

Executive Summary

Self-Assessment Report (SAR): Program of BS in Business Administration

The Greenwich University is established to provides quality of education and believes on continuous improvement. To pursue this aim, the Department of Business Administration has been designated to initiate and implement Self-Assessment process designed by the Quality Assurance Agency (QAA) of HEC.

Through our inspiring curriculum and departmental efforts, we are committed to produce graduates who can develop Business Strategies/processes to enhance efficiency & effectiveness of organizations to lead in global market place. Department follows its vision in all its courses and specializations that are being offered at Business Administration Program. As implementation of QEC the department has designed the following documents with their joint team efforts mention as under.

1. Development of **Self-Assessment Report (SAR)** by Program Team
2. Conduct of critical review and submission of **Assessment Report (AR)** by Assessment Team
3. Development of **Action Plan** by Head of Department.

Basic objectives were achieved as per the given methodology with the help of Program Teams and Assessment Teams.

The key objectives are to further improve the quality of the academic program in Business Administration, to develop and train academic and Corporate Business leaders who strive for the excellence in Management Sciences professionals. The SAR of Business Administration also act as helping hard to improve quality education. The management also committed to overcome AT finding weaknesses as mentioned in action plan.

Methodology

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

1. 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.	DR. Hirano Takahashi.	Chairman (PT).
2.	Mr.Eesha Ghani	Member
3.	Ms. Anam Nawaz Durrani	Member

2. All the relevant material such as SAR manual, different online Survey forms, etc. was provided to PT.

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

program.

4. After completion and submission of the final SAR from PT, an Assessment Team (AT) was formulated by

Director QEC.

5. QEC with the consent of worthy Rector and a Subject Specialist & Expert from outside was also included.

The formation of AT is given:

Table 2: Assessment Team

Sr.#	Name	Designation & Organization
1.	Dr.Sajida Perveen	Deputy Director HR, Colleges, Govt. of Sindh. Chairman (AT).
2.	Mr. Farukh Main	Deputy Director HR. Karachi University (AT Member)
3.	Mr. Faseeh Ullah Khan	Asst Professor Sheikh zayed Islamic center. Karachi University.

5. The SAR developed by PT will be forwarded to AT for the purpose of critical review.

6. After completion of critical review and assessment of the SAR, AT team members were made a visit in the department and hold a meeting with PT.

7. After the visit, AT submitted a report and feedback form (Rubric Form) to QEC.

8. QEC forwarded the observations & findings of AT report to the Head of Department for developing a rectification plan.

9. 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:

Following is the summary of the key SAR findings:

Finding Observations:

- The curriculum fulfills all basic requirements of program's objective.
- The curriculum design and theoretical background are according to the program's core and specialized material and requirements.
- Course curricular meets corporate and Industrial requirement.
- Course curricular meet as per Corporate Social Responsibilities (CSR) requirements.
- Faculty strongly meets the curriculum demand.
- Observed to improve the frequently Industrial Visit.
- Guest Speaker Session are also being organized each semester subject wise.
- Department has adequate research facility promoting publishing of research papers.
- Faculty members and students are properly facilitated with necessities i.e. internet, local and international research journals and others.
- Teacher are involved in research activities which reflecting their teaching standards and practices.
- More Professional Trainings program for faculty would strengthen teaching abilities and methodologies.
- Department needs to get more addition of latest edition books for library to strengthen learning process.
- Specialization in more disciplines can be offered.
- Research work must be promoted and expended in Teachers and Students.

Recommendations:

While analyzing Criteria Referenced Self-Assessment, it has been observed that Department's performance is satisfactory but there are few areas need to be 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.

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.

- Research collaboration with National and International Organizations.
- Registration/Membership with International and national Quality Assurance Bodies.
- Arrangement of training programs for faculty pedagogical skills should be improved.
- Career oriented seminars should be organized for the awareness of industry and scope of this program.
- Research Seminar should be arranged on every weak with Dean HOS and Faculty member.
- Department does not have its own library.
- Specialization in more disciplines can be offered.
- The department requires at least more Ph.Ds. from HEC recognized University as permanent faculty.

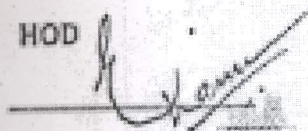
Deputy/Assist. Director QEC: _____

Director QEC: _____

IMPLEMENTATION ACTION PLAN FOR BS IN BUSINESS ADMINISTRATION PROGRAM

AT Findings	Corrective Action	Implementation Date	Responsible Body.	Resources Needed	
Need more addition in Professional Trainings program for faculty would strengthen teaching abilities and methodologies.	Faculty should be sent for training and also arranging In-House Training.	Every Semester break.	Dean/Registrar	Trainer out source	
Department does not have its own library.	Provision of Library seminar should be made.	May 2017	Dean/HOD	Funds, Room and Books	
Specialization in more disciplines can be offered.	New courses should be design	Next Semester	Dean/HOD	N/A	
The department requires at least one more qualified Ph.Ds. from HEC recognized University permanent faculty.	Recruitment	Immediately	Chancellor/Registrar	Manpower	
Department need to get latest edition books for library to strengthen learning process.	Identify the list of books need to add. Take quotation for purchasing.	May 2017	Rector /Vice Chairperson	Funds required.	
Student's intakes need to be increase.		Advertising, collaboration with colleges.	Every Semester	Admission Department	Funds and Manpower required.

HOD



Director QEC

