



Office of the Principal

Mobile : 9435310553
Website : saraighatcollege.ac.in
E_mail : manisarmah1971@gmail.com

SARAIGHAT COLLEGE

P.O.- Changsari, Dist.- Kamrup (Assam), PIN - 781 101

Affiliated to Gauhati University, UGC 2 (f) & 12 B recognised

NAAC Accredited with 'B' Grade (2nd cycle)

Ref. No. :

Date : 17/11/2022

Circular

All the Departmental Heads are hereby requested to collect the Feedback Reports from IQAC and arrange departmental review meeting on feedback received from students on individual teachers and submit the Action Taken Reports to IQAC at the earliest.

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17/11/2022

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17/11/2022

Principal
Saraighat College

DEPT. OF PERSIAN
DEPARTMENTAL MEETING
Date: 19/11/2022

classmate
Date
Page

Today on 19th Nov. 2022, Saturday, a Departmental Meeting was held under the chairmanship of Dr. Aminul Haque Choudhury, HOD of Persian.

The Agenda of the meeting:
Discussion on students feedback.

Time: 1:30 pm

After the discussion of the meeting the following resolutions were taken:

a. The meeting resolved that the timely completion of syllabus and its faculty would guide the students after the class hours.

b. To be ~~the~~ mastery over the course and more reference books are to be studied for the effectiveness in the communicating the concepts.

c. More emphasis will be given to home assignment, class Seminar, group discussion to activate the students.

Signature of the faculty members

1. Ameenul Haque Chaudhary HOD
2. Jitendra A.C.
3. Vinayak Sharma



Head of the Department
Dept. of English
Saraighat College



Department of Education

SARAIGHAT COLLEGE

P.O.- Changsari, Dist.- Kamrup (Assam)

PIN - 781 101

Ref. No. :

MINUTES OF MEETING

Date

Date: 18/11/2022

Time: 1:00 pm

Location: Department common room

Type of Meeting: Education Department Internal

Facilitator: HOD, Education Department

Attendees Present: Dr. Latika Deka , HOD, Education Department

Dr. Sangita Barman, Assist. Professor, Education Department

Rumi Kalita, Contractual Faculty, Education Department

Agenda Topic: Students Feedback Review

Discussion: Had a Thorough discussion on received feedback from students on different points. Segregated the points based on amounts of efforts required to improve teaching quality and overall teachers performance.

Highlights of Discussion and Action to be taken

Overall feedback is satisfactory. However teachers should work on below points to improve teaching quality and other students related activities.

1. Analyze the course from Students perspective and preparing the coaching method accordingly.
2. Faculty members should be more engaged with students in case of Academic, Personal and any other guidance.
3. Teachers should be more approachable to help fulfill the academic interest of students.
4. Faculty members should select and apply skills that are appropriate and effective in respective contexts so that communicative goals in a socially appropriate manner are achieved.

Dr. Sangita Barman
Asstt. Prof.


18/11/2022
Dr. Latika Deka, HOD
Associate Prof.
H.O.D.
Department of Education
Saraighat College, Changsari



SARAIGHAT COLLEGE
P.O. -- Changsari, Kamrup(Assam)
Pin: 781101

Department of Philosophy

Ref. No:.....

Date: 12/11/2022

Action taken on Analysis of Feedback:

The feedback process is motivated by the need to translate helpful comments into actionable steps. When students provided feedback, the department took it into consideration and worked to make the necessary improvements.

The following parameters were emphasized on the online feedback through our department--

1. Completion of syllabus.
2. Control mechanism in effectively conducting the class.
3. The quality of instruction received in the course.
4. Mastery over the course content.
5. The teacher prepare for the classes.
6. Availability of the faculty member after class hours for guidance.
7. Skill of linking subject to life experience and creating interest in the subject.
8. Competent and effective in communicating the concepts.
9. Helping approach towards varied academic interests of students?
10. Help students in realizing their strength and developmental needs and developing professional skills among students?

Based on feedback report the following resolutions are taken--

1. The department have decided to focus on timely completion of the syllabus and its faculty would guide the students after the class hours.
2. To well preparation for the classes the teacher have to studied more and more reference books.
3. Control mechanism is to be designed in effective conducting the classes.
4. After the class hours faculty members are to be available to guide the students in their problems related to their course.

Signature of the faculty members:

1. Minakhy Devi. HOD.
2. Balendra Patgiri
3. Nirupama Roy Roy
4. Bahadur Alam

HOD
MINAKHY DEVI
ASSO. PROF

Head,
Deptt. Philosophy
Saraighat College
Changsari, Kamrup

18-11-2022



SARAIGHAT COLLEGE

P.O.- Changsari, Kamrup (Assam), Pin: 781101

Department of Economics

NAAC Accredited with 'B' Grade (2nd cycle)

Ref. No.....

Date. 18/11/2022

Action Taken on Analysis of Feedback

The feedback process is motivated by the need to translate helpful comments into actionable steps. When students provided feedback, the department took it into consideration and worked to make the necessary improvements.

Assessing the efficacy of teachers on various parameters like completion of syllabus control mechanism in effectively conducting the class, the quality of instruction received in the class, mastery over the course content, availability of the faculty member after class hours for guidance, skill of linking subject to life experience and creating interest in the subject etc. majority of the students (70%) were found to be highly satisfied.

Based on feedback report the following actions were taken to incorporate the improvement suggested by various students.

- 1) Focus on timely Completion of the Syllabus. Further, more emphasis is to be given to take extra classes
- 2) Control mechanism is to be designed in effectively conducting the classes
- 3) To be the mastery over the course, more and more reference books are to be studied
- 4) After class hours faculty members are to be available to guide the students in various activities.

Signature of HOD

HOD, Department of Economics
Saraighat College



DEPARTMENT OF MATHEMATICS

SARAIGHAT COLLEGE

P.O.: CHANGSARI, DIST.: KAMRUP (ASSAM), PIN: 781101

NAAC Accredited with 'B' Grade (2nd Cycle)

Ref. No.

Date: 18-11-2022

Departmental Meeting Held on 18-11-2022

Agenda: To Discuss about Students feedback on faculties and action taken.

Signature of Faculty members

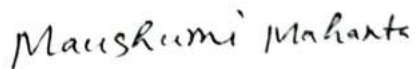
1. Dr Maushumi Mahanta 
2. Derazuddin Ahmed 
3. Hemen ch. Kalita 

On the basis of student feedback from department of Mathematics, Saraighat College, would have to take some measures and some new techniques of teaching learning process in the following manners so that students get full satisfaction by attending in our classes.

1. All faculties have to give sufficient time to guide the students for their final Examination.
2. The meeting has decided to give some home assignments to the students for their improvement.
3. All the faculty members have decided to finish their respective course at least before 15 days of declaration of Final examination.
4. All faculty members of the department have decided to develop the slow learners by way of taking some class tests and extra tutorial classes.
5. The meeting has also decided to encourage the students to maximum use of text books and the reference books from the department and central library.

Head
Department of Mathematics
Saraighat College
Changsari

HOD


(Dr. Maushumi Mahanta)

Department of Mathematics



DEPARTMENT OF GEOGRAPHY

SARAIGHAT COLLEGE

P.O.- CHANGSARI, DIST: KAMRUP, (ASSAM), PIN:781101

NAAC Accredited with 'B' Grade (2nd Cycle)

Table: Feedback of students against faculties of the department

Q. No	Dr. Bhanu Hazarika				Dr. Shashhwati Nath				Dr. Jyotirmayee Devi			
	Ex	VG	G	P	Ex	VG	G	P	Ex	VG	G	P
1.	7	13	13	1	6	10	10	-	4	14	7	-
2.	10	10	14	0	4	13	9	-	6	9	10	-
3.	7	14	12	1	8	8	10	-	9	8	8	-
4.	9	13	11	1	3	11	12	-	7	8	10	-
5.	11	10	12	1	6	12	8	-	8	10	7	-
6.	8	12	13	1	5	10	11	-	7	6	12	-
7.	9	11	13	2	4	9	12	-	6	11	8	-
8.	7	12	14	1	5	13	8	-	9	7	9	-
9.	9	11	13	1	9	8	9	-	7	10	8	-
10.	8	12	13	1	7	8	11	-	5	10	10	-

- Ex-Excellent VG-Very Good G-Good P-Poor

Major take away steps and recommendations:

- 1) It was noticed that majority of students have responded that the faculty completes syllabus off course in time. There is still a scope for the teachers to complete syllabus in time, as around 6 students were thought that it was not over before time. Hence, faculty decided to conduct extra classes for those students.
- 2) It was observed that overall students were quite satisfied with the control mechanism in effective conduct of the classes.
- 3) It was found that majority of the students feel that the teachers deed a good job with providing them timely instruction during the course apart from a student not being satisfied with it.

- 4) The question number 4 suggests that the teachers mastery over the entire course was commendable hence almost every student seems to be happy over it, but since there is still scope for improvement.
- 5) The teachers over all preparation for the class seems to be good apart from few ie.,8 students complaining about it. This might be due to a communication gap between the teacher and the students. This is recommended to the teachers to stress more towards the students.
- 6) It was noticed that all the students are satisfied with the availability of the faculty members after class hours. Thus it can be therefore derived that the teachers deed a very commendable job with spending time with their students and they are advice to carry forward their good works.
- 7) With the maximum number of students are happy with the teachers ability of linking subject to life experience and creating interest in the subject, the teachers' effort should be more and asked them to carry on with it.
- 8) It was found that overall students were happy with the teachers' skill of communicating the concept with majority of the students putting up positive reviews apart from one. So, teachers are recommended to spend more time with the students if they require or if the situation demand so.
- 9) It was observed that majority of the students were happy with the teachers helping approach towards their academic interest. But there is still a scope for the teachers to improved in this sector that is reducing the communication gap towards the students, since 8 out of the lot seems to find themselves being left out.
- 10) It was found that all the students were very happy with the teachers effort on making them realize about their potential and helping them with developing other professional skills.

Dr Bhanu Hazarika
Head,
Department of Geography
Saraighat College, Changsari

Dr. Bhanu Hazarika (HOD)
Department of Geography
Saraighat College, Changsari



DEPARTMENT OF ANTHROPOLOGY

SARAIGHAT COLLEGE

P.O.: CHANGSARI, DIST.: KAMRUP (ASSAM), PIN: 781101

NAAC Accredited with 'B' Grade (2nd Cycle)

Ref. No.

Date: 18/11/2022

DEPARTMENTAL MEETING

DATE OF MEETING : 18/11/2022

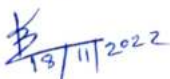
AGENDA : To discuss about the students' feedback

A general meeting of Department of Anthropology has been convened on 18th Nov. 2022 at 3:00pm. in the department under the president ship of Kakali Bora, HOD. In this meeting the teachers of this department have analyzed the students' feedback which was provided by the IQAC, Saraighat College. After discussion the following actions are taken by the department-

- Unanimously decide to develop student centric teaching-learning environment.
- Teachers agreed to inform the students about the areas of different professional skills related to the anthropological perspective.
- This meeting also stressed upon the process of mentoring the students.

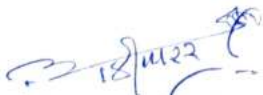
Signature of the faculty members:

1. Kakali Bora, HOD


18/11/2022

HOD
Department of Anthropology
Saraighat College, Changsari.

2. Bikash Ranjan Tahbildar.


18/11/22



SARAIGHAT COLLEGE

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Ref.no.

Date

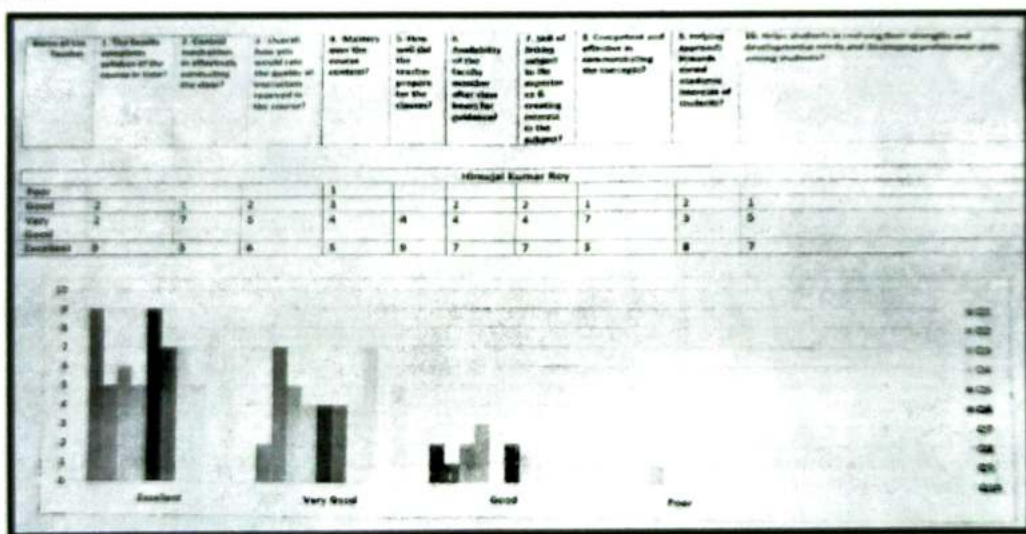
STUDENTS FEEDBACK ON FACULTY REPORT ANALYSIS & ACTION TAKEN

BRIEF SUMMARY

In Accordance to circular related to report feedback analysis and action taken on student's feedback to faculty given by Principal Saraighat College a feedback survey has been conducted on 19/11/2022 through Google form on following points viz.

- Syllabus completion on time
- Class conducting Mechanism
- Quality of instruction in class
- Content mastery
- Class preparedness
- Faculty guidance and support beyond class. etc

Total 13 Nos. of present students has participated in the survey and the below result has been generated:



ANALYSIS AND ACTION TAKEN

Based on the survey result the following measures are to be taken to improve teaching and learning:

- Use of ICT tools and increase of practical practice in classroom teaching should be increased.
- Syllabus completion on stipulated time and revision cum remedial class.
- Effective measures should be taken to help students as per their learning levels.
- Practical and research based assignments will be given and evaluated in a regular basis.
- Faculties should be easily accessible to the students for any kind of guidance after class hours also.



Bvoc TTM



DEPARTMENT OF POLITICAL SCIENCE

SARAIGHAT COLLEGE

P.O.: CHANGSARI, DIST.: KAMRUP (ASSAM), PIN: 781101

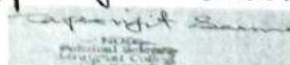
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Students Feedback Analysis Report and Action Taken

With an objective of improving the educational quality and directing the college towards academic perfection, all the departments of Saraighat college are advised to conduct a programme analyzing the students feedback.

In accordance to that, the department of Political science on 18th November, 2022 conducted a Student Feedback Programme, on which students were asked to rate their respective department teachers on a scale of 1-100 based on the following questions provided

1. The faculty completes syllabus of the course in time ?
2. Control mechanism is effectively conducting the class ?
3. Over all, how you would rate the quality of instruction received in the course ?
4. Mastery over the course content ?
5. How well did the teacher prepare for the classes ?
6. Availability of the faculty member after class hours for guidance ?
7. Skill of linking subject to life experience & creating interest in the subject ?
8. Competent and effective in communicating the concepts ?
9. Helping approach towards varied academic interests of students ?
10. Helps students in realizing their strengths and developmental needs and developing professional skills among students ?

Tapanjit Sarma


Head of the Department

HOD
Political Science
Saraighat College
Changasari



DEPARTMENT OF POLITICAL SCIENCE

SARAIGHAT COLLEGE

P.O.: CHANGSARI, DIST.: KAMRUP (ASSAM), PIN: 781101

NAAC Accredited with 'B' Grade (2nd Cycle)

Q No.	Dr. Tapanjit Sarma				Mr. Parag Kumar Sarma				Dr. Breehivorna Talukdar			
	Ex	VG	G	P	Ex	VG	G	P	Ex	VG	G	P
1	43	48	26	01	38	39	20	03	34	07	03	03
2	41	50	27	00	41	36	23	00	31	10	06	00
3	47	36	34	01	43	30	27	00	30	16	01	00
4	45	38	34	01	49	31	20	00	36	09	02	00
5	47	36	33	02	47	30	20	03	29	13	02	03
6	42	41	35	00	46	34	20	00	33	10	04	00
7	40	46	32	00	42	33	25	00	33	12	02	00
8	45	38	34	01	44	34	22	00	33	13	02	00
9	45	38	34	01	41	32	24	03	32	07	07	03
10	44	39	35	00	53	26	21	00	30	10	06	00
Grand Total	439	410	324	07	444	325	222	09	321	107	35	09

*Ex- Excellent VG-Very Good G-Good P-Poor

Major takeaways and recommendations:

1 It was noticed that majority of students have responded that the faculty completes syllabus of course in time. There is still a scope for the teachers to complete syllabus in time, as around 7 students were of the thought that it was not over before time. Hence, faculty decided to conduct extra classes for those students.

2 It was observed that overall the students were pretty satisfied with the control mechanism in effective conduct of the classes

Tapanjit Sarma



Head of the Department

HOD
Political Science
Saraighat College
Changsari



DEPARTMENT OF POLITICAL SCIENCE

SARAIGHAT COLLEGE

P.O.: CHANGSARI, DIST.: KAMRUP (ASSAM), PIN: 781101

NAAC Accredited with 'B' Grade (2nd Cycle)

3) It was found that majority of the students feel that the teachers did a good job with providing them timely instructions during the course apart from a student not being satisfied with it.

4) The question number Four suggests that the teachers mastery over the entire course was commendable hence almost every student seems to be happy over it, but since there is still room for improvement.

5) The teachers overall preparation for the class seems to be good apart from few i.e., 8 students complaining about it. This might be due to a communication gap between the teachers and the students. It is recommended to the teachers to stretch more towards the students.

6) It was noticed that all the students are satisfied with the availability of the faculty members after class hours. Thus it can be therefore derived that the teachers did a very commendable job with spending time with their students and thus advised to carry forward their good work.

7) With the maximum number of students happy with the teachers' ability of linking subject to the life experience & creating interest in the subject, the teachers' effort should be lauded and asked to carry on with it.

8) It was found that overall the students were happy with the teachers' skills of communicating the concepts with majority of the students putting up positive reviews apart from one. Since the one cannot be ignored teachers are recommended to spend more time with the students if they require or if the situation demand so.

Tapanjit Sarma

Tapanjit Sarma
Professor and Head of the Department
Political Science
Saraighat College
Changsari

Head of the Department

HOD
Political Science
Saraighat College
Changsari



DEPARTMENT OF POLITICAL SCIENCE

SARAIGHAT COLLEGE

P.O.: CHANGSARI, DIST.: KAMRUP (ASSAM), PIN: 781101

NAAC Accredited with 'B' Grade (2nd Cycle)

9) It was observed that majority of the students were happy with the teachers helping approach towards their academic interest. But there is still a scope for the teachers to improve in this sector that is reducing the communication gap towards the students since 7 out of the lot seems to find themselves being left out.

10) It was found that all the students were very happy with the teachers' effort on making them realise about their potential and helping them with developing other professional skill.

Tapanjit Saikia



Head of the Department





DEPARTMENT OF HISTORY

SARAIGHAT COLLEGE

P.O.: CHANGSARI, DIST.: KAMRUP (ASSAM), PIN: 781101

NAAC Accredited with 'B' Grade (2nd Cycle)



Ref. No.

Date: ... 18/11/22

FEEDBACK ANALYSIS AND ACTION TAKEN REPORT OF DEPT OF HISTORY

On the basis of students feedback on faculties received, the department analysed it and following measures have to be taken for a better teaching/ learning environment:

- Completion of Syllabus in stipulated period of time should be on the top priority.
- Use of ICT tools in classroom teaching should be increased.
- Use of lesson plan is felt necessary to make teaching and learning time bound and fruitful.
- To take effective measures to help students realise their strengths and thereby grow a self confidence among the learners.
- More home assignments should be given and evaluated in a regular basis.
- Measures should be taken to categories the students in advance, average and slow learners and Subsequent necessary action should be taken for their benefit.
- Faculties should be easily accessible to the students for any kind of guidance after class hours also.

Jm
HOD-History
Saraighat College
Changsari Kamrup
PIN-781101



Department of Assamese
SARAIGHAT COLLEGE

P. O. - Changsari Dist. - Kamrup (Assam) / PIN-781101

WEBSITE. WWW.SARAIGHATCOLLEGE.GHY.ORG

NAAC Accredited, Grade- B (Cycle II)

Date : 18/11/2022

Action Taken Report of Student's Feedback

Sl No	Improvement suggestions/comments that need further action	Action Taken
1	Competent and effective in communicating the concepts	The matter was discussed thoroughly in the meeting. More emphasis should be given in communicating concepts.
2	Helping approach towards varied academic interests of students	In this regard all faculty members agreed to implement some innovative ideas, which can be helpful for students. Library Uses, ICT and online activities also considered helpful for students.

Dr Kanika Meem
HoD
Department of Assamese
Saraighat College, Changsari
Kamrup, Assam- 781101

DATE: 18/11/2022

Departmental Meeting

AGENDA : Discussion on Students feedback.

A department meeting was held today at 12-30 PM under the Chairmanship of Mr. Navayyoti Patowary, HOD. The faculty members discussed about the feedback given by Honours students on individual teachers. After a detailed analysis of the feedbacks, the following measures have been suggested to improve the teaching-learning processes.

All the members decided to take the following measures:

- ① Top priority is to be given to:—
 - (i) Completing required syllabus on time
 - (ii) Improve control mechanism while conducting classes
 - (iii) Effective communication of concepts
 - (iv) Develop professional skills in students & help them realize their strengths.

Actions to be taken:-

① Focus on timely completion of syllabus: This is to be done by strictly following the Teaching Plan & Lesson Plans.

② While conducting classes students to be asked objective type questions in between explanatory lectures to test their attention in class.

Attendance are always taken in Class Registers. Irregular students must be made accountable - Applications to explain their absence routed through Head to the Principal.

Contd →

(Continued)

DATE : 18/11/2022

- (iii) For effective communication of concepts, students must be given references from their local backgrounds, vernacular literature, and other associated mediums as in films, popular songs, personalities, T.V. series etc.

Other areas of priority:

① To improve teachers preparation for classes.

(ii) To provide students reading materials for easy reference.

(iii) After class guidance by teachers : Teachers must stay back for an hour or so, for students to meet them after finishing all their classes.

(iv) Students must be guided well to ~~improve~~ pursue their varied academic interests. Teachers must take an avid interest in the lives of the students. Mentoring has to be done on a regular basis.

Members Present in the meeting:

- ① Navajyoti Patowary - 18/11/2022
② Dr. Debajani Das - 18/11/2022
③ Farida Sultana Haque H.

N. Patowary
HEAD
DEPT. OF ENGLISH
PARAICHAHAT COLLEGE