

Annex 4
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;

A. Governance:

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

B. 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)					
2. Salary and incentives are attractive enough to retain the academic and non-academic staff (7.2).					
3. Good team spirit exists among different non-academic staff (7.4).					
4. A congenial atmosphere prevails to enhance professional knowledge through research and higher studies (7.5)					
5. Academics have enough opportunity to take part in different seminar/workshop/training programs for skill development (7.7)					
6. Non-academics have enough opportunity to take part in different training programs for skill development (7.7)					
7. The entity has a policy to provide mentoring/continuous guidance for new academic staff.(7.8)					
8. The entity practices seminars and workshops to share knowledge and experience among the faculty members (7.11)					
9. The entity has a performance award policy to inspire academic staff (7.12)					
10. 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
 2. What are your suggestion(s) to improve the teaching learning environment:
-