of Educational Tours.	
Time	December 2014	
Question	• শিক্ষামূলক ভ্রমণ কি পঠন-পাঠনের ক্ষেত্রে উপযোগী?	
Feedback	From 30 teachers - feedback obtained during TIC-Principal Meeting	
obtained	From 230 students - feedback obtained in induction meeting	
	From 77 parents - feedback obtained Parents Teachers Meet From Members of the Management - resolved during GB Meeting	
Result 01	% of Stakeholders favoring Educational Tours	
	Management 100%	
	Teacher 80%	
	Parent 100%	
	Student 95%	
	0% 20% 40% 60% 80% 100%	

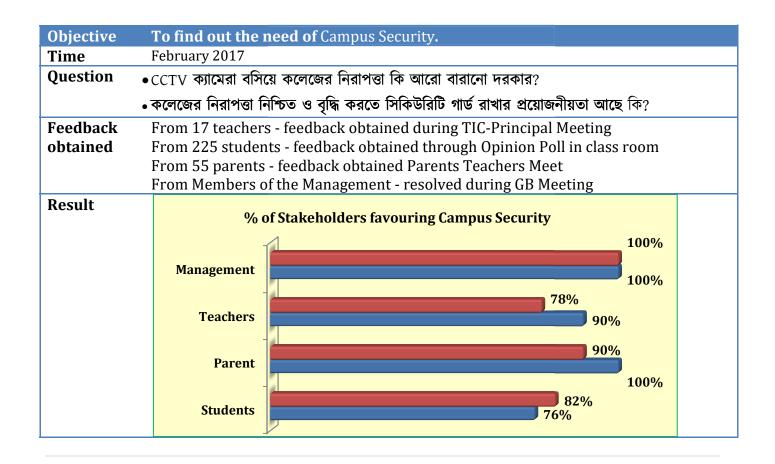






Objective	To find out the need of reformation of Class routine.	
Time	November 2016	
Question	<ul> <li>সপ্তাহে প্রতিদিন আসতে না হলে ছাত্র-ছাত্রীদের কি সুবিধা হবে?</li> </ul>	
	<ul> <li>সপ্তাহে তিনদিন নির্দিষ্ট সময় ক্লাস থাকলে ছাত্র-ছাত্রীদের কি সুবিধা হবে?</li> </ul>	
Feedback	From 25 teachers - feedback obtained during TIC-Principal Meeting	
obtained	From 185 students - feedback obtained through Opinion Poll and Principal	
	Student Meet	
	From 72 parents - feedback obtained Parents Teachers Meet	
	From Members of the Management - resolved during GB Meeting	
Result 01	Trom Members of the Management Tesorved during db Meeting	
Result 01	% of Stakeholders favouring 3 days week routine	
	Management 100%	
	Management 100%	
	Teacher 73%	
	Tederici -	
	Parent 66%	
	070/	
	Student 87%	
Result 02		
Result 02	% of Stakeholders favouring 3 hours day class routine	
	Management 100%	
	Management	
	Teacher 87%	
	Parent 71%	
	91%	
	Student	

Objective	To find out the need of a Seminar Library.		
Time	January 2017		
Question	<ul> <li>ছাত্র-ছাত্রীরদের গ্রন্থাগার থেকে নিজের পছন্দ অনুযায়ী বই পড়ার সুযোগ থাকা উচিত কি?</li> <li>ছুটির দিনে গ্রন্থাগার ব্যবহার করার সুযোগ থাকা উচিত কি?</li> </ul>		
Feedback obtained	From 15 teachers - feedback obtained during TIC-Principal Meeting From 210 students - feedback obtained during Principal-Student Meet From 72 parents - feedback obtained Parents Teachers Meet From Members of the Management - resolved during GB Meeting		
Result	% of Stakeholders favouring Seminar Library  Management Teachers Parent Students  88%		



### **Objective**

### To find out the need of Dress Code.

### Time Question

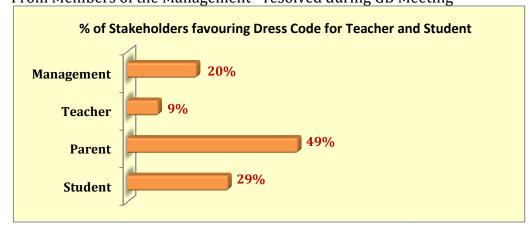
April 2017

- ছাত্র-ছাত্রীদের নির্দিষ্ট ইউনিফর্ম কি কলেজের নিয়মানুবর্তিতা বজায় রাখতে সহযোগিতা করবে?
- শিক্ষক-শিক্ষিকাদের নির্দিষ্ট ইউনিফর্ম কি কলেজের নিয়মানুবর্তিতা বজায় রাখতে সহযোগিতা করবে?

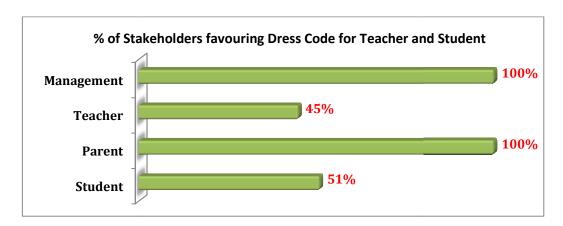
# Feedback obtained

From 23 teachers - feedback obtained during TIC-Principal Meeting From 205 students - feedback obtained in Principal Student Meet From 61 parents - feedback obtained Parents Teachers Meet From Members of the Management - resolved during GB Meeting

### Result 01



# Time July 2017 Question • ছাত্ৰ-ছাত্ৰী ও শিক্ষক-শিক্ষিকাদের জন্য নির্দিষ্ট বিধি-নিষেধ কি কলেজের নিয়মানুবর্তিতা বজায় রাখতে সহযোগিতা করবে? Feedback obtained From 25 teachers - feedback obtained during TIC-Principal Meeting From 199 students - feedback obtained in Principal Student Meet From 76 parents - feedback obtained Parents Teachers Meet From Members of the Management - resolved during GB Meeting



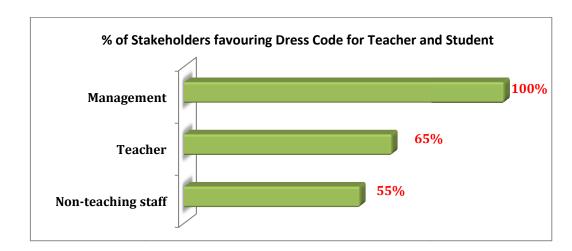
Objective	To find out the need of Computer Education for the teachers and non-teaching staff.
Time	Dec 2017
Question	<ul> <li>শিক্ষক-শিক্ষিকা ও শিক্ষাকর্মীদের কি কম্পিউটার ট্রেনিং-এর প্রয়োজন আছে?</li> </ul>

# Feedback obtained

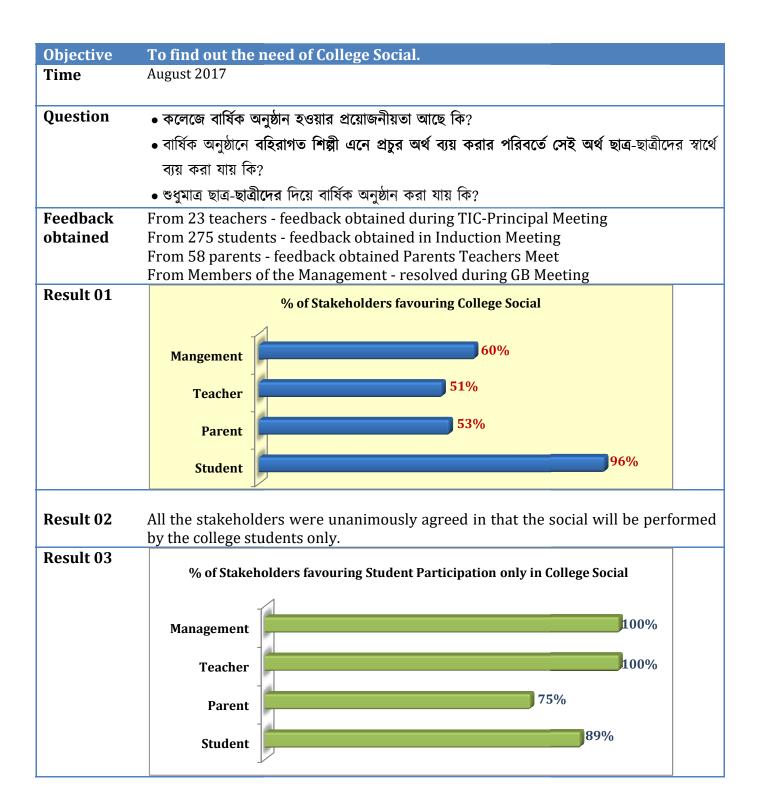
 $From\ 25\ teachers\ -\ feedback\ obtained\ trough\ opinion\ poll\ during\ Teacher-Principal\ Meeting$ 

From 35 non-teaching staff - feedback obtained trough opinion poll during Staff-Principal Meeting

From Members of the Management - resolved during GB Meeting



Objective	To find out the need of Clean and Green campus.
Time	July 2017
Question	• কলেজের প্রাকৃতিক পরিবেশের সৌন্দর্যায়ন ও সবুজায়ন কি প্রয়োজন আছে?
Feedback	From 25 teachers - feedback obtained during TIC-Principal Meeting
obtained	From 199 students - feedback obtained in Principal Student Meet
	From 76 parents - feedback obtained Parents Teachers Meet
	From Members of the Management - resolved during GB Meeting
Result 01	All the stakeholders unanimously agrred on the issue of clean and green campus



# Teacher's Assessment

### Meaning

Teacher evaluation and assessment is considered in the larger context of transforming the education system for the development of new *systems* of teaching and learning that align student and teacher assessment with the ultimate goal of improving both.

### Core Purpose

Teacher assessment and evaluation should be to strengthen the knowledge, skills, dispositions, and classroom practices of professional educators.

### **Principles**

- ✓ Safe and open collaboration is necessary.
- ✓ Measures of teacher performance are most helpful and meaningful when they are based on multiple ratings and clear teaching standards in the formative growth process.
- ✓ Integrated systems must link evaluation procedures with curricular standards, professional development activities, targeted support, and human capital decisions.
- ✓ Validated evaluation measures are essential.
- ✓ Teachers' input in determining performance and learning outcomes should be part of the evaluation process.
- ✓ Assessment and evaluation systems need to be co-created or designed with teachers at the local level through collective bargaining or, where there is no collective bargaining, agreed to by the organization representing teachers.

# Question asked to the Students

- ✓ Does your teacher come to the class with well preparation?
- ✓ What is your overall feeling with his/her class?
- ✓ How much your teacher remains involved with you regarding education even outside of the class room?
- ✓ How much punctual is your teacher regarding arrival and departure in the class room?
- ✓ How much your teacher inspires you regarding your career progression?

Results summed up in 360 degree review report