**Guidelines for the result sharing workshop (2nd workshop)**

For your result sharing workshop (as well as for the draft SAR), please take note of the following:

1. Present the survey-results for the 5 stakeholder groups separately under each criterion.
2. From each criterion, choose a few standards and the corresponding questions from the questionnaire, and then present the responses to the questions in some forms of graphs (bar chart/ pie chart etc). In the SAR, you need to address all the standards.
3. For each stakeholder group, population size (where possible), sample size and justification of the sample size need to be mentioned.
4. Other than surveys, mention what other forms of data collection (such as FGD, interviews) you have used.
5. Keep data for undergraduate and graduate students separate.
6. Keep data for full time and part time faculty members (if considered) separate.
7. Explain what the numbers on the graphs mean with reference to your other evidences (such as documents, FGD, interview etc)
8. Add a slide or two on SWOT analysis on the basis of some FGDs as well as survey/ non-survey findings. In your SAR, SWOT analysis is a chapter.
9. The result sharing workshop needs to be attended as much as possible by representatives from all the five stakeholder groups. Please ensure maximum participation of the faculty members.
10. At the end of the workshop, seek written feedback from the audience, and later preserve theses feedbacks after incorporation in the SAR.
11. Remember, survey findings are only a small portion of the evidences you gather. Accordingly, refrain from over- emphasizing the survey findings. Strike a balance by presenting both survey and non-survey findings.
12. You may want to have a discussion with the Department Chair and the faculty members about the results before going for the workshop.
13. **From the Self Assessment Manual**: “3.3.9 **Sharing the survey results**: Program Self-Assessment Committee (PSAC) will organize workshop to share the program self-assessment results with the faculty members. If needed, the concerned PSAC may arrange an open hearing and discussion over the second draft with all faculty members, officials and student representatives.”