GENERAL FEEDBACK ANALYSIS REPORT
(Mid-Term, End-Term, Convocation)
(Students and Alumni)
Session 2017-18
Samples of the Feedback Forms filled

Academics

1. How much syllabi was taught in the class?
   a) 90-100%
   b) 80-90%
   c) 70-80%
   d) Less than
   ANS:

2. The internal assessment system operated
   a) is fair
   b) is biased
   c) needs some improvement
   d) needs radical improvement
   ANS:

3. How well teachers prepared & communicated their lectures?
   a) thoroughly
   b) satisfactorily
   c) ineffectively
   d) sometimes effectively
   ANS:

4. How teachers encouraged students to participate in the class?
   a) through questions and answers
   b) through discussions
   c) through course-related games
   d) through inviting suggestions
   ANS:

5. Are the college messaging facility effective and informative?
   a) Yes
   b) No
   ANS:

6. How do you rate the student-teacher relationship in your institution as a whole?
   a) Very Good
   b) Good
   c) satisfactory
   d) Poor
   ANS:

7. Were teacher Punctual and Regular in classes?
   a) Always
   b) Sometime
   c) Almost Never
   ANS:

8. How much Personality Development (PD) program helps in improving your personality?
   a) Very Good
   b) Just Satisfactory
   c) Inadequate
   d) Poor
   ANS:

9. What teaching method is best for you during your course?
   a) Blackboard

Coordinator, IGAC
Sanatan Dharma College
Ambala Cantt.

Principal
Sanatan Dharma College
Ambala Cantt.
a) Very Good
b) Good
c) Very Poor
d) Poor
ANS:
Suggestions:

Office Services

17. How do you find the institutions administration?
a) always helpfull
b) generally helpfull
c) indifferent
d) not helpfull
ANS:

18. Did you get required information on Notice board regarding fee submission, roll no in time?
a) Always
b) Sometimes
c) No
d) Not at all
ANS:
Suggestions:

General

19. When you meet students who have taken a similar programme at other institutions how do you feel?
a) Superior
b) Equal
c) Inferior
ANS:

20. How do you rate the health- care facilities provided by the institution?
a) Very good
b) Just satisfactory
c) Inadequate
d) Poor
ANS:

21. Are the urinals and toilets Ventilated and Clean?
a) Very Good
b) Good
c) Very poor
d) Poor
ANS:

22. Was there a parking facility in college?
a) Very good
b) Good
c) Very poor
d) Poor
ANS:

23. What are your observations regarding grievance handling procedure?
a) Very Good

Coordinator, IQAC
Sanatan Dharma College
Ambala Cantt

Principal
Sanatan Dharma College
Ambala Cantt.
b) Good
c) Very poor
d) Poor
ANS:
Suggestions:

Laboratories (If Applicable)

24. What was the availability and condition of Materials/Equipment/Machines in labs?
   a) Very good
   b) Good
   c) Very poor
   d) Poor
   ANS:
25. Was the Lab Staff?
   a) Courteous
   b) Rude
   c) Indifferent
   ANS:
   Suggestions:

Coordinator, IQAC
Sanatan Dharma College
Ambala Cantt

Principal
Sanatan Dharma College
Ambala Cantt
b) PPT's
c) Smart board
ANS:
10. What are your comments on social atmosphere of Institution/Department?
a) Very Good
b) Good
c) Very Poor
d) Poor
ANS:
Suggestions:

Library

11. what is your opinion of the library materials for your subject?
a) Excellent
b) adequate
b) Inadequate
d) Very poor
ANS:
12. What is your opinion regarding issue/ Return Procedure of Books?
a) Very Good
b) Good
c) Very Poor
d) Poor
ANS:
13. Was the Library Staff?
a) Courteous
b) Rude
c) Indifferent
ANS:
Suggestions:

Extra Curricular Activities

14. Did you participate in any of the extra curricular activities of the department/ Institution?
a) Often
b) sometimes
c) rarely
d) never
ANS:
15. What are your views regarding variety, quality & cleanliness of items in college canteen?
a) Very Good
b) Good
c) Very Poor
d) Poor
ANS:
16. What are your views regarding variety, quality & cleanliness of items in college canteen?

Coordinator, IQAC
Sanatan Dharma College
Ambala Cantt.

Principal
Sanatan Dharma College
Ambala Cantt.
NAME: Megha Gupta  Father's Name: Mr. Pakeet Gupta  Mobile No: 8901138668
Aadhar No:  
Course Completed from College: B.Com  Year of Passing Out: 2017
Email ID: megagupta66@gmail.com

NOTE: PLEASE TICK (*) YOUR CHOICE
1. What is your current status? (Give Details)
   a) Higher studies  b) Private Job
   c) Private Job Through Placement Cell of SD College  d) Government Job
   e) Self Employed

2. Whether cleared any entrance exam (NET/SLET/JAM/GMAT/GRE/Bank/Defence Service/State Govt. etc)
   Details:

3. The internal assessment system as prescribed by the university is
   a) Fair  b) Biased
   c) Needs some improvement  d) Needs radical improvement

4. How well teachers were able to communicate?
   a) Very effectively  b) Just satisfactorily
   c) Sometimes effectively  d) Ineffectively

5. How do you rate the student-teacher relationship in your institution on the whole?
   a) Very good  b) Good
   c) Satisfactorily  d) Poor

6. What is your opinion of the library resources available for your subject?
   a) Excellent  b) Adequate
   c) Inadequate  d) Very Poor

7. How was the attitude of the library staff?
   a) Courteous & Helpful  b) Rude
   c) Indifferent

8. Did you participate in any of the extracurricular activities of the department/institution?
   a) Often  b) Sometimes
   c) Rarely  d) Never

9. Did you get the required information from Career Guidance Cell of the college?
   a) Yes  b) No

10. How was the behavior of administrative office staff?
    a) Very Good  b) Good
    c) Poor  d) Very Poor

11. Did you face problem at the time of collecting DMCs, Degrees or any Information from the college?
    a) Yes  b) No

12. When you meet students who have taken a similar programme at other institutions, how do you rate yourself?
    a) Superior  b) Equal
    c) Inferior  d) Cannot say

13. Has your time spent at the institution been intellectually enriching?
    a) Yes  b) No

14. After leaving how will you talk about your institution?
    a) Proudly  b) Just OK
    c) Indifferently  d) Negatively

15. What are your observations regarding grievance handling procedure?
    a) Very Good  b) Good
    c) Poor  d) Very Poor

16. If you are invited for a special talk with your juniors, would you be interested?
    a) Yes  b) No

17. Do you suggest any additional course/workshop other than the course you studied?
    a) Yes  b) No
    In case, name it: B.Tech

18. Which aspect of the college was most helpful to you?

19. Which aspect of the college was least helpful to you?

Suggestions for Improvement: No Suggestion
NOTE: PLEASE TICK (✓) YOUR CHOICE

1. What is your current status? (Give Details)
   a) Higher studies
   b) Private Job
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   d) Government Job
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    a) Yes
    b) No

17. Do you suggest any additional course/workshop other than the course you studied?
    a) Yes
    b) No

If yes, name it

18. Which aspect of the college was most helpful to you?

19. Which aspect of the college was least helpful to you?

Suggestions for Improvement:

1. Students participating in extracurricular activities face attendance problems.
Sanatan Dharma College (Lahore)
Ambala Cantt
Student Feedback (2014-17)

Name: Manisha
Father's Name: M.K.
Mobile No: 9634344821
Aadhar No: 
Email ID: Manisha1403@yahoo.com
Course Completed from College: 2017
Year of Passing Out: 2017

NOTE: PLEASE TICK (✓) YOUR CHOICE

1. What is your current status? (Give Details)
   a) Higher studies
   b) Private Job
   c) Private Job Through Placement Cell of SD College
   d) Government Job
   e) Self Employed
   Details:

2. Whether cleared any entrance exam (NET/SLET/JAM/GMAT/GRE/Bank/Defence Service/State Govt. etc)
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    a) Yes
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17. Do you suggest any additional course/workshop other than the course you studied?
    a) Yes
    b) No
    If yes, name it

18. Which aspect of the college was most helpful to you?

19. Which aspect of the college was least helpful to you?

Suggestions for Improvement:

__________________________________________________________________________
__________________________________________________________________________
Feedback is an important component of academic audit which completes with the Action Taken Report. Student feedback serves as the backbone of an educational institute for strengthening various components like Teaching, Learning Methodology, Examination and Evaluation Process, Optimum Utilization of resources, Allocation of funds etc. to improve the overall performance of an organization.

Sanatan Dharma College is one of the premiere colleges of Haryana and has been awarded Grade “A” with CGPA 3.51 by NAAC in the third cycle of its Accreditation. The College has its own online as well as offline Student feedback System and collects feedback from existing students twice in a session, once in September, second in the February and from pass out students during convocation. The feedback collected online from existing students and at the time of convocation from passed out students on printed Performa is considered very important and genuine.

Focus Area

The following are the main focus areas of the college regarding which the feedback is collected:

1. Teaching and Learning
2. Infrastructure & facilities
3. Faculty Performance
4. Library
5. Non-Teaching Staff
6. Curriculum
7. Syllabus

Objectives of the Feedback

The main objectives of student feedback are:

1. To provide students a platform to express their views & experiences in relation to the teaching-learning process and suggest improvement areas.
2. To boost student morale and confidence by giving a chance to freely interact with the administration regarding the weaker areas of the learning environment.
3. To develop the skill of critical thinking and evaluation amongst students.
4. To give students a sense of belongingness.
5. Continual improvement of the Teaching-learning process, College Infrastructure, Staff and Supporting Services.

**Phases of Student Feedback Mechanism**

The feedback mechanism of the college is based on the system approach and the main phases of the feedback mechanism are as following:

1. Collection of Student Feedback
2. Interpretation & analysis of Results
3. Communication of Results to the Principal.
4. Preparation of Action Plan in consultation with the various stakeholders
5. Action Taken Report

**Interpretation & Analysis (Mid - Term Feedback 2017-18)**

**Total Strength:** 3200

**Sample Size:** Students were selected from across the streams of Commerce, Arts and Science.
(appx.15% of the total Strength)

**Student Selection Criterion:** Students are selected on the basis of Attendance and Academic record.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Component</th>
<th>Response in terms of %</th>
<th>Proposed Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Courses offered</td>
<td>96.8 % of students are satisfied with the type of courses offered.</td>
<td>Employability oriented courses will be introduced in coming sessions.</td>
</tr>
</tbody>
</table>

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**Coordinator, IQAC**
Sanatan Dharma College
Ambala Cantt.

**Principal**
Sanatan Dharma College
Ambala Cantt.
<table>
<thead>
<tr>
<th></th>
<th>Feedback Area</th>
<th>Feedback Details</th>
<th>Improvement Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Balance between theory and practical component</td>
<td>74.6% are satisfied with the balance between theory and practical components.</td>
<td>Practical knowledge about the subject should be increased by introducing Brainstorming, role playing and other similar activities.</td>
</tr>
<tr>
<td>3</td>
<td>Awareness about Scholarship and Learn scheme</td>
<td>54.4 % of students were aware about that.</td>
<td>Information about this can be added in the ERP account of students.</td>
</tr>
<tr>
<td>4</td>
<td>Membership of Learn scheme</td>
<td>63% of students were willing to join</td>
<td>Facility of Online registration for Learn scheme should be made available</td>
</tr>
<tr>
<td>5</td>
<td>Preparation of lecture</td>
<td>92 % said that lectures are prepared thoroughly however, 44.4% said that it is satisfactorily prepared.</td>
<td>Compulsory visits of Faculty to the Library during vacant periods should be ensured and use of MOOC resources to prepare lectures should be encouraged.</td>
</tr>
<tr>
<td>6</td>
<td>Communication of the Subject content</td>
<td>90% said that the teachers very effectively communicate the subject Content.</td>
<td>Features of ERP system like Notes, E-content generation etc. should be extensively used.</td>
</tr>
<tr>
<td>7</td>
<td>Encouragement for participation</td>
<td>30.8% agreed with Q/A, 28.9% agreed with discussions and 32.3% agreed that teachers used all the possible methods for encouragement</td>
<td>Role playing, case studies etc. can be introduced to encourage participation.</td>
</tr>
<tr>
<td>8</td>
<td>Student-teacher relationship</td>
<td>95.3% said that it is good</td>
<td>Teaching-Learning mechanisms should be more interactive and</td>
</tr>
<tr>
<td></td>
<td>Feedback Analysis Report</td>
<td>Participative.</td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>9</td>
<td>Punctuality and regularity</td>
<td>97.8% said that teachers are punctual and regular in taking their classes</td>
<td>Frequent feedback from regular students can be taken.</td>
</tr>
<tr>
<td>10</td>
<td>Best teaching method</td>
<td>44% respond for group discussion, 34.9% for PPT and remaining 21% for role playing &amp; case study</td>
<td>Teachers should be counseled to make effective and balanced blend of traditional and modern teaching practices.</td>
</tr>
<tr>
<td>11</td>
<td>Industrial visits</td>
<td>66.1% said that they seldom go for industrial visits.</td>
<td>Collaboration with the Corporate Sector and reputed institutions should be done.</td>
</tr>
<tr>
<td>12</td>
<td>Availability of books at the start of the session</td>
<td>90.7% said sufficient subject related books are available at the start of the session</td>
<td>Faculty should check availability of books of their concerned subjects at the beginning of the session.</td>
</tr>
<tr>
<td>14</td>
<td>Issue and return procedure of Books</td>
<td>91.3% were of the view that it is good.</td>
<td>Procedure should be further strengthened.</td>
</tr>
<tr>
<td>15</td>
<td>Attitude of Library staff</td>
<td>65.4% said that they are courteous</td>
<td>Orientation Programs for Library staff on Interpersonal relationship, public dealing etc. should be strengthened.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
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<td>---</td>
</tr>
<tr>
<td>16</td>
<td>Arrangement of Lights, fans and enough ventilation</td>
<td>95.8% said that it is very good</td>
<td>Tutors of respective classes should report the matter to the Department of Electricity in case of any damage or repair.</td>
</tr>
<tr>
<td>17</td>
<td>Noiseless atmosphere in Library</td>
<td>65.6% were of the view that it is noiseless always</td>
<td>Discipline committee can be further strengthened and Library staff should be more vigilant.</td>
</tr>
<tr>
<td>18</td>
<td>KIOSK System of Library</td>
<td>79.1% said are satisfied</td>
<td>Students should be guided and motivated to use the system.</td>
</tr>
<tr>
<td>19</td>
<td>Participation in Extracurricular activities</td>
<td>74.1% participate sometimes in the extracurricular activities of the college</td>
<td>In charges of different Associations should encourage students to participate.</td>
</tr>
<tr>
<td>20</td>
<td>Personality Development Program</td>
<td>80% said that it was just satisfactorily</td>
<td>It should be made a part of the curriculum and the career guidance cell can play an important role.</td>
</tr>
<tr>
<td>21</td>
<td>Guidance provided by Career Guidance cell</td>
<td>69.8% said that it was helpful in guiding their career</td>
<td>More career oriented Workshops and seminars can be organized.</td>
</tr>
<tr>
<td>22</td>
<td>Opinion regarding NSS/YRC</td>
<td>91.3% were of the view that it is doing very well</td>
<td>Active presence in social activities imparting knowledge about social and moral issues can be sought.</td>
</tr>
<tr>
<td>23</td>
<td>Role of Association in increasing learning</td>
<td>81.8% said yes it is helpful to them</td>
<td>Maximum participation of students across different streams should be ensured.</td>
</tr>
<tr>
<td>24</td>
<td>Attitude of Institutions Administration</td>
<td>81.4% said that it is always helpful</td>
<td>Administrative and support staff should be counseled for further strengthening the delivery of quality services.</td>
</tr>
<tr>
<td>No.</td>
<td>Issue Description</td>
<td>Percentage</td>
<td>Suggestion</td>
</tr>
<tr>
<td>-----</td>
<td>------------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>25</td>
<td>Office work as per University rules and Procedures</td>
<td>86.2% said that it was always done accordingly</td>
<td>More transparent system according to the guidelines of the university should be introduced.</td>
</tr>
<tr>
<td>26</td>
<td>Receipt of money paid at the counter</td>
<td>98% said they always get it</td>
<td>Fee Collection staff be counseled to further strengthen their activities.</td>
</tr>
<tr>
<td>27</td>
<td>Cleanliness of College canteen</td>
<td>61.6% said that the cleanliness is good</td>
<td>Canteen committee can be counseled to further improve the hygiene of the canteen premises.</td>
</tr>
<tr>
<td>28</td>
<td>Quality and variety of eatables</td>
<td>64.3% were satisfied with it.</td>
<td>Canteen contractors can be counseled to offer quality and variety of eatables.</td>
</tr>
<tr>
<td>29</td>
<td>Health-care facilities</td>
<td>84.2% said that it is just satisfactory</td>
<td>It can be strengthened further. Role of YRC can be increased for this purpose.</td>
</tr>
<tr>
<td>30</td>
<td>Ventilation and cleanliness of Toilets</td>
<td>57.8% said that toilets are very good in terms of cleanliness and ventilation</td>
<td>Students should be imparted lessons on how to properly use toilets and accountability of peons should be fixed.</td>
</tr>
<tr>
<td>31</td>
<td>Parking facility in the college</td>
<td>72.5% said that it is good</td>
<td>Proper security measures can be ensured for safe parking.</td>
</tr>
<tr>
<td>32</td>
<td>Satisfaction with CIMS</td>
<td>83.6% said yes to the question in terms of their satisfaction</td>
<td>Intensity to access information through CIMS should be encouraged.</td>
</tr>
<tr>
<td>33</td>
<td>Ventilation, Cleanliness and Spacious Classrooms</td>
<td>80.6% said that classrooms are good enough in terms of all these.</td>
<td>Involvement of students can be sought for keeping the classrooms clean.</td>
</tr>
<tr>
<td>34</td>
<td>Arrangement of drinking water</td>
<td>88.7% said that it is good</td>
<td>Availability of pure drinking water at all times should be ensured.</td>
</tr>
<tr>
<td></td>
<td>Observations regarding grievance handling procedure</td>
<td>88.7% were of the opinion that it is good</td>
<td>Awareness regarding Grievance handling cell should be spread.</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------</td>
<td>-----------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>36</td>
<td>Space to sit in college campus during free lectures</td>
<td>84.8% said that adequate space is available</td>
<td>Sitting capacity in Girls Common room can be increased.</td>
</tr>
<tr>
<td>37</td>
<td>Condition of Labs</td>
<td>96.3% said that labs are good</td>
<td>Maintenance of Labs should be ensured.</td>
</tr>
<tr>
<td>38</td>
<td>Behavior of Lab staff</td>
<td>86.1% said that they are courteous</td>
<td>Training programmes should be organized to groom their personality.</td>
</tr>
<tr>
<td>39</td>
<td>Availability of equipment and furniture</td>
<td>85.0% said that there is sufficient and desired availability of equipment and furniture</td>
<td>Maintenance of equipment and furniture in labs should be ensured.</td>
</tr>
</tbody>
</table>

Coordinator, IGAC
Sanatan Dharma College
Ambala Cantt.

Principal
Sanatan Dharma College
Ambala Cantt.
## Interpretation & Analysis (End - Term Feedback 2017-18)

**Total Strength:** 2775  
**Sample Size:** Students selected from across the streams of Commerce, Arts and Science. (13% of the total Strength)  
**Student Selection Criterion:** Students are selected on the basis of Attendance and Academic record.

<table>
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</tr>
</thead>
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<tr>
<td>1</td>
<td>Syllabus taught</td>
<td>90.5% of students are satisfied with the syllabus taught in the class</td>
<td>Upload the lesson plan on college website and Keeping in mind the time frame – work of the syllabus &amp; plan accordingly</td>
</tr>
<tr>
<td>2</td>
<td>Internal assessment system operated.</td>
<td>76.6% are appeased with the internal assessment system.</td>
<td>Try to make evaluation at all levels, so as to rule out any existence of biases &amp; marks obtained should be shared with students.</td>
</tr>
<tr>
<td>3</td>
<td>Teacher’s performance during lectures.</td>
<td>84.6% of students are satisfied with the performance of their teacher’s in the class.</td>
<td>Compulsory visits of Faculty to the Library during vacant periods should be ensured and use of MOOC resources to prepare lectures should be encouraged.</td>
</tr>
<tr>
<td>4</td>
<td>Encouragement for participation in class.</td>
<td>70.6% of students were content with the encouragement by their teachers.</td>
<td>Different teaching methods like cooperative learning, inquiry based instruction can be adopted.</td>
</tr>
<tr>
<td>5</td>
<td>College messaging facility.</td>
<td>92.4% of students found it effective &amp; informative.</td>
<td>Design a communication plan to inform students about clubs &amp; events on campus.</td>
</tr>
<tr>
<td>6</td>
<td>Student – teacher relationship.</td>
<td>78.6% of students found it good &amp; smooth.</td>
<td>Be available for students by providing them emotional support &amp; high quality education.</td>
</tr>
<tr>
<td>7</td>
<td>Punctuality and regularity</td>
<td>97.8% said that teachers are punctual and regular in taking their classes.</td>
<td>Frequent feedback from the regular group of students can be taken.</td>
</tr>
<tr>
<td>8</td>
<td>Personality development program</td>
<td>56.8% of students found it just satisfactory.</td>
<td>It should be made a part of their curriculum so that students can overcome their core personality aspects which make them highly effective in their lives &amp;</td>
</tr>
<tr>
<td></td>
<td>Teaching methods.</td>
<td>50.6% of students said that the blackboard teaching is best</td>
<td>Teachers should be counseled to make effective and balanced blend of traditional and modern teaching practices.</td>
</tr>
<tr>
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<td>----------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>Social atmosphere of the Institute.</td>
<td>83.4% of students found it very good.</td>
<td>Gathering to discuss a vision for a better campus environment is an ideal way to build the social capital needed to change the existing structures.</td>
</tr>
<tr>
<td>11</td>
<td>Library material for different subjects.</td>
<td>70.4% of students found it adequate.</td>
<td>More books can be placed on recent editions on a diverse range of topics.</td>
</tr>
<tr>
<td>12</td>
<td>Issue &amp; Return procedure of books.</td>
<td>80.0% of students found it good.</td>
<td>Procedure should be further strengthened.</td>
</tr>
<tr>
<td>13</td>
<td>Attitude of library staff.</td>
<td>65.4% said that they are courteous</td>
<td>Orientation Programs for Library staff on Interpersonal relationship, public dealing etc. should be strengthened.</td>
</tr>
<tr>
<td>14</td>
<td>Participation in extra-curricular activities.</td>
<td>54.1% participate sometimes in the extra-curricular activities of the college.</td>
<td>Prof. in charge &amp; others professors should encourage students for their maximum participation.</td>
</tr>
<tr>
<td>15</td>
<td>Information &amp; benefits from career guidance cell.</td>
<td>60.0% of students found it beneficial and informative.</td>
<td>More career oriented Workshops and seminars can be organized.</td>
</tr>
<tr>
<td>16</td>
<td>Variety, quality &amp; cleanliness of items in college canteen.</td>
<td>61.5% of students found it good.</td>
<td>Canteen committee can be counseled to further improve the hygiene of the canteen premises.</td>
</tr>
<tr>
<td>17</td>
<td>Stance of Institution Administration.</td>
<td>70.2% found it generally helpful.</td>
<td>Administrative and supporting staff should be counseled for further strengthening the services.</td>
</tr>
<tr>
<td>18</td>
<td>Required information on Notice board.</td>
<td>74.3% students found it informative enough.</td>
<td>Create interactive displays like, “student’s choice” board where they can give their opinion.</td>
</tr>
<tr>
<td>19</td>
<td>Comparison between similar programs at other institutions.</td>
<td>68.9% of students feel superior.</td>
<td>Employability oriented courses should be introduced.</td>
</tr>
<tr>
<td>20</td>
<td>Health care facility.</td>
<td>82.2% said that it is just satisfactory</td>
<td>It can be strengthened further. Role of YRC can be increased for this purpose.</td>
</tr>
<tr>
<td>No.</td>
<td>Issue Description</td>
<td>Percentage &amp; Comment</td>
<td>Recommendations</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>21</td>
<td>Ventilation &amp; cleanliness of toilets.</td>
<td>57.8% said that toilets are very good in terms of cleanliness and ventilation.</td>
<td>Students should be imparted lessons on how to properly use toilets and accountability of peons should be fixed.</td>
</tr>
<tr>
<td>22</td>
<td>Parking facility</td>
<td>72.5% said that it is good.</td>
<td>Proper security measures can be ensured for safe parking.</td>
</tr>
<tr>
<td>23</td>
<td>Observation regarding grievance handling procedure</td>
<td>89.7% were of the opinion that it is good.</td>
<td>Awareness regarding Grievance handling cells should be spread.</td>
</tr>
<tr>
<td>24</td>
<td>Availability &amp; condition of materials/machines in labs.</td>
<td>87.0% said that there is sufficient and desired availability of equipment &amp; machines.</td>
<td>Maintenance of equipment in labs should be ensured.</td>
</tr>
<tr>
<td>25</td>
<td>Attitude of Lab staff</td>
<td>80.0% of students found them courteous.</td>
<td>Training programs should be organized to groom their personality.</td>
</tr>
</tbody>
</table>

Coordinator, IQAC
Sanatan Dharma College
Ambala Cantt.

Principal
Sanatan Dharma College
Ambala Cantt.
## Interpretation & Analysis

**[Alumni (Convocation) Feedback 2017-18]**

### Sample Size:
All the Students (app.) from Arts, Commerce and Science department

### Student Selection Criterion:
All students attending convocation

<table>
<thead>
<tr>
<th>S.No</th>
<th>Component</th>
<th>Response in terms of %/age</th>
<th>Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Current Status of the students</td>
<td>78.55 % of students are pursuing higher studies.</td>
<td>Further motivation through seminar/workshop/PPT regarding higher studies/Jobs/Self Employment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15.88 % of students are in jobs (private or government)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.57 % students are self employed</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Clearance of entrance exam</td>
<td>7.05% of students cleared the entrance exam.</td>
<td>Coaching classes for different competitive exams.</td>
</tr>
<tr>
<td>3</td>
<td>Internal Assessment System</td>
<td>67.39% agreed regarding the fairness of internal assessment system prescribed by university</td>
<td>Sensitization of students and teachers through various meetings/publishing on college website or ERP</td>
</tr>
<tr>
<td>4</td>
<td>Communication skill of teachers</td>
<td>61.66% reported that the teachers communicate very effectively</td>
<td>More Faculty Development Programs for the teachers</td>
</tr>
<tr>
<td>5</td>
<td>Student-Teacher Relationship</td>
<td>85.72% reported the positive response</td>
<td>Appointment of mentors to guide the students</td>
</tr>
<tr>
<td>6</td>
<td>Availability of library resources</td>
<td>93.80% agreed that library resources are adequate</td>
<td>More subject related books be added &amp; enhancement of Book Bank facility</td>
</tr>
<tr>
<td>7</td>
<td>Attitude of Library staff</td>
<td>73.6% appreciated the courteous behavior of the library staff</td>
<td>Orientation Programs for Library staff on Interpersonal relationship, public dealing etc. be organized</td>
</tr>
<tr>
<td>8</td>
<td>Participation in</td>
<td>69.50% students participated</td>
<td>Staggering the extra-curricular activities</td>
</tr>
<tr>
<td>Experiences</td>
<td>Feedback Provided</td>
<td>Action Taken</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Extracurricular activities of the college</td>
<td>in the extra-curricular activities of the college.</td>
<td>throughout the academic session.</td>
<td></td>
</tr>
<tr>
<td>Information provided by Career Guidance Cell</td>
<td>60.61% agreed that they receive information from career guidance cell of the college</td>
<td>Online inbuilt mechanism Student ↔ Principal ↔ CGC</td>
<td></td>
</tr>
<tr>
<td>Attitude of Administrative Staff</td>
<td>89.27% appreciated their helpful conduct</td>
<td>Orientation Programs for administrative staff based on Interpersonal relationship, public dealing etc. be organized</td>
<td></td>
</tr>
<tr>
<td>Distribution of DMCs and Degrees</td>
<td>55.35% of students said that they did not face any problem</td>
<td>Message service availability for all the students regarding all important information be further strengthened</td>
<td></td>
</tr>
<tr>
<td>Interaction with students of other institutions</td>
<td>36% of students have agreed that they are in a superior educational atmosphere.</td>
<td>More smart class rooms and new teaching learning methodologies</td>
<td></td>
</tr>
<tr>
<td>Intellectual level enhancement</td>
<td>88.28% of students upgraded their intellectual knowledge.</td>
<td>To enhance the technical skills through workshops &amp; seminars and Activities like Role Playing and Group Discussion etc. be organized</td>
<td></td>
</tr>
<tr>
<td>Feedback about institution</td>
<td>74.34% of students are proud of their institution.</td>
<td>More Job-Oriented and Value Added Course as per feedback from various Stakeholders be introduced</td>
<td></td>
</tr>
<tr>
<td>Observations regarding grievance handling procedure</td>
<td>93.34% were of the opinion that it is good</td>
<td>Students be made aware regarding Grievance handling cell of the college through e-governance</td>
<td></td>
</tr>
<tr>
<td>Interaction with juniors</td>
<td>80.75% of the students are ready to interact with their juniors</td>
<td>Interactive sessions and get together to be organized.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Additional courses/Workshops</td>
<td>38.16% of students suggested additional course/workshop for students</td>
<td>Student’s beneficial courses should be started and workshops should be organized to encourage students. (Actions on the basis of filled Feedback Forms)</td>
</tr>
</tbody>
</table>

Coordinator, IQAC  
Sanatan Dharma College  
Ambala Cantt.

Principal  
Sanatan Dharma College  
Ambala Cantt.
# Action Taken Report
## (Mid-Term & End-Term)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Objective</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Courses offered</td>
<td>Web Programming using a PHP course has been started in which 29 students from BCA, 31 students from IT and 35 students from B.Voc Software Development are benefited. An IT and IT Enabled Services course has been started, 24 students from IT are benefited.</td>
</tr>
</tbody>
</table>
| 2.   | Balance between theory and practical component     | • Practical knowledge about the subjects had been increased through introducing Brainstorming, Role Playing and other similar activities by faculty members of the Department of Commerce & Management, Computer & IT and various other departments and also through involving the students in GDs, Extempore, Debate and Declamation by using Commerce Digital Room (CDR), Audio Visual Room (AVR), Seminar Room, NAAC Room and proper records are maintained for the same.  
  • Case Study activities conducted by the Department of Commerce & Management for UG and PG students and online assignments based on Case Study of different subjects i.e. Organizational Behavior, Marketing, and International Marketing etc. had been taken by faculty members at the end of month September 2018. |
| 3.   | Awareness about Scholarship                        | Awareness about Scholarship had been introduced through giving the facility of an online form on ERP from the starting of the session i.e. July, 2018.                                                                 |
| 4.   | Awareness about Earn while you learn scheme        | The facility of online registration for Earn while you learn scheme made available from the starting of the session i.e. July, 2018 and students who were interested, filled online forms in the first week of August, 2018 for availing the required scheme/s and afterwards interviews were conducted for the selected students for the same. |
| 5.   | Preparation of Lectures by Teachers                 | Faculty members of different departments regularly visited the library during their vacant periods for preparing their lectures with the help of MOOC resources which had been made available through E-Library, Books and Journals. Proper registers were maintained by the library staff to ensure the same. |

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**Sanatan Dharma College, Ambala Cantt. Page 15**

[Signatures]

Coordinator, IQAC  
Sanatan Dharma College  
Ambala Cantt

Principal  
Sanatan Dhara College  
Ambala Cantt
<table>
<thead>
<tr>
<th></th>
<th>Communication of the Subject content</th>
<th>Features of ERP system like Notes, E-content generation etc. have been extensively used by the faculty members on a daily basis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Encouragement for participation</td>
<td>Different teaching methods like cooperative learning, Role-playing, demonstrating etc. have been adopted by teachers to encourage students. Further motivation is provided through seminars, workshops and PPT.</td>
</tr>
</tbody>
</table>
| 8. | Student-teacher relationship        | • An Orientation- Programme in July 2018 had been conducted by the principal in the beginning of the session for newly inducted students of all streams to introduce college rules & regulations, support services and evaluation system etc.  
• The teaching-learning mechanism has been improved by almost all faculty members of the college by imparting and delivering lectures through PPTs by using smart rooms on a regular basis.  
• Allotment of Mentors to a group of students and approved mentor list is uploaded on the college website in the month of August, 2018.  
• Then, Mentors of respective classes had maintained the record of Personal & Professional achievements, strengths, weaknesses by taking the feedback through hard copy from the students in the first week of November, 2018. |
| 9. | Punctuality and regularity          | Feedback from a punctual and regular group of students was taken at the end of the session. |
| 10.| Best teaching method                | The following teaching programs have been attended by teachers to make an effective balance between traditional and modern teaching:  
1. Faculty Development Program on “e-learning, MOOCs and ICT Tools for Blended Learning” organized by GAD-LTC, S.G.T.B. Khalsa College, the University of Delhi from 2\(^{nd}\) July 2018 to 7\(^{th}\) July 2018 and attended by the following participants:  
   • Dr. Roshan Lal Dhiman  
   • Dr. Krishan Kumar  
   • Dr. Sushil Kumar  
   • Dr. Joginder Singh  
   • Dr. Arti Arora  
2. One Month (Four Weeks) “Faculty Induction Program (FIP-02)” |
of Ministry of HRD, Government of India organized by Guru Angad Dev Teaching Learning Centre, S.G.T.B. Khalsa College, University of Delhi, from 7th May 2018 to 2nd June 2018 and attended by the following participants:
- Dr. Mohit Bindlish
- Ms. Heena
- Ms. Chhavi Kiran

3. Awareness Camp on “IIT Bombay- Spoken Tutorials” in collaboration with IIT Bombay for regional colleges of Ambala on 29-01-2019 organised by Dr. Girdhar Gopal (as a Convener) and attended by the following participants:
- Ms. Amandeep Kaur
- Ms. Meenakshi Sharma
- Ms. Ruchi Sharma
- Ms. Kamna Billus
- Ms. Poonam Rani
- Ms. Shaina
- Ms. Rakhi
- Ms. Monika Saini
- Ms. Himanshu
- Ms. Shikha
- Ms. Rashi

| 11. | Exposed to industry environment
| 12. | Availability of books

| Industrial Visit organized: |
|---|---|
| Company Name | No. of Students Benefited |
| i. Sebiz Infortech Pvt. Ltd., Mohali and NetSmartz, IT Park, Chandigarh on 14th August 2018 | 49 |
| ii. CS Soft Solution Pvt. Ltd. On 24th September 2018 | 45 |

Faculty members have checked the availability of books of their concerned subjects at the beginning of the session and for fulfilling their requirements-105 books have been purchased for Library & 694 books have been purchased for Book- Bank from July to December during the session 2018-19.
## Feedback Analysis Report 2017-18

<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>13.</strong> Access of Reference Books, Magazines, Journals and Newspapers (using KIOSK)</td>
<td>Open access is available for Reference Books, Magazines, Journals and Newspapers for the students and timely feedback is taken from them to upgrade the same.</td>
</tr>
<tr>
<td><strong>14.</strong> Issue and return procedure of Books</td>
<td>The issue and return procedure of books has been properly executed and maintained every working day, as the Library has completely computerized the system using specially assigned BARCODES in the Books.</td>
</tr>
</tbody>
</table>
| **15.** Attitude of Library staff | Workshop on ‘Personality Development’ organized by Career Guidance Cell from Dec 10 to 15, 2018 for Non-Teaching staff members. Resource Persons:-  
  - Mr. Narendra Aggarwal  
  - Mr. Rajeev Chander  
  - Dr. Alka Sharma  
  - Dr. Satbir Singh  
  - Dr. Ekta Anand  
  - Ms. Rashmi Billus |
| **16.** Arrangement of Lights, fans and enough ventilation | Tutors of respective classes reported as per the requirement to the concerned authority for the arrangement of lights, fans and enough ventilation in the rooms. |
| **17.** Noiseless atmosphere in College and Library | Proctorial Duties were assigned to every faculty member in the last week of July, 2018 for maintaining the discipline in the college including the library. Library Staff members had played a vigilant role for maintaining discipline through displaying the notices in different areas from the first day of the session to maintain silence. |
| **18.** KIOSK System of Library | Students have been guided regularly and motivated to use the KIOSK system through the Orientation Programme on 18th July, 2018. |
| **19.** Participation in Extracurricular activities | 34 Guest/Extension Lectures, 15 workshops, 24 Competitions, 4 camps, 2 industrial visits and many other activities are performed by each Cell/Clubs and Department association of the college: |

### Legal Literary Cell / Women Cell Organized/Participation

- 10 Guest Lectures (1076 participations)  
- 8 Competitions  
- 1 Intercollege competition (3 participation)  
- 1 Workshop (78 participants)  
- 1 Camp
**Literary Association / Humanities**

- **English Literary** organized 3 competitions (19 participants) and one all India Debate Competition.
- **Hindi Sahitya Sabha organized** 1 Guest Lecture (15 participants) and 2 Competitions (39 Students) and 1 Competition.
- **Sanskrit Association organized** 1 short term course, 1 Guest Lecture (106 participants), 1 competition (225 students) and 1 shivir of 10 days in which 38 students participated and also organized Academic Paricharacha on every Saturday throughout the year.
- **Punjabi Sahitya Sabha** organized one National Level Competition
- **Economics Association** organized one Quiz Contest (12 participants) and one Guest Lecture (70 participants).
- **Music Association** organized 2 workshops (110 participants), one competitions and participated in:
  - National Level Singing Competition: 01 student
  - Inter Zonal Youth Festival: 20 Students
  - Zonal Youth Festival: 30 Students
  - North Zone Inter University Youth Festival: 06 Students

**Different Clubs**

- **Road Safety Club** organized one quiz contest
- **Young Speakers Club** organized 5 workshops, 1 quiz contest and participated in 9 competitions.
- **Entrepreneurship Development Club** organized 1 workshop of two days in which 88 members participated and one Boot Camp Competition in which 481 students participated.
- **Rotary Club organized** one workshop, 1 camp and 6 different events.

**Sciences**

- **Mathematics Association** organized 2 Guest Lectures and one National Level Exhibition in which 110 students participated.
- **Chemistry Association** organized 1 Extension Lecture and 2 quiz competitions.
- **Life Science Association and Environment Association Club organized** one Guest Lecture, a Botanical excursion to Mussoorie and Dhanouli, one multi activity Fest in which 100 students
participated and also participated in Inter District Science Exhibition.

- **Computer Science and Applications Association** organized 8 Guest Lectures (110 students participated), 2 Workshops, 4 Fest, 1 exhibition, 1 camp and 3 industrial visits.

- **Electronics & IT Association** organized 5 Extension Lectures, 5 competitions (150 participations), 2 workshops on project Development (60 participants) and 2 hands on training sessions on Hardware based project and photolithography (27 participants).

- **Commerce and Management Association organized** 4 Guest Lectures (150 participants), 1 workshops, 05 competitions (165 participants), 1 Fest (150 students participated) and 7 different events like TED Talks (16 participants).

<table>
<thead>
<tr>
<th>20.</th>
<th>Personality Development Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Personality Development has become a part of the curriculum for UG students of different streams which were arranged and organized by Career Guidance Cell for the full semester from the month August 2018 to October 2018.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>21.</th>
<th>Guidance provided by Career Guidance cell</th>
</tr>
</thead>
</table>
|     | • Orientation programme from 17th July 2018 to 19th July 2018 on Personality Development, Life Skills Resource Persons:-  
  ➢ Mr. Narender Aggarwal, Trainer, Gurukul Drona, Ludhiana  
  ➢ Dr. Harish, Child Psychologist, Chandigarh & Faculty Members of College.  
  • Regular Classes of Personality Development Course were conducted Resource Persons:-  
  ➢ Mr. Narender Aggarwal  
  ➢ Ms. Jyoti Sharma  
  ➢ Ms. Sahiba  
  ➢ Ms. Pushpinder  
  • Regular Classes on “Soft Skills & Spoken English Training” by Trainers from LEAP Skills, New Delhi in July, 2018.  
  • Workshop on “PHP” by Mr. Vir Singh, Silex Soft Solutions. |
| 22. | Opinion regarding NSS | Activities are organized by NSS:  
- 3 one day camps (288 participants)  
- 2 programs on Swach Bharat (157 participants)  
- 3 Blood Donation/Testing Camp (110 participants)  
- 1 Road Safety Rally (30 participants)  
- 1 seven days camp (95 participants)  
- 3 extension Motivational Lectures  
- 3 Cleanliness Drive  
- Awareness program on Nukkad Natak  

Participation of NSS volunteers:  
- Seminar/ Training Program on World’s Aid Day  
- Intercollege Quiz Competition  
- Road Safety Quiz  

Services provided by NSS volunteers:  
- Roti Bank  
- Pulse Polio Program  
- Shehri Samridhi Utsav |
| 23. | Attitude of Institutions Administration | A one-week workshop for administration staff on computer skills from 01st Dec 2018 to 7th Dec 2018 was organized by the Career Guidance Cell. |
| 24. | Students Awareness | Various notice boards have been placed in the college campus to provide timely information to students. |
| 25. | Office work as per University rules and Procedures | The more transparent system according to the guidelines of the university has been already introduced through the ERP system from 2015 onwards. |
| 26. | Receipt of money paid at the counter | Fee Collection staff was counseled to further strengthen their activities. |
| 27. | Cleanliness of College canteen and Quality and variety of eatables | The Canteen committee has been regularly counseled for further improvement in the hygiene and the Canteen contractor has been counseled to offer quality and variety of eatables through notices. |
| 28. | Opinion regarding YRC | The following activities are organized by the Youth Red Cross Society:-  
- One seminar (160 participation)  
- 7 Camps (166 participation)  
- 2 Blood Donation Camp (40 participants) |
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>29.</td>
<td>Ventilation and cleanliness of Toilets</td>
</tr>
<tr>
<td></td>
<td>Students have been imparted lessons on how to properly use toilets through the Orientation programme and accountability of peons has been fixed.</td>
</tr>
<tr>
<td>30.</td>
<td>Parking facility in the college</td>
</tr>
<tr>
<td></td>
<td>Proper security measures have been ensured for safe parking through assigning duties to security guards on a daily basis. There has been proper provision followed of parking four-wheeler and two-wheeler separately and the parking area already comes under the surveillance zone for security purposes.</td>
</tr>
<tr>
<td>31.</td>
<td>Satisfaction with CIMS</td>
</tr>
<tr>
<td></td>
<td>Intensity to access information through CIMS has been encouraged through providing Free Wi-Fi Campus, Online Attendance, Online Internal Assessment, Results, Online Grievances, Online Lecture Plans and Notes and by giving the facility of an online form on ERP.</td>
</tr>
<tr>
<td>32.</td>
<td>Ventilation, Cleanliness and Spacious Classroom</td>
</tr>
<tr>
<td></td>
<td>Responsibility of peons is fixed and ensured for cleanliness along with involvement of students.</td>
</tr>
<tr>
<td>33.</td>
<td>Arrangement of drinking water</td>
</tr>
<tr>
<td></td>
<td>Availability of pure drinking water at all times has been ensured through properly trained staff and changing candles of Purifiers every six months (semester-wise).</td>
</tr>
<tr>
<td>34.</td>
<td>Observations regarding grievance handling procedure</td>
</tr>
<tr>
<td></td>
<td>Awareness regarding Grievance handling cell has been spread through Orientation Programmed on 18th July, 2018 for all classes.</td>
</tr>
<tr>
<td>36.</td>
<td>Condition of Labs</td>
</tr>
<tr>
<td></td>
<td>Maintenance of Labs is being done regularly as required. Various items have been purchased for maintaining different Labs in the College. Furniture in the Commerce Digital Room has been changed in this session due to requirements.</td>
</tr>
<tr>
<td>37.</td>
<td>Behavior of Lab staff</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------</td>
</tr>
<tr>
<td></td>
<td>The college organized the following workshops to improve conduct and sensitize Non-Teaching Staff regarding public dealing.</td>
</tr>
<tr>
<td></td>
<td>1. A Six-Days workshop on Personality Development and Communication Skills from 10th Dec 2018 to 15th Dec 2018 organized by CGC. 35 Members from Library, Non-teaching and Lab staff attended the workshop.</td>
</tr>
<tr>
<td></td>
<td>Resource Persons:-</td>
</tr>
<tr>
<td></td>
<td>• Mr. Narendra Aggarwal, Gurukal Drauna, Ludhiana</td>
</tr>
<tr>
<td></td>
<td>• Mr. Rajeev Chander Sharma, Associate Professor in Commerce, SD College, Ambala Cantt</td>
</tr>
<tr>
<td></td>
<td>• Dr. Satbir Singh, Assistant Professor in Commerce, SD College, Ambala Cantt</td>
</tr>
<tr>
<td></td>
<td>• Ms. Rashmi Billus, Assistant Professor in Commerce, SD College, Ambala Cantt</td>
</tr>
<tr>
<td></td>
<td>• Dr. Exta Anand, Assistant Professor in Commerce, SD College, Ambala Cantt</td>
</tr>
<tr>
<td></td>
<td>2. One week workshop on ‘Computer Skills’ from Dec 01-07, 2018 organized by CGC. 12 Members of administrative staff participated in the workshop.</td>
</tr>
<tr>
<td></td>
<td>Resource Person:- Ms. Amandeep Mehta, Assistant Professor in Computer Science Department</td>
</tr>
<tr>
<td></td>
<td>3. A One-Day Workshop on Personality Enhancement on 12th June 2019 organized by CGC. 35 members from Library, Non-teaching and Lab staff attended the workshop.</td>
</tr>
<tr>
<td></td>
<td>Resource Person:- Mr. Narendra Aggarwal, Gurukul Drauna, Ludhiana</td>
</tr>
</tbody>
</table>
## Action Taken Report
### (Convocation)

1. The college conducted following workshops, training programs and placement drives:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Remark</th>
</tr>
</thead>
</table>
| 1. To motivate students for higher studies | PPT on Higher Studies and Career Opportunities conducted by Career Guidance Cell for following streams:  
- Arts students on Oct 04, 2018 by Ms. Arti, Asstt. Professor in Economics, S D College  
- Commerce students on Aug 7-11, 2018 by Ms. Heena, Asstt. Professor in Commerce, S D College  
- Non-medical students on March 25-26, 2019 by Dr Gulshan, Asstt. Professor in Chemistry, S D College  
- Medical students on Sept 17-18, 2018 by Ms. Zeenat Madan, Asstt. Professor in Zoology, S D College  
- Computer Science students on Sept 27-28, 2018 by Ms. Ruchi, Asstt. Professor in Computer Science, S D College | 350 students benefited by the PPTs |
|   | To encourage students for self-employment | Entrepreneurship Cell organized-  
  - First Boot Camp on Feb 27, 2019  
    Resource Person- Mr. Pradeep Prem, Mentor, Start-Up, Haryana  
  - Two-Days Workshop on Skill Development and Beauty Care in association with Lakme Academy. Ambala on March 05-06, 2019  
    Workshop on ‘Share Market & Investment’ on 14-15.02.19 organized by Commerce Association  
    Resource Person- Mr. Nazir Mirza, Innovation Technologies, Noida & IIT Varanasi | 481 Students actively participated in camp  
  - 88 students actively participated in it |
|---|---|---|
| 3 | To inculcate communication skills regarding placement | Seminar on Interview skills and Spoken English on Feb 11, 2019 organized by CGC  
    Resource Person- Mr. Gulzar Mehta, Trainer, Speak English GYM, Ambala  
    Pre-Placement talk on interview skills for the preparation of recruitment drive on Jan 28, 2019 organized by Placement cell  
    Resource Person- Dr. Sonika Sethi, Asstt. Professor in English, S D College | 250 students participated in seminar  
  - 250 students participated in the talk |
| 4 | Career Counseling | Guest Lecture on ‘Life Insurance Policies: an interview and career in life insurance sector’ on Aug 24, 2018 organized by Commerce Association  
    Resource Person- Mr. Bharat B. Dass, Development Officer, LIC  
    Seminar on ‘Career in Banking’ on March 07, 2019 organized by CGC | 35 students participated  
  - 200 students attended |
2. The college conducted following seminars/workshops/training programs to encourage students to attempt entrance exam:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activity</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Guest Lecture on ‘How to prepare for UPSC and Competitive exams’ on March 05, 2019 organized by Commerce Association</td>
<td>40 students attended the lecture</td>
</tr>
<tr>
<td></td>
<td>Resource Person- Mr. Parveen, Asstt. Professor in Commerce, S D College</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Lecture on ‘Career in Indian Defense Services as an Officer’ on Aug 09, 2018 organized by CGC</td>
<td>50 students participated</td>
</tr>
<tr>
<td></td>
<td>Resource Person- Mr. Manoj Kaushik, SSB Trainer, Kaithal</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Coaching for UGC-NET entrance exam from Aug 18 to Dec 18 and from June 03-15, 2019 organized by Dept. of Commerce</td>
<td>25 Students in 1st batch &amp; 15 students in 2nd batch attended the coaching</td>
</tr>
<tr>
<td></td>
<td>Resource Person- Dr. Renu, Asstt. Professor in Commerce, S D College</td>
<td>02 students cleared the NET exam in Dec 18 &amp; 02 students cleared the NET exam in June 19</td>
</tr>
</tbody>
</table>

3. The Principal sensitized the faculty members and students regarding the sanctity of the internal assessment system at various forums like departmental meetings, address to students and also uploaded in ERP so that students can check the same through their accounts.
4. The Principal emphasized the need of good communication skills in various departmental meetings and the following FDPs were organized:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activity</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>One Day Workshop on ‘Intellectual Property Rights and Plagiarism’ on Feb 17, 2019 organized by IQAC and Central Library</td>
<td>65 teachers participated</td>
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<tr>
<td></td>
<td>Resource Persons-</td>
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<tr>
<td></td>
<td>• Dr. Naresh Vats, Registrar and Professor of Law, Rajiv Gandhi National University of Law, Patiala</td>
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<td></td>
<td>• Dr. Rahul Taneja, Scientist, Department of Science and Technology, Haryana</td>
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<td></td>
<td>• Dr. Priya Rai, Deputy Librarian, National Law University, Delhi</td>
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<tr>
<td>2</td>
<td>Two days’ workshop on Recent Trends in IT (Internet of Things, Networking, Linux, Current Trends in IT) from 22.02.19 to 23.02.19</td>
<td>Faculty of Computer Science &amp; IT attended the workshop</td>
</tr>
<tr>
<td></td>
<td>• Dr. Rajender Nath, DCSA, KUK</td>
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<td></td>
<td>• DR. Rakesh Kumar, DCSA, KUK</td>
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<td></td>
<td>• DR. Suchita Upadhyay, DCSA, KUK</td>
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<td></td>
<td>• Mr. Arun Goyat, Code Quotient, Mohali</td>
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<tr>
<td></td>
<td>• Mr. Vipin Gupta, U Net Solution, Chad</td>
<td></td>
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<tr>
<td>3</td>
<td>Workshop on</td>
<td>Faculty of Computer Science &amp; IT attended the workshop</td>
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<tr>
<td></td>
<td>• Project Development in VB on 15.11.2018</td>
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<td></td>
<td>Resource Person- Mr. Jagjit Singh, Gtech Informatics Pvt Ltd, Ambala Cantt</td>
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<td></td>
<td>• Digital Marketing on 20.12.2018</td>
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<td></td>
<td>Resource Person- Ms. Manpreet Kaur, Silex Software Pvt Ltd, Ambala Cantt</td>
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<td></td>
<td>• Website Hosting on 21.12.2018</td>
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<tr>
<td></td>
<td>Resource Person- Ms. Shikha Verma, Silex Software Pvt Ltd, Ambala Cantt</td>
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<td></td>
<td>• Flash on 24.12.2018 &amp; 12.01.2019</td>
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<tr>
<td></td>
<td>Resource Person- Ms. Shikha Verma, Mr. Puneet Saini, Silex Software Pvt Ltd, Ambala Cantt</td>
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<tr>
<td></td>
<td>• VB Database Connectivity on 26.12.2018</td>
<td></td>
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</tbody>
</table>
5. The teachers were appointed mentors to guide the students to further enhance the student-teacher interaction.

6. The college added e-resources/e-books and is constantly upgrading library resources and has kept some budget per annum for the same. Further the college planned to increase book bank facility by approximately 10% every year.

7. The college organized following workshops to improve conduct and sensitize Non-Teaching Staff regarding public dealing.

- A Six-Days workshop on Personality Development and Communication Skills from Dec 10-15, 2018 organized by CGC
  - Resource Persons-
    - Mr. Narender Aggarwal, Gurukal Drauna, Ludhiana
    - Mr. Rajeev Chander Sharma, Associate Professor in Commerce, S D College
    - Dr Satbir Singh, Asstt. Professor in Commerce, S D College
    - Ms. Rashmi Billus, Asstt. Professor in Commerce, S D College
    - Dr. Exta Anand, Asstt. Professor in Commerce, S D College
  - 35 Members from Library, Non-teaching and Lab staff attended the workshop
  - One week workshop on ‘Computer Skills’ from Dec 01-07, 2018 organized by CGC
    - Resource Person- Ms Amandeep Mehta, Asstt. Professor in Computer Science
    - 12 Members from administrative staff participated in the workshop
A One-Day workshop on Personality Enhancement on June 12, 2019 organized by CGC Resource Person- Mr. Narender Aggarwal, Gurukal Drauna, Ludhiana
35 Members from Library, Non-teaching and Lab staff attended the workshop

8. Kindly refer to the Annual Report 2018-19(Pages no. 12-36, & 44-60) and it is evident from the report that participation has been increased.

9. The following steps were taken so that information regarding various career guidance activities to reach up to the last student:
   - Announcement in classes
   - Posting information on college website
   - Public notice at various points in college campus

10. College has introduced e-governance for distribution of DMC’s to make the system smooth and user friendly.

11. The college has strengthened the following teaching-learning resources:
   - Smart rooms/labs
   - Minor/Major projects/laptops
   - Seminar rooms

Along with introducing following teaching methodology to equip the students with technical skills and necessary soft skills:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Activity</th>
<th>Resource Persons</th>
<th>No. of students participated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Workshops/Guest Lectures/Extension Lectures</td>
<td>Gurneet Kaur, eOrion Solution Pvt. Ltd, Mohali</td>
<td>50+50</td>
</tr>
<tr>
<td></td>
<td>WordPress(CMS) on 25.08.18 &amp; 29.09.18 for B. Voc students organized by C. Sc &amp; Application Association</td>
<td>DR. Ashish Jolly, Govt. College, Barwala</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>Software Crisis and Software Project management on 04.09.18 for B. Voc &amp; BCA students organized by C. Sc &amp; Application Association</td>
<td>IDBI</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Campus to Corporate on 21.09.18 for B.Com students organized by Commerce Association</td>
<td>Dr. Anurekha Sharma</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Microprocessor Interfacing on 02.01.2019</td>
<td></td>
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</tr>
<tr>
<td>Feedback Analysis Report</td>
<td>2017-18</td>
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<td>--------------------------</td>
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<tr>
<td><strong>organized by Electronics &amp; IT Association</strong></td>
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<tr>
<td><strong>Opportunity in IT on 25.01.19 for B. Voc &amp; BCA students organized by C. Sc &amp; Application Association</strong></td>
<td>Dr. Gaurav Kwatra, Director, Sysinfocom, Chd</td>
<td></td>
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</tr>
<tr>
<td><strong>Survey Tool on Google Forms and Survey Monkey Tools on 01.02.2019 for Commerce students organized by Management Association</strong></td>
<td>Ms. Sbubra Jindal</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PC maintenance and Networking on 21.02.19 organized by Electronics &amp; IT Association</strong></td>
<td>Dr. Girdhar Gopal, Ms. Amandeep Mehta</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Recent Trends in Computing (Internet of Things, Networking, Linux, Current Trends in IT) from 22.02.19 to 23.02.19 for C. Sc students organized by C. Sc &amp; Application Association</strong></td>
<td>Dr. Rajender Nath, DCSA, KUK, DR. Rakesh Kumar, DCSA, KUK, DR. Suchita Upadhyay, DCSA, KUK, Mr. Arun Goyat, Code Quotient, Mohali, Mr. Vipin Gupta, U Net Solution, Chd</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Data Grid Control in VB on 15.03.19 for B. Voc students organized by C. Sc &amp; Application Department</strong></td>
<td>Mr. Jagjeet Singh, Gtech informatics Pvt. Ltd., A/Cantt.</td>
<td></td>
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</tr>
<tr>
<td><strong>Call Handling Skills Training from 16.11.18 to 22.11.18 for B. Voc &amp; BPO students organized by C. Sc &amp; Application Department</strong></td>
<td>Mr. Sunil Ohri, Xport Soft Technologies Private Limited, A/Cantt.</td>
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<tr>
<td><strong>Industrial Visit to</strong></td>
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<tr>
<td>- CS Soft Solutions PVT. LTD., Mohali on 24.09.18 for B. Voc students</td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Matrid Technologies PVT. LTD., Sec-70, Mohali on 14.01.19 for B. Voc &amp; BCA students</td>
<td>46</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Solitaire Infosys on 02.03.19 for C. Sc, IT, BCA &amp; B. Voc students</td>
<td>134</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Sebiz Infotech PVT. LTD., IT Park Mohali on 14.08.18</td>
<td>45</td>
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<tr>
<td>- Nets Martz, IT Park, Chandigarh on 14.08.18</td>
<td>45</td>
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<tr>
<td>- Semi-Conductor Laboratory, Department of Space, Govt of India, Mohali on 13.02.19</td>
<td>45</td>
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</tbody>
</table>

12. To customize the requirements of various segments of students, the college has introduced an online feedback system which works 24×7 days.

13. The college has already introduced an online inbuilt grievance handling mechanism in ERP.
14. The Alumni are being requested/sensitize to share their Life stories with juniors and following interaction sessions were organized by CGC

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Alumni</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. Gulzar Mehta Trainer, Speak English GYM, A/Cantt.</td>
<td>While delivering his talk in seminar, Mr. Mehta shared his life experiences also with students</td>
</tr>
<tr>
<td>2</td>
<td>Mr. Jagjit Singh Gtech Informatics Pvt Ltd, A/Cantt</td>
<td>Mr. Jagjeet Shared his life story with students during his technical session on Data Grid Control</td>
</tr>
<tr>
<td>3</td>
<td>Ms. Rajni Trainer from IBS, Chandigarh</td>
<td>Ms Rajni interacted with the students during seminar on banking</td>
</tr>
<tr>
<td>4</td>
<td>Mr. Sunil Ohri XportSoft Technologies Private Limited, A/Cantt.</td>
<td>Mr. Ohri discussed with the students regarding their problems and shared his experiences</td>
</tr>
</tbody>
</table>

15. The following Value Added beneficial courses (based on suggestions of students from feedback forms) were introduced to impart the different skills in students:

- Entrepreneurship Development
- Critical Thinking
- Group Discussions
- Interview Skills
- PowerPoint Presentation
- Leadership and Teamwork
- Yoga and Meditation
- Impromptu Speaking and Stage Management

CONCLUSION

The present report is the analysis of the feedback of students which the college collects at the time of convocation function of the college. As far as the responses of the students are concerned, it has been found that the students are highly satisfied by the facilities, education system and overall opportunities.
Provided to them by the college. But the scope of improvement is always there. The report provides the details of actions taken by the college based on the responses of students so as to provide the best facilities to the students.