

Internal Quality Assurance Cell (IQAC)

Room #202, Second Floor, Administrative Block II
Hemvati Nandan Bahuguna Garhwal University
Srinagar (Garhwal) - 246174 Uttarakhand

INSTRUCTIONS FOR OBTAINING FEEDBACK

Note: Obtaining feedback is mandatory. Kindly ensure to maintain the sanctity of the exercise.

A. Questionnaire No. 1 is for obtaining feedback from **ALL STUDENTS of PG & Professional Programmes.**

- Feedback is to be obtained SEPARATELY for the REGULAR TEACHERS teaching in the Even Semesters.
- Feedback is to be obtained in the class.
- The Questionnaire should be read before the students. The names of Teachers should be displayed on Board at the time of obtaining the feedback.
- The HoD shall compile the scores and submit the analysis along with the Feedback forms to the IQAC at an earliest. MS Office Excel Sheet for compiling the scores is being sent by mail to HoDs.
- NAMES OF THE TEACHERS ARE NOT to be sent to IQAC, the results should bear Teacher Code only.

B. Questionnaire No. 3 is for obtaining feedback from **FINAL SEMESTER STUDENTS of PG & Professional Programmes.**

- The HoD shall compile the scores and submit the analysis along with the Feedback forms to the IQAC at an earliest.
- MS Office Excel Sheet for compiling the scores is being sent by mail to HoDs.

C. Questionnaire No. 4 is for obtaining feedback from ALL REGULAR TEACHERS for UG & PG Programmes taught by them.

- The duly filled Feedback forms are to be submitted to the IQAC at an earliest.