



School of Business
Pokhara University

Employer Feedback Form

Dear Employer,

Many graduates of our school; School of Business (SOB) are already working in your organization. We are thankful to you for providing them employment with your prestigious Company/Organization.

We shall very much appreciate and be grateful to you if you can spare some of your valuable time to fill up this feedback form. It will help us to improve the Institute further and give you better employees in future.

Tick ☒ the number that best describes your level of satisfaction at each question: 1 - far from satisfied, 2 - not satisfied, 3 - satisfied, 4 - happy, 5 - very happy

How satisfied are you with the student/s work performance in each of these areas:	1	2	3	4	5
1. General communication skills					
2. Developing practical solutions to work place problems					
3. Working as part of a team					
4. Creative in response to workplace challenges					
5. Their planning and organization skills					
6. Self-motivated and taking on appropriate level of responsibility					
7. Open to new ideas and learning new techniques					
8. Using technology and workplace equipment					
9. Ability to contribute to the goal of the organization					
10. Technical knowledge/skill					
11. Ability to manage/leadership qualities					
12. Innovativeness, creativity					
13. Relationship with seniors/peers/subordinates					
14. Involvement in social activities					
15. Ability to take up extra responsibility					
16. Obligation to work beyond schedule if required					

On a scale of 1 to 10 how do you rate your overall satisfaction with SOB students and the curriculum?

1	2	3	4	5	6	7	8	9	10
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If you were dissatisfied with any aspect, please comment further:

How could our programs be improved? What specific comments do you have regarding the curriculum?

Any other comment(s):		
Would you like to recruit more SOB student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would you refer us to other organization(s)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Please feel free to speak in confidence with our staff about any aspects of the program or students performance. If you would like staff to contact you to discuss any issues, please provide your contact number.</p> <p>Phone No: _____</p>		

Name: _____ Position: _____

Company/organization: _____

Date: _____

	<p style="text-align: center;">School of Business (Internal Quality Assurance Cell)</p> <p style="text-align: center;">POKHARA UNIVERSITY</p>	<p>Please paste passport size photograph in this box</p>
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ALUMNI FEEDBACK FORM

We shall be thankful and appreciate, if you could spare some of your valuable time to fill up this feedback form and give us your valuable suggestions for further improvement of the Department. Your valuable inputs will be of great use to us in improving the quality of our academic programs and to enhance the credibility of the Department/University.

Name of the Alumni			Phone no. & Email ID	
Degree [√]				
Branch				
Year of Passing		Enrolment No.		

Professional Details

Name of the Organization	
Designation	
Year of Joining & HR detail	

Dear Alumni,

Please give your overall academic assessment of the Department /University and rate us on the following criteria:

1-Unsatisfactory(US), 2- Satisfactory(S), 3- Fair(F), 4- Good(G), 5- Very Good(VG)

Sr.	Details	VG	G	F	S	US
1	Admission Procedure					
2	Ambience					
3	Infrastructure & Lab facilities					
4	Faculty					
5	Project Guidance					
6	Quality of support material					
7	Training & Placement					
8	Library					
9	Canteen Facilities					
10	Hostel Facilities					
11	Overall Rating of the University					
12	Alumni Association/ Network of Old Friends					

Please suggest any skills you want our Department should focus on for the grooming of students. All your suggestions are welcome.

Suggestions:

Relevance of curriculum in your job:

Need any change in curriculum and syllabi?

Improvements in teaching and learning Process:

What help did you get through your Project work and Industrial Training?

Suggestions regarding opening of a new program:

Any other suggestion

Name and Signature



School of Business
Pokhara University

COURSE FEEDBACK FORM

Academic Year										
Term										
Course Number										
Course Title										
Number of Credits										
Type of Course	Foundation		Specialization		Elective					
I.	Information on the Respondent: (Tick (√) Appropriately)									
1.	Percentage of classes attended									
	0-20		20-40		40-60		60-80		80-100	
2.	Number of hours per week spent on the course (Other than lecture hours)									
	0-2		2-4		4-6		6-8		8-10	
3.	Preparation for the course by the student:									
	(i)	Have done part of this course earlier								
	(ii)	Has adequate prior exposure to the prerequisites								
	(iii)	Had to pickup relevant additional topics through concurrent study								
	(iv)	Have no exposure to the background material								
4.	The expectations for taking the course by the student are:									
	(a)	Enhance by skill base in the area of specializations								
	(b)	Get exposed to a relevant subject								
	(c)	Curiosity								
	(d)	Better Employment Opportunity								
	(e)	Complete Course requirements								
	(f)	To Improve CGPA								

II.	About the Course Information on the Respondent: (Tick (√) Appropriately)																		
Depth of Coverage																			
UG level						Graduate level													
						Advance level													
Standard of test and assignments																			
High						Normal													
						Easy													
			A		B		C		D		E								
Coverage of the syllabus																			
Organisation of the Course																			
Emphasis on fundamentals																			
Emphasis of fundamentals																			
Coverage of modern/advanced topics																			
Availability of text books/study materials																			
Usefulness of tests and assignments																			
Overall rating of the Course																			
What benefit you derived from the course?																			
About the Instructor: Information on the Respondent: (Tick (√) Appropriately)																			
			A		B		C		D		E								
1.	Pace of the Teaching/lecture																		
2.	Comment of the Subject																		
3.	Clarity of expression																		
4.	Level of preparation																		
5.	Level of interaction																		
6.	Accessibility outside the class																		
7.	Others (please specify																		
A: Excellent				B: Very Good				C: Good				D: Satisfactory				E: Poor			

Faculty Evaluation Questionnaire

(To be filled by each Student at the time of Course Completion)

School _____ Program : ☐ MBA ☐ BBA ☐ BBA-BI
 Course Title _____ Teacher Name: _____
 Year of Study _____ Semester / Trimester _____

Please give us your views on the quality of the course delivery by the faculty so that course quality can be improved. You are encouraged to be frank and constructive in your comments

CORE QUESTIONS

Course Content and Organization	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1. The course objectives were clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The Course workload was manageable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Course was well organized (e.g. timely access to materials, notification of changes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Feedback:					

Student Contribution	<input type="checkbox"/> <20%	<input type="checkbox"/> 21-40%	<input type="checkbox"/> 41-60%	<input type="checkbox"/> 61-80%	<input type="checkbox"/> >81%
	Strongly Agree	Agree	uncertain	Disagree	Strongly Disagree
5. Approximate level of your own attendance during the whole Course					
6. I participated actively in the Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I think I have made progress in this Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Feedback:					

Learning Environment and Teaching Methods	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
9. I think the Course was well structured to achieve the learning outcomes (there was a good balance of lectures, tutorials, practical etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The learning and teaching methods encouraged participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The overall environment in the class was conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Classrooms were satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Feedback:					

Learning Resources	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
14. Learning materials (Lesson Plans, Course Notes etc.) were relevant and useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Recommended reading Books etc. were relevant and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The provision of learning resources in the library was adequate and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The provision of learning resources on the Web was adequate and appropriate (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Feedback:					

Quality of Delivery	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
19. The Course stimulated my interest and thought on the subject area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The pace of the Course was appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Ideas and concepts were presented clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Feedback:					

Assessment	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
23. The method of assessment were reasonable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Feedback on assessment was timely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Feedback on assessment was helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Feedback:					

Additional Core Questions

Instructor Evaluation	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
27. I understood the lectures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. The material was well organized and presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. The instructor was responsive to student needs and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Had the instructor been regular throughout the course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Feedback:					

Overall Evaluation

32.The best features of the Course were:

33.The Course could have been improved by:

34. The overall evaluation of the faculty member:

☐ Excellent ☐ Very Good ☐ Good ☐ Satisfactory ☐ Not Satisfactory

Demographic Information:

35. Full/part time study: Full Time ☐ Part Time (Job Holder) ☐

36. Employment Status: Employed ☐ Not-Employed ☐

37. Gender: Male ☐ Female ☐

38. Age Group: less than 22 ☐ 22-29 ☐ over 29 ☐

Student Course Evaluation Questionnaire

School of Business, Pokhara University



Program _____
Course Title _____ Teacher Name: _____
Year of Study _____ Semester / Trimester: _____

Please give us your views so that Course quality can be improved. You are encouraged to be frank and constructive in your comments

CORE QUESTIONS

Course Content and Organization	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1. The course objectives were clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The Course workload was manageable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Course was well organized (e.g. timely access to materials, notification of changes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Comments					

Student Contribution	<input type="checkbox"/> <20%	<input type="checkbox"/> 21-40%	<input type="checkbox"/> 41-60%	<input type="checkbox"/> 61-80%	<input type="checkbox"/> >81%
	Strongly Agree	Agree	uncertain	Disagree	Strongly Disagree
5. Approximate level of your own attendance during the whole Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I participated actively in the Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I think I have made progress in this Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Comments					

Learning Environment and Teaching Methods	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
9. I think the Course was well structured to achieve the learning outcomes (there was a good balance of lectures, tutorials, practical etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The learning and teaching methods encouraged participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The overall environment in the class was conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Classrooms were satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Comments					

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Learning Resources	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
14. Learning materials (Lesson Plans, Course Notes etc.) were relevant and useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Recommended reading Books etc. were relevant and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The provision of learning resources in the library was adequate and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The provision of learning resources on the Web was adequate and appropriate (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 Comments					

Quality of Delivery	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
19. The Course stimulated my interest and thought on the subject area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The pace of the Course was appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Ideas and concepts were presented clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Comments					

Assessment	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
23. The method of assessment were reasonable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Feedback on assessment was timely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Feedback on assessment was helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Comments					

Additional Core Questions

Instructor / Teaching Assistant Evaluation	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
27. I understood the lectures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. The material was well organized and presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. The instructor was responsive to student needs and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Had the instructor been regular throughout the course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tutorial	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
30. The material in the tutorials was useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. I was happy with the amount of work needed for tutorials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. The tutor dealt effectively with my problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Practical	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
33. The material in the practicals was useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. The demonstrators dealt effectively with my problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Evaluation
35. The best features of the Course were:
36. The Course could have been improved by:

Equal Opportunities Monitoring (Optional)
The University does not tolerate discrimination on any irrelevant distinction (e.g. race, age, gender) and is committed to work with diversity in a wholly positive way. Please indicate below anything in relation to this Course which may run counter to this objective:

Demographic Information: (Optional)
38. Full/part time study: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
39. Do you consider yourself to be disabled: Yes <input type="checkbox"/> No <input type="checkbox"/>
40. Domicile:
41. Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
42. Age Group: less than 22 <input type="checkbox"/> 22-29 <input type="checkbox"/> over 29 <input type="checkbox"/>
43. Campus: Distance Learning/ Collaborative <input type="checkbox"/>



School of Business
Pokhara University

Student's Feedback Form (Curriculum)

Program: _____

Semester/Trimester: _____

Course: _____

Please tick mark the correct alternative.

S.N.	Questions	Exc.	Good	Avg	Poor
1	Depth of syllabus content is				
2	Whether syllabus is carrier oriented?				
3	Interest generated by Teacher regarding syllabus is?				
4	How do you rate the sequence of units in the syllabus?				
5	Rate the size of syllabus in terms of load on the student?				
6	How do you rate the objectives stated and relevance to the course content?				
7	The internal evaluation system as it exists regarding syllabus is?				
8	What is your opinion about library holdings for the syllabus of your course?				
9	Any Suggestions:				