

Guidelines for the students regarding ‘Student Evaluation of Teaching’ Conducted at GIK Institute

These brief guidelines are made for the students to better understand the process of students’ evaluation of their courses and teachers at GIK Institute.

1. What is ‘Students Evaluation of Teaching’ ?

It is the process by which the GIKI students evaluate the quality of teaching for all the courses in which they are registered in a given semester.

2. How are the students’ evaluations of teaching used at GIK Institute?

The student evaluation scores and comments for any course are reflected upon/deliberated at three different levels in the institute:

- **Course-instructor level** - The course instructors use the student evaluation reports to identify areas of strengths and weaknesses in their courses to take corresponding actions for the improvement in the course in future.
- **Head of Department (HoD)/Faculty Dean level** - The HoDs/Deans review the ratings and comments for all the courses, take notice of important findings from the evaluations and discuss them with the respective instructors, if need be.
- **Pro-rector (Academics) /Rector level** - The Pro-rector (Academics) and the Rector also review the student evaluation ratings received by the course-instructors in all the courses taught by the instructors in a year.

3. Who conducts/manages the process of Students’ evaluation of teaching?

Quality Enhancement Cell (QEC) in the institute conducts students evaluation of teaching, which works directly under Rector’s office.

4. What is the process for the conduct of students’ evaluation of teaching?

- A. The QEC office sets up the system for student evaluation of teaching in the CMS software.
- B. Students provide their online evaluation of teaching.
- C. The QEC prepares reports for students’ evaluation for each of the courses.
- D. The student evaluation reports for different courses are shared with the course-instructors/HoDs/Deans/management.
- E. Course instructors/ HoDs/Deans/Management review the student evaluations reports and take corresponding actions.

5. When and how-often are course-teacher evaluations done?

Each semester, 1-2 weeks before the final exams

6. How can a student contribute positively to the process of Students Evaluation of Teaching?

Students play an integral, perhaps the most important role, in the process of students evaluation of teaching, and they are also the biggest beneficiary/stakeholder of the process. Students should:

- a. **Take the process seriously** - Please bear in mind that the student evaluations carry huge importance not only for the course instructor but also for the institute.
- b. **Take Time/ Do not Rush** - Please do not rush in its completion because the feedback is only meaningful if different questions/categories in the evaluation form are read carefully, and then answered accordingly in the online form.
- c.
- d. **Provide Thoughtful and Honest Opinion** - Please provide your honest and thoughtful feedback on different matters related to course contents, preparation and delivery. Your identity (name/reg. no.) is never revealed either to the course instructor or to the HoDs/Deans/Management.
- e. **Positive and Negative Critique** - Please provide feedback regarding both positive and negative aspects of the course, as they are both useful. For the negative aspects, please provide them in a constructive manner so that the instructor may use them to improve his course in future.
- f. **Appropriate language** - Please use appropriate language in providing your feedback comments. Any use of foul language would not only make your comment lose its value but would also get censored.

7. When are the results of the course-teacher evaluation given to the course instructors?

The student evaluation reports for the courses in a semester are given to the course instructors/Deans/HoDs/Management only after the results/grades for the courses of have been announced and submitted to the students.

8. Can a course instructor see the names or registration numbers of the students who have given the ratings/comments?

The reports for the student evaluation of teaching contain average ratings received from the students for different questions/comments, whereas individual ratings by any particular student are kept confidential and not provided in the report to ensure confidentiality. The report also contains feedback comments from the students but

the identities (names/reg. nos.) of the students are again not revealed to the course-instructors for the sake of confidentiality.

9. What can a student do if he/she is facing some issues during the course-teacher evaluation process?

The student should immediately contact the QEC office via email by sending an email addressed to ALL of the following 3 email addresses, and mentioning the issue being faced in that email, preferably along with the screenshots attached, if possible.

1. afsar@giki.edu.pk
2. gulafroze@giki.edu.pk
3. asad.mahmood@giki.edu.pk

10. Who can a student talk to if he/she has some queries, comments or suggestions regarding the course-teacher evaluations?

The student should contact the QEC office by sending an email addressed to all the members of the QEC office, whose email addresses are given above.