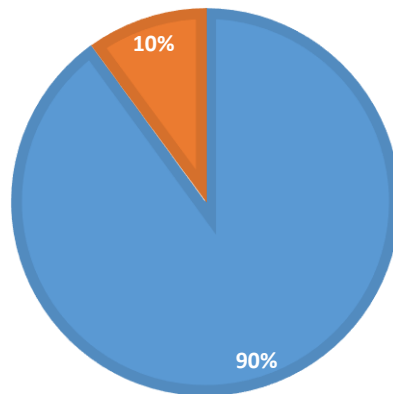# NON- TEACHING STAFF FEEDBACK 2019-20

No of Respondents: 10
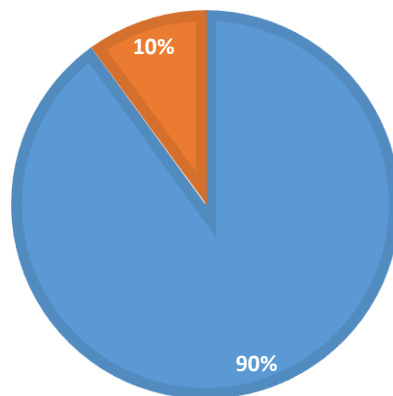
1.OFFICE FACILITIES

Good Satisfactory Poor
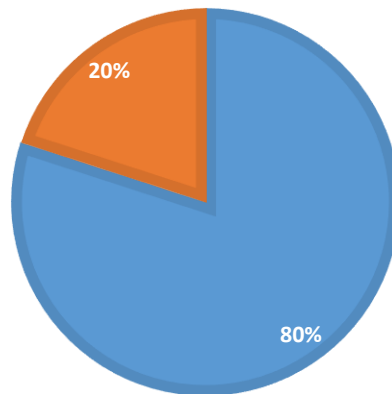
10%

90%

2.RELATIONSHIP WITH TEAM MEMBERS
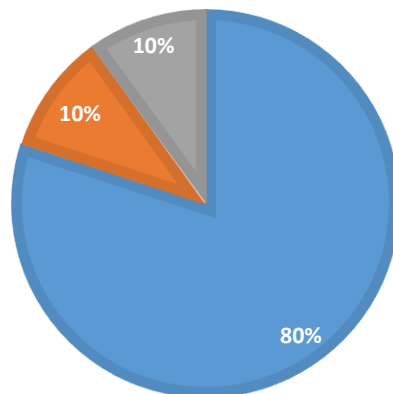
Good Satisfactory Poor

10%

90%

3.RELATIONSHIP WITH TEAM LEADERS
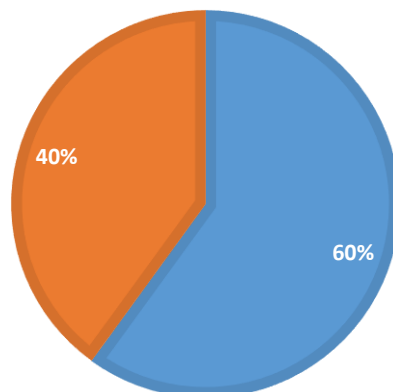
Good   Satisfactory   Poor

20%

80%

4.ROLE CLARITY

Good   Satisfactory   Poor
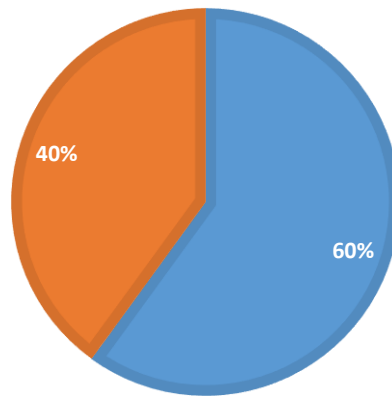
10%

10%

80%

5.GRIEVANCE REDRESSAL MECHANISM

Good   Satisfactory   Poor

40%

60%

6.GENERAL WORK ENVIRONMENT

■ Good ■ Satisfactory ■ Poor

40%
60%

OPEN ENDED QUESTIONS

 (The Number in the brackets indicates the frequency of that particular response. If there is no number provided, please infer that response was provided by only a single respondent)

7. Area you require training:

- Malayalam Typing.
- Digital Library.
- Computer networking & Advanced Research methodology.
- Advanced Data analysis.
- Soft skills.
- Handling Govt. online sites relating to students and staffs.
- Knowledge regarding office administration.

8. What are the most Challenging aspects of your job?

- Digging up old data and ensuring accuracy for the same.
- Multitasking (2).
- Smooth running of office.

9. Job specific suggestions:

- Getting the work done on time should be focus and not the channel used to reach the goal.
- Encourage collective work and group activities.
- Individualised job description and empowerment.

10. General suggestions for enhancement of the quality of college:

- Enhance internet speed
- Increase number of computers
- Focus on professionalism
- Invest more on digitalization
- New courses and infrastructure
- Co-ordination of all the staff

Areas that require attention:

- A lack of role clarity.