

**Executive Summary**  
**Self-Assessment Report of Associate Degree**  
**Early Childhood Care and Education**  
**Self-Assessment Cycle – I (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 of HEC for ranking the program, Department of Education initiated the Self-Assessment process for Associate Degree in Early Childhood Care and Education. The current document summarizes the findings of the self-assessment process of Associate Degree in Early Childhood Care and Education. 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 and Assessment Teams nominated by the Rector upon recommendation of the Department.

### **Methodology**

The following methodology is adopted to complete the self-assessment process:

1. Head of department nominated a program team (PT) for the program under consideration. DQE (Directorate of Quality Enhancement) arranged initial orientation and training session for PT. The composition of PT is given below:

**Table 1: Program Team**

Sr.#	Name	Designation
1.	Ms. Bushra Haleem	Instructor, Faculty of Education
2.	Ms. Sameen Azmat	Instructor, Faculty of Education

2. All the relevant material such as SAR manual, survey forms, etc. were provided to PT.
3. Continuous support, guidance, and feedback were provided to PT to prepare SAR for the said program.
4. After completion and submission of the final SAR by PT, the Rector, upon recommendation of the HOD, approved formation of an Assessment Team (AT) for critical appraisal of the program and SAR. The composition of AT is given below:

**Table 2: Assessment Team**

Sr.#	Name	Designation
1.	Ms. Saleha Ali	Lecturer, Faculty of Education

5. SAR developed by PT was forwarded to AT for critical review.

6. After completion of critical review and assessment of the SAR, AT 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 corrective actions proposed by AT.

### **Key Findings of the SAR:**

Following is a summary of the key findings after program's assessment:

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.
2. The Dean's message is also not available on website.
3. PAK302 and ISL201 are offered in the first semester whereas per HEC requirement these should be offered in two different semesters. ISL201 is of 1 CH which is deficient and required to be offered with 2 CH as per HEC requirement. It is suggested that 1-Cr. Hr. course of Islamic Studies should be of 2-Cr. Hrs. so as to meet the HEC criteria.
4. The categorization of courses as mentioned on University website are "Required" and "Electives" which is not synchronized with HEC categories.
5. There should be clear communication about goals, policies and faculty promotion process to the faculty members.

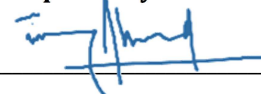
### **Conclusion and Recommendations:**

Analysis of the Criteria Referenced Self-Assessment reveals that performance of the department is good in most of the areas. The program has secured overall good assessment score (73.34/100) reported by AT.

In accordance with AT report, the University needs to enhance faculty development, student teacher interaction and establish physical library for faculty and students of the department.

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

**Prepared by:**



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