



*Student Welfare and Program Office*

*User Guide for Faculty*

# Sindh Madressatul Islam University

**Student Welfare and Program Office**

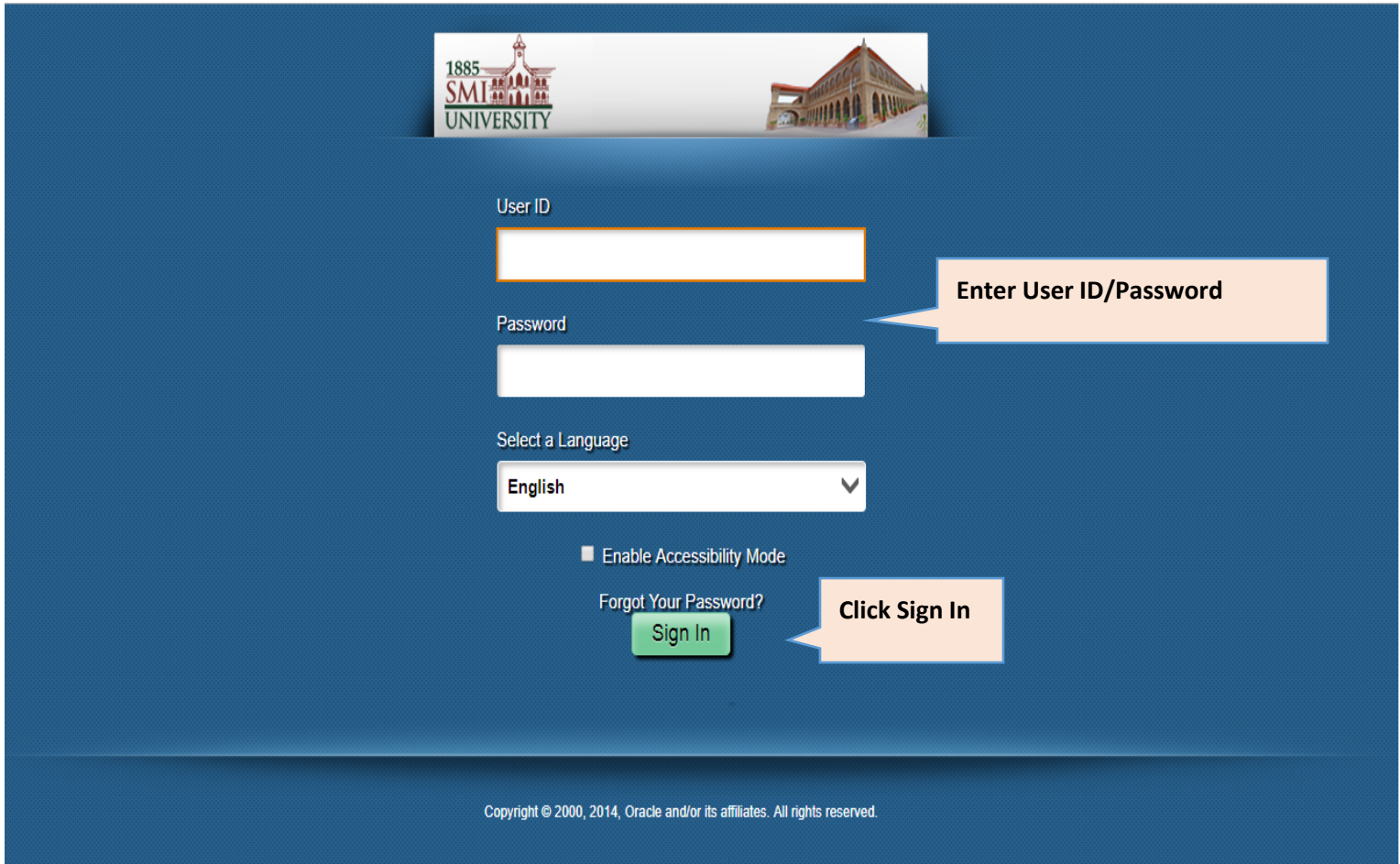


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## Student Advisory Initiative

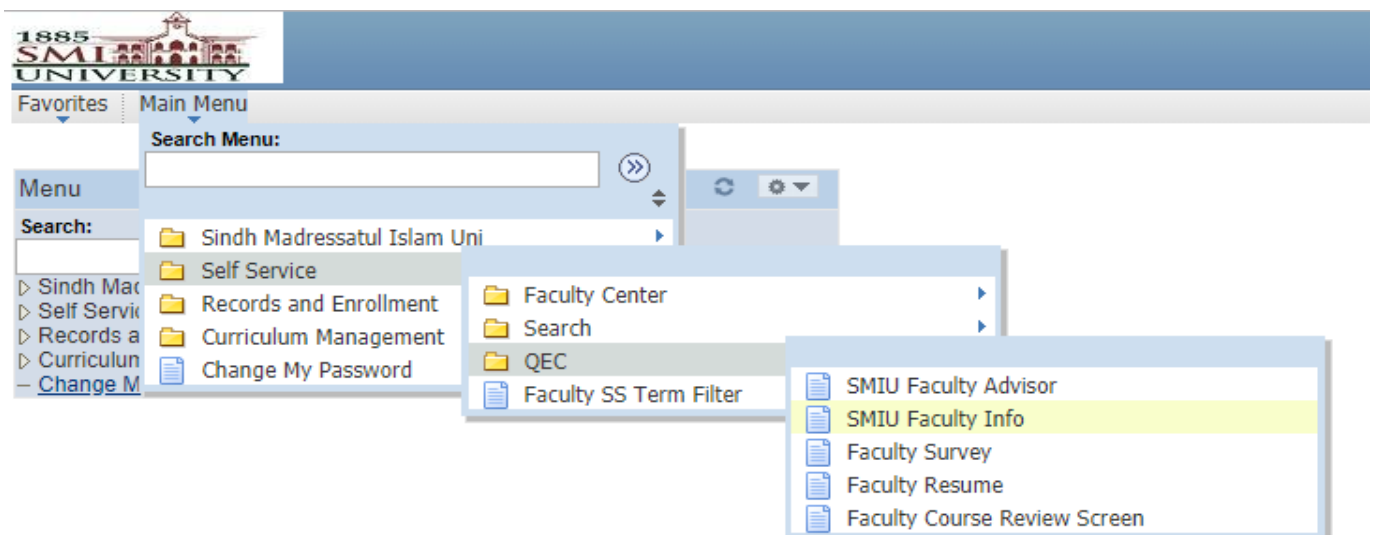
**User Guide for Faculty Advisors**

**Step 1:** Get started by logging in to your PeopleSoft Campus Management System:



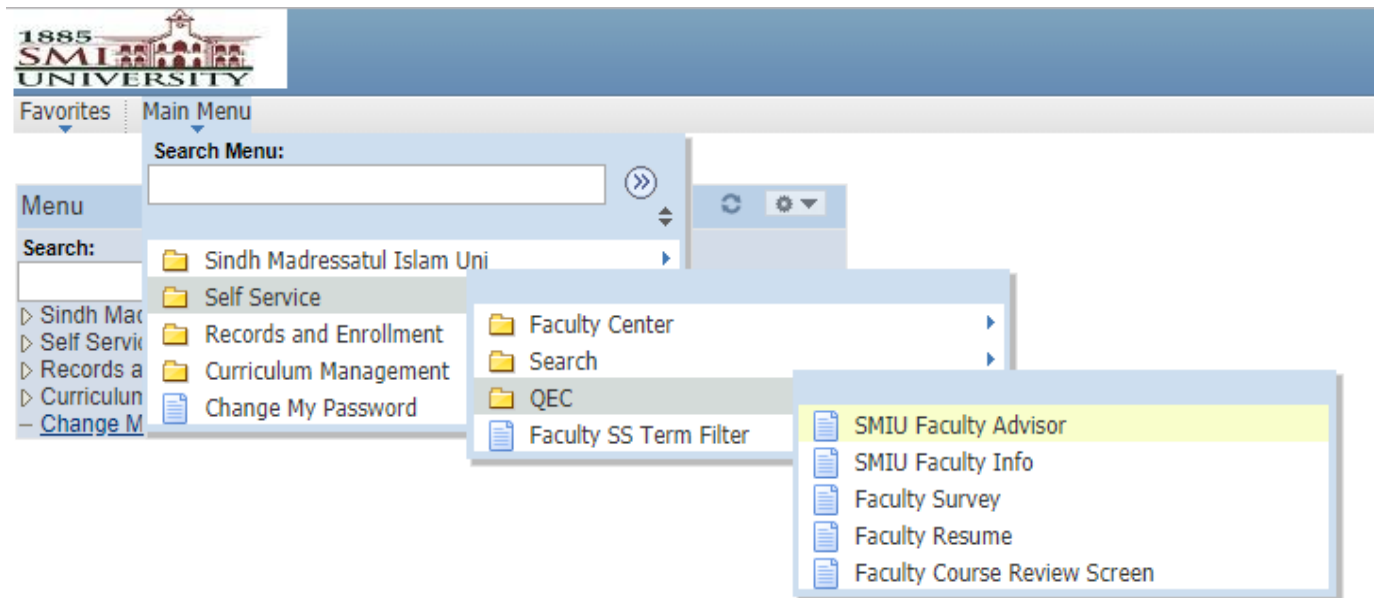
**Step 2:** Follow the navigation below to view your assigned students and advisory timings.

[Main Menu > Self Service > QEC > SMIU Faculty Info](#)

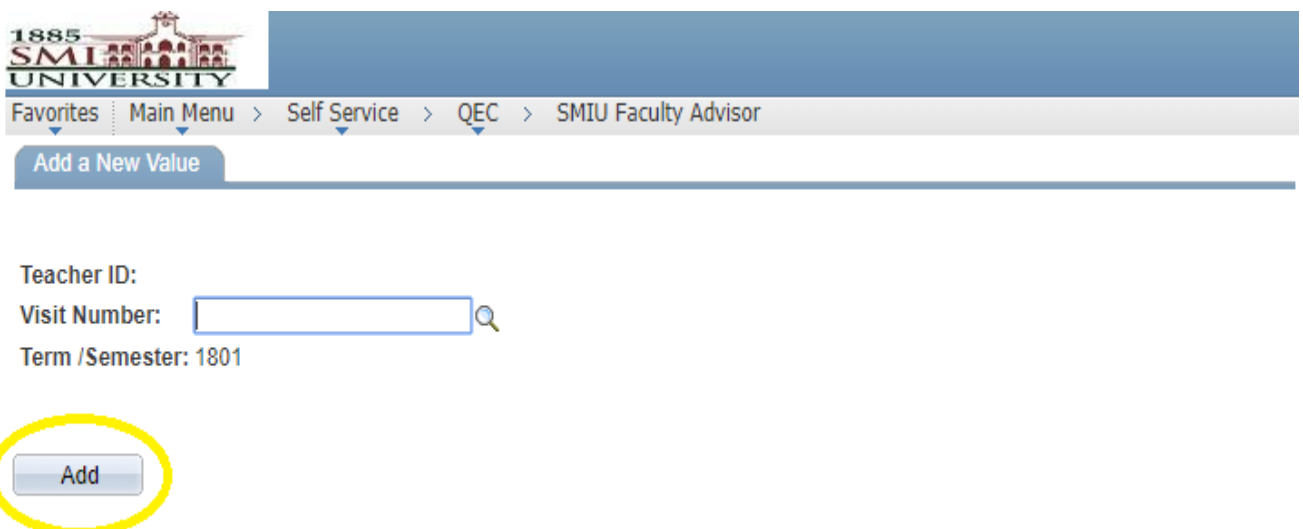


**Step 3:** Follow the navigation below to complete the advisory progress survey form. (To be filled each week to provide a weekly report on the advisory sessions.)

[Main Menu](#) > [Self Service](#) > [QEC](#) > [SMIU Faculty Advisor](#)



**Step 4:** Enter Visit Number (E.g. 1-100), and click “Add.”



**Step 5:** Fill the Faculty Advisor Session Proceedings form and click “Save.”

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Favorites Main Menu > Self Service > QEC > SMIU Faculty Advisor

SMIU Faculty Advisor

Sindh Madressatul Islam University  
Faculty Advisor  
Session Proceedings

Proforma B

Faculty Name

Appointment Schedule  Day FRIDAY From Time 11:00 AM To Time 12:00 PM

\*Student Visit

Proposed Activity

Student ID	Student Name		
1	<input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>

Discussion Details

Use the calendar to add appointment schedule date

Use “+” or “-” to add or delete students

Use the “Look up” option to search for Student ID

Point wise details for each student preferred

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Favorites Main Menu > Self Service > QEC > SMIU Faculty Advisor

**Point wise suggestions preferred**

**Suggestions:**

Post Session / Meeting Feedback:  
Check what best describes your views:  
5. V. Satisfied 4. Satisfied 3. Average 2. Dissatisfied 1. V. Dissatisfied

**Use the dropdown menu to select an option**

*Questions	**Option
1 How would you rate the student's level of interest in the advisory support?	<input type="text"/>
2 How would you rate the overall experience of the meeting?	<input type="text"/>
3 How would you rate time, place and other logistics for the meeting?	<input type="text"/>
4 How satisfied are you with the student's progress in academics and other university activities?	<input type="text"/>
5 How satisfied are you with the conduct of the student?	<input type="text"/>

Any additional comments:

Faculty Signature

Faculty Signature Date: 03/02/2018

