

E-Registration for QEC Evaluation Guidelines Manual

For Students

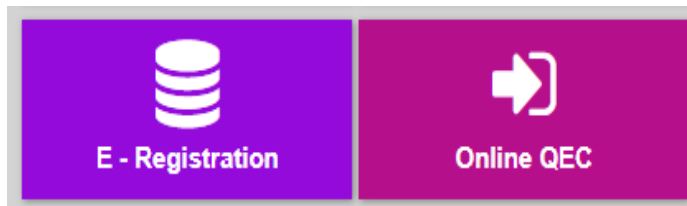


**National University of Modern Languages
(NUML)**

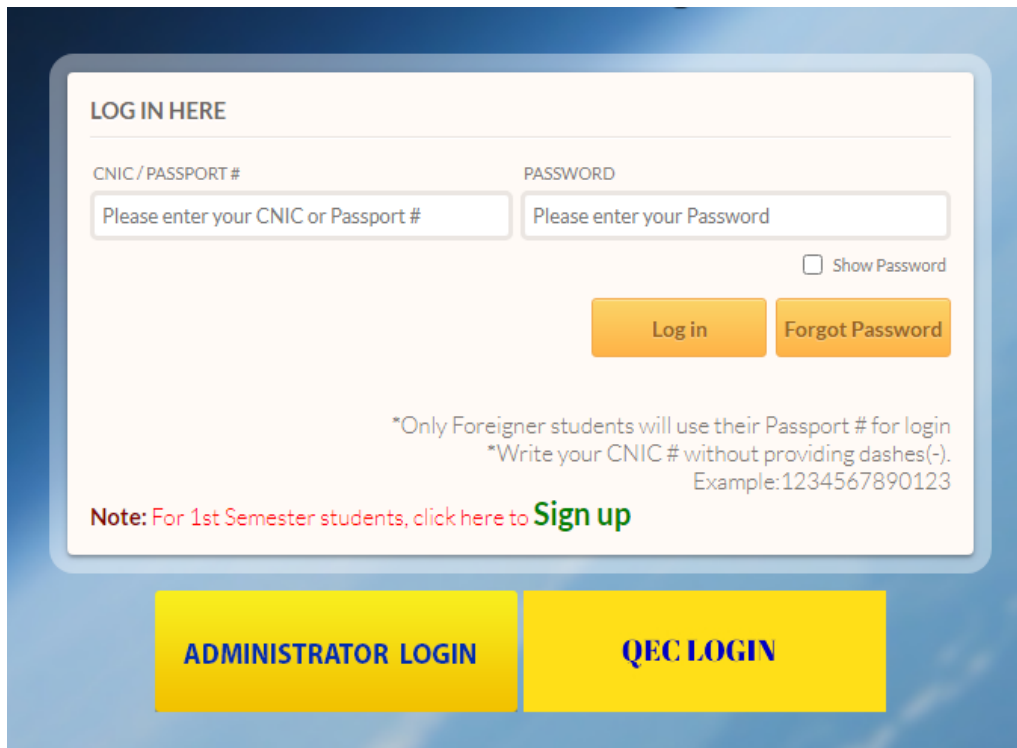
This is a step by step Guide about signup, login, add regular courses of your current semester and add repeating courses at “E-Registration”. Next, you will be guided how to login at “Online QEC” and fill teacher and course evaluation forms.

Open numl website. URL: <https://numl.edu.pk/>

Select [E-Registration](#):



Select [Sign Up](#) from Screen shown below.

The image is a screenshot of a login page. At the top, it says 'LOG IN HERE'. Below this are two input fields: 'CNIC / PASSPORT #' and 'PASSWORD'. The first field has the placeholder text 'Please enter your CNIC or Passport #' and the second has 'Please enter your Password'. To the right of the password field is a checkbox labeled 'Show Password'. Below the input fields are two orange buttons: 'Log in' and 'Forgot Password'. Below these buttons, there is a note: '*Only Foreigner students will use their Passport # for login' and '*Write your CNIC # without providing dashes(-). Example:1234567890123'. At the bottom of the login area, there is a red note: 'Note: For 1st Semester students, click here to [Sign up](#)'. At the very bottom of the page, there are two yellow buttons: 'ADMINISTRATOR LOGIN' and 'QEC LOGIN'.

Following screen will be shown. Provide your details carefully and press signup button. Next, press the Home button to show the above Login page for sign in. Registration is needed one time so enter your correct details especially the CNIC. In future if you forget the password then contact Coordinator who can reset your password.



STUDENT E-ROLL NUMBER SIGNUP

Note:

- Signup Only for 1st Semester student's
- Only Foreigner students will use their Passport # instead of CNIC #
- Fields marked with asterisk (*) are mandatory.

Campus *	<input type="text" value="-- Please select your Campus --"/>
Department Name *	<input type="text"/>
Program/Decipline *	<input type="text"/>
CNIC#/Passport # *	<input type="text"/> (Don't use dashes(-) in CNIC #/Passport #)
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Name (As on Matric Certificate) *	<input type="text"/>
Registration # *	<input type="text"/>

[Sign Up](#)

[Home](#)

Enter username password in login page shown above and press Login Button.

You will see a new page to fill your details and press OK Validate Button. Carefully enter these details. If you will enter wrong shift, Section or semester then you will not be able to view courses of your current semester.

Verification Data

Attention! Verify Your Data

Name:	Testing	Father Name:	Testing
CNIC #/Passport #:	1234567890036	Reg #:	NUML-F20_119
Email:	abc@gmail.com	Date of Birth:	01/01/1900
Roll Number:	1234	Gender:	Male
Shift:	Morning	Semester:	1
Section:	A	Campus:	Peshawar
Department:	Management Science	Discipline:	BBA (Hons)
Nationality:	Pakistani	Contact #:	03331234567
Permanent Address:	House No. 123 Street 1 Colony abc Islamabad	Postal Address:	House No. 123 Street 1 Colony abc Islamabad

Ok! Validate Data

Here Upload Your Latest Picture to Complete your Profile

Upload Picture

Please upload your recent picture, it is mandatory for E-Registration. You can't register your courses without picture

Instruction

Only Passport Size with blue or white background will be accepted

Roll Number slip will not be issue if you upload other than blue or white background

Choose Student Picture

Choose file No file chosen *

Upload



Welcome, **Testing**

Campus: **Peshawar**

[Sign Out](#)

[Dashboard](#)

[Course Registration](#)

[Add \(Regular\) & Drop Courses](#)

[Upload Picture](#)

[Settings](#)

Add (Regular) & Drop Courses - Student Console

Department Name: Management Science

Program/Discipline: BBA (Hons)

Fee Challan #

Select Semester:*

Note: Fields marked with asterisk (*) are mandatory.

Note: First Mark the Courses then press add courses button

<input type="checkbox"/>	Sr. #	Course Code	Course Title	Credit Hour
<input type="checkbox"/>	1	BS-111	Business Mathematics	3

[Add Courses](#)

Registered Courses

Course Code	Course Title	Credits Hours	Drop Course
No Courses registered yet.			

Here you can also add a supplementary course by selecting “Add Repeating Course” from the Menu bar at left side

Add Repeating Courses - Student Console

Department Name: Management Science

Program/Discipline: BBA (Hons)

Shift: Morning

Section: No

Repeater Fee Challan #

Select Semester*: Please select your sem

Note: Fields marked with asterisk (*) are mandatory.
 Note: First Mark the Courses then press add courses button

<input type="checkbox"/>	Sr. #	Course Code	Course Title	Credit Hour
No Record Found				

Add Courses

Registered Courses

S.No	Course Code	Course Title	Credits Hours
No Courses registered yet.			

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Here you can also drop the course if wrong course is selected.

<input checked="" type="checkbox"/>	1	BS-111	Business Mathematics	3
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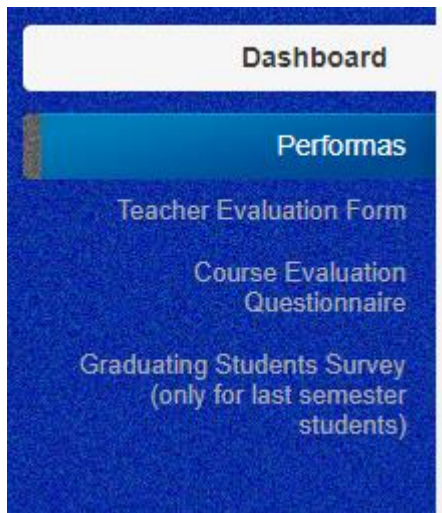
Courses Added successfully!

Add Courses

Registered Courses

Course Code	Course Title	Credits Hours	Drop Course
BS-111	Business Mathematics	3	Drop

After binding all course, go to “Online QEC” from NUMI website or from above login page as well. To start QEC evaluation, Select **Performa** tab and click on “**Teacher Evaluation Form**” as shown below in screen.



Following screen is shown with subject and teacher details. If teacher is not shown to you for all courses then go back to “E-Registration” and correct your details at very first page and press **Ok Validate** button. If all details are correct and still teacher is not shown then contact coordinator to confirm that whether course teacher is allocated or any issue.

In this form, you have to click the appropriate option for each question and then at the end write your comments in 03 text boxes as well. Finally, press **Save** button.

Teacher Evaluation Form

Note: Fields mark with asterick(*) are mandatory to fill.

Course Code/Course Title:* Department:*

Name of Teacher/Instructor:* Semester:*

Section:* Shift:*

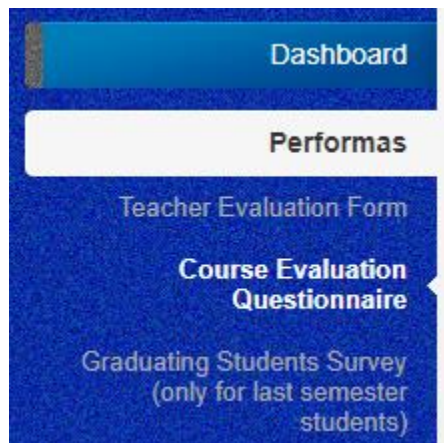
Session:*

Use the scale to answer the following questions below and make comments

5: Strongly Agree 4: Agree 3: Uncertain 2: Disagree 1: Strongly Disagree

Questions	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
a. Course Organization					
Q.1 The teacher provided orientation of the online course and its structure.	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Q.2 The teacher organized the online contents and activities for students' access/navigation.	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Q.3 The teacher uploaded/sent the teaching material/video lecture(s) recordings well before the actual conduct of the class.	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Q.4 The teacher shared expectations, procedures and grading polices regarding the course.	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Q.5 The way teacher organized material online worked for me.	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
b. Teacher's Technological Competence					

Next, select the tab for Course Evaluation



Following screen will be shown to mark the appropriate answer for each question and finally save it.

Student Course Evaluation Questionnaire

Note: Fields mark with asterick(*) are mandatory to fill.

Course Information			
Course Code/Course Title:*	Software Project Management	Department:*	Computer Science
Name of Teacher/Instructor:*	Muhammad Noman Malik	Semeter:*	7
Section:*	No	Shift:*	1
Session:*	Feb 2020 - June 2020		


Use the scale to answer the following questions below and make comments

Excellent= 5 Very Good= 4 Good= 3 Average= 2 Poor= 1

Questions	Excellent	Very Good	Good	Average	Poor
Q.1 The course contents for online teaching were	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Q.2 The course delivery was	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Q.3 Lecture material availability as per the plan issued by the teacher was	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Q.4 Comprehension/understanding by the students was	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
Q.5 The technology used for delivery was	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1

For each subject you have to fill two forms one for Teacher Evaluation and one for Course Evaluation. If you have 05 subjects, then 10 forms will be filled. After successful form filling, a green Tick will be shown as shown at left top of screen.


DashBoard - Quality Enhancement Cell (NUML / HEC), Islamabad

 Your All Forms have been submitted succesfully Your Roll no slip has been generated.

Teacher Evaluation Form	Student Course Evaluation Questionnaire	Graduating Student Survey Form
Research Student Review Report		
Show 10 entries	Search:	
Teacher Name	Course Title	Created Date

In case you have not yet completed all forms then Red Cross will be shown as follows.

DashBoard - Quality Enhancement Cell (NUML / HEC), Islamabad

 Please Fill All the Evaluation form for all subject.For Each Subject You must have to fill 2 forms(Teacher & Student Course Evaluation Form.)

Teacher Evaluation Form	Student Course Evaluation Questionnaire	Graduating Student Survey Form
Research Student Review Report		
Show 10 entries	Search:	
Teacher Name	Course Title	Created Date

The last option is “Graduating Survey Form” which is **for Last semester students only.**

Graduating Survey Form

(To be filled out by graduating students in last semester / year before the award of degree)

The survey seeks graduating student’s input on the quality of education they received in their program and the level of preparation they had at university. The purpose of this survey is to assess the quality of the academic programs. We seek your help in completing this survey.

Use the scale to answer the following questions below and make comments

A: Very Satisfied B: Satisfied C: Uncertain D: Dissatisfied E: Very dissatisfied

Sr. #	Questions	Very Satisfied	Satisfied	Uncertain	Dissatisfied	Very dissatisfied
A: Teaching Quality.						
Q.1	Quality of teaching was up to the mark.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
Q.2	The program offering Department/ Faculty effectively supported learning.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
Q.3	Faculty was well equipped with methodology and pedagogical skills to communicate in well manners.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
Q.4	Faculty was updated with current trends in relevant subjects.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
Q.5	Faculty was capable to meet the program objectives.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
B: Syllabus and Contents						
Q.1	Courses in the program were well structured.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
Q.2	The program effectively developed analytical and problem-solving skills.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
Q.3	The program effectively developed critical thinking.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
Q.4	The program effectively developed team work abilities.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
Q.5	The program promoted moral values.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E