



(CONFIDENTIAL: to be mailed personally to the students)

GUIDELINES TO ACCESS THE GOOGLE FEEDBACK FORM

Step I The students are required to access the Google Form by following the link presented below using your Institute Email-ID.

<https://forms.gle/Hq68zJcWNkaAiime7>

Step II: The students after accessing the aforesaid link are advised to follow the following procedure,

1. Please note that this feedback form is only for **Theory Courses**.
2. Fill each and every information carefully. After submission of the feedback, you will receive a copy of the feedback at your email Id.
3. Please note that the Ratings for
 - (a) **5 -Excellent/Strongly Agree**
 - (b) **4 -Very Good/Agree**
 - (c) **3 -Good/ Disagree**
 - (d) **2 -Average/Strongly Disagree**
 - (d) **1 -NA**
4. The **Course Code** should be in Capital Letter without space.
5. The **Course Instructor Name** should be in Capital Letter without any Special Character.
6. You can fill this form multiple times. As **you have to fill this form for all the faculties who taught you during this semester** (For example you have 5 subjects and one subject is shared by 2 faculty members, then there will be a total of 6 faculties who were involved in your teaching. So you have to fill this form 6 times.)
7. There will be some common information for filling this form repeatedly like- Your email id, Degree, department, Please fill these same in all your responses (i.e. should be same for all submissions).
8. Do not fill (provide) unnecessary inputs, make a note in prior how many times you have to fill this form (by calculating faculties members) and fill it very carefully. After submitting your response for one teacher, you will receive a copy of your responses at your interred email-id, after receiving confirmation email only proceed for second response to avoid confusion.
9. Please make sure from your prepared list that you have submitted your feedback for all the faculties (Do not submit the response twice for the same faculty member).
10. You are not allowed to edit your submitted response, so be careful and take your time to submit the response.
- 11. You are directed not to share the link with any outsiders in any circumstances.**

Sd/
Asst. Registrar (AA)