

Executive Summary:

SAR for M.Ed. Programs. (Humanities Department)

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 -1) 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 Assessment Team
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.	DR. Shahida Sajjad .	Chairman (PT)
2.	Ms. Rizwana Amin Fodderwala	Member (PT)
3.	Ms. Shehnaila Bhawani	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

Sr.#	Name	Designation & Organization
1.	Dr.Shah Muhammad Munir Alam (Chairman AT).	Principal of Govt. Boys Secondary School.
2.	Mr. Mohammad Arshad Khan (Member AT).	Retired DOE Ministry of Education Government of Sindh.
3.	Ms. Fozia Rehman	Faculty Member in Education Deptt. Urdu University.

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:

- 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 faculty members and students.
- There should be a proper way of interaction between students and teachers by arranging proper counseling and tutorial programs.
- Required Departmental Library.
- More liaising is required with public and private schools for teaching practices.
- Addition of new courses with regard to global change in the world of Education
- Focus on final year student's research.

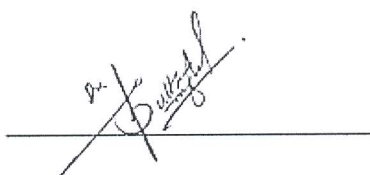
- The research and development policy for faculty members may encourage their active participation in research activities, publication across variety of panels, co-curricular events, and capacity building, etc. to keep them update with the rapid knowledge generation in contemporary scenario.
- There are less collaborative initiatives with reputed National and International universities for exchanging academic resources helpful both for students and faculty.
- Different assessment styles need to be introduced.
- 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.

- 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 needs 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 with current research journals and books needs to be in place.
- The rewards (tangible or intangible) to be introduced to motivate the employees.
- More learning should be take place outside the classroom.
- Liaising is required with public and private schools for teaching practices

Director QEC:





**IMPLEMENTATION ACTION PLAN
FOR M.Ed. PROGRAM**

AT Findings	Corrective Action	Implementation Date	Responsible Body	Resources Needed
Teaching practice and micro teaching needs more focus.	Organize micro teaching seminar ;Teachers Training Workshop shall be arrange.	Semester Break	Dean/ HOD	Class room training ALDs training material.
Liaising is required with public and private schools for teaching practices.	Networking to be created with different public and private school.	Semester Break	Dean/ HOD	Class room training ALDs training material.
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 B.Ed. Program	Work on aggressive Marketing	December 2016	Dean/ Faculty/BASR	To be hired Marketing Personnel.
Advanced teaching and research is need to improve and found also shortage of Journals of Education.	Faculty must be encouraged, to publish at least one paper. and Journal should be published timely. Post graduate program to be properly organized Funding should be provided.	December 2016	Dean / HOD	Funds are required also Teaching Practice Coordinator to be hired.

Shahidul Sajjad

Dean/HOD

[Signature]

Director QEC