**PROGRAM SELF-ASSESSMENT**

**Survey Questionnaire for Non-Academics**

(To be filled by the non-academic staffs)

This form includes statements for self-assessment at program level. As a non-academic staff you are requested to give your sincere comment against each of the statements by putting a tick (√) mark on appropriate grade-column. Your sincere evaluation will be helpful for correct assessment of the program so that next improvement plan may be undertaken.

**Name of the entity (Faculty/Department/Discipline/Institute):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Evaluate the following aspects of the program in terms capacity to provide quality education by marking “√” in the box of corresponding column according to the scale given:

5–Strongly agree; 4–Agree; 3–Undecided; 2–Disagree; 1–Strongly disagree;

(Note: The figures in the parentheses indicate standards under the assessment criteria)

1. **Governance:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Aspects of Evaluation | **5** | **4** | **3** | **2** | **1** |
| 1. Vision, mission and objectives of the entity are clearly stated (1.1) |  |  |  |  |  |
| 1. Academic decisions are taken by the entity with fairness and transparency (1.2) |  |  |  |  |  |
| 1. The intended learning outcomes (ILOs) satisfy the stated mission and objectives of the entity (1.4) |  |  |  |  |  |
| 1. The entity has adequate infrastructures to satisfy its mission and objectives (1.5) |  |  |  |  |  |
| 1. Academic calendars are maintained strictly by the entity (1.5) |  |  |  |  |  |
| 1. Results are published timely in compliance with the ordinance (1.5) |  |  |  |  |  |
| 1. The entity reviews its policy and procedures periodically for further improvement (1.6) |  |  |  |  |  |
| 1. Codes of conduct for the students and employees are well communicated (1.7) |  |  |  |  |  |
| 1. Disciplinary rules and regulations are explicitly defined and well circulated (1.7) |  |  |  |  |  |
| 1. Website is updated properly (1.8). |  |  |  |  |  |
| 1. The entity provides comprehensive guidelines to the students in advance by means of a brochure/handbook (1.9) |  |  |  |  |  |

1. **Staff and Facilities: Recruitment and staff development**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Aspects of Evaluation | **5** | **4** | **3** | **2** | **1** |
| 1. Recruitment policy and practices are good enough for recruitment of competent academic and non-academic staff (7.1) |  |  |  |  |  |
| 1. Salary and incentives are attractive enough to retain the academic and non-academic staff (7.2). |  |  |  |  |  |
| 1. Good team spirit exists among different non-academic staff (7.4). |  |  |  |  |  |
| 1. A congenial atmosphere prevails to enhance professional knowledge through research and higher studies (7.5) |  |  |  |  |  |
| 1. Academics have enough opportunity to take part in different seminar/workshop/training programs for skill development (7.7) |  |  |  |  |  |
| 1. Non-academics have enough opportunity to take part in different training programs for skill development (7.7) |  |  |  |  |  |
| 1. The entity has a policy to provide mentoring/continuous guidance for new academic staff*.(*7.8) |  |  |  |  |  |
| 1. The entity practices seminars and workshops to share knowledge and experience among the faculty members (7.11) |  |  |  |  |  |
| 1. The entity has a performance award policy to inspire academic staff (7.12) |  |  |  |  |  |
| 1. Performance indicators are the criteria for promotion/up-gradation (7.12) |  |  |  |  |  |

Other aspects:

1. What are the major weaknesses you have observed in the entity

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1. What are your suggestion(s) to improve the teaching learning environment:

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