


NOTICE**(Students Feedback on Teaching and Learning Processes : 2022-23)**

All the HODs are requested to ensure the timely compliance of following :

1. Students Feedback on Teaching and Learning Processes is to be conducted at department level from all the students / courses / faculty members concerned.
2. Students Feedback is to be conducted as per prescribed questionnaire (attached herewith) and responses are to be collected through Google Form. A consolidated summary of responses collected is to be submitted with IQAC and Director. Refer to the prescribed formats attached herewith.
3. Feedback on Teaching and Learning Processes is to be conducted twice per semester.
4. Feedback is to be collected for all the courses (theory and lab, both) and their respective course teachers of the class / section from all those students who are studying these courses from these concerned course teachers.
5. Collected responses are to be analysed at department level and following reports are to be shared with IQAC and Director (refer to the prescribed format attached herewith):
 - a. Faculty-wise Feedback Report (for all the courses which are being taught by the faculty)
 - b. Course-wise Feedback Report (for all the course teachers who are teaching the same course)
 - c. Faculty-wise Consolidated Feedback Report (faculty list having single value of overall feedback)
6. Faculty-wise Feedback report (as per point 5a) is to be shared with concerned faculty members at dept level.
7. At department level, approximately 20% of faculty members getting highest feedback should be appreciated through appreciation letter.
8. Further at department level, approximately 20% of faculty members getting lowest feedback should be counselled and areas for improvement / measures to be taken / interaction with good faculty members etc. are to be shared with them.
9. Department may update this policy with prior information and written approval of IQAC / Dean-Academics / Director.


(Dr. Brijesh Singh)

Director

Copy for information and necessary action to :

1. Hon'ble Chairman and Vice Chairman
2. Dean – Academics, Dean – Students Welfare, all other Deans
3. All the HODs, All the faculty members and all the staff members
4. Registrar, ERP, Account Section, Hostel Warden, Transport I/c, Admin Officer