COMSATS Institute of Information Technology Quality Enhancement Cell (QEC)	Form D: Assessment of Non-Academic Departments

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#	Description	Ex	VG	G	Av	BA	ND
1	**Administration, HR, Services**						
1.1	Procedure for students' enrollment?	5	4	3	2	1	0
1.2	Policy for transfer of students credit hours	5	4	3	2	1	0
1.3	The Program Fees Structure	5	4	3	2	1	0
1.4	Student Discipline Statues	5	4	3	2	1	0
1.5	Procurement Harmonization Policies	5	4	3	2	1	0
1.6	Procedure on Audit of the Admin Stock record like furniture, heaters etc	5	4	3	2	1	0
1.7	Detailed SOPs for Recruitment of Employees	5	4	3	2	1	0
1.8	Detailed SOPs for Recruitment of Faculty	5	4	3	2	1	0
1.9	Service Rules and Regulations	5	4	3	2	1	0
1.10	Promotion / Employees Efficiency and Discipline Statues	5	4	3	2	1	0
1.11	Policy for employees performance appraisal and process for honorarium, additional increments	5	4	3	2	1	0
1.12	Adequate opportunities or criteria defined for the professional career development and grooming of all employees	5	4	3	2	1	0
1.13	Procedure for the employees resignation and clearance from the department	5	4	3	2	1	0
1.14	Delegation of powers structure, Admin, Finance, Civil works, Procurement etc	5	4	3	2	1	0
1.15	Structure oregano gram of Admin, HR, with job serving description	5	4	3	2	1	0
1.16	Rules of employees earned leave /leave encashment	5	4	3	2	1	0
1.17	Rules of Benevolent and Group Insurance	5	4	3	2	1	0
1.18	First Aid and other Medical facility at campus	5	4	3	2	1	0
1.19	Arrangement of Hygienic conditions	5	4	3	2	1	0
1.20	Rules of employees/faculty benefits like motorcycle advance, interest free car loan etc	5	4	3	2	1	0
1.21	Rules on Harassment, Sexual Harassment and Abuse of Authority	5	4	3	2	1	0
1.22	CIIT Annual Report	5	4	3	2	1	0
1.23	Documentation and procedure for keeping file records	5	4	3	2	1	0

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

S#	Description	Ex	VG	G	Av	BA	ND
1.24	Diary Dispatch setup	5	4	3	2	1	0
1.25	Procedure for complaint and troubleshooting of Computers, network and Internet	5	4	3	2	1	0
1.26	Procedure of repair and maintenance of computer accessories	5	4	3	2	1	0
1.27	Procedure of issuance of computer accessories	5	4	3	2	1	0
1.28	Procedure on Audit of the IT Stock record like computer items etc	5	4	3	2	1	0
1.29	Software developed for student lectures, assignments etc (like COMSIS)	5	4	3	2	1	0
1.30	Strategies documented for development of software's for CIIT	5	4	3	2	1	0
1.31	Strategies documented for development of software's for outsourcing	5	4	3	2	1	0
1.32	Arrangement for Vehicle Parking at campus	5	4	3	2	1	0
1.33	Transport Rules	5	4	3	2	1	0
1.34	Procedure of transport requisition / allocation	5	4	3	2	1	0
1.35	Existence of transparent system for maintenance of official cars like fueling, services and repair etc	5	4	3	2	1	0
1.36	Arrangement on fire preventing/fire fighting setup etc	5	4	3	2	1	0
1.37	Arrangement of Safe Electric power setup like lighting, backup, disaster plan etc	5	4	3	2	1	0
1.38	Documented Design of Security measures plan at campus	5	4	3	2	1	0
1.39	Strategies for monitoring students activities	5	4	3	2	1	0
1.40	Review process for all Policies under Administration, HR and services	5	4	3	2	1	0
1.41	Provision of guidance to stakeholders regarding Administration, HR and services rules and issues	5	4	3	2	1	0
	Comments (if any)						
2	**Examinations**						
2.1	Procedure of verification of previous degree/certificate record	5	4	3	2	1	0
2.2	Rules of unfair means and academic dishonesty is documented and available publicly for all stakeholders	5	4	3	2	1	0
2.3	Rules of conducting exams is well defined and communicated to all	5	4	3	2	1	0
2.4	Degree time bar Properly defined and awareness available for all	5	4	3	2	1	0
2.5	Medalist and Merit criteria for students	5	4	3	2	1	0
2.6	Process for notifying results of students	5	4	3	2	1	0
2.7	Procedure for clearance of graduating students is well defined and efficient	5	4	3	2	1	ND

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S#	Description				Ex	VG	G	Av	BA	ND

S#	Description	Ex	VG	G	Av	BA	ND
2.8	Process of transcript issuance is properly defined	5	4	3	2	1	0
2.9	Proper guidance available to students for getting clearance after graduation	5	4	3	2	1	0
2.10	Adequate security criteria defined for degrees/transcripts printing	5	4	3	2	1	0
2.11	Proper secrecy of the record like transcripts, results etc	5	4	3	2	1	0
2.12	Policy, structure and reports of audit of transcripts record	5	4	3	2	1	0
2.13	Review process for all Policies under Examinations	5	4	3	2	1	0
2.14	Provision of guidance to stakeholders regarding examination rules and issues	5	4	3	2	1	0
	Comments (if any)						
3	**Finance and Accounts**						
3.1	Procedure for payroll of employees	5	4	3	2	1	0
3.2	Rules of GP and CP Fund	5	4	3	2	1	0
3.3	Handling of petty cash and allocation of expenses defined appropriate?	5	4	3	2	1	0
3.4	Rules of TA/DA	5	4	3	2	1	0
3.5	Strategy for budgeting and process of funds allocation to projects/departments	5	4	3	2	1	0
3.6	Policy of Loan / Grant	5	4	3	2	1	0
3.7	Tracking system of file/record is properly maintained	5	4	3	2	1	0
3.8	Provision of guidance to stakeholders regarding financial rules and issues	5	4	3	2	1	0
3.9	Policy, structure and reports of Internal Audit of Accounts	5	4	3	2	1	0
3.10	Policy, structure and reports of External Audit of Accounts	5	4	3	2	1	0
3.11	Rules on handling of financial resources	5	4	3	2	1	0
3.12	Definition, collection and recording of revenue	5	4	3	2	1	0
3.13	Process for incurring and recording of expenditure	5	4	3	2	1	0
3.14	Review process for all Policies under Accounts improvement plan	5	4	3	2	1	0
	Comments (if any)						