

## Annex 4

### Program Self-Assessment

## SURVEY QUESTIONNAIRE FOR NON-ACADEMIC STAFFS

(To be filled by the non-academic staffs)

This form includes statements for self-assessment at program level. You as a non-academic staff 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. **Be honest!!**

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

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

I. 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—Neutral; 2—Disagree; 1—Strongly disagree;

#### **A. Governance:**

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

### Staff and Facilities: Recruitment and staff development

Aspect of Evaluation	5	4	3	2	1
1. Recruitment policy and practices are good enough for recruitment of Competent academic and non-academic staff					
2. Salary and incentives are attractive enough to retain the academic and non-academic staff.					
3. Good team spirit exists among different non-academic staff					
4. A congenial atmosphere prevails to enhance professional knowledge through research and higher studies					
5. Academic staffs have enough opportunity to take part in different training program for skill development					
6. Non-academic staffs have enough opportunity to take part in different training program for skill development					
7. IIUC has a policy to provide mentoring/continuous guidance for new academic staff					
8. IIUC practices seminars and workshops to share knowledge and experience among the faculty members					
9. IIUC has a performance award policy to inspire academic staff					
10. Performance indicators are the criteria for promotion/up-gradation					

Other aspects:

C. What are the major weaknesses you have observed in the department

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c. Your suggestion to improve the teaching learning environment: