

# Institutional Self Assessment (for Academic Staff)

Note: To be filled-up by Faculty Members

Welcome to the Treston. This survey aims to assess the validity of the program curriculum.

Please give us your opinion for improvement in the quality of our Course offering. You are highly encourage to be prudent in providing your comments by giving constructive criticism.

Evaluate the following aspects of the course 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

\* Required

1. **Full Name ( Last Name, First Name, Middle Name) \***

---

2. **Email Address \***

---

3. **Contact Number \***

---

4. **Program \***

*Mark only one oval.*

- Culinary Management
- Travel and Tourism Management
- Marketing Management
- Entrepreneurship
- Information Technology

## A. Governance

### A.1 Mission and Objectives

---

Areas of Evaluation

**5. A.1.1. Mission and objectives of the school are clearly defined \***

*Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**6. A.1.2. Mission and objective of the school are well communicated \***

*Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**7. A.1.3. School acts according to the mission and objectives \***

*Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

## **A.2 Governance Structure**

---

### Areas of Evaluation

**8. A.2.1. Statutory bodies under the act/ordinance are functioning properly \***

*Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**9. A.2.2. School website is well designed with easy access information \***

Mark only one oval.

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**10. A.2.3. Students organizations council is active to protect rights of the students \***

Mark only one oval.

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

## A.3 Policy and Management

---

### Areas of Evaluation

**11. A.3.1 Decision making procedure in the school is democratic/participatory \***

Mark only one oval.

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**12. A.3.2. Documentations are properly maintained \***

Mark only one oval.

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**13. A.3.3. School provide handbook with details of academic programs and rules regulations \****Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**14. A.3.4. Fairness and transparency of academic programs and rules regulations \****Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**15. A.3.5. School authority is sincere enough to maintain sound environment to teaching learning \****Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**16. A.3.6. Academic calendar is maintained properly \****Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**17. A.3.7. Results at all levels are published in compliance with the ordinance \****Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

18. **A.3.8. The school has policy and mechanism to entertain the disabled students for higher education \***

*Mark only one oval.*

- 5–Strongly Agree  
 4 - Agree  
 3 - Neutral  
 2 - Disagree  
 1 - Strongly Disagree

19. **A.3.9. The school has very attractive service rules and career development opportunities to retain the competent and qualified staff members \***

*Mark only one oval.*

- 5–Strongly Agree  
 4 - Agree  
 3 - Neutral  
 2 - Disagree  
 1 - Strongly Disagree

20. **A.3.10. The school has set policy to resolve students grievance in case of assessment \***

*Mark only one oval.*

- 5–Strongly Agree  
 4 - Agree  
 3 - Neutral  
 2 - Disagree  
 1 - Strongly Disagree

21. **A.3.11. Students' opinion regarding academic and extra academic matters are treated properly \***

*Mark only one oval.*

- 5–Strongly Agree  
 4 - Agree  
 3 - Neutral  
 2 - Disagree  
 1 - Strongly Disagree

## **A.4 Accountability and Transparency**

---

Areas of Evaluation

22. **A.4.1. Definition of accountability lines for academic staff and non academic staff is clear enough and well communicated. \***

*Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

23. **A.4.2. Recruitment process is good to select the best candidates with fairness and transparency. \***

*Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

24. **A.4.3. Key performance indicators are well defined for both academic and non academic staff members. \***

*Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

25. **A.4.4. Staff performance appraisal process is executed with fairness and transparency \***

*Mark only one oval.*

- 5–Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

## **B. Curriculum Design and Review (Areas of Evaluation)**

26. **B.1. Inputs from the relevant stakeholders are taken into consideration in designing curriculum. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly agree

27. **B.2. Curriculum consists aims, objectives, learning outcomes, contents, teaching strategy and assessment strategy. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly agree

28. **B.3. Curriculum review is done regularly following appropriate procedures and documentation. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly agree

## **C. Physical Facilities (Areas of Evaluation)**

29. **C.1. Classroom are good in number, well spaced, well equipped and well maintained to ensure effective delivery. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

30. **C.2. Laboratories are good in number, well spaced with relevant well off equipment and properly maintained for conducive teaching and learning. \***

*Mark only one oval.*

- 5 - Strongly Agree  
 4 - Agree  
 3 - Neutral  
 2 - Disagree  
 1 - Strongly Disagree

31. **C.3. The library has adequate reference materials that can meet academic research needs. \***

*Mark only one oval.*

- 5 - Strongly Agree  
 4 - Agree  
 3 - Neutral  
 2 - Disagree  
 1 - Strongly Disagree

32. **C.4. The library provides appropriate ICT-mediated reference materials. \***

*Mark only one oval.*

- 5 - Strongly Agree  
 4 - Agree  
 3 - Neutral  
 2 - Disagree  
 1 - Strongly Disagree

33. **C.5. Internet facilities with sufficient bandwidth capacity are available. \***

*Mark only one oval.*

- 5 - Strongly Agree  
 4 - Agree  
 3 - Neutral  
 2 - Disagree  
 1 - Strongly Disagree

34. **C.6. Adequate office room facilities along with relevant equipment and competent manpower are available. \***

*Mark only one oval.*

- 5 - Strongly Agree  
 4 - Agree  
 3 - Neutral  
 2 - Disagree  
 1 - Strongly Disagree



**35. C.7. Enough facilities of Sports and culture. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**36. C.8. Enough medical facilities for the school community. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**D. Research and Extension Services (Areas of Evaluation)****37. D.1. The school has policy and program on research and development. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**38. D.2. The school has institutional set up to coordinate advanced research. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**39. D.3. Adequate funds and facilities are provided to innovative research and development. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

40. **D.4. Capacity to hunt research fund for engagement in research, scholarship and development. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

41. **D.5. The schools encourage students for engagement in research, scholarship and development. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

42. **D.6. Research outputs are regularly published in reputed impact factor journal. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

43. **D.7. Research findings in the form of theses, monographs and publications are properly preserved used in current teaching-learning. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

44. **D.8. Research findings are patented and used for commercial purposes. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

45. **D.9. The school is involved in community services with the output of research and development activities \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

## E. External Relations (Areas of Evaluation)

46. **E.1. The school maintains active institutional linkages with research and academic institutions at national and international levels \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

47. **E.2. The school has set policy and mechanism for industry collaboration. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

48. **E.3. The school has an institutional set up for community services. \***

*Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**49. E.4. The school encourages to involve in consultancy services \***

Mark only one oval.

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**F. Staff (Areas of Evaluation)****50. F.1. Teachers work load in teaching and research is justified. \***

Mark only one oval.

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**51. F.2. Academics have enough opportunity including financial assistance to take part in different training program, workshop, conferences and other professional skill development. \***

Mark only one oval.

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**52. F.3. The school has provision to arrange experience sharing sessions to transfer the knowledge and experience from attending training, workshop and conferences. \***

Mark only one oval.

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**53. F.4. Staffs are competent and responsive. \****Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**54. F.5. Teacher student ratio is justified. \****Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**55. F.6. The school provides necessary training, tools and technology for self-learning access to inform and for communication to the academic staffs. \****Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**56. F.7. The school has resourceful and effective staff development center. \****Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

**57. F.8. Peer observation, mentoring and feedback are in practice. \****Mark only one oval.*

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral
- 2 - Disagree
- 1 - Strongly Disagree

