



Institutional Performance Evaluation (IPE)

Date:

Campus:	Campus Director:
PE Team Members:	
1. _____	
2. _____	
3. _____	

(Av): Available		(N.Av): Not Available	
S#	Evidence for Fulfillment of Standards	Av	N.Av
1	Mission and Goals		
1.1	Mission / vision goal document		
1.2	Analysis reports of the process adopted for development of mission and subsequent goals and periodic reviews of mission and goals		
1.3	Analysis reports of the process of application of these goals and coordination for implementation		
1.4	Review reports of processes adopted to disseminate the mission and goals to faculty, students and members of the governing body and efforts to maintain the institution's commitment to the mission amongst members of the institution		
	Comments (if any):		
2	Planning and Evaluation		
2.1	Systematic planning process and its continuity		
2.2	Analysis reports of institutional culture for effective planning which assures campus wide participation of faculty, staff, students and administration.		
	Comments (if any):		
3	Organization and Governance		
3.1	Documents on governance such as constitution, byelaws, enabling legislation, charter etc.		
3.2	Establishment of the governing body and the selection process for members etc.		
3.3	Periodic assessment reports on effectiveness of the organization and its governance etc.		
3.4	Conflict of interest policy		
3.5	Record of meetings of internal bodies to deal with relevant matters.		
3.6	Documentation of students' participation in the governance system.		
3.7	Reports of responsibilities of governing body members or governing components and records of their meetings and other official activities.		
	Comments (if any):		
4	Integrity		
4.1	Reports of policies regarding public announcements, press releases explaining institutional position on various issues concerning society at large and students and parents in specific.		
4.2	Review and analysis reports of consistency of practices of recording student grades/scores on their transcripts and re-take of examinations system.		
4.3	Review reports of tenure and promotion statistics.		

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4.4	Faculty handbook and its comprehensiveness to guide on issues of promotion, compensation, tenure and grievance addressing procedures etc.		
	Comments (if any):		
5	Faculty		
5.1	Documented institutional practices for faculty appointment, tenure standards and procedures, supervision, promotion, evaluation for both regular/full time, part time, adjunct and other faculty.		
5.2	Dissemination of evaluation criteria and procedures.		
5.3	Review reports of teaching effectiveness, analysis of faculty peer review reports for teaching, scholarship and service.		
5.4	Records of faculty productivity in scholarship of teaching and research in the creation of knowledge, consistent with the mission of the institution.		
5.5	Analysis reports of correlation between faculty profile & performance and student learning outcomes.		
5.6	Assessment reports of faculty development initiatives, level of faculty satisfaction and training.		
5.7	Analysis reports of graduate outcomes and integration of results into faculty improvement policies.		
	Comments (if any):		
6	Students		
6.1	Review reports of enrollment plan for marketing, advertising, admission and retention.		
6.2	Periodic review reports of admission catalogs, views books, web-statistics, and other relevant material		
6.3	Evidence of support programmes and services for low achieving students to improve their efficiency in chasing their educational goals and expected learning outcomes.		
6.4	Periodic review reports of information provided on financial aid programmes, scholarships and grants etc.		
6.5	Evidence of utilization of review reports of financial aid component to further improve these and to assure the public information sharing.		
6.6	Evidence of utilization of review report results to further improve the policies of admission, retention, persistence etc.		
6.7	Evidence of utilization of attrition data and drop out analysis reports to investigate the reasons and to improve the situation for these students.		
	Comments (if any):		
7	Institutional Resources		
7.1	Review reports of institutional resources, fund raising and grant activities		
7.2	Review of periodic reports of institutional planning, assessment and budget.		
7.3	Review reports of work of various institutional committees dealing with resource acquiring, allocation or replacement etc.		
7.4	Review reports of resource availability and allocation linkage with planning cycle.		
7.5	Review reports of transparency of the system of all kind of contracts and agreements regarding resource acquiring and sharing.		
7.6	Review reports of endowment policies and procedures if any.		
7.7	Review reports of resource management.		
	Comments (if any):		

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8	Academic Programmes and Curricula		
8.1	Evidence of well defined and coherent programme goals and objectives reflecting institutional mission		
8.2	Impact analysis document of educational programmes on resources of education.		
8.3	Provision of desired balance between theory and practice to achieve programme and institutional goals.		
8.4	Defined student learning outcomes.		
	Comments (if any):		
9	Public Disclosure and Transparency		
9.1	Evidence of Public Disclosure/ Communication Policy		
9.2	Functional, accessible, and updated website of the institution		
9.3	Published reports on quarterly or annual basis to inform the stakeholders		
9.4	Published information about the total cost of an academic programme, availability of financial aid and the duration of that programme/course		
9.5	Statement about current recognition/accredited status		
9.6	Documented evidence of description of the size and characteristics of the student body		
9.7	Published evidence of campus setting, hostel facility, and other available support services for the student and faculty etc.		
9.8	Published information of available curricular, co-curricular, sports and other services available for student grooming.		
	Comments (if any):		
10	Assessment and Quality Assurance		
10.1	Documented policies and governance structures like QECs or any other those are supportive to institutional assessment and quality.		
10.2	Financial, technical and administrative support for the process of institutional assessment and quality assurance.		
10.3	Provision of capacity building and professional development opportunities and resources required for application of institutional assessment and using the assessment results.		
10.4	Implementation and adherence to academic and institutional quality standards and policies developed by HEC to match with both national and international standards.		
10.5	Documentation of fulfillment of institutional mission and achievement of key goals.		
10.6	Quality Assurance surveys/ proformas record of students, faculty and other stakeholders.		
10.7	Documentation of using the self assessment results to make more informed and accurate decisions regarding improvement of planning, resource allocation, revising strategies, budgeting and improving processes for students, faculty, staff and society.		
	Comments (if any):		
11	Student Support Services		
11.1	Comprehensive analysis reports of student support services accessible to students and other stakeholders		
11.2	Existence of student support services to the best possible standard.		
11.3	Mechanism of resolutions of student grievances and updated records.		
11.4	Review reports of student involvement and satisfaction with the provided academic support services, co-curricular and extracurricular activities.		

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11.5	Periodic assessment reports of student support and advising services with practicable recommendations for further improvement.		
11.6	Print or electronic review reports of availability of required students' support and advisory services reflected through student handbooks, catalogues, newspapers etc.		
	Comments (if any):		