

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>>Feedback Form** 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.** and press **Enter**.
3. If your total lecture attendance is less than 66.6%, the feedback form may not be accessible to you. Otherwise move to step 4.
4. Click on **start feedback** button.
5. Fill **Part A**.
6. Click on **next part** button or on **save** button. In both cases the Part A is saved and you are now at **Part B** of the form.
7. 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'**.
8. Click on **save** button.
9. Repeat steps 7 & 8 for all the papers and faculty members.
10. After filling feedback for all the faculty members the **submit** button will get activated. Click on it to complete the process.
11. Show the successfully submission status on the screen to the staff on duty in the room before signature on the attendance sheet.
12. Click **logout** button displayed on the right hand corner of the page of feedback form.