Executive Summary
Associate Degree in Human Resource Management
Faculty of Management
Self-Assessment Cycle-II (2020-2021)

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 Associate Degree in Human Resource Management 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 Associate Degree in Human Resource Management
2. Assessment of the said program and submission of *Assessment Report (AR)* by Assessment Team for Associate Degree in Human Resource Management
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.	Ms. Shakira Nazeer	Tutor/Instructor 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.	Muhammad Hussain Qureshi	Tutor/Instructor 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:

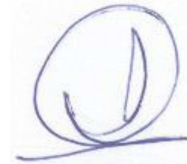Following is a summary of the key findings after program's assessment:

1. Employers' survey needs to be conducted regularly in every semester to learn about the quality of academic programs.

2. The curriculum design of this program needs to be improved by incorporating more HR-related courses such as Compensation, Performance and Reward Management, and Human Resource Information Systems (HRIS).

3. To update the recordings of the courses which were recorded several years ago to include current developments in the field.

4. It is recommended to carry out an assessment by the faculty to find out if the workload of the degree program is too heavy for the students resulting in a lot of pressure on them. Such an assessment could include suggestions from the graduated as well as current students.

5. The admission eligibility criteria need to be revised from 45% marks in the terminal degree to improve the quality of intake.

6. As per the results of the faculty survey, the motivation and satisfaction of the faculty can be enhanced by providing scholarships for higher studies and study leave with pay benefits.
7. There is a need to hire Ph.D. faculty members in sufficient numbers.
8. Faculty workload should be manageable to allocate proper time to scholarly activities.
9. It is recommended that efforts can be made towards getting subscription of international journals to meet the research requirements of the faculty.
10. Physical libraries need to be established at regional campuses to facilitate students.

Conclusion and Recommendations:

Analysis of the Criteria Referenced Self-Assessment reveals that performance of the department is 'fair' and 'good 'in most of the areas. The program has secured (72/100) 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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Irfana Aslam Ghouri

Manager QA

Director Quality Enhancement: _____