


DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY
GANGURU: VIJAYAWADA – 521 139

**PROCESS TO BE FOLLOWED –FEEDBACK ON TEACHING (Theory & Practical's)-
TWICE IN A SEMESTER**

1. Objective of collecting feedback on teaching is to ensure that the teaching process happens in time and meet the student requirements.
2. Feed Back on Teaching from student to be obtained twice during the course running period(Semester).
3. Phase-I Feed back to be obtained online from students to be collected in the 6th week of class work and phase-II in 13th week of class work.
4. On the next day of collecting the feedback, reports to be generated as per the formats available (list with feedback above 70% and list with feedback less than 70%) by the respective head of the departments.
5. The head of the departments need to intimate the respective faculty in the second list whose feedback is less than 70% to submit reasons of less feedback and remedial action to overcome identified difficulties of students.
6. Respective teacher should understand the feed back with positive sense and voluntarily identify the reasons and arrive necessary solution to overcome the situation and copy of action plan to be submitted to respective Head of the Department were the course is being run along with time line and need to complete the proposed action and to be recorded in course file under remedial classes.
7. Head of the departments need to ensure the implementation of the remedial plan in the immediate week and maintain the compliance in the proforma existing and send copy to coordinator IQAC.
8. IQAC auditor will visit the department in the 8th week and 15th week of the class work to audit the feed back and implementation of remedial plan and shall submit the report to the principal for further action.
9. At the end of semester Head of the Departments need to consolidate the feedback teacher wise in the enclosed proforma and copy to be sent to IQAC Coordinator.
10. IQAC coordinator will make necessary arrangements to prepare year wise statements of Feed Back on Teaching and also identify noncompliance issues if any and report to Head of the Departments and Principal.


PRINCIPAL