

Executive Summary
Associate Degree in Business Administration
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 Business Administration. The current document summarizes the findings of the self-assessment process of BS Bioinformatics. 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.	Ms. Shahida Jahangir	PT	Lecturer, Department of Management Sciences
2.	Mr. Sajid Hussain	AT	Lecturer, 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 Business Administration' 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 essence of associate degree is to produce skill-based graduates. So, the focus should be to add skill based and practical courses from the area of business administration in its scheme of studies and the outcome will be phenomenal for society and university.
2. The categories of courses should be defined in program scheme of studies and the handouts, reading materials etc. should be updated in regular intervals.
3. To enhance the quality of intake during admissions, the deficiency or zero semester to enable admission to those students secured less than 45% marks/less than 2.50 CGPA may be revised.
4. The management should concentrate on providing more support for research related activities such as time allocated for research activities and access to digital research library.
5. It is recommended to plan provision of separate offices to the faculty members at VUP to enable them to properly focus on their job responsibilities.
6. It is recommended that efforts can be made towards establishing a physical library at the faculty campus at Lawrence Road, Lahore and getting subscriptions of international journals to meet the research requirements of the faculty.

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 (77.2/100) 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: _____