



# 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The Course workload was manageable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Course was well organized (e.g. timely access to materials. notification of changes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Comments					

Student Contribution	<20%	21-40%	41-60%	61-80%	>81%
5. Approximate level of your own attendance during the whole Course					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. I participated actively in the Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I think I have made progress in this Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The learning and teaching methods encouraged Participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The overall environment in the class was conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Classrooms were satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Comments					

Learning Resources	Strongly Disagree	Disagree	Agree	Strongly Agree
14. Learning materials (Lesson Plans. Course Notes etc.) were relevant and useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Recommended reading Books etc. were relevant and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The provision of learning resources in the library was adequate and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The provision of learning resources on the Web Was adequate and appropriate ( if relevant )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Comments				

Quality of Delivery	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
19. The course stimulated my interest and thought on The subject area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The pace of the Course was appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Ideas and concepts were presented clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Comments.					

Additional Core Questions	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
27. I understood the lectures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. The material was well organized and presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. The instructor was responsive to student need and Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Had the instructor been regular throughout the Course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tutorial	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
31. The material in the tutorials was useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. I was happy with amount of work needed for tutorials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. The tutor dealt effectively with my problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Practical	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
34. The material in the Practicals was useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. The demonstrators dealt effectively with my Problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 <input type="checkbox"/> Part Time <input type="checkbox"/>
39. Do you consider yourself to be disabled:                      Yes <input type="checkbox"/> No <input type="checkbox"/>
40. Domicile:
41. Gender:                      Male <input type="checkbox"/> Female <input type="checkbox"/>
42. Age Group:                      less than 22 <input type="checkbox"/> 22-29 <input type="checkbox"/> over 29 <input type="checkbox"/>
43. Campus:                      Distance Learning/ Collaborative

## Proforma-2



### Faculty Course Review Report

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

#### Part-I

<b>Department:</b>		<b>Faculty:</b>			
<b>Course Code:</b>		<b>Title:</b>			
<b>Batch:</b>		<b>Term:</b>		<b>Year:</b>	
<b>Credit / Contract hr/Week:</b>	<b>Th</b>	<b>Pr</b>	<b>No. of Lectures Conducted</b>	<b>Th</b>	<b>Pr</b>
<b>Name of Course Teacher</b>				<b>No. of Students enrolled</b>	
<b>Designation</b>					
<b>Assessment Methods please give precise details (no &amp; length of assignments, tests and presentations)</b>					

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Overview/ Evaluation (Course Co-coordinator's Comments)

**Feedback:** first summarize, and then comment on feedback received form:

- 1) Student (Course Evaluation) Questionnaires (filled by QEC)**
- 2) External Examiners or Moderators (if any)**  
(comments of External examiner if any)
- 3) 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  
(comments by the course teacher)

4) **Assessment:** comment on the continuing effectiveness of method(s) of assessment in relation to the intended learning outcomes (Course objectives) **(comments by the course teacher)**

5) **Enhancement:** comment on the implementation of changes proposed in earlier Faculty Course Review Reports **(comments by the course teacher)**

6) **Outline:** any changes in the future delivery or structure of the Course that this semester/term's experience may prompt **(by the course teacher)**

Name/ Signature _____ (Course Instructor)	Date _____
Name/ Signature _____ (Head of Department)	Date _____

**Part-II**

**Faculty Course review report**

**Grades secured and other outcomes (to be provided by controller of Examination)**

Name of Teacher:	Course Taught		Term:	
Session / Batch:	Date of completion of term.			

# Proforma-3



## Survey of Graduating Students

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

This 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

1. The work in the program is too heavy and induces a lot of pressure  
A                      B                      C                      D                      E
2. The program is effective in enhancing team-working abilities.  
A                      B                      C                      D                      E
3. The Program administration is effective in supporting learning.  
A                      B                      C                      D                      E
4. The program is effective in developing analytical and problem solving skills.  
A                      B                      C                      D                      E
5. The program is effective in developing written communication skills.  
A                      B                      C                      D                      E
6. The program is effective in developing planning abilities.  
A                      B                      C                      D                      E
7. The program is effective in developing planning abilities.  
A                      B                      C                      D                      E
8. The objectives of the program have been fully achieved.  
A                      B                      C                      D                      E
9. Whether the contents of curriculum are advanced and meet program objectives  
A                      B                      C                      D                      E
10. Faculty was able to meet the program objectives  
A                      B                      C                      D                      E
11. Environment was conducive for learning  
A                      B                      C                      D                      E
12. Whether the Infrastructure of the department was good.  
A                      B                      C                      D                      E
13. Whether the program was comprised of Co-curricular and extra-curricular activities  
A                      B                      C                      D                      E
14. Whether scholarships/ grants were available to students in case of hardship  
A                      B                      C                      D                      E

Answer question 9 if applicable.

9. The internship experience is effective in enhancing
  - a. Ability to work in teams                      (A)      (B)      (C)      (D)      (E)
  - b. Independent thinking                      (A)      (B)      (C)      (D)      (E)
  - c. Appreciation of ethical Values                      (A)      (B)      (C)      (D)      (E)
  - d. Professional development                      (A)      (B)      (C)      (D)      (E)
  - e. Time management skills                      (A)      (B)      (C)      (D)      (E)
  - f. Judgment                      (A)      (B)      (C)      (D)      (E)
  - g. Discipline                      (A)      (B)      (C)      (D)      (E)
  - h. The link between theory and practice                      (A)      (B)      (C)      (D)      (E)

10. What are the best aspects of your program?

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11. What aspects of your program could be improved?

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You may use additional sheets for questions 10 & 11 if needed.



## 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 your situation at your department?**

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

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

14. Whether the department is utilizing your experience and knowledge

A                      B                      C                      D                      E

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

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

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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:

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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. (To be filled by the Director Postgraduate Studies/HoD).

<b>1</b>	<b>General Information</b>	
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	
1.5	Number of Computers available per Ph.D. student	
1.6	Total Internet Bandwidth available to all the students in the Department.	
<b>2</b>	<b>Faculty Resources:</b>	
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.	
<b>3</b>	<b>Research Output:</b>	
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 organization	
3.4	Number of post-graduate students in the department holding scholarships / fellowships.	
3.5	Total Research Funds available to the Department form all sources.	
3.6	Number of active international linkages involving exchange of researchers / faculty etc. ( Attach Details )	

<b>4</b>	<b>Student Information:</b>	
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. student currently enrolled in the department.	
4.3	Ratio of number of students accepted to total number of applicants for Ph.D. Program.	
<b>5</b>	<b>Program Information</b>	
5.1	Entrance requirements into Ph.D. Program (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	
	a. 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?	
<b>6</b>	<b>Additional Information</b>	
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

### 1. Knowledge

- |  |     |     |     |     |
|--|-----|-----|-----|-----|
| 1. Humanities and professional discipline, ( if applicable ) | (A) | (B) | (C) | (D) |
| (E)  |     |     |     |     |
| 2. Problem formulation and solving skills                    | (A) | (B) | (C) | (D) |
| (E)  |     |     |     |     |
| 3. Collecting and analyzing appropriate data                 | (A) | (B) | (C) | (D) |
| (E)  |     |     |     |     |
| 4. Ability to link theory to practice.                       | (A) | (B) | (C) | (D) |
| (E)  |     |     |     |     |
| 5. Ability to design a system component of process           | (A) | (B) | (C) | (D) |
| (E)  |     |     |     |     |
| 6. IT Knowledge  | (A) | (B) | (C) | (D) |
| (E)  |     |     |     |     |

### 2. Communications Skills

- |                       |     |     |     |     |
|-----------------------|-----|-----|-----|-----|
| 1. Oral communication | (A) | (B) | (C) | (D) |
| (E)                   |     |     |     |     |
| 2. Report writing     | (A) | (B) | (C) | (D) |
| (E)                   |     |     |     |     |
| 3. Presentation       | (A) | (B) | (C) | (D) |
| (E)                   |     |     |     |     |

### 3. Interpersonal Skills

1. Ability to work in teams.
2. Ability to work in arduous / Challenging situation
3. Independent thinking
4. Appreciation of ethical Values

### 4. Management / Leadership Skills

1. Resource and Time management skills
2. Judgment
3. Discipline

### 5. 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 )

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### 6. Career Opportunities

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**7. Department Status**

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|----|--------------------------------------|-----|-----|-----|-----|
| 1. | Infrastructure<br>(E)                | (A) | (B) | (C) | (D) |
| 2. | Faculty<br>(E)                       | (A) | (B) | (C) | (D) |
| 3. | Repute at National level<br>(E)      | (A) | (B) | (C) | (D) |
| 4. | Repute at international level<br>(E) | (A) | (B) | (C) | (D) |

**8. 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 HoD/Sectional Head – after the completion of each academic year)



The purpose of this survey is to obtain HOD/Sectional Head input on the quality of education. QEC require assessing the quality of the academic program. The survey is with regard to University graduates employed at your section. We seek your help in completing this survey

Name of Employee: \_\_\_\_\_ Designation \_\_\_\_\_

	<b>A: Excellent</b>	<b>B: Very good</b>	<b>C: Good</b>	<b>D: Fair</b>	<b>E: Poor</b>
<b>I. Knowledge:</b>					
1. Math, Science, Humanities and professional discipline,( if applicable ) (E)			(A)	(B)	(C) (D)
2. Problem formulation and solving skills (E)			(A)	(B)	(C) (D)
3. Collecting and analyzing appropriate data (E)			(A)	(B)	(C) (D)
4. Ability to link theory to Practice (E)			(A)	(B)	(C) (D)
5. Ability to design a system component or process (E)			(A)	(B)	(C) (D)
6. Computer knowledge. (E)			(A)	(B)	(C) (D)
<b>II. Communication Skills:</b>					
1. Oral communication (E)			(A)	(B)	(C) (D)
2. Report writing (E)			(A)	(B)	(C) (D)
3. Presentation skills (E)			(A)	(B)	(C) (D)
<b>III. Interpersonal Skills:</b>					
1. Ability to work in teams (E)			(A)	(B)	(C) (D)
2. Leadership (E)			(A)	(B)	(C) (D)
3. Independent thinking (E)			(A)	(B)	(C) (D)
4. Motivation (E)			(A)	(B)	(C) (D)
5. Reliability (E)			(A)	(B)	(C) (D)
6. Appreciation of ethical values (E)			(A)	(B)	(C) (D)
<b>IV. Work skills:</b>					
1. Time management skills (E)			(A)	(B)	(C) (D)

- 2. Judgment (A) (B) (C) (D)  
(E)
- 3. discipline (A) (B) (C) (D)  
(E)

**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?

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**VI. Information about Organization:**

1. Department/Section Name

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2. Type of job

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3. Number of Graduates ( specify the program ) in your department/Section:

HoD/Chairman Signature \_\_\_\_\_ Stamp

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## Proforma No-09 Faculty Resume



Name			
Personal	Department: Date of Appointment: Email Address: Contact No :		
Experience	Designation	Institute	No. of Years
Honor and Awards	List honors or awards for scholarship or professional activity.		
Memberships			
Post Graduate Students			
Undergraduate Students			
Honour Students			
Service Activity			

Brief Statement of Research Interest	May be as brief as a sentence or contain additional details up to one page in length.
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Publications	<p>List publications in standard bibliographic format with earliest date first.</p> <ul style="list-style-type: none"> <li>○ Manuscripts accepted for publication should be included under appropriate category as “ in press;”</li> <li>○ Segment the list under the following standard headings:</li> </ul> <ul style="list-style-type: none"> <li>● Articles published by refereed journals.</li> <li>● Books.</li> <li>● Scholarly and / or creative activity published through a refereed electronic venue.</li> <li>● Contribution to edited volumes.</li> <li>● Papers published in refereed conference proceedings.</li> <li>● Paper or extended abstracts published in conference proceedings. ( refereed on the basis of abstract )</li> <li>● Articles appearing in in-house organs.</li> <li>●</li> </ul>
Research grants and Contracts.	<p style="text-align: center;">Entries should include:</p> <p style="text-align: center;">Date    Title    Agency / Organization</p>

	<p>Total Award Amount</p> <p>Segment the list under following headings:</p> <ul style="list-style-type: none"><li>• Completed</li><li>• Funded and in progress</li><li>• In review</li></ul>
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 student)



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

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

Comments:

Instructor: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Course: \_\_\_\_\_

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