

EVALUATION REPORT BY THE EXPERTS' COMMITTEE

(FORM PEB-2)

FOR

(Please tick () relevant applicable)

- REGISTRATION**
- RENEWAL**

Of

PROFESSIONAL ENGINEERING BODIES (PEBs)



**Engineering Professional Development Committee
Pakistan Engineering Council**
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RENEWAL/REGISTRATION OF PROFESSIONAL ENGINEERING BODIES FOR CPD

Evaluation Report by the Experts Committee

Instructions:-

- a. Please tick and fill as required.
- b. Please attach supporting documents/additional sheets where necessary.
- c. Overall 50% marks in each part is mandatory for registration/renewal.

Name of Institution/Organization: _____

Date of Visit: _____

Renewal	New License	PEB Registration No (if already registered)

S. No.	Parameters/ Attributes	Evaluation by the Expert Committee		
		Total Marks	Marks Awarded	Remarks/ Justification of awarding Marks (Mandatory)
1	Management of the Institute/ Organization:	<u>50</u>		
	1.1 Name of the Institution/ Organization - Defined (5) - Ambiguous (1 – 4) - Not defined (0)	05		
	1.2 Govt./ Autonomous/ Semi-autonomous/ Private - Government / Autonomous / semi-autonomous/ Private (5) - Private but commercial entity (1-4) - No clear status (0)	05		

S. No.	Parameters/ Attributes	Evaluation by the Expert Committee		
		Total Marks	Marks Awarded	Remarks/ Justification of awarding Marks (Mandatory)
1	1.3 Registration (Chartered Institute, constituent part/campus, SECP, Company Ordinance etc.) - Registered/legal entity (11-15) - Suspended/ invalid (1- 10) - Not registered entity (0)	15		
	1.4 Location/ Constituency (easily accessible) - Easily accessible (8 – 10) - Part suitable (4-7) - Difficult access (0 - 3)	10		
	1.5 Management and Operational Structure - Well laid out (10 – 15) - Weak (1 – 9) - Non-existing (0)	15		
	1.6 Other Information			
	Sub Total (1)	50		
2	Mission and Objectives of Organization: (clearly defined mission & objectives)	50		
	2.1 Mission - In line with PEC objectives on CPD (15 – 20) - Partly/ Not in line (5 – 15) - Not defined (0)	20		
	2.2 Objectives - Well defined (18 – 30) - Vaguely defined (1 – 17) - Not defined 0	30		
	Sub Total (2)	50		

S. No.	Parameters/ Attributes	Evaluation by the Expert Committee		
		Total Marks	Marks Awarded	Remarks/ Justification of awarding Marks (Mandatory)
3	Infrastructure and Resources:	100		
	3.1 Building (Owned, rented, lease etc.) - Owned (16 – 20) - Lease (11 – 15) - Rented (6 - 10) - Not available (0 – 5)	20		
	3.2 Office Space - Adequate (8 – 10) - Inadequate (4 – 7) - Not available (0 – 3)	10		
	3.3 Lecture Halls (Nos.): (For atleast 30 participants - For > 30 and upto 100 participants) - Sufficient (15– 20) - Insufficient/hiring (5 - 14) - Not available (0 – 4)	20		
	3.4 Seminar/ Workshop Hall (Nos.) (more than 100 participants) - Available (8 – 10) - Insufficient (4 – 7) - Not available (0 – 3)	10		
	Video Link facilities for Zoom online and live webinars			
	3.5 Availability of lecture requirements (Multimedia, Video link facility speaker, computers / Laptops, internet, photocopying, printing facilities etc.) - Available (16 – 20) - Inadequate/ obsolete (6 – 15) - Not available (0 – 5)	20		
	3.6 Financial Strength (CPD should not be taken as commercial venture)	20		

S. No.	Parameters/ Attributes	Evaluation by the Expert Committee		
		Total Marks	Marks Awarded	Remarks/ Justification of awarding Marks (Mandatory)
	3.6.1 Govt./ Trust Funds/ Donations <ul style="list-style-type: none"> - Available (8 – 10) - Insufficient (4 – 7) - Not available (0 – 3) 	10		
	3.6.2 Other Sources of Funds Generation <ul style="list-style-type: none"> - Other sources (define) (8-10) - Only fee from CPD (4 – 7) - No other source (0 – 3) 	10		
Sub Total (3)		100		
4	Resource Persons and Staff:	50		
	4.1 Resource Persons	30		
	4.1.1 Permanent <p>(Name, qualification, experience, expert area to ascertain availability of experienced Permanent Resource Persons in different areas)</p> <ul style="list-style-type: none"> - Reasonable (11- 15) - Insufficient (6 – 10) - Not available (0 – 5) 	15		
	4.1.2 Visiting <p>(Name, qualification, experience, expert area to ascertain availability of experienced visiting Resource Persons in different areas)</p> <ul style="list-style-type: none"> - Reasonable (11- 15) - Insufficient (6 – 10) - Not available (0 – 5) 	15		
	4.1.3. From Foreign through online <p>((Name, qualification, experience, expert area, affiliated organization/ Institutions)</p>			

S. No.	Parameters/ Attributes	Evaluation by the Expert Committee		
		Total Marks	Marks Awarded	Remarks/ Justification of awarding Marks (Mandatory)
	<p>4.2 Allied/ Supporting Staff (Name, qualification, responsibility to ascertain availability of necessary allied/ supporting staff)</p> <ul style="list-style-type: none"> - Reasonable (15- 20) - Insufficient (7 – 14) - Not available (0 – 6) 	20		
	Sub Total (4)	50		
5	Area(s) of Interest for CPD Activities (in line with PEC objectives)	50		
	<p>5.1 Area(s) of Interest (subjects & fields including technical, management, communication, ethics and latest trends)</p> <ul style="list-style-type: none"> - In line with PEC Policy on CPD (16-20) - Partly in line with PEC policy (6 – 15) - Not in line with PEC Policy (0- 5) 	20		
	<p>5.2 Yearly Calendar of CPD Activities with fee structure (Existing/ Projected)</p> <p>5.2.1 Existing Calendar</p> <p>5.2.2 Projected Activities</p>	30		
	Sub Total (5)	50		
6	Major Achievements – Past CPD activities and experiences (sufficient evidence/ record):	50		
	<ul style="list-style-type: none"> - Satisfactory (35 – 50) - Insufficient (15 – 34) - No relevant past experience (0-14) 			
	Sub Total (6)	50		

S. No.	Parameters/ Attributes	Evaluation by the Expert Committee		
		Total Marks	Marks Awarded	Remarks/ Justification of awarding Marks (Mandatory)
7	Mode of Dissemination:	50		
	7.1 Website <ul style="list-style-type: none"> - Well-structured/ easily accessible website (16- 25) - Existing but not well structured/ easily accessible (8 - 15) - Not existing (0 - 7) 	25		
	7.2 Newspapers/ Newsletter/ Circular etc. (wider dissemination of information) <ul style="list-style-type: none"> - Circulation through other sources (newspapers, newsletter, etc.) (16 - 25) - Very limited coverage in print media (8 - 15) - Not use of such facility (0 - 7) 	25		
	Sub Total (7)	50		

Please attach supporting documents/additional sheets where necessary

Overall Score	
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OBSERVATIONS AND RECOMMENDATIONS

Name of Institution/Organization: _____

1. **Observations as per PEC Criteria** (*give reference of relevant criteria, policy , regulations etc.*)

- a. **Strong Areas:**

- b. **Deficiencies:**

- c. **Weak Areas:**

- d. **Concerns:**

B. Recommendations:

(tick ✓ where applicable)

Description	New Registration	Renewal
Recommended for _____ year (s) (Max: 2 years)		
Recommended subject to fulfillment of observations/ deficiencies		
Not recommended		

Name of Expert/Convener	PEC Representative
Signature: _____	Signature: _____
Name: _____	Name: _____
Affiliation with: _____	Designation: _____
Date: _____	Date: _____