ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1st Cycle)
(Affiliated to Aryabhatta Knowledge University)
Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar
Mobile Nos.: 8987262019; 8877617734, E-mail: info@sxcpatna.edu.in, Website: www.sxcpatna.edu.in

FEEDBACK SESSION 2022-2023

Feedback of Professor by Students:

(Excellent: 5, Very good: 4, Good: 3, Fair: 2, Poor: 1)

1. Clarity in Communication (Language)
2. Knowledge of the subject
3. Skills & creativity in teaching
4. Method/s of teaching the subject
5. Application based teaching
6. Rapport with the students
7. Discipline in the class
8. Completion of Syllabus
9. Assessment of the answer sheet/assignment/ PPT/GD by the professor in a just manner
10. The teachers illustrate the concepts through real life examples and applications
11. Regularity of the Professor
12. Punctuality of the Professor
13. Three things you appreciate in the professor
14. Three Magis/areas where s/he needs to improve
15. Rate him/her out of 10

Date: 07/02/2023

Fr Dr Martin Poras SJ	Sr Dr Grace SCSC	Dr Ashok Kumar
Principal	IQAC Coordinator	Asst. IQAC

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FEEDBACK OF STUDENTS

For the academic year-

On teaching-learning process and curriculum

Name of the Student: …….

Session: ……..……. Stream: ……. Roll No.: …….

Sl. No.	Teaching-Learning and Curriculum	Excellent (9-10)	Very Good (7-8)	Good (5-6)	Average (3-4)	Poor (0-2)
1.	How do you find the course design offered to you?					
2.	How interesting and involving were the contents of the syllabus?					
3.	Are you happy with the availability of relevant textbooks, study materials, and reference books in the market?					
4.	The programme had a substantially good number of elective/ optional courses.					
5.	How do you find the syllabus in terms of its application to your daily life?					
6.	The programme helped increase my knowledge and perspective.					
7.	How do you find your professors in relation to your academic growth and industrial exposures?					
8.	The resources available in the library cater to the needs of the curriculum.					

Any other suggestion:

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Thank you for your valuable Feedback and Suggestion.

Jay Xavier! ***Jay Bhaarat!***

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FEEDBACK FORM FOR PARENTS/ GUARDIAN

For the academic year-

On teaching-learning process, curriculum, infrastructure and facilities

Name of the Parent/ Guardian: …….

Name of the Student: ……..

Session: …… Stream …….. Roll No. ……

Sl. No.	Teaching-Learning and Curriculum	Excellent उत्कृष्ट (9-10)	Very Good बहुत अच्छा (7-8)	Good अच्छा (5-6)	Average औसत (3-4)	Poor बुरा (0-2)
A	**CURRICULUM:**					
1.	Do you find the methods of teaching and expectations of the college on your ward help them towards academic excellence? शैक्षणिक उत्कृष्टता के लिए महाविद्यालय के प्रयासों तथा ऊसके लिए आपके बच्चों से की जा रही अपेक्षाओं को आप कैसे देखते हैं?					
2.	Rate the availability of textbooks and references in the College library. कॉलेज के पुस्तकालय में पाठ्य पुस्तकों और संदर्भों ग्रन्थों की उपलब्धता का मूल्यांकन करें|					
3.	How do you rate the quality of teaching on the campus? आप परिसर में शिक्षण की गुणवत्ता का मूल्यांकन कैसे करते हैं?					
4.	How do you find the approach of teachers towards teaching and evaluation processes? आप महाविद्यालय के शिक्षण और मूल्यांकन प्रक्रियाओं के प्रति शिक्षकों के दृष्टिकोण को कैसे पाते हैं?					

Sl. No.	Teaching-Learning and Curriculum	Excellent उत्कृष्ट (9-10)	Very Good बहुत अच्छा (7-8)	Good अच्छा (5-6)	Average औसत (3-4)	Poor बुरा (0-2)
5.	The examination system, the evaluation process, and the publishing of results of the college are good and fair. महाविद्यालय की परीक्षा प्रणाली, मूल्यांकन प्रक्रिया एवं परिणामों का प्रकाशन उत्कृष्ट एवं निष्पक्ष है।					
6.	The College places much emphasis on value education and character formation. How do you rate the efforts of the College in this area? कॉलेज मुल्य - आधारित शिक्षा एवं चरित्र निर्माण पर बल देता है। इन बातों का मूल्यांकन आप कैसे करेंगे?					
7.	The College conducts many curricular, co-curricular and extra-curricular activities to enhance the over-all growth of your ward. How was the participation of your ward? कॉलेज आपके बच्चों के समग्र विकास को बढ़ाने के लिए कई करिकुलर और एक्स्ट्रा करिकुलर गतिविधियों का आयोजन करता है। इन गतिविदियों में आपके बच्चे/ बच्चों की सहभागिता कैसी रही?					
8.	The College places much value on punctuality, discipline, attending classes regularly, etc. How do you rate the efforts of the College in this area? कॉलेज समय की पाबंदी, अनुशासन, नियमित रूप से कक्षाओं में विद्याथिओं की उपस्थिति आदि को बहुत महत्व देता है। आप इस क्षेत्र में कॉलेज के प्रयासों को कैसे आंकते हैं?					
9.	Your ward has grown in confidence, communication skills and preparedness to face life. How do you look at this? आपके बच्चे/ बच्चों में आत्मविश्वास, संचार कौशल तथा जीवन का सामना करने की कला का विकास हुआ है। आप इसे कैसे देखते हैं?					
10.	Rate the effectiveness of Parent-Professor Meet. अभिभावक-प्रोफेसर मिलन की प्रभावशीलता का मूल्यांकन करें।					

Sl. No.	Teaching-Learning and Curriculum	Excellent उत्कृष्ट (9-10)	Very Good बहुत अच्छा (7-8)	Good अच्छा (5-6)	Average औसत (3-4)	Poor बुरा (0-2)
11.	The College strives to develop a healthy relationship with the parents/guardians of the students? Rate the experience of your interactions with the Management and the teachers? कॉलेज छात्रों के माता-पिता व अभिभावकों के साथ प्रगाढ़ एवं मधुर संबंध स्थापित करने का प्रयास करता है| प्रबंधन और शिक्षकों के साथ अपनी बातचीत के अनुभव का मूल्यांकन करें|				
12.	The College conducts Sadbhaawna Samaagam to educate the parents/guardians of the students. Rate the effectiveness of the session you attended. कॉलेज छात्रों के माता-पिता / अभिभावकों को शिक्षित करने के लिए सद्भावना समागम आयोजित करता है। आपने जिस सत्र में भाग लिया, उसकी प्रभावशीलता का मूल्यांकन करें।					
13.	How do you rate the all-round development of your ward? आप अपने बच्चे/ बच्चों के सर्वांगीण विकास को कैसे आंकते हैं?					
B.	**INFRASTRUCTURE/ FACILITIES:**					
14.	Rate the efforts of the College to maintain a green and clean campus? कॉलेज परिसर को स्वच्छ और हरा-भरा बनाए रखने के लिए कॉलेज प्रबंधक के प्रयासों का मूल्यांकन करें?					
15.	Rate the effectiveness of the use of Information and Technology in teaching-learning activities on the campus? परिसर में शिक्षण-अधिगम गतिविधियों में सूचना और प्रौद्योगिकी के उपयोग की प्रभावशीलता का मूल्यांकन करें?					
16.	How do you rate the facilities of counselling and guidance provided to your ward? कॉलेज के द्वारा आपके बच्चे/ बच्चों को दी जाने वाली परामर्श और मार्गदर्शन की सुविधाओं का मूल्यांकन आप कैसे करते हैं?					

Sl. No.	Teaching-Learning and Curriculum	Excellent उत्कृष्ट (9-10)	Very Good बहुत अच्छा (7-8)	Good अच्छा (5-6)	Average औसत (3-4)	Poor बुरा (0-2)
17.	Are you happy with the infrastructural facilities like classrooms, washrooms, drinking water facilities, sports facilities, etc., in proportion to the fee you pay to the College? क्या आप कॉलेज को दिए जाने वाले शुल्क के अनुपात में बुनियादी सुविधाओं जैसे कक्षाओं, शौचालयों, पीने के पानी की सुविधाओं, खेल सुविधाओं आदि से खुश हैं?					

Any other suggestion:

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Thank you for your valuable feedback and suggestion.

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FEEDBACK OF TEACHERS

For the academic year-

On teaching-learning process and curriculum

Name of the Teacher: ……..…….

Department: …..……

Sl. No.	Teaching-Learning and Curriculum	Excellent (9-10)	Very Good (7-8)	Good (5-6)	Average (3-4)	Poor (0-2)
1	Aims and objectives of the syllabi are well defined and clear to students.					
2	The syllabus is knowledge-driven and is tailored to cater to the demands of the industry.					
3	Suggested books and references are relevant and appropriate.					
4	The course increases one's interest to deepen one's knowledge.					
5	The College Management gives sufficient freedom to adopt and evolve new teaching techniques and strategies.					
6	The College Management provides adequate opportunities and supports the faculty for upgrading their skills and qualifications					
7	Classrooms are ICT enabled, adequate and well-maintained					

Any other suggestion:

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FEEDBACK BY ALUMNI

For the academic year-

On teaching-learning process, curriculum, infrastructure and facilities

Name of the Alumnus/ Alumna: ……...

Contact Number: ……

Email ID: ……..……..

Name of the course completed: ……

Year of completion of course: ……...

Present Occupation/ Designation: ……

SL. No.	Teaching-Learning and Curriculum	Excellent (9-10)	Very Good (7-8)	Good (5-6)	Average (3-4)	Poor (0-2)
1	Rate the courses that you have learnt in the college in relation to your current job / occupation					
2	Infrastructure and Lab facilities					
3	Programme help in developing your personality					
4	Programme help in developing your personality					
5	Office Staff					
6	Syllabus enhances employability					
7	Library and Educational Resources					
8	Admission Procedure					
9	Overall Rating of the College					

Any other suggestion:

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FEEDBACK BY EMPLOYER

For the academic year-

Name of the Student Employer: …….....

Address of the Employer: …….

Employer Contact No: ……..

Employer Mail ID: …….....

Name and Designation of the Respondent: …….

SL. No.	Work Related Skills	Excellent (9-10)	Very Good (7-8)	Good (5-6)	Average (3-4)	Poor (0-2)
1	Communication skills					
2	Developing practical solutions to issues/ problems at workplace					
3	Organizational and planning skills					
4	Open to new ideas and approaches					
5	Potential to further the organization's goals					
6	Technical knowledge/ prowess					
7	Management and leadership skills					
8	Creativity and innovation					
9	Interaction and relationship with superiors, peers, and subordinates					
10	Involvement in social activities					
11	Capacity/ ability to assume new responsibilities					

12	Obligation to work beyond schedule if and when required					
13	Respect for values in life					
14	Programme offered to students is relevant for employability					
15	The curriculum is effective in developing innovative thinking and skill-oriented resources					
16	Effectiveness of curriculum for development of entrepreneurship					
17	Industry-Institute interaction					
18	The curriculum facilitates overall development of the student					

Any other suggestion:

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Over-all Performance Indices of a Faculty in SXCMT, Patna for the Year 2022-2023

Quantify your performance out of 10 for each point.

I. ACADEMIC

A. Curricular

Sl. No.	Particulars	Points out of 10
1	Completion of syllabus in a just manner	
2	Creativity in teaching	
3	Creative methods of evaluation	
4	Control of the class	
5	Connecting the text to the context	
6	How did you facilitate critical thinking?	
7	Was there any special initiative by you in this area in this academic year?	
8	Were you punctual in uploading the lesson plans?	
9	How sincere, serious, and creative were you in setting questions, conducting Presentations, conducting Viva-voce, etc?	
10	Were you serious and sincere while doing invigilation duty? Were you available gracefully if some extra invigilation or exam related duty was requested?	
11	How impartial were you in awarding marks? Were you too liberal in awarding marks so that no one fails in your course?	
12	Were you punctual in submitting mark sheets, attendance sheets, NAAC documentation, etc?	

B. Co-curricular

Sl. No.	Particulars	Points out of 10
1	Were you involved in designing the syllabus of any course for the College or for any other institutions?	
2	Did you start any certification courses? If so, list them.	
3	Did you set question papers for any course? If so, list them.	
4	What were your efforts in enhancing learning processes? List all the refresher courses, certificate courses, and diploma courses undertaken.	
5	Any commendable work was undertaken outside the class? List them.	
6	Foundation & Mentoring. What were the topics you dealt with? How impactful and creative were they? List them. Mention if you did anything extraordinary in mentoring.	
7	Taking up any other co-curricular responsibility like being a member of Board of Studies.	
8	List the number of new books you have read during the year. If asked, s/he should be able to present a short review of the book.	

C. Research

Sl. No.	Particulars	Points out of 10
1	How many research projects did you undertake? List them.	
2	How many papers did you present? Where? When? List the details.	
3	How many books/papers did you publish? List them.	
4	List the future research projects you would like to undertake and how you are planning to execute them.	

II. ACTIVITIES

A. Extra-curricular

Sl. No.	Particulars	Points out of 10
1	Were you the Chair of any committee? If so, mention since when. What were the activities you organized?	
2	Were you the member of any committee? What were the activities you organized? Mention the details.	
3	Were you the Mentor of any club? List them and mention your responsibility. What are the activities you organized?	
4	What new and creative initiatives did you undertake to actualize the formation of men and women for others?	
5	How do you rate your involvement in extra-curricular activities in general as it is a means for the over-all development of the students?	

Personal Growth Indicators

Sl. No.	Particulars	Points out of 10
1	Conscience – How morally upright were you in discharging your duties as a faculty? Were you impartial? Were you honest and straightforward in your dealings with others? Mention some incidents of self-victory and failures.	
2	Commitment - How far did you fulfill your duties and responsibilities assigned to you? Were you deeply involved in realizing the vision and mission of the College? Mention some examples. How punctual were you?	
3	Collaboration – How far were you able to collaborate with your colleagues while working together as a member of a Department, Committee, Club, etc.? Were you able to respect the views of others? Were you able to forgive and reconcile if there were instances of hurt and misunderstandings? Mention some instances.	
4	Compassion – How far were you kind and compassionate towards the students and other staff? Mention some of the acts of compassion.	

5	How far you were a person who ‘walked the talk’? Or you became the message of change. Mention instances.	
6	How satisfied are you with yourself and your performance? Mention some reasons for your self-contentment.	
7	How far did you develop an attitude of gratitude? Mention the practices you undertook.	
8	How far were you a source of inspiration, a source of positive energy to others? Mention some examples.	

* * * * * *

Principal

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PERFORMANCE APPRAISAL OF ADMINISTRATIVE STAFF

For the year 2022-2023

I. DISCHARGE OF DUTY:

1. Completion of job assigned in a just manner.
2. Creativity in performing duties.
3. Politeness while dealing with students.
4. Politeness while dealing with Parents/ Guardians/ Visitors.
5. Ability to get their query resolved.
6. Willingness and ability to learn new things.
7. How is your rapport with other staff members?
8. How well are you able to coordinate with other departments?
9. Do you proactively help in organizing College events?
10. Do you plan your day?
11. Do you prioritize your day?
12. Do you extend help to others to finish their work?
13. Do you avoid wasting time in unnecessary talk, gossip, use of mobile, etc.

II. ACADEMIC:

1. Did you enhance your education qualification? If yes, specify.
2. Did you acquire any other skill which would help you at workplace? If yes, specify.

III. PERSONAL GROWTH:

1. How punctual are you at workplace? Do you abide by the timeline? Give examples of your punctuality.
2. How loyal and dedicated are you towards the College? Do you believe in giving something extra than what is desired? Quantify with examples.
3. How much do you believe in team work? How good are you as a team member? Give some examples of you working as a team member.
4. How satisfied are you with yourself and your performance? Mention some reasons for your self-contentment.
5. How far did you develop an attitude of gratitude? Mention the practices you undertook.
6. How seriously do you take the activities held in the College and its evaluation process? Do you give constructive suggestions for improvement?

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मेंटेनेन्स स्टाफ के समग्र प्रदर्शन सूचकांक

2022-2023 वर्ष के लिए

I. ड्यूटी से संबंधित:

1. ड्यूटी के प्रति समयानिष्ठा के संबंध में आप अपने को कैसे आंकते है?
2. अपने सहकर्मियों के साथ आपका व्यवहार कैसा हैं?
3. सामूहिक कार्यों में आप कितने अच्छे हैं?
4. समय पर सौंपे गए कार्य को पूरा करने की आपकी क्षमता कैसी है?
5. ड्यूटी समाप्त कर घर जाने से पहले आप सभी दरवाजे खिड़कियां और लाइट बंद कर देते हैं। यह कथन आपके लिए कितना सत्य है?
6. कॉलेज परिसर में खोई हुई संपत्ति को आप जमा करते हैं। आप इस कथन से कितना सहमत हैं?
7. आप कॉलेज की संपत्ति को बेहतर तरीके से उपयोग करते हैं। आप इस कथन से कितना सहमत हैं?
8. आप कॉलेज की सभी गतिविधियों में अपना सहयोग प्रदान करते हैं। यह कथन आपके लिए कितना सत्य है?
9. क्या आप अपने दिन को नियोजित रूप से बिताते हैं?
10. क्या आप अपने काम को प्राथमिकता के अनुसार बाँटते हैं?
11. क्या आप दूसरों का काम पूरा करने में उनकी मदद करते हैं?
12. क्या आप बेवजह की बातों, गपशप, मोबाइल के इस्तेमाल आदि में समय बर्बाद करने से बचते हैं?

II. व्यक्तिगत विकास के सूचकः

1. कुछ नया सीखने की आपकी इच्छा के आधार पर खुद का मूल्यांकन करें। यदि आपने कोई नया कौशल हासिल किया है जो आपको कार्यस्थल में मदद करता है तो कृपया उल्लेख करें।
2. आप में धन्यवाद भावना किस सीमा तक विकसित हुई है? कुछ उदाहरण बतायें।
3. आप अपने काम से कितने संतुष्ट हैं? अपनी खुशी के कारणों को बताये।

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प्राचार्य