COMSATS Institute of Information Technology Quality Enhancement Cell (QEC)	Form B: Fundamental Elements of Standards

Institutional Performance Evaluation (IPE)   Date:

Campus: | **Campus Director:**

PE Team Members:

1. _____

2. _____

3. _____

5: (Ex)Excellent	4: (VG) Very Good	3: (G) Good	2: (Av) Average	1: (BA) Below Average	0: (ND) Not Developed

S#	Fundamental Elements of Standards	Ex	VG	G	Av	BA	ND
1	**Mission and Goals:** An effective Mission and consistent goals have the following factors:-						
1.1	Developed through consultation with all concerned who are responsible for implementation or facilitation of the accomplishment of these goals.	5	4	3	2	1	0
1.2	Passed through an ongoing process of periodic reviews and formal approval.	5	4	3	2	1	0
1.3	Relevant to internal, external and community contexts	5	4	3	2	1	0
1.4	Publicized and shared broadly with all concerned	5	4	3	2	1	0
1.5	Guide management, faculty, staff and governing bodies in decision making across the board in its resource allocation and academic programme development etc.	5	4	3	2	1	0
1.6	Support scholarly and academic activities at all levels appropriate to basic purposes of the institution.	5	4	3	2	1	0
	Comments (if any):						
2	**Planning and Evaluation:** Institution is expected to conduct a process of planning which is:-						
2.1	Based on the institution's mission, goals, activities, future engagements and evaluation results	5	4	3	2	1	0
2.2	Clearly communicated to all concerned participants.	5	4	3	2	1	0
2.3	Based on well defined decision making process and authority	5	4	3	2	1	0
2.4	Based on assignment of responsibility and accountability (for quality improvements)	5	4	3	2	1	0
2.5	Responsible to maintain the records of success in implementing the planned goals and for the subsequent results of implementation	5	4	3	2	1	0
2.6	Assessed periodically focusing on the effectiveness of planning, resource allocation, institutional growth and development	5	4	3	2	1	0
2.7	Incorporates the results of self-assessments	5	4	3	2	1	0
	Comments (if any):						
3	**Organization and Governance:** Institution is assumed to have:-						
3.1	Regular reviews of institutional funding and grant activities including public & self finance arrangements.	5	4	3	2	1	0
3.2	A governance system led by a governing body capable of guiding the institution to accomplish its mission and safeguarding the public interest. The governing body should include adequate expert members.	5	4	3	2	1	0
3.3	A process to resolve or prevent the conflict of interests within the institution.	5	4	3	2	1	0
3.4	Opportunities for student participation or input in decisions that affect them.	5	4	3	2	1	0
	Comments (if any):						

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4	**Integrity:** Institution reflects the following attributes:-						
4.1	Shows high standard of integrity on the basis of fair, transparent and impartial practices for hiring, retention and dismissal of employees.	5	4	3	2	1	0
4.2	An efficient & widely published system to address grievances of students.	5	4	3	2	1	0
4.3	Prevention of conflict of interests and if happens, an efficient system to address the conflict of interest.	5	4	3	2	1	0
4.4	Strong ethical practices and respect for individuals.	5	4	3	2	1	0
4.5	Equitable and appropriate treatment with all parties and individuals while considering planning and policy making.	5	4	3	2	1	0
4.6	Inbuilt practices of safeguarding intellectual property rights.	5	4	3	2	1	0
4.7	Enabling environment for students, faculty, administration and other university staff promoting mutual respect for each other's ideas, background and prospective etc.	5	4	3	2	1	0
4.8	Practicing integrity and openness in public relations, announcements and all other forms of information sharing with public.	5	4	3	2	1	0
4.9	Periodic assessment of policies, implementation processes and practices reflecting integrity and availability of these factual reports.	5	4	3	2	1	0
	Comments (if any):						
5	**Faculty:** Institution expected to demonstrate the following attributes:-						
5.1	Faculty members and other professionals of the institution are appropriately qualified, trained and prepared to assume the assigned roles and they are adequate in numbers	5	4	3	2	1	0
5.2	Curricula is designed, maintained and updated by trained and qualified faculty and professionals working at the institution.	5	4	3	2	1	0
5.3	Faculty, other professionals and even teaching assistant staff demonstrate excellence and continuous professional growth in respective fields contributing to accomplishment of the mission of the institution	5	4	3	2	1	0
5.4	Adherence to respective criteria and procedures of faculty appointment, promotion, supervision, evaluation, tenure, dismissal etc.	5	4	3	2	1	0
5.5	Well articulated and implemented criteria for evaluation of all those professionals and faculty members who are responsible for academic programmes	5	4	3	2	1	0
5.6	Well developed mechanism of institutional support for a consistent faculty development and advancement in the context of teaching, research, scholarship and service.	5	4	3	2	1	0
	Comments (if any):						
6	**Students:** Institution maintains the following standards for admission and retention of students:-						
6.1	Admission criteria and policies available to inform the prospective students and parents to make right decisions	5	4	3	2	1	0
6.2	Harmony of admission policies and practices with the institutional mission and supportive to accomplishment of mission successfully	5	4	3	2	1	0
6.3	Complete and accurate information regarding academic programmes and other educational offerings	5	4	3	2	1	0
6.4	Comprehensive information on institution-wide assessment results and statements of expected learning outcomes to inform the prospective students	5	4	3	2	1	0
6.5	Information and appropriate advice regarding financial aid, scholarships, grants, loans and refunds etc.	5	4	3	2	1	0
6.6	Policies and procedures for credit recognition and transfer of credits etc.	5	4	3	2	1	0
6.7	Student success assessment on ongoing basis to evaluate the match between admitted student attributes and goals of the institution and programmes and reflection of these assessment results in further improvement of admission and retention policies.	5	4	3	2	1	0
	Comments (if any):						

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7	**Institutional Resources:** Institution demonstrates the following fundamental elements:-						
7.1	Well developed and practiced strategies to evaluate and assess the level of availability and efficiency of utilization of institutional resources	5	4	3	2	1	0
7.2	Policy and consistency of policies and procedures guiding the allocation of Institutional resources.	5	4	3	2	1	0
7.3	Appropriate resources allocation approach to address the needs of faculty, staff and students relevant with accomplishment of institutional mission	5	4	3	2	1	0
7.4	Comprehensive Master Plan and Life-Cycle Management plan encompassing the infrastructure and facilities.	5	4	3	2	1	0
7.5	Streamlined process of educational and other equipment supply, maintenance, replacement, and development according to new technological advancements which is essential to support all academic programmes and research	5	4	3	2	1	0
7.6	Efficient institutional control over acquisition, allocation, and development of resources linked with planning and consistency of policy	5	4	3	2	1	0
7.7	Annual independent audit system with follow up mechanism to respond to any audit concerns	5	4	3	2	1	0
7.8	Process of periodic assessment of efficient utilization of resources	5	4	3	2	1	0
	Comments (if any):						
8	**Academic Programmes and Curricula:** Institution supposed to demonstrate that:-						
8.1	Academic programmes and curricula are harmonized with its mission in terms of areas of study, adequacy of content, breadth of knowledge, and scope to conduct at all levels	5	4	3	2	1	0
8.2	Formal offering of Undergraduate, Graduate, Post Graduate and or professional programmes leading to earn a degree or any other education credential/certificate developed to advance the learning experience of students and to encourage the blend of extended learning base	5	4	3	2	1	0
8.3	Availability of adequately learned faculty with credentials suited to graduate curricula	5	4	3	2	1	0
8.4	Promoting research and independent thinking at graduate level required for advanced studies	5	4	3	2	1	0
8.5	Programme goals are outlined in terms of student learning outcomes	5	4	3	2	1	0
8.6	The academic programmes and curricula designed is supported by the required facilities, instructional equipment, library, faculty, and staff	5	4	3	2	1	0
8.7	Consistency of academic programmes, their goals and related activities with the institutional mission	5	4	3	2	1	0
8.8	Curricula and course syllabi incorporate expected learning outcomes	5	4	3	2	1	0
8.9	Programme outcomes and student learning is assessed in relation with goals and objectives of the academic programmes and these results are used for improvement of programme effectiveness and student learning	5	4	3	2	1	0
	Comments (if any):						
9	**Public Disclosure and Transparency:** Institution is expected to hold and reflect the following characteristics:-						
9.1	The website of institution is developed, maintained and updated to meet the requirement of interested public	5	4	3	2	1	0
9.2	Appropriate institutional support for implementation of Policy to inform intended audiences through electronic, print media, and communication	5	4	3	2	1	0
9.3	Adherence to ethics of public disclosure policy to support students for informed decision making regarding their education	5	4	3	2	1	0
9.4	Activities designed and executed to realize the communication strategy for information of interested public	5	4	3	2	1	0
9.5	Responsiveness to inquiries about institution and its programmes	5	4	3	2	1	0
	Comments (if any):						

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S#	Fundamental Elements of Standards	Ex	VG	G	Av	BA	ND
10	**Assessment and Quality Assurance:** Institution is assumed to demonstrate the following characteristics:-						
10.1	Efficacy of a formal, organized and consistent system of Quality Assurance and Self-Assessment containing a process of evaluating and improving the programmes and services and realization of institutional mission.	5	4	3	2	1	0
10.2	Compliance of QA and Assessment System meeting the following criteria:						
10.2.1	Integration of programme goals and goals of services with each other through a foundation provided in the institutional mission and subsequent goals.	5	4	3	2	1	0
10.2.2	Systematic and consistent use of a combination of 'qualitative and quantitative measures through the best use of available data and information, its relation with the goals, and usefulness of results to inform the decisions and future planning	5	4	3	2	1	0
10.2.3	Collaboration between faculty and university administration for the purpose of facilitating each other in goals achievement at both levels	5	4	3	2	1	0
10.2.4	Practicality and plainness to understand and to be owned by the respective tiers	5	4	3	2	1	0
10.2.5	Standard and consistent periodic evaluation mechanism of the university assessment and QA system and processes.	5	4	3	2	1	0
10.3	Evidences of the use of university quality assessment results for further improvement in planning by sharing of these results with the respective constitutional and legislative bodies and responsible individuals.	5	4	3	2	1	0
10.4	Documented strategic plans of the institution to reflect the consideration of QA and Assessment results.	5	4	3	2	1	0
	Comments (if any):						
11	**Student Support Services:** Institution demonstrates the following attributes:-						
11.1	An efficient student support services programme responsive to student needs and strengths, consistent with institutional mission, supportive to student learning objectives and easily accessible.	5	4	3	2	1	0
11.2	Adequate student advisory services and processes.	5	4	3	2	1	0
11.3	Efficient professional cadre to provide students' support and advisory services.	5	4	3	2	1	0
11.4	Effective system of redressing the students' grievances and complaints.	5	4	3	2	1	0
11.5	Updated and complete record of student complaints, grievances and institutional responses.	5	4	3	2	1	0
11.6	Inbuilt mechanism of student support services' assessment and using the assessment results for further improvement.	5	4	3	2	1	0
11.7	Regulated and institutionally administered athletic programmes to channelize the energies of students towards positive competition.	5	4	3	2	1	0
	Comments (if any):						
Total Score (column total)							
GRAND TOTAL							