

Sindh Madressatul Islam University

Quality Enhancement Cell (QEC)



User Guide for Student Advisory Sessions

Student Advisory Initiative A Guide for Students

STEP 1:

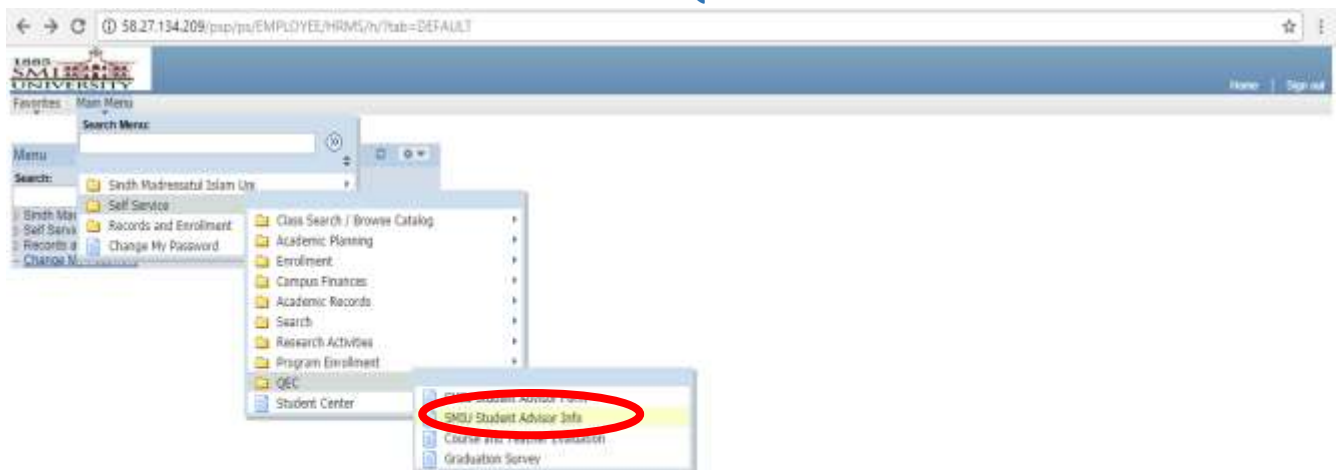
Get started by Logging in to your PeopleSoft Campus Management System:



Step 2:

Follow the Navigation below to view your assigned faculty advisor and advisory timings.

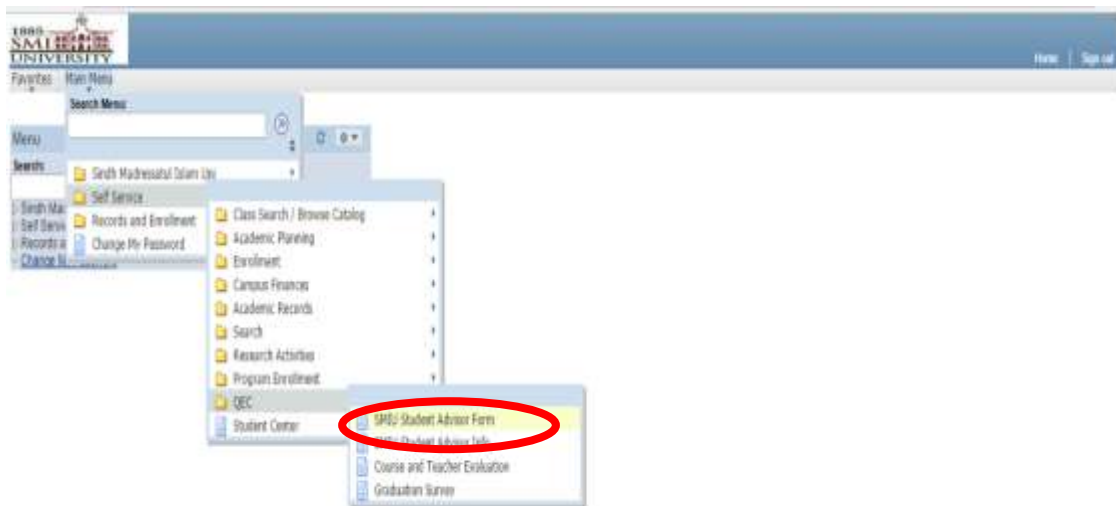
Main Menu > Self Service > QEC > SMIU Student Advisor Info



Step 3:

Follow the Navigation below to complete advisory progress form/survey
(at the end of each visit).

Main Menu > Self Service > QEC > SMIU Student Advisor Form



Step 4:

Enter Visit No (for ex. 1 – 10) and then Click 'ADD'.



Step 5:

The Student Advisor Form/Survey (after each visit) may be filled as per the instructions below:

The screenshot shows the 'SMU Student Advisor Form' interface. It includes a header with the university logo and navigation links. The main form area is divided into several sections: 'Student Information', 'Appointment Schedule', 'Proposed Activity', 'Discussion Details', 'Suggestion to take(in points):', 'Post Session / Meeting Feedback', and 'Please Provide any additional comments:'. Callout boxes provide instructions for each section:

- Add Schedule date using the Calendar**: Points to the 'Appointment Schedule' field.
- Provide proposed activities for this week.**: Points to the 'Proposed Activity' field.
- Enter Discussion Details with your advisor. Point-wise preferred**: Points to the 'Discussion Details' text area.
- Enter Suggested actions. Point wise details preferred.**: Points to the 'Suggestion to take(in points):' text area.
- Give your feedback for the given questions. Use scroll down option.**: Points to the 'Post Session / Meeting Feedback' section, which contains a table of questions and dropdown menus for ratings.
- Enter any additional comments.**: Points to the 'Please Provide any additional comments:' text area.

Questions	Option
1. How satisfied are you with the conduct of the faculty member/Student	1-VERY DISSATISFIED
2. How would you rate time, place and other logistics for the meeting	1-VERY DISSATISFIED
3. How satisfying and fruitful suggestions were.	1-VERY DISSATISFIED
4. How satisfied are you with the student progress in academics and other university activities	2-DISSATISFIED
5. How would you rate overall experience of the meeting	2-DISSATISFIED

Step 6:

Click Save to submit the advisory Form/Survey.

1	How would you rate time, place and other logistics for the meeting	
2	How would you rate overall experience of the meeting	
3	How satisfying and fruitful suggestions were	
4	How satisfied are you with the conduct of the faculty member/Student	
5	How satisfied are you with the student progress in academics and other university activities	

Please Provide any additional comments:

Faculty Signature: sansar
Faculty Signature Date: 10/26/2017



**For queries contact
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