

**Executive Summary**  
**Self-Assessment Report (SAR) of Program M.Phil. Education (Educational Leadership & Management)**  
**Directorate of Quality Enhancement (DQE)**  
**Virtual University of Pakistan**

Virtual University of Pakistan was established in 2002 with the 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 department of Education is designated to initiate and implement Self-Assessment process defined by Quality Assurance Agency (QAA) of HEC. The current document summarizes the findings of self-assessment process of M.Phil. Education program.

The department is committed to equip the students with up-to-date knowledge and competencies to become effective and inspirational teachers and/or leaders at different levels of education system. The department follows its mission in all of its courses and areas of specialization that offered at both Masters and Bachelors levels. The department feels satisfied upon completion of the following list of tasks:

1. Development of **Self-Assessment Report (SAR)** by Program Team for **M.Phil. Education** program
2. Conduct of critical review and submission of **Assessment Report (AR)** by Assessment Team for MPhil Education program
3. Development of **Rectification Plan** by Head of Department
4. 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. HOD of the concerned department nominated a program team (PT) for the current program. The composition of PT is given below. DQE also arranged initial orientation and training sessions for all PT members:

**Table 1: Program Team**

Sr.#	Name	Designation
1.	Mr. Sohail Mazhar (Coordinator)	Instructor (Department of Education)
2.	Mr. Amina Latif	Instructor (Department of Education)

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 said program.
4. After completion and submission of the final SAR by PT, the Rector on the recommendation of the HOD approved the formation of an Assessment Team (AT) for critical appraisal of program and SAR. It is also ensured that a Subject Specialist from other institution become part of this team. The composition of AT is given below:

**Table 2: Assessment Team**

Sr.#	Name	Designation
1.	Dr. Syed Manzar Abbass Shah,	Assistant Professor, Head of Department Lahore Leads University
2.	Ms. Saleha Ali	Tutor/Instructor (Department of Education)

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:**

Following eight (8) criteria prescribed by the HEC are used to develop SAR:

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

**Key Findings of the SAR:**

Following is the summary of the key SAR findings:

**Academic Observations:**

1. The vision and mission statements of program need to be updated as statements focus on in-service students while regular/fresh graduates should also be encouraged to join
2. Counselors are available for general guidance, but formal career counseling is absent. For career counseling of students, seminars and workshops should be organized at least once in a semester and experts from industries and organizations should be invited.

3. The physical library is needed to fulfill academic and scholarly needs of students and faculty members as well. The Department has deficiency of books relevant to their programs. For the purchase of books, department's own purchase committee should be constituted. There is dire need to develop a database of e-books (in some cases these books are available online free of cost).
4. 20% weight age should be given to interview at the time of admission

**Conclusion and Recommendations:**

Analysis of Criteria Referenced Self-Assessment reveals that performance of the department is just satisfactory. It is reflected by overall moderate assessment score (60/100) reported by AT. It has been observed that performance of the department is fair in some of the areas including criterion # 1 (Program mission, objectives and outcomes), criterion # 4 (Student support and advising), and criterion # 6 (Faculty) while it is good in others such as criterion # 2 (Curriculum design and organization), criterion # 3 (Laboratories and computing facilities), criterion # 5 (Process control), and criterion # 7 (Institutional facilities). However, low score has been observed in Criterion # 8 (Institutional Support) which, if improved, may lead to overall good performance.

AT has identified some of the areas which need to be focused for improvement. These include insufficient number of Ph.D. faculty members, deficiency of discipline related books, absence of career counselling for students, and limited opportunities for student-teacher interaction. The areas that require corrective actions identified during self-assessment process have been reported to the Head of respective Department for rectification. DQE will follow up the implementation plan periodically to track continuous improvement.

**Prepared by:**

---

Irfana Aslam Ghouri  
Manager, QA

**Reviewed by:**

---

Rizwan Saleem Sandhu  
Deputy Director, DQE

Director DQE:

---

The Rector:

---