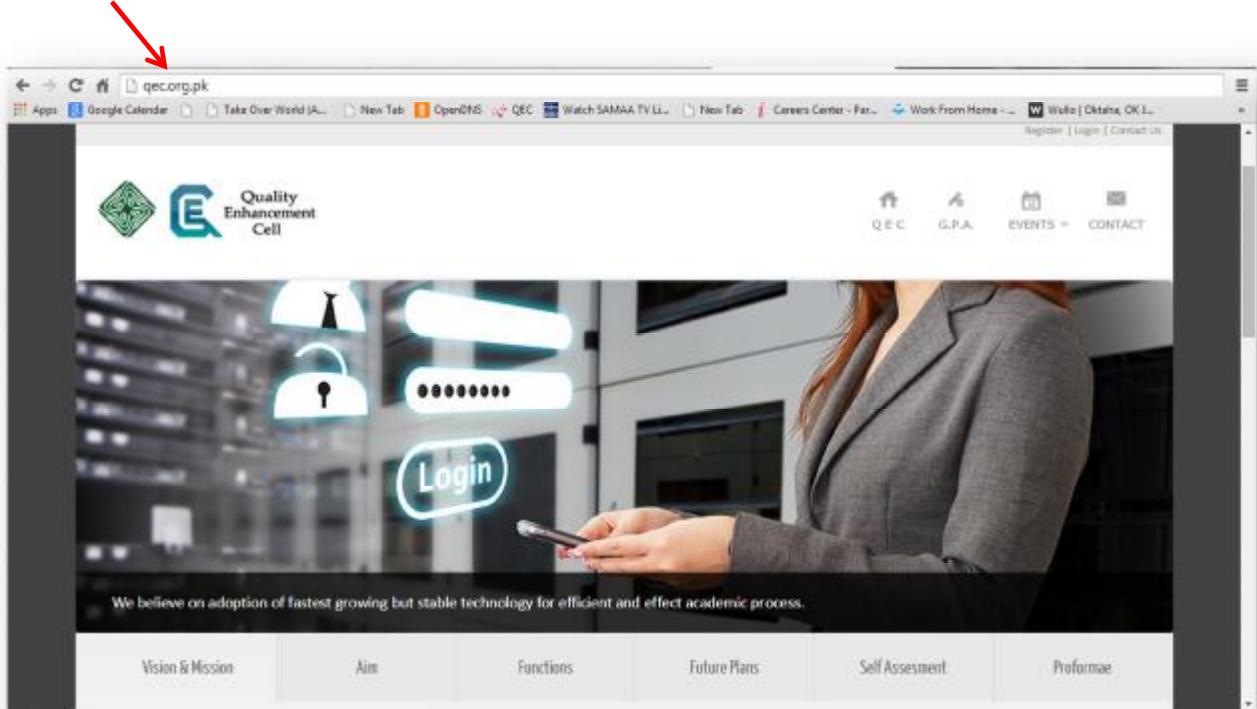


QEC Website User Manual

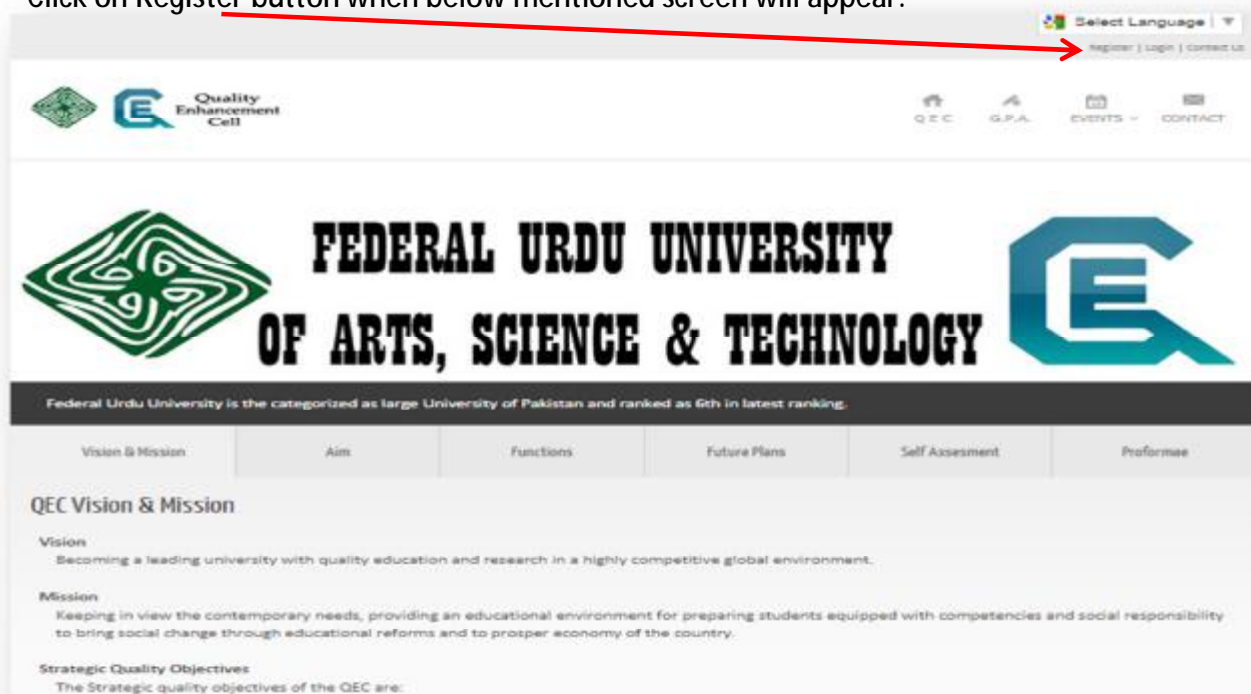
Step 1

Visit <http://qec.org.pk>



Step 2

Click on Register button when below mentioned screen will appear.



Step 3

Sign up for new user. Fill the available information from and create your profile.

(Note: you may able to make your user account if you are a student of FUUAST and provide either verifiable CNIC number of you valid enrollment number)

The screenshot shows the 'New User SignUp' form on the FUUAST website. The form includes the following fields: First Name, Last Name, Email, Landline No., Mobile No., User ID, Password, Re-type Password, and Position. A red arrow points to the Position dropdown menu, which currently shows '--- SELECT POSITION ---'. The website header includes the Quality Enhancement Cell logo and navigation links for Q.S.C., G.P.A., EVENTS, and CONTACT.

Step 4

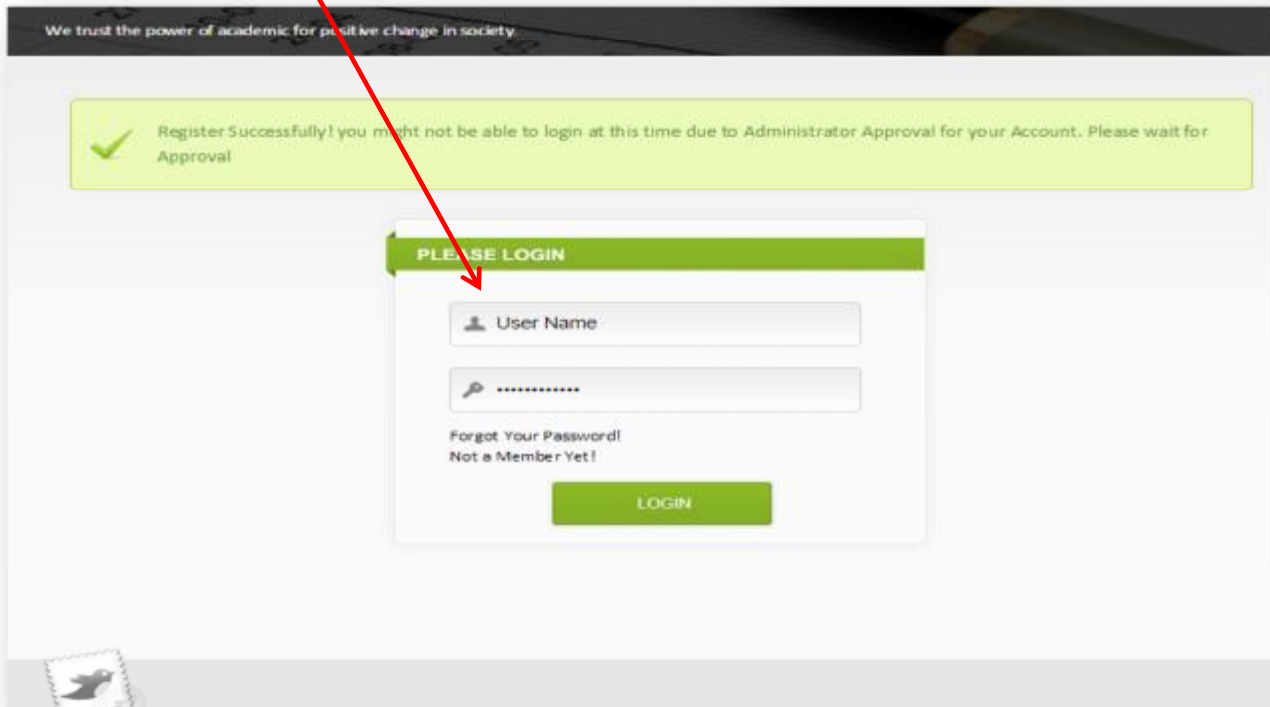
Click the register button to proceed.

The screenshot shows the 'New User SignUp' form on the FUUAST website, showing additional fields: Department (--- Select Department ---), Gender (--- Gender ---), Father Name, Program (--- Select Program ---), and Enrollment No. Below these fields is a section for CNIC No. with a note: 'If you Don't have Enrollment Number, Please Enter Your CNIC Number Below:'. A red arrow points to the REGISTER button at the bottom of the form. A blue information icon is visible on the left side of the form.

Place Enter Landline number and Contact number without any Dashes (-) or Spaces ()
Enter Password Between 6 - 20 characters including one number.
All fields are required in order to complete the registration process
Manage Landline Number in 10 digits (without dashes)

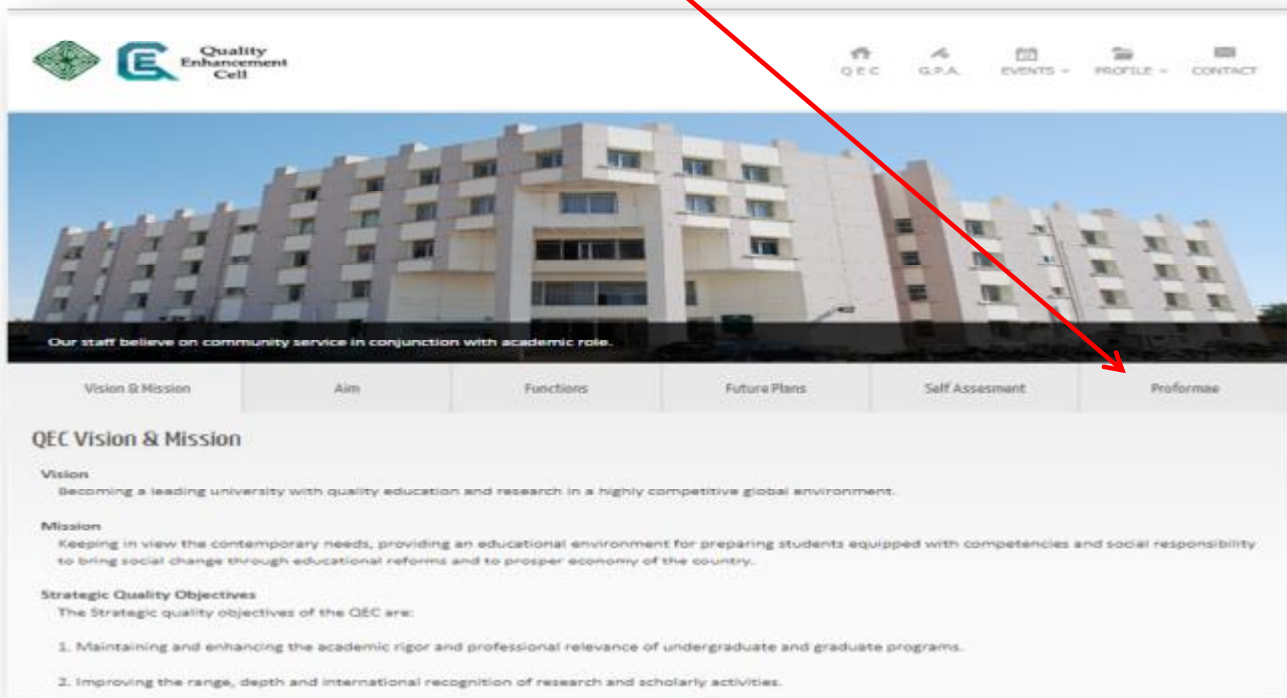
Step 5

When you registered successfully, the below mentioned screen will appear and you would be able to use your account profile by using your user name and password.



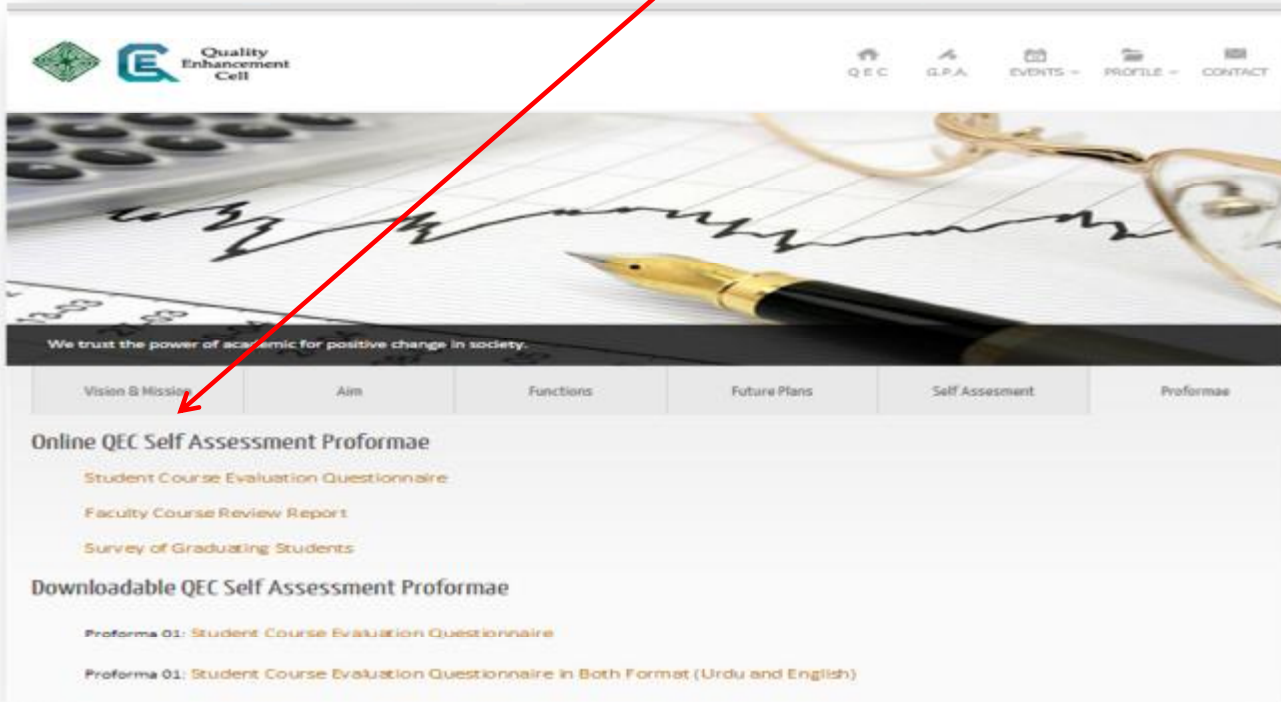
Step 6

When login as a registered user then Click Proforma button and chose/ select the required survey proforma.



Step 7

New webpage will appear to select the required Online/downloadable proformae.



The screenshot shows the Quality Enhancement Cell (QEC) website. The header includes the QEC logo and navigation links: QEC, G.P.A., EVENTS, PROFILE, and CONTACT. Below the header is a banner image of a laptop keyboard, a pen, and glasses. A red arrow points from the text above to the 'Vision & Mission' link in the navigation menu. Below the navigation menu, there are sections for 'Online QEC Self Assessment Proformae' and 'Downloadable QEC Self Assessment Proformae'. The online section lists: Student Course Evaluation Questionnaire, Faculty Course Review Report, and Survey of Graduating Students. The downloadable section lists: Proforma 01: Student Course Evaluation Questionnaire and Proforma 01: Student Course Evaluation Questionnaire in Both Format (Urdu and English).

Step 8

Now fill the online survey proformae.



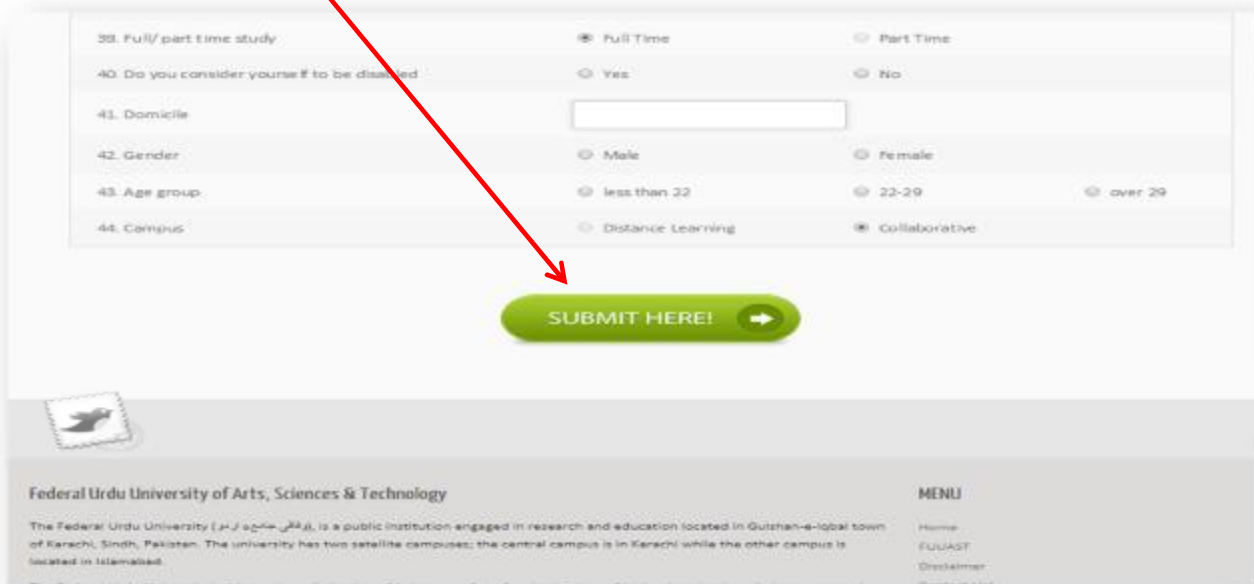
The screenshot shows the 'Student Course Evaluation Proformae' form for Federal Urdu University of Arts, Science & Technology. The form is titled 'Student Course Evaluation Proformae' and includes a note: 'To be filled by each student at the time of course completion.' The form contains several dropdown menus and text input fields: Program (--- Select Program ---), Department (--- Select Department ---), Semester (--- SEMESTER ---), Study year (--- Study year ---), Course Title (--- Select Department ---), Course No., and Teacher Name. Below the form, there is a note: 'Note: Please give us your views so that course quality can be improved. Be frank and constructive in your comments.' The form also includes a section for 'Course Content and Organization' with a Likert scale (Strongly Agree, Agree, Uncertain, Disagree, Strongly Disagree) and a comments section.

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

Step 9

Click the Submit button to send survey proforma to university database.

Note: unless you do not submit the surey data by click this button you would not get the receipt.



The screenshot shows a survey form with the following questions and options:

- 39. Full/part time study: Full Time, Part Time
- 40. Do you consider yourself to be disabled: Yes, No
- 41. Domicile:
- 42. Gender: Male, Female
- 43. Age group: less than 22, 22-29, over 29
- 44. Campus: Distance Learning, Collaborative

A red arrow points from the text above to a green button labeled "SUBMIT HERE!" with a right-pointing arrow.

Federal Urdu University of Arts, Sciences & Technology

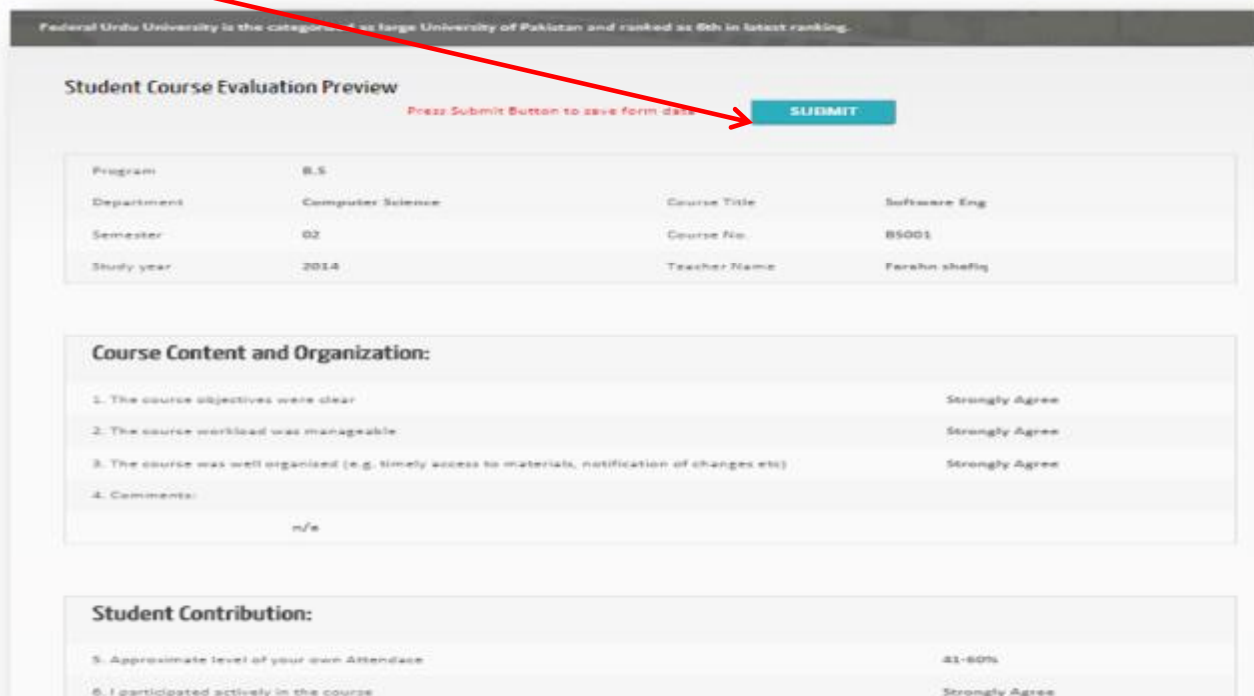
The Federal Urdu University (فہدراں یونیورسٹی) is a public institution engaged in research and education located in Gulshan-e-Iqbal town of Karachi, Sindh, Pakistan. The university has two satellite campuses; the central campus is in Karachi while the other campus is located in Islamabad.

MENU

- Home
- FUUA&ST
- Disclaimer
- Contact Us

Step 10

Click the submit button to save the data



Federal Urdu University is the category of the largest University of Pakistan and ranked as 8th in latest ranking.

Student Course Evaluation Preview

Press Submit Button to save form data.

SUBMIT

Program	B.S	Course Title	Software Eng
Department	Computer Science	Course No.	BS001
Semester	02	Teacher Name	Fareeha shafiq
Study year	2014		

Course Content and Organization:

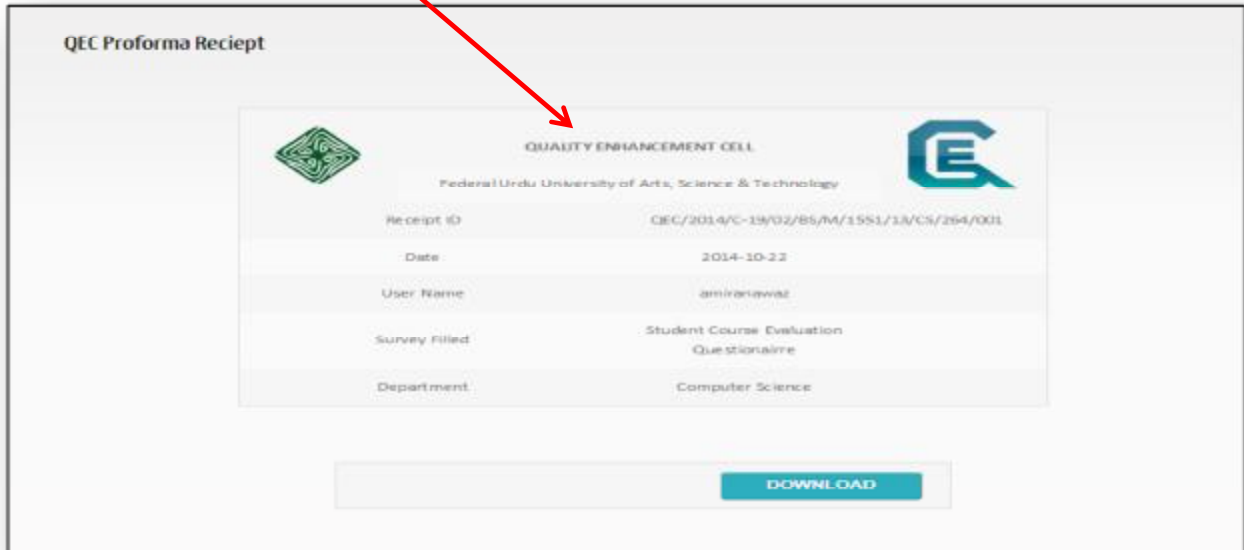
1. The course objectives were clear	Strongly Agree
2. The course workload was manageable	Strongly Agree
3. The course was well organized (e.g. timely access to materials, notification of changes etc)	Strongly Agree
4. Comments:	n/a

Student Contribution:

5. Approximate level of your own Attendance	41-60%
6. I participated actively in the course	Strongly Agree

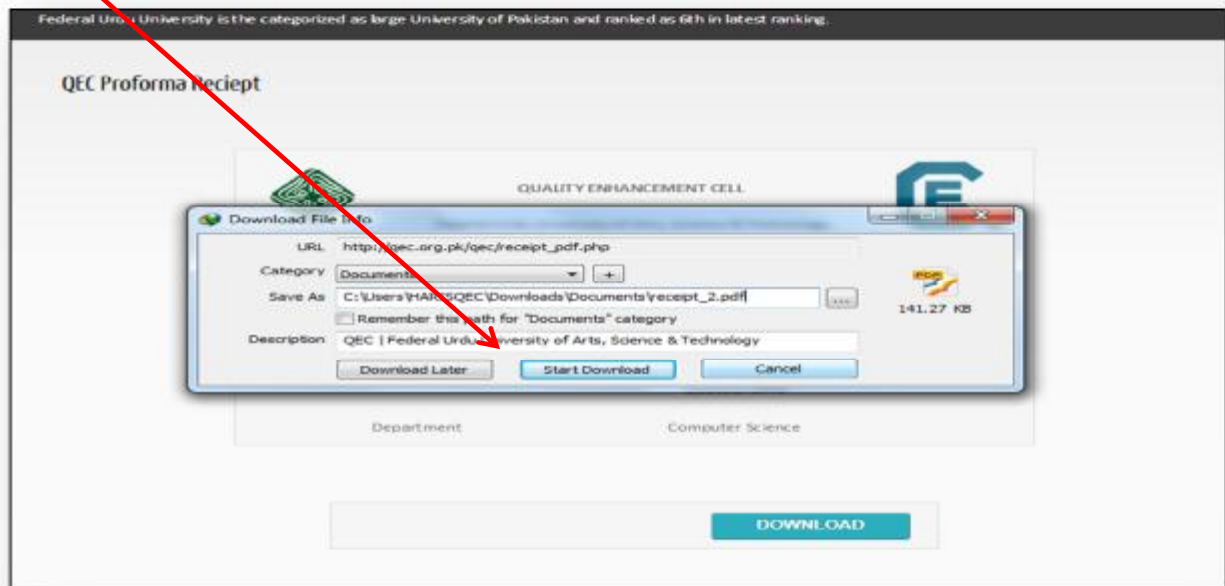
Step 11

Now new window of QEC Proforma Receipt will appear so you may download the receipt.



Step 12

Download the QEC Proforma Receipt



Step 13

Print the receipt and send it of concerned department

QEC Copy



QUALITY ENHANCEMENT CELL
Federal Urdu University of Arts, Science & Technology



Receipt ID	QEC/2014/C-19/02/BS/M/1551/13/CS/264/001
Date	2014-10-22
User Name	amiranawaz
Survey Filled	Student Course Evaluation Questionnaire
Department	Computer Science