

**MONITORING, EVALUATION AND RATING
OF UNIVERSITIES / INSTITUTES CHARTERED BY
GOVERNMENT OF SINDH**

**GUIDELINES / EXPLANATION TO FILL
CIEC MEG-M1, M2 AND M3**

To fill up the CIEC Forms M-1 and M-2, M-3 and to submit / attach the details of each Attribute, as given there in, would not be a difficult exercise. However, it is explained here briefly.

1. About the Forms and required quantity:

Following CIEC Forms are to be prepared and submitted as given under:

Ser.	CIEC Form	Description of Form	*Required Quantity For Print
1.	M-1	For General Institution's Data / Information	10
2.	M-2	To be prepared for each Department of the University / DAI separately.	01 copy per *Department / Program (as explained below)
3.	M-3	For (A) Research Productivity and (B) QEC Assessment.	05

*number of copies, specifically for CIEC Form M-2 for a department, shall be required to submit to CIEC, in which more than one Programme Evaluators by CIEC may visit one department, depending on the number of programmes w.r.t their disciplines. For instance, at **Sindh Madressatul Islam University Karachi there is Department of Business Administration in which currently various degree programmes, (i) BBA 4 years / BBA 2 years, (ii) BS (Entrepreneurship), (iii) BS (Public Administration), (iv) BS (Economics), (v) MBA 2 years / MBA 1.5 years, (vi) MS (Public Administration), (vii) MS (Management Sciences) / PhD (Management Sciences), are being offered. Hence, in this case the respondent / representative of the University should submit 07 copies of the Form M-2 for the Department of Business Administration w.r.t the details of the programmes being offered (as explained above).**

2. Procedure to fill the CIEC forms the Forms:

- a) The Forms consist of various types of questions including:
 - a. Simple short answers such as in CIEC Form M-1 section-A (1 to 7)
 - b. Tables such as in attribute-03 of Section-B of CIEC form M-1 viz. details of officers appointed as per the Act / ordinance of the concerned Institution.
 - c. Brief: Some attributes a brief regarding the attribute is required which may be answered such an in paragraph. For example, in attribute-3.2 of Section-B of CIEC Form M-1 viz. about "Organizational Setup" - a brief regarding the approval of the organogram, its approval, revision etc. may be given there, along with supported evidences as required.

- d. In some attributes, only evidence / attachments are required such as in the case of attribute 4.4 of Section-B of CIEC Form M-1 (Syndicate / BoG), in which approved minutes of the meetings are to be attached as required. **Whereas, if there a brief by the respondent / representative may be given there in the end of the attribute if required or simply a tick (✓) on the relevant assessment score of the attribute can marked (as in the case aforementioned section 4.4 given assessment score is 10, 05 or 00), to indicate the institution's claim about the attribute for the evaluator's understanding.**

3. Requirements of the evidences / attachments to fill the CIEC forms the Forms:

An important requirement for answering / submitting data under any given attribute is the explicit evidence, on the basis of which the points shall be scored for it. For example, under the Attribute 2.2 of CIEC FORM M-2, “academic qualifications of the Head of the Department”, can be easily figured out by the evaluator and scored accordingly if the Institution submits his/her terminal degree and mentions the same under the attribute (2.2) as its reply by the Institution (as its editable copy the representative of Institution may give short answers as applicable or if needed. Hence, the evaluator (on part of Monitoring Evaluation Team of CIEC), shall mark the attribute with “score 30” if the Head of the Department has terminal degree as *Post-Doc / Ph .D / MRCP / FCPS or Equivalent*, OR the evaluator may mark the attribute with “score 15” if the Head has the terminal degree as *M. Phil /MS/MBA/ M. Eng./Equivalent*, or in other case he/she may mark it with score “zero / none”, accordingly.

Generally, as may be observed, the achievement of each Attribute at different levels is expressed in numbers since it is easier to assess and quantify, as in case of 2.2 of CIEC M-2, explained above. But the achievement under some of the Attributes at different levels is not quantified and is rather described, for which a good judgment is to be exercised for assessment based upon the record available or as per the feedback of the users or by physically visiting the site. For example, in case of attribute 5.B(d) of CIEC FORM M-1, it would be difficult to judge whether the seating capacity for students available in the Institution is satisfactory or not, depending on the enrollment of the Institution, space available, and time-table of various courses / programs being offered by the institutions. Hence, the evaluator shall score it depending the feedback of the users, physical visit, or any other such relevant information, as the case may be. Hence, the representative of the institution shall be required to respond such attributes, accordingly.

4. Editable / Soft-copy of the CIEC Monitoring Forms

The editable copies of the CIEC Monitoring Forms can be downloaded from the official website of Sindh HEC viz. www.sindhhec.gov.pk/ciec, or the concerned authorized person of the University / DAI may also contact CIEC Secretariat for the editable copy of Forms.

5. Bulk Data / Documents

In order to verify the data, evidences are mandatorily required but in case if the data / documents required for an attribute is in bulk-quantity, which may result the complete Form overburdened / multiple volumes for one form, the representatives of

the Institution may contact with focal person(s) of CIEC Secretariat for guidance and solution of such cases via office number 021-99332935. For example, in attribute 05(f) of Section B of M-1, list of titles of books along with details is required to be attached, whereas, in the case if there are thousands of books which may result the document with more than 50 pages, in such case the focal person may ask the institute to submit the department-wise summary of the titles of the books and submit the additional details via email or online portal, accordingly.

6. Period of Data

The period of the data shall be considered according to the current month in which the Forms are being filled-in. Usually the year / period is mentioned in the forms but, in case if the period is not declared clearly, the data of that attribute shall be required for last 02 years w.e.f the date of the form being filled.

7. Attributes not applicable to the concerned University / DAI

In the end of Forms, the concerned university / DAI / other HEIs may point out the attributes with reference / sections that are not applicable to the Concerned Institution with a satisfactory justification.

8. Submission of CIEC Monitoring Forms

At the first stage, the hard-copies of the form as explained above, are to be submitted to CIEC Secretariat. Whereas, the data shall also be required via online-portal whose details shall be shared with the concerned institutions accordingly.

The submission of the Forms M-1, M-2, and M-3, will be followed by inspection by Monitoring Inspection Team and Programme Evaluators Team, for further verification based on the evidences available and discussion with the representatives of the Institution and its Departments, as the case may be.

Further queries / guidance

Please do not hesitate in seeking clarification on any point via telephone (021-99332935 or via email at 10thround.ciec@sindhhec.gov.pk or visit CIEC Secretariat if required.
