

Executive Summary
Associate Degree in Education (in-Service) 1 Year
Faculty of Education
Self-Assessment Cycle-III (2023-2024)

The quality of higher education is monitored by the 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 the Self-assessment manual. In this regard, the current document summarizes the findings of the self-assessment process for the Associate Degree in Education (in-Service) Years offered by the Faculty of Education.

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. The department has completed the following tasks with reference to Self-assessment process:

1. Development of **Self-Assessment Report (SAR)** by Program Team for Associate Degree in Education (in-Service) Years
2. Assessment of the said program and submission of **Assessment Report (AR)** by Assessment Team for Associate Degree in Education (in-Service) Years.
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.

Procedure

The following procedure has been adopted to complete the self-assessment process:

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

Table 1: Program Team

Sr.#	Name	Designation
1.	Dr. Tahira Jabeen	Instructor, Education

2. All the relevant material such as Self-Assessment manual, survey forms, etc. were provided to PT.
3. Continuous support, guidance, and feedback were provided to PT to develop SAR for the said program.
4. After completion and submission of the final SAR by PT, the Rector, upon recommendation of the HOD, approved constitution 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.	Dr. Sabeen Qamar	Assistant Professor, Education

5. SAR developed by PT was forwarded to AT for critical review.
6. After completion of critical review and assessment of the SAR, DQE arranged an exit meeting between AT and PT in presence of the Head of Department and DQE team.
7. After the meeting, AT submitted a report and 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 about the Program:

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 program of Associate Degree in Education has been reviewed both on the web site of Virtual University of Pakistan and Undergraduate policy of Higher Education Commission. Program outcomes were not provided on both sources.
3. As per the report, Program Learning outcomes are not available so indicator 2 and 3 needs attention. The PLO/ CLO mentioned in the document, mentions program learning objectives alignment with Course learning outcomes.
4. As per VUP website, SOS of the said program is not available. SAR gives a detailed input on the SOS with comprehensive organization of curriculum design regarding program in hand.
5. As per SAR, the existence of physical libraries to date is missing at VUP for students, however, available for teaching staff at Lawrence Road Office, Lahore. Moreover, access to digital library is ensured to both faculty and students.

6. The overall enrollment of students since 2017 is very low.

Conclusion and Recommendations:

Upon analyzing the Criteria referenced Self-Assessment, it has been determined that the department's performance ranges from 'good' to 'excellent' in the majority of areas. The program has achieved a score of (80.90/100) as reported by AT, indicating an overall commendable performance. The identified areas requiring corrective actions during the self-assessment process have been communicated to the Head of the Department for necessary rectification. DQE will subsequently monitor the implementation plan within the specified time frame to ensure continuous improvement.



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