

**Executive Summary**  
**BS Commerce**  
**Faculty of Management**  
**Self-Assessment Cycle-II (2019-2020)**

Quality of higher education is monitored by Quality Assurance Agency (QAA) of HEC by various means. One of the means is Self-assessment of the programs offered by a University/HEI (Higher Education Institute). The Self-assessment process is conducted according to the guidelines provided by QAA in Self-assessment manual. In this regard, current document summarizes the findings of self-assessment process for the program BS Commerce offered by the Department of Management Science.

The department is committed to produce graduates who can lead organizations towards success and prosperity in the global marketplace. The department offers rigorous programs in different areas of specialization at both Masters and Bachelors levels. The department has completed the following tasks with reference to Self-assessment process:

1. Development of **Self-Assessment Report (SAR)** by Program Team for BS Commerce
2. Assessment of the said program and submission of **Assessment Report (AR)** by Assessment Team for BS Commerce
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 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.	Mr. Shahbaz Yaqub	Assistant Professor, Management Science
2.	Ms. Amna Mumtaz	Lecturer, Management Science

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. Asma Rafique	Lecturer, Management Science

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.

**Criteria in SAR:**

Following eight (8) criteria defined 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 a summary of the key findings after program's assessment:

1. Mission statements of the department and program need to be available at the University website.
2. HEC curriculum for the program needs to be followed.
3. The inconsistency between program objectives and its outcomes should be removed.
4. In many of the courses, learning objectives and learning outcomes need a revisit in order to get them concise and consistent.
5. A proper career counselling cell needs to be established for student guidance.
6. Faculty members may be appreciated to get professional trainings to groom in their respective fields. For that purpose, both in-house and external arrangements may be appreciated. These arrangements may be both paid and complimentary.
7. VU library needs to be functional. Moreover, a virtual library may be set up as many of VU faculty members have their own such libraries in their systems. This may be formalized to be used by others as a common library. VU teachers may be appreciated to

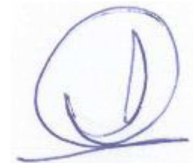
donate their existing soft books and further increase this number to the library. This virtual library should be restricted at campus only..

8. An appropriate student-teacher ratio needs to be followed
9. There may be specialization in the course in areas like Accounting, finance, Marketing, and Banking.
10. Internship may be appreciated in special areas like Audit and tax. For that purpose, understanding may be developed with ICAP & ICMAP to arrange for such internship with their associated audit and tax firms. .
11. Advanced courses e.g. managerial economics, managerial accounting etc. should be included in BS-commerce program.
12. 6 credit hours thesis may be appreciated in place of 3credit hours (not in line with HEC recommendations) internship report.

### **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 (71/100) score reported by AT which reflects overall satisfactory performance.

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



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