

## Executive Summary

### Self-Assessment Report (SAR) of Program M.Sc. in Zoology Assessment Cycle – I (2017-18) Directorate of Quality Enhancement (DQE) Virtual University of Pakistan

The Virtual University of Pakistan established in 2002 with the aim to provide extremely affordable world class education to aspiring students all over the country regardless of their physical location. The University also seeks to alleviate the lack of capacity in the existing universities while simultaneously tackling the acute shortage of qualified professors in the country using free-to-air satellite television broadcasts and the Internet. To pursue this aim, the Department of Science & Technology is designated to initiate and implement the Self-Assessment process designed by Quality Assurance Agency (QAA) of HEC. The current document summarizes the findings of self-assessment process of M.Sc. in Zoology program. The department is committed to equip the students with up-to-date knowledge and competencies to become effective and inspirational teachers and/or leaders at different levels of education system. The department follows its mission in all of its courses and areas of specialization that offered at both Masters and Bachelors levels. The department feels satisfied upon completion of the following list of tasks:

1. The development of **Self-Assessment Report (SAR)** by a Program Team constituted for M.Sc. in Zoology program
2. The conduct of critical review and submission of **Assessment Report (AR)** by an Assessment Team for M.Sc. in Zoology program
3. Development of **Rectification Plan** by Head of Department
4. The tasks were completed according to the set methodology through Program and Assessment Teams nominated by the Rector on the recommendation of the Department.

### Methodology

The following methodology is adopted to complete the whole SAR cycle:

1. A Program Team (PT) was nominated for the program. Initial orientation and training sessions for all members were arranged by DQE. The composition of PT is given below:

**Table 1: Program Team**

S. No	Name	Designation
1	Mr. Fahad Rafiq	Instructor, Department of Zoology, Virtual University of Pakistan, Lahore.

2. All the relevant material such as SAR manual, survey forms, etc. was provided to PT.

3. Continuous support, guidance, and feedback were provided to PT members to prepare SAR for the said program.
4. After completion and submission of the final SAR by PT, the Rector on the recommendation of the HOD approved the formation of an Assessment Team (AT) for critical appraisal of program and SAR. It is also ensured that a Subject Specialist from other institution become part of this team. The composition of AT is given below:

**Table 2: Assessment Team**

S. No	Name	Designation
1	Dr. Nadeem Sheikh	Associate Professor/Director Centre for Applied Molecular Biology (CAMB) at University of the Punjab, Lahore.
2	Ms. Tayyeba Batool	Instructor, Department of Biology, Virtual University of Pakistan, Lahore.

5. The SAR developed by PT was forwarded to AT for critical review.
6. After completion of critical review and assessment of the SAR, AT members visited the department and had a meeting with PT.
7. After the visit, AT submitted a report and feedback form (Rubric Form) to DQE.
8. DQE forwarded the observations & findings of AT report to the Head of Department for developing a rectification plan.
9. DQE will now monitor implementation of Rectification Plan.

**Parameters for the SAR:**

Following eight (8) criteria prescribed by the HEC are used to develop SAR:

- Criterion 1: Program Mission, Objectives and Outcomes
- Criterion 2: Curriculum Design and Organization
- Criterion 3: Laboratory and Computing Facility
- Criterion 4: Student Support and Advising
- Criterion 5: Process Control
- Criterion 6: Faculty
- Criterion 7: Institutional Facilities
- Criterion 8: Institutional Support

**Key Findings of the SAR:**

1. The mission statements of the department and program are not available at University main web site.
2. Workload of the faculty members should be reduced to allow them more time for scholarly work and update their knowledge of subject area.

3. There is a need for a comprehensive database/portal of Books with access to the latest research Journals and periodical as well as the course books at an institutional level.
4. For the career counseling of student's seminars and workshops should be organized at least once in the semester and experts from industries and organizations should be invited.
5. The library containing no technical collection relevant to the program and is it adequately staffed.
6. There should be a lab manager in each lab to monitor the lab practical activities and facilities.
7. Faculty development incentives are not sufficient to boost their satisfaction level.

**Conclusion and Recommendations:**

Analysis of Criteria Referenced Self-Assessment reveals that performance of the department is good enough. It is reflected by overall good assessment score (81.01/100) reported by AT. However, comparatively low score has been observed in Criterion # 6 (Faculty) and Criterion # 8 (Institutional Support) which, if improved, may lead to overall excellent performance.

AT has identified some of the areas which need to be focused for improvement, which are the high faculty workload as compare to other departments and the absence of career counseling for students. The areas that require corrective actions identified during self-assessment process have been reported to the Head of respective Department for rectification. DQE will follow up the implementation plan periodically to track continuous improvement.

**Prepared by:**



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**Director DQE:**



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**The Rector:**

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