



TEMPLATE

Self-Assessment Report (SAR) Template

(To be compiled by the Programme Team and submitted to the Quality Enhancement Cell)

A Self-Assessment Report is structured around the eight criteria of the HEC Self-Assessment Manual. Every judgement recorded below must be supported by evidence held on file and referenced in the appendices.

Programme	Department	..
Faculty	Academic Year	..
Programme Team Members	Date of Submission	..

Executive Summary

Criterion 1 — Programme Mission, Objectives and Outcomes

Documented mission; measurable objectives; programme learning outcomes; assessment of attainment; alignment with the institutional mission.

Criterion 2 — Curriculum Design and Organization

Alignment with objectives; currency and sequencing; credit structure; compliance with the HEC curriculum and the Pakistan Qualification Framework.

Criterion 3 — Laboratories and Computing Facilities

Adequacy, safety, maintenance and sufficiency for enrolled numbers.



Criterion 4 — Student Support and Advising

Academic advising, progression support, counselling and career guidance.

Criterion 5 — Process Control

Admission, registration, teaching, assessment and completion processes — defined, documented and followed.

Criterion 6 — Faculty

Strength, qualification, workload, development and retention against the requirements of the programme.

Criterion 7 — Institutional Facilities

Library, classrooms, IT infrastructure and general facilities.

Criterion 8 — Institutional Support

Financial, administrative and human resource support provided to the programme.



Summary of Strengths and Weaknesses

Criterion	Strengths	Weaknesses	Evidence Reference

Evidence Appendices Attached

#	Evidence	Attached (Y/N)

Programme Team Lead — signature &
date

Head of Department — signature &
date

Director QEC — signature &
date