



Instructions: Please sign every page of the Proforma.

QUESTIONNAIRE FOR ASSESSMENT TEAM

Department of _____

Assessment Team _____

Note: Total assessment score is 100. Following criteria will be applied to rank a program/department:

Score	Position
91-100	Outstanding
81-90	Excellent
66-80	Good
50-65	Satisfactory
Less than 50	Poor

I. PROGRAM MISSION, OBJECTIVES AND OUTCOMES (10)

1. Has the department documented program mission?

- (1) No (2) Incomplete (3) Satisfactory (4) Complete

2. Has the department documented program objectives?

- (1) No (2) Incomplete (3) Satisfactory (4) Complete & Comprehensive

3. Has the department documented program vision?

- (1) No (2) Incomplete (3) Satisfactory (4) Explicit

4. Has the department documented program outcomes?

- (1) No (2) Incomplete (3) Satisfactory (4) Excellent outcome

5. How many steps department has taken to fulfill program mission?

- (1) None (2) Very few (3) Some (4) Many

6. How many steps department has taken to fulfill program objectives?

- (1) None (2) Very few (3) Some (4) Many

7. How many steps the department has taken to achieve program targeted outcomes?

- (1) None (2) Very few (3) Some (4) Many

8. Has the department its own assessment method?

- (1) No (2) Partly developed (3) Fair (4) Well established

9. Are all the faculty members aware of program vision and mission?

- (1) None (2) Some (3) Mostly (4) All

10. Are all the faculty members aware of program objectives and outcomes?

- (1) None (2) Some (3) Mostly (4) All

II. CURRICULUM DESIGN AND ORGANIZATION

(10)

1. When the curriculum was last revised?

- (1) Four years ago (2) Three years ago (3) Two years ago (4) One year ago

2. Is the curriculum approved by HEC?

- (1) No (2) Yes, for very few courses (3) Yes, for some courses (4) Completely HEC-approved

3. Is the curriculum designed and organized to achieve the program objectives?

- (1) No (2) To some extent (3) Fairly designed (4) Well organized

4. Are the advances in the discipline included in the curriculum?

- (1) No (2) To some extent (3) Fairly included (4) Maximum

III. LABORATORIES AND COMPUTING FACILITIES

(15)

1. How many teaching laboratories are in the department?

- (1) None (2) one (3) Two to three (4) More than three

2. How many research labs are in the department?

- (1) None (2) one (3) Two to three (4) More than three

3. How many laboratories are not fully furnished?

- (1) Three or more (2) Two (3) one (4) None

4. How many scientific instruments are not functional?

- (1) Six or more (2) Three to Five (3) One to Three (4) None

5. Are the computing facilities available for faculty members?

- (1) No (2) To some faculty (3) To more faculty (4) Available to all

6. Are the laboratory facilities adequate for students?

- (1) No (2) To some extent (3) Fair (4) Adequate

7. Are the computing facilities adequate and available for students?

- (1) No (2) To some students (3) To most students (4) Available to all

8. How many computers are available for 10 students?

- (1) None (2) One (3) Two to three (4) Four or more

9. Is Internet facility available for the students?

- (1) No (2) To some students (3) To most students (4) Available to all

10. Is there adequate support personnel for instructions and maintenance of the laboratories?

- (1) Not at all (2) Very few (3) Some (4) Adequate number

11. Are laboratory manuals/documentation/instructions for experiments available and readily accessible to faculty and students?

- (1) No (2) Yes, but not satisfactory (3) Satisfactory (4) Available to all

12. Are the support staff and faculty aware of the safety rules and laboratory ethics?

- (1) Not at all (2) Very few (3) Some (4) All

13. Do all the laboratories possess fire extinguishers and other safety measures?

- (1) None (2) Very few (3) Some (4) All

14. How many computer experts are in the department?

- (1) None (2) One (3) Two (4) Three or more

15. Is there any well qualified maintenance engineer in the department?

- (1) No (2) Yes, but poor qualifications (3) Yes, qualifications up to the mark (4) Yes, highly qualified

IV. STUDENT SUPPORT AND ADVISING

(5)

1. Are the faculty members available after the lecture time to advise or guide students?

(1) No (2) Very few (3) Some (4) All available

2. Does the department provide guidance to all the students on how to complete the program, to make course decisions and career choices?

(1) No (2) Very few (3) To some (4) Adequate for all the students

3. Does the department provide help find jobs for their graduates?

(1) No (2) Very few (3) To some (4) Full support

4. Does the department extend extra-curricular and co-curricular activities to students?

(1) No (2) To some extent (3) Fair (4) To great extent

V. PROCESS CONTROL

(5)

1. Is the process by which students are admitted to the program based on quantitative and qualitative criteria and clearly documented?

(1) Not at all (2) Not well developed (3) Fairly developed (4) Explicit

2. Is there a process of recruiting and retaining highly qualified faculty members in place and clearly documented?

(1) Not at all (2) Not well developed (3) Fairly developed (4) Well defined

3. How frequently the admission criteria are evaluated and evaluation results used to improve the process?

(1) None (2) after 5 years (3) after 3 Years (4) After 2 years

4. Is there any process to ensure that teaching and delivery of course material to the students emphasize active learning? Are the course learning outcomes met?

(1) No (2) Yes, but not satisfactory (3) Satisfactory (4) Well defined process

VI. FACULTY

(25)

1. How many faculty members are Post-Doctorates?

(1) None (2) One (3) Two (4) Three or more

2. How many faculty members are Ph.D.'s?

(1) None (2) 25-50 % of faculty (3) 51-75 % of faculty (4) 76-100 %

3. How many faculty members have earned international / national / institutional awards?

(1) None (2) One (3) Two (4) Three or more

4. How many faculty members have earned international / national / institutional fellowship?

(1) None (2) One (3) Two (4) Three or more

5. Has the department produced any patent / variety etc.?

(1) None (2) One (3) Two (4) Three or more

6. How many credit hours per week a teacher teaches?

(1) 3 (2) 6 (3) 9 (4) More than 9

7. What is average number of students for a teacher?

(1) Less than 10 (2) More than 10 (3) More than 20 (4) More than 30

8. How many teachers are enrolled in Ph.D.?

(1) None (2) 1 (3) 2 (4) 3 or more

9. How many students are enrolled in M. Phil. / M.S. / M. Sc. (Hons.)?

(1) None (2) 1-3 (3) 3-5 (4) > 6

10. How many students are enrolled in M. Sc. / B.Sc. (Hons.) major?

(1) None (2) Up to 10 (3) Up to 20 (4) Over 20

11. How many research papers were published in HEC recognized journals during the last academic year?

(1) None (2) Up to 10 (3) Up to 20 (4) More than 20

12. How many books were written /published by the faculty during the last academic year?

(1) None (2) One (3) Two (4) 3 or more

13. How many book chapters were written by the faculty during the last academic year?

(1) None (2) Up to 3 (3) Up to 6 (4) More than 6

14. How many conferences, workshops or symposia were conducted by the department during the last academic year?

(1) None (2) One (3) Two (4) 3 or more

15. How many teachers have participated in national conferences / symposia / workshops during the last academic year?

(1) None (2) Up to 3 (3) Up to 6 (4) > 6

16. How many teachers have participated in International conferences / symposia / workshops during the last academic year?

(1) None (2) One (3) Two (4) 3 or more

17. How many teachers have been invited as resource persons / speakers by other universities / institutes during the last academic year?

(1) None (2) One (3) Two (4) 3 or more

18. Have all faculty members prepared their resume in line with HEC guidelines?

(1) None (2) Some (3) More than half (4) All

19. Are the faculty members current and active in their discipline and have they necessary technical depth and breadth to support the program?

(1) None (2) Some members (3) More than half (4) All

20. Are there enough faculty members to provide continuity and stability to cover the curriculum adequately and effectively?

(1) No (2) Very few (3) Fair number (4) Enough number

VII. INSTITUTIONAL FACILITIES (10)

1. Are there enough number of classrooms in the department?

(1) No (2) Very few (3) Some (4) Enough

2. Are classrooms well furnished?

(1) No (2) To some extent (3) Fair (4) Well furnished

3. Is there audio-visual facility available in each classroom?

(1) No (2) Yes, but incomplete (3) Fair (4) Fully available

4. Are there enough number of offices in the department for teachers and office work?

(1) No (2) Very few (3) Some (4) Adequate

5. Is there seminar /conference room in the department and is it fully furnished?

(1) No (2) Yes, poorly furnished (3) Yes, fairly furnished (4) Yes, well furnished

VIII. INSTITUTIONAL SUPPORT

(10)

1. Is the department satisfied with the grant it receives from the university?

(1) Not satisfied (2) Satisfied to some extent (3) Fairly satisfied (4) Fully satisfied

2. Does the department receive grant from other organizations and is it enough for the smooth running of the department/institute.?

(1) No (2) Yes, not sufficient (3) Yes, fair amount (4) Yes, enough amount

3. How much annual grant it receives?

(1) Less than 0.5 million (2) Up to 1 million (3) Up to 2 million (4) More than 2 million

4. Is there any incentive / package for retaining high caliber faculty?

(1) No (2) Yes, to some extent (3) Yes, fair (4) Very good

5. How much is being spent on maintaining the libraries, laboratories and computing facilities?

(1) Nothing (2) To some extent (3) Fair amount (4) Adequate amount

IX. RESEARCH PROJECTS (Only R & D Projects)

(10)

1. On-going Research Projects

(Write Exact Number, 1 mark for each project)

2. Completed Research Projects during the last academic year

(Write Exact Number, 1 mark for each project)

3. Projects submitted for funding during the last academic year

(Write Exact Number, 0.5 marks for each project)

