

Criteria Referenced Self-Assessment (Rubrik)

Degree Program Name _____

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

Please Mark the relevant number:

Criterion 1 – Program Mission, Objectives and Outcomes		Weight = 0.05				
Factors	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 graduation 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?	5	4	3	2	1	
5. Does the department assess its overall performance periodically using quantifiable measures?	5	4	3	2	1	
6. Is the result of the Program Assessment documented?	5	4	3	2	1	
Total Encircled Value (TV)						
Score 1 (S1) = [TV/(No. of Questions *5)] *100 *Weight						

Criterion 2 – Curriculum Design and Organization		Weight = 0.20				
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 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 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 the respective councils / accreditation bodies? (refer to appendix 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 / councils? (refer to appendix A of the Self Assessment manual)	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 the program?	5	4	3	2	1	
Total Encircled Value (TV)						
SCORE 2 (S2) = [TV/(No. of Questions *5)] *100 *Weight						

Criterion 3 – Laboratories and Computing Facilities		Weight = 0.10				
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)] *100 *Weight						

Criterion 4 – Student Support and Advising		Weight = 0.10				
Factors	Score					
1. Are the courses being offered in sufficient frequency and number for the students to complete the program in a 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 provide academic advising on course decisions and career choices to all students?	5	4	3	2	1	
Total Encircled Value (TV)						
SCORE 4 (S4) = [TV/(No. of Questions *5)] *100 *Weight						

Criterion 5 – Process Control		Weight = 0.15				
Factors		Score				
1.	Is 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 and 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 emphasize active learning and that course learning outcomes are met?	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 its objectives?	5	4	3	2	1
		Total Encircled Value (TV)				
SCORE 5 (S5) = [TV/(No. of Questions *5)] *100 *Weight						

Criterion 6 – Faculty		Weight = 0.20				
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 interests of faculty members sufficient to teach all 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 PH.D 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)] *100 *Weight						

Criterion 7 – Institutional Facilities		Weight = 0.10				
Factors		Score				
1.	Does the institution have the 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 is it adequately staffed?	5	4	3	2	1
3.	Are the class 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)] *100 *Weight						

Criterion 8 – Institutional Support		Weight = 0.10				
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 Ph.D student?	5	4	3	2	1
		Total Encircled Value (TV)				
SCORE 8 (S8) = [TV/(No. of Questions *5)] *100 *Weight						

OVERALL ASSESSMENT SCORE = S1 + S2 + S3 + S4 + S5 + S6 + S7 + S8 = Total

Check list for Assessment Team

Department Name: _____ Date of Visit: _____

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

(3) _____ (4) _____

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 program?

(1) None (2) Few (3) Many

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%

13. What is the level of faculty and students' satisfaction regarding department's administrative services?

(1) Very Good (2) Good (3) Satisfactory (4) Poor

II. CURRICULUM DESIGN AND ORGANIZATION - 2 -

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 HEC?

(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 program objectives?

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

6. How much does the curriculum satisfy the core requirements for the program 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, professional and other discipline requirements for the program as specified by the respective accreditation body?

(1) 25% (2) 50% (3) 75% (4) above 75% (5) N/A

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

(1) N/A (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) N/A

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

(1) Very good (2) Good (3) Average (4) Poor (5) N/A

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

(1) N/A (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) N/A

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? -3-

(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 program?

(1) 25% (2) 50% (3) 75% (4) above 75% (5) N/A

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? -4-

(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 much faculty members are Post-doctorate? (_____)

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

2. How much faculty members are PhD? (_____)

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

3. How much 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) N/A (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 - 5 -

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. Is there any existing faculty development Program at the departmental/ university level?

(1) Yes (2) No

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

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

VII. INSTITUTIONAL FACILITIES

1. Is 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 - 6 -

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)
