

	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR FEEDBACK ABOUT FACULTY		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/36
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 1 of 2

Objective: To elaborate the procedure for Collecting feedback about faculty

Responsibility:

- All teaching staff
- All the students
- Heads of the respective Departments
- Peer evaluators

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of format for feedback <ul style="list-style-type: none"> • To be collected from students (Online) • To be collected from Peer Evaluators 	HoDs Department coordinator for feedback	Beginning of every semester
2.	Sharing of feedback forms with students through MITS Web Portal	HoD Department coordinator for feedback	Mid of the semester
	Sharing of feedback forms with Evaluators		1 st week of Reopening of classes
3.	Collection of Feedback from students	Department coordinator for feedback Students	Within one week (After the form is shared)
	Faculty Evaluation	Peer Evaluators assigned by HoD	Twice or Thrice in a Semester
4.	Consolidate the collected feedback from students	HoD Department coordinator for feedback	Within one week (After the form is filled)
	Consolidate the collected feedback from Evaluators	Peer Evaluators assigned by HoD	Within two days (After the faculty is evaluated)

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR FEEDBACK ABOUT FACULTY**

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/36

Issue Date: 01/06/2023

Revision Date: 00/00/0000

Page 2 of 2

Sl. Activities	Responsibility	Target dates/days
5. Necessary actions will be taken based on feedbacks for faculty performance improvement	HoD and Principal	Immediate

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL