


Doc. ID	<b>SOPs for Automated SAR</b>		
NUMS/QA/SOP-SAR-01			
Issue No. : 01	Revision No.0	Effective Date:16 Sep 2019	

## **Preamble**

Assessment is a systematic process of gathering, reviewing and evaluating academic programs, using important quantitative and qualitative data and information from multiple and diverse sources. This is carried out with the purpose to improve student learning and to find out whether academic and learning outcomes have been met with as per prescribed criteria and standards.


Self-assessment of academic programs is an important tool for internalizing academic quality assurance that provides feedback to faculty and administration for initiating action plans for improvement. For this purpose, every department initiates the self-assessment process at the start of each academic session for PhD/ MPhil/ MS/ BS or equivalent (semester based) programs based on HEC's Self-Assessment Manual available at URL:

<https://numspak.edu.pk/upload/media/Self%20Assessment%20Manual1533536648.pdf>

In order to facilitate the Self- Assessment Report (SAR) writing, Quality Assurance Directorate (QAD) NUMS has teamed up with Directorate of Digital Technology to automate the process of data entry in SAR. This will help to streamline the process and substantially reduce paper requirement and increase efficiency. Report shall be prepared by departmental Program Team (PT) online through the Portal (<https://numspak.edu.pk/qa/sar-login>) available on NUMS website after the first semester of the program and shall be updated after every subsequent semester. After the completion of the program, QAD shall print the SAR and send the same to the Constituent Institutions of NUMS (through "SO NUMS" AM College and AFGMI and through Quality Coordinators in NUMS Specialized Centers of Excellence e.g. AFIP/AFIC/AFIT) for signature of principal/commandant. QAD shall send the signed report to the Assessment Team (AT) member(s) for evaluation of the SAR. It is worth-mentioning that students and faculty feedback shall be collected at the end of every semester and reviewed by the Head of the Programs. The consolidated feedback, after completion of the program, shall form part of SAR.

## **SOP FOR AUTOMATED SAR (TO BE FOLLOWED BY NUMS DIRECTORATES)**

1. Self-Assessment Report data entry shall begin with the **Registrar Office** by entering the registered student data at the start of every new academic session (Batch) in the NUMS Campus Management System (CMS).
2. The **Academic Directorate** shall be responsible for assigning the courses to students and faculty, in each semester.
3. The **Digital Technologies (DT) Directorate** shall generate user IDs & passwords for students, faculty and Heads of Departments (HODs)/ Program Heads and share with QAD for further processing. It shall also allocate the semester name, Spring/ Summer/ Fall, for the relevant program.

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4. The **Quality Assurance Directorate (QAD)** shall float an email to the respective HODs for the initiation of Self-Assessment Process of their program(s) after the end of each semester by sharing 'user IDs' and 'passwords' with students and faculty through HODs. However, when the 'Campus Management System' is installed and connects NUMS Secretariat and its Constituent Institutions, the reports/feedback proformae shall be flagged at appropriate time in the individual accounts of HoDs/ students/ faculty.

5. A Quality Facilitator shall be designated by the QA Directorate to work with HOD and PT of every program and shall facilitate them in the data entry through an 'orientation meeting on automation of SAR'.

#### **SOPS FOR AUTOMATED SAR (TO BE FOLLOWED BY CONSTITUENT INSTITUTIONS)**

1. QAD initiates SA process through the office of VC NUMS.

2. Department forms the Program Team (PT) that will be responsible for obtaining student and teacher feedback, preparing/updating SAR every semester and submitting the consolidated SAR at the end of degree program through QA SAR Portal on NUMS Website.

The PT comprises of 3-4 faculty members from within the department.

The students and faculty members shall enter their feedback in the online proformae within a week's time on receiving user IDs/ passwords from QAD at the end of **every semester**.


The students and faculty feedback, filled every semester, shall be incorporated by PT in the SAR while updating it on HoD Portal.

3. HOD submits SAR on QA-HOD Portal after every semester at URL:  
<http://13.67.32.255:97/Account/Login>

Once submitted, the finalized version of SAR shall not be editable. The QAD shall ensure confidentiality of the feedback which is again a mandatory requirement of HEC.

4. At the end of the degree program, QAD shall review the consolidated SAR.

Once, the report is finalized satisfactorily, the Vice Chancellor/ Pro Vice Chancellor NUMS forms (or updates the existing) Assessment Team (AT) on the recommendation of QAD. AT

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consists of two to three members of relevant expertise from outside the Department/ University. One member of the PT shall collaborate with AT to facilitate AT working.

AT can access the SAR online at AT Portal on NUMS QA website with user I.D and Password provided by QAD. Every AT external member will have access to relevant NUMS program curriculum on his/her portal. The AT reviews the SAR and fills **rubric evaluation proforma** (Annex A) on line on AT Portal and submits it.

QAD plans and coordinates the Assessment Team's visit to the department of the relevant program to verify the information in the SAR. (2nd month after completion of degree program).

AT shall visit the respective program department on the decided date keeping NUMS QAD in loop.

5. Department shall submit Consolidated SAR, Rubric Evaluation by AT and Assessment Results Implementation Plan Summary to QAD.

For this purpose, the HOD shall print filled Rubric Evaluation Proforma/ AT Report along with Assessment Results Implementation Plan Summary (Annex B also available on HoD portal) on the basis of recommendations of the AT for improvement of the currently running program.


HoD shall then forward these documents to NUMS QAD, duly signed/stamped by the Principal/ Comdt of College/Institute (through SO NUMS in AM College and AFPGMI and through Quality Coordinators in NUMS Specialized Centers of Excellence e.g. AFIP/AFIC/AFIT) within one month of receiving the rubric evaluation **(3rd month after program ends)**.

6. QAD shall review the consolidated SAR and submits executive summary of the Report along with Assessment Results Implementation Plan Summary to the VC NUMS for approval.

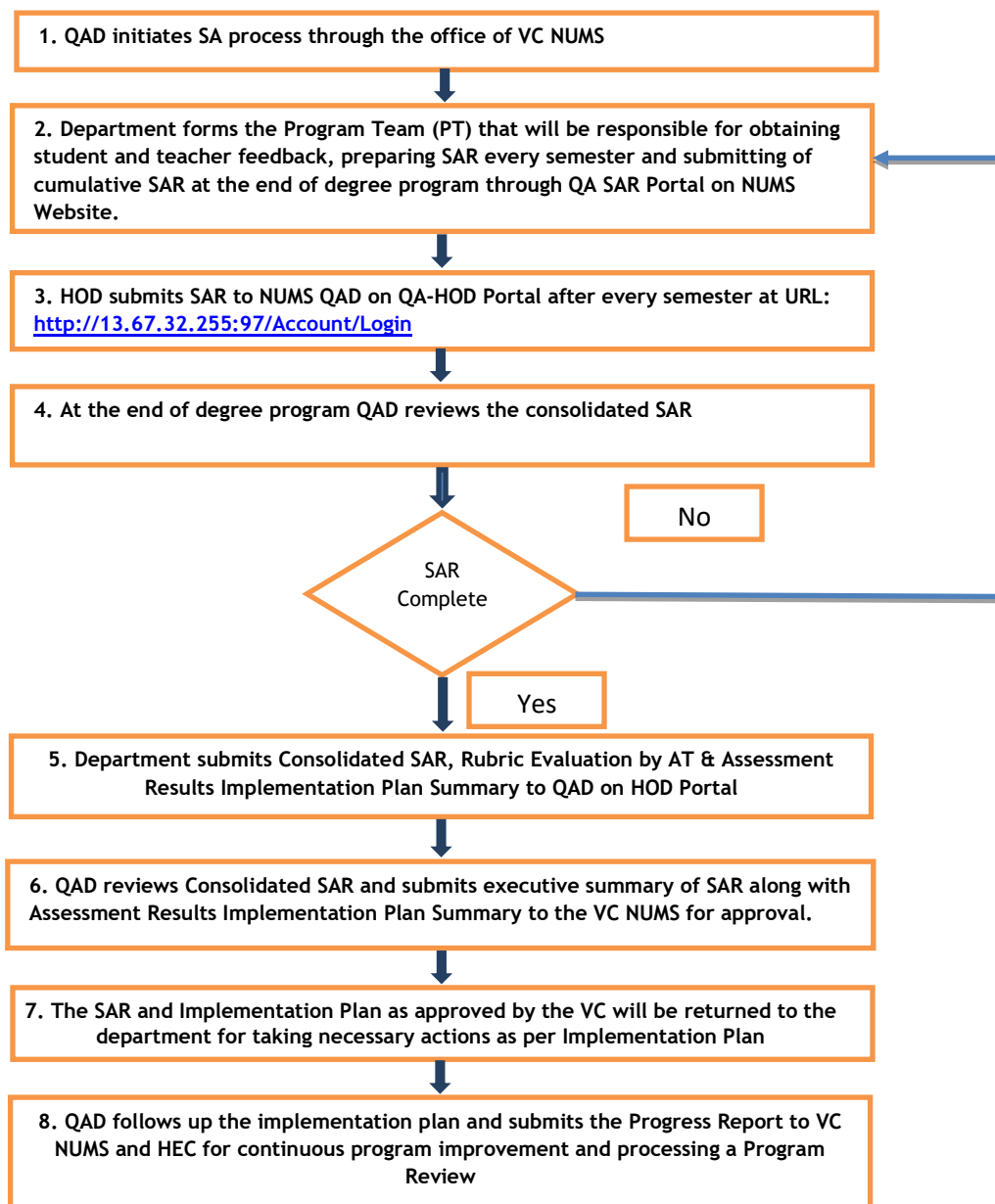
7. The SAR and Assessment Results Implementation Plan Summary as approved by the VC shall be returned to the department for taking necessary actions.

8. QAD shall follow up the actions on the implementation plan and submit the Progress Report to VC NUMS and HEC for continuous program improvement and processing a Program Review by HEC.

A process flow diagram of the above mentioned steps is given below.

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### AUTOMATED SAR PROCESS FLOW DIAGRAM



#### Legend:

- 1. SA: Self-Assessment
- 3. PT: Program Team

- 2. SAR: SA Report
- 4. AT: Assessment Team