## Employer Survey

The purpose of this survey is to obtain employers' input on the quality of education the university (name of the university) is providing and to assess the quality of the academic program. The survey is with regard to the university graduates employed at your organization. We seek your help in completing this survey.

A: Excellent        B: Very good        C: Good        D: Fair        E: Poor

**I        * Knowledge**

| | | | | | | |
|---|---|---|---|---|---|---|
| **1.** | Math, Science and Engineering Skills | (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 or process | (A) | (B) | (C) | (D) | (E) |
| **6.** | Computer knowledge | (A) | (B) | (C) | (D) | (E) |

**II.    Communication Skills**

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

**III    Interpersonal Skills**

| | | | | | | |
|---|---|---|---|---|---|---|
| **1.** | Ability to work in teams | (A) | (B) | (C) | (D) | (E) |
| **2.** | Leadership | (A) | (B) | (C) | (D) | (E) |
| **3.** | Independent thinking | (A) | (B) | (C) | (D) | (E) |
| **4.** | Motivation | (A) | (B) | (C) | (D) | (E) |
| **5.** | Reliability | (A) | (B) | (C) | (D) | (E) |
| **6.** | Appreciation of ethical values | (A) | (B) | (C) | (D) | (E) |

**IV    Work Skills**

| | | | | | | |
|---|---|---|---|---|---|---|
| 1. | Time management skills | (A) | (B) | (C) | (D) | (E) |
| 2. | Judgment | (A) | (B) | (C) | (D) | (E) |
| 3. | Discipline | (A) | (B) | (C) | (D) | (E) |

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* Can be modified to suit the particulars of the discipline

**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?

_____
_____
_____
_____
_____

**VI**    **Information About Organization**

1.    Organization Name _____

2.    Type of Business    _____

3.    Number of  Graduates (specify the program) in your  organization:

# Alumni Survey

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 the university (name of the 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

## I  Knowledge

| | | | | | |
|---|---|---|---|---|---|
| 1. Math, Science and Engineering Skills | (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 or process | (A) | (B) | (C) | (D) | (E) |
| 6. Computer knowledge | (A) | (B) | (C) | (D) | (E) |

## II  Communication Skills

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

## III  Interpersonal Skills

| | | | | | |
|---|---|---|---|---|---|
| 1. Ability to work in teams | (A) | (B) | (C) | (D) | (E) |
| 2. Independent thinking | (A) | (B) | (C) | (D) | (E) |
| 3. Appreciation of ethical values | (A) | (B) | (C) | (D) | (E) |
| 4. Professional development | (A) | (B) | (C) | (D) | (E) |

## IV  Work Skills

| | | | | | |
|---|---|---|---|---|---|
| 1. Time management skills | (A) | (B) | (C) | (D) | (E) |
| 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. (New courses that you would recommend and courses that you did not gain much from)

_____

_____

_____

_____

_____

## VI    Alumni Information

1. Name  (Optional) _____

2. Name of organization— _____

3. Position in organization: _____

4. Year of graduation: _____

# Survey of Graduating Students

The survey seeks graduating students' input on the quality of education they received in their program and the level of preparation they had at the university. The purpose of this survey is to assess the quality of the academic programs. We seek your help in completing this survey.

A : Strongly agree          B: agree     C: disagree     D: Strongly disagree

1. The work in the program is too heavy and induces a lot of pressure.

   A                    B                    C                    D

2. The program is effective in enhancing team- working abilities.

   A                    B                    C                    D

3. The program administration is effective in supporting learning.

   A                    B                    C                    D

4. The program is effective in developing analytic and problem-solving skills.

   A                    B                    C                    D

5. The program is effective in developing independent thinking.

   A                    B                    C                    D

6. The program is effective in developing written communication skills.

   A                    B                    C                    D

7. The program is effective in developing planning abilities.

   A                    B                    C                    D

8. The mathematical content of the program is adequate for pursuing the advanced courses in the program.

   A                    B                    C                    D

**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?

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

11    What aspects of your program could be improved?

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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

**Faculty Survey**

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 you situation at your department?**

A: Very satisfied     B: Satisfied   C: Neutral   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 from colleagues

   A                B                C                    D                E

6. The mentoring 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 over all climate at the department.

        A                       B               C                       D               E

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

        _____
        _____
        _____
        _____
        _____

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

        _____
        _____
        _____
        _____
        _____

**Information about faculty member.**

1.      Academic rank:

        A:  Professor    B: Associate Prof.        C: Assistant. Professor

        D: Instructor    E: Lecturer

2.      Years of service (in years):

        A: 1-5                   B: 6-10             C: 11-15

        D: 16-20                 E: > 20

**Table A.1      Minimum Requirements for Each Program**
(Program Semester Credit hours)

| Program | Math & Basic Science | Engineering Topics | General Education | Others |
|---------|----------------------|--------------------|--------------------|--------|
|         |                      |                    |                    |        |
|         |                      |                    |                    |        |

- HEC requirements

- Program Requirements

- Deviations

- Justifications for Deviations

**Table A.2    Assessment Results Implementation Plan Summary**

| AT Finding | Corrective Action | Implementation Date | Responsible Body | Resources Needed |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 7. | | | | |
| 8. | | | | |

Chairman's Comments


Name and Signature

Dean's Comments


Name and Signature

QEC Comments


Name and Signature

# Sample of a Matrix Relating
# Program Outcomes
# to
# Program Objectives

**Program Title:** ..........................................................................................

| Program learning outcomes | Program objectives | | | | |
|---|---|---|---|---|---|
| | **Skills in critical thinking, problem solving and communication** | **Initiate and manage change** | **Understand professional ethics and responsibility** | **Employ I. S. Technology** | **Enable organizations to make optimal decision** |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Use up to date tools | | | | | |
| Life long learning | | | | | |
| Professional ethics and responsibility | | | | | |

**Notes:-**

1. Knowledge, understanding, skills and other attributes a student is required to have developed on completing the program be included under Program Learning Outcomes.

2. Program objectives as achieved by the students on completing the program are to beshown by marking 'x'.

# Rubric Evaluation of SAR

| Criterion 1 - Program Mission, Objectives and Outcomes | Weight = 0.05 | | | | |
|---|---|---|---|---|---|
| | Score | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| Does the program have documented outcomes for graduating students? | | | | | |
| Do these outcomes support the program objectives? | | | | | |
| Are the graduating students capable of performing these outcomes? | | | | | |
| Does the department assess its overall performance periodically using quantifiable measures? | | | | | |
| Is the result of the program assessment documented? | | | | | |
| Total Encircled Value (TV) | | | | | |
| Score 1 (S1) = {TV / (No. of Questions * 5 )} * 100 * Weight | 5.00 | | | | |

| Criterion 2 - Curriculum Design and Organization | Weight = 0.20 | | | | |
|---|---|---|---|---|---|
| | Score | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| Is the curriculum consistent? | | | | | |
| Does the curriculum support the program's documented objectives? | | | | | |
| Are theoretical background, problem analysis and solution design stressed within the program's core material | | | | | |
| Does the curriculum satisfy the core requirements laid down by respective accreditation bodies? (Refer to appendix A of the Self-Assessment Report Manual) | | | | | |
| Does the curriculum satisfy the major requirements laid | | | | | |

| down by HEC and the respective councils / accreditation bodies? (Refer to appendix A of Self-Assessment Manual) | | | | | |
|---|---|---|---|---|---|
| Does the curriculum satisfy the general education, arts and professional and other discipline requirements as laid down by the respective body / councils? (Refer to appendix A of Self Assessment Manual) | | | | | |
| Is the information technology component integrated throughout the program? | | | | | |
| Are oral and written skills of the students developed and applied in the program? | | | | | |
| Total Encircled Value (TV) | | | | | |
| **Score 2 (S2) = {TV / (No. of Questions * 5)} * 100 * Weight** | **20.00** | | | | |

| | Weight = 0.10 | | | | |
|---|---|---|---|---|---|
| | **Score** | | | | |
| **Criterion 3 - Laboratories and Computing Facilities** | **5** | **4** | **3** | **2** | **1** |
| Are laboratory manuals / documentation / instructions etc. for experiments available and ready accessible of faculty and students? | | | | | |
| Are there adequate number of support personnel for instruction and maintaining the laboratories? | | | | | |
| Are the University's infrastructure and facilities adequate to support the program's objectives? | | | | | |
| Total Encircled Value (TV) | | | | | |
| **Score 3 (S3) = {TV / (No. of Questions * 5 )} * 100 * Weight** | **9.33** | | | | |

| Criterion 4 - Student Support and Advising | Weight = 0.10 | | | | |
|---|---|---|---|---|---|
| | Score | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| Are the courses being offered in sufficient frequency and number for the students to complete the program in a timely manner? | | | | | |
| Are the courses in the major area structured to optimize interaction between the students, faculty and teaching assistants? | | | | | |
| Does the University provide academic advising on course decisions and career choices to all students? | | | | | |
| Total Encircled Value (TV) | | | | | |
| Score 4 (S4) = {TV / (No. of Questions * 5 )} * 100 * Weight | 10.00 | | | | |

| Criterion 5 - Process Control | Weight = 0.15 | | | | |
|---|---|---|---|---|---|
| | Score | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| Is the process to enroll students to a program based on quantitative and qualitative criteria? | | | | | |
| Is the process above clearly documented and periodically evaluated to ensure that it is meeting its objectives? | | | | | |
| Is the process to register students in the program and monitoring their progress documented? | | | | | |
| Is the process above periodically evaluated to ensure that it is meeting its objectives? | | | | | |
| Is the process to recruit and retain faculty in place and documented? | | | | | |

| | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|
| Are the processes for faculty evolution & promotion consistent<br><br>with the institution mission? | | | | | |
| Are the processes in 5 and 6 above periodically evaluated to<br><br>ensure that they are meeting their objectives? | | | | | |
| Do the processes and procedures ensure that teaching and<br>delivery of course material emphasize active learning and that course learning outcomes are met? | | | | | |
| Is the process in 8 above periodically evaluated to ensure that it<br><br>is meeting its objectives? | | | | | |
| Is the process to ensure that graduates have completed the<br>requirements of the program based on standards and documented procedures? | | | | | |
| Is the process in 10 above periodically evaluated to ensure that it<br><br>is meeting its objectives? | | | | | |
| Total Encircled Value (TV) | | | | | |
| **Score 5 (S5) = {TV / (No. of Questions * 5 )} * 100 * Weight** | | | 15.00 | | |

| | Weight = 0.20 | | | | |
|---|---|---|---|---|---|
| **Criterion 6 - Faculty** | Score | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| Are there enough full time faculty members to provide adequate coverage of the program areas / courses with continuity and stability? | | | | | |
| Are the qualifications and interests of faculty members sufficient<br>to teach all courses, plan, modify and update courses and curricula? | | | | | |
| Do the faculty members possess a level of competence that<br><br>would be obtained through graduate work in the discipline? | | | | | |

| | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|
| Do the majority of faculty members hold Ph.D. degree in their discipline? | | | | | |
| Do faculty members dedicate sufficient time to research to remain current in their disciplines? | | | | | |
| Are there mechanisms in place for faculty development? | | | | | |
| Are faculty members motivated and satisfied so as to excel in their professions? | | | | | |
| Total Encircled Value (TV) | | | | | |
| **Score 6 (S6) = {TV / (No. of Questions * 5 )} * 100 * Weight** | **19.43** | | | | |
| | | | | | |

| | Weight = 0.10 | | | | |
|---|---|---|---|---|---|
| **Criterion 7 -Institutional Facilities** | **Score** | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| Does the institution have the infrastructure to support new trends such as e- learning? | | | | | |
| Does the library contain technical collection relevant to the program and is it adequately staffed? | | | | | |
| Are the classrooms and offices adequately equipped and capable of helping faculty carry out their responsibilities? | | | | | |
| Total Encircled Value (TV) | | | | | |
| **Score 7 (S7) = {TV / (No. of Questions * 5 )} * 100 * Weight** | **9.33** | | | | |

| Criterion 8 - Institutional Support | Weight = 0.10 | | | | |
|---|---|---|---|---|---|
| | Score | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| Is there sufficient support and finances to attract and retain high quality faculty? | | | | | |
| Are there an adequate number of high-quality graduates students, teaching assistants and Ph.D. students? | | | | | |
| Total Encircled Value (TV) | | | | | |
| Score 8 (S8) = {TV / (No. of Questions * 5)} * 100 * Weight | 10.00 | | | | |

| Overall Assessment Score = S1 + S2 + S3 + S4 + S5 + S6 + S7 + S8 = | |
|---|---|