Ziauddin Medical University

Department: _____

Self-Assessment Report

Submitted to

Quality Enhancement cell

Ziauddin Medical University

Dated: _____

Program Representative Team:

Chairman:

Members:

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Criterion 1: Program Mission Objectives and Outcome:

Standard 1-1: Mission and Objectives

1-11: Mission statement of Institution:

_____

_____

_____

1-12: Mission statement of Department:

_____

_____

_____

1-13: Mission statement of program:

_____

_____

_____

1-14: Program Objectives:

      State objectives and describe how each objective is aligned with program, departmental and

      institutional mission statements.

      Outline the main elements of the strategic plan to achieve the program mission and objectives

1a) Objective 1:

_____

_____

_____

1b) Strategic Plan to achieve objective 1

_____

_____

_____

2a) Objective 2:

_____

_____

_____

2b) Strategic Plan to achieve objective 2

_____

_____

_____

3a) Objective 3:

_____

_____

_____

3b) Strategic Plan to achieve objective 3

_____

_____

_____

1-15: Program Objectives Assessment

Objective	How measured	When measured	Improvement identified	Improvement made

Standard 1-2: Documenting Outcomes

1-21: State the expected outcomes which support the program objectives including the expected

competencies of graduating students.

_1._____

_2._____

_3._____

_4._____

_5._____

_6._____

Standard 1-3: Assessment Results and Improvement plans

1-31: How the Program Outcomes support the Program Objectives

Objectives		1	2	3	4	5
Outcome	1					
	2					
	4					
	5					
	6					

1-32: Form A (attached as annexure): Survey of graduating seniors (to be conducted every semester)

Observations and recommendations related to the Graduating student survey:

a) Program:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

b) Training:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

c) Faculty:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

d) The following represents some of the recommendations made by graduating students

_____

_____

_____

e) Recommendations by the department to take the graduating student's points into account:

_____

_____

_____

1-33: Form B (attached as annexure): Survey of Alumni (To be conducted every 2 years)

Observations and recommendations related to the Alumni survey:

a) Knowledge:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

b) Communication skills:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

c) Interpersonal Skills:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

d) Work Skills:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

e) The following represents some of the recommendations made by Alumni

_____

_____

_____

f) Recommendations by the department to take the Alumni's points into account:

_____

_____

_____

1-34: Form C (attached as annexure): Survey of Employers (To be conducted every 2 years)

Observations and recommendations related to the Employers survey:

Knowledge:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

Communication skills:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

Interpersonal Skills:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

Leadership Skills:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

The following represents some of the recommendations made by Employers

_____

_____

_____

Recommendations by the department to take the employers points into account:

_____

_____

_____

Standard 1-4: Overall Performance

1-41: Students

Year	Number of graduating students	First Honors %	Second Honors %	Third Honors %	Graduating Average GPA	Average time for Completion (Years)	Faculty Student's Ratio:

Overall satisfaction of students as assessed by graduating student's survey:

_____

_____

_____

1-42: Faculty

a) Journal publications

_____

_____

_____

b) Funded projects

_____

_____

_____

c) Conferences attended per faculty

_____

_____

_____

d) Excellence/ awards

_____

_____

_____

e) Overall Faculty satisfaction as assessed by the Faculty survey:

_____

_____

_____

1-43: Community services:

a) Workshops:

_____

_____

_____

b) Courses:

_____

_____

_____

c) Seminars:

_____

_____

_____

Criterion 2: Curriculum Design and Organization:

a) Degree Title:

_____

b) Definition of a Credit hour:

_____

_____

c) Degree plan:

_____

_____

_____

_____

_____

_____

_____

_____

Semester	Course	Category (Teaching Hours)						
		Basic Sciences Course		Core Courses	CME Hours	Independent clinics	Field work	
Total								
Minimum Requirement								

13

Form D (attached as Annexure): Faculty Course review report

Form E (attached as Annexure): Student course evaluation Questionnaire

Standard 2-1: Courses versus Objectives

2-11: Describe how the program content (courses) meets the program objectives:

_____

_____

_____

2-12: Courses Vs Program Outcomes:

Courses	Outcomes					
	1	2	3	4	5	6

Standard 2-2: Theory, Problem analysis and Solution design

2-21: Indicate which courses contain a significant portion (more than 30%) of the elements in standard 2 in the following table.

Elements	Courses
Theoretical Background	
Problem Analysis	
Solution Design	

Standard 2-3: Basic sciences requirements:

2-31: Indicate whether the curriculum satisfies the basic sciences requirements for program as specified by the respective accreditation body.

a) Yes/No

b) Accreditation body: _____

c) Requirements:

_____

_____

_____

d) Deviations (if any) and justification for deviations:

_____

_____

_____

Standard 2-4: Major requirements as specified by Accreditation body:

2-41: Indicate whether the curriculum satisfies the major requirements for program as specified by the respective accreditation body.

a) Yes/No

b) Accreditation body:_____

c) Requirements:

_____

_____

_____

d) Deviations (if any) and justification for deviations:

_____

_____

_____

Standard 2-5: Humanities, social sciences, Islamiat, Arts, Ethical, professional, Pak studies as specified by Accreditation body:

2-51: Indicate whether the curriculum satisfies Humanities, social sciences, Islamiat, Arts, Ethical, professional, Pak studies as specified by Accreditation body:

a) Yes/No

b) Accreditation body:_____

c) Requirements:

_____

_____

_____

d) Deviations (if any) and justification for deviations:

_____

_____

_____

Standard 2-6: Information technology contents:

2-61: Indicate the Information technology contents of curriculum courses:

Course	IT Content

Standard 2-7: Communication Skills:

2-71: Explain how development and application of oral and written communication skills of students are applied and integrated throughout the program:

_____

_____

_____

Course	Communication skills content

Criterion 3: Laboratory and computing Facilities

a) Provide the following information about each laboratory and computing facility that are available for use in the program under assessment:

Laboratory title	
Location and area	
Objectives	
Software available (if any)	
Major apparatus	
Major Equipment	
Adequacy for Instruction	
Safety regulations	

Laboratory title	
Location and area	
Objectives	
Software available (if any)	
Major apparatus	
Major Equipment	
Adequacy for Instruction	
Safety regulations	

Laboratory title	
Location and area	
Objectives	
Software available (if any)	
Major apparatus	
Major Equipment	
Adequacy for	

Instruction	
Safety regulations	

Standard 3-1: Availability of Lab manuals/ documentation/Instructions

3-11: Explain how students and faculty have adequate and timely access to the manuals/ documentation and instructions:

_____

_____

_____

3-12: Indicate short comings in laboratory (bench marking with similar departments in reputable institutions)

_____

_____

_____

Standard 3-2: Adequate Personal support for Labs:

3-21: Indicate for each lab the following:

Lab	Support personnel	Level of support	Instructional support

Standard 3-3: Adequate computing infra structure and facilities

3-31: Describe how computing facilities support the computing component of your program

_____

_____

_____

3-32: Indicate any shortcomings, benchmarking with similar departments in reputable institutions:

_____

_____

_____

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Criterion 4: Student support and advising

Standard 4-1:   Sufficient number of students and frequency of course offerings

4-11: Indicate frequency and number of students enrolled in each of the following courses:

a) Core:

_____

_____

_____

b) Elective:

_____

_____

_____

c) Core courses offered by other departments:

_____

_____

_____

Standard 4-2: Effective student/faculty interaction

4-21: Describe how you achieve effective student/faculty interaction in courses taught by more than one faculty member/lecturers or teaching assistants.

_____

_____

_____

Standard 4-3: Course decisions and Career counseling

4-31: Describe how students are informed about program requirements:

_____

_____

_____

4-32: Describe the advising system and indicate how its effectiveness is measured

_____

_____

_____

4-33: Describe the student counseling system and how students get professional counseling when needed

_____

_____

_____

4-34: Indicate if students have access to professional counseling when necessary

_____

_____

_____

4-35: Describe opportunities available for students to interact with practitioners and to have membership in technical and professional societies.

_____

_____

_____

Criterion 5: Process control

Standard 5-1: Admission criteria

5-11: Describe the program admission criteria at the institutional level and departmental level

_____

_____

_____

5-12: Describe policy regarding transfer from other universities/ credit transfer or transfer to the program from another major within the college:

_____

_____

_____

5-13: Indicate how frequently the admission criteria are evaluated and if the evaluation results are used to improve the process

_____

_____

_____

Standard 5-2: Process of registration

5-21: Describe how students are registered in the program

_____

_____

_____

5-22: Describe how student's academic progress is monitored and how their program of study is verified to adhere to the degree requirements.

_____

_____

_____

5-23: Indicate how frequently the process of registration and monitoring are evaluated and if the evaluation results are used to improve the process

_____

_____

_____

Standard 5-3: Faculty recruitment, evaluation and promotion

5-31: Describe the process used to ensure that highly qualified faculty is recruited to the program

_____

_____

_____

5-32: Indicate methods used to retain excellent faculty members

_____

_____

_____

5-33: Indicate how evaluation and promotion processes are in line with institution mission statement

_____

_____

_____

5-34: Indicate how frequently this process is evaluated and if the evaluation results are used to improve the process

_____

_____

_____

Standard 5-4: Teaching and delivery of course material

Form F (attached as Annexure): Teacher's Evaluation Form

5-41: Describe the process and procedures used to ensure that teaching and delivery of course material is effective and focus on students learning

_____

_____

_____

5-42: Indicate how frequently this process is evaluated and if the evaluation results are used to improve the process

_____

_____

_____

Standard 5-5: Graduation process

5-51: Describe the procedures used to ensure that graduates meet the program requirements

_____

_____

_____

5-52: Describe when this procedure is evaluated and whether the results of this evaluation are used to improve the process

_____

_____

_____

Form G (attached as Annexure): Survey of Departments offering PhD program

Criterion 6: Faculty

Standard 6-1: Faculty numbers and Qualifications

6-11: Complete the following table indicating program areas and number of faculty in each area

Program's area of specialization	Courses in the area and average number of sections/year	Number of faculty members in each area	Number of Faculty with PhD degree
Total			

6-12: Each Faculty member should complete a resume (attached as form H)

Standard 6-2: Faculty Development

6-21: Describe the criteria developed by the department, for faculty to be deemed current in the discipline.

_____
_____
_____

6-22: Based on the above criteria and information in the faculty member's resumes what percentage of them is current?

_____

6-23: Describe the means for ensuring that full time faculty members have sufficient tome for scholarly and professional development

_____
_____
_____

6-24: Describe existing faculty development programs at the departmental and university level. Demonstrate their effectiveness in achieving faculty development

_____
_____
_____

6-25: Indicate how frequently faculty programs are evaluated and if the evaluation results are used for improvement.

_____

_____

_____

Standard 6-3: Faculty Motivation

6-31: Describe program and processes in place for faculty motivation.

_____

_____

_____

Form I (attached as annexure): Obtain Faculty input using faculty survey on programs for faculty motivation and job satisfaction

6-32: Indicate overall rating of the faculty regarding:

a) Academics:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

b) Interpersonal:

Observations:

_____

_____

_____ _____

Recommendations:

_____

_____

_____

27

c) Incentives:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

d) Support and Supervision:

Observations:

_____

_____

_____

Recommendations:

_____

_____

_____

e) The following represents some of the recommendations made by Faculty

_____

_____

_____

f) Recommendations by the department to take the Faculty's points into account:

_____

_____

_____

Criterion 7: Institutional Facilities

Standard 7-1: Supporting Infrastructure

7-11: Describe the infrastructure and facilities that support new trends in learning

_____

_____

_____

7-12: Indicate how adequate the facilities are.

_____

_____

_____

Standard 7-2: Library

7-21: Describe the adequacy of the library's technical collection

_____

_____

_____

7-2: Describe the support rendered by the library

_____

_____

_____

Standard 7-3: Classrooms

7-31: Describe the adequacy of the class rooms

_____

_____

_____

_____

7-32: Describe the adequacy of faculty offices

_____

_____

_____

_____

Criterion 8: Institutional support

Standard 8-1: Support and financial resources

8-11: Describe how your program meets the standard of adequate support and financial services. If it does not explain the main causes and plans to rectify the situation

_____

_____

_____

8-12: Describe the level of adequacy of secretarial support, technical staff and office equipment

_____

_____

_____

Standard 8-2: Graduate students and research assistants

8-21: Provide the number of graduate students, research assistants, PhD students and the faculty graduate ratio for the last 3 years.

	Year 20__	Year 20__	Year 20__
Graduate students			
Research assistants			
PhD students			
Faculty graduate ratio			

Form J (attached as Annexure): Research Student Progress review form

Standard 8-3: Financial resources

8-31: Describe the resources available for the library

The library has the following resources:

Item	Quantity as of _____ (Month/year)
Books	
Periodicals	
Full text journal articles	
Media	

Others	

8-32: Describe the resources available for the Laboratories

The laboratory has the following resources:

Course	Lab	Equipments

8-33: Describe the resources available for the computing facilities

The laboratory for computing facilities has the following resources:

Course	Lab	Computing equipments