



## Evaluation Rubric Format

Following is a rubric for preparing quantitative report on SAR. Assessment team should use this checklist to prepare final report.

<b>Self Assessment Report</b>					
<b>Criterion 1 - Program Mission, Objectives and Outcomes</b>					<b>Weight = 0.05</b>
<b>Factors</b>	<b>Score</b>				
1. Does the Program have documented measurable objectives that support faculty / college and institution mission statements?	5	4	3	2	1
2. Does the Program have documented outcomes for the graduating students?	5	4	3	2	1
3. Do these outcomes support the program objective?	5	4	3	2	1
4. Are the graduating students capable of performing these outcomes?	5	4	3	2	1
5. Does the department assess its overall performance periodically using quantifiable measures?	5	4	3	2	1
6. Is the result of the Program Assessment Documented?	5	4	3	2	1
<b>Total Encircled Value (TV)</b>					
<b>SCORE 1 (S1) = [TV / (No. of questions * 5)] * 100 * Weight</b>					



<b>Criterion 2 - Curriculum Design and Organization</b>		<b>Weight = 0.20</b>				
<b>Factors</b>	<b>Score</b>					
1. Is the curriculum consistent?	5	4	3	2	1	
2. Does the department assess its overall performance periodically using quantifiable measures?	5	4	3	2	1	
3. Are theoretical background, problem analysis and solution design stressed within the program's core material?	5	4	3	2	1	
4. Does the curriculum satisfy the core requirements laid down by NAEAC?	5	4	3	2	1	
5. Does the curriculum satisfy the major requirements laid down by HEC and NAEAC?	5	4	3	2	1	
6. Does the curriculum satisfy the professional requirements as laid down by NAEAC?	5	4	3	2	1	
7. Is the information technology component integrated throughout the program?	5	4	3	2	1	
8. Are oral and written skills of the students developed and applied in the program?	5	4	3	2	1	
<b>Total Encircled Value (TV)</b>						
<b>SCORE 2 (S2) = [TV / (No. of questions * 5)] * 100 * Weight</b>						



Criterion 3 – Laboratories and Computing Facilities		Weight = 0.10				
Factors	Score					
1. Are laboratory manuals / documentation / instructions etc for experiments available and readily accessible to faculty and students?	5	4	3	2	1	
2. Are there adequate number of support personnel for instruction and maintaining the laboratories?	5	4	3	2	1	
3. Are the university's infrastructure and facilities adequate to support the program's objectives?	5	4	3	2	1	
<b>Total Encircled Value (TV)</b>						
<b>SCORE 3 (S3) = [TV / (No. of questions * 5)] * 100 * Weight</b>						

Criterion 4 – Students Support and Advising		Weight = 0.10				
Factors	Score					
1. Are the Courses being offered in sufficient frequency and number for the students to complete the program in a timely manner?	5	4	3	2	1	
2. Are the courses in the major area structured to optimize interaction between the students, faculty and teaching assistants?	5	4	3	2	1	
3. Does the university provide academic advising on course decision and career choices to all students?	5	4	3	2	1	
<b>Total Encircled Value (TV)</b>						
<b>SCORE 4 (S4) = [TV / (No. of questions * 5)] * 100 * Weight</b>						



Criterion 5 - Process Control		Weight = 0.15				
Factors	Score					
1. Is the process to enroll students to a program based on qualitative and qualitative criteria?	5	4	3	2	1	
2. Is the process above clearly documented and periodically evaluated to ensure that it is meeting its objectives?	5	4	3	2	1	
3. Is the process to register students in the program and monitoring their progress documented?	5	4	3	2	1	
4. Is the process above periodically evaluated to ensure that it is meeting its objectives?	5	4	3	2	1	
5. Is the process to recruit and retain faculty in place and documented?	5	4	3	2	1	
6. Are the processes for faculty evaluation and promotion consistent with the institution mission?	5	4	3	2	1	
7. Are the processes in 5 and 6 mentioned above are periodically evaluated to ensure that they are meeting their objective?	5	4	3	2	1	
8. Do the processes and procedures ensure that teaching and delivery of course material emphasize active learning and that course learning outcomes are met?	5	4	3	2	1	
9. Is the process in 8 mentioned above periodically evaluated to ensure that it is meeting its objectives?	5	4	3	2	1	
10. Is the process to ensure that graduates have completed the requirements of the program based on standards and documented procedures?	5	4	3	2	1	



11. Is the process in 10 above periodically evaluated to ensure that it is meeting its objectives?	5	4	3	2	1
<b>Total Encircled Value (TV)</b>					
<b>SCORE 5 (S5) = [TV / (No. of questions * 5)] * 100 * Weight</b>					

<b>Criterion 6 - Faculty</b>		<b>Weight = 0.15</b>				
<b>Factors</b>	<b>Score</b>					
1. Are there enough full time faculty members to provide adequate coverage of the program areas / courses with continuity and stability?	5	4	3	2	1	
2. Are the qualification and interests of faculty members sufficient to teach all courses, plan, modify and update courses and curricula?	5	4	3	2	1	
3. Do the faculty members possess a level of competence that would be obtained through graduate work in the discipline?	5	4	3	2	1	
4. Do the majority of faculty members hold a PhD degree in their discipline?	5	4	3	2	1	
5. Do faculty members dedicate sufficient time to research to remain current in their disciplines?	5	4	3	2	1	
6. Are the mechanisms in place for faculty development?	5	4	3	2	1	
7. Are faculty member motivated and satisfied so as to excel in their profession?	5	4	3	2	1	



<b>Total Encircled Value (TV)</b>	
<b>SCORE 6 (S6) = [TV / (No. of questions * 5)] * 100 * Weight</b>	

<b>Criterion 7 – Instructional Facilities</b>		<b>Weight = 0.15</b>				
<b>Factors</b>	<b>Score</b>					
1. Does the institution have the infrastructure to support new trends such as e-learning?	5	4	3	2	1	
2. Does the library contain technical collection relevant to the program and it is adequately staffed?	5	4	3	2	1	
3. Are the class rooms and offices adequately equipped and capable of helping faculty carry out their responsibilities?	5	4	3	2	1	
<b>Total Encircled Value (TV)</b>						
<b>SCORE 7 (S7) = [TV / (No. of questions * 5)] * 100 * Weight</b>						

<b>Criterion 8 – Instructional Support</b>		<b>Weight = 0.15</b>				
<b>Factors</b>	<b>Score</b>					
1. Is there sufficient support and finances to attract and retain high quality faculty?	5	4	3	2	1	
2. Are there an adequate number of high quality graduate students, teaching assistants and PhD students?	5	4	3	2	1	



Total Encircled Value (TV)	
SCORE 8 (S8) = $[TV / (\text{No. of questions} * 5)] * 100 *$ Weight	

**Overall Assessment Score** = S1 + S2 + S3 + S4 + S5 + S6 + S7 + S8