

GDC
Quality Enhancement Cell

Check list for Assessment Team

Department Name: _____ Date of Visit: _____

Name of AT Members: (1) _____ (2) _____

I. PROGRAM MISSION, OBJECTIVE AND OUTCOMES

1. Has the department documented program vision?

(1) Yes/clearly (2) Incompletely/vaguely (3) No

2. Has the department documented program mission?

(1) Yes/clearly (2) Incompletely/vaguely (3) No

3. Has the department documented program objective?

(1) Yes/clearly (2) Incompletely/vaguely (3) No

4. Has the department documented program outcomes?

(1) Yes/clearly (2) Incompletely/vaguely (3) No

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

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

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

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

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

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

8. How many significant future plans have been devised for the development of the programme?

(1) None (2) Very few (3) None

9. Does the department have its own assessment method?

(1) Yes, Well established (2) Yes, but not well established (3) Not at all

10. How many faculty members are aware of program vision and mission?

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

11. How many faculty members are aware of program objective and outcome?

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

12. How many students are satisfied with the courses being taught at the institute?

(1) 25% (2) 50% (3) 75% (4) above 75%

II. CURRICULUM DESIGN AND ORGANIZATION

1. When was the curriculum last revised?

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

2. Is the curriculum approved by PMDC?

- (1) No (2) Yes, in some subjects (3) Completely HEC- approved

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

- (1) No (2) To some extent (3) Yes

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

- (1) No (2) To some extent (3) Yes

5. How many courses meet programme objectives?

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

6. How much does the curriculum satisfy the core requirements for the programme as specified by the respective accreditation body?

- (1) 25% (2) 50% (3) 75% (4) above 75%

7. How much does the curriculum satisfy the general education, arts and professional and other discipline requirements for the programme as specified by the respective accreditation body?

- (1) 25% (2) 50% (3) 75% (4) above 75%

8. How many IT courses are included in the programme?

- (1) None (2) Only One (3) Two Courses (4) More than Two courses

9. What is the duration of IT courses being taught?

- (1) One semester (2) Two semesters (3) More than Two Semesters (4) Any other. Please specify _____.

10. What is the level of students' performance in IT skills?

- (1) Very good (2) Good (3) Average (4) Poor

11. How many courses are included to develop oral and written communication skills of students?

- (1) None (2) Only One (3) Two Courses (4) More than Two courses

12. What is the duration of communication skills courses being taught?

- (1) One semester (2) Two semesters (3) More than Two Semesters (4) Any other. Please specify _____.

13. What is the level of students' language proficiency?

- (1) Very good (2) Good (3) Average (4) Poor

III. LABORATORIES AND COMPUTING FACILITIES

1. How many laboratories are there in the department?

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

2. What is the over all condition of labs?

- (1) Very well organized (2) Poorly organized (3) Very well equipped
(4) Poorly equipped

3. How many laboratories are not fully furnished?

- (1) More than three (2) Three to Five (3) One to Three (4) None
Please name them as well. _____.

4. How many scientific instruments are not functional?

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

Please List them: _____, _____, _____

5. Are the computing facilities available for faculty members?

- (1) No (2) To some extent (3) Yes, Available to all

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

- (1) No (2) To some extent (3) Yes, Available to all

7. Is Internet facility available for the students?

- (1) No (2) Available but not for all (3) Yes. Available to all

8. Do the computing facilities support the computing component of the programme?

- (1) 25% (2) 50% (3) 75% (4) above 75%

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

- (1) Yes (2) To some extent (3) Not at all

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

- (1) No (2) Available but only for faculty (3) Yes, Available to all

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

- (1) Yes, very well (2) To some extent (3) Not at all

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

- (1) Yes, all (2) Yes, but few (3) Not at all

13. How many computer experts are in the department?

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

IV. STUDENT SUPPORT AND ADVISING

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

- (1) Yes, Always (2) Some time (3) Never

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

- (1) Yes (2) To some extent (3) No

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

- (1) No (2) To some extent (3) To a great extent

4. How often required courses are offered?

- (1) Once a year (2) Every Semester

5. How often elective courses are offered?

- (1) Once a year (2) Every Semester

6. Do students have access to professional counseling when necessary?

- (1) Yes, All the time (2) Rarely (3) Not at all

V. PROCESS CONTROL

1. When was the last admission criteria revised?

- (1) Last year (2) Two years back (3) More than five years back

VI. FACULTY

1. How many faculty members are Post-doctorate?

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

2. How many faculty members are PhD?

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

3. How many faculty members are MS/M. Phil?

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

4. How many faculty members are FCPS or Equivalent?

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

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

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

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

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

7. Is the teaching load adequate on faculty?

- (1) Yes (2) Some what (3) Not at all.

8. How many research papers have been published by the faculty in recognized journals?

- (1) None (2) Up to 5 (3) Up to 10 (4) More than 10

9. How many books chapters have been written by the faculty?

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

10. How many conferences, workshop or symposia have been conducted by the department?

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

11. How many teachers have participated in conferences / symposia / workshops?

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

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

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

13. 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

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

- (1) Yes (2) To some extent (3) No

15. Are There any existing faculty development Programmes at the departmental/ university level?

- (1) Yes (2) No

16. How often faculty Programmes are evaluated?

- (1) On yearly Basis (2) After the completion of each programme (3) After 2-3 years

17. How many faculty members are satisfied with their jobs?

- 1) 25% (2) 50% (3) 75% (4) above 75%

VII. INSTITUTIONAL FACILITIES

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

- (1) No (2) To some extent (3) Yes

2. Are classrooms well furnished?

- (1) No (2) To some extent (3) Well furnished

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

- (1) No (2) Yes (3) To some extent.

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

- (1) No (2) Yes (3) To some extent

5. Is there any seminar / conference room in the department?

- (1) No (2) Yes

6. Is there enough number of books in the relevant subjects in the library?

- (1) No (2) Yes

7. Are books easily available for all students and faculty?

- (1) Yes, Always (2) Some time (3) Never

8. Is the library staff professional and supportive?

- (1) Yes, Always (2) Yes but Occasionally (3) Not at all

VIII. INSTITUTIONAL SUPPORT

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

1) Yes, (2) To some extent (3) Not at all

2. Does the department receive grant from other organizations?

1) No (2) Yes

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

1) No (2) Yes (3) To some extent

**IX. Your over all comments about the performance of the department / college
(Please use separate sheet / back of the sheet if required)**

**X. Areas for improvements identified by you:
(Please use separate sheet / back of the sheet if required)**
