Feedback Form

|  |  |  |
| --- | --- | --- |
| Section 1: particulars | | |
| **Name** | **:** |  |
| **Student ID**  **(if applicable)** | **:** |  |
| **Designation**  **(if applicable)** | **:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| section 2: Feedback type | | | | |
| **Stakeholder** | Staff | Student | General Public |  |
| **Nature of Feedback** | Compliment | Feedback | Complaint |  |
| **Area of Feedback** | Academic | Facilities | Student Support | Others |

|  |  |
| --- | --- |
| section 3: feedback | |
| **Description of Feedback** | **Suggestions for Improvements** |
|  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature** |  | **Date** |

|  |
| --- |
| section 4: for official use only |

Receipt of Feedback

(Including acknowledgement)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Received by** | **:** | | | | |
| **Name** | **:** |  | **Designation** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |

Follow-Up

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action(s) taken** | **:** |  | | | |
| **Performed by** | **:** |  | **Designation** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| section 5: outcome acknowledgement (if applicable) | | | | |
| **Outcome** | **:** | Satisfied | Not Satisfied |  |
| **Date** | **:** |  |  |  |
| **Remarks (If any)** | **:** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Name** | **:** |  | **Signature :** |  |