

Executive Summary:

SAR for BA-English Programs. (Humanities Department)

Greenwich University.

This Executive Summary comprising over the whole process of SAR and its brief introduction at every step.

Before to explain, we have to identify that Greenwich University is trying to provide best quality of education and believe on continual improvement through QEC, Similarly the Department of Education is designated to initiate and implement Self-Assessment process designed by Quality Assurance Agency (QAA) of HEC.

The department is committed to produce well-trained and proficient pedagogues who are equipped with principles and methods of teaching. These prospect teachers are able to effectively contribute to the knowledge advancement and wellbeing of the country. Department follows its vision in all of its courses and specializations that are being offered. As an implementation of QEC, the department has designed the following documents with their joint team efforts.

1. Phase – I) Self-Assessment Report (SAR) of Development prepared by its Program Team.
2. Phase -2) Conduction of critical review and submission of Assessment Report (AR) by AT.
3. Phase -3) Development of Action Plan by Head of Department.

The tasks were completed according to set methodology through Program Teams and Assessment Teams. The Department of Education aims to provide the highest level of quality education to our students with affordable cost. We are determined to promote the fundamental values of our society, research approach, best practices and a comprehensively designed system of education in our country. Key objectives are to handle the subject matter and its applications in the 21st century and analyze the implications of teaching and learning processes.

Methodology

The following methodology is adopted to complete the whole SAR cycle:

A Program Team (PT) was nominated for the program. Initial orientation and training sessions for all members were arranged by QEC. The formation of PT is given in Table 1:

Table 1: Program Team Members.

Team Sr. #	Name	Designation
1.	Ms.Shazia Nasir	Chairman (PT)
2.	Ms. Tahira Khan.	Member (PT)
3.	Mr. Salman Altaf	Member (PT)

All the relevant material such as SAR manual, different related documents were provided to Program team.

Continuous support, guidance and feedback were provided to PT members to prepare the SAR for the said program.

After completion and submission of the final SAR from PT, an Assessment Team (AT) was formulated by Director QEC with the consent of given in Table 2

The following Assessment Team was formulated:

Table 2: Assessment Team.

Team Sr. #	Name	Designation
1.	Dr.Dev. Raj.	Chairman (PT)
2.	Mr. Zafar Iqbal Saifi.	Member (PT)
3.	Mr.Muhammad Murtaza Syed.	Member (PT)

The SAR developed by PT will be forwarded to AT for the purpose of critical review after completion of critical review and assessment of the SAR, AT team members made a visit in the department and hold a meeting with PT .Then After the visit, AT submitted a report and feedback form (Rubric Form) qualitative and quantitative to QEC, while the QEC forwarded the observations & findings of AT report to the Head of Department for developing a rectification plan, then QEC would now monitor implementation of Rectification Plan.

Parameters for the SAR:

The SAR has prepared on the following eight (8) criteria prescribed by HEC:

- Criterion 1: Program Mission, Objectives and Outcomes Criterion
- Criterion 2: Curriculum Design and Organization Criterion
- Criterion 3: Laboratory and Computing Facility Criterion
- Criterion 4: Student Support and Advising Criterion
- Criterion 5: Process Control Criterion
- Criterion 6: Faculty Criterion
- Criterion 7: Institutional Facilities Criterion
- Criterion 8: Institutional Support

Key Findings of the SAR:

Finding Observations:

- Required Departmental library or separate area allocated.
- Also observed low enrolment in BA-English Program.
- Advanced teaching and research is needed to improve and found also shortage of Journals.
- Need to recruit more permanent faculty member.

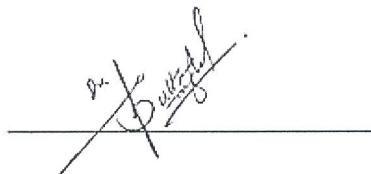
- Department need to up-dated more books in library relevant to their programs. Improvement required in Research Journal and its online access to facility members and students.
- Professional development workshops need to be arranged for students and faculty members.
- Department need to up-dated more books in library relevant to their programs. Improvement required in Research Journal and its online access to facility members and students.
- There should be a proper way of interaction between students and teachers by arranging proper counseling and tutorial programs.
- There are less collaborative initiatives with reputed National and International universities for exchanging academic resources helpful both for students and faculty.
- More incentives and motivation to be given to faculty members.

Conclusion and Recommendations:

After investigating Criteria Referenced Self-Assessment, it has been observed that Department's performance is up to the mark but there are few extents required to improve mentioned above. This perception is reflected in terms of moderate overall assessment score as assumed by the PT. This score is due to satisfactory performance in almost all Criteria. The score reflects that each criterion is periodically evaluated and it is necessary that these problems in each criterion should be addressed immediately.

- Need to develop appropriate frameworks for teaching four skills in English.
- Program needs to initiate objective based assessment monitored by QEC Survey form.
- Reunion, workshops and conference to be arranged for Alumni and prospect teachers
- Sharing Current Practices of teaching through workshops, online sessions should be done
- Different topics that meet the demand of current teaching practices need to be incorporated.
- The deficient areas identified during SAR process have been reported to the Head of Department of respective department head responsible for the rectification of each has also been suggested as under.
- Department library or separate allocation with current research journals and books needs to be in place.
- The rewards (tangible or intangible) to be introduced to motivate the employees.

Director QEC:



**IMPLEMENTATION ACTION PLAN****FOR BA-ENGLISH PROGRAM**

AT Findings	Corrective Action	Implementation Date	Responsible Body	Resources Needed
Required Departmental library or separate area allocated.	Existing library is sufficient book only separation is required	December 2016	Librarian/Dean/HOD	Funds are required.
Also observed low enrolment in BA-English Program.	Need to be aggressive Advertising and Marketing	Semester Break	Marketing and Admission Deptt.	Funds are required.
Advanced teaching and research is needed to improve and found also shortage of Journals.	Faculty must be encouraged, to publish at least one paper. and Journal should be published timely.	Every Semester HOD should monitor in BoF and BoS.	HOD/Dean	N/A
Need to recruit more permanent faculty member.	Work on aggressive Marketing	December 2016	Dean/ Faculty/BASR	To be hired Marketing Personnel.
Department need to up-dated more books in library relevant to their programs. Improvement required in Research Journal and its online access to faculty members and students.	Listing of Updated Book which designed by HOD	December 2016	Dean / HOD	Funds are required to purchase new Books

Dean/HOD

Director QEC