

**SPEED POST**

No.F.4(2)-BBMC/ACAD/2012/ 458  
Government of Tripura  
Bir Bikram Memorial College  
Agartala:Tripura

Dated, Agartala the 18<sup>th</sup> September,2018.

To  
Prof.Sudhanshu Bhushan  
Head,Department of Higher Education and Professional Development and  
Head, National Resource Centre for Education  
National Institute of Educational Planning and Administration  
17-B, Sri Aurobindo Marg, New Delhi-110 016.

Sir,

Please find herewith the 30(thirty) filled in student satisfaction survey questionnaire conducted in B.B. Memorial College (Government of Tripura), Agartala, Tripura. List of students submitted the questionnaire with his/her mobile is also given in case of any clarity in the questionnaire.

Kindly acknowledge the receipt of the questionnaire.

Thanking you,

*WJ*  
*18/9/2018*

( Dr.Sanjoy Roy )  
Principal  
B.B.Memorial College  
Agartala

Enclio : 1) 30(thirty) Filled in questionnaires.  
2) List of student with mobile number participated in the survey.  
conducted at B.B. Memorial College, Agartala.



Dr. Sudhanshu Bhushan,  
Head, Dept, of Higher & Professional Education, and  
Head, National Resource Centre for Education (NRCE)

No. 39/DHPE/NRCE/2018

23 August 2018

**Sub: Procedures for conducting Student Satisfaction Survey – Reg.**

Ref.: Our letter No. 39/DHPE/NRCE/2018, dated 31 July, 2018 to your  
Principal/Director/VC and Principle Secretaries and cc-ed to you

Dear Dr. Roy,

This is in continuation of the Letter, No. 39/DHPE/NRCE/2018, dated 21 August 2018, we sent to your Principal/VC and cc-ed to you

NIEPA wishes to congratulate you for your active involvement in this historic Student Satisfaction Survey taken up at an all India level. Since the Survey results are going to be used for strengthening the Higher Education system in India, it is very much essential to conduct the survey in a scientific and systematic way. In this connection, the following points could be followed for the effective conduct of the Survey.

1. It is a Pilot Survey and needs to be conducted only in your institution on off-line mode.
2. All the departments/courses at your institution will be included in the Survey.
3. One Final Year UG and PG student from each course/department will be selected as the respondent. In this way, the sample size could be small (may not be more than 25 at the most) and manageable. Students pursuing research are a different set altogether and are not included in this Survey.
4. A purely random sampling design could be adopted. For example, Roll Number 7 or 11 in the respective course/department can be selected as the respondent for the Survey.
5. As an off-line Survey, copies of the Questionnaire should be made in advance. Respondents would need to be assembled, as in an exam hall. The Questionnaire (as attached) needs to be filled up by respondents as in an exam, with no discussion in filling up responses. Nodal Officer should explain the questions in case of doubt, and s/he should collect the Questionnaire filled up and dispatch to us immediately thereafter.
6. You could also analyse the data at your end. But the entire operation should be completed before 20 September (28 September, mentioned in the letter was a typing error). You can share with us the result. But, we need the raw data, with or without the result analysis.
7. You please keep your Principal/Director/VC on board in this exercise.
8. We also request you to give us feedback about the difficulties you face in administering the Questionnaire, like the length, clarity of questions and students' willingness in giving their response, etc. This would be helpful in making correctives when we go for an on-line Survey.

If you have any queries for executing the survey, you can feel free to contact me (9873535224) or Dr A. Mathew (8851419996) during office hours.

With regards,

Sincerely,



(Sudhanshu Bhushan)

**Encl:** as above

Dr. Sanjoy Roy  
Principal  
Bir Bikram Memorial College,  
West-Tripura,  
Tripura