

Self Assessment Forms



PRAMILA DEVI INSTITUTE OF MANAGEMENT & TECHNOLOGY

PDIMT INTERNATIONAL FIRE & INDUSTRIAL SAFETY ENGINEERING

At/PO: GopinathpurChhak, Ps: Balugaon,
Dist: Khordha, Odisha Pin-752030

SI#	Form #	Description
1	Form - 01	Student Course Evaluation Questionnaire (To be filled by each Student at the time of Course Completion)
2	Form - 02	Faculty Course Review Report (To be filled by each teacher at the time of Course Completion)
3	Form - 03	Survey of Graduating Students (To be filled out by graduating students in last semester / year before the award of degree)
4	Form - 04	Research Student Progress Review Form (To be filled out by Master/ M.Phil / Ph.D Research Students on six monthly basis)
5	Form - 05	Faculty Survey (To be submitted on annual basis by each faculty member)
6	Form - 06	Survey of Department Offering Ph.D. Programs
7	Form - 07	Alumni Survey (To be filled by Alumni - after the completion of each academic year)
8	Form - 08	Employer Survey (To be filled in by Employer - after the completion of each academic year)
9	Form - 09	Teacher Evaluation Form (To be filled by the student)

Student Course Evaluation Questionnaire

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



Department _____ Course No _____
 Course Title _____ Teacher Name: _____
 Year of Study _____ Semester / Term _____

Please give us your views so that Course quality can be improved. You are encouraged to be frank and constructive in your comments

CORE QUESTIONS

Course Content and Organization	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1. The course objectives were clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The Course workload was manageable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Course was well organized (e.g. timely access to materials, notification of changes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Comments					

Student Contribution	<input type="checkbox"/> <20%	<input type="checkbox"/> 21-40%	<input type="checkbox"/> 41-60%	<input type="checkbox"/> 61-80%	<input type="checkbox"/> >81%
	Strongly Agree	Agree	uncertain	Disagree	Strongly Disagree
5. Approximate level of your own attendance during the whole Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I participated actively in the Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I think I have made progress in this Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Comments					

Learning Environment and Teaching Methods	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
9. I think the Course was well structured to achieve the learning outcomes (there was a good balance of lectures, tutorials, practical etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The learning and teaching methods encouraged participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The overall environment in the class was conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Classrooms were satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Comments					

Learning Resources	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
14. Learning materials (Lesson Plans, Course Notes etc.) were relevant and useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Recommended reading Books etc. were relevant and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The provision of learning resources in the library was adequate and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The provision of learning resources on the Web was adequate and appropriate (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 Comments					

Quality of Delivery	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
19. The Course stimulated my interest and thought on the subject area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The pace of the Course was appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Ideas and concepts were presented clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Comments					

Assessment	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
23. The method of assessment were reasonable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Feedback on assessment was timely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Feedback on assessment was helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Comments					

Additional Core Questions

Instructor / Teaching Assistant Evaluation	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
27. I understood the lectures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. The material was well organized and presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. The instructor was responsive to student needs and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Had the instructor been regular throughout the course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tutorial	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
30. The material in the tutorials was useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. I was happy with the amount of work needed for tutorials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Faculty Course Review Report

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



For completion by the course instructor and transmission to Head of Department of his/her nominee (Dept.) together with copies of the Course Syllabus outline

Department:		Faculty:			
Course Code:		Title:			
Session:		Semester:	Autumn <input type="checkbox"/>	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>
Credit Value:		Level:		Prerequisites:	
Name of Course Instructor:		No. of Students Contact Hours	Lectures	Other (Please State)	
			Seminars		
Assessment Methods: give precise details (no & length of assignments, exams, weightings etc)					

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

Undergraduate	Originally Registered	%Grade A	%Grade B	%Grade C	D	E	F	No Grade	Withdrawal	Total
No. of Students										
Post-Graduate	Originally Registered	%Grade A	%Grade B	%Grade C	D	E	No Grade		Withdrawal	Total
No. of Students										

Overview/Evaluation (Course Co-coordinator's Comments)

Feedback: first summarize, then comment on feedback received from:

(These boxes will expand as you type in your answer.)

1) Student (Course Evaluation) Questionnaires

2) External Examiners or Moderators (if any)

3) Student /staff Consultative Committee (SSCC) or equivalent, (if any)

4) Curriculum: 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

5) Assessment: comment on the continuing effectiveness of method(s) of assessment in relation to the intended learning outcomes (Course objectives)

6) Enhancement: comment on the implementation of changes proposed in earlier Faculty Course Review Reports

7) 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)



Survey of Graduating Students

(To be filled out by graduating students in last semester / year before the award of degree)

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: Very satisfied B: Satisfied C: Uncertain D: Dissatisfied E: Very dissatisfied

1. The work in the program is too heavy and induces a lot of pressure
 A B C D E
2. The program is effective in enhancing team-working abilities.
 A B C D E
3. The program administration is effective in supporting learning.
 A B C D E
4. The program is effective in developing analytical and problem solving skills.
 A B C D E
5. The program is effective in developing independent thinking.
 A B C D E
6. The program is effective in developing written communication skills.
 A B C D E
7. The program is effective in developing planning abilities.
 A B C D E
8. The objectives of the program have been fully achieved
 A B C D E
9. Whether the contents of curriculum are advanced and meet program objectives
 A B C D E
10. Faculty was able to meet the program objectives
 A B C D E

11. Environment was conducive for learning
- A B C D E
12. Whether the Infrastructure of the department was good.
- A B C D E
13. Whether the program was comprised of Co-curricular and extra-curricular activities
- A B C D E
14. Whether scholarships/ grants were available to students in case of hardship
- A B C D E

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

(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 you situation at your department?**

A: Very satisfied B: Satisfied C: Uncertain D: Dissatisfied E: Very dissatisfied.

Your mix of research, teaching and community service.

A B C D E

The intellectual stimulation of your work.

A B C D E

Type of teaching / research you currently do.

A B C D E

Your interaction with students.

A B C D E

Cooperation you receive from colleagues.

A B C D E

The mentoring available to you.

A B C D E

Administrative support from the department.

A B C D E

Providing clarity about the faculty promotion process.

A B C D E

Your prospects for advancement and progress through ranks.

A B C D E

Salary and compensation package.

A B C D E

Job security and stability at the department.

A B C D E

Amount of time you have for yourself and family.

A B C D E

The overall climate at the department.

A B C D E

Whether the department is utilizing your experience and knowledge

A B C D E

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

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

Information about faculty member

i. Academic rank:

A: Professor B: Associate Professor C: Assistant Professor D: Lecturer
E: Other

ii. Years of service:

A: 1-5 B: 6-10 C: 11-15 D: 16-20 E: >20

Name: _____ Signature: _____ Date: _____



Alumni Survey

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

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 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

Math, Science, Humanities and professional discipline, (if applicable) (A)

(B) (C) (D) (E)

Problem formulation and solving skills (A) (B) (C) (D) (E)

Collecting and analyzing appropriate data (A) (B) (C) (D) (E)

Ability to link theory to practice. (A) (B) (C) (D) (E)

Ability to design a system component or process (A) (B) (C) (D) (E)

IT knowledge (A) (B) (C) (D) (E)

II Communications Skills

Oral communication (A) (B) (C) (D) (E)

Report writing (A) (B) (C) (D) (E)

Presentation skills (A) (B) (C) (D) (E)

III Interpersonal Skills

Ability to work in teams. (A) (B) (C) (D) (E)

Ability to work in arduous /Challenging situation (A) (B) (C) (D) (E)

Independent thinking (A) (B) (C) (D) (E)

Appreciation of ethical Values (A) (B) (C) (D) (E)

IV Management /leadership Skills

Resource and Time management skills (A) (B) (C) (D) (E)

Judgment (A) (B) (C) (D) (E)

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. Career Opportunities

VII. Department Status

Infrastructure	(A)	(B)	(C)	(D)	(E)
Faculty	(A)	(B)	(C)	(D)	(E)
Repute at National level	(A)	(B)	(C)	(D)	(E)
Repute at international level	(A)	(B)	(C)	(D)	(E)

VIII Alumni Information

Name (Optional)_____

Name of organization_____

Position in organization_____

Year of graduation_____



Employer Survey

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

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

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

Knowledge.

1. Math, Science, Humanities and professional discipline, (if applicable) (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)

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)

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)

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) |

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?

Information About Organization

Organization Name_____

Type of Business_____

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

Teacher Evaluation Form

(To be filled by the student)



Course Title and Number: _____
 Name of Instructor: _____ Semester _____
 Department: _____ Degree _____

Use the scale to answer the following questions below and make comments

A: Strongly Agree B: Agree C: Uncertain D: Disagree E: Strongly Disagree

Instructor:					
The Instructor is prepared for each class	A	B	C	D	E
The Instructor demonstrates knowledge of the subject	A	B	C	D	E
The Instructor has completed the whole course	A	B	C	D	E
The Instructor provides additional material apart from the textbook	A	B	C	D	E
The Instructor gives citations regarding current situations with reference to Pakistani context.	A	B	C	D	E
The Instructor communicates the subject matter effectively	A	B	C	D	E
The Instructor shows respect towards students and encourages class participation	A	B	C	D	E
The Instructor maintains an environment that is conducive to learning	A	B	C	D	E
The Instructor arrives on time	A	B	C	D	E
The Instructor leaves on time	A	B	C	D	E
The Instructor is fair in examination	A	B	C	D	E
The Instructor returns the graded scripts etc. in a reasonable amount of time	A	B	C	D	E
The Instructor was available during the specified office hours and for after class consultations	A	B	C	D	E
Course:					
The Subject matter presented in the course has increased your knowledge of the subject	A	B	C	D	E
The syllabus clearly states course objectives requirements, procedures and grading criteria	A	B	C	D	E
The course integrates theoretical course concepts with real-world applications	A	B	C	D	E
The assignments and exams covered the materials presented in the course	A	B	C	D	E
The course material is modern and updated	A	B	C	D	E

Comments:

Instructor: _____

Course: _____

