

NON-TEACHING STAFF FEEDBACK FORM

Personal and work Details:

Name: प्रशांत सिंह डाकेला

Designation: प्रधान कार्यालय सहायक

Department / section: जनरल

Qualification: एगनक (B.A)

Years of service: 2010, 16 years

Mob No.: 9973 769960

Email ID: psakela9973@gmail.com

Please rate each statement on the legend given below:

1 = Average 2 = Good 3 = Very good 4 = Excellent

GOVERNANCE, LEADERSHIP, AND MANAGEMENT

01. Assigned duties are performed sincerely and efficiently.3
02. The work environment is safe and supportive. 3
03. Possesses required skills for job role. 3
04. Digital records and e-governance practices are followed.3

SERVICE ORIENTATION AND INSTITUTIONAL CONTRIBUTION

01. Follow institutional rules and code of conduct. 3
02. Support academic, cultural or extension activities. ...3
03. Are you satisfied with the remuneration being given to you. 3
04. Strength in the work place.
मैं अपने कार्य को कुशलता पूर्वक निर्वहन करता हूँ, मुझे जो भी काम दिया जाता है मैं उसको भरा लगाकर करता हूँ।
05. Challenges faced in job.
कार्य के दौरान कोई दिक्कत नहीं होती है। सभी कामों वक़्त ही मिलता है।
06. Training / support needed for better performance.
सभी कामों वक़्त ही अच्छा प्रदर्शन करने कर रहे हैं। Workshop को ज्यादा कर के मैं और performance अच्छा करूँगा।
07. Suggestions for improving office / administration facilities.
ऑफिस वक़्त ही अच्छा है और कामों भी वक़्त आते हैं। उनका मार्गदर्शन कर उनके efficiency को और भी बढ़ाया जा सकता है।

PSakela

NON-TEACHING STAFF FEEDBACK FORM

Personal and work Details:

Name: Ramprakash pandey
Designation: • office Assistance. Cashier.
Department / section: Account section
Qualification: • M.A (Hindi)
Years of service: 16 years
Mob No.: 9162748990
Email ID: ramprakash pandey 01@gmail.com

Please rate each statement on the legend given below:

1 = Average 2 = Good 3 = Very good 4 = Excellent

GOVERNANCE, LEADERSHIP, AND MANAGEMENT

01. Assigned duties are performed sincerely and efficiently. Very good
02. The work environment is safe and supportive. very good
03. Possesses required skills for job role. Good
04. Digital records and e-governance practices are followed. very good

SERVICE ORIENTATION AND INSTITUTIONAL CONTRIBUTION

01. Follow institutional rules and code of conduct. Very good
02. Support academic, cultural or extension activities. very good
03. Are you satisfied with the remuneration being given to you. Good
04. Strength in the work place.

05. Challenges faced in job. मेरे अपने समय की पंक्ति में रहना है और हमें महाविद्यालय द्वारा जो कार्य सौंपा जाता है उसे समय पर हर समय को भिन्न करना

सिद्ध संसाधन में बेहतर कार्य करना मुख्य चुनौती है।

06. Training / support needed for better performance.

स्वनिर्देश से कार्य का निवारण किया जाता है।

07. Suggestions for improving office / administration facilities.

क.ड द्वारा निर्धारित मानदण्डों को follow किया जाता है।

NON-TEACHING STAFF FEEDBACK FORM

Personal and work Details:

Name: Navin Kumar Pandey

Designation: clerk

Department / section: Account section

Qualification: m.com

Years of service: 11 years

Mob No.: 7739074473

Email ID: navin.kumar.pandey08@gmail.com

Please rate each statement on the legend given below:

1 = Average 2 = Good 3 = Very good 4 = Excellent

GOVERNANCE, LEADERSHIP, AND MANAGEMENT

01. Assigned duties are performed sincerely and efficiently. Very Good
02. The work environment is safe and supportive. Very Good
03. Possesses required skills for job role. Good
04. Digital records and e-governance practices are followed. Very Good

SERVICE ORIENTATION AND INSTITUTIONAL CONTRIBUTION

01. Follow institutional rules and code of conduct. very Good
02. Support academic, cultural or extension activities. very Good
03. Are you satisfied with the remuneration being given to you. Good
04. Strength in the work place.

मेरे अपने काम के प्रति लगन रहता हूँ और लगन
रखता हूँ।

05. Challenges faced in job.

सभी सहयोगी इसी मितनसा है कोई दिक्कत न
सामना नहीं होता है।

06. Training / support needed for better performance.

संसाधन की अभाव में समय पर यदि एक जवाबदेही हो

07. Suggestions for improving office / administration facilities.

महाविद्यालय में कंप्यूटर लैब, लाइब्रेरी, जॉन डेस्क
की व्यवस्था हो। Smart class Room-न हो

NON-TEACHING STAFF FEEDBACK FORM

Personal and work Details:

Name: Rahul Rajak

Designation: Computer Operator

Department / section: D.C.R-II (Fee No. Dues) + Computer Work

Qualification: M.A (History) + Ph.D Pursuing + Yoga

Years of service: 11 Years

Mob No.: 8709500235

Email ID: tarhasirahul000@gmail.com

Please rate each statement on the legend given below:

1 = Average 2 = Good 3 = Very good 4 = Excellent

GOVERNANCE, LEADERSHIP, AND MANAGEMENT

01. Assigned duties are performed sincerely and efficiently. Very Good
02. The work environment is safe and supportive. Very Good
03. Possesses required skills for job role. Good
04. Digital records and e-governance practices are followed. Average

SERVICE ORIENTATION AND INSTITUTIONAL CONTRIBUTION

01. Follow institutional rules and code of conduct. Good
02. Support academic, cultural or extension activities. Good
03. Are you satisfied with the remuneration being given to you. Average
04. Strength in the work place.
I am Punctual and Responsible towards my duties.
I am Dedicated and always ready to learn new things.
05. Challenges faced in job.
Handling Multiple Responsibilities at the same time.
Lack of Sufficient Resources or Staff.
06. Training / support needed for better performance.
Regular Training on new technologies and Work Processes.
Proper Orientation and Refresher Training Programs.
07. Suggestions for improving office / administration facilities.
There should be a Computer Lab in College.
Classes for all Subject should be Conducted daily in the College.

NON-TEACHING STAFF FEEDBACK FORM

Personal and work Details:

Name: LADU KUMAR

Designation: clerk

Department / section: clerk at roundtable office (DCR-II)

Qualification: M.A.

Years of service: 08 years

Mob No.: 8969737194

Email ID: JK.torhaji@gmail.com

Please rate each statement on the legend given below:

1 = Average 2 = Good 3 = Very good 4 = Excellent

GOVERNANCE, LEADERSHIP, AND MANAGEMENT

01. Assigned duties are performed sincerely and efficiently. *very good, (3)*
02. The work environment is safe and supportive.
03. Possesses required skills for job role.
04. Digital records and e-governance practices are followed.

SERVICE ORIENTATION AND INSTITUTIONAL CONTRIBUTION

01. Follow institutional rules and code of conduct.
02. Support academic, cultural or extension activities.
03. Are you satisfied with the remuneration being given to you. *2*
04. Strength in the work place.

..... मेरे द्वारा महाविद्यालय के कार्यालय सम्बंधित किसी भी कार्य पर कभी

05. Challenges faced in job.

..... मेरे द्वारा महाविद्यालय में कार्य करने में कोई पेशानी नहीं होती है

06. Training / support needed for better performance.

..... मैं द्वारा महाविद्यालय के द्वारा दिया गया सारा कार्य मैं अपने से काम करने में समर्थ हूँ। मुझे किसी प्रकार की प्रशिक्षण नहीं है।

07. Suggestions for improving office / administration facilities.

..... सारा कार्य हाफ करने के लिए केवल प्रबंधन प्रणाली लागू करें। और पर्याप्त मंडारण की व्यवस्था करें।

NON-TEACHING STAFF FEEDBACK FORM

Personal and work Details:

Name: Hemant Kumar

Designation: computer operator

Department / section: online working, website working, NAAC work.

Qualification: M.A + PGDCA

Years of service: 4 years

Mob No.: 9102976950

Email ID: hk89060@gmail.com

Please rate each statement on the legend given below:

1 = Average 2 = Good 3 = Very good 4 = Excellent

GOVERNANCE, LEADERSHIP, AND MANAGEMENT

01. Assigned duties are performed sincerely and efficiently. very Good
02. The work environment is safe and supportive. very Good
03. Possesses required skills for job role. Good
04. Digital records and e-governance practices are followed. Average

SERVICE ORIENTATION AND INSTITUTIONAL CONTRIBUTION

01. Follow institutional rules and code of conduct. Good
02. Support academic, cultural or extension activities. Good
03. Are you satisfied with the remuneration being given to you. Average
04. Strength in the work place.
I am punctual and responsible towards my duties.
I am dedicated and always ready to learn new things
05. Challenges faced in job.
Handling Multiple Responsibilities at the same time.
Lack of Sufficient Resource or Staff.
06. Training / support needed for better performance.
Regular training on new technologies and work process. paper orientation and Refresher training program
07. Suggestions for improving office / administration facilities.
There should be a Computer lab in College.
Classes for all subjects should be conducting daily in the college

NON-TEACHING STAFF FEEDBACK FORM

Personal and work Details:

Name: **ARJUN Kumar Ram**

Designation: **clerk**

Department / section: **Account Section**

Qualification: **MA**

Years of service: **4 Years**

Mob No.: **7061967089**

Email ID: **arjunkumar7061967089@gmail.com**

Please rate each statement on the legend given below:

1 = Average 2 = Good 3 = Very good 4 = Excellent

GOVERNANCE, LEADERSHIP, AND MANAGEMENT

01. Assigned duties are performed sincerely and efficiently. **very good.**
02. The work environment is safe and supportive. **very good.**
03. Possesses required skills for job role. **good.**
04. Digital records and e-governance practices are followed. **very good.**

SERVICE ORIENTATION AND INSTITUTIONAL CONTRIBUTION

01. Follow institutional rules and code of conduct. **very good**
02. Support academic, cultural or extension activities. **very good**
03. Are you satisfied with the remuneration being given to you. **good.**
04. Strength in the work place.

05. Challenges faced in job. **मैं अपने समय की पावंदी में रहता हूँ और हम महाविद्यालय द्वारा जो कार्य सौंपा जाता है। उसे मैं सफल पुरा करता हूँ।**

06. Training / support needed for better performance. **मैंने द्वारा महाविद्यालय में कार्य करने में कोई परेशानी नहीं होती है।**

07. Suggestions for improving office / administration facilities. **सिखित संसाधन में संयमन कार्य करना होता है।**

महाविद्यालय में सभी छात्र-छात्रों को अध्यापन हेतु संपादन करते हैं। लाइब्रेरी, कम्प्यूटर सेब की व्यवस्था है।

NON-TEACHING STAFF FEEDBACK FORM

Personal and work Details:

Name: Pushpa Kumari
Designation: Librarian
Department / section: Librarian
Qualification: M.L.I.S
Years of service: 2 year
Mob No.: 9534175310
Email ID: PUSHPAKUMARI953417@gmail.com

Please rate each statement on the legend given below:

1 = Average 2 = Good 3 = Very good 4 = Excellent

GOVERNANCE, LEADERSHIP, AND MANAGEMENT

01. Assigned duties are performed sincerely and efficiently.4
02. The work environment is safe and supportive. ...4
03. Possesses required skills for job role. ...4
04. Digital records and e-governance practices are followed. ...4

SERVICE ORIENTATION AND INSTITUTIONAL CONTRIBUTION

01. Follow institutional rules and code of conduct. ...4
02. Support academic, cultural or extension activities. ...4
03. Are you satisfied with the remuneration being given to you. ...3
04. Strength in the work place.
.....skilled in digital record-keeping and maintaining
.....library discipline.....
05. Challenges faced in job.
.....Limited budget for new book, outdated computer
.....system for e-library.....
06. Training / support needed for better performance.
.....Training in library automation software like
.....digital archiving and e-resource.....
07. Suggestions for improving office / administration facilities.
.....Need more reading table and proper lighting
.....Regular pest control for book preservation.....

NON-TEACHING STAFF FEEDBACK FORM

Personal and work Details:

Name: रविशंकर राज

Designation: डाईनर

Department / section: बस

Qualification: B.A

Years of service:

Mob No.: 7541036629

Email ID:

Please rate each statement on the legend given below:

1 = Average 2 = Good 3 = Very good 4 = Excellent

GOVERNANCE, LEADERSHIP, AND MANAGEMENT

01. Assigned duties are performed sincerely and efficiently. 3
02. The work environment is safe and supportive. 3
03. Possesses required skills for job role. 3
04. Digital records and e-governance practices are followed. 3

SERVICE ORIENTATION AND INSTITUTIONAL CONTRIBUTION

01. Follow institutional rules and code of conduct. 3
02. Support academic, cultural or extension activities. 3
03. Are you satisfied with the remuneration being given to you.
04. Strength in the work place. मैं अपनी कार्य को कुशलता पूर्वक निर्वहन करता हूँ।
मुझे जो भी कार्य दिया जाता है मैं उसको मन लगा कर करता हूँ।
05. Challenges faced in job. कार्य के दौरान कोई भी दिक्कत नहीं होती है। सभी
सहयोगी बहुत ही मिलनसार हैं। सब लोग मिलकर रहते हैं।
06. Training / support needed for better performance. सभी कार्य बहुत अच्छा तरह से कार्य कर रहे हैं।
07. Suggestions for improving office / administration facilities. ऑफिस बहुत अच्छा है और जमी भी बहुत अच्छे हैं।
उनकी भागीदारी कर उनके कार्यालय को और भी
बढ़ाया जा सकता है।