PERFORMANCE EVALUATION AGAINST STANDARDS

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Mission Statement and Goals

- Q.1 Is there any Mission/Vision statement of the Institution?
  - Annual Report
  - Prospectus
  - PIDE Catalogue
  - Website
  - Any Other Public display notice

- Q. 2. What was the process for development of mission & its periodic review.
  - Members of the Committee/ minutes/ review reports /Any record of mission development approval of Authorities .
  - Any old versions of mission statement in record
  - Any other relevant document

Mission Statement and Goals

- Q. 3. **Is mission shared with in the Institution and with other stakeholders publically?**
  - Advertisement copy/exhibition/catalogue etc.
  - Copy of relevant web page
  - Name of responsible body for public disclosure and feedback on mission
  - Any other document to share mission with faculty, students etc.
- Q. 4. **What is process of integration of mission into goals and activities?**
  - Copy of mission circulation letter to all departments etc
  - Name of the Committee/Body for monitoring on accomplishment of mission/goals.
  - Name of responsible office/body for integration and review of mission
  - Any other related documents

Planning and Evaluation

- Q.1   What is the formal system of planning and evaluation?
  - Copy of the SOPs/Guidelines/Rules etc
  - List of Departments/Committees involved in Planning
  - Any other related documents

- Q. 2.   How the planning is integrated with the goals, achievements and future engagements?
  - Copy of strategic/ financial plans in last two years
  - SOPs for integration of results into planning any other related documents.
  - Planning review reports
  - Event/academic calendar
  - Any other related documents

Planning and Evaluation

- **Q. 3.** **What is process of approval of plans both financial and strategic?**
  - List of Committees/TORs
  - Minutes of the Syndicate/Senate meeting in which strategic/financial plans are approved
  - Copy of strategic and financial plans related Agenda items of Syndicate/Senate
  - Copy of annual budget report
  - Any other related documents
- **Q. 4.** **Whether budget is allocated in accordance with strategic plans?**
  - Annual Balance Sheet/ review reports
  - Minutes of review meetings/ Approval of Syndicate /governing body
  - Budget Allocation formulae
  - Any other related documents

Organization and Governance

- **Q. 1.** **Does the institution have published <u>University Calendar</u> and when published last time?**
  - Handbook
  - Guidelines etc
  - Academic calendar
  - List of university statutory bodies and their TORs
  - University Act
  - Any other relevant document

- **Q. 2.** **As per statutory requirements how many meetings of the governing bodies like Senate/syndicate/BOG held annually?**
  - Copies of Meeting notifications
  - Copy of the statutory requirements document regarding these meetings.
  - Name of the office responsible and system for organizing these meetings
  - SOPs of compliance of minutes & name of responsible office/body
  - Letter of circulation of approved minutes

Organization and Governance

- Q. 3.   **How much percentage of agenda items of statutory body meetings is related with Administrative as compared to academic issues?**
  - Working papers for the meetings within last two years
  - Agenda of the last two meetings
  - Any other related proof for such analysis
  - Minutes compliance report
  - Minutes of the last two meetings

- Q. 4.   **Is there any practice of using emergency powers and how frequently it is used annually?**
  - List of Cases in which emergency power used during last two years.
  - Letter/notifications regarding use of emergency powers in last two years
  - SOPs for use of emergency powers
  - Any other documents related to record of use of emergency powers annually
  - Names of committees/bodies regarding which emergency power was exercised during last two years such as BASR, Academic Council etc

Integrity

- Q. 1.   **Is there any committee for redressing the complaints/ grievances of faculty/employ/students?**
    - Copy of Notification and TORs
    - Name of dealing office/body for addressing grievances
    - Number of complaints/problems attended during last/two years
    - Final decision making body in grievance cases
    - Evidence of communication of decision on grievances
    - Any other related document
- Q. 2.   **Is there any mechanism to safeguard the conflict of interests?**
    - **SOPs for resolving conflicting issues**
    - List of cases which are received and resolved during last two years
    - Name of dealing office/body with conflict of interest situation
    - Review reports of the committees working on these issues
    - Any other related document

Integrity

- Q. 3.   Is there any system for monitoring ethical standards in research/scholarly works?

  - **Notification of implementation of HEC's Plagiarism** Policy/Plagiarism Standing committee
  - Evidence of external evaluation of PhD theses from academically advanced countries

  - Usage report of turnitin anti- plagiarism for last year
  - Any other related document

- Q. 4.   Is there any system of **peer evaluation**/ QA assessment at programme or institutional level?

  - External/peer evaluation accreditation reports
  - No. of self-assessment reports
  - Detail of budget spend on such activities during last two years
  - Any other related document

Faculty

- **Q.1 Does the University has implemented faculty appointment criteria of HEC?**
    - Copy of **Notifications**
    - Minutes of approving statutory bodies
    - Copy of criteria followed
    - Any other related document

- **Q. 2. Whether faculty is qualified to teach HEC approved curricula?**
    - Profile of faculty members
    - Copy of curricula for disciplines taught during previous/current semester/year
    - Meetings held during last two years for reviewing curricula
    - Course files mandatory/obligatory for faculty

    - Percentage of part time faculty

- **Q. 3. Academic Visits/Workshops/Seminars/Video Conferences/Meetings held during a year?**
    - List of Workshops/Seminars, Lectures, Academic Visits attended by faculty in 2 years
    - Papers/reports published by faculty members during last two years
    - List of faculty members participated in academic workshops/conferences etc
    - Any other related documents

- **Q. 4. How many scholarships/training local and foreign are offered to faculty members?**   List of faculty members in foreign countries for higher studies
    - List of faculty members in Pakistan for higher studies
    - List of faculty scholarships/training offered/ availed during last two years
    - Any other related document

Faculty

- **Q. 5. What is the role of faculty in fund raising / research output?**

    List of earned Research projects/research funding generated in last two years

    – Total M. Phil and PhD students produced during last two years

    – Average annual Publications per faculty

- **Q. 6.   What is the faculty selection process?**

    – 1.List of faculty positions advertisements published in the print/electronics media during last two years

    – 2.Notification of adoption of criteria prescribed by HEC for faculty appointment

    – 3.Number of Selection Board meetings & minutes for last two years

    – 4. List of faculty on contract without selection board recommendations

    – Any other related document

- **Q. 7. What is the frequency of meetings of Selection Board (SB)?**

    Meetings held during past/last two years/minutes

    – List of employees promoted during past/last two years

    – TORs of the Selection Board (members/their term etc)

- **Q. 8.What is the system to review/ analyze the level of faculty satisfaction?**

    – Number of Faculty appointed during last two years

    – Number of Faculty resigned/ terminated/ on deputation during last two years

    – Faculty satisfaction survey reports/mechanism/system

    – Any other related document

Students

- **Q.1   Whether admission policies are developed in line with mission and available to stakeholders?**
  – **<u>Prospectus/other print/electronic media advertisement</u>**
  – List of academic programmes offered during last year
  – Evidences of merit lists display through print and electronic media
  – Any other related document
- **Q. 2.   Is there any <u>information displayed regarding recognition/ranking</u> / accreditation status of the Institutions/Programmes**
  – Website Page/ published documents like prospectus reflecting the same
  – Copy of accreditation/ peer review reports if any
  – Accredited status mentioned in advertisements
  – Any other related documents
- **Q. 3.   Is there any system of <u>Graduate assessment/alumni</u>   survey etc.**
  – alumni Contact list/ survey reports
  – Graduate survey reports
  – Student satisfaction survey
  – SOPs for integration of Feedback
  – Any other related documents
- **Q. 4.   Is there any mechanism of maintaining and sharing course files with students and receiving feedback?**
  – Course files
  – Student survey reports
  – Programme/course assessment Survey
  – Faculty assessment by student survey reports
- **Q. 5.   Whether results of <u>examination/assessment of assignments</u> are displayed**
  – List of Examination Results displayed during last two years
  – Percentage of marked Assignments shared with students
  – Percentage of marked examination papers shared with students
  – Any other related documents

Institutional Resources

- **Q. 1.   What is the formal system of planning, utilization of resources and evaluation in the context of mission achievements?**

     1.Copy of the SOPs/Guidelines/Rules for resource allocation and utilization
  – 2.Budget utilization reports/ balance sheets for last two years
  – 3.List of strategic plans discussed/ approved during last two years
  – 4.List of the financial plans discussed/ approved in last two years
  – 5.Minutes of the meeting of the sub-committees/ finance committees etc.

- **Q. 2.   Planning process for utilization of resources**
  – Budget/utilization reports/ annual balance sheet
  – Minutes of the respective committee heads
  – SOPs for resource need assessment under various
  – Any other related documents

- **Q. 3.   Whether resource allocation is meeting requirements of faculty, students and staff and contributing to mission of the institution?**
  – List of representatives in resource allocation committees
  – Minutes of the relevant committees
  – SOPs for allocation of resources
  – Any other related document

Institutional Resources

- Q. 4.　　　　Is there any Master Plan and Life Cycle Management plan of the University infrastructure?
    - Prospectus
    - List of PC-I/PC-IV during last two years
    - Any other related document

- Q. 5. What are the financial/ Physical/HR resources available?
    - Government funding , owned funding resources
    - Research project funding earned during last two years
    - List of buildings/hostels/units etc
    - List of available HR resources
    - List of vacant HR positions

- Q. 6.　　　　Is there any system for purchase of educational item and other equipment's?
    - List of Purchase Committee Members
    - Items/Equipment's/Books purchased during last/current year
    - SOPs for purchase/procurement

Curricula & Academic Programmes

- **Q.1 Are the academic programmes/ curricula approved by HEC?**
  - Notification /minutes of meetings/circulars
  - Copies of curricula
  - Any other related documents
- **Q. 2. Whether faculty is qualified to deliver the contents of curricula in desired manner? Does it support self-learning?**
  - List of faculty members with qualification/ faculty profile
  - Course files/course outlines shared with students
  - Faculty Assessment by students reports/surveys etc
- **Q. 3. Are the academic programmes/ curricula approved by HEC & reviewed regularly.**
  - Notification of adoption of curricula & copies of curricula
  - Minutes of meetings to review curricula etc.
  - Any other related document

Curricula & Academic Programmes

- **Q. 4. Whether infrastructure/lab facilities/equipment's/books are available to support the learning outcomes?**
  - List of labs/major equipment's
  - Library stock/Digital library facility
  - Any field work arrangements/internships, if applicable
  - Any other related documents
- **Q. 5. Whether curricula and syllabus are in line with mission of the institution?**
  - Copies of programme outcomes
  - Mission statement of the Institution
  - SOPs for integration of mission & programme outcomes
- **Q. 6. Whether programme outcomes and student learning is assessed in relation with goals and objectives of the academic programmes?**
  - Whether findings are used for bringing change into them?
  - Report of courses offered and results in the semester/year
  - Graduate survey reports/ alumni survey reports
  - SOPs for integration of survey results into future planning

Public Disclosure and Transparency

- **Q.1   Whether institution has developed website to make documents/policies accessible to public?**
  – Website address & contents
  – Public dealing office/responsibility
  – Mechanism of integration of public feedback
  – Any other related documents
- **Q. 2.   Whether institution make announcement for admission, merit lists, and recruitments through electronic and print media?**
  – Advertisements made during last/last two year for admission & recruitments
  – Merit lists for students admissions published during last two years
  – Approving authority for advertisements/SOPs
  – Any other related documents
- **Q. 3.   Is there any communication strategy developed for dissemination of regulations/rules and policies?**
  – Communication Strategy Documents / SOPs
  – List of events held during last two years/event calendar
  – Annual Progress report.
  – Any other related documents
- **Q. 4.   Whether results of examination/assessment of assignments are communicated?**

  – Lists of Examination Results displayed during last two years
  – Percentage of marked Assignments shared with students
  – Percentage of marked examination papers shared with students
  – Any other related documents

Assessment & Quality Assurance

- **Q.1   Are there any Internal Quality Assurance (IQA) arrangements like Quality Enhancement Cell (QEC)?**
    – Notification of QEC establishment
    – Progress report of QECs
    – No. of departments went through self-Assessment system
    – Any other related document
- **Q. 2. Is there any process of self-assessment at programme & Institutional level?**   No. of self-assessment process
    – Departments/Programmes conducting self-assessment
    – Self-assessment reports & integration SOPs
- **Q. 3. Is there any compliance mechanism on self –assessment reposts**
    – Action taken (list)/notifications
    – Authority to take action/ notification
    – System for integration of results of self-assessment reports/Name of respective officer
    – Any other related document

Assessment & Quality Assurance

- **Q. 4. Is there any External Quality Assurance arrangements**?
    - No. of programmes accredited by the councils
    - No. of councils visited university
    - Accreditation/ peer review reports
    - System for outcome based assessment /student satisfaction/graduate assessment survey
- **Q. 5. Is there any system of awareness on QA?**
    - Conference/workshops seminars meetings/arranged on QA
    - Conference/workshops seminars meetings/attended on QA
    - Vice Chancellors initiatives on QA and percentage of budget allocated /spent on QA during last two years
- **Q. 6. Is there any system to ensure that QA criteria of HEC are implemented?**

    - Evidence of implementation / notifications, circulars/minutes
    - Copy of implemented criteria
    - Compliance reports
    - Integration SOPs for QA reports into future planning

Student Support Services

- **Q.1 Is there any system of student support services?**
  - Student career counseling office
  - Budget allocated/ spent on such services during last two years
  - Identified budget head for the purpose
  - Existence of student placement office
- **Q. 2. Is there any system to inform students about these services and to identify students'   needs?**
  - Student offices/DSA etc
  - Students bodies
  - Circulars/ notification / web display/student surveys
- **Q. 3. Is there any system of evaluation of standards of these services?**
  - Respective progress reports
  - No of beneficiaries in last two years
  - SOPs for student feedback to improve the services
  - Student satisfaction survey reports
- **Q. 4. Is there any process/offer of financial aid to students**
  - System to identify the financial needs of the students
  - Establishment of financial aid office
  - List of financial aid/scholarship programmes offered in last 2 years
  - Any other related document