	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR STUDENTS FEEDBACK		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/62
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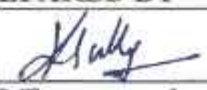

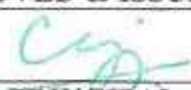
Objective: To outline the procedure for student's feedback regarding different areas of the interest.

Responsibility:

- Mentor
- All the students
- Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of format for feedback and sending to students.	HoD	As an when required
2.	Mentor shall monitor and collect the feedbacks from students.	Mentors & students	
3.	Consolidate the collected feedback from students	HoD	
4.	Necessary actions will be taken based on feedbacks	HoD and Principal	

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