Proforma - 1

Student Course Evaluation Questionnaire
(To be filled by each Student at the time of Course Completion)

Department _____ ____Course No _____

Course Title _____ Teacher Name:_____

Year of Study _____ Semester / Term _____

Please give us your views so that Course quality can be improved. You are encouraged to be frank and constructive in your comments

CORE QUESTIONS

Course Content and Organization	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1. The course objectives were clear	☐	☐	☐	☐	☐
2. The Course workload was manageable	☐	☐	☐	☐	☐
3. The Course was well organized (e.g. timely access to materials, notification of changes, etc.)	☐	☐	☐	☐	☐
4. Comments					

Student Contribution					
5. Approximate level of your own attendance during the whole Course	☐<20%	☐21-40%	☐41-60%	☐61-80%	☐>81%
	Strongly Agree	Agree	uncertain	Disagree	Strongly Disagree
6. I participated actively in the Course	☐	☐	☐	☐	☐
7. I think I have made progress in this Course	☐	☐	☐	☐	☐
8. Comments					

Learning Environment and Teaching Methods	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
9. I think the Course was well structured to achieve the learning outcomes (there was a good balance of lectures, tutorials, practical etc.)	☐	☐	☐	☐	☐
10. The learning and teaching methods encouraged participation.	☐	☐	☐	☐	☐
11. The overall environment in the class was conducive to learning.	☐	☐	☐	☐	☐
12. Classrooms were satisfactory	☐	☐	☐	☐	☐
13. Comments					

Learning Resources	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
14. Learning materials (Lesson Plans, Course Notes etc.) were relevant and useful.	☐	☐	☐	☐	☐
15. Recommended reading Books etc. were relevant and appropriate	☐	☐	☐	☐	☐
16. The provision of learning resources in the library was adequate and appropriate	☐	☐	☐	☐	☐

17. The provision of learning resources on the Web was adequate and appropriate (if relevant) 18 Comments	☐	☐	☐	☐	☐

Quality of Delivery	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
19. The Course stimulated my interest and thought on the subject area	☐	☐	☐	☐	☐
20. The pace of the Course was appropriate	☐	☐	☐	☐	☐
21. Ideas and concepts were presented clearly	☐	☐	☐	☐	☐
22.Comments					

Assessment	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
23. The method of assessment were reasonable	☐	☐	☐	☐	☐
24. Feedback on assessment was timely	☐	☐	☐	☐	☐
25. Feedback on assessment was helpful	☐	☐	☐	☐	☐
26. Comments					

Additional Core Questions

Instructor / Teaching Assistant Evaluation	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
27. I understood the lectures	☐	☐	☐	☐	☐
28. The material was well organized and presented	☐	☐	☐	☐	☐
29. The instructor was responsive to student needs and problems	☐	☐	☐	☐	☐
30. Had the instructor been regular throughout the course?	☐	☐	☐	☐	☐

Tutorial	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
30. The material in the tutorials was useful	☐	☐	☐	☐	☐
31. I was happy with the amount of work needed for tutorials	☐	☐	☐	☐	☐
32. The tutor dealt effectively with my problems	☐	☐	☐	☐	☐

Practical	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
33. The material in the practicals was useful	☐	☐	☐	☐	☐
34. The demonstrators dealt effectively with my problems.	☐	☐	☐	☐	☐

Overall Evaluation

35. The best features of the Course were:

36. The Course could have been improved by:

Equal Opportunities Monitoring (Optional)

37. The University does not tolerate discrimination on any irrelevant distinction (e.g. race, age, gender) and is committed to work with diversity in a wholly positive way. Please indicate below anything in relation to this Course which may run counter to this objective:

Demographic Information: (Optional)

38. Full/part time study: Full Time ☐   Part Time   ☐
39. Do you consider yourself to be disabled: Yes ☐   No ☐
40. Domicile:
41. Gender: Male ☐   Female ☐
42. Age Group: less than 22 ☐   22-29   ☐   over 29 ☐
43. Campus: Distance Learning/ Collaborative ☐

THANK YOU

Proforma 2

Faculty Course Review Report
(To be filled by each teacher at the time of Course Completion)

For completion by the course instructor and transmission to Head of Department of his/her nominee (Dept. Quality Officer) together with copies of the Course Syllabus outline

Department:		Faculty:	

Course Code:		Title:	

Session:		Semester:	Autumn ☐	Spring ☐	Summer ☐

Credit Value:		Level:		Prerequisites:	

Name of Course Instructor:		No. of Students Contact Hours	Lectures	Other (Please State)	
			Seminars		

Assessment Methods: give precise details (no & length of assignments, exams, weightings etc)	

Distribution of Grade/Marks and other Outcomes: (adopt the grading system as required)

Undergraduate	Originally Registered	%Grade A	%Grade B	%Grade C	D	E	F	No Grade	Withdrawal	Total
No. of Students										

Post-Graduate	Originally Registered	%Grade A	%Grade B	%Grade C	D	E	No Grade	Withdrawal	Total
No. of Students									

Overview/Evaluation (Course Co-coordinator's Comments)
Feedback: first summarize, then comment on feedback received from:
(These boxes will expand as you type in your answer.)

1) Student (Course Evaluation) Questionnaires

2) External Examiners or Moderators (if any)

3) Student /staff Consultative Committee (SSCC) or equivalent, (if any)

4) Curriculum: comment on the continuing appropriateness of the Course curriculum in relation to the intended learning outcomes (course objectives) and its compliance with the HEC Approved / Revised National Curriculum Guidelines

5) Assessment: comment on the continuing effectiveness of method(s) of assessment in relation to the intended learning outcomes (Course objectives)

6) Enhancement: comment on the implementation of changes proposed in earlier Faculty Course Review Reports

7) Outline any changes in the future delivery or structure of the Course that this semester/term's experience may prompt

Name: _____ Date: _____
(Course Instructor)

Name: _____ Date: _____
(Head of Department)

Proforma 3

Survey of Graduating Students

(To be filled out by graduating students in last semester / year before the award of degree)

The survey seeks graduating students' input on the quality of education they received in their program and the level of preparation they had at university. The purpose of this survey is to assess the quality of the academic programs. We seek your help in completing this survey.

A: Very satisfied   B: Satisfied   C: Uncertain   D: Dissatisfied   E: Very dissatisfied

S#	Attributes	A	B	C	D	E
1	The work in the program is adequate and does not induce undue pressure.					
2	The program is effective in enhancing team-working abilities.					
3	The program administration is effective in supporting learning.					
4	The program is effective in developing analytical and problem solving skills.					
5	The program is effective in developing independent thinking.					
6	The program is effective in developing written communication skills					
7	The program is effective in developing planning abilities.					
8	The objectives of the program have been fully achieved.					
9	Whether the contents of curriculum are advanced and meet program objectives					
10	Faculty was able to meet the program objectives					
11	Environment was conducive for learning					
12	Whether the Infrastructure of the department was good					
13	Whether the program was comprised of Co-curricular and extra-curricular activities					
14	Whether scholarships/ grants were available to students in case of hardship					
	Answer question 15 if applicable.					
15	The internship experience is effective in enhancing (a) Ability to work in teams (b) Independent thinking (c) Appreciation of ethical Values (d) Professional development (e) Time management skills (f) Judgment (g) Discipline (h) The link between theory and practice					

16.   What are the best aspects of your program?

_____
_____
_____

17.   What aspects of your program could be improved?

_____
_____

You may use additional sheets for questions 16 & 17 if needed.

Proforma 4

Research Student Progress Review Form
(To be filled out by Master/ M.Phil / Ph.D Research Students on six monthly basis)
To be submitted by the HoD / Dept. Quality Officer to the QEC

For Research Student to Complete:

1. Date of admission to the department

2. Date of initiation of research

3. Date of completion of Course work

4. Number of credit hours completed

5. Date of Synopsis Defense

6. Cumulative Grade Point Average (CGPA) secured

7. Please outline details of progress in your research since your last review (including any research publications):

8. Do you have any comments on the level of supervision received?

9. What do you plan to achieve over the next 6 months?

10. Do you have any comments on generic or subject-specialist training you may have received or would like to receive internally and / or externally?

11. Do you have easy access to sophisticated scientific equipment?

12. Do you have sufficient research material / commodities available?

Student _____   Date: _____

Supervisory Committee Comments

(Please comment on and benchmark the student's progress against your University's internal and external

HEC Quality Criteria for Master/PhD/MPhil Studies)

Principal Supervisor: _____   Date: _____

Co-Supervisor: _____   Date: _____

Co-Supervisor: _____   Date: _____

Head of Department Comments:

Signature: _____   Date: _____

Director, Board of Research Studies (or equivalent) Comments:

Signature: _____   Date: _____
Dean/Director, QEC Action: (including monitoring of Follow-up action) Date: _____

Proforma 5

Faculty Survey
(To be submitted on annual basis by each faculty member)

The Purpose of this survey is to assess faculty members' satisfaction level and the effectiveness of programs in place to help them progress and excel in their profession. We seek your help in completing this survey and the information provided will be kept in confidence. **Indicate how satisfied are you with each of the following aspects of you situation at your department?**

A: Very satisfied   B: Satisfied   C: Uncertain   D: Dissatisfied   E: Very dissatisfied.

S#	Attributes	A	B	C	D	E
1	Your mix of research, teaching and community service.					
2	The intellectual stimulation of your work.					
3	Type of teaching / research you currently do					
4	Your interaction with students.					
5	Cooperation you receive from colleagues.					
6	The mentoring available to you.					
7	Administrative support from the department.					
8	Providing clarity about the faculty promotion process.					
9	Your prospects for advancement and progress through ranks					
10	Salary and compensation package					
11	Job security and stability at the department					
12	Amount of time you have for yourself and family.					
13	The overall climate at the department					
14	Whether the department is utilizing your experience and knowledge					

15. What are the best programs / factors currently available in your department that enhance your motivation and job satisfaction?

    _____
    _____
    _____

16. Suggest programs / factors that could improve your motivation and job satisfaction?

    _____
    _____
    _____

Information about faculty member

i.   Academic rank:

    A: Professor   B: Associate Professor C: Assistant Professor D: Lecturer
    E: Other

ii.   Years of service:
    A: 1-5   B: 6-10   C: 11-15   D: 16-20   E: >20

Name: _____   Signature: _____   Date: _____

Proforma 6

Survey of Department Offering Ph.D. Programs

The following information is required for EACH Department in which a Ph.D. program is offered.

1	**General Information:**	
1.1	Name of Department	
1.2	Name of Faculty	
1.3	Date of initiation of Ph.D. program	
1.4	Total number of academic journals subscribed in area relevant to Ph.D. program.	
1.5	Number of Computers available per Ph.D. student	
1.6	Total Internet Bandwidth available to all the students in the Department.	
2	**Faculty Resources:**	
2.1	Number of faculty members holding Ph.D. degree in the department.	
2.2	Number of HEC approved Ph.D. Advisors in the department.	
3	**Research Output:**	
3.1	Total number of articles published last year in International Academic Journals that are authored by faculty members and students in the department.	
3.2	Total number of articles published last year in Asian Academic Journals that are authored by faculty members and students in the department.	
3.3	Total number of ongoing research projects in the department funded by different organizations	
3.4	Number of post-graduate students in the department holding scholarships/fellowships.	
3.5	Total Research Funds available to the Department from all sources.	
3.6	Number of active international linkages involving exchange of researchers/students/faculty etc. (Attach Details).	

4	**Student Information:**	
4.1	Number of Ph.D. degrees conferred to date to students from the Department during the past three academic years.	
4.2	Number of Ph.D. students currently enrolled in the department.	
4.3	Ratio of number of students accepted to total number of applicants for Ph.D. Program.	
5	**Program Information**	
5.1	Entrance requirements into Ph.D. Program (M.Sc. / M.Phil.) Indicate subjects or M.Sc. / M.Phil.	
5.2	Is your Ph.D. program based on research only? (Y/N)	
5.3	Maximum number of years in which a Ph.D. degree has to be completed after initial date of enrollment in Ph.D. program.	
5.4	Total number of post M.Sc. (16 year equivalent) courses required for Ph.D.	
5.5	Total number of M.Phil. level courses taught on average in a Term / Semester.	
5.6	Total number of Ph.D. level courses taught on average in a Term / Semester.	
5.7	Do your students have to take/write:	
	a. Ph.D. Qualifying examination (Y/N)	
	b. Comprehensive examination (Y/N)	
	c. Research paper in HEC approved Journal	
	d. Any other examination (Y/N)	
5.8	Total number of International examiners to which the Ph.D. dissertation is sent.	
5.9	How is the selection of an examiner from technologically advanced countries carried out?	
5.10	Is there a minimum residency requirement (on campus) for award of Ph.D. degree?	
6	**Additional Information**	
6.1	Any other information that you would like to provide.	

Proforma 7

Alumni Survey

(To be filled by Alumni - after the completion of each academic year)

The purpose of this survey is to obtain alumni input on the quality of education they received and the level of preparation they had at University. The purpose of this survey is to assess the quality of the academic program. We seek your help in completing this survey.

A: Excellent   B: Very good   C: Good   D: Fair   E: Poor

S#	Attributes	A	B	C	D	E
	I. Knowledge					
1	Math, Science, Humanities and professional discipline, (if applicable)					
2	Problem formulation and solving skills					
3	Collecting and analyzing appropriate data					
4	Ability to link theory to practice.					
5	Ability to design a system component or process					
6	IT knowledge					
	II Communications Skills					
1	Oral communication					
2	Report writing					
3	Presentation skills					
	III Interpersonal Skills					
1	Ability to work in teams.					
2	Ability to work in arduous /Challenging situation					
3	Independent thinking					
4	Appreciation of ethical Values					
	IV Management /leadership Skills					
	Resource and Time management skills					
	Judgment					
	Discipline					

V General Comments

Please make any additional comments or suggestions, which you think would help strengthen our programs. (New courses that you would recommend and courses that you did not gain much from)

_____
_____
_____

VI. Career Opportunities

	VII. Department Status					
1	Infrastructure					
2	Faculty					
3	Repute at National level					
4	Repute at international level					

VIII Alumni Information

1. Name (Optional)_____
2. Name of organization_____
3. Position in organization_____
4. Year of graduation_____

Proforma 8

Employer Survey

(To be filled in by Employer - after the completion of each academic year)

The purpose of this survey is to obtain employers' input on the quality of education University of _____ is providing and to assess the quality of the academic program. The survey is with regard to University of _____ graduates employed at your organization. We seek your help in completing this survey.

A: Excellent   B: Very good   C: Good   D: Fair   E: Poor

S#	Attributes	A	B	C	D	E
	I. Knowledge					
1	Math, Science, Humanities and professional discipline, (if applicable)					
2	Problem formulation and solving skills					
3	Collecting and analyzing appropriate data					
4	Ability to link theory to practice.					
5	Ability to design a system component or process					
6	Computer knowledge.					
	II. Communications Skills					
1	Oral communication					
2	Report writing					
3	Presentation skills					
	III. Interpersonal Skills					
1	Ability to work in teams.					
2	Leadership					
3	Independent thinking					
4	Motivation					
5	Reliability					
6	Appreciation of ethical values					
	IV. Work skills					
	Time management skills					
	Judgment					
	Discipline					

V. General Comments

Please make any additional comments or suggestions, which you think would help strengthen our programs for the preparation of graduates who will enter your field. Did you know as to what to expect from graduates?

_____
_____
_____

II.   Information About Organization

1. Organization Name_____

2. Type of Business_____

3. Number of Graduates (specify the program) in your Organization:

Proforma 9

Faculty Resume

Name	
Personal	*May include address(s) and phone number(s) and other personal information that the candidate feels is pertinent.*
Experience	List current appointment first, each entry as follows: *Date, Title, Institution.*
Honor and Awards	List honors or awards for scholarship or professional activity.
Memberships	*List memberships in professional and learned Societies, indicating offices held, committees, or other specific assignments.*
Graduate Students Postdocs Undergraduate Students *Honour Students*	*List supervision of graduate students, postdocs and undergraduate honors theses showing:* **Years** **Degree** **Name** Show other information as appropriate and list membership on graduate degree committees.
Service Activity	*List University and public service activities.*
Brief Statement of Research Interest	*May be as brief as a sentence or contain additional details up to one page in length.*

Publications	*List publications in standard bibliographic format with earliest date first.*
	
	  o *Manuscripts accepted for publication should be included under appropriate category as "in press;"*
	  o *Segment the list under the following standard headings:*
	      • *Articles published by refereed journals.*
	      • *Books.*
	      • *Scholarly and / or creative activity published through a refereed electronic venue.*
	      • *Contribution to edited volumes.*
	      • *Papers published in refereed conference proceedings.*
	      • *Paper or extended abstracts published in conference proceedings. (refereed on the basis of abstract)*
	      • *Articles published in popular press.*
	      • *Articles appearing in in-house organs.*
	      • *Research reports submitted to sponsors.*
	      • *Articles published in non-refereed journals.*
	      • *Manuscripts submitted for publication. (include where and when submitted).*

Research Grants and Contracts.	*Entries should include:*
	
	Date **Title** **Agency / Organization**
	Total Award Amount
	Segment the list under following headings:
	  • *Completed*
	  • *Funded and in progress*
	  • *In review*

Other Research or Creative Accomplishments	*List patents, software, new products developed, etc.*
Selected Professional Presentations	

Proforma 10

Teacher Evaluation Form
(To be filled by the students)

Course Title and Number: _____

Name of Instructor: _____ **Semester** _____

Department: _____ **Degree** _____

Use the scale to answer the following questions below and make comments

A: Strongly Agree   B: Agree   C: Uncertain   D: Disagree   E: Strongly Disagree

S#	Instructor:	A	B	C	D	E
1	The Instructor is prepared for each class					
2	The Instructor demonstrates knowledge of the subject					
3	The Instructor has completed the whole course					
4	The Instructor provides additional material apart from the textbook					
5	The Instructor gives citations regarding current situations with reference to Pakistani context.					
6	The Instructor communicates the subject matter effectively					
7	The Instructor shows respect towards students and encourages class participation					
8	The Instructor maintains an environment that is conducive to learning					
9	The Instructor arrives on time					
10	The Instructor leaves on time					
11	The Instructor is fair in examination					
12	The Instructor returns the graded scripts etc. in a reasonable amount of time					
13	The Instructor was available during the specified office hours and for after class consultations					
14	**Course:**					
15	The Subject matter presented in the course has increased your knowledge of the subject					
16	The syllabus clearly states course objectives requirements, procedures and grading criteria					
17	The course integrates theoretical course concepts with real-world applications					
18	The assignments and exams covered the materials presented in the course					
19	The course material is modern and updated					

Comments:

   Instructor:
   _____
   _____
   _____

   Course:
   _____
   _____