

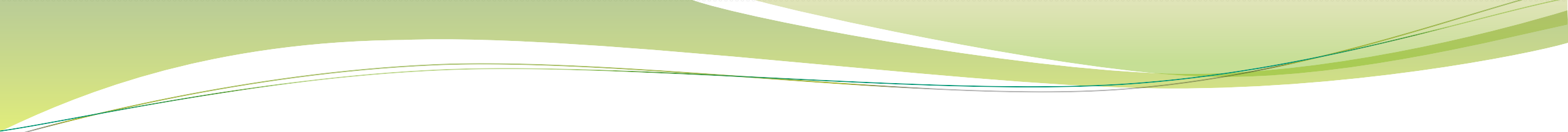
SELF ASSESSMENT REPORT(SAR)



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SELF ASSESSMENT

Self-assessment is an assessment conducted by the institution to assess whether **programs meet their educational objectives and outcomes** to improve program quality and enhance student learning.

OBJECTIVES OF SELF-ASSESSMENT

- ✓ **Maintain** and **Improve** academic standards
- ✓ Enhance students' learning
- ✓ Verify that the existing programs meet their **objectives** and **Institutional goals**
- ✓ Provide feedback for **quality assurance** of academic programs
- ✓ Prepare the academic program for review by BOS and the BOF

PROCEDURE OF SAR

- PRINCIPAL WILL APPOINT A QEC IN-CHARGE (ATTACH SCAN COPY WITH SAR)
- NOMINATION OF PROGRAM TEAM MEMBERS BY PRINCIPAL (ATTACH SCAN COPY WITH SAR)
- PROGRAM TEAM MEMBERS PREPARE THE SELF ASSESSMENT REPORT
- NOMINATION OF ASSESSMET TEAM MEMBERS (ATTACH SCAN COPY WITH SAR)
- QEC IN-CHARGE WILL PREPARE THE SCHEDULE OF VISIT
- ASSESSMET TEAM MEMBERS WILL ASSESS THE SELF ASEESSMENT REPORT AND FILL THE CHECKLIST ON THE SCHEDULED DAY (ATTACH SCAN COPY WITH SAR)
- QEC IN-CHARGE WILL PREPARE THE EXECUTIVE SUMMARY (ATTACH SCAN COPY WITH SAR)
- HOD OF THE DEPARTMENT WILL PREPARE THE IMPLEMENTATION PLAN (ATTACH SCAN COPY WITH SAR)

LINK: <https://qec.gcuf.edu.pk/qecac/>

CRITERIA AND STANDARDS

- 1. Program Mission, Objectives and Outcomes (4 standards)**
- 2. Curriculum Design and Organization (7 standards)**
- 3. Laboratories and Computing Facilities (3 standards)**
- 4. Student Support and guidance (3 standards)**
- 5. Process Control (5 standards)**
- 6. Faculty (3 standards)**
- 7. Institutional Facilities (3 standards)**
- 8. Institutional Support (3 standards)**

Criterion 1: Program Mission, Objectives and Outcomes

Standard 1.1: The program must have **documented measurable objectives** that support Faculty and Institution mission statements.

Standard 1.2: The program must have documented **outcomes for graduating students**. It must be demonstrated that the outcomes support the program objectives and that graduating students are capable of performing these outcomes.

Standard 1.3: The results of program's assessment and the extent to which they are used **to improve** the program must be documented.

Standard 1.4: The department must assess its **overall performance periodically** using quantifiable measures.

Criterion 2: Curriculum Design and Organization

Standard 2.1: The curriculum must be consistent and supports the program's documented objectives.

Standard 2.2: Theoretical background, problems analysis and solution design must be stressed within the program's core material.

Standard 2.3: The curriculum must satisfy the core requirements for the program, as specified by the respective accreditation body.

Standard 2.4: The curriculum must satisfy the major requirements for the program as specified by the respective accreditation body.

Standards 2.5: The curriculum must satisfy general education, arts and professional and other discipline requirements for the program, as specified by the respective accreditation body.

Standard 2.6: Information technology component of the curriculum must be integrated throughout the program.

Standard 2.7: Oral and written communication skills of the student must be developed and applied in the program.

Criterion 3: Laboratories and Computing Facilities

Standard 3.1: Laboratory manuals/ documentation/ instructions for experiments must be available and readily accessible to faculty and students.

Standard 3.2: There must be adequate support personnel for assistance and maintaining the laboratories.

Standard 3.3: The University/College computing infrastructure and facilities must be adequate to support program's objectives.

Criterion 4: Student Support and Advising

Standard 4.1: Courses must be offered with **sufficient frequency** and number for students to complete the program in a timely manner.

Standard 4.2: Courses in the major must be structured to ensure **effective interaction** between students, faculty and teaching assistants.

Standard 4.3: Guidance on how to complete the program must be available to all the students and access to qualified counseling must be available to make **course decisions and career choices**.

Criterion 5: Process Control

Standard 5.1: The process by which students are **admitted to the program** must be based on quantitative and qualitative criteria and clearly documented. This process must be periodically evaluated to ensure that it is meeting its objectives.

Standard 5.2: The process by which **students are registered** in the program and monitoring of students progress to ensure timely completion of the program must be documented. This process must be periodically evaluated to ensure that it is meeting its objectives.

Standard 5.3: The process of **recruiting and retaining highly qualified faculty** members must be placed and clearly documented. Also processes and procedures for faculty evaluation, promotion must be consistent with institution mission statement. These processes must be periodically evaluated to ensure that it is meeting with its objectives.

Standard 5.4: The process and procedures used to ensure that **teaching and delivery of course material** to the students emphasizes active learning and that course learning outcomes are met. The process must be periodically evaluated.

Standard 5.5: The process that ensures that graduated have completed the **requirements of the program must be based on standards**, effective and clearly documented procedures. This process must be periodically evaluated to ensure that it is meeting its objectives.

Criterion 6: Faculty

Standard 6.1: There must be **enough full time faculty** who are committed to the program to provide adequate coverage of the program areas/courses with continuity and stability. The interests and qualifications of all faculty members must be sufficient to teach all courses, plan, modify and update courses and curricula. All faculty members must have a level of competence that would normally be obtained through graduate work in the discipline. The majority of the faculty **must hold a Ph.D.** in the discipline.

Standard 6.2: All the faculty members must retain current in the **discipline and sufficient time must** be provided for scholarly activities and professional development. Also, effective programs for faculty development must be in place.

Standard 6.3: All **faculty members should be motivated** and have job satisfaction to excel in their profession.

Criterion 7: Institutional Facilities

Standard 7.1: The institute must have the **infrastructure to support** new trends in learning such as e-learning.

Standard 7.2: The library must possess an **up-to-date technical** collection relevant to the program and must be adequately staffed with professional personnel.

Standard 7.3: **Classrooms must be adequately** equipped and offices must be adequate to enable faculty to carry out their responsibilities.

Criterion 8: Institutional Support

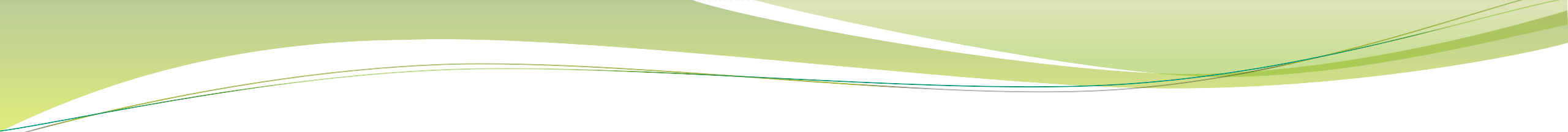
Standard 8.1: There must be **sufficient support and financial resources** to attract and retain high quality faculty and provide the means for them to maintain competence as teachers and scholars.

Standard 8.2: There must be **an adequate number of high quality** graduate students, research assistants and Ph.D. students.

Standard 8.3: Financial resources must be provided to acquire and maintain Library holdings, laboratories and computing facilities.

COURSE FILE CONTENTS (FALL SEMESTER 2019)

1. Time Table
2. Course Syllabus
3. Detailed weekly plan for the entire semester that shows:
 - a. Topics to be covered each week
 - b. Schedule of assessments (homework, midterms, projects, quizzes, and / or final exam).
4. List of textbooks used, and for each textbook indicate whether it is:
 - a. Required (Student must buy)
 - b. Recommended (would be useful to student)
 - c. Reference (do not buy, read if available in library / elsewhere)
5. Print of all teaching materials (notes, handouts, drawings, slides, etc.).
6. Print of all assessment materials (exams, quizzes, homework, etc.).
7. Question papers with Answer keys / marking Scheme of all the components (Including Final Examination).
8. All the notices (communicated to the students), if any.
9. Answer scripts (highest marks / average marks / lowest marks) of all the evaluation components.
10. List of students with Marks of each evaluation component.



THANK YOU