**FOR PHD**

**Check list for Assessment Team**

Department Name:

Name of AT Members: (1) \_ (3)

Date of Visit: \_ \_

\_ (2) \_ \_ (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 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 University/Department?**

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

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

**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 HEC / National Curriculum Review Committee?**

(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 many IT courses are included in the programme?**

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

**8. 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

**9. 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 \_ .

**10. 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:**

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**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

**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. How often required courses are offered?**

(1) Once a year (2) Every Semester

**4. How often elective courses are offered?**

(1) Once a year (2) Every Semester

**5. 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)**