



Evaluation Manual (Toolkit)
For
Agriculture Degree Programs

Institution	
Discipline	
Degree Program	
AIC Experts	
Date of Visit	

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Program Evaluation Criteria and Score

Sr #	Evaluation Criteria	Standards (Number)	Score	Percent
A. Major Criteria				
I.	Strength and Quality of Faculty	17	250	25
II.	Curriculum Design and Development	12	140	14
III.	Infrastructure and Learning Resources	20	220	22
IV.	Students Support and Progression	20	140	14
Sub – Total (A)		69	750	75
B. Minor Criteria				
V.	Research and Consultancy Activities	8	100	10
VI.	Governance and Leadership	9	100	10
VII.	Best Practices	5	50	5
Sub – Total (B)		22	250	25
Grand Total (A+B)		91	1000	100

Name and Designation

Signature of Program Evaluator

Criterion I: Strength and Quality of Faculty (250)

(Please consult standards (S₁-S₁₄) at page#24)

1.1 Full -Time and Part - Time Faculty (65)

This is the most important factor to be considered for Accreditation decision.

Regular and full-time faculty, teaching core subjects.

<u>Designation</u>	<u>Regular</u>	<u>Contractual</u>	<u>TTS</u>	<u>IPFP</u>
Professors	_____	_____	_____	_____
Associate Professors	_____	_____	_____	_____
Assistant Professors	_____	_____	_____	_____
Lecturers	_____	_____	_____	_____
Total	_____	_____	_____	_____

1.1.1 Status of Faculty

	<u>In-Position</u>	<u>Actual Reqd.</u>	<u>Surplus /Deficit</u>
Full time faculty	_____	_____	_____
Visiting faculty	_____	_____	_____

1.2 Faculty Qualifications and Teaching Experience (30)

Status of Faculty qualification and experience.

<u>Qualification</u>	<u>Number</u>	<u>Teaching/Research Experience (Years)</u>
Post Doctorate	_____	_____
Doctorate	_____	_____
M. Phil/M.Sc. (Hons)	_____	_____

(Please ensure complete list of teaching faculty with qualifications & experience and field of specialization)

1.3 Teaching-Learning Approaches Adopted by the Faculty (15)

(Pl. tick (√) relevant column)

	<u>Fully</u>	<u>Partially</u>	<u>None</u>
• Uses variety of appropriate instructional techniques.	_____	_____	_____
• Promote analytical and critical thinking.	_____	_____	_____
• Encourages questions from students.	_____	_____	_____
• Believes in dialogue and discussion.	_____	_____	_____
• Professional code of ethics is observed.	_____	_____	_____

1.4 Students Assessment Instruments used by the Faculty (15)

(Pl. tick (✓) relevant column)

Assessment Instruments (Tick)	Adequately used	Inadequately used	Not used at all
• Quizzes	_____	_____	_____
• Assignments	_____	_____	_____
• Projects/seminars	_____	_____	_____
• Group discussions	_____	_____	_____
• Sessional tests	_____	_____	_____
• Mid-term	_____	_____	_____
• Final exams	_____	_____	_____
• Practical exam/oral exam	_____	_____	_____
• Case studies	_____	_____	_____

1.5 Training of Newly Inducted Young Faculty (20)

In order to become an effective teacher, all newly inducted faculty members are advised to receive 4-6 weeks training suitably designed to encompass the important aspects of teaching.

Systematic teachers training plan in place_____

Some orientation but no formal training plan in place_____

No system of teachers training in place_____

Number of faculty members received such training during last three years_____

This is very important and emphasis on this item is required.

1.6 Faculty Development and Career Planning (15)

Improvement plan of faculty qualification leading to Ph.D. and Post-Doc etc.

Well planned and implemented_____, Poorly planned and rarely implemented_____

Not planned at all_____

1.7 Graduate Research Supervision (10)

Average No. of Ph.D. students supervised by each HEC approved supervisor_____

Average No. of M.Sc. students supervised by each faculty member_____

Average No. of B.Sc. (Hons) students (internship/projects) supervised by each faculty member_____

Criteria for distribution of postgraduate students on merit basis among faculty_____(Yes/No)

1.8 Textbooks/Chapters of Books Written by the Faculty Members (10) (Yes/No)

Text books written _____, Chapters of books written _____

Conference proceedings _____ (Pl. ensure evidence if any)

1.9 Faculty Research Publications in Reputed Journals (10) (Yes/No)

Minimum standards: At least 1-2 research papers/year by each Ph.D. faculty member

Meet minimum standards _____, Does not meet minimum standards _____

Significant contribution _____ (Pl. ensure evidence if any)

1.10 Participation of Faculty in Seminars/Conferences during last two years (05)

(Pl. tick)

National seminars/conferences _____, International seminars/conferences _____

Adequate participation _____, Inadequate participation _____, No participation _____

(Pl. ensure evidence if any)

1.11 Faculty Stability Index (05)

Very Good _____, Good _____, Satisfactory _____, Unsatisfactory _____

1.12 Environment at workplace of the Faculty (10)

Very Good _____, Good _____, Satisfactory _____, Unsatisfactory _____

1.13 Salaries and Fringe Benefits of the Faculty (10)

Attractive _____, Reasonable _____, Low _____

Evidence of implementation of incentives (if any) _____

1.14 Awards/Recognitions received by the Faculty Members (10)

Sufficient awards _____, Insufficient awards _____, No awards _____

(Pl. ensure evidence if any)

1.15 Job Satisfaction (05)

Very much satisfied _____, Moderately satisfied _____, Least satisfied _____

Reasons for satisfaction/dissatisfaction _____

1.16 Opportunities to Faculty for Academic Progress (05)

Adequate opportunities _____, Inadequate opportunities _____

1.17 Faculty Perception About on-going degree Programs (10)

Performing well _____, Not performing well _____

Reasons for not performing well _____

Degree programs need up-gradation Yes _____, No _____

If yes, please give details _____

Criterion II: Curriculum Design and Development (140) (Pl. tick)

(Please consult standards (S₁₅-S₂₃) at page#24)

2.1 Curriculum Objectives of Degree Programs (20)

Well defined _____, Vaguely defined _____, Not defined _____

Curriculum objectives supportive to degree programs Fully Partially

Objectives examined and found relevant _____, Objectives are achievable _____

2.2 Curriculum Contents are (15)

(Pl. tick (√) relevant column)

	<u>Fully</u>	<u>Partially</u>	<u>None</u>
• Well-structured and rich in contents.	_____	_____	_____
• Compatible with emerging needs.	_____	_____	_____
• Information technology integrated into the curriculum.	_____	_____	_____
• Able to achieve students learning outcomes.	_____	_____	_____
• Flexible to offer sufficient choices for the students.	_____	_____	_____
• Use general educational skills	_____	_____	_____
• Encourages character development	_____	_____	_____

2.3 Curriculum Revision (10)

Curriculum revision in the light of National, HEC and international requirements and on the demand of the market. (Pl. tick (√))

Revised regularly (every-4-5-years), Revised occasionally _____ No revision _____

2.4 Meetings of Statutory Bodies (10)

Number of meetings of Board of Studies/Faculty Board held in a year

Held regularly _____, Held occasionally _____, Never held _____

(Evidence of the meetings held)

2.5 Admission Policy (10) (Pl. tick)

Well documented and notified _____, Documented but not notified _____

Appropriately documented _____, Not documented _____

(Pl. examine documents)

2.6 Students Perception about the Curricula (05) (Yes/No)

Student's perception regarding the quality, innovation, new knowledge and technology.

- Innovative _____
- Current _____
- Relevant _____
- Logical _____
- Good quality of course contents _____
- Fair quality of course contents _____
- Poor quality of course contents _____

2.7 Course Registration & Withdrawal Policy (10) (Pl. tick)

Policy with adequate details _____, Policy with inadequate details _____

Policy not available _____, Policy is well spelled out _____

Policy adequately disseminated to the students _____

(Pl. examine documents)

2.8 Maintenance of Course Files (To be verified by AIC) (20)

The practice of maintaining a course file is adopted internationally to monitor as how effective the course has been taught. It is strongly recommended that all Agri. Education institutions in Pakistan make maintenance of course-file mandatory. A course file must include all relevant data (such as given below) which could become the basis of evaluation. All faculty members who offer an under-graduate or post-graduate level course are requested to adopt this practice.

- i) Lecture breakdown for the entire semester.
- ii) Schedule of monthly/mid-term tests and final examination.
- iii) Breakdown of laboratory experiments pertaining to the course and record of successful conduct.
- iv) Daily attendance record of students.
- v) Question papers of each exam, quiz and homework etc.
- vi) Samples of quizzes.
- vii) Listing of textbook and other reference books pertaining to the course.
- viii) Record of make-up classes for any un-scheduled holiday.
- ix) Record of home assignments, quizzes group work, projects, class tests etc.
- x) Record of mid-term, final-term, practical exam and grading etc of B.Sc. (Hons) and M.Sc. (Hons) degree program.
- xi) Details of office-hours for tutoring etc.
- xii) Recommendations and suggestions related to the course for the next session (students evaluation).

This is very important and emphasis on this item is required.

2.9 Faculty Course Review Reports (10)

Preparation and submission of Course Review Reports (CRR) by each faculty member at the end of semester.

Course Review Reports (CRR) submitted:

Regularly_____, Occasionally_____, CRR submitted rarely_____

(Evidence of course review reports may be ensured on QEC Proforma – 2)

2.9.1 Record of internship reports of eighth semester students:

Satisfactory_____, Unsatisfactory_____

Record of M.Sc. (Hons) student's thesis:

Satisfactory_____, Unsatisfactory_____

Quality of graduate research: Satisfactory_____, Unsatisfactory_____

(A list may be prepared and handed over to the AIC members for their record)

2.10 Course Contact Hours (10)

Total contact hours committed to theory and practical work for effective teaching of different courses. (Yes/No).

- More than HEC guidelines ___
- Sufficient ___
- Insufficient ___
- Average contact hours for theory ___ hrs
- Average contact hours for practicals ___ hrs
- Total contact hours for a course ___ hrs

2.11 Completion of Courses (10)

Completion of theory courses (S₁₇) during the prescribed period as per official record (To be verified by the program evaluators/experts).

Excellent_____, Satisfactory_____, Unsatisfactory_____

2.12 Students View-point about Teachers performance (10)

Very much satisfied_____, Satisfied_____, Not satisfied_____

Criterion III: Infrastructure and Learning Resources (220)

(Please consult standards (S₂₄-S₄₉) at page#24-25)

3.1 Labs and their Capacity (35) (Pl. tick)

This is the most important factor to be considered for Accreditation decision.

No. of research labs _____ No. of teaching labs _____

Working capacity of students in the research labs _____ Working capacity of students in the teaching labs _____

(please give immediately after the relevant question)

3.2 Adequacy and Quality of Lab Equipment (15) (Pl. tick)

- Adequate _____ • Fully operational _____ • Good quality _____
- Inadequate _____ • Partially operational _____ • Average quality _____
- Not available _____ • Not operational _____ • Poor quality _____

(Complete list of all Labs and Lab equipment may be attached)

3.3 Lab Equipment Utilization and Environment (10)

- Properly utilized _____ Reasons for inadequate utilization _____
- Inadequately utilized _____ Reasons for poor utilization _____
- Poorly utilized _____ Apparatus/equipment out of order _____
- Cleanliness _____ Controlled conditions _____

3.4 Availability and Qualification of Lab. Staff (10) (Pl. tick)

- Available _____ Partly available _____ Not available _____
 - ¹Trained for the job _____ Partly trained _____ Not trained _____
 - Highly experienced _____ Moderately experienced _____ Least experienced _____
- Lab staff with professional qualification (Number) _____

3.5 Lab Safety Measures (10) (Pl. tick)

- Availability & use of lab manual & protocols Available _____ Not available _____
- Lab safety equipment Available _____ Not available _____

¹ Qualified & Trained as Lab Technician, Lab assistant and Lab attendant
Evaluation Manual (Toolkit) for Agriculture Degree Programs

3.6 Students Views about Lab Practicals (10) (Pl. tick)

<u>Conduct of Practicals</u>	<u>Coverage of Course Practicals</u>
• Regular _____	All practicals arranged _____
• Irregular _____	Some of practicals arranged _____

Practical note-books complete and maintained (Evidence to ensure pl.)

3.7 Annual Budget Allocation for Maintenance and Operation of Labs (10)

More than adequate _____, Adequate _____

Inadequate _____, Amount allocated Rs. _____

(Please ensure complete list of Labs along with equipment in each lab.)

3.8 Library Annual Budget (20)

Annual budget for the purchase of textbooks Rs. _____

More than adequate _____, Adequate _____, Inadequate _____

Main library annual budget Rs. _____

More than adequate _____, Adequate _____, Inadequate _____

3.9 Text Books and Reference Books (15)

	<u>Text Books</u>	<u>Ref. Books</u>	<u>Total</u>
Total number of text books available	_____	_____	_____
Books purchased last two years	_____	_____	_____

3.10 Textbooks, Reference Books and Journals (10) (Pl Tick)

Prescribed and HEC recommended textbooks/reference books may be examined.

- | | |
|----------------------------|---|
| • Highly recommended _____ | • Available in the library _____ |
| • Acceptable _____ | • Old edition/new edition _____ |
| • Sub-standard _____ | • Available/not available in the market _____ |
| • Inadequate _____ | |

(Complete list of HEC recommended available textbooks in the department or main library)

3.11 Library Equipment (10)

Equipment in the central library such as computers, photocopiers, scanners, video and audio equipment, CD Writer, computerized search (Pl. give number).

Computers _____, Photocopiers _____, Scanners _____, AV. Equip. _____

Students access to library facilities _____ (Yes/No)

3.12 Subscription to Foreign Journals during last two years (Rs. _____) (05)

Adequate number of magazines and journals for each program may be subscribed through hard copies.

Number of foreign journals subscribed _____, Online _____, Hard copies _____

3.13 Local and Foreign Journals available in the Library (05)

Local journals _____, Foreign journals _____

Sufficient and variety available _____, Sufficient but variety not available _____

Insufficient _____, Non – existing _____

3.14 Library Space/environment (05) (Yes/No)

Code of conduct for library _____

Display of code of conduct of library _____

Students training to use library facilities _____

Number of chairs/seats _____, Peace of mind/silence _____, Library environment _____

3.15 Students Access to various Facilities (05)

	<u>Sufficient</u>	<u>Insufficient</u>
Computer seating capacity	_____	_____
Online surfing capacity	_____	_____

3.16 Students opinion about the quality of services provided by the library (10)

More than adequate _____, Adequate _____, Inadequate _____

3.17 Website of the Institution/Department (05)

Maintained & updated regularly _____, Maintained but not updated _____

No website _____

3.18 Buildings and Total Covered Area (15)

Number of teaching blocks _____, Number of classrooms _____, Covered area (sq. ft) _____

3.19 Class Rooms and Faculty Offices (05)

Number of class rooms _____, Dedicated classrooms _____, Shared classrooms _____

Class rooms with multimedia _____, Number of faculty offices _____

Faculty offices covered area (sq. ft.) _____, Faculty offices with internet _____

Computer lab _____, Common room _____

3.20 Experimental Area and Farm Machinery (10)

Total farm area (acres)_____, Distance of farm from the department_____

Buildings at the farm (Number)_____

Adequate research facilities for post-graduate students_____ (Yes/No)

Details of farm machinery & implements (List)_____ (Yes/No)

Average number of visits/week_____

Availability of transport for research farm_____ (Yes/No)

Availability of adequate funds for field research_____ (Yes/No)

(Please ensure complete list of farm equipment and implements)

Criterion IV: Students Support and Progression (140)

(Please consult standards (S₅₀-S₅₉) at page#25)

4.1 Nature of Admission Response to Degree Programs of the Discipline (05)

Overwhelming _____, Moderate _____, Low _____

4.2 Annual Intake of Students (10) (Yes/No)

More than requirement _____, Average intake in B.Sc. (Hons) 5th semester _____

According to requirement _____, Average intake in M.Sc. (Hons) 1st semester _____

4.3 Semester-wise Current Enrolment of Students of B.Sc. (Hons) and M.Sc. (Hons) (05)

Degree Program	Semesters							
	1	2	3	4	5	6	7	8
B.Sc. (Hons)	_____	_____	_____	_____	_____	_____	_____	_____
M.Sc. (Hons)	_____	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____	_____

4.4 Average CGPA of Students for the last three years (05)

	<u>Highest CGPA</u>	<u>Average CGPA</u>
B.Sc. (Hons)	_____	_____
M.Sc. (Hons)	_____	_____

4.5 Financial Support to Students (10)

Various scholarships and interest-free loans, the students of your department received from various sources last year.

Number of Scholarships awarded by the University (Number)

	<u>Merit Based</u>	<u>Need-Based</u>
B.Sc. (Hons)	_____	_____
M.Sc. (Hons)	_____	_____

4.6 Availability of Interest- free Loans (05)

Adequate _____, Inadequate _____, Not available _____

4.7 Students Scholarships opportunities other than university (05)

Adequate _____, Inadequate _____

4.8 Availability of Hostel(s) Accommodation (10)

Total housing capacity should be related to total enrollment at university level

Adequate_____, Inadequate_____, Poor_____

No. of hostels_____, Total capacity for housing students_____

4.9 Convocation Hall/Auditorium (05)

Adequate_____, Inadequate_____, Not available_____

4.10 Sports Facilities (swimming pool, gym, play grounds, Indoor games) (10)

Adequate_____, Inadequate_____, Does not exist_____

4.11 Transport facilities for Students and Faculty (10)

Adequate_____, Inadequate_____, Not available_____

No. of university buses_____, Total seating capacity_____

One facility required for female student. Now overwhelming in all universities separate place (room/building) for free time and other amenities like Prayer, Changing, etc.

4.12 Academic Counseling (10)

Guidance available to the students from discipline teachers beyond teaching hours.

Mentor/counselor notified_____ (Yes/No)

Well organized_____, Unarranged & occasional_____, No counseling at all_____

Tutorial groups: Maintained_____, Not maintained_____

Student counselor: Exist_____, Does not exist_____

4.13 Medical Facilities for Faculty and Students (05)

Adequate_____, Inadequate_____, Not Available_____

4.14 Internship Reports (10)

Eighth semester undergraduates internship/project training carrying (4) credit hours or engagement of students in practical training.

Compulsory_____, Reasonable provision_____, No provision_____

Evidence/verification of internship (reports with emphasis on quality) from department_____

(A list of internship reports for specific duration may be furnished)

4.15 Students Interaction with Teachers (05)

Very encouraging_____, Encouraging_____, Discouraging_____

4.16 Students General Attitude towards studies (05)

Very encouraging_____, Encouraging_____, Discouraging_____

4.17 Students Attendance Record (05) (Pl. check)

Properly maintained_____, Improperly maintained_____, Not maintained at all_____
Attendance % required_____

4.18 Students Perception about Degree Programs (10)

Best Aspects of the degree programs

Aspects of the degree programs that could be improved.

**4.19 Opportunities/resources for students to participate in seminars/conferences/
field tours (05)**

**4.20 Involvement of students in community services organized by university students
club (05)**

Criterion V: Research and Consultancy Activities (100)
(Please consult standards (S₆₀-S₆₃) at page#25)

5.1 Research Grants received and utilized from HEC and other sources (30)

Total research grants received during Past three years Rs. _____

Completed projects past three years (No.) _____, On-going projects(No.) _____

Projects in pipeline _____

(List of completed, ongoing and project in pipeline with amount and donor agency)

5.2 Faculty Publications (Other than Student Thesis) last 2 years (15)

Each faculty member is expected to publish at least 1-2 good papers in a reputed referred/ HEC recognized journals.

Impact factor journals _____, HEC approved journals _____

Other journals _____, All types of proceedings _____

(List of publications is required with complete citation and first page of the each publication)

5.3 Continuity of Faculty Research (10)

Adequate _____, Inadequate _____, Does not exist _____

5.4 Academic Collaboration (Meetings, Seminars, Journals, Research Projects) (10)

The collaboration can be quite effective if the objectives of the collaborative programs are clearly defined. (Pl. name the collaborating agencies and nature of collaboration)

Collaborating agencies

1. _____ 2. _____

3. _____ 4. _____

5.5 Budgetary Allocations for Seminars and Conferences (last 2 years) (10)

Amount allocated Rs. _____

5.6 Advisory Services rendered to other Organizations (05)

Organization receiving services and their nature

1. _____ 2. _____

3. _____ 4. _____

5.7 Dissemination and Use of Research Results (10)

Evidence of publication and dissemination of completed research (e.g. booklets, brochures, leaflets, flyers for the end users) _____

5.8 Organization and conduct of the following events during Last 2 Years (10)

(Pl. tick (√) relevant column)

<u>Activity</u>	<u>Yes</u>	<u>No</u>	<u>Number</u>
• Farmers field days	_____	_____	_____
• Zari mella stall	_____	_____	_____
• Farmers moot	_____	_____	_____
• Farmers colloquia	_____	_____	_____
• Solutions provided to the formers requests/problems	_____	_____	_____

Criterion VI: Governance and Leadership (100)

(Please consult standards (S₆₄-S₆₆) at page#25)

6.1 Administrative Authority/Governance (10)

Clearly defined_____, Vaguely defined_____, Status not defined_____

6.2 Organizational Setup (15)

Organizational setup of financial and academic infrastructure.

Well laid out_____, Overlapping_____, Weak_____

6.3 Documentation of Rules and Procedures (15)

Well documented_____, Not appropriately documented_____, Not documented_____

6.4 Administrative Control (10)

Delegation of administrative and financial powers

Powers clearly delineated _____, Not clearly delineated_____, Not delineated_____

Highly centralized_____, Moderately centralized_____, Decentralized_____

6.5 Financial Resources (10) (Such information may be retrieved for last three to five years)

Financial resources available to the department from various sources. Stability of financial resources

Highly stable_____, Stable_____, Existing but unstable_____

6.6 Operational Budget (10) (Such information may be retrieved for last three to five years)

Annual budget allocations and requirements

Total operational budget requirements Rs._____

Available operational budget Rs._____

6.7 Alumni's Profile (10)

The department is encouraged to develop a database of outgoing graduates to receive their feedback through establishment of an alumni's association.

Database in place_____, Does not exist_____

Alumni functional_____, Alumni non-functional_____

6.8 Calendar of Activities (10)

Annual calendar prepared regularly in consultation with faculty and support staff

Annual calendar is available_____, Not available_____, Not prepared_____

(A copy of the document may be asked)

6.9 News Bulletin/Magazine (10)

Institution regularly issues the followings

Newsletter_____, News bulletin_____, Magazine_____

(Copies of such material may be asked)

Criterion VII: Best Practices (50)

Please describe at least two good practices such as i) Transparency, ii) Information sharing, iii) Participatory decision making and unbiasedness adopted related to Curriculum, Quality of instructions, students assessment and evaluation approaches etc.

1. _____

2. _____

Employer's Feedback

Parent's Views

Alumni Feedback

Alumni Survey

The purpose of this survey is to obtain alumni input on the quality of education they received and the level of preparation they had at University/Deptt. _____.

The purpose of this survey is to assess the quality of the academic program. We seek your help in completing this survey.

A: Excellent B: Very good C: Good D: Fair E: Poor

I Knowledge					
1. Math, Science and Engineering Skills	(A)	(B)	(C)	(D)	(E)
2. Problem formulation and solving skills	(A)	(B)	(C)	(D)	(E)
3. Collecting and analyzing appropriate data	(A)	(B)	(C)	(D)	(E)
4. Ability to link theory to practice	(A)	(B)	(C)	(D)	(E)
5. Ability to design a system component or process	(A)	(B)	(C)	(D)	(E)
6. Computer knowledge	(A)	(B)	(C)	(D)	(E)
II Communication Skills					
1. Oral communication	(A)	(B)	(C)	(D)	(E)
2. Report writing	(A)	(B)	(C)	(D)	(E)
3. Presentation skills	(A)	(B)	(C)	(D)	(E)
III Interpersonal Skills					
1. Ability to work in teams	(A)	(B)	(C)	(D)	(E)
2. Independent thinking	(A)	(B)	(C)	(D)	(E)
3. Appreciation of ethical values	(A)	(B)	(C)	(D)	(E)
4. Professional development	(A)	(B)	(C)	(D)	(E)
IV Work Skills					
1. Time management skills	(A)	(B)	(C)	(D)	(E)
2. Judgment	(A)	(B)	(C)	(D)	(E)
3. Discipline	(A)	(B)	(C)	(D)	(E)

V General Comments

Please make any additional comments or suggestions, which you think would help strengthen our programs. (New courses that you would recommend and courses that you did not gain much from)

VI Alumni Information

Name of organization _____

Year of graduation _____

Signatures _____

Employer Survey

The purpose of this survey is to obtain employers' input on the quality of education University/Deptt. _____ is providing and to assess the quality of the academic program. The survey is with regard to the university graduates employed at your organization. We seek your help in completing this survey.

A: Excellent B: Very good C: Good D: Fair E: Poor

I Knowledge					
1. Math, Science and Engineering Skills	(A)	(B)	(C)	(D)	(E)
2. Problem formulation and solving skills	(A)	(B)	(C)	(D)	(E)
3. Collecting and analyzing appropriate data	(A)	(B)	(C)	(D)	(E)
4. Ability to link theory to practice	(A)	(B)	(C)	(D)	(E)
5. Ability to design a system component or process	(A)	(B)	(C)	(D)	(E)
6. Computer knowledge	(A)	(B)	(C)	(D)	(E)
II Communication Skills					
1. Oral communication	(A)	(B)	(C)	(D)	(E)
2. Report writing	(A)	(B)	(C)	(D)	(E)
3. Presentation skills	(A)	(B)	(C)	(D)	(E)
III Interpersonal Skills					
1. Ability to work in teams	(A)	(B)	(C)	(D)	(E)
2. Leadership	(A)	(B)	(C)	(D)	(E)
3. Independent thinking	(A)	(B)	(C)	(D)	(E)
4. Motivation	(A)	(B)	(C)	(D)	(E)
5. Reliability	(A)	(B)	(C)	(D)	(E)
6. Appreciation of ethical values	(A)	(B)	(C)	(D)	(E)
IV Work Skills					
1. Time management skills	(A)	(B)	(C)	(D)	(E)
2. Judgment	(A)	(B)	(C)	(D)	(E)
3. Discipline	(A)	(B)	(C)	(D)	(E)

V General Comments

Please make any additional comments or suggestions, which you think would help strengthen our programs for the preparation of graduates who will enter your field. Did you know as to what to expect from graduates?

VI Employer Information

1. Name of organization _____

2. Estimated number of graduates in your Organization _____

Signatures _____

Standards/Sub-criteria for degree awarding teaching disciplines

	Parameter	Sub Criteria /Standard
Strength and Quality of Faculty		
S ₁ .	Faculty Strength	Minimum 5 teachers per department
S ₂ .	Visiting faculty	20% of teaching staff
S ₃ .	PhD Qualified Faculty	At-least 3 PhD
S ₄ .	Faculty composition	1:1:2:2
S ₅ .	Teacher student ratio	1:20
S ₆ .	Support staff vs. Teaching staff ratio	1:2
S ₇ .	Teaching load (Credit Hours/Week)	Prof-6, Associate-6, AP- & Lecturer-12
S ₈ .	Research Publications	At least 1-2 Research papers/year by each PhD faculty member
S ₉ .	Maintenance of course files	Essential
S ₁₀ .	Training of newly inducted faculty	Must be in place
S ₁₁ .	Environment at workplace	Good
S ₁₂ .	Participation in seminars/conferences	Adequate
S ₁₃ .	Opportunities for academic progress	Adequate opportunities
S ₁₄ .	Job satisfaction	Essential
Curriculum Design and Development		
S ₁₅ .	Revision/updating of curriculum	After Every 4-5 years
S ₁₆ .	Feedback on curriculum	Essential from all stakeholders
S ₁₇ .	Completion of courses (Theory)	Unsatisfactory (< 75% coverage) Satisfactory (> 75% coverage) Excellent (100% coverage)
	Practical:	Unsatisfactory (< 75%) Satisfactory (> 75%)
S ₁₈ .	Eighth semester internship for B.Sc. (Hons)	Internship project report (evidence) essential
S ₁₉ .	Objectives of curriculum	Mandatory to highlight as preamble to curriculum
S ₂₀ .	Meeting of BOS and Faculty Board	Regular, essential
S ₂₁ .	Submission of course review reports	Essential
S ₂₂ .	Admission and withdrawal policy	Well document and transparent
S ₂₃ .	Meetings of Faculty Board and Board of Studies	Regular meetings with minutes and follow-up actions (evidence)
Infrastructure and Learning Resources		
S ₂₄ .	Library space for students	30-35 sq. ft. per student
S ₂₅ .	Availability of required library facilities (as per Evaluation Manual)	Essential
S ₂₆ .	Books in the main library	At least 2 sets of recommended books/course/reference books from major international/national publishers
S ₂₇ .	Computers	1 for 5 students (minimum)
S ₂₈ .	Internet service	Access should be provided to at-least graduate students
S ₂₉ .	Access to online journals	Essential for all graduate students
S ₃₀ .	Minimum covered area of department	100 sq. ft. per student

Standards/Sub-criteria for degree awarding teaching disciplines

	Parameter	Sub Criteria /Standard
S ₃₁ .	Research Journals	At least 15 current journals of the subject. Access to electronic journals be provided. Subscription to Foreign journals desirable.
S ₃₂ .	Faculty office	As per faculty requirement
S ₃₃ .	Faculty/student computer policy	All faculty should have computer with internet facility
S ₃₄ .	Class rooms space	12-15 sq. ft. per student
S ₃₅ .	Minimum number of class rooms	Two per department
S ₃₆ .	Normal class size	40 students
S ₃₇ .	Class size with Multimedia	60 students
S ₃₈ .	Seminar room	One
S ₃₉ .	Reading room	One
S ₄₀ .	Committee room	One essential
S ₄₁ .	Laboratory	At least two functional lab with needed lab equipment for degree programs.
S ₄₂ .	Laboratory space	25-30 sq. ft. per student
S ₄₃ .	Purchase of Chemicals and Glassware	Adequate budget provision essential
S ₄₄ .	Repair and Maintenance of Lab Equipment	Budgetary provision as per requirement
S ₄₅ .	Laboratory Manuals/Catalogues	Essential
S ₄₆ .	Safety and Security measures in the Laboratory	Essential
S ₄₇ .	Students Lab Manuals/Practical Notebooks	Each student maintains lab practical notebook (B.Sc-Hons)
S ₄₈ .	Qualification of Laboratory staff	Relevant qualification or at-least F.Sc. /B.Sc.
S ₄₉ .	Capacity building plan for technical support staff	Essential
Students Support and Progression		
S ₅₀ .	Easy access to counseling and guidance facilities	Essential
S ₅₁ .	Students scholarships	At-least 10% of the total students
S ₅₂ .	First-aid & medical facility for faculty & students	Adequate medical facilities essential
S ₅₃ .	Transport facility for commuting	Adequate transport facilities essential
S ₅₄ .	Hostels space for cubicles	80-120 sq. ft.
S ₅₅ .	Dormitories	50-80 sq. ft.
S ₅₆ .	Average CGPA (3 Years)	B.Sc. and M.Sc. (Hons)
S ₅₇ .	Recreational facilities	Reasonable
S ₅₈ .	Sports and indoor games	Reasonable
S ₅₉ .	Field/study trips opportunities	Adequate
Research and Consultancy Activities		
S ₆₀ .	Research budget for students & faculty	At-least 10% of the department budget
S ₆₁ .	Internship/hands on trainings/projects/thesis research	Mandatory for B.Sc. /and M.Sc. (Hons)
S ₆₂ .	Funded research projects in hand	Reasonable to support graduate research
S ₆₃ .	Academic collaboration with other Institutions	Essential
Governance and Leadership of the Institution		
S ₆₄ .	Operational Budget	Reasonable
S ₆₅ .	Alumni Association	Should be in place
S ₆₆ .	Calendar of activities	Essential

Graduate Students Learning Outcomes

- Attainment of strong oral and written communication skills.
- Able to apply mathematical and scientific methods as well as data handling of computer packages familiarity.
- Create original ideas/products
- Compile, organize, analyze and synthesize information for effective presentation.
- Strong interpersonal skills
- Able to work and contribute in a team
- Strong belief in social and ethical values
- Able to work in different socio-cultural environments.
- Strong IT and other generic skills.
- Individual's Transformation into new knowledge, skills & values.
- Familiarity with new developments in the subject area and future trends.

Accreditation Outcomes

Accreditation of degree programs is carried out by the Accreditation Inspection Committee (AIC) based on the evaluation criteria approved by HEC covering all important aspects of a degree program and include: (i) strength and quality of faculty; (ii) curriculum design and development; (iii) infrastructure including teaching and learning resources; (iv) students support and progression; (v) research and consultancy; (vi) governance and leadership; and (vii) innovative practices. Each criterion has a number of sub-criteria and scoring system. HEC has assigned four categories for rating of accreditation of degree programs namely w, x, y and z. Each category has specific score range which are sub-divided into lower band, middle band and upper band of score range. Following are accreditation outcomes with score range of category of evaluation rating/accreditation.

Accreditation Category/Rating	Overall Score Range	Lower Band	Middle Band	Upper Band
W	81-100%	81-85% W ₃	86-90% W ₂	91-100% W ₁
X	65-79%	65-69% X ₃	70-74% X ₂	75-79% X ₁
Y	50-64%	50-54% Y ₃	55-59% Y ₂	60-64% Y ₁
Z	40-49%	40-42% Z ₃	43-45% Z ₂	46-49% Z ₁

W: Degree Program fully meeting the set criteria	Y: Degree Program not meeting some of the major criteria
X: Degree Program having minor shortfalls	Z: Degree Program seriously deficient

Agriculture Education Institutions in Pakistan

Agriculture Universities

1. University of Agriculture Faisalabad
2. Sindh Agriculture University, Tandojam
3. The University of Agriculture Peshawar
4. PMAS–Arid Agriculture University Rawalpindi
5. Lasbela University of Agriculture, Water and Marine Sciences, Uthal
6. Muhammad Nawaz Shareef University of Agriculture, Multan

Agriculture Faculties/Institutes

1. Faculty of Agriculture, Gomal University, Dera Ismail Khan
2. Faculty of Agriculture, The University of Poonch, Rawalakot
3. Faculty of Agricultural Sciences, Ghazi University, Dera Ghazi Khan
4. Faculty of Agricultural Sciences and Technology, Bahauddin Zakariya University, Multan
5. The UAP–Amir Muhammad Khan (AMK), Campus Mardan
6. UAF Sub – Campus, Burewala
7. Institute of Agricultural Sciences, University of the Punjab, Lahore
8. Pakistan Forest Institute, Peshawar
9. University Institute of Diet and Nutritional Sciences, The University of Lahore

Agriculture Colleges

1. College of Agriculture, Bahauddin Zakariya University Bahadur Sub-Campus, Layyah
2. Balochistan Agriculture College, Quetta
3. University College of Agriculture & Envr. Sciences, The Islamia University of Bahawalpur
4. University College of Agriculture, University of Sargodha
5. Shaheed Z.A. Bhutto Agriculture College, Dokri

Agriculture Departments

1. Department of Agricultural Sciences Allama Iqbal Open University, Islamabad
2. Department of Agriculture and Agribusiness Management, University of Karachi
3. Department of Food Science and Technology, University of Karachi
4. Department of Agricultural Sciences, University of Haripur
5. Department of Agriculture, University of Swabi
6. Department of Agriculture, Bacha Khan University Charsadda
7. Department of Agriculture, Abdul Wali Khan University Mardan
8. Department of Food Science and Nutrition, Govt. College University, Faisalabad
9. Department of Agriculture & Food Science, GCUF–Layyah Campus
10. Department of Food Science and Technology, Govt. College Women University Faisalabad
11. Department of Food Science and Technology, Jinnah University for Women, Karachi
12. Department of Forestry, Shaheed Benazir Bhutto University Sheringal, Dir
13. Department of Agriculture and Food Technology, Karakoram International University, Gilgit
14. Department of Food Science & Technology, University of Sargodha–Lyallpur Campus
15. Department of Agriculture, Hazara University, Mansehra
16. Department of Food Science and Technology, GCUF–Sahiwal Campus
17. Department of Food Science, University of Management Technology, Lahore