



CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD

No. CBIT/ Admn. / 923 / 2019

Dt.22-03-2019

CIRCULAR

The following faculty members are nominated to take oral feedback from students of MBA (II & IV Semesters) for the AY 2018-19. These members are formed into feedback committees on their availability from 25-03-2019 to 28-03-2019 by the coordinating HoD. Feedback guidelines, class name, schedule, venue, feedback forms are provided by the respective coordinating HoD. Students for providing oral feedback are arranged by the respective coordinating HoD at the venue and time. The committee members are informed to submit the filled in feedback forms to the Director, SMS Office immediately after obtaining the feedback from the students, in a sealed cover. All the members are hereby requested to cooperate and complete the process as per schedule.

**Faculty Members for taking Oral Feedback from students of
MBA (II & IV Semesters) for the AY 2018-19**

Department wise Faculty Members nominated for taking Oral Feedback

ECE	MECH	CIVIL
Dr.D.Krishna Reddy (ECE)	Dr.P.V.R.Ravinder Reddy (MECH)	Dr. M.V.KrishnaRao(CIVIL)
CSE	Sri B.Suryanarayana(MECH)	Dr. M.V.RamaRaju(CIVIL)
Dr. M. Swamidas	Dr. T.Ratna Reddy(MECH)	Dr.N.RaviDakshinaMurthy(CIVIL)
EEE		
Dr. G.SureshBabu(EEE)		

Feedback Panel for taking Oral Feedback

Coordinating Head	Program	Committee responsible for obtaining the oral feedback from the students
Dr V.Hari Leela Head of MBA	MBA – II and IV Semesters No. of Classes : 04	Dr.D. Krishna Reddy (ECE) Dr. M. Swamidas (CSE) Dr. G. Suresh Babu (EEE) Dr.P.V.R.Ravinder Reddy(MECH) Dr M.V.Krishna Rao(CIVIL) Dr. M.V.RamaRaju(CIVIL) Sri B.Suryanarayana(MECH) Dr. T.Ratna Reddy(MECH) Dr.N.Ravi Dak shina Murthy(CIVIL)

Responsibilities of IQAC Coordinator/ Director Student Progression:

1. To coordinate with AEC and Coordinating Head
2. To handover the feedback forms and students' lists to the coordinating Head
3. To guide and supervise the entire feedback process

Responsibilities of i/c AEC:

1. To prepare the list of nine(9) students from each section, taking into account of their CGPA till the last semester and attendance (Top-3, Middle-3 and Bottom-3) with at least two students from each lab batch/ elective course(s), if any.
2. Forwarding the students' lists and individual timetables of the faculty involved in the feedback process to the IQAC coordinator / Director Student Progression.

Responsibilities of coordinating Head(s):

1. To form Feedback committee(s) with any **three** available members from the respective panels given above depending on the availability of the members
2. To schedule and arrange the venue for the feedback session to interact with the students
3. To collect the feedback forms, students' list(s) and individual time tables of the respective faculty members (who will be participating in the feedback process) from IQAC Coordinator.
4. To inform the schedule, venue and providing the feedback forms to the respective feedback committee members
5. To arrange the students(at least six) with at least one student from each lab batch/ elective course(s), if any, from the list provided
6. **To explain/ clarify the feedback process to the feedback committee members**
7. To coordinate with the feedback committee and IQAC Coordinator/ Director Student Progression
8. To make sure that **only** the committee members and concerned students are present during the feedback session
9. To complete the feedback process from **25-03-2019 to 28-03-2019**

Responsibilities of Feedback committee:

1. To explain about various feedback parameters to the students
2. To collect the empty feedback forms from the respective coordinating Head(s)
3. To collect oral feedback objectively, if and only if, there are **three members** in the committee and minimum of **six students** with at least one student from each lab batch/ elective course(s), if any.
4. **To handover the filled-in feedback form(s) to the Director Office in a sealed cover immediately after the feedback process.**



PRINCIPAL

To

All the Heads of the Departments / Sections, for information & n/a and with a request to arrange for circulation among the concerned faculty of the department.

All the Directors, IQAC Coordinator, AO, CoE, I/c-AEC, for information & n/a.