

TOPIC \_\_\_\_\_

DATE \_\_\_\_\_

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University

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Subject : foundation of Data-Driven Decision-Making

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Semester: ' I '

Section: D

# Assignment Task 2

1. Task: Design a short survey (5-10 questions) to collect feedback about students satisfaction at your college.

Objective: To collect feedback on student satisfaction at the college.

Survey questions:

Q-1) How satisfied are you with the quality of teaching at your college?

Very satisfied / satisfied / Neutral / Dissatisfied / Very dissatisfied.

Q-2) How would you rate the college infrastructure (classroom, labs, library etc.)?  
Excellent / Good / Average / Poor.

Q-3) Are you satisfied with the support provided by faculty members?  
Yes / No / Somewhat

Q-4) How satisfied are you with extracurricular activities and student clubs?  
Very satisfied / satisfied / Neutral / Dissatisfied

Q-5) How would you rate the cleanliness and hygiene of the campus?  
Excellent / Good / Average / Poor

- Q-6) How satisfied are you with the placement and internship opportunities?  
Very satisfied / satisfied / Neutral / Dissatisfied / Not applicable.
- Q-7) Do you feel your feedback is valued and upon by the administration?  
Always / Sometimes / Rarely / Never
- Q-8) How ever easy is it to access online learning resources and Wi-Fi?  
Very easy / Easy / Neutral / Difficult
- Q-9) Would you recommend this college to others?  
Definitely / Maybe / Not Sure / No
- Q-10) Any suggestions for improvement?  
(Open-ended response)

2. Task 2: Identify and fix issues such as missing data, duplicate entries or inconsistent formatting.  
Common issues identified.

1. Missing data

\* Example: Student 3 didn't answer questions 10 (activities)  
\* fix: Replace with "No activity provided" or leave blank intentionally with a note.

2. Duplicate entries.

\* Example: If the same students filled out the form twice I'd duplicate student ID).

\* fix: keep only the latest or most complete entry.

3. Inconsistent formatting.

\* Example: "Very satisfied" and "Very Satisfied" case inconsistency).

\* fix: Standardize all responses (capitalise the first letter, consistent spelling)

3. Task 3: Collect 10-15 responses (real or simulated) and store them in a spreadsheet.

Student ID	Teaching Approach	Activities Placement	Recommend	Cleanliness		
1	Satisfied	Good	Neutral	Definitely	Good	
2	Very Satisfied	Excellent	Satisfied	Very Satis.	Definitely	Excellent
3	Neutral	Average	Dissatisfied	Neutral	Maybe	Average
4	Dissatisfied	Poor	Poor	Dissatisfied	No	Poor
5	Satisfied	Good	Satisfied	Satisfied	Definitely	Good
6	Very Dissatisfied	Excellent	Vary satisfied	Very satisfied	Definitely	Excellent
7	Neutral	Average	Neutral	Neutral	Maybe	Average
8	Satisfied	Good	Satisfied	Satisfied	Definitely	Good
9	Dissatisfied	Poor	Poor	Dissatisfied	No	Poor
10	Satisfied	Good	Neutral	Neutral	Maybe	Good
11	Very Satisfied	Excellent	Satisfied	Satisfied	Definitely	Excellent
12	Neutral	Average	Neutral	Neutral	Maybe	Average

Q-u) Type of Data type of Error:

\* Example: Number to stored as text

\* fix: No. to stored as text convert to proper data.

\* Extra Space or types:

\* Example: Excellent instead of "Excellent"

\* fix: Use excel functions like TRIM and find and replace to correct.

4. Task 4: Write a short note on ethical considerations while collecting personal data.

When collecting and analyzing personal data, it is important to follow ethical guidelines to ensure privacy and fairness.

1. Informed Consent: Participants should know why the data is being collected and how it will be used.

2. Confidentiality: Responses must be kept private and not shared without permission.

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3. Data minimization: Only collect information that is necessary for the study.

4. Anonymity: Do not include identifying details such as names or contact numbers unless required.

5. Data security: Store responses in password-protected files or secure platforms.

6. Honesty and transparency: Avoid manipulating results and report findings truthfully.

7. Right to withdraw: Participants should be allowed to skip questions or withdraw at any time.