**Government of Tripura**

**Michael Madhusudan Dutta College**

**Sabroom, South Tripura**

Session 2018-19

Analysis Report of Administrative Staffs’ Feedback

A feedback from the Administrative Staff of the MMD College has been conducted to obtain their views on the administrative functions in the campus.

The following Table 1 reveals that 94 % believes that the work environment within the campus is “Good” as and 6% said “Excellent.” As a result, it is believed that the administrative works are flowing smoothly in the College.

**Table 1**

|  |  |  |
| --- | --- | --- |
| **Work Environment** | | |
| Status | No. of Respondents | Percentage |
| Good | 15 | 94 |
| Bad | 0 | 0 |
| Excellent | 1 | 6 |
| Worst | 0 | 0 |
| Total | 16 | 100 |

From Table 2, it is found that 88% of the respondents agreed that colleagues are supportive in time of additional works to be executed. Meanwhile few said non-supportive which account to 13 %.

**Table 2**

|  |  |  |
| --- | --- | --- |
| **Support from Colleagues** | | |
| Response | No. of Respondents | Percentage |
| Yes | 2 | 13 |
| No | 14 | 88 |
| Sometime | 0 | 0 |
| Not yet | 0 | 0 |
| Total | 16 | 100 |

Job based discrimination among the colleagues is totally nil in the College as it is found from the survey among the non-teaching staffs which is shown in Table 3.

**Table 3**

|  |  |  |
| --- | --- | --- |
| **Job Based Discrimination** | | |
| Response | No. of Respondents | Percentage |
| No | 16 | 100 |
| Yes | 0 | 0 |
| Sometime | 0 | 0 |
| No comment | 0 | 0 |
| Total | 16 | 100 |

Regarding employee’s relationship irrespective of positions, which is depicted in Table 4, it is observed that “Good” constituted the highest percent of 69% followed by “Respectable” relationship of 31 % among the employees.

**Table 4**

|  |  |  |
| --- | --- | --- |
| **Employees Relationship** | | |
| Response | No. of Respondents | Percentage |
| Good | 11 | 69 |
| Bad | 0 | 0 |
| Respectable | 5 | 31 |
| Worse | 0 | 0 |
| Total | 16 | 100 |

About arguments with students inside the campus which is shown in Table 5, it is revealed that “No” category accounts the highest percent of 94% while “Yes” is 6% respectively. In general, therefore, the college campus atmosphere is believed to be peaceful and harmonious.

**Table 5**

|  |  |  |
| --- | --- | --- |
| **Arguments with Students** | | |
| Response | No. of Respondents | Percentage |
| Yes | 1 | 6 |
| Often | 0 | 0 |
| No | 15 | 94 |
| Sometime | 0 | 0 |
| Total | 16 | 100 |

Table 6 shows the teachers’ support during the time of admission and others official works beyond the wall of class teaching. It is found that “Supportive” constitutes 100% from the feedback given by the non-teaching staffs. As such work culture in the college might be regarded as cordial and distributive in nature.

Table 6

|  |  |  |
| --- | --- | --- |
| **Teachers’ Support in Administrative Work** | | |
| Response | No. of Respondents | Percentage |
| Supportive | 16 | 0 |
| Not supportive | 0 | 100 |
| Cannot say | 0 | 0 |
| Negligible | 0 | 0 |
| Total | 16 | 100 |

It is in general believed that every staffs would have burden of official works but in reality it is found that 56% of the respondents revealed that they are over loaded “Sometimes” while 44% said “No.” The reason may be due to work distribution and ever-ready supports from various teaching staffs in time of demand.

**Table 7**

|  |  |  |
| --- | --- | --- |
| **Load of Official Work** | | |
| Response | No. of Respondents | Percentage |
| No | 7 | 44 |
| Yes | 0 | 0 |
| Sometimes | 9 | 56 |
| Cannot say | 0 | 0 |
| Total | 16 | 100 |

Table 8 highlights the outcome whether the respondent’s family life is affected by their official duty. The observation is that “No” constitutes 88 % among the respondents. And only 6% said that “Sometime” and “No” respectively.

**Table 8**

|  |  |  |
| --- | --- | --- |
| **Official Duty Hampering Family Life** | | |
| Response | No. of Respondents | Percentage |
| Yes | 0 | 0 |
| No | 14 | 88 |
| Sometime | 1 | 6 |
| No Comment | 1 | 6 |
| Total | 16 | 100 |

From Table 9 it is revealed that 75 % of the respondents mentioned that there is “No” difficulty in availing leave while 25 % said “Sometime” there is difficulty in getting leave from the authority. It could be due to the official works which need to be attended immediately.

**Table 9**

|  |  |  |
| --- | --- | --- |
| **Difficulty in Availing Leave** | | |
| Response | No. of Respondents | Percentage |
| Yes | 0 | 0 |
| No | 12 | 75 |
| Often | 0 | 0 |
| Sometime | 4 | 25 |
| Total | 16 | 100 |

Harassment either mental or physical is totally restricted in every government institution. Yet, the survey results found that 6% said “Yes.” On the other hand, 94 % said “No.” However, though in general, harassment is very minimal inside the campus, yet precaution needs to be taken in future.

**Table 10**

|  |  |  |
| --- | --- | --- |
| **Harassment** | | |
| Response | No. of Respondents | Percentage |
| Yes | 1 | 6 |
| No | 15 | 94 |
| Often | 0 | 0 |
| Sometime | 0 | 0 |
| Total | 16 | 100 |

**Summary:**

To have a good administrative functioning in the College, there is a peaceful atmosphere prevailing in the institution. This condition is observed from the survey that the work environment in the College is found good and every staff work together to have successful performance. Everybody respect others job and maintain good relationship across the staffs. It is also found that student and non-teaching relationship is good and teaching staffs support the administrative staffs whenever needed. Though official works sometimes look over loaded but that does not affect the family life. Casual Leave and other types of leave are accessible to every staff whether teaching or non-teaching. Most importantly, harassment either physical or mental is found very minimal though precaution is needed.

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