

Janki Devi Memorial College
Non-Teaching Staff Feedback Form
2017-18

Your Email

1. Are you satisfied with your work environment?
 - a. Yes
 - b. No
2. Are the technical facilities (like computers, wi-fi etc.) adequate for your needs?
 - a. Yes
 - b. To some extent
 - c. No
3. Are you satisfied with conveniences (like toilets, water etc.) available in the college?
 - a. Yes
 - b. To some extent
 - c. No
4. Are the medical facilities provided by the institution satisfactory?
 - a. Yes
 - b. To some extent
 - c. No
5. Is there adequate space for stacking of books?
 - a. Yes
 - b. No
6. Is there sufficient space for library users (in the reading room/ reference section)?
 - a. Yes
 - b. No
7. Is information related to your job / designation made available to you on time?
 - a. Always
 - b. Mostly
 - c. Sometimes
8. Is the administration receptive to your grievances?

- a. Always
 - b. Mostly
 - c. Sometimes
9. Rate the level of efficiency of the administrative department.
- a. Excellent
 - b. Satisfactory
10. Is information about salary slips/ PF/ allowances made available to you on time?
- a. Yes
 - b. No
 - c. Sometimes
11. Is the account section receptive to your grievances?
- a. Yes
 - b. No
 - c. Sometimes
12. Rate the efficiency of the Accounts section.
- a. Excellent
 - b. Satisfactory
13. Rate your interaction with the students.
- a. Excellent
 - b. Satisfactory
14. Rate your interaction with the faculty.
- a. Excellent
 - b. Satisfactory
 - c. Unsatisfactory
15. Is your job description in keeping with your assigned work?
- a. Yes
 - b. No
16. Are you satisfied with the opportunities of promotion/ advancement in your job?
- a. Yes
 - b. To some extent
 - c. Working on contractual basis
17. Are you given adequate time to fulfil your duties?
- a. Yes
 - b. Mostly

c. No

18. Do you provide help to your colleagues in fulfilling their responsibilities when required?

a. Always

b. Mostly

19. Do your colleagues help you, when required, in completing professional task?

a. Always

b. Mostly

c. Sometimes

20. Are you familiar with the rules and regulations related to your job?

a. Yes

b. To Some extent