



**Policies & Procedures Manual**  
**Sir Syed University of Engineering & Technology**

<b>Title of Policy: Evaluation of University Performance by Stakeholders</b>	
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<b>Approved by (Statutory Body/ Competent Authority): A.C.-48.5,BOG-60.3</b>	
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<b>Policy Statement</b>
It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	<b>Name</b>	<b>Designation</b>	<b>Date</b>
<b>Prepared by:</b>	<b>Engr. Akhtar Nadyme</b>	<b>Director QEC</b>	<b>18-12-2019</b>
<b>Reviewed by:</b>	<b>Prof. Dr. Aqeel Ur Rehman Prof. Dr. Talat Altaf</b>	<b>Dean B&amp;AS Dean Engg.</b>	<b>23-12-2019</b>

# **Evaluation of University Performance by Stakeholders**

## **1. Preamble**

The feedback obtained from stakeholders is used to formulate educational policies and to monitor the progress of various quality enhancement schemes implemented by the university. This document lists the surveys conducted, identifies their purpose and describes the procedure for the 360-degree feedback mechanism at SSUET.

## **2. Introduction**

The overarching purpose of evaluation of the university performance is continuous improvement of education system and to keep the university on the path of enhancement of quality at all levels.

The process provides feedback from all stakeholders including students, faculty members, graduating students, alumni, employers and general public. The feedback received from all stakeholders helps in improving the curriculum, enhancing teaching methods and helps in understanding the learning environment at large in SSUET.

## **3. Evaluation Forms**

Survey forms, incorporating the recommended by HEC and accreditation bodies, have been developed and are attached as Annexure. The table below lists the surveys and their frequency that are conducted at SSUET:

<b>Sr #</b>	<b>Survey Title</b>	<b>Frequency</b>
1.	Evaluation of Teacher by Students.	Every Semester
2.	Evaluation of Course by Students.	Every Semester
3.	Evaluation by Graduating Students.	Once a year
4.	Evaluation by Alumni.	Once a year
5.	Evaluation by Employers.	Once a year
6.	Evaluation of Course by Faculty Members	At end of every Semester
7.	Faculty Satisfaction Survey	Once a year
8.	Research Student Progress Review	Every Semester
9.	Departments offering PhD Survey	Once a year
10.	Evaluation by General Public	Twice a year

## **4. Evaluation of Teachers by Students**

Student's feedback of the teacher is important and provides an effective tool for the faculty development. It also provides a useful input to improve the quality of teaching and teaching methodologies.

### **4.1 Execution of Survey**

- a. Each Fall and Spring Semester the survey is initiated in the 10<sup>th</sup> week of classes and closes at the end of the 12<sup>th</sup> week of classes.
- b. SSUET is in the process of developing an on-line survey system. Until such a system is in place the survey is being conducted through Google forms.
- c. In the 5<sup>th</sup> week of classes the Chairperson, through his/her liaison officer provides the following details for each program being offered in the relevant semester.
  - Program Title.
  - Number of students in each class & section.
  - Code number & title of the course in each class
  - Name of Teacher in each class & section
- d. In the 9<sup>th</sup> week of classes the survey form is uploaded on the QEC page of SSUET website by Manager MIS
- e. QEC informs the Chairperson and departmental Liaison Officers about availability of the Google forms on the website.
- f. The Chairperson through his/her Liaison Officer ensures that all students fill survey forms for all the courses and teachers.

### **4.2 Compilation & Analyses of Results**

- a. The response to the survey is compiled at QEC. In case it is found that less than 90% students have participated in the survey, the respective Chairperson is informed. The Chairperson ensures that the students are directed to complete the survey within next three days.
- b. The data is analyzed by QEC. The findings are submitted to the Vice Chancellor.
- c. After approval of the Vice Chancellor the survey result are communicated to respective Deans for review and onward transmission to respective Chairperson.
- d. The evaluation is utilized by the departments as an essential part of CQI process.
- e. The summery of evaluation is presented and discussed in the departmental BOS meeting. The BOS is informed about action taken by the department based on the evaluations.
- f. Report of Teachers Evaluation is communicated to the respective teachers by the Chairperson. Confidentially is strictly maintained while communicating the reports

- g. Chairperson also advises the teachers on the deficiencies indicated in the evaluation. If necessary, a written advice or warning is also given by the Chairperson subject to approval of the respective Dean.

## **5. Evaluation of Course by Students**

Feedback is collected from students about the course studied by them during the semester. This is conducted every semester and helps in updating the curriculum.

### **5.1 Execution of Survey**

- a. Each Fall and Spring Semester the survey is initiated in the 10<sup>th</sup> week of classes and closes at the end of the 12<sup>th</sup> week of classes.
- b. SSUET is in the process of developing an on-line survey system. Until such a system is in place the survey is being conducted through Google forms.
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  - Code number & title of the course in each class
  - Name of Teacher in each class & section
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### **5.2 Compilation & Analyses of Results**

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- b. The data is analyzed by QEC. The findings are submitted to the Vice Chancellor.
- c. After approval of the Vice Chancellor the survey result are communicated to respective Deans for review and onward transmission to respective Chairperson.
- d. The evaluation is utilized by the departments as an essential part of CQI process.

- e. The summary of evaluation is presented and discussed in the departmental BOS meeting. The BOS is informed about action taken by the department based on the evaluations.
- f. Course Evaluation is discussed by the Chairperson with respective teachers or cluster heads (if cluster exist).
- g. Course Evaluation is considered for revision and improvement of curriculum, teaching aids, class environment etc.

## **6. Evaluation by Graduating Students**

Feedback is collected from the students who have successfully completed the program in which they had enrolled.

### **6.1 Execution of Survey**

- a. After announcement of results the graduating students are required to fill the Graduating Students form.
- b. In order to ensure that the form is filled by every graduating student the final clearance certificate requires the student to obtain verification from QEC.
- c. Director Student Affairs (DSA) is responsible to ensure that no student is issued clearance Certificate until the clearance form is signed and stamped by QEC.

### **6.2 Compilation & Analysis of Feedback**

- a. Compilation and analysis is conducted once a year. Preferably after the annual convocation activity.
- b. The results for attainment of PLOs are compiled.
- c. Analysis reports are provided to the relevant departments.
- d. The departments utilize the feedback for CQI
- e. Summary of results is reported and discussed in BOS.

## **7. Alumni Survey**

The Alumni Survey provides input on the level of satisfaction of the SSUET graduates who after obtaining their degrees are working for at least one year. Their input helps SSUET in assessing the quality of academic programs offered at the University.

### **7.1 Execution of Survey**

- a. A survey form based on attributes of OBE system has been developed and approved by SSUET management.
- b. List of graduating students is provided to Guidance Center by the Registrar Office and the respective departments.

- c. List of SSUET alumni is maintained and regularly updated by Guidance Center of SSUET. The list includes contact details as well as employment details of the alumni.
- d. The survey form is emailed to the alumni a year after graduation of the student.
- e. The response of the survey is analyzed at QEC and the findings are submitted to SSUET management for approval and instructions.
- f. The final report of the survey is provided to the respective department for incorporation in their CQI process.

## **8. Employers Survey**

Employers' feedback is most important and essential for enhancement of quality of education at SSUET. It not only provides feedback about graduates of SSUET but also provide the current and future trends of the market. The information is helpful for the University in updating its curriculum and in preparing its graduates to market demand.

### **8.1 Execution of Survey**

- a. A survey form based on attributed of OBE system has been developed and approved by SSUET management.
- b. Guidance Center is responsible to maintain list and contact details of employers of SSUET graduates.
- c. An email is drafted and approved by competent authority for sending to the employers. The approved email along with the survey form is sent to the employer by Guidance Center once a year.
- d. In-person meeting of SSUET official with the employers is also held where possible.
- e. Follow-up telephone calls are made by Guidance Center to the employers persuading them to participate in the providing their valuable feedback.
- f. The response of the survey is analyzed at QEC and the finding is submitted to SSUET management for approval.
- g. The final report along with the observation/comments of the management is provided to the respective department for incorporation in their CQI process.

## **9. Faculty Course Review Report**

Faculty Course Review Report is important for improvement of quality of curriculum teaching methodology and assessment techniques. The input provided by faculty about their taught courses helps the departments in aligning their program mission with the department and university one.

## **9.1 Execution of Survey**

- a. A form for assessment of course by the faculty members has been developed and approved by the SSUET management. The faculty members provide their comments and recommendations for the course they had taught during the current semester.
- b. Form is provided to all faculty members through their respective chairperson at end of teaching of every semester.
- c. The faculty members submit the filled forms dully signed by them to their respective chairperson.
- d. The form is reviewed by the chairperson, his representative or CQI committee.
- e. CQI process is initiated where considered appropriate by the chairperson, his representative or CQI committee.
- f. A copy of the feedback is retained in the department and the original is signed by the chairperson and provided to QEC for record.

## **10. Faculty Satisfaction Survey**

This survey provides the university management information about level of satisfaction of the faculty members regarding SSUET policies and their assessment of opportunity to progress and excel in their professional career at SSUET.

### **10.1 Execution of Survey**

- a. Faculty Satisfaction Survey form is developed by QEC on the basis of template provided by HEC.
- b. Once a year, at start of Fall Semester every year, the link to online survey form is provided to all faculty members through chairperson for providing their input within 10 days.
- c. Once the feedback is received, it is compiled and a report is produced for submission to SSUET Management.
- d. Appropriate measures are taken by the management for improvement of satisfaction level of the faculty members.

## **11. Research Students Progress Review Survey**

The purpose of this survey is to assess the progress of research students and also to assess the satisfaction level of research facilities provided to the research student.

### **11.1 Execution of Survey**

- a. Survey form based on HEC's template has been develop and approved by SSUET management.

- b. The survey form is circulated to all research students by manager PGP at end of every semester.
- c. The feedback is compiled and a report is generated by manager PGP and QEC
- d. The report is submitted to SSUET management for approval and necessary action if any.

## **12. Survey of Departments Offering PhD Program**

The purpose of this survey is to assess the progress of the departments that are offering PhD programs. The departmental progress is judged by evaluating student strength, admission criteria, research publications etc. This not only makes program more sustainable but also encourages research-based learning environment.

### **12.1 Execution of Survey**

- a. Survey form based on HEC's template has been develop and approved by SSUET management.
- b. The survey form is circulated to all departments offering PhD programs by QEC at end of every semester.
- c. The feedback is compiled and a report is generated by QEC The report is submitted to SSUET management for approval and necessary action if any

## **13. Evaluation by General Public**

General public is one of the stakeholders. The confidence of the general public that the university has attributes such as high quality of education, discipline, security of students, employability of graduates etc. is important. Survey form to collect the opinion is developed.

### **13.1 Execution of Survey**

- a. Different offices of the university come into contact with the general public on different occasions. These offices are mainly Registrar Office, Director Student Affairs, Director Guidance Center and Reception Desk. Survey form approved by the university management is provided to all departments.
- b. The filled survey forms collected by the relevant departments are send to QEC for analysis and record on last date of every month.
- c. A report is prepared by QEC indicating summary of responses and comments. This report is made twice a year, in January and in July every year, and is submitted to SSUET management. However, if any response to the survey needs immediate action the matter is brought to the knowledge of relevant authorities.



## ANNEXURE

### (Different Survey Forms)

S.no.	Survey Title	Form Number
1.	Evaluation of Course by Students.	SSUET/QEC/F1
2.	Evaluation of Course by Faculty Members	SSUET/QEC/F2
3.	Evaluation by Graduating Students.	SSUET/QEC/F3
4.	Research Student Progress Review	SSUET/QEC/F4
5.	Faculty Satisfaction Survey	SSUET/QEC/F5
6.	Departments offering PhD Survey	SSUET/QEC/F6
7.	Evaluation by Alumni.	SSUET/QEC/F7
8.	Evaluation by Employers.	SSUET/QEC/F8
9.	Evaluation of Teacher by Students.	SSUET/QEC/F10
10.	Evaluation by General Public	SSUET/QEC/F11

SSUET/QEC/F1



**Sir Syed University of Engineering & Technology**  
**Quality Enhancement Cell**  
**Course Evaluation Form**  
(To be filled by the Students)

Dear Student,

The following form provides you an opportunity to provide your feedback about one of the courses studied during the current semester. The form does not require you to disclose your identity therefore you can express your candid opinion. Your feedback will help SSUET management to enhance the quality of education at SSUET.

Please fill separate form for every course taken by you.

Programme: \_\_\_\_\_

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

\_\_\_\_\_

Batch: \_\_\_\_\_

Semester: \_\_\_\_\_

Section: \_\_\_\_\_

Course Code: \_\_\_\_\_

\_\_\_\_\_

Course Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

	<b>A: Excellent</b>	<b>B: Very good</b>	<b>C: Good</b>	<b>D: Fair</b>	<b>E: Poor</b>					
1.	The Course workload was manageable.					(A)	(B)	(C)	(D)	(E)
2.	Learning materials (Lesson Plans, Course Notes etc.) were relevant, useful and timely available?					(A)	(B)	(C)	(D)	(E)
3.	Course was completed according to the schedule.					(A)	(B)	(C)	(D)	(E)
4.	Sufficient number of quizzes were conducted.					(A)	(B)	(C)	(D)	(E)
5.	Given assignments were adequate and appropriate.					(A)	(B)	(C)	(D)	(E)

6.	Quality of questions was high and understandable.	(A)	(B)	(C)	(D)	(E)
7.	The course enhanced my problem solving skills.	(A)	(B)	(C)	(D)	(E)
8.	The instructor has been regular in the classes.	(A)	(B)	(C)	(D)	(E)
9.	The tutor dealt effectively with my problems.	(A)	(B)	(C)	(D)	(E)
10.	Were the relevant books available in the library?	(A)	(B)	(C)	(D)	(E)
11.	How was the audio quality in the class?	(A)	(B)	(C)	(D)	(E)
12.	Were you satisfied with the visual aid equipment used in the class?	(A)	(B)	(C)	(D)	(E)

The best features of the Course were

\_\_\_\_\_

\_\_\_\_\_

The Course could have been improved by

\_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SSUET/QEC/F2A



## **Sir Syed University of Engineering & Technology Quality Enhancement Cell Course Analysis Report**

(To be filled by each teacher at the time of Course Completion)

Course Title: \_\_\_\_\_ Course Code: \_\_\_\_\_

Course Teacher: \_\_\_\_\_ Semester: \_\_\_\_\_

\_\_\_\_\_ Credit Hours: \_\_\_\_\_ Section: \_\_\_\_\_

<b>1. Grade Detail</b>	
<b>Grade</b>	<b>No. of Students Attaining Grade</b>
A	
A-	
B+	
B	
B-	
C+	
C	
C	
D	

F																																
<b>2. Course CLO Attainment</b>																																
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<b>4. Instructor's comments on the performance of students in this course.</b>																																
<b>5. Instructor's comments on attainment of CLOs / Possible reasons of failing designed CLOs.</b>																																
<b>6. Instructor's comments on attainment of PLOs / Possible reasons of failing targeted PLOs.</b>																																
<b>7. Were the course contents covered completely as per given course outline? If not please give reason.</b>																																
<b>8. Course Contents Coverage in Assessments.</b>																																
Sr.	Major Topics (as per weekly Plan)	Assignment	Quizzes	Mid Exam	Final Exam																											

1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
<b>9. Recommendations / Suggestions for future instructions for improved course coverage and CLO/PLO attainment</b>					

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

SSUET/QEC/F2B



## **Sir Syed University of Engineering & Technology Quality Enhancement Cell Faculty Course Review Report**

(To be filled by each teacher at the time of Course Completion)

<b>Department:</b>		<b>Faculty:</b>			
<b>Course Code:</b>		<b>Title:</b>			
<b>Session:</b>		<b>Semester:</b>	Fall <input type="checkbox"/>	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>
<b>Credit Hours:</b>		<b>Prerequisites:</b>			
<b>Name of Course Instructor:</b>		<b>No. of Students</b>	<b>Lectures</b>		

		<b>Contact Hours</b>	<b>Semina s</b>	
<b>Assessment Methods: give precise details (no of assignments, exams, quiz etc.)</b>				

**Distribution of Grade/Marks and other Outcomes: (adopt the grading system as required)**

		Grade											
Undergraduate	Originally Registered	A+	A	A-	B+	B	C+	C	D	F	No Grade (if any)	Withdrawal (if any)	Total
<b>No. of Students</b>													
<b>% of Students</b>													

1) Comment on the continuing appropriateness of the Course curriculum in relation to the intended learning outcomes (course objectives) and its compliance with the HEC Approved / Revised National Curriculum Guidelines

2) Comment on the continuing effectiveness of method(s) of assessment in relation to the intended learning outcomes (Course objectives)

3) Comment on the implementation of changes proposed in earlier Faculty Course Review Reports

4) Outline any changes in the future delivery or structure of the Course that this semester/term's experience may prompt

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Course Instructor)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Head of Department)

SSUET/QEC/F3A



**Sir Syed University of Engineering & Technology**  
**Quality Enhancement Cell Graduating Student Survey**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Roll Number: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Title of Degree: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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

A: Excellent B: Very good

C: Good

D: Fair

E: Poor

<b>PLO-1</b>	<b>Engineering Knowledge</b>						
	1	Are the contents/courses of curriculum well aligned with the program title and do they meet program objectives.	(A)	(B)	(C)	(D)	(E)
<b>PLO-2</b>	<b>Problem Analysis</b>						
	2	Can you apply a suitable problemsolving heuristic to deal with unfamiliar problems?	(A)	(B)	(C)	(D)	(E)
<b>PLO-3</b>	<b>Design/Development of Solutions</b>						
	3	The program is effective in developing analytical and problem solving skills for complex engineering problems.	(A)	(B)	(C)	(D)	(E)
<b>PLO-4</b>	<b>Investigation</b>						
	4	How effective is the program in promoting research methods and experiments to develop data synthesizing abilities?	(A)	(B)	(C)	(D)	(E)
<b>PLO-5</b>	<b>Modern Tool Usage</b>						
	5	The program imparts knowledge about modern tools and encourages the use of simulating and modeling software for a better mathematical/visual/graphical understanding of engineering problems.	(A)	(B)	(C)	(D)	(E)
<b>PLO-6</b>	<b>The Engineer and Society</b>						
	6	The program is effective in developing independent thinking and interpersonal	(A)	(B)	(C)	(D)	(E)
		skills, both beneficial to society and individual.					
<b>PLO-7</b>	<b>Environment and Sustainability</b>						
	7	Can you comprehend the impact of engineering solutions in society and environment and need recognize the need for sustainable development?	(A)	(B)	(C)	(D)	(E)
<b>PLO-8</b>	<b>Ethics</b>						
	8	The program is effective in enhancing appreciation of ethical values and importance of responsibilities.	(A)	(B)	(C)	(D)	(E)
<b>PLO-9</b>	<b>Individual and Team Work</b>						



	9	Ability to communicate effectively within the community at large	(A)	(B)	(C)	(D)	(E)
<b>PLO-10</b>	<b>Communication</b>						
	10	The program enhanced the ability to communicate effectively with clients and other professionals, both orally and in writing.	(A)	(B)	(C)	(D)	(E)
<b>PLO-11</b>	<b>Project Management</b>						
	11	The program is effective in enhancing project management skills in multidisciplinary environments.	(A)	(B)	(C)	(D)	(E)
<b>PLO-12</b>	<b>Lifelong Learning</b>						
	12	The program is effective in inducing knowledge and skills necessary to practice professionally at the workplace keeping new advancements and innovations in mind and maintain a work-life balance.	(A)	(B)	(C)	(D)	(E)

**COMMENTS:**

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Thank you for your cooperation and willingness to complete this survey.

SSUET/QEC/F3B



**Sir Syed University of Engineering & Technology Quality Enhancement Cell Graduating Student Survey**

Name: \_\_\_\_\_

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

Roll Number: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Title of Degree: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

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

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

1.	Are the contents/courses of curriculum well aligned with the program title and do they meet program objectives.	(A)	(B)	(C)	(D)	(E)
2.	Can you apply a suitable problem-solving heuristic to deal with unfamiliar problems?	(A)	(B)	(C)	(D)	(E)
3.	The program is effective in developing analytical and problem solving skills.	(A)	(B)	(C)	(D)	(E)
4.	How effective is the program in promoting research methods and experiments to develop data synthesizing abilities?	(A)	(B)	(C)	(D)	(E)
5.	The program imparts knowledge about modern tools and encourages the use of simulating and modeling software for a better mathematical/visual/graphical understanding of engineering problems.	(A)	(B)	(C)	(D)	(E)
6.	The program is effective in developing independent thinking and interpersonal skills, both beneficial to society and individual.	(A)	(B)	(C)	(D)	(E)
7.	Can you comprehend the impact of program solutions in society and environment and need recognize the need for sustainable development?	(A)	(B)	(C)	(D)	(E)
8.	The program is effective in enhancing appreciation of ethical values and importance of responsibilities.	(A)	(B)	(C)	(D)	(E)
9.	Ability to communicate effectively within the community at large	(A)	(B)	(C)	(D)	(E)
10.	The program enhanced the ability to communicate effectively with clients and other professionals, both orally and in writing.	(A)	(B)	(C)	(D)	(E)
11.	The program is effective in enhancing project management skills in multidisciplinary environments.	(A)	(B)	(C)	(D)	(E)

12.	The program is effective in inducing knowledge and skills necessary to practice professionally at the workplace keeping new advancements and innovations in mind and maintain a work-life balance.	(A)	(B)	(C)	(D)	(E)
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**COMMENTS:**

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**Thank you for your cooperation and willingness to complete this survey.**



**Sir Syed University of Engineering &  
Technology**  
**Quality Enhancement Cell**  
**Research Student Progress Review Form**

(To be filled out by Master/ M.Phil. / Ph.D. Research Students on six monthly basis)

To be submitted by the HoD / Dept. Quality Officer to the QEC

**For Research Student to Complete:**

1. Date of admission to the department: \_\_\_\_\_
2. Date of initiation of research: \_\_\_\_\_
3. Date of completion of Course work: \_\_\_\_\_
4. Number of credit hours completed: \_\_\_\_\_
5. Date of Synopsis Defense: \_\_\_\_\_
6. Cumulative Grade Point Average (CGPA) secured: \_\_\_\_\_
7. Please outline details of progress in your research since your last review (including any research publications):  
\_\_\_\_\_  
\_\_\_\_\_
8. Do you have any comments on the level of supervision received?  
\_\_\_\_\_  
\_\_\_\_\_
9. What do you plan to achieve over the next 6 months?  
\_\_\_\_\_  
\_\_\_\_\_

10. Do you have any comments on generic or subject-specialist training you may have received or would like to receive internally and / or externally?

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11. Do you have easy access to sophisticated scientific equipment?

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12. Do you have sufficient research material / commodities available?

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Student \_\_\_\_\_

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

**Supervisory Committee Comments**

(Please comment on and benchmark the student's progress against University's internal and external HEC Quality Criteria for Master/PhD/MPhil Studies)

Principal Supervisor: \_\_\_\_\_

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

Co-Supervisor: \_\_\_\_\_

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

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

Co-Supervisor: \_\_\_\_\_ **Head  
of Department Comments:**

Signature: \_\_\_\_\_

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

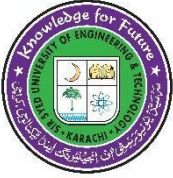
**Director, Board of Research Studies (or equivalent) Comments:**

Signature: \_\_\_\_\_

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

**Dean/Director, QEC Action: (including monitoring of Follow-up action) Date:**

\_\_\_\_\_



## Sir Syed University of Engineering & Technology Quality Enhancement Cell Faculty Satisfaction Survey

(To be submitted on annual basis by each faculty member)

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 your situation at your department?

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Programme: \_\_\_\_\_ Signature: \_\_\_\_\_

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

	<b>A: Excellent</b>	<b>B: Very good</b>	<b>C: Good</b>	<b>D: Fair</b>	<b>E: Poor</b>			
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 overall climate at the department.	(A)	(B)	(C)	(D)	(E)
14.	Whether the department is utilizing your experience and knowledge	(A)	(B)	(C)	(D)	(E)

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

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

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### **Information About Faculty Member**

- i. Academic rank:
  - a. Professor
  - b. Associate Professor
  - c. Assistant Professor
  - d. Lecturer Other
  
- ii. Years of service:
  - a. 1-5
  - b. 6-10
  - c. 11-15
  - d. 16-20
  - e. >20



## **Sir Syed University of Engineering & Technology Quality Enhancement Cell Survey of Department Offering Ph.D. Programs**

The following information is required for EACH Department in which a Ph.D. program is offered.

<b>1.</b>	<b>General Information</b>	
1.1	Name of Department	
1.2	Name of Faculty	
1.3	Date of initiation of Ph.D. program	
1.4	Total number of academic journals subscribed in area relevant to Ph.D. program.	
1.5	Number of Computers available per Ph.D. student	
1.6	Total Internet Bandwidth available to all the students in the Department.	
<b>2.</b>	<b>Faculty Resources</b>	
2.1	Number of faculty members holding Ph.D. degree in the department.	
2.2	Number of HEC approved Ph.D. Advisors in the department.	
<b>3.</b>	<b>Research Output</b>	
3.1	Total number of articles published last year in International Academic Journals that are authored by faculty members and students in the department.	
3.2	Total number of articles published last year in Asian Academic Journals that are authored by faculty members and students in the department.	
3.3	Total number of ongoing research projects in the department funded by different organizations	
3.4	Number of post-graduate students in the department holding scholarships/fellowships.	



3.5	Total Research Funds available to the Department from all sources.	
3.6	Number of active international linkages involving exchange of researchers/students/faculty etc. (Attach Details).	

<b>4.</b>	<b>Student Information</b>	
4.1	Number of Ph.D. degrees conferred to date to students from the Department during the past three academic years.	
4.2	Number of Ph.D. students currently enrolled in the department.	
4.3	Ratio of number of students accepted to total number of applicants for Ph.D. Program.	
<b>5.</b>	<b>Program Information</b>	
5.1	Entrance requirements into Ph.D. Program (M.Sc. / M.Phil.) Indicate subjects or M.Sc. / M.Phil.	
5.2	Is your Ph.D. program based on research only? (Y/N)	
5.3	Maximum number of years in which a Ph.D. degree has to be completed after initial date of enrollment in Ph.D. program.	
5.4	Total number of post M.Sc. (16 year equivalent) courses required for Ph.D.	
5.5	Total number of M.Phil. level courses taught on average in a Term / Semester.	
5.6	Total number of Ph.D. level courses taught on average in a Term / Semester.	
5.7	Do your students have to take/write:	
	a. Ph.D. Qualifying examination (Y/N)	
	b. Comprehensive examination (Y/N)	
	c. Research paper in HEC approved Journal (Y/N)	
	d. Any other examination (Y/N)	
5.8	Total number of International examiners to which the Ph.D. dissertation is sent.	

5.9	How is the selection of an examiner from technologically advanced countries carried out?	
5.10	Is there a minimum residency requirement (on campus) for award of Ph.D. degree?	
<b>6.</b>	<b>Additional Information</b>	
6.1	Any other information that you would like to provide.	



## Sir Syed University of Engineering & Technology Quality Enhancement Cell Alumni Survey

(To be filled by Alumni - after the completion of each academic year)

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Roll Number: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_  
 Highest Degree Completed: \_\_\_\_\_ Present Occupation: \_\_\_\_\_  
 Email: \_\_\_\_\_ Current Designation: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Organization Name: \_\_\_\_\_

The purpose of this survey is to obtain alumni input on the quality of education they received. We seek your help in completing this survey. Remember, this will be your contribution towards facilitating the management for ongoing continuous development at SSUET for you, the community and the graduates following you.

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

1.		<b>Knowledge [PLO1 Engineering Knowledge, PLO2 Problem Analysis]</b>					
	1.1	Core competency in the related discipline	(A)	(B)	(C)	(D)	(E)
	1.2	Problem formulation and solving skills	(A)	(B)	(C)	(D)	(E)
	1.3	Collecting and analyzing appropriate data	(A)	(B)	(C)	(D)	(E)
	1.4	Ability to link theory to Practice	(A)	(B)	(C)	(D)	(E)
	1.5	Ability to design a system component or process	(A)	(B)	(C)	(D)	(E)
	1.6	IT knowledge	(A)	(B)	(C)	(D)	(E)
2.		<b>Communication Skills [PLO10 Communication]</b>					
	2.1	Oral communication	(A)	(B)	(C)	(D)	(E)
	2.2	Report writing	(A)	(B)	(C)	(D)	(E)
	2.3	Presentation skills	(A)	(B)	(C)	(D)	(E)
3.		<b>Interpersonal Skills [PLO8 Ethics, PLO9 Individual and Teamwork]</b>					
	3.1	Ability to work in team(s)	(A)	(B)	(C)	(D)	(E)
	3.2	Ability to work in arduous /Challenging situation	(A)	(B)	(C)	(D)	(E)
	3.3	Independent thinking	(A)	(B)	(C)	(D)	(E)
	3.4	Maintaining ethical values	(A)	(B)	(C)	(D)	(E)
4.		<b>Management /leadership Skills [PLO5 Modern Tool Usage, PLO11 Project Management]</b>					
	4.1	Resource and Time management skills	(A)	(B)	(C)	(D)	(E)
	4.2	Use of modern tools and practices	(A)	(B)	(C)	(D)	(E)

	4.3	Leadership Quality	(A)	(B)	(C)	(D)	(E)
	4.4	Judgment	(A)	(B)	(C)	(D)	(E)
	4.5	Discipline	(A)	(B)	(C)	(D)	(E)
<b>5.</b>	<b>Professional Development [PLO-3 Design / Development of Solutions, PLO-4 Investigation and PLO-12 Lifelong Learning]</b>						
	5.1	Investigation and Research	(A)	(B)	(C)	(D)	(E)
	5.2	Innovation and technological development	(A)	(B)	(C)	(D)	(E)
	5.3	Lifelong learning	(A)	(B)	(C)	(D)	(E)
<b>6.</b>	<b>Society and Environment [PLO-6 The Engineer and Society, PLO-7 Environment and Sustainability]</b>						
	6.1	Knowledge and sustainable development	(A)	(B)	(C)	(D)	(E)
	6.2	Assessment of societal, health, safety and cultural issues	(A)	(B)	(C)	(D)	(E)
	6.3	Ability to understand legal matters	(A)	(B)	(C)	(D)	(E)

## 7. 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)

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## 8. Career Opportunities

1. Entrepreneurship (A) (B) (C) (D) (E)
2. Employment (A) (B) (C) (D) (E)

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## 9. Department Status

- |                                  |     |     |     |     |     |
|----------------------------------|-----|-----|-----|-----|-----|
| 1. Infrastructure                | (A) | (B) | (C) | (D) | (E) |
| 2. Faculty                       | (A) | (B) | (C) | (D) | (E) |
| 3. Repute at National level      | (A) | (B) | (C) | (D) | (E) |
| 4. Repute at international level | (A) | (B) | (C) | (D) | (E) |

## 10. Alumni Information

1. Date \_\_\_\_\_
2. Name with Signature \_\_\_\_\_



## Sir Syed University of Engineering & Technology Quality Enhancement Cell Alumni Survey

(To be filled by Alumni - after the completion of each academic year)

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Roll Number: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_  
 Highest Degree Completed: \_\_\_\_\_ Present Occupation: \_\_\_\_\_  
 Email: \_\_\_\_\_ Current Designation: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Organization Name: \_\_\_\_\_

The purpose of this survey is to obtain alumni input on the quality of education they received. We seek your help in completing this survey. Remember, this will be your contribution towards facilitating the management for ongoing continuous development at SSUET for you, the community and the graduates following you.

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

1.	<b>Program Knowledge</b>						
	1.1	Core competency in the related discipline	(A)	(B)	(C)	(D)	(E)
	1.2	Problem formulation and solving skills	(A)	(B)	(C)	(D)	(E)
	1.3	Collecting and analyzing appropriate data	(A)	(B)	(C)	(D)	(E)
	1.4	Ability to link theory to Practice	(A)	(B)	(C)	(D)	(E)
	1.5	Ability to design a system component or process	(A)	(B)	(C)	(D)	(E)
	1.6	IT knowledge	(A)	(B)	(C)	(D)	(E)
2.	<b>Communication Skills</b>						
	2.1	Oral communication	(A)	(B)	(C)	(D)	(E)
	2.2	Report writing	(A)	(B)	(C)	(D)	(E)
	2.3	Presentation skills	(A)	(B)	(C)	(D)	(E)
3.	<b>Interpersonal Skills</b>						
	3.1	Ability to work in team(s)	(A)	(B)	(C)	(D)	(E)
	3.2	Ability to work in arduous /Challenging situation	(A)	(B)	(C)	(D)	(E)
	3.3	Independent thinking	(A)	(B)	(C)	(D)	(E)
	3.4	Maintaining ethical values	(A)	(B)	(C)	(D)	(E)
4.	<b>Management /leadership Skills</b>						
	4.1	Resource and Time management skills	(A)	(B)	(C)	(D)	(E)
	4.2	Use of modern tools and practices	(A)	(B)	(C)	(D)	(E)

	4.3	Leadership Quality	(A)	(B)	(C)	(D)	(E)
	4.4	Judgment	(A)	(B)	(C)	(D)	(E)
	4.5	Discipline	(A)	(B)	(C)	(D)	(E)
5.	<b>Professional Development</b>						
	5.1	Investigation and Research	(A)	(B)	(C)	(D)	(E)
	5.2	Innovation and technological development	(A)	(B)	(C)	(D)	(E)
	5.3	Lifelong learning	(A)	(B)	(C)	(D)	(E)
6.	<b>Society and Environment</b>						
	6.1	Knowledge and sustainable development	(A)	(B)	(C)	(D)	(E)
	6.2	Assessment of societal, health, safety and cultural issues	(A)	(B)	(C)	(D)	(E)
	6.3	Ability to understand legal matters	(A)	(B)	(C)	(D)	(E)

## 7. 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)

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## 8. Career Opportunities

3. Entrepreneurship (A) (B) (C) (D) (E)
4. Employment (A) (B) (C) (D) (E)

## 9. Department Status

- |    |                               |     |     |     |     |     |
|----|-------------------------------|-----|-----|-----|-----|-----|
| 1. | Infrastructure                | (A) | (B) | (C) | (D) | (E) |
| 2. | Faculty                       | (A) | (B) | (C) | (D) | (E) |
| 3. | Repute at National level      | (A) | (B) | (C) | (D) | (E) |
| 4. | Repute at international level | (A) | (B) | (C) | (D) | (E) |

## 10. Alumni Information

1. Date \_\_\_\_\_
2. Name with Signature \_\_\_\_\_





**Sir Syed University of Engineering &  
Technology  
Quality Enhancement Cell  
Engineering Employer Survey**

(To be filled in by Employer - after the completion of each academic year) **Name of**

**Employer:**

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**Organization/Company:**

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**Type of Business (Government Sector/Private Sector):**

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**Designation of Employer:**

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**Email and Contact No:**

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The purpose of this survey is to obtain employers' input on the level of achievement of each attribute stated, by the engineering graduate of SSUET employed in your organization, 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**

1.		<b>Knowledge [PLO1 Engineering Knowledge, PLO2 Problem Analysis]</b>					
	1.1	Core competency in the related Engineering discipline	(A)	(B)	(C)	(D)	(E)
	1.2	Problem formulation and solving skills	(A)	(B)	(C)	(D)	(E)
	1.3	Collecting and analyzing appropriate data	(A)	(B)	(C)	(D)	(E)
	1.4	Ability to link theory to Practice	(A)	(B)	(C)	(D)	(E)
	1.5	Ability to design a system component or process	(A)	(B)	(C)	(D)	(E)
	1.6	Computer knowledge.	(A)	(B)	(C)	(D)	(E)
2.		<b>Communication Skills [PLO10 Communication]</b>					
	2.1	Oral communication	(A)	(B)	(C)	(D)	(E)
	2.2	Report writing	(A)	(B)	(C)	(D)	(E)
	2.3	Presentation skills	(A)	(B)	(C)	(D)	(E)
3.		<b>Interpersonal Skills [PLO8 Ethics, PLO9 Individual and Teamwork]</b>					
	3.1	Ability to work in team(s)	(A)	(B)	(C)	(D)	(E)
	3.2	Leadership Quality	(A)	(B)	(C)	(D)	(E)
	3.3	Independent thinking	(A)	(B)	(C)	(D)	(E)

	3.4	Motivation	(A)	(B)	(C)	(D)	(E)
	3.5	Reliability	(A)	(B)	(C)	(D)	(E)
	3.6	Maintaining ethical values	(A)	(B)	(C)	(D)	(E)
<b>4.</b>	<b>Work and Management Skills [PLO5 Modern Tool Usage, PLO11 Project Management]</b>						
	4.1	Time management	(A)	(B)	(C)	(D)	(E)
	4.2	Project management	(A)	(B)	(C)	(D)	(E)
	4.3	Use of modern tools and practices	(A)	(B)	(C)	(D)	(E)
	4.4	Discipline	(A)	(B)	(C)	(D)	(E)
<b>5.</b>	<b>Professional Development [PLO-3 Design / Development of Solutions, PLO-4 Investigation and PLO-12 Lifelong Learning]</b>						
	5.1	Investigation and Research	(A)	(B)	(C)	(D)	(E)
	5.2	Innovation and technological development	(A)	(B)	(C)	(D)	(E)
	5.3	Lifelong learning	(A)	(B)	(C)	(D)	(E)
<b>6.</b>	<b>Society and Environment [PLO-6 The Engineer and Society, PLO-7 Environment and Sustainability]</b>						
	6.1	Knowledge and sustainable development	(A)	(B)	(C)	(D)	(E)
	6.2	Assessment of societal, health, safety and cultural issues	(A)	(B)	(C)	(D)	(E)
	6.3	Ability to understand legal matters	(A)	(B)	(C)	(D)	(E)

**7. 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?

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**8. Information About Organization**

a. Date \_\_\_\_\_

Number of Graduates (specify the program) in your Organization: \_\_\_\_\_

b. Name with Seal \_\_\_\_\_



## Sir Syed University of Engineering & Technology Quality Enhancement Cell Employer Survey

(To be filled in by Employer - after the completion of each academic year)

**Name of Employer:**

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**Organization/Company:**

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**Type of Business (Government Sector/Private Sector):**

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**Designation of Employer:**

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**Email and Contact No:**

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The purpose of this survey is to obtain employers' input on the level of achievement of each attribute stated, by the graduate of SSUET employed in your organization, 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**

1.		<b>Program Knowledge [Problem Analysis]</b>				
1.1	Core competency in the related discipline	(A)	(B)	(C)	(D)	(E)
1.2	Problem formulation and solving skills	(A)	(B)	(C)	(D)	(E)
1.3	Collecting and analyzing appropriate data	(A)	(B)	(C)	(D)	(E)
1.4	Ability to link theory to Practice	(A)	(B)	(C)	(D)	(E)
1.5	Ability to design a system component or process	(A)	(B)	(C)	(D)	(E)
1.6	Computer knowledge.	(A)	(B)	(C)	(D)	(E)
2.		<b>Communication Skills</b>				
2.1	Oral communication	(A)	(B)	(C)	(D)	(E)
2.2	Report writing	(A)	(B)	(C)	(D)	(E)
2.3	Presentation skills	(A)	(B)	(C)	(D)	(E)
3.		<b>Interpersonal Skills</b>				
3.1	Ability to work in team(s)	(A)	(B)	(C)	(D)	(E)
3.2	Leadership Quality	(A)	(B)	(C)	(D)	(E)
3.3	Independent thinking	(A)	(B)	(C)	(D)	(E)

	3.4	Motivation	(A)	(B)	(C)	(D)	(E)
	3.5	Reliability	(A)	(B)	(C)	(D)	(E)
	3.6	Maintains ethical values	(A)	(B)	(C)	(D)	(E)
4.	<b>Work and Management Skills</b>						
	4.1	Time management	(A)	(B)	(C)	(D)	(E)
	4.2	Project management	(A)	(B)	(C)	(D)	(E)
	4.3	Use of modern tools and practices	(A)	(B)	(C)	(D)	(E)
	4.4	Discipline	(A)	(B)	(C)	(D)	(E)
5.	<b>Professional Development</b>						
	5.1	Investigation and Research	(A)	(B)	(C)	(D)	(E)
	5.2	Innovation and technological development	(A)	(B)	(C)	(D)	(E)
	5.3	Lifelong learning	(A)	(B)	(C)	(D)	(E)
6.	<b>Society and Environment</b>						
	6.1	Knowledge and sustainable development	(A)	(B)	(C)	(D)	(E)
	6.2	Assessment of societal, health, safety and cultural issues	(A)	(B)	(C)	(D)	(E)
	6.3	Ability to understand legal matters	(A)	(B)	(C)	(D)	(E)

**7. 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?

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**8. Information About Organization**

a. Date \_\_\_\_\_

Number of Graduates (specify the program) in your Organization: \_\_\_\_\_

b. Name with Seal \_\_\_\_\_



## Sir Syed University of Engineering & Technology Quality Enhancement Cell Teacher Evaluation Form

(To be filled by the Students)

Dear Student,

The following form provides you an opportunity to provide your feedback about one of the courses studied during the current semester. The form does not require you to disclose your identity therefore you can express your candid opinion. Your feedback will help SSUET management to enhance the quality of education at SSUET.

Please fill separate form for every course taken by you.

**Programme:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Batch:** \_\_\_\_\_ **Semester:** \_\_\_\_\_  
**Section:** \_\_\_\_\_ **Teacher's Name:** \_\_\_\_\_  
**Course Code:** \_\_\_\_\_ **Course Name:** \_\_\_\_\_

	A: Excellent	B: Very good	C: Good	D: Fair	E: Poor	
1	The Instructor is prepared for each class.	(A)	(B)	(C)	(D)	(E)
2	Demonstrates current knowledge of the subject.	(A)	(B)	(C)	(D)	(E)
3	Lecture presentation was conceptual and relevant.	(A)	(B)	(C)	(D)	(E)
4	Punctuality in the class?	(A)	(B)	(C)	(D)	(E)
5	Took interest in teaching the course.	(A)	(B)	(C)	(D)	(E)
6	Complete the course as per teaching plan.	(A)	(B)	(C)	(D)	(E)
7	Teacher helped in gaining knowledge of the subject.	(A)	(B)	(C)	(D)	(E)
8	Delivered lecture in English.	(A)	(B)	(C)	(D)	(E)
9	Provide guidance after the class.	(A)	(B)	(C)	(D)	(E)
10	The Instructor is fair in examination.	(A)	(B)	(C)	(D)	(E)
11	Were the Recommended reading books relevant and useful?	(A)	(B)	(C)	(D)	(E)
12	Did the learning and teaching methods encourage student participation?	(A)	(B)	(C)	(D)	(E)
13	Was the overall environment in the class conducive to learning?	(A)	(B)	(C)	(D)	(E)

**Comments:**

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**Sir Syed University of Engineering &  
Technology Quality Enhancement Cell Survey  
Form for Visitors /General Public**

S. No.	Questions	Evaluation			
		Excellent	Good	Average	Poor
1	Quality of Education at SSUET.				
2	Attitude and Cooperation of SSUET Staff with you.				
3	Security arrangements at SSUET.				
4	Discipline observed by you.				
5	Employability of SSUET graduates in market.				

Comments (If any)

1. Name: \_\_\_\_\_

2. Contact Number (Optional): \_\_\_\_\_

3. E-mail (Optional): \_\_\_\_\_