

Government College University, Faisalabad

Quality Enhancement Cell



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The Directors/ Principals,
Affiliated Colleges of Government College University,
Faisalabad.

Subject: **Request for the Submission of Self Assessment Report**

Respected Sir,

Reference to the above mentioned subject and as per the targets of HEC in 2019-20, it is necessary for Affiliated Colleges to prepare and submit Self Assessment Report of one program.

The complete Self Assessment procedure is as followed:

1. Department nominates two Program Team Members (PT members)
2. Program Team members prepare SAR and submit it to QEC of the college
(Quality Enhancement Cell of the College duly constituted by the college authority and works under the in-charge.)
3. Principal/ Director nominates Assessment Team Members (at least two)
4. QEC plans and fixes Assessment Team visit.
5. The Assessment Team conducts assessment and presents its findings to QEC
6. QEC prepares Executive Summary of the visit
7. Department prepares Implementation Plan
8. QEC fills the rubrics
9. QEC submits the report to Director QEC, GCUF in binding form.

It is therefore requested to submit SAR of one program along with complete Assessment Visit Report, Executive Summary, Implementation Plan and Rubrics before **01/12/2020**. (For soft copy the email ID is sarqec@gcuf.edu.pk)

Important

(Note: SAR manuals and Survey Performas are available on the following link;

<https://gcuf.edu.pk/downloads>, <https://gcuf.edu.pk/affiliation/downloads.php> .

In case of any guidance please contact Mr. Fazal-ur-Rehman, Coordinator QEC: Ph. # 03009479158)

Regards,

Director

Copy for Information:

1. PS to Vice Chancellor
2. Registrar Office
3. Chairman Affiliation Cell