

Non-Teaching Staff Feedback Report (2025-26)

The Feedback Analysis Report is based on the responses received from non-teaching staff of Chaman Lal Mahavidhyalaya (Autonomous) Landhora. The feedback consisted 17 questions, covering various aspects of work environment, infrastructure, job satisfaction, and suggestions for improvement.

Feedback Analysis Report

1. Duties allocation and work distribution: (86% Positive) Fair allocation; very few neutral/disagree.
2. Infrastructure: facilities: (90% Positive) Infrastructure supports work; scope for digital improvement.
3. Cleanliness: (90% Positive) Good cleanliness with minor improvement suggestions.
4. Role Clarity: (95% Positive) Staff understand assigned responsibilities.
5. Time Availability: (95% Positive) Adequate time provided.
6. Teamwork: (100% Positive) Excellent cooperation among colleagues.
7. Basic Facilities: (90% Positive) Toilet/water facilities satisfactory.
8. Overall Satisfaction: (95% Positive) Healthy work environment.

Suggestions:

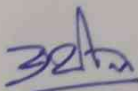
1. Strengthen digital infrastructure and office support.
2. Maintain cleanliness consistently.
3. Appoint additional Lab Assistant where required.
4. Provide regular training and capacity-building programs.
5. Avoid assigning all staff simultaneously to external duties (election/census).

Result:

The feedback analysis indicates overall positive satisfaction among non-teaching staff. Key areas such as Teamwork, Role Clarity, and Time Availability recorded above 95% satisfaction. Staff expressed satisfaction with the work environment. Suggestions were received regarding strengthening of digital infrastructure and staff support.

Recommendations:

1. Improve digital infrastructure and office facilities.
2. Provide regular training and development opportunities for non-teaching staff.
3. Ensure equitable distribution of work and avoid overburden during external duties.
4. Continuously monitor cleanliness and basic amenities.


Principal
Chaman Lal Mahavidhyalaya
Landhora, Dist- Haridwar Uttarakhand



Implementation Plan:

1. Strengthen Digital Infrastructure:

- Assess requirement of computers, printers and office software.
- Provide upgraded equipment and technical support.

2. Provide Training and Development Opportunities:

- Identify training needs of staff.
- Organize capacity-building workshops and skill development programs.

3. Improve Work Allocation and Facilities:

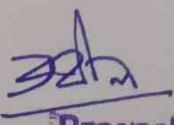
- Ensure fair distribution of duties and avoid simultaneous external assignments.
- Maintain regular cleanliness drives and upgrade basic facilities.

Responsibilities:

1. Infrastructure & Digital Upgrades: College Campus Committee with Office Superintendent / ICT Cell.
2. Training and Capacity Building: Office Superintendent / ICT Cell.
3. Workload Monitoring & Cleanliness: Office Superintendent / Head of the Institution & College Campus Committee

Action Taken:

1. The college administration has initiated steps to improve infrastructure facilities, including renovation of office.
2. The work responsibilities of all staff members were redistributed and all members expressed their agreement and satisfaction.
3. Training, seminars, and lectures programme were organized to enhance professional development.


Principal

Chaman Lal Mahavidhyalaya
Landhaura, Distt -Haridwar (Uttarakhand)

