**Shaheed Benazir Bhutto Women University**

**Quality Enhancement Cell**

**Phone/ Fax: 9213507**



Assessment Team Report

OF

Program: **\_\_\_\_\_\_\_\_\_\_\_\_**

Department: **\_\_\_\_\_\_\_\_\_\_\_\_**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**At Members**

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| **S.No** | **Name** | **Designation** | **Signature** |
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 FRONTIER WOMEN UNIVERSITY

 **QUALITY ENHANCEMENT CELL**

 PHONE/FAX: +9213507

Key areas of each criterion are to be scored normally by considering the approach taken by the university and the results achieved. Maximum score for each item is 5 and the minimum is 1. The visiting team is required to award the score by encircling one of the entries against each item. The total of the encircled values (TV) for each criterion will be determined and normalized in percentages. Each criterion has a weight allocated to it. Scores pertaining to a particular criterion will be the product of TV and its weight age. Following are the guidelines to be used to awarding score to each key area.

|  |  |
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| Results | Score |
| Poor performance in most of the areas. | 1 |
| Fair performance in most of areas. | 2 |
| Good performance for most areas.No poor performance in any areas. | 3 |
| Good to excellent performance in all areas. | 4 |
| Excellent performance in all areas. | 5 |

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| **Criterion 1- Program Mission, Objectives and Outcomes**  |  **Weight = 5** |  **Remarks** |
| **Standard 1.1** | **Score** |  |
| **1.** Does the Program have documented measurable objectives that support faculty/college and institution mission statements? |  5 4 3 2 1 |  |
| **2**. Does the Program have documented outcomes for graduating students? |  5 4 3 2 1 |  |
| **3**. Do these outcomes support the program objectives? |  5 4 3 2 1 |  |
| **4**. Are the graduating students capable of performing these outcomes? | 1. 4 3 2 1
 |  |
| 5. Does the department assess its overall performance periodically using quantifiable measures? |  |  |
| **6** Is the result of the Program Assessment Documented? |  5 4 3 2 1 |  |
|   **Score 1 (S1)** = [TV / (No. of Questions \*5 )]\* weight |  |  |
|   **Percentage** |  |  |
| **Criterion 2 – Curriculum Design and Organization** | **Weight = 20** |  |
| **Factors** | **Score** |  |
| **1**. Is the curriculum consistent? | 5 4 3 2 1 |  |
| **2**. Does the curriculum support the program’s Documented objectives? | 5 4 3 2 1 |  |
| **3**. Are the theoretical background, problem analysis and solution design  stressed within the program’s core material? | 5 4 3 2 1 |  |
| **4**. Does the curriculum satisfy the core requirements laid down by respective  accreditation bodies? (Refer to the Appendix – A of the self Assessment Manual)  | 5 4 3 2 1 |  |
| **5.** Does the curriculum satisfy the major requirements laid down by HEC and  respective councils / accreditation bodies? (Refer to annexure A of the self  Assessment Manual) | 5 4 3 2 1 |  |
| **6**. Does the curriculum satisfy the general education, arts and professional and  other discipline requirements as laid down by the respective accreditation  body / council? | 5 4 3 2 1 |  |
| **7**. Is the information technology component integrated throughout the program? | 5 4 3 2 1 |  |
| **8.** Are oral and written skills of the students developed and applied in program? | 5 4 3 2 1 |  |
|   Total encircled value (TV) |  |  |
|   Score 2 (S2) = [TV / (No. of Questions \*5 )]\* weight |  |  |
| **Percentage** |  |  |

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| **Criterion 3- Laboratories and Computing Facilities**  | **Weight = 10** |  |
| **Factors**  | **Score** |  |
| **1**. Are laboratory manuals / documentation / instructions etc. for experiments  available and readily accessible to faculty and students?  |  5 4 3 2 1 |  |
| **2**. Are there adequate number of Support personnel for instruction and  maintaining the laboratories? |  5 4 3 2 1 |  |
| **3**. Are the University’s infrastructure and facilities adequate to support the  program’s objectives? |  5 4 3 2 1 |  |
|  Total encircled value (TV)  |  |  |
|  **Score 3 (S3)** = [TV / (No. of Questions \*5 )]\* weight |  |  |
| **Percentage** |  |  |
| **Criterion 4 – Student Support and Advising**  |  **Weight = 10** |  |
|  **Factors**  |  **Score** |  |
| **1.** Are the courses being offered in sufficient frequency and number for the  students of complete the program in timely manner? | 5 4 3 2 1 |  |
| **2**. Are the courses in the major area structured to optimize interaction  between the students, faculty and teaching assistants?  | 5 4 3 2 1 |  |
| **3.** Does the University Provides academic advising on course decisions and  career choices for the students? | 5 4 3 2 1 |  |
|  Total encircled value (TV) |  |  |
|  **Score 4 (S4)** = [TV / (No. of Questions \*5 )]\* weight |  |  |
| **Percentage** |  |  |
| **Criterion 5 – Process Control** | **Weight = 15** |  |
| **Factors** |  **Score** |  |
| **1**. I s the process to enroll students to a program based on quantitative and  qualitative criteria?  | 5 4 3 2 1 |  |
| **2**. Is the process above clearly documented and periodically evaluated to ensure  that it is meeting its objectives? | 5 4 3 2 1 |  |
| **3**. Is the process to register students in the program and monitoring their progress documented? | 5 4 3 2 1 |  |
| **4**. Is the process above periodically evaluated to ensure that it is meeting its  objectives? | 5 4 3 2 1 |  |
| **5**. Is the process to recruit and retain faculty in place and documented?  | 5 4 3 2 1 |  |
| **6**. Are the processes for faculty evaluation & promotion consistent with the  institution Mission? | 5 4 3 2 1 |  |
| **7**. Are the processes in 5 and 6 above periodically evaluated to ensure that they are meeting their objectives? | 5 4 3 2 1 |  |
| **8**. Do the processes and procedures ensure that teaching and delivery of  course material emphasizes active learning and that course learning  outcomes are me t? | 5 4 3 2 1 |  |
| **9**. Is the process in 8 above periodically evaluated to ensure that it is meeting its  objectives? | 5 4 3 2 1 |  |
| **10**. Is the process to ensure that graduates have completed the requirements of  the program based on standards and documented procedures? | 5 4 3 2 1 |  |
| **11**. Is the process in 10 above periodically evaluated to ensure that it is meeting  objectives? | 5 4 3 2 1 |  |
|  Total encircled value (TV) |  |  |
|  **Score 5 (S5)** = [TV / (No. of Questions \*5 )]\* weight |  |  |
| **Percentage** |  |  |
| Criterion 6 – Faculty | **Weight = 20** |  |
| **Factors** | **Score** |  |
| **1**. Are there enough full time faculty members to provide adequate coverage of  the program areas / courses with continuity and stability? | 5 4 3 2 1 |  |
| **2.** Are the qualifications and interest of the faculty members sufficient to teach  all the courses, plan modify and update courses and curricula? | 5 4 3 2 1 |  |
| **3**. Do the faculty members possess a level of competence that would be  obtained through graduate work in the discipline?  | 5 4 3 2 1 |  |
| **4.** Do the majority of faculty members hold a PhD degree in their discipline? | 5 4 3 2 1 |  |
| **5**. Do faculty members dedicate sufficient time to research to remain current in  their disciplines? | 5 4 3 2 1 |  |
| **6.** Are there mechanisms in place for faculty development? | 5 4 3 2 1 |  |
| **7**. Are faculty members motivated and satisfied so as to excel in their  profession? | 5 4 3 2 1 |  |
|   Total encircled value (TV)  |  |  |
|   **Score 6 (S6)** = [TV / (No. of Questions \*5 )]\* weight |  |  |
| **Percentage** |  |  |
| Criterion 7 – Institutional Facilities | **Weight = 10** |  |
| **Factors** | **Score** |  |
| **1**. Does the institution have infrastructure to support new trends such as e-  learning? | 5 4 3 2 1 |  |
| **2**. Does the library contain technical collection relevant to the program and it is adequately staffed? | 5 4 3 2 1 |  |
| **3**. Are the teaching rooms and offices adequately equipped and capable of helping  Faculty carry out their responsibilities? | 5 4 3 2 1 |  |
|  Total encircled value (TV) |  |  |
|  **Score 7 (S7)** = [TV / (No. of Questions \*5 )]\*weight **Percentage** |  |  |
| Criterion 8 – Institutional Support | **Weight = 10** |  |
| **factors** | **Score** |  |
| **1**. Is there sufficient support and finances to attract and retain high quality  faculty? | 5 4 3 2 1 |  |
| **2**. Are there an adequate number of high quality graduate students, teaching assistants and PhD Students? | 5 4 3 2 1 |  |
|   Total encircled value (TV) |  |  |
|   **Score 8 (S8)** = [TV / (No. of Questions \*5 )]\* weight |  |  |
| **Percentage** |  |  |

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|  | **S1****5** | **S2****20** | **S3****10** | **S4****10** | **S5****15** | **S6****20** | **S7****10** | **S8****10** |
| **Score on each Criterion** |  |  |  |  |  |  |  |  |
| **Percentage of Scores on each Criterion**  |  |  |  |  |  |  |  |  |
| **Overall Assessment Score** |  |

The AT had the following observations:

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 **EXIT MEETING**

Attended By:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minutes of the meeting:**

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 Convener Secretary