

Virtual University of Pakistan

Assessment Team Report

Department Name: Management Sciences

Program Name: ADP in Business Administration

Criteria Referenced Evaluation

	Poor performance in most of the areas.	Fair performance in most of the areas.	Good performance for most areas / No poor performance in any areas.	Good to excellent performance in all areas.	Excellent performance in all areas.	Score
Criterion 1					✓	4.33
Criterion 2				✓		16.00
Criterion 3				✓		8.00
Criterion 4				✓		7.33
Criterion 5					✓	13.36
Criterion 6			✓			13.71
Criterion 7		✓				6.00
Criterion 8		✓				5.00

Criterion 1 – Program Mission, Objectives and Outcomes						Weight =	0.05
Factors Score							
1	Does the Program have documented measureable objectives that support faculty / college and institution mission statements?	✓	4	3	2	1	
2	Does the Program have documented outcomes for graduating students?	✓	4	3	2	1	
3	Do these outcomes support the Program objectives?	5	✓	3	2	1	
4	Are the graduating students capable of performing these outcomes?	5	4	✓	2	1	
5	Does the department assess its overall performance periodically using quantifiable measures?	5	✓	3	2	1	
6	Is the result of the Program Assessment documented?	✓	4	3	2	1	
Total Encircled Value (TV)		15	8	3	0	0	
Score 1 (S1) = [TV/(No. of Questions *5)] *100 *Weight =		4.33					
Criterion 2 – Curriculum Design and Organization						Weight =	0.20
Factors Score							
1	Is the curriculum consistent?	5	✓	3	2	1	
2	Does the curriculum support the program's documented objectives?	5	4	✓	2	1	
3	Are theoretical background, problem analysis and solution design stressed within the program's core material?	5	✓	3	2	1	
4	Does the curriculum satisfy the core requirements laid down by respective accreditation bodies? (refer Appendix A of the Self Assessment Manual)	5	✓	3	2	1	
5	Does the curriculum satisfy the major requirements laid down by HEC and the respective councils / accreditation bodies?	5	✓	3	2	1	
6	Does the curriculum satisfy the general education, arts and professional and other discipline requirements as laid down by the respective / accreditation bodies / councils?	5	✓	3	2	1	
7	Is the information technology component integrated throughout the program?	✓	4	3	2	1	
8	Are oral and written skills of the students developed and applied in the program?	5	✓	3	2	1	
Total Encircled Value (TV)		5	24	3	0	0	
Score 2 (S2) = [TV/(No. of Questions *5)] *100 *Weight =		16.00					
Criterion 3 – Laboratories and Computing Facilities						Weight =	0.10
Factors Score							
1	Are laboratory manuals / documentation / instructions etc. for experiments available and readily accessible to faculty and students?	5	✓	3	2	1	
2	Are there adequate number of support personnel for instruction and maintaining the laboratories?	5	✓	3	2	1	
3	Are the university's infrastructure and facilities adequate to support the program objectives?	5	✓	3	2	1	
Total Encircled Value (TV)		0	12	0	0	0	
Score 3 (S3) = [TV/(No. of Questions *5)] *100 *Weight =		8.00					
Criterion 4 – Student Support and Advising						Weight =	0.10
Factors Score							
1	Are the courses being offered in sufficient frequency and number for the students to complete the program in a timely manner?	✓	4	3	2	1	
2	Are the courses in the major area structured to optimize interaction between the students, faculty and teaching assistants?	5	✓	3	2	1	
3	Does the university provide academic advising on course decisions and career choices to all students?	5	4	3	✓	1	
Total Encircled Value (TV)		5	4	0	2	0	
Score 4 (S4) = [TV/(No. of Questions *5)] *100 *Weight =		7.33					

Criterion 5 – Process Control					Weight =	0.15
Factors Score						
1	Is the process to enroll students to a program based on quantitative and qualitative criteria?	✓	4	3	2	1
2	Is the process above clearly documented and periodically evaluated to ensure that it is meeting its objectives?	✓	4	3	2	1
3	Is the process to register students in the program and monitoring their progress documented?	✓	4	3	2	1
4	Is the process above periodically evaluated to ensure that it is meeting its objectives?	✓	4	3	2	1
5	Is the process to recruit and retain faculty in place and documented?	✓	4	3	2	1
6	Are the processes for faculty evaluation & promotion consistent with the institution mission?	5	✓	3	2	1
7	Are the processes in 5 and 6 above periodically evaluated to ensure that they are meeting their objectives?	5	✓	3	2	1
8	Do the processes and procedures ensure that teaching and delivery of course material emphasize active learning and that course learning outcomes are met?	5	✓	3	2	1
9	Is the process in 8 above periodically evaluated to ensure that it is meeting its objectives?	5	✓	3	2	1
10	Is the process to ensure that graduates have completed the requirements of the program base on standards and documented procedures?	5	✓	3	2	1
11	Is the process in 10 above periodically evaluated to ensure that it is meeting its objectives?	5	✓	3	2	1
Total Encircled Value (TV)		25	24	0	0	0
Score 5 (S5) = [TV/(No. of Questions *5)] *100 *Weight =		13.36				
Criterion 6 – Faculty					Weight =	0.20
Factors Score						
1	Are there enough full time faculty members to provide adequate coverage of the program areas / courses with continuity and stability?	5	✓	3	2	1
2	Are the qualifications and interests of faculty members sufficient to teach all courses, plan, modify and update courses and curricula?	5	✓	3	2	1
3	Do the faculty members posses a level of competence that would be obtained through graduate work in the discipline?	5	✓	3	2	1
4	Do the majority of faculty members hold a PhD degree in their discipline?	5	4	✓	2	1
5	Do faculty members dedicate sufficient time to research to remain current in their disciplines?	5	4	✓	2	1
6	Are there mechanisms in place for faculty development?	5	4	✓	2	1
7	Are faculty members motivated and satisfied so as to excel in their profession?	5	4	✓	2	1
Total Encircled Value (TV)		0	12	12	0	0
Score 6 (S6) = [TV/(No. of Questions *5)] *100 *Weight =		13.71				
Criterion 7 – Institutional Facilities					Weight =	0.10
Factors Score						
1	Does the institution have the infrastructure to support new trends such as e-learning?	5	✓	3	2	1
2	Does the library contain technical collection relevant to the program and is it adequately staffed?	5	4	3	✓	1
3	Are the class rooms and offices adequately equipped and capable of helping faculty carry out their responsibilities?	5	4	✓	2	1
Total Encircled Value (TV)		0	4	3	2	0
Score 7 (S7) = [TV/(No. of Questions *5)] *100 *Weight =		6.00				

Criterion 8 – Institutional Support					Weight =	0.10
Factors Score						
1	Is there sufficient support and finances to attract and retain high quality faculty?	5	4	✓	2	1
2	Are there an adequate number of high quality graduate students, teaching assistants and Ph.D students?	5	4	3	✓	1
Total Encircled Value (TV)		0	0	3	2	0
Score 8 (S8) = [TV/(No. of Questions *5)] *100 *Weight =		5.00				

OVERALL ASSESSMENT SCORE =

S1 + S2 + S3 + S4 + S5 + S6 + S7 +S8

**= 4.33 + 16.00 + 8.00 + 7.33 + 13.36 +
13.71 + 6.00 + 5.00**

= 73.74 / 100

Comments: