

## **Orientation Session for Assessment Team Members**

Directorate of Quality Enhancement (DQE), VUoP organized an orientation session for Assessment Team (AT) members on March 30, 2018. The purpose of the said session was to provide guidance to AT member for review and evaluation of the programs offered by VU in various disciplines. The resource person was Ms. Irfana Aslam Ghouri, Manager Quality Assurance.

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### **Email sends to External Members**

#### **Evaluation of Self-Assessment Report for PhD in Computer Science Program**

Dear Sir,

We hope that you are fine and doing well in life by the grace of Allah. Directorate of Quality Enhancement (DQE) Virtual University of Pakistan is grateful to you for becoming part of Assessment Team (AT) as subject specialists (notification is attached).

DQE is pleased to inform you that the Program Teams (PT) constituted have completed the Self-Assessment Reports (SARs) which are attached for your kind appraisal and critical evaluation in the light of HEC Self-Assessment Manual (attached).

Being a member of AT:

1. You are requested to review the attached self- assessment manual and rubric form. It is of critical importance because programs will be assessed based on the standards discussed in the manual. Therefore, please have a critical review of the manual and rubrics for identification of gray areas where improvement is required.
2. You are also requested to complete the critical review of the SARs as soon as possible. In addition to this critical review of SARs, DQE will also arrange a meeting to discuss those critical points of the report with the members of program team; the meeting will be scheduled at **Virtual University, 54 Lawrence Road Lahore**, as per your consent and availability
3. After critical review and meeting, you are requested to provide an assessment report with your findings and observations/suggestions (Sample Attached) duly signed by all the members of AT. AT needs to submit Rubric Form as well. The same Assessment Report and Rubric form prepared by the AT will be sent to HEC later on.

Directorate of Quality Enhancement (DQE) is highly obliged and expresses profound gratitude for your kind cooperation and patronage.

## **For Program Team Members**

Dear Colleagues,

Hope you are fine and everything is good around you. This is to inform you that the Self-Assessment Reports (SARs) developed by your team have been sent to the Assessment Team (AT) for critical review and appraisal. The members of AT have been requested to complete the critical review of the reports as early as possible. After review of the SARs, a meeting will be scheduled (tentatively in the month of April, 2018) in which AT will discuss the issues, if any, related to the SARs with your team. Therefore you are requested to please go through the updated report and ensure your presence in the said meeting.

Directorate of Quality Enhancement (DQE) is highly obliged and expresses profound gratitude for your kind cooperation and patronage.

Dear Concerned,

We hope that you are fine and doing well in life by the grace of Allah. Directorate of Quality Enhancement (DQE) Virtual University of Pakistan is grateful to you for becoming part of Assessment Team (AT) as subject specialists (notification is attached).

DQE is pleased to inform you that the Program Team (PT) of PhD in Computer Science Program has completed the Self-Assessment Report (SAR) which is attached for your kind appraisal and critical evaluation in the light of HEC Self-Assessment Manual (attached).

Being a member of AT:

1. You are requested to review the attached self- assessment manual and rubric form. It is of critical importance because programs will be assessed based on the standards discussed in the manual. Therefore, please have a critical review of the manual and rubrics for identification of gray areas where improvement is required.
2. You are also requested to complete the critical review of the SAR as soon as possible. In addition to this critical review of SAR, DQE will also arrange a meeting to discuss those critical points of the report with the members of program team; the meeting will be scheduled at **Virtual University, 54 Lawrence Road Lahore**, as per your consent and availability
3. After critical review and meeting, you are requested to provide an assessment report with your findings and observations/suggestions (Sample Attached) duly signed by all the members of AT. AT needs to submit Rubric Form as well. The same Assessment Report and Rubric form prepared by the AT will be sent to HEC later on.

Directorate of Quality Enhancement (DQE) is highly obliged and expresses profound gratitude for your kind cooperation and patronage.

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