

Executive Summary
Associate Degree in Commerce
Faculty of Management
Self Assessment Cycle – II (2020-21)

Virtual University of Pakistan is providing world class ICT-based distance education to the aspiring students in Pakistan and abroad and addressing simultaneously the acute shortage of qualified professors in the country. To fulfill needs of Quality Assurance Agency (QAA) of HEC for ranking the program, Department of Management Sciences initiated the Self-Assessment process for Associate Degree in Commerce. The current document summarizes the findings of the self-assessment process of Associate Degree in Commerce. The process includes:

1. **Self-Assessment Report (SAR)** development by Program Team (PT).
2. **Assessment Report (AR)** by Assessment Team (AT) after critical evaluation.
3. **Rectification Plan** administered by the Head of Department.

The tasks were completed according to the set methodology through Program Team and Assessment Team nominated by the Rector on the recommendation of the Department.

Methodology

The department adopted the identical methodology defined by Quality Assurance Agency of HEC. The methodology includes the nomination and notification of PT and AT after approval of the competent authority. PT developed the SAR in accordance with eight (8) criteria provided by QAA. Various recommended surveys were also conducted for collecting diverse feedback. A meeting was arranged for critical evaluation of the program by AT in which Head of Management Sciences department and staff of Directorate of Quality Enhancement (DQE) were also present. After the visit, AT submitted a report and feedback form (Rubric Form) to DQE. Based on the findings of AT, the Head of Management Sciences Department was requested to develop a rectification plan.

Program Team and Assessment Team Formation

Sr.#	Name	Status	Designation
1.	Mr. Naveed ul Hassan	PT	Lecturer, Department of Management Sciences
2.	Ms. Afifa Naseer	AT	Tutor, Department of Management Sciences

Key Findings of the SAR

The AT appreciated the efforts of PT to develop such a comprehensive report of the 'Associate Degree in Commerce' program. The AT endorsed the program structure and suggested few improvements in study scheme designed by the department. The infrastructure and support provided by the university to execute the program were also reviewed and considered

compatible with smoothing execution of the program. However, the following few observations were reported by AT in its report:

1. The course Islamic Studies/Ethics (for non-Muslims) should be of two (02) credit hours and offered in a separate semester than Pakistan Studies and the major requirements for the program have not been described as per recommendations of the HEC.
2. Interactive and conversation session should be introduced to improve the overall quality of the program.
3. Video lectures and subject material should be updated for the courses which require updated knowledge.
4. Support and time should be provided for research and scholarly work and VUP officials must take appropriate measures.
5. Adequate number of support personnel exists, whereas Ph.D. faculty members should be hired.
6. Financial resources should be allocated to acquire and maintain library holdings.

Conclusion and Recommendations

Analysis of the Criteria Referenced Self-Assessment reveals that performance of the department is good to excellent in most of the areas, however, fair performance has been observed in only one of the areas i.e. criterion 8 (Institutional Support). The program has secured overall good to excellent performance in all areas with assessment score (76.7/100) reported by the AT.

The areas that need corrective actions identified during the self-assessment process have been reported to the Head of Management Sciences department for rectification. DQE will follow-up the rectification plan as per specific timeframe to track continuous improvement.

Prepared by:

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Director Quality Enhancement: _____