

# SOPs FOR TEACHER & STUDENT COURSE EVALUATION FORMS

## OBJECTIVE

As you know that feedback is a tool that helps us to do the SWOT Analysis and subsequently; things could be continuously improved in a much better way. The QEC at Indus University is destined to gauge the viewpoint from various stakeholders and in this context; an online survey form prescribed by HEC is supposed to be filled by every student for every registered course. We firmly believe that this stance would help us to render our services in the best possible and a resultant would be satisfied students who could excel in their professional lives.

## INSTRUCTIONS

Kindly give a thorough review to the following instructions:

1. Fill the following Survey Forms as stipulated by QEC
  - Student Course Evaluation Questionnaire\*
  - Teacher Evaluation Form\*
  - Survey of Graduating Students (**only for those students who are enrolled in the last semester of undergraduate/ graduate degree program**). The link is as follows:  
[https://docs.google.com/a/indus.edu.pk/forms/d/1XfQWtvJWtHGSOG-cYWsdGEOV\\_dQrUJOkpElnSoJJBaY/viewform](https://docs.google.com/a/indus.edu.pk/forms/d/1XfQWtvJWtHGSOG-cYWsdGEOV_dQrUJOkpElnSoJJBaY/viewform)

\*Note: The following two forms are mandatory and to be filled by every student at the end of each semester for every course)

2. For Student Course Evaluation Questionnaire; select the appropriate link to fill the forms:
  - Faculty of Business Administration & Commerce:  
[https://docs.google.com/a/indus.edu.pk/forms/d/1Apd41TCz01ZHC\\_LAEGvdRJC1SUkzemXvds7m27DSpY0/viewform](https://docs.google.com/a/indus.edu.pk/forms/d/1Apd41TCz01ZHC_LAEGvdRJC1SUkzemXvds7m27DSpY0/viewform)
  - Department of Computing & Technology, FEST  
[https://docs.google.com/a/indus.edu.pk/forms/d/1J6hSIWd10uNqO7f4WrQTOaKHT\\_ip9vo0kxW1dxdrie8/viewform](https://docs.google.com/a/indus.edu.pk/forms/d/1J6hSIWd10uNqO7f4WrQTOaKHT_ip9vo0kxW1dxdrie8/viewform)
  - Department of Electrical Engineering, FEST  
<https://docs.google.com/a/indus.edu.pk/forms/d/1PHT6oiUdIRCBE45vLRk4lpxV719VT0ZDaj8xgLXsMs/viewform>
  - Faculty of Art & Design  
[https://docs.google.com/a/indus.edu.pk/forms/d/1s\\_rivoyC9HHFrMVdvxbDyqbhfCtMiTatVEHsk4ipQa8/viewform?c=0&w=1](https://docs.google.com/a/indus.edu.pk/forms/d/1s_rivoyC9HHFrMVdvxbDyqbhfCtMiTatVEHsk4ipQa8/viewform?c=0&w=1)
  - Faculty of Social Sciences (Education)  
<https://docs.google.com/a/indus.edu.pk/forms/d/1IYOA7XILUTtDnJlybLbwdnAnV4PPOmInBGjawm8hNKA/viewform>

3. For Teacher Evaluation Form\*; visit the following link:

[https://docs.google.com/a/indus.edu.pk/forms/d/1JWxuuqkBSZikR\\_yBoG3kOr74Yj1ZlhVb2wDpRrjDtM/viewform](https://docs.google.com/a/indus.edu.pk/forms/d/1JWxuuqkBSZikR_yBoG3kOr74Yj1ZlhVb2wDpRrjDtM/viewform)

\*Note: The form is mandatory and to be filled by every student at the end of each semester for every teacher)

4. You must answer all the questions.
5. You must read the questions thoroughly and take at least 10 minutes to fill each form.
6. You must avoid checking all the answers as either A, B, C, D or E as this stance would result in rejection of form.
7. If you fail to submit the form in a timely manner, the final exam result shall not be displayed on any medium.
8. You must be thoughtful while filling the forms and make honest opinions w.r.t your learning that has taken place in the entire semester.

Should you have any query, do not hesitate to contact the undersigned.

Approved By:



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