Virtual University of Pakistan

Assessment Team Report

Department: Education
Program Title: Associate Degree in Education (in service) 1 year
Assessment Cycle: Cycle-III
Assessment Year: 2023-24
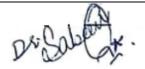
Criteria Referenced Evaluation

	Excellent Performance in all areas.	Good to Excellent Performance in all areas.	Good Performance for most areas *	Fair Performance in most of the areas.	Poor Performance in most of the areas.	Score
Criterion 1 – Program Mission, Objectives and Outcomes			✓			3.00
Criterion 2 – Curriculum Design and Organization		✓				14.00
Criterion 3 – Laboratories and Computing Facilities	✓					10.00
Criterion 4 – Student Support and Advising		✓				8.00
Criterion 5 – Process Control	✓					13.09
Criterion 6 – Faculty	✓					17.14
Criterion 7 – Institutional Facilities	✓					8.67
Criterion 8 – Institutional Support		✓				7.00

* No poor performance in any areas.

Signature of AT:	**Signature of DQE Coordinator:**
Name & Designation:	*Name & Designation:*
Dr. Sabeen Qamar Assistant Professor Education Department Virtual University of Pakistan	Mehboob Ahmed Khatri Manager QA Directorate of Quality Enhancement Virtual University of Pakistan

Criterion 1 – Program Mission, Objectives and Outcomes					Weight =	0.05
Factors Score		**5**	**4**	**3**	**2**	**1**
1	Does the Program have documented measurable objectives that support faculty / college and institution mission statements?	☐	☑	☐	☐	☐
2	Does the Program have documented outcomes for graduating students?	☐	☐	☐	☐	☑
3	Do these outcomes support the Program objectives?	☐	☐	☐	☐	☑
4	Are the graduating students capable of performing these outcomes?	☐	☑	☐	☐	☐
5	Does the department assess its overall performance periodically using quantifiable measures?	☐	☑	☐	☐	☐
6	Is the result of the Program Assessment documented?	☐	☑	☐	☐	☐
Total Encircled Value (TV)		**0**	**16**	**0**	**0**	**2**
Score 1 (S1) = [TV/(No. of Questions *5)] *100 *Weight =		**3.00**				

Comments/Observations/Key Findings:			
1	University mission statement should be the one that is approved by the Statutory bodies, and in proper format and must be published/displayed on the main website and various campuses.	**1**	It needs approval from executive council and BOG
2	The program of Associate Degree in Education has been reviewed both on the web site of Virtual University of Pakistan and Undergraduate policy of Higher Education Commission. Program outcomes were not provided on both sources.	**2**	There is the need to formulate program outcomes
3	As per report, Program Learning outcomes are not available so indicator 2 and 3 needs attention. The PLO/ CLO mentioned in the document, mentions program learning objectives alignment with Course learning outcomes.	**3**	There is the need to formulate program outcomes
4	Program learning objectives align with the Course learning objectives. Great effort has been made and linkages can be identified.	**4**	
5	The indicator # 4 (1.4 Students' Performance) encompasses survey-based data.	**5**	There is a need that academic perspective should also be considered for better alignment with criteria 1.2 (Program Outcomes) and 1.3 (Program Outcomes vs Objectives)
6	For indicator 4, since course objectives are aligned with program objectives so students are capable of performing the outcomes. As per SAR there is no response from Alumni as there is no graduate for this program yet. Graduating survey data was available.	**6**	Employer's survey is not available. There is a need to formulate and conduct employer's survey

Criterion 2 – Curriculum Design and Organization		5	4	3	2	1
Factors Score		**5**	**4**	**3**	**2**	**1**
1	Is the curriculum consistent?	☐	☐	☑	☐	☐
2	Does the curriculum support the program's documented objectives?	☐	☑	☐	☐	☐
3	Are theoretical background, problem analysis and solution design stressed within the program's core material?	☐	☑	☐	☐	☐
4	Does the curriculum satisfy the core requirements laid down by respective accreditation bodies?	☐	☑	☐	☐	☐
5	Does the curriculum satisfy the major requirements laid down by HEC and the respective councils / accreditation bodies?	☐	☐	☑	☐	☐
6	Does the curriculum satisfy the general education, arts and professional and other discipline requirements as laid down by the respective / accreditation bodies / councils?	☐	☐	☑	☐	☐
7	Is the information technology component integrated throughout the program?	☐	☑	☐	☐	☐
8	Are oral and written skills of the students developed and applied in the program?	☐	☐	☑	☐	☐
Total Encircled Value (TV)		**0**	**16**	**12**	**0**	**0**
Score 2 (S2) = [TV/(No. of Questions *5)] *100 *Weight =		**14.00**				

Weight = 0.20

Comments/Observations/Key Findings:			
1	As per VUP website, SOS of the said program is not available. SAR gives a detailed input on the SOS with comprehensive organization of curriculum design regarding program in hand.	**1**	There is a need to make the program available on the VUP website
2		**2**	The relevant team members of the Department of Education are working on the learning objectives/outcomes of the different courses.

Criterion 3 – Laboratories and Computing Facilities		Weight = 0.10				
Factors Score		**5**	**4**	**3**	**2**	**1**
1	Are laboratory manuals / documentation / instructions etc. for experiments available and readily accessible to faculty and students?	☑	☐	☐	☐	☐
2	Are there adequate number of support personnel for instruction and maintaining the laboratories?	☑	☐	☐	☐	☐
3	Are the university's infrastructure and facilities adequate to support the program objectives?	☑	☐	☐	☐	☐
Total Encircled Value (TV)		**15**	**0**	**0**	**0**	**0**
Score 3 (S3) = [TV/(No. of Questions *5)] *100 *Weight =		**10.00**				

Comments/Observations/Key Findings:		
1	As per SAR, the respective program does not need added or specific computing facilities, other than the already available ones.	1

Criterion 4 – Student Support and Advising		Weight = 0.10				
Factors Score		**5**	**4**	**3**	**2**	**1**
1	Are the courses being offered in sufficient frequency and number for the students to complete the program in a timely manner?	☐	☑	☐	☐	☐
2	Are the courses in the major area structured to optimize interaction between the students, faculty and teaching assistants?	☐	☑	☐	☐	☐
3	Does the university provide academic advising on course decisions and career choices to all students?	☐	☑	☐	☐	☐
Total Encircled Value (TV)		**0**	**12**	**0**	**0**	**0**
Score 4 (S4) = [TV/(No. of Questions *5)] *100 *Weight =		**8.00**				

Comments/Observations/Key Findings:			
1	As per SAR efforts were conducted for in formal career counselling sessions on departmental level.	1	Formal career counselling cell is required at university level.

Criterion 5 – Process Control					Weight = 0.15	
Factors Score		**5**	**4**	**3**	**2**	**1**
1	Is the process to enrol students to a program based on quantitative and qualitative criteria?	☐	☑	☐	☐	☐
2	Is the process above clearly documented and periodically evaluated to ensure that it is meeting its objectives?	☐	☑	☐	☐	☐
3	Is the process to register students in the program and monitoring their progress documented?	☐	☑	☐	☐	☐
4	Is the process above periodically evaluated to ensure that it is meeting its objectives?	☑	☐	☐	☐	☐
5	Is the process to recruit and retain faculty in place and documented?	☑	☐	☐	☐	☐
6	Are the processes for faculty evaluation & promotion consistent with the institution mission?	☑	☐	☐	☐	☐
7	Are the processes in 5 and 6 above periodically evaluated to ensure that they are meeting their objectives?	☐	☑	☐	☐	☐
8	Do the processes and procedures ensure that teaching and delivery of course material emphasize active learning and that course learning outcomes are met?	☑	☐	☐	☐	☐
9	Is the process in 8 above periodically evaluated to ensure that it is meeting its objectives?	☐	☑	☐	☐	☐
10	Is the process to ensure that graduates have completed the requirements of the program base on standards and documented procedures?	☐	☑	☐	☐	☐
11	Is the process in 10 above periodically evaluated to ensure that it is meeting its objectives?	☐	☑	☐	☐	☐
Total Encircled Value (TV)		**20**	**28**	**0**	**0**	**0**
Score 5 (S5) = [TV/(No. of Questions *5)] *100 *Weight =		13.09				
Comments/Observations/Key Findings:						

1	The basis of selection and admission of students to the program are as per university admission policy	1	
2	Methods used to recruit highly qualified faculty are as per university policy	2	
3	Frequency of evaluation of admission policy is as per university admission policy	3	

Criterion 6 – Faculty						Weight = 0.20

Factors Score		5	4	3	2	1
1	Are there enough full-time faculty members to provide adequate coverage of the program areas / courses with continuity and stability?	☐	☑	☐	☐	☐
2	Are the qualifications and interests of faculty members sufficient to teach all courses, plan, modify and update courses and curricula?	☐	☑	☐	☐	☐
3	Do the faculty members posses a level of competence that would be obtained through graduate work in the discipline?	☑	☐	☐	☐	☐
4	Do the majority of faculty members hold a Ph.D. degree in their discipline?	☐	☑	☐	☐	☐
5	Do faculty members dedicate sufficient time to research to remain current in their disciplines?	☐	☑	☐	☐	☐
6	Are there mechanisms in place for faculty development?	☑	☐	☐	☐	☐
7	Are faculty members motivated and satisfied so as to excel in their profession?	☐	☑	☐	☐	☐
Total Encircled Value (TV)		**10**	**20**	**0**	**0**	**0**
Score 6 (S6) = [TV/(No. of Questions *5)] *100 *Weight =		17.14				

Comments/Observations/Key Findings:		
1	Faculty members' profiles are regularly updated on VUP website	**1**

Criterion 7 – Institutional Facilities — Weight = 0.10

	Factors Score	5	4	3	2	1
1	Does the institution have the infrastructure to support new trends such as e-learning?	☑	☐	☐	☐	☐
2	Does the library contain technical collection relevant to the program and is it adequately staffed?	☐	☑	☐	☐	☐
3	Are the classrooms and offices adequately equipped and capable of helping faculty carry out their responsibilities?	☐	☑	☐	☐	☐
Total Encircled Value (TV)		5	8	0	0	0
Score 7 (S7) = [TV/(No. of Questions *5)] *100 *Weight =		8.67				

Comments/Observations/Key Findings:		
1	As per SAR, the existence of physical libraries to date is missing at VUP for students, however, available for teaching staff at Lawrence Road Office, Lahore. Moreover, access to digital library is ensured to both faculty and students.	1 — There is a need to take necessary steps to ensure the access of digital library to both faculty and students.

Criterion 8 – Institutional Support		Weight =	0.10			

Factors Score		**5**	**4**	**3**	**2**	**1**
1	Is there sufficient support and finances to attract and retain high quality faculty?	☐	☑	☐	☐	☐
2	Are there an adequate number of high-quality graduate students, teaching assistants and Ph.D. students?	☐	☐	☑	☐	☐
Total Encircled Value (TV)		**0**	**4**	**3**	**0**	**0**
Score 8 (S8) = [TV/(No. of Questions *5)] *100 *Weight =		**7.00**				

Comments/Observations/Key Findings:		
1	As a policy, VUP is thriving to provide all the means to support educational and research facilities.	1

OVERALL ASSESSMENT SCORE = S1 + S2 + S3 + S4 + S5 + S6 + S7 + S8

= 3.00 + 14.00 + 10.00 + 8.00 + 13.09 + 17.14 + 8.67 + 7.00

= **80.90 / 100**

Overall Comments by Assessment Team:

The overall enrolment of students since 2017 is very low. The current requirement of HEC is B. Ed equivalent programs so ADE In service- 1 year Program has already been halted.

Comments by DQE Coordinator:

ADE In service- 1 year Program has already been halted by HEC so as per SAR report:
This is recommended to close as per the requirement of HEC policy.