**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**
**OFFICE OF THE DEAN (ACADEMIC)**

No. IITISM/DAC/454                                                                  17.04.2023

# NOTIFICATION

## Submission of Online Student Feedback for Winter Semester 2022-23
(1st year UG Students may ignore this notification)

Student feedback is a mandatory activity and helps us improve the teaching-learning process when the responses are independent and well considered. The anonymity of the feedback providers is duly maintained by the Institute while sharing their feedback with the respective course Instructors.

The time window to submit the online student feedback for Winter Semester 2022-23 will be from **17 April 2023** to **28 April 2023** for all the students except 1st year UG students. Kindly note that it is **mandatory** to submit the online feedback during the given period through the MIS.

The following steps need to be followed to submit the online student feedback on MIS:

Step 1: Login to *MIS Portal*.

Step 2: Click on *Student -> CBCS Feedback -> Semester Feedback* menu.

Step 3: (i) If you have been taught any course by multiple faculty members then select all those faculty members for giving their feedback.

(ii) If a course was being taught by multiple faculty members but only a particular faculty member had only taught you the entire course, then select only that particular faculty member for providing his/her feedback.

Afterwards, click on *Next* button and then click on *Submit* button.

*Note: No option of selection will appear against the faculty members who have been allotted to teach the entire course.*

Step 4: Verify your courses and faculty then click on *Continue to fill feedback* button.

Step 5: Respond to each statement carefully in all course tabs. After filling in all the required data in different course tab, a submit button will be displayed in the bottom of the last course tab.

Step 6: Click on *Final Submit* button in the bottom of the last course tab.

Step 7: After successful feedback submission, please download the Feedback Receipt for future references.

**The result and grade card of students who fail to submit the online feedback during the above specified period will not be generated on the MIS and this may also affect the result of applicants of scholarships/financial assistance/branch change etc. A fine of Rs.1000/- may also be imposed on the defaulters.**

In case of any technical issue in submission of the feedback, the concerned student may send their request, along with the screenshot of the issue being faced, to **acad_so@iitism.ac.in** positively by 10:00 am on 28 April 2023. The requests received after the deadline or sent to any other email id will not be responded to by the Institute.

Dean (Academic)

Copy to:  Director / Dy. Director
Dean (IS)/ All HoDs
DR (Acad) /AR (UG/PG)
Concerned Students