

# ***ICT & Mentorship Feedback Report***



গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
NAAC accredited with 'B' Grade



**Session: 2022 - 2023**

# **Background**

The Gargaon College has a dedicated mission of imparting quality education with a goal to develop human resource in different fields of humanities, sciences as well as commerce. The College envisages to be the premier institute to impart quality education to its students so as to match the emerging challenges of the new millennium. It is committed to deliver quality teaching and sound guidance to enable the diverse student community to realize and utilize their potential and creativity.

In order to achieve its goals, the college endeavours to deliver latest state of the art techniques and also adopts updated teaching learning methods. In its mission towards achieving excellence, we collect feedback on different aspects of curriculum planning and implementations such as use of ICT in classroom teaching or performance of mentorship program which helps to keep us updated as per the need of the time. The feedback is then analyzed by the Feedback Committee and finally the Committee submits a report evaluating each aspect of the feedback.

## **Feedback Mechanism**

At the central level, the College has a Feedback Committee which looks after the entire Feedback collection and evaluation process. The committee prepares framework for questionnaire and looks after the evaluation process. The feedback is collected at central as well as departmental levels in online as well as offline modes. Offline feedback is collected through random sampling to keep the mechanism unbiased. The committee then statistically evaluates each question in the feedback questionnaire and prepares a report. In addition, an action taken report is also prepared which highlights the initiatives taken to improve the curriculum planning and implementations such as use of ICT or performance of mentorship based on the feedback received.

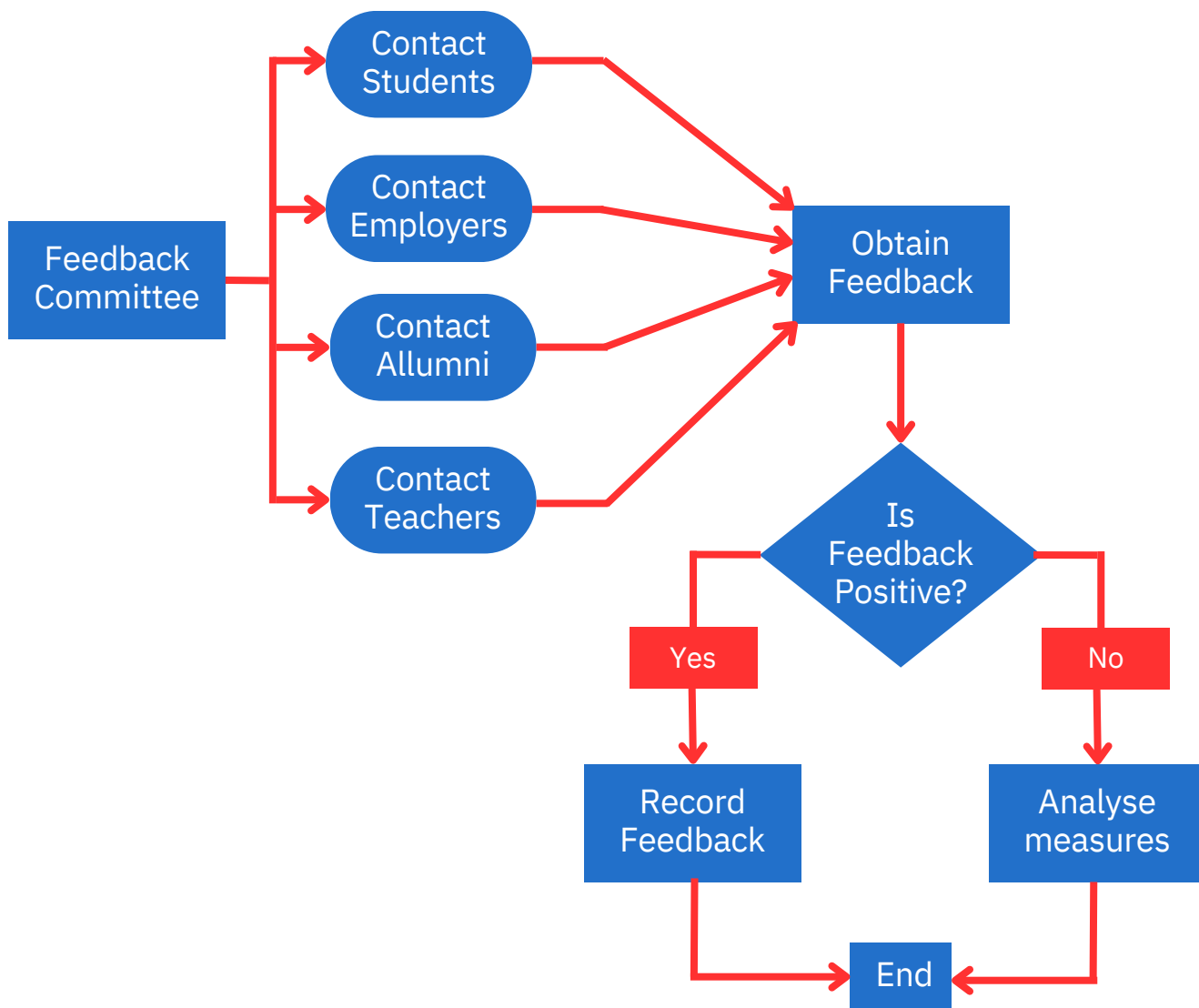
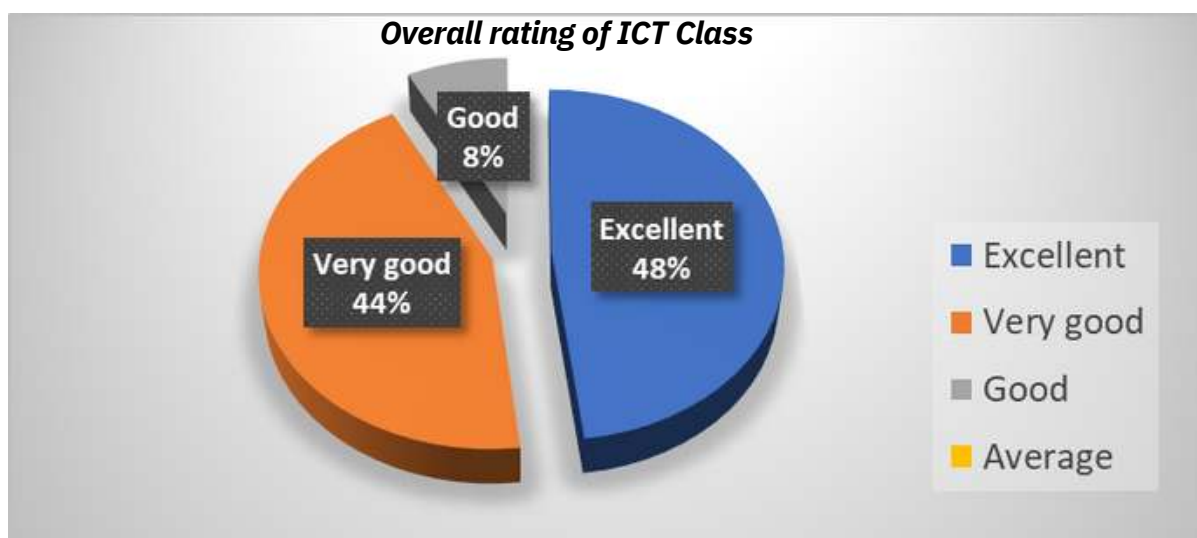
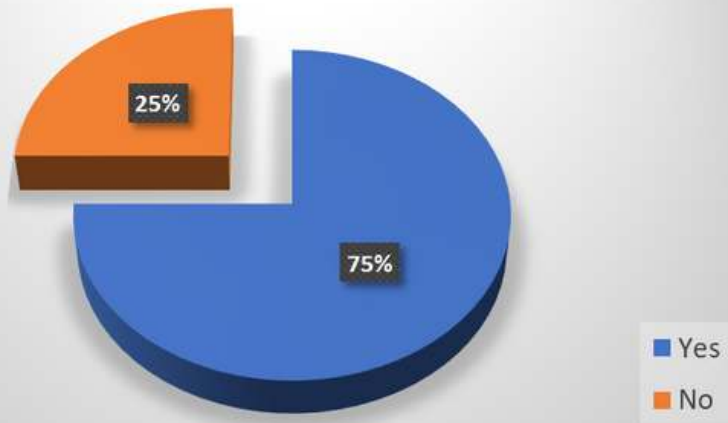


Fig. Flowchart showing schematic representation of the Departmental Feedback Mechanism

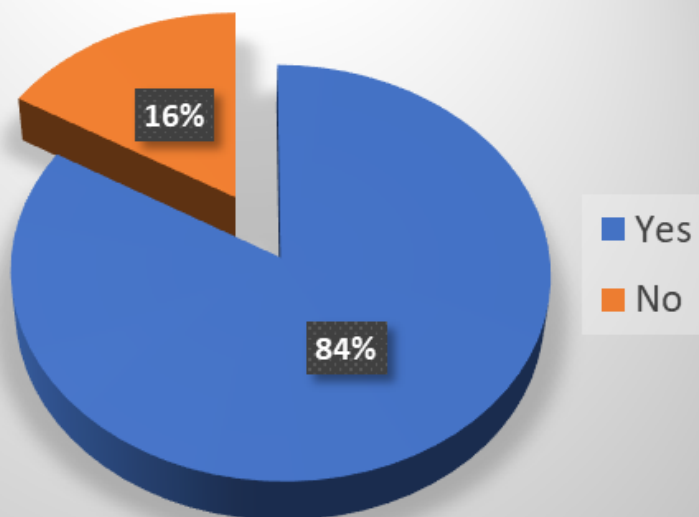
## Evaluation of ICT Feedback



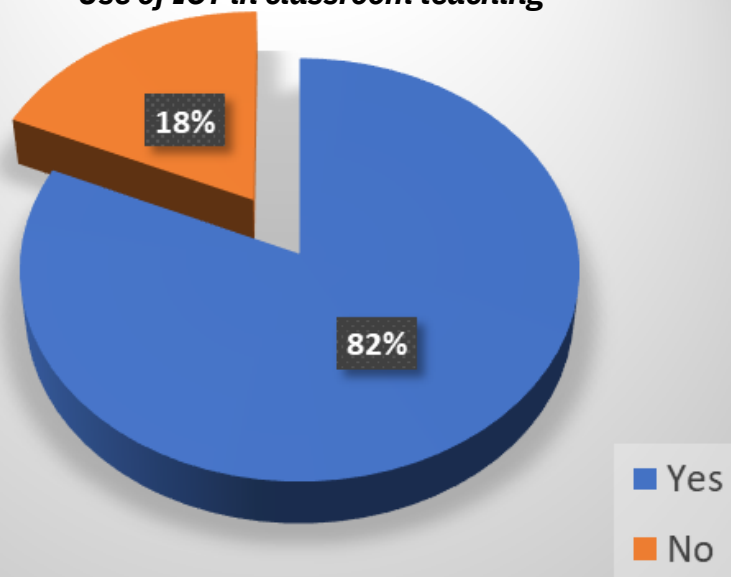
***Use of ICT in assignments***

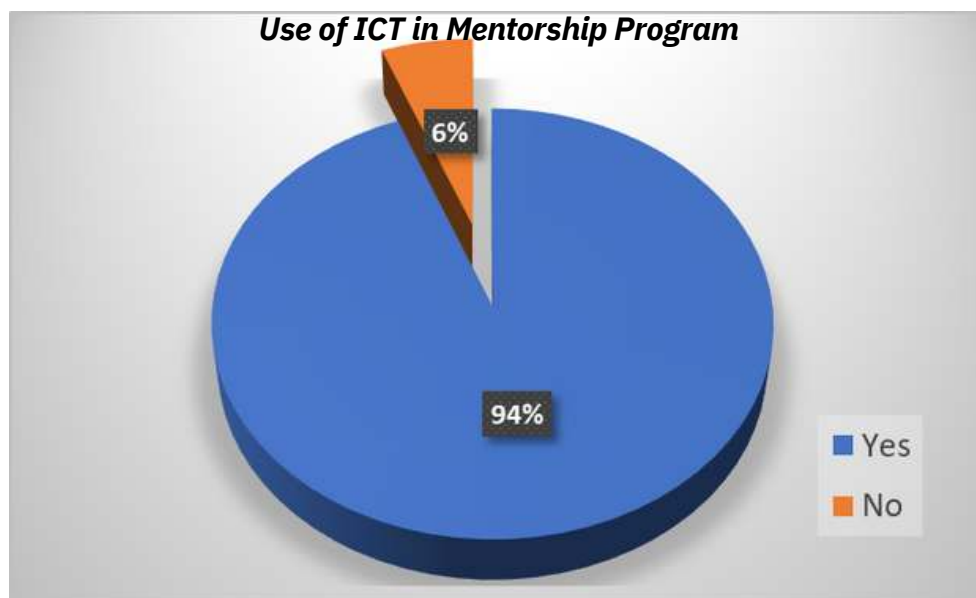
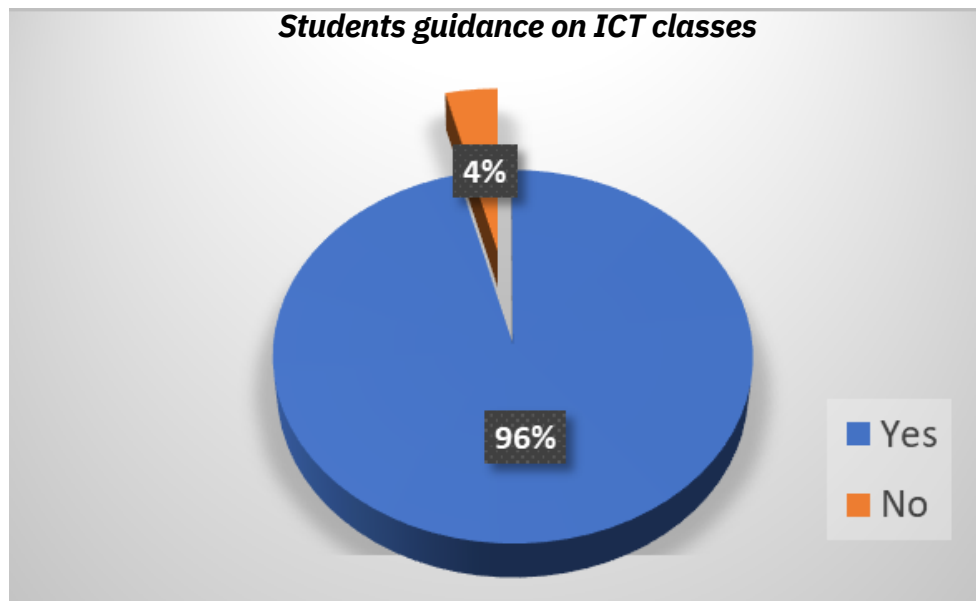


***Use of digital library***



***Use of ICT in classroom teaching***





## **Action taken report**

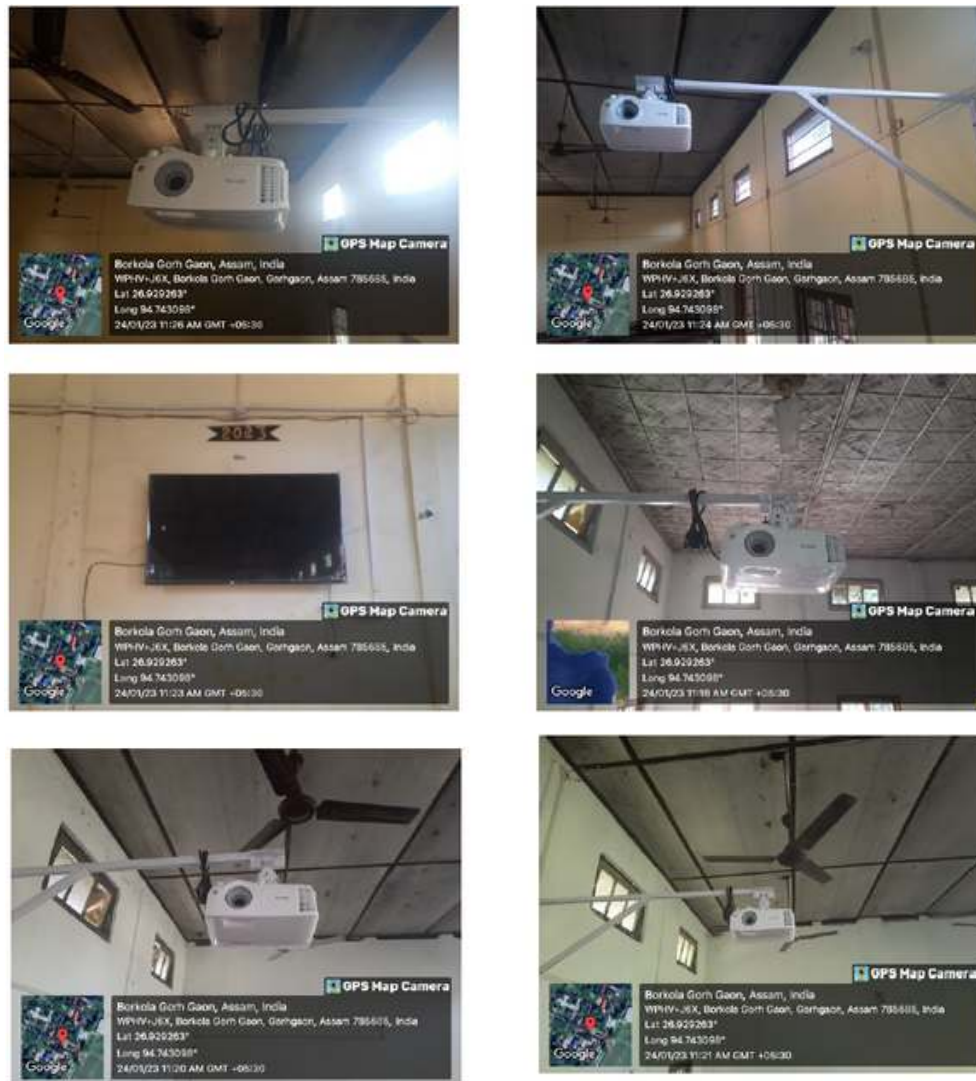
After careful evaluation of the feedback on ICT classes the Feedback Committee has made the following observations:

1. Overall rating of ICT classes is observed to be very good to excellent.
2. ICT is more popularly used in classroom teaching, mentorship as well as assignments.
3. Students are showing keen interest and developing sound technical skills through ICT classes.

Based on the above observations, the Committee proposes following recommendations:

1. installation of ICT tools in every classroom for enhancing quality teaching and sound guidance to the students.
2. tacking weekly ICT report from every faculty member with a minimum of two ICT class being compulsory for everyone.
3. Encouraging students to use ICT in class presentation and assignments.

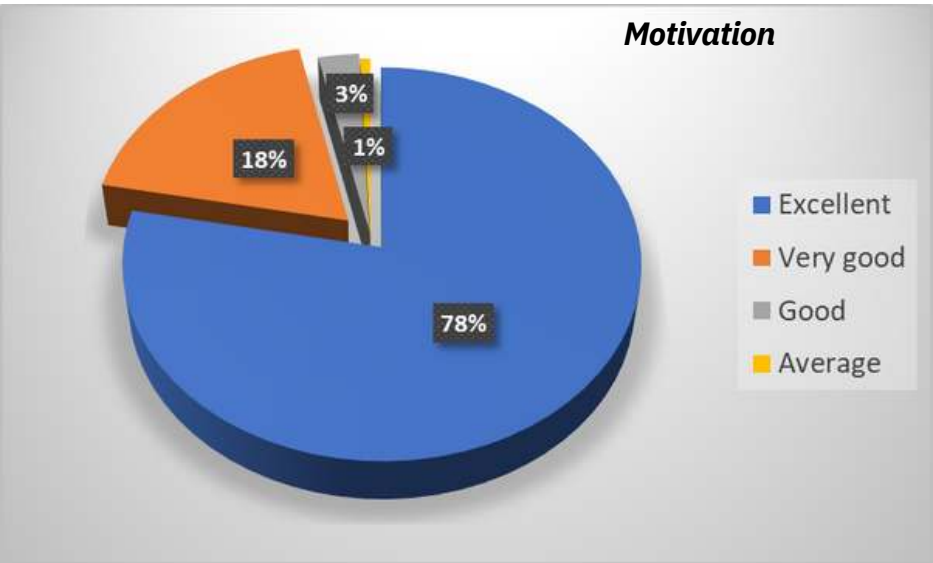
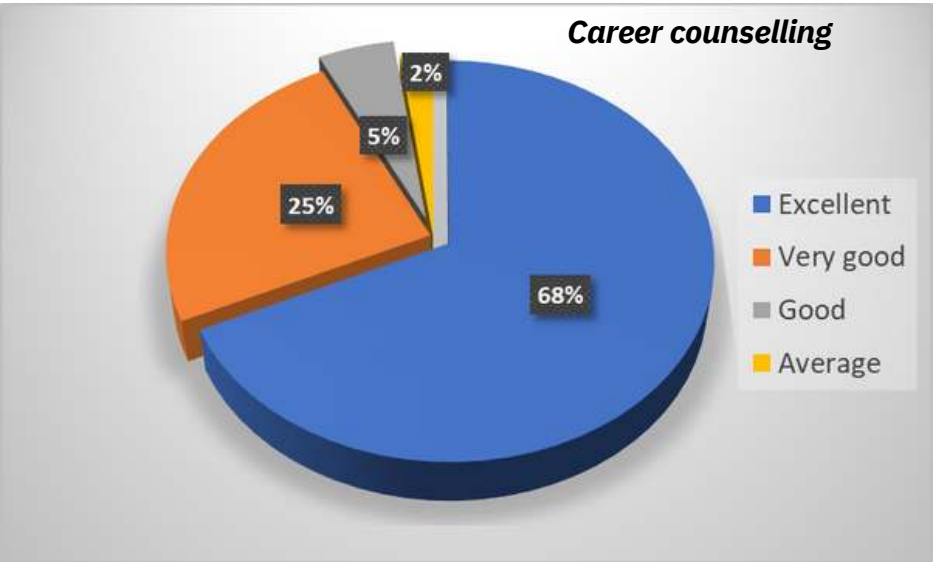
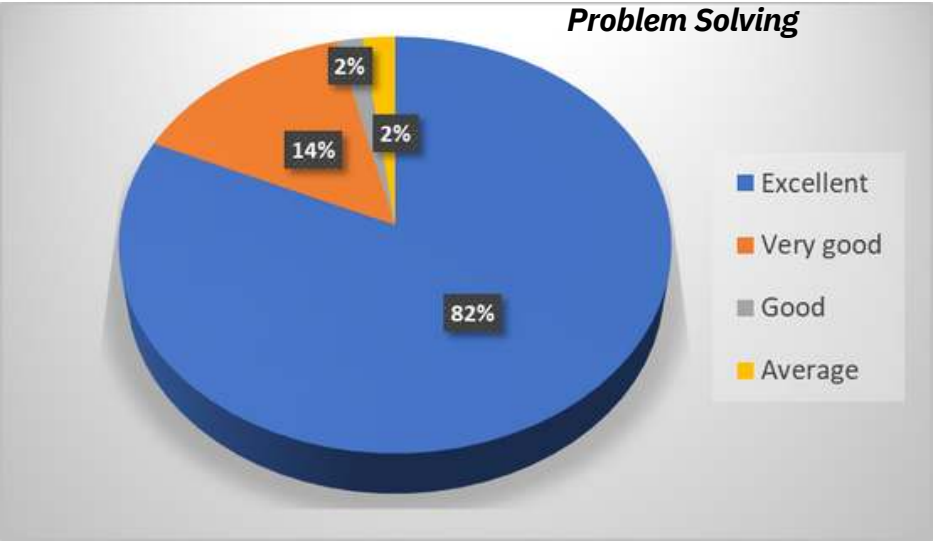
## Installation of ICT infrastructures



**Installation of ICT infrastructures in classrooms as per recommendation of Feedback Committee**



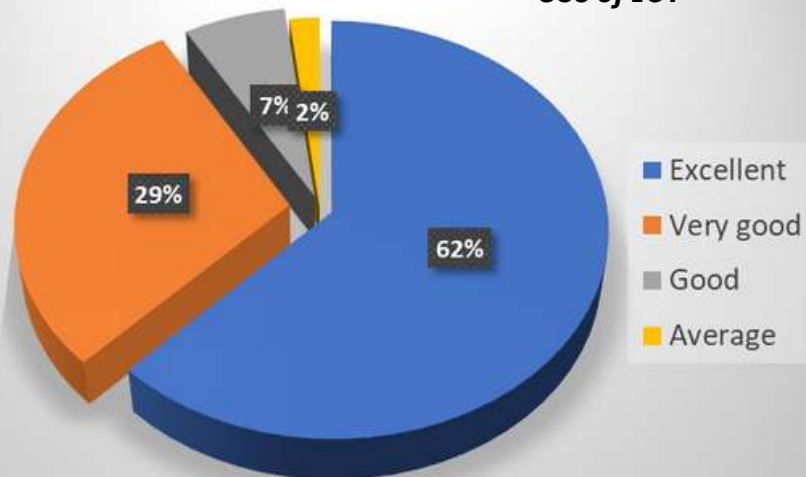
# Evaluation of Mentorship Feedback



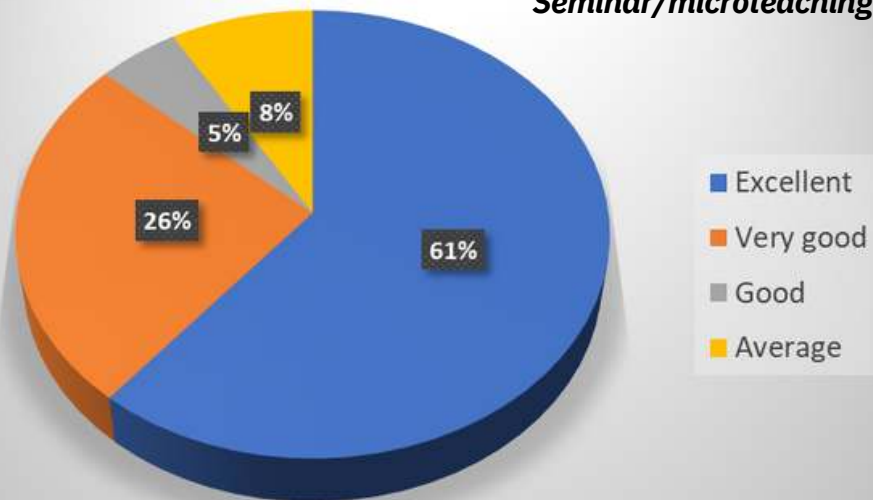
***Syllabus completion***



***Use of ICT***

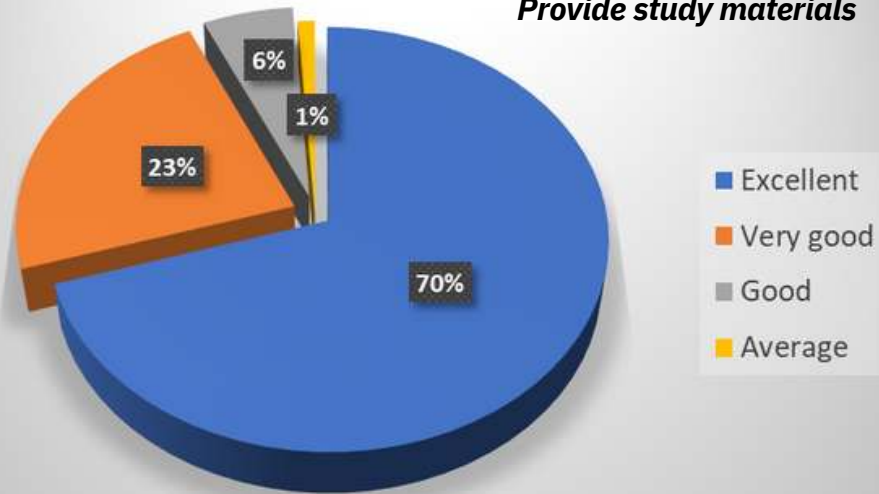


***Seminar/microteaching***

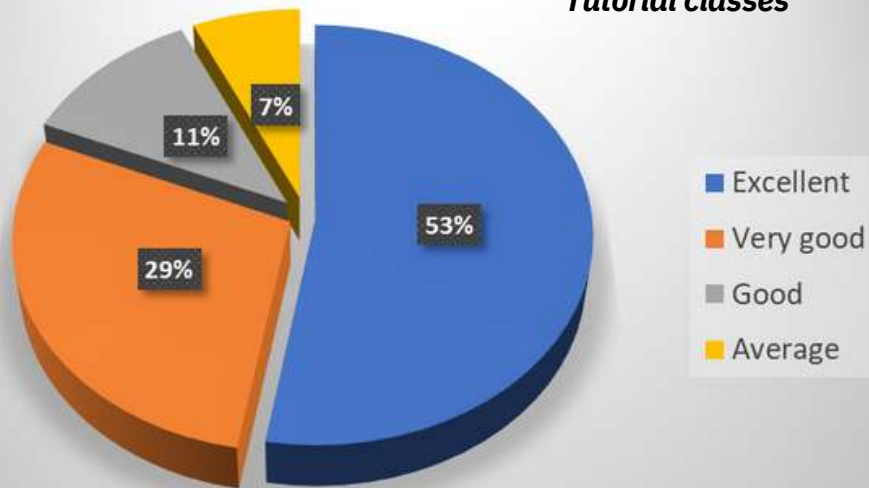




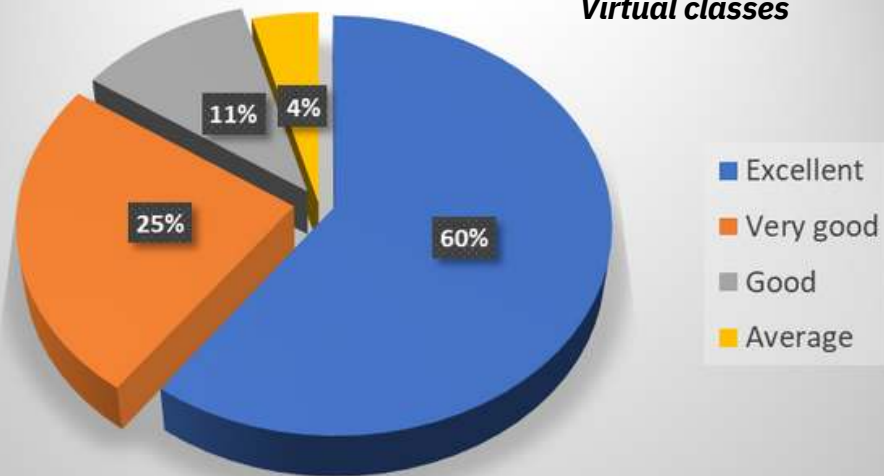
***Provide study materials***



***Tutorial classes***



***Virtual classes***



# Action taken report

*Based on the feedback, the following actions have been implemented:*

## **Enhanced Matching Process:**

*Developed a detailed questionnaire for both mentors and mentees to ensure better alignment based on interests, goals, and expertise.*

*Introduced an orientation session for both mentors and mentees to clarify expectations before pairing.*

## **Increase in Meeting Frequency:**

*Recommended a minimum of one meeting per month between mentors and mentees to facilitate more consistent communication.*

*Provided a flexible meeting structure that can accommodate both in-person and virtual interactions.*

## **Program Duration Extension:**

*Extended the mentorship program from one semester to two semesters to foster deeper connections and sustained development.*

*Established milestones to assess progress at regular intervals throughout the program.*

## **Training for Mentors:**

*Conducted training sessions for mentors to equip them with effective mentorship strategies and communication skills.*

*Shared resources on best practices in mentorship to enhance mentor effectiveness.*

## **Continuous Feedback Mechanism:**

*Implemented a quarterly feedback mechanism to allow participants to share their experiences and suggestions throughout the program.*

*Regular check-ins will be conducted by the program coordinator to monitor progress and address any concerns promptly.*