

**Executive Summary**  
**Self-Assessment Report (SAR) of Program Bachelor of Arts (BA)**  
**Directorate of Quality Enhancement (DQE)**  
**Virtual University of Pakistan**

Virtual University of Pakistan established in 2002 with aim to provide extremely affordable world class education to aspiring students all over the country regardless of their physical location by alleviating the lack of capacity in the existing universities while simultaneously tackling the acute shortage of qualified professors in the country using free-to-air satellite television broadcasts and the Internet. To pursue this aim the Faculty of Humanity and Arts is designated to initiate and implement Self-Assessment process designed by Quality Assurance Agency (QAA) of HEC. The current document summarizes the findings of self-assessment process of Bachelor of Arts (BA) program.

The Faculty of Arts is committed to produce graduates who are capable enough to explore various disciplines of their own choice in order to meet the challenges of national as well as international market by enhancing efficiency & effectiveness of their skills to lead in global market. Department follows its vision in all of its courses and specializations that are being offered at both Masters' and Bachelors' levels. The faculty feels satisfied on the completion of following list of tasks.

1. Development of **Self-Assessment Report (SAR)** by Program Team for BA program
2. Conduct of critical review and submission of **Assessment Report (AR)** by Assessment Team for BA program
3. Development of **Rectification Plan** by Head of Department

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

### **Methodology**

The following methodology is adopted to complete the whole SAR cycle:

1. A Program Team (PT) was nominated for the program. Initial orientation and training sessions for all members were arranged by DQE. The composition of PT is given in Table 1:

**Table 1: Program Team**

<b>Sr.#</b>	<b>Name</b>	<b>Designation</b>
1.	Ms. Ayesha Mirza (Coordinator)	Instructor (Mass Communication)
2.	Ms. Saeeda Hameed	Instructor (Psychology)
3.	Mr. Muhammad Warris Shehzad	Instructor (English)

2. All the relevant material such as SAR manual, survey forms, etc. was provided to PT.
3. Continuous support, guidance and feedback were provided to PT members to prepare the SAR for the said program.
4. After completion and submission of the final SAR by PT, an Assessment Team (AT) was formed by the Rector on the recommendation of the Department. Accordingly, a Subject Specialist from other institution was also included. The composition of AT is given in Table 2:

**Table 2: Assessment Team**

Sr.#	Name	Designation
1.	Mr. Muhammad Abdullah	Lecturer, Department of Social Sciences, Lahore Leads University
2.	Mr. Aqeel Feroze	Lecturer (Management Sciences), Virtual University of Pakistan
3.	Ms. Sadia Jabeen	Lecturer (Sociology), Virtual University of Pakistan

5. The SAR developed by PT was forwarded to AT for critical review.
6. After completion of critical review and assessment of the SAR, AT members 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 Rectification Plan.

### **Parameters for the SAR:**

The SAR is prepared on the following eight (8) criteria prescribed by the HEC:

- Criterion 1: Program Mission, Objectives and Outcomes Criterion
- Criterion 2: Curriculum Design and Organization Criterion
- Criterion 3: Laboratory and Computing Facility Criterion
- Criterion 4: Student Support and Advising Criterion
- Criterion 5: Process Control Criterion
- Criterion 6: Faculty Criterion
- Criterion 7: Institutional Facilities Criterion
- Criterion 8: Institutional Support

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

Following is the summary of the key SAR findings:

#### **Academic Observations:**

1. The mission, learning objectives and outcomes of the program are not aligned and synchronized, therefore required reevaluation.

2. The learning objectives of the core courses offered in the program required critical evaluation and it is recommended to rewrite to make fit-in for this program.
3. References of different recommended textbooks are outdated and there is need to update these references.
4. The contents and length of courses offered in the BA program add too much difficulty for students enrolled in BA program; therefore it must be revised.
5. There is no specific HEC curriculum for BA program so in comparison with PU, the grouping of the program into science, arts and social sciences is not proper.
6. Study scheme needs rigorous review and revision as current practice of offering courses from two disciplines is inappropriate. Grouping of different courses also needs revision. The courses need to be grouped in a logical manner so that students can choose specific fields for Masters. Open choice to select any group of courses is not fulfilling future needs of students.
7. In scheme of study, add more core and foundation courses in place of masters' level specialized courses such as computer programming, counseling psychology etc.
8. Some courses categorized in problem analysis and solution design are not rightly mentioned. Courses such as social psychology, journalistic writing are giving theoretical knowledge only. There is need to properly mentioned these courses as per their scope in the report.
9. Oral and written communication skills of the student must be developed and applied in the program. MCM101 course content seems irrelevant and must be replaced by MCM301 course
10. A course on research needs to be included as some of the objectives in some of the courses emphasize on research.
11. A mechanism to be in place by which faculty needs to know that their courses are offered to which of the courses so that graded/non-graded activities can be developed specifically in the context of the specific program.
12. Formal career counseling is not available to students.

**Administrative Observations:**

- There is an intensive demand to increase duration of semester break, summer/winter vacations.
- No evidence is available which can predict periodic review or revision of admission criteria for current program.
- Lack of time for research activities and work-life balance have been identified as the two main lacking areas of job associated with Virtual university of Pakistan.

**Conclusion and Recommendations:**

While analyzing Criteria Referenced Self-Assessment, it has been observed that Department's performance is not satisfactory as there are many gray areas due to which the department's performance is under question. This perception is reflected in terms of low overall assessment score (46/100) reported by AT. This low score demands an immediate rectification plan which should be implemented instantly.

In the report, need improvement areas are identified by AT which comprise of all criteria except Criterion # 03 'Laboratory and Computing Facility' as all criteria are rated very low. The early response of AT demands revision of curriculum and learning objectives/outcomes of current program. The other most important aspects emphasized by AT are lack of scholarly activities, insufficient digital library access, and demand for semester break as these aspects are serious impediments that need to be rectified.

The Need Improvement areas identified during self-assessment process have been reported to the Head of respective Department and the specific rectifications have also been requested. DQE will follow up the implementation plan as per the specific time-frame.

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Deputy Director, DQE

Advisor QEC: \_\_\_\_\_

The Rector: \_\_\_\_\_