

CONSTRUCTION OF STUDENT EXIT SURVEY FOR COLLEGES OF EDUCATION

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Abstract

This paper attempts to construct student exit survey for the students of Bachelor's Degree in Education Programme (B.Ed.) in colleges of Education. The exit survey tool consists of five dimensions namely Teaching Staff Rating Scale, Office Staff Rating Scale, Library/Library Staff Rating Scale, College Based Programme Rating Scale and Infrastructure Facilities Rating Scale.

Keywords: Exit survey, College of education

Introduction

Exit Survey is a method to get a feedback from the outgoing students regarding the effectiveness of the programmes and the infrastructure of the college. The purpose of Exit Survey is to get thoughtful responses that will improve the educational experience of the future students of the college. This will also guide the college management and the faculty members to improve their student services.

The author has attempted to construct student exit survey for the students of Bachelor's Degree in Education Programme (B.Ed.) in colleges of Education. The exit survey tool consists of five dimensions namely Teaching Staff Rating Scale, Office Staff Rating Scale, Library/Library Staff Rating Scale, College Based Programme Rating Scale and Infrastructure Facilities Rating Scale.

Rating Scales:

A. Teaching Staff Rating Scale:

The teaching staff rating scale measures the faculty performance based on the dimensions such as Teacher's Subject Knowledge, Communication in English, Communication in Tamil, Teaching Skills, Teacher's Evaluation Techniques, Guidance and Counselling and Teacher's Quality. The student is required to identify the strengths and the areas of improvement of the teacher, Assistant Professor in the College of Education.

B. Office Staff Rating Scale:

The office staff rating scale comprises of five statements along with the students feedback on the strengths and areas of improvement of the office staff.

C. Library/ Library Staff Rating Scale:

Library is the heart of any College of Education. The scale consists of eight statements to measure their performance.

D. College Based Programme Rating Scale:

Various Programmes related to the curriculum are conducted in College of Education. The scale rates the effectiveness of the different programmes particularly its utility to students.

E. Infrastructure Rating Scale:

Learning atmosphere is important to provide necessary learning experiences to the students. The College of Education has to cater the necessary infrastructure as per the National Council for Teacher Education, 2014 regulations. The scale measures the adequacy of the facilities available in the college.

Exit Survey Tool**EXIT Survey Tool for Colleges of Education****A. Teaching Staff Rating Scale (One form for every teacher)**

Name of the Teacher:

Strongly Agree (5)	Agree (4)	Satisfactory (3)	Disagree (2)	Strongly Disagree (1)
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		5	4	3	2	1
I. Teacher's Subject Knowledge						
1.	Teacher is an expert in his/her subject					
2.	Teacher teaches concepts with clarity					
3.	The teacher updates his/her subject knowledge					
4.	Teacher is able to clarify doubts raised by the students					
II. Communication in English						
1.	Teacher teaches English fluently					
2.	Teacher has clarity while speaking in English					
3.	Teacher is able to pronounce words correctly while speaking English					
III. Communication in Tamil						
1.	Teacher teaches Tamil fluently					
2.	Teacher has clarity while speaking in Tamil					
3.	Teacher is able to pronounce words correctly while speaking Tamil					
IV. Teaching Skills						
1.	Teacher is able to teach their respective subjects in a sound manner					
2.	Teacher uses different audio - visual aids while teaching					
3.	Teacher ends the class with proper summing up and evaluation					
4.	Teacher is able to relate to real life situations with relevant examples					

5.	Teacher is able to effectively control the classroom					
6.	Teacher's voice is audible					
7.	Teachers' body language is acceptable					
8.	Teacher's professional code of ethics are acceptable					
V. Teacher's Evaluation techniques						
1.	Teachers quality of correction is good & gives the feedback on time.					
2.	Teacher changes the method of teaching according to the needs after evaluation					
VI. Guidance and Counselling						
1.	The teacher listens to the problems of the students					
2.	The teacher understands the problems of the students					
3.	Teacher is aware of student's needs & difficulties					
4.	The teacher guides the students to overcome his/her difficulties					
VII. Teacher's Quality						
1.	The teacher encourages classroom participation and discussion					
2.	The teacher is friendly and acceptable by the students					
3.	Sets a model for the students					
4.	The teacher treats all students equally (Not Partial)					
VIII. Teacher is good at						
1.						
2.						
3.						
IX. Teacher needs improvement in						
1.						
2.						
3.						
X. Overall Rating of the teacher		5	4	3	2	1

B. Office Staff Rating Scale (One form for each office staff)

Name of the Office Staff:

Strongly Agree (5)	Agree (4)	Satisfactory (3)	Disagree (2)	Strongly Disagree (1)
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I. Office Staff Rating		5	4	3	2	1
1.	The office staff are polite in their interaction					
2.	The office staff communicate the timings of the office clearly					
3.	Receipt of fees payment is done systematically					
4.	The office staff are helpful when there is a need					
5.	The office staff are friendly and accessible to all					

I. Office Staff are good at								
1.								
2.								
3.								
II. Office Staff needs improvement in								
1.								
2.								
3.								
III. Overall Rating of the office staff				5	4	3	2	1

C. Library / Library Staff Rating Scale

Name of the library staff:

Strongly Agree (5)	Agree (4)	Satisfactory (3)	Disagree (2)	Strongly Disagree (1)
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I. Library Staff Rating		5	4	3	2	1
1.	The Library staff are polite in their interaction					
2.	The library staff communicate the timings of the library clearly					
3.	Returning and renewal of the book is done systematically					
4.	The library staff are helpful when there is a need					
5.	The library staff are friendly and accessible to all					
6.	The library staff's knowledge about book identity is appreciable					
7.	Intimating the arrival of new books to the students is a regular practice					
8.	Frequency of the book purchase is monitored regularly					
II. Library Staff is good at						
1.						
2.						
3.						
III. Library Staff needs improvement in						
1.						
2.						
3.						
IV. Library needs improvement in						
1.						
2.						
3.						
V. Overall Rating of the library staff		5	4	3	2	1

D. College Based Programme Rating Scale

Excellent (5)	Good (4)	Satisfactory (3)	Needs improvement (2)	Poor (1)
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College Based Programme Feedback		5	4	3	2	1
1.	English communicative class					
2.	Physical Education class					
3.	Psychology lab					
4.	Educational Technology lab					
5.	Computer lab					
6.	Art & Craft class					
7.	Language lab					
8.	Tutoring					
9.	School internship programme					
10.	Innovative school visit					
11.	Campus Placement					
12.	Extension activity					
13.	Assembly activity					
14.	Guidance & Counselling					
15.	Club activity					
16.	ERP/ Attendance					
17.	Association & Club activities					
18.	Cultural competitions					
19.	Non-Academic participation in other universities / colleges / Institutions					
20.	Examination Scheme and Evaluation pattern					
21. Programmes good at						
1.						
2.						
3.						
22. Programmes needs to be improved						
1.						
2.						
3.						
23. Overall Rating of the programme		5	4	3	2	1

E. Infra Structure Facilities - Rating Scale

Excellent (5)	Good (4)	Satisfactory (3)	Needs improvement (2)	Poor (1)
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I. Infra- Structure Facilities Rating		5	4	3	2	1
1.	Convenience of the classrooms					
2.	Cleanliness of the Classrooms					
3.	Cleanliness of the Bathrooms and Toilets					
4.	Cleanliness of Play ground					
5.	Canteen facilities					
6.	Security services					
7.	Drinking Water facilities					
II. Infra- Structure Facilities is Good at						
1.						
2.						
3.						
III. Infra -Structure Facilities needs improvement in						
1.						
2.						
3.						
IV. Overall Rating of the Infra - Structure Facilities		5	4	3	2	1

Conclusion

This Exit Survey Tool will be useful for College of Education to have better insights into their faculty performance, effectiveness of the programs and infrastructures available in the College. This tool will serve the purpose of conducting student satisfaction survey as recommended by National Assessment and Accreditation Council (NAAC) for Colleges of Education.

References

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