

## STEP BY STEP PROCESS FOR ADMINISTRATION OF SET

- 1.0 The Assistant Director, QAI\_net at the Office of the Provost will be a 'point' person for coordinating the implementation of the SET across all AKU.
- 2.0 Prior to the end of a semester, 3-4 weeks in advance of ending a semester, the Registrar's Office will verify & provide a list of academic credit courses offered in a semester with valid email ID of enrolled students in course(s) and Instructor(s) names that have offered the course to the Office of the Provost.
- 3.0 The AD, QAI\_net at the Office of the Provost will create SET survey links using the outside AKU survey management platform, Bristol Online Services (BOS).
- 4.0 At the end of a semester enrolled students will receive an auto email of each survey link/URL with secure password through the outside management platform to fill the SET.
- 5.0 Auto email will have instructions that the survey is open for enrolled students. A confirmation statement 'I attended this course, Yes/No' will minimize error for non-registered students to participate in the survey.
- 6.0 Each link is unique for course and Instructor evaluation **where names are available**.
- 7.0 To get maximum participation in the survey, Dean/Director/Academic Head makes provision of computer accessibility and allocate time of approximately half an hour in last class of a course for students to fill the SET.
- 8.0 Students evaluate the courses and instructors by clicking the link received.
- 9.0 As currently Registrar's Office / **Curriculum Office** or other designated staff are available in the class while students fill the SET.
- 10.0 No faculty / teaching member is present in the class while students fill the SET.
- 11.0 Each evaluation of the course and Instructor has the programme name, course name and name of Instructor(s).
- 12.0 Once students submit the evaluation, the SET data results will be directly received by BOS, the external data management service.
- 13.0 The data management service BOS processes and returns a summary report to the Director, Student Experience network as the survey is completed without identifying any individual student.
- 14.0 Director, Student Experience downloads a summary report of each course and Instructor.
- 15.0 Director, Student Experience shares the SET course summary report with respective faculty members and with Dean/Director/Academic Head after final grades are submitted to the Registrar.
- 16.0 Entity shares plans of improvements with students.
- 17.0 TL\_net help is called on by individual faculty and/or Dean as required.

### History

- Academic Council approved The Step By Step Process For Administration Of SET on March 5, 2015
- Approved at Academic Council that the SET evaluation forms can go directly to the concerned faculty members on May 26, 2016