**Proforma for Performance Evaluation against Standard 1**

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| **CRITERION 1:** Mission Statement and Goals | | **Weight=** | |
| **Q.1** | **Is there any Mission/Vision statement of the institution?** | | 5 4 3 2 1 |
| **Evidence** | 1.Annual Report |  | |
| 2.Prospectus |  | |
| 3.University Catalogue |  | |
| 4.Website |  | |
| 5.Any Other Public display notice |  | |
| **Q. 2.** | **What was the process for development of mission & its periodic review.** | | 5 4 3 2 1 |
| **Evidence** | Members of the Committee/ minutes/ review reports /Any record of mission development |  | |
| Approval of BOG etc. |  | |
| Any old versions of mission statement in record |  | |
| Any other relevant document |  | |
| **Q. 3.** | **Is mission shared with in the Institution and with other stakeholders publically?** | | 5 4 3 2 1 |
| **Evidence** | Advertisement copy/exhibition/catalogue etc. |  | |
| Copy of relevant web page |  | |
| Name of responsible body for public disclosure and feedback on mission |  | |
| Any other document to share mission with faculty, students etc. |  | |
| **Q. 4.** | **What is process of integration of mission into goals and activities?** | | 5 4 3 2 1 |
| **Evidence** | Copy of mission circulation letter to all departments etc |  | |
| Name of the Committee/Body for monitoring on accomplishment of mission/goals. |  | |
| Name of responsible office/body for integration and review of mission |  | |
| Any other related documents |  | |

**Proforma for Performance Evaluation against Standard 2**

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| **CRITERION 2:** Planning and Evaluation | | **Weight=** | |
| **Q.1** | **What is the formal system of planning and evaluation?** | |  |
| **Evidence** | Copy of the SOPs/Guidelines/Rules etc | 5 4 3 2 1 | |
| List of Departments/Committees involved in Planning |  | |
| Any other related documents |  | |
| **Q. 2.** | **How the planning is integrated with the goals, achievements and future engagements?** | |  |
| **Evidence** | Copy of strategic/ financial plans in last two years | 5 4 3 2 1 | |
| SOPs for integration of results into planning any other related documents. |  | |
| Planning review reports |  | |
| Event/academic calendar |  | |
| Any other related documents |  | |
| **Q. 3.** | **What is process of approval of plans both financial and strategic?** | |  |
| **Evidence** | List of Committees/TORs |  | |
| Minutes of the Syndicate/Senate meeting in which strategic/financial plans are approved | 5 4 3 2 1 | |
| Copy of strategic and financial plans related Agenda items of Syndicate/Senate |  | |
| Copy of annual budget report |  | |
| Any other related documents |  | |
| **Q. 4.** | **Whether budget is allocated in accordance with strategic plans?** | |  |
| **Evidence** | Annual Balance Sheet/ review reports | 5 4 3 2 1 | |
| Minutes of review meetings/ Approval of Syndicate /governing body |  | |
| Budget Allocation formulae |  | |
| Any other related documents |  | |

**Proforma for Performance Evaluation against Standard 3**

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| **CRITERION 3:** Organization and Governance | | **Weight=** |
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| **Q. 1.**  **Evidence** | **Does the institution have published University Calendar and when published last time?** | 5 4 3 2 1 |
| 1. Handbook |  |
| 2. Guidelines etc |  |
| 3. Academic calendar |  |
| 4. List of university statutory bodies and their TORs |  |
| 5.University Act |  |
| 6. Any other relevant document |  |
| **Q. 2.**  **Evidence** | **As per statutory requirements how many meetings of the governing bodies like Senate/syndicate/BOG held annually?** | 5 4 3 2 1 |
| 1.Copies of Meeting notifications |  |
| 2. Copy of the statutory requirements document regarding these meetings. |  |
| 3.Name of the office responsible and system for organizing these meetings |  |
| 4.SOPs of compliance of minutes & name of responsible office/body |  |
| 5.Letter of circulation of approved minutes |  |
| **Q. 3.**  **Evidence** | **How much percentage of agenda items of statutory body meetings is related with Administrative as compared to academic issues?** | 5 4 3 2 1 |
| 1.Working papers for the meetings within last two years |  |
| 2.Agenda of the last two meetings |  |
| 3.Any other related proof for such analysis |  |
| 4.Minutes compliance report |  |
| 5.Minutes of the last two meetings |  |

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| **Q. 4.**  **Evidence** | **Is there any practice of using emergency powers and how frequently it is used annually?** | 5 4 3 2 1 |
| 1. List of Cases in which emergency power used during last two years. |  |
| 2.Letter/notifications regarding use of emergency powers in last two years |  |
| 3.SOPs for use of emergency powers |  |
| 4.Any other documents related to record of use of emergency powers annually |  |
| 5.Names of committees/bodies regarding which emergency power was exercised during last two years such as BASR, Academic Council etc |  |

**Proforma for Performance Evaluation against Standard 4**

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| **CRITERION 4:** Integrity | | **Weight=** | |
| **Q. 1.** | **Is there any committee for redressing the complaints/ grievances of faculty/employ/students?** | | 5 4 3 2 1 |
| **Evidence** | Copy of Notification and TORs |  | |
| Name of dealing office/body for addressing grievances |  | |
| Number of complaints/problems attended during last/two years |  | |
| Final decision making body in grievance cases |  | |
| Evidence of communication of decision on grievances |  | |
| Any other related document |  | |
| **Q. 2.** | **Is there any mechanism to safeguard the conflict of interests?** | | 5 4 3 2 1 |
| **Evidence** | SOPs for resolving conflicting issues |  | |
| List of cases which are received and resolved during last two years |  | |
| Name of dealing office/body with conflict of interest situation |  | |
| Review reports of the committees working on these issues |  | |
| Any other related document |  | |
| **Q. 3.** | **Is there any system for monitoring ethical standards in research/scholarly works?** | | 5 4 3 2 1 |
| **Evidence** | Notification of implementation of HEC’s Plagiarism Policy/Plagiarism Standing committee |  | |
| Evidence of external evaluation of PhD theses from academically advanced countries |  | |
| Usage report of turnitin anti- plagiarism for last year |  | |
| Any other related document |  | |
| **Q. 4.** | **Is there any system of peer evaluation/ QA assessment at programme or institutional level?** | | 5 4 3 2 1 |
| **Evidence** | External/peer evaluation accreditation reports |  | |
| No. of self-assessment reports |  | |
| Detail of budget spend on such activities during last two years |  | |
| Any other related document |  | |

**Proforma for Performance Evaluation against Standard 5**

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| **CRITERION 5:** Faculty | | **Weight=** | |
| **Q.1** | **Does the University has implemented faculty appointment criteria of HEC?** | | 5 4 3 2 1 |
| **Evidence** | Copy of Notifications |  | |
| Minutes of approving statutory bodies |  | |
| Copy of criteria followed |  | |
| Any other related document |  | |
| **Q. 2.** | **Whether faculty is qualified to teach HEC approved curricula?** | | 5 4 3 2 1 |
| **Evidence** | Profile of faculty members |  | |
| Copy of curricula for disciplines taught during previous/current semester/year |  | |
| Meetings held during last two years for reviewing curricula |  | |
| Course files mandatory/obligatory for faculty |  | |
| Percentage of part time faculty |  | |
| **Q. 3.** | **Academic Visits/Workshops/Seminars/Video Conferences/Meetings held during a year?** | | 5 4 3 2 1 |
| **Evidence** | List of Workshops/Seminars, Lectures, Academic Visits attended by faculty in 2 years |  | |
| Papers/reports published by faculty members during last two years |  | |
| List of faculty members participated in academic workshops/conferences etc |  | |
| Any other related documents |  | |
| **Q. 4.** | **How many scholarships/training local and foreign are offered to faculty members?** | | 5 4 3 2 1 |
| **Evidence** | List of faculty members in foreign countries for higher studies |  | |
| List of faculty members in Pakistan for higher studies |  | |
| List of faculty scholarships/training offered/ availed during last two years |  | |
| Any other related document |  | |
| **Q. 5.** | **What is the role of faculty in fund raising / research output?** | | 5 4 3 2 1 |
| **Evidence** | List of earned Research projects/research funding generated in last two years |  | |
| Total M. Phil and PhD students produced during last two years |  | |
| Average annual Publications per faculty |  | |
| **Q. 6.** | **What is the faculty selection process?** |  | |
| **Evidence** | 1.List of faculty positions advertisements published in the print/electronics media during last two years |  | |
| 2.Notification of adoption of criteria prescribed by HEC for faculty appointment |  | |
| 3.Number of Selection Board meetings & minutes for last two years |  | |
| 4. List of faculty on contract without selection board recommendations |  | |
| Any other related document |  | |
| **Q. 7.** | **What is the frequency of meetings of Selection Board (SB)?** | 5 4 3 2 1 | |
| **Evidence** | Meetings held during past/last two years/minutes |  | |
| List of employees promoted during past/last two years |  | |
| TORs of the Selection Board (members/their term etc) |  | |
| **Q. 8.** | **What is the system to review/ analyze the level of faculty satisfaction?** | 5 4 3 2 1 | |
| **Evidence** | Number of Faculty appointed during last two years |  | |
| Number of Faculty resigned/ terminated/ on deputation during last two years |  | |
| Faculty satisfaction survey reports/mechanism/system |  | |
| Any other related document |  | |

**Proforma for Performance Evaluation against Standard 6**

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| **CRITERION 6:** Students | | **Weight=** | |
| **Q.1** | **Whether admission policies are developed in line with mission and available to stakeholders?** | | 5 4 3 2 1 |
| **Evidence** | Prospectus/other print/electronic media advertisement |  | |
| List of academic programmes offered during last year |  | |
| Evidences of merit lists display through print and electronic media |  | |
| Any other related document |  | |
| **Q. 2.** | **Is there any information displayed regarding recognition/ranking / accreditation status of the Institutions/Programmes** | | 5 4 3 2 1 |
| **Evidence** | Website Page/ published documents like prospectus reflecting the same |  | |
| Copy of accreditation/ peer review reports if any |  | |
| Accredited status mentioned in advertisements |  | |
| Any other related documents |  | |
| **Q. 3.** | **Is there any system of Graduate assessment/alumni survey etc.** | | 5 4 3 2 1 |
| **Evidence** | alumni Contact list/ survey reports |  | |
| Graduate survey reports |  | |
| Student satisfaction survey |  | |
| SOPs for integration of Feedback |  | |
| Any other related documents |  | |
| **Q. 4.** | **Is there any mechanism of maintaining and sharing course files with students and receiving feedback?** | | 5 4 3 2 1 |
| **Evidence** | Course files |  | |
| Student survey reports |  | |
| Programme/course assessment Survey |  | |
| Faculty assessment by student survey reports |  | |
| **Q. 5.** | **Whether results of examination/assessment of assignments are displayed** | 5 4 3 2 1 | |
| **Evidence** | List of Examination Results displayed during last two years |  | |
| Percentage of marked Assignments shared with students |  | |
| Percentage of marked examination papers shared with students |  | |
| Any other related documents |  | |

**Proforma for Performance Evaluation against Standard 7**

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| **CRITERION 7:** Institutional Resources | | **Weight=** | |
| **Q. 1.** | **What is the formal system of planning, utilization of resources and evaluation in the context of mission achievements?** |  | |
| 1.Copy of the SOPs/Guidelines/Rules for resource allocation and utilization | 5 4 3 2 1 | |
| 2.Budget utilization reports/ balance sheets for last two years |  | |
| 3.List of strategic plans discussed/ approved during last two years |  | |
| 4.List of the financial plans discussed/ approved in last two years |  | |
| 5.Minutes of the meeting of the sub-committees/ finance committees etc. |  | |
| **Q. 2.** | **Planning process for utilization of resources** | | 5 4 3 2 1 |
| **Evidence** | Budget/utilization reports/ annual balance sheet |  | |
| Minutes of the respective committee heads |  | |
| SOPs for resource need assessment under various |  | |
| Any other related documents |  | |
| **Q. 3.** | **Whether resource allocation is meeting requirements of faculty, students and staff and contributing to mission of the institution?** | | 5 4 3 2 1 |
| **Evidence** | List of representatives in resource allocation committees |  | |
| Minutes of the relevant committees |  | |
| SOPs for allocation of resources |  | |
| Any other related document |  | |
| **Q. 4.** | **Is there any Master Plan and Life Cycle Management plan of the University infrastructure?** | | 5 4 3 2 1 |
| **Evidence** | Prospectus |  | |
| List of PC-I/PC-IV during last two years |  | |
| Any other related document |  | |

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| **Q. 5.** | **What are the financial/ Physical/HR resources available?** | | 5 4 3 2 1 |
| **Evidence** | Government funding , owned funding resources |  | |
| Research project funding earned during last two years |  | |
| List of buildings/hostels/units etc |  | |
| List of available HR resources |  | |
| List of vacant HR positions |  | |
| **Q. 6.** | **Is there any system for purchase of educational item and other equipment’s?** | | 5 4 3 2 1 |
| **Evidence** | **List of** Purchase Committee Members |  | |
| Items/Equipment’s/Books purchased during last/current year |  | |
| SOPs for purchase/procurement |  | |

**Proforma for Performance Evaluation against Standard 8**

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| **CRITERION 8:** Curricula & Academic Programmes | | **Weight=** | |
| **Q.1** | **Are the academic programmes/ curricula approved by HEC?** | | 5 4 3 2 1 |
| **Evidence** | Notification /minutes of meetings/circulars |  | |
| Copies of curricula |  | |
| Any other related documents |  | |
| **Q. 2.** | **Whether faculty is qualified to deliver the contents of curricula in desired manner? Does it support self-learning?** | 5 4 3 2 1 | |
| **Evidence** | List of faculty members with qualification/ faculty profile |  | |
| Course files/course outlines shared with students |  | |
| Faculty Assessment by students reports/surveys etc |  | |
| **Q. 3.** | **Are the academic programmes/ curricula approved by HEC & reviewed regularly.** | 5 4 3 2 1 | |
| **Evidence** | Notification of adoption of curricula & copies of curricula |  | |
| Minutes of meetings to review curricula etc. |  | |
|  | Any other related document |  | |
| **Q. 4.** | **Whether infrastructure/lab facilities/equipment’s/books are available to support the learning outcomes?** | | 5 4 3 2 1 |
| **Evidence** | List of labs/major equipment’s |  | |
| Library stock/Digital library facility |  | |
| Any field work arrangements/internships, if applicable |  | |
| Any other related documents |  | |
| **Q. 5.** | **Whether curricula and syllabus are in line with mission of the institution?** | | 5 4 3 2 1 |
| **Evidence** | Copies of programme outcomes |  | |
| Mission statement of the Institution |  | |
| SOPs for integration of mission & programme outcomes |  | |
| **Q. 6.** | **Whether programme outcomes and student learning is assessed in relation with goals and objectives of the academic programmes? Whether findings are used for bringing change into them?** | | 5 4 3 2 1 |
| **Evidence** | Report of courses offered and results in the semester/year |  | |
| Graduate survey reports/ alumni survey reports |  | |
| SOPs for integration of survey results into future planning |  | |

**Proforma for Performance Evaluation against Standard 9**

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| **CRITERION 9: Public Disclosure and Transparency** | | **Weight=** | |
| **Q.1** | **Whether institution has developed website to make documents/policies accessible to public?** | | **5 4 3 2 1** |
| **Evidence** | **Website address & contents** |  | |
| **Public dealing office/responsibility** |  | |
| **Mechanism of integration of public feedback** |  | |
| **Any other related documents** |  | |
| **Q. 2.** | **Whether institution make announcement for admission, merit lists, and recruitments through electronic and print media?** | | **5 4 3 2 1** |
| **Evidence** | **Advertisements made during last/last two year for admission & recruitments** |  | |
| **Merit lists for students admissions published during last two years** |  | |
| **Approving authority for advertisements/SOPs** |  | |
| **Any other related documents** |  | |
| **Q. 3.** | **Is there any communication strategy developed for dissemination of regulations/rules and policies?** | | **5 4 3 2 1** |
| **Evidence** | **Communication Strategy Documents / SOPs** |  | |
| **List of events held during last two years/event calendar** |  | |
| **Annual Progress report.** |  | |
| **Any other related documents** |  | |
| **Q. 4.** | **Whether results of examination/assessment of assignments are communicated?** | | **5 4 3 2 1** |
| **Evidence** | **Lists of Examination Results displayed during last two years** |  | |
| **Percentage of marked Assignments shared with students** |  | |
| **Percentage of marked examination papers shared with students** |  | |
| **Any other related documents** |  | |

**Proforma for Performance Evaluation against Standard 10**

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| **CRITERION 10: Assessment & Quality Assurance** | | **Weight=** | |
| **Q.1** | **Are there any Internal Quality Assurance (IQA) arrangements like Quality Enhancement Cell (QEC)?** | | **5 4 3 2 1** |
| **Evidence** | **Notification of QEC establishment** |  | |
| **Progress report of QECs** |  | |
| **No. of departments went through self-Assessment system** |  | |
| **Any other related document** |  | |
| **Q. 2.** | **Is there any process of self-assessment at programme & Institutional level?** | | **5 4 3 2 1** |
| **Evidence** | **No. of self-assessment process** |  | |
| **Departments/Programmes conducting self-assessment** |  | |
| **Self-assessment reports & integration SOPs** |  | |
| **Q. 3.** | **Is there any compliance mechanism on self –assessment reposts** | | **5 4 3 2 1** |
| **Evidence** | **Action taken (list)/notifications** |  | |
| **Authority to take action/ notification** |  | |
| **System for integration of results of self-assessment reports/Name of respective officer** |  | |
| **Any other related document** |  | |
| **Q. 4.** | **Is there any External Quality Assurance arrangements?** | | **5 4 3 2 1** |
| **Evidence** | **No. of programmes accredited by the councils** |  | |
| **No. of councils visited university** |  | |
| **Accreditation/ peer review reports** |  | |
| **System for outcome based assessment /student satisfaction/graduate assessment survey** |  | |
| **Q. 5.** | **Is there any system of awareness on QA?** | | **5 4 3 2 1** |
| **Evidence** | **Conference/workshops seminars meetings/arranged on QA** |  | |
| **Conference/workshops seminars meetings/attended on QA** |  | |
| **Vice Chancellors initiatives on QA and percentage of budget allocated /spent on QA during last two years** |  | |
| **Q. 6.** | **Is there any system to ensure that QA criteria of HEC are implemented?** | | **5 4 3 2 1** |
| **Evidence** | **Evidence of implementation / notifications, circulars/minutes** |  | |
| **Copy of implemented criteria** |  | |
| **Compliance reports** |  | |
| **Integration SOPs for QA reports into future planning** |  | |

**Proforma for Performance Evaluation against Standard 11**

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| **CRITERION 11: Student Support Services** | | **Weight=** | |
| **Q.1** | **Is there any system of student support services?** | | **5 4 3 2 1** |
| **Evidence** | **Student career counseling office** |  | |
| **Budget allocated/ spent on such services during last two years** |  | |
| **Identified budget head for the purpose** |  | |
| **Existence of student placement office** |  | |
| **Q. 2.** | **Is there any system to inform students about these services and to identify students’ needs?** | | **5 4 3 2 1** |
| **Evidence** | **Student offices/DSA etc** |  | |
| **Students bodies** |  | |
| **Circulars/ notification / web display/student surveys** |  | |
| **Q. 3.** | **Is there any system of evaluation of standards of these services?** | | **5 4 3 2 1** |
| **Evidence** | **Respective progress reports** |  | |
| **No of beneficiaries in last two years** |  | |
| **SOPs for student feedback to improve the services** |  | |
| **Student satisfaction survey reports** |  | |
| **Q. 4.** | **Is there any process/offer of financial aid to students** | **5 4 3 2 1** | |
| **Evidence** | **System to identify the financial needs of the students** |  | |
| **Establishment of financial aid office** |  | |
| **List of financial aid/scholarship programs offered in last 2 years** |  | |
| **Any other related document** |  | |