

## Procedure to fill the feedback form

- Note that the yellow color and bold words are the names of the buttons available on the feedback page.
- The fields marked in **red asterisk** are mandatory.

### Steps to fill the online-feedback form by students:

1. Click the link **Online feedback form** available under the **Student Support>>Student Satisfaction Survey** menu of the College Website: **ipcollege.ac.in**. This link is activated according to the schedule for online feedback. Beyond that time span, the feedback form could not be accessed.
2. On the login page, enter your **College Roll No. & Email id** and press **Enter**.
3. Check your Name, Course, and Semester now click on **start feedback** button.
4. Fill **Part A** for both the semesters and press **save** button after filling College feedback of each Semester.
5. Click on **next part** button, and you are now at **Part B** (Teacher's Feedback) of the form.
6. Choose one paper & respective faculty member and fill the feedback for that faculty member. If the faculty member is not teaching you, in that case you only have to check the box **'Is not applicable'**.
7. Click on **save** button.
8. Repeat steps 6 & 7 for all the papers, faculty members and both the Semesters.
9. After filling feedback for all the faculty members the **submit** button will get activated. Click on the **submit** button to complete the process.
10. Click **logout** button displayed on the right hand corner of the page of feedback form.