



Responsiveness to student queries										
Adequate coverage of course content										
Regularity & Punctuality										

### General Observations

1. Quality of Handouts provided by the faculty, if any
2. Discussion in the classroom, if applicable
3. Effectiveness of delivery of lectures
4. Availability of Faculty after class hours for guidance
5. Transparency and fairness of Evaluation system / Internal Examinations.
6. Relevance of theory to practical Sessions
7. Completion of course on time
8. Conduction of Industrial visits
9. Suggestions for improvement


**B–Course Contents** Rating: 5 – Outstanding; 4 - Excellent; 3 – Good; 2 – Satisfactory; 1 - Not-Satisfactory

Name of the Theory Subjects→										
Subject Code→										
Availability of Course Material										
Relevance of the subject										
Ease of Getting Marks										
Course representation in competitive exams										
Use in professional life										
Course contents from research view										

1. Suggestions for improvement course contents:

**D – Infrastructure** Rating: 5 – Outstanding; 4 - Excellent; 3 – Good; 2 – Satisfactory; 1 - Not-Satisfactory

- |   |                      |
|---|----------------------|
| 1. Adequacy and effectiveness of Teaching Aids used (LCD/OHP/White board) | <input type="text"/> |
| 2. Student Section and general environment                                | <input type="text"/> |
| 3. Utility of Seminar Hall to the students                                | <input type="text"/> |
| 4. Suggestions for improvement  | <input type="text"/> |

**E – Administration** Rating: 5 – Outstanding; 4 - Excellent; 3 – Good; 2 – Satisfactory; 1 - Not-Satisfactory

- |  |                      |   |
|--|----------------------|---|
| 1. Responsiveness to your issues by Administrative Departments:-       |                      |   |
| a. Principal of the institute  | <input type="text"/> | e. Dean [Academics] <input type="text"/>    |
| b. Head Clerk  | <input type="text"/> | f. Dean [Admin] <input type="text"/>        |
| c. Superintendent of Examinations [COE]                                | <input type="text"/> | g. HOD <input type="text"/>                 |
| d. Dean Student Welfare  | <input type="text"/> | h. Accounts Department <input type="text"/> |
| 2. Rules for late payment of fees                                      |                      | <input type="text"/>                        |
| 3. Policy for library penalty charges                                  |                      | <input type="text"/>                        |
| 4. Degree of satisfaction with the Fee Structure :-                    |                      | <input type="text"/>                        |
| 5. Notice Board Updating   |                      | <input type="text"/>                        |
| 6. Staff politeness and support  |                      | <input type="text"/>                        |
| 7. Level of satisfaction with the information provided from the clerks |                      | <input type="text"/>                        |
| 8. Cleanliness of –  |                      |   |
| a. Classrooms  |                      | <input type="text"/>                        |
| b. Hostel  |                      | <input type="text"/>                        |
| c. Labs  |                      | <input type="text"/>                        |
| d. Library   |                      | <input type="text"/>                        |
| e. Corridors   |                      | <input type="text"/>                        |
| f. Toilets   |                      | <input type="text"/>                        |
| g. Drinking Water  |                      | <input type="text"/>                        |
| h. General area  |                      | <input type="text"/>                        |
| 9. Suggestions for improvement   |                      |   |

**F – Library** Rating: 5 – Outstanding; 4 - Excellent; 3 – Good; 2 – Satisfactory; 1 - Not-Satisfactory

- |   |                      |
|---|----------------------|
| 1. Timely delivery of course books [Book Bank]                | <input type="text"/> |
| 2. Quality of books offered in the Book Bank/ General Section | <input type="text"/> |
| 3. Adequacy of books for all subjects                         | <input type="text"/> |
| 4. Availability of reference books                            | <input type="text"/> |
| 5. Quality of Books   | <input type="text"/> |
| 6. Relevance books to syllabus                                | <input type="text"/> |
| 7. Availability of journals                                   | <input type="text"/> |
| 8. Availability of Books on advanced Topics                   | <input type="text"/> |
| 9. Availability of proper sitting arrangements                | <input type="text"/> |
| 10. Timings for library                                       | <input type="text"/> |
| 11. Support and Cooperation of the library staff              | <input type="text"/> |
| 12. Utilization of the Library                                | <input type="text"/> |
| 13. Your suggestions for improvement                          | <input type="text"/> |

**G- Computer Lab Rating:** 5 – Outstanding; 4 - Excellent; 3 – Good; 2 – Satisfactory; 1 - Not-Satisfactory

- |   |   |                      |                      |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
|---|---|----------------------|----------------------|--------|-----------|----------------------|----------------------|----------------------|----------------------|----------------|----------------------|----------------------|----------------------|-----------------|----------------------|----------------------|----------------------|-----------------|----------------------|----------------------|----------------------|
| 1. Timings of computer lab  | <input type="text"/>  |                      |                      |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
| 2. Adequacy of software loaded on PC's                                      | <input type="text"/>  |                      |                      |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
| 3. Speed of internet  | <input type="text"/>  |                      |                      |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
| 4. Malfunctioning of Equipments in lab                                      | <input type="text"/>  |                      |                      |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
| 5. Initiative of the Computer lab Staff                                     | <input type="text"/>  |                      |                      |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
| 6. Percentage of teaching days<br>40%<br>On which a computer lab is visited | <table border="0"> <tr> <td>100-80%</td> <td>80-60%</td> <td>60-40%</td> <td>less than</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>   | 100-80%              | 80-60%               | 60-40% | less than | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
| 100-80%   | 80-60%  | 60-40%               | less than            |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
| <input type="text"/>  | <input type="text"/>  | <input type="text"/> | <input type="text"/> |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
| 7. Purpose of visit to computer lab :-                                      | <table border="0"> <tr> <td>100-80%</td> <td>80-60%</td> <td>60-40%</td> <td>&lt; 40%</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>a. Course work</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>b. Project work</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>c. Web browsing</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> | 100-80%              | 80-60%               | 60-40% | < 40%     | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | a. Course work | <input type="text"/> | <input type="text"/> | <input type="text"/> | b. Project work | <input type="text"/> | <input type="text"/> | <input type="text"/> | c. Web browsing | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 100-80%   | 80-60%  | 60-40%               | < 40%                |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
| <input type="text"/>  | <input type="text"/>  | <input type="text"/> | <input type="text"/> |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
| a. Course work  | <input type="text"/>  | <input type="text"/> | <input type="text"/> |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
| b. Project work   | <input type="text"/>  | <input type="text"/> | <input type="text"/> |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |
| c. Web browsing   | <input type="text"/>  | <input type="text"/> | <input type="text"/> |        |           |                      |                      |                      |                      |                |                      |                      |                      |                 |                      |                      |                      |                 |                      |                      |                      |

d. Class assignment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Chatting with friends	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Chatting with subject experts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Emailing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Suggestions / Remarks:

**H – Hostel** Rating: 5 – Outstanding; 4 - Excellent; 3 – Good; 2 – Satisfactory; 1 - Not-Satisfactory

1. Availability of accommodation	<input type="text"/>
2. Selection criteria of allotment of seats in the hostel	<input type="text"/>
3. Amenities provided in hostel	<input type="text"/>
4. Responsiveness of hostel staff (such as at the occasion of sickness)	<input type="text"/>
5. Quality of food	<input type="text"/>
6. Suggestions for improvement	<input type="text"/>

**I– Canteen Cafeteria** Rating: 5 – Outstanding; 4 - Excellent; 3 – Good; 2 – Satisfactory; 1 - Not-Satisfactory

1. Availability of snacks	<input type="text"/>
2. Prices of eatables	<input type="text"/>
3. Quality of eatables	<input type="text"/>
4. Cleanliness and maintenance of the Canteen	<input type="text"/>
5. Standard of services	<input type="text"/>
6. Hygiene and sanitation	<input type="text"/>
7. Suggestion for improvements	<input type="text"/>

**J – Hospital/ Infirmary** Rating: 5 – Outstanding; 4 - Excellent; 3 – Good; 2 – Satisfactory; 1 - Not-Satisfactory

- |  |                      |
|--|----------------------|
| 1. Quality of Treatment                          | <input type="text"/> |
| 2. Responsiveness of hospital staff in emergency | <input type="text"/> |
| 3. Dispersion of medicine                        | <input type="text"/> |
| 4. Punctuality of Doctor                         | <input type="text"/> |
| 5. Suggestions for improvement                   | <input type="text"/> |

**K - Yourself as a student** Rating: 5 – Outstanding; 4 - Excellent; 3 – Good; 2 – Satisfactory; 1 - Not-Satisfactory

- |   |                      |
|---|----------------------|
| 1. Punctuality for the sessions                       | <input type="text"/> |
| 2. Showing up in campus in uniform                    | <input type="text"/> |
| 3. Discipline within the campus                       | <input type="text"/> |
| 4. Politeness with classmates & teachers              | <input type="text"/> |
| 5. Attitudes towards classmates and staff members     | <input type="text"/> |
| 6. Initiative for various activities in the Institute | <input type="text"/> |
| 7. Timely submission of assessments / assignments     | <input type="text"/> |

8. Name the faculty whose session encourage you to participate more in classes \_\_\_\_\_

9. Usefulness of TPO Cell

10. Suggestions for improving effectiveness of TPO Cell

Date \_\_\_\_\_

Signature \_\_\_\_\_

***Thank you for completing and returning the Feedback Form***