INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Office of the Dean of Infrastructure & Planning

DOIP: 107

User Feedback Form

Requisition details

Name		Phone/ Mob No.			
Dept./Section		PF No:		Email:	@iitk.ac.in
Request number					

Work Completion details

Was the work started and finished at the notified times? *(Time period of work should be notified to requisitioner/user committee prior to start of work)*			Yes	No
□ On time	□ Ahead	□ Delayed		
Please include your comments on conduct of work				
Was the work executed in agreement with approved plans/proposals? *(A copy of approved plans /proposal should be given to requisitioner/user committee during approval stage)*			Yes	No
Please note if there was any major deviation from approved plans/proposals				
Was an EIC/Supervisor available for your questions during the execution of work?			Yes	No
Did the EIC do a final walkthrough with you before handing over?			Yes	No
Were all the issues/defects noted during final walkthrough rectified before handing over?			Yes	No
Did you receive an advance notice on any service shut downs during the work?			Yes	No
Did you receive an advance notice on any restrictions in use of space or utilities during the work?			Yes	No
Was an adequate clean-up done during and after the work?			Yes	No
How satisfied are you with the quality of work done?				
□ Poor	□ Average	□ Good	□ Excellent	
Please include your comments on the work performed (quality, time, workmanship etc.), if any.				
Please include your suggestions for future improvements, if any.				

_____ _____/_____/_____

(Signature of the requisitioner/representative) Date: (dd / mm / yyyy)

Comments/Special instructions/Recommendations by ADPI/DOIP/DD, if any

_____ _____/_____/_____

(Signature of PIC/ADPI/DOIP/DD) Date: (dd / mm / yyyy)