



Shah Abdul Latif University,  
Khairpur



# *Self-Assessment Report (SAR)*

**08 March 2022**

**Department of *Sindhi***

**Degree Program:**

BS 4 Year/ M.A. (Previous)

Re-Submitted to:

**Quality Enhancement Cell (QEC)** Shah Abdul Latif University Khairpur

By

Program Team (PT) Members:

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## **Introduction:**

The Department of Sindhi has been imparting education since 1990. It offers B.S (4-Years program), and Sindhi as minor and compulsory subject in the morning shift. This department is centre of cultural and literary activities. Most of the prominent writers and intellectuals visit this department. The department of Sindhi always welcomes the scholars, social workers and journalists of the area and it also provides research facilities and guidance to the young scholars.

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## **Criterion 1: Program Mission, Objective and Outcomes.**

**Standards 1.1:** The program must have documented measurable Objectives that support Faculty / Institution Mission Statements.

### **Mission Statement of the University:**

- ✓ To achieve and attain Quality Standards and become a Model by providing an outstanding educational environment.
- ✓ Taking measures for capacity building of faculty and supporting staff.
- ✓ Establishing a system to enhance research objectively developed, avoid those policies which encourage malicious activities.

### **Mission Statement of the Department:**

The department is working for the promotion of Art, Culture, language and literature, which are the main sources of social awareness and stability in the society.

### **Program Objectives:**

1. To promote Art, Culture, Language and Literature.
2. To represent the department as centre of communication for Sindhi society
3. To make efforts for the character building of the students.

**Table 1.** Shows how Objectives are measured and Improvements have been identified

<b>Program Objectives Assessment</b>			
<b>Objectives</b>	<b>How Measured</b>	<b>When Measured</b>	<b>Improvement Identified</b>
To promote Art, Culture, Language and Literature.	At every walks of life.	At the end of every academic year.	Needs computer/multimedia facilities to promote more.
To make efforts for the character building of the students.	At various social, educational and cultural activities.	At every steps of life	More social, cultural activities to be organized.
To represent the department as centre of communication for Sindhi society.	Visiting of people from each and every corner of the society.	At various gatherings.	A separate hall for the cultural and social activities needed.

☞ **Note: Improvement Made:** This will be informed after AT visits.

**Standard 1-2:** The program must have documented outcomes for graduating students. It must be demonstrated that the outcomes support the program objectives and that graduating students are capable of performing these outcomes.

**Table: 2.** The following Table shows how program outcomes support the Program Outcomes.

<b>Program Objectives</b>	<b>Program Outcomes</b>		
	<b>1.</b>	<b>2.</b>	<b>3.</b>
To promote Art, Culture, Language and Literature.	Graduates will have cultural, linguistic and literature know-how.	The outgoing graduates would play significant role for the	Graduate can pass aware to new generation for the past.
To make efforts for the character building of the students.	Value and manners can be enhanced. Atmosphere of tolerance, brotherhood, unity and peace & harmony develop.	Graduates develop ability to uplift the healthier society.	Graduate can play significant role for betterment of society.
To represent the department as centre of communication with Sindhi society.	Students can develop self confident and communicate effectively in various organizations.	The graduate can upgrade the society.	The students fill the gap between people of socially divided.

## Survey of Graduating Students:

**A: Very satisfied      B: Satisfied      C: Uncertain      D: Dissatisfied      E: Very dissatisfied**

<u>S. No.</u>	<u>Question</u>	<u>Percentage/Status</u>				
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	The work in the program is too heavy and induces a lot of pressure.	30%	50%	0%	20%	0%
2.	The program is effective in enhancing team-working abilities.	50%	40%	10%	0%	0%
3.	The program is effective in developing analytical and problem solving skills.	60%	20%	20%	0%	0%
4.	The program is effective in developing written communication skills.	50%	30%	0%	20%	0%
5.	The program is effective in developing planning abilities.	60%	40%	0%	0%	0%
6.	The objectives of the program have been fully achieved	40%	40%	10%	10%	0%
7.	Faculty was able to meet the program objectives	40%	40%	20%	0%	0%
8.	Environment was conducive for learning	40%	60%	0%	0%	0%
9.	Whether the Infrastructure of the department was good.	40%	40%	10%	10%	0%
10.	Whether the program was comprised of Co-curricular and extra-curricular activities	60%	30%	10%	0%	0%
11.	Whether scholarships/ grants were available to students in case of hardship	60%	20%	10%	10%	0%

### **Strengths**

- The program is justified and is group working capabilities.
- Developing of written and oral communication qualities.
- Objectives are almost achieved.

### **Weaknesses**

- The program is slightly heavy.
- Infrastructure of the Department not satisfactory.
- Scarcity of scholarships for students in case of hardship.

**Alumni Survey:**

The data have been collected by the students, who graduated from the university and working at different institutes/departments, regarding the quality of education they received and experienced in the university.

**General Assessment Alumni Survey:**

- Poor classroom facilities, no any separate room for girls.
- √. Ability to work for the social as well as cultural upgrading
- √. Nice communicative skills.
- √. Progressive thinking
- √. Well in manners and discipline

**General Comments:**

In general it has been suggested that there must be modern methodology to be used for teaching, group discussion and presentation.

**Employer survey:**

A: Excellent    B: Very good    C: Good    D: Fair    E: Poor

KNOWLEDGE						
1.	Math, Science, Humanities and professional discipline, (if applicable)	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		60%	40%	0%	0%	0%
2.	Problem formulation and solving skills	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		40%	60%	0%	0%	0%
3.	Collecting and analyzing appropriate data	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		80%	20%	0%	0%	0%
4.	Ability to link theory to Practice	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		40%	60%	0%	0%	0%
5.	Ability to design a system component or process	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		40%	60%	0%	0%	0%
6.	Computer knowledge	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		40%	60%	0%	0%	0%
COMMUNICATION SKILLS						
1.	Oral communication	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		80%	20%	0%	0%	0%
2.	Report writing	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		60%	40%	0%	0%	0%
3.	Presentation skills	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		80%	20%	0%	0%	0%

INTERPERSONAL SKILLS						
1.	Ability to work in teams	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		40%	60%	0%	0%	0%
2.	Leadership	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		80%	20%	0%	0%	0%
3.	Independent thinking	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		80%	20%	0%	0%	0%
4.	Motivation	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		60%	40%	0%	0%	0%
5.	Reliability	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		20%	80%	0%	0%	0%
6.	Appreciation of ethical values	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		20%	80%	0%	0%	0%
WORK SKILLS						
1.	Time management skills	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		80%	20%	0%	0%	0%
2.	Judgment	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		80%	20%	0%	0%	0%
3.	Discipline	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		60%	40%	0%	0%	0%

Program Objectives	Program Outcomes		
	1	2	3
To promote Art, Culture, Language and Literature.	X X X X	X X X	X X X
To make efforts for the character building of the students.	X X X	X X X	X X X
To represent the department as centre of communication with Sindhi society.	X X X X	X X X	X X X
X	Relevant & satisfactory to some extent		
XX	Relevant & satisfactory		
XXX	Very relevant & satisfactory		
XXXX	Highly relevant & highly satisfactory		

**Standard 1-3.** The result of program's assessment and the extent to which they are used to improve the program must be documented.

**Major Future Improvement Plans:**

- ☞ To impart social, cultural and literate oriented education to the new generation using modern techniques of teaching.
- ☞ To upgrade moral and ethical values amongst the society
- ☞ ☐ Overall enhancement of knowledge and skills of faculty members in relation to the latest global advancements in various discipline through exchange programs, short trainings and collaborative cultural seminars, conferences within and outside country.



**Table: 4.** Shows Program Strengths & Weakness.

<b>Program Strengths and weaknesses.</b>				
<b>Program</b>	<b>Strengths</b>	<b>Weaknesses</b>	<b>Things to be developed</b>	<b>Activities taken for improvements</b>
BS.I- BS.IV.	Very good teaching facilities in the areas of critic, fiction, and literature.	Insufficient/facilities for conducting indoor seminars.	1. Relevant books & Journal 2. Multimedia facility 3. Library	

**Standard 1.4:** The department must assess its overall performance periodically using quantifiable measures.

**Table: 5.** Number of student enrolment during last three years and student faculty ratio:

Program	Year <b>2008/9</b>	Students/ Faculty Ratio	Year <b>2009/10</b>	Students/ Faculty Ratio	Year <b>2010/11</b>	Students/ Faculty Ratio
BS 4Yr	14	3:5	14	3:5	05	1:25

**Student Course Evaluation:**

**Program Assessment Analysis:**

The Student Course Evaluation Questionnaire filled by the students at the time of course completion. The following are overall views of the students. The data for the performance has been collected from more than 20 students selected randomly.

**Student Course Evaluation Assessment:**

**Weaknesses:**

- Attendance of the student's is poor.
- The provision of learning resources in the library is insufficient.
- Provision for demonstration is insufficient.
- Students may be encouraged more to organize social and cultural activities.

**Strengths:**

- Course objectives very clear and organized.
- Teaching methods, learning and learning outcomes encouraging, but need to be improved.

**Table: 7. Number of publications, awards, workshops & seminars organized by the faculty:**

Publications (HEC recognized only)		Research Projects		Monograph	Awards	Scholars produced		Organized National & International Conferences
National	International	Completed	Ongoing			M.Phil	Ph.D.	
45	02	40	20	--	04	-	-	16



**Criterion 2:** The curriculum must be designed and organized to achieve the program's objectives and outcomes. Also course objectives must be in line with the program outcomes.

**Program:**

**BS Degree: (4 Years; 8 Semesters)**

Semester	Course Number BOTN Theory/ Practical	Category (Credit Hours)				
		1 Credit hr= 1 Class hour & 2-3 Laboratory Hours per week =1 Cr H <b>Ratio 2:1 (Theory: Practical) Total CrHs 18*8=144</b>				
		Math & Basic Science		Core Course	Humanities and Social Sciences	Technical
Math	Basic Science.					
<b>1<sup>st</sup></b>					English-I	
					Islamic Studies	
				Sindhi Literature-I		
				Sindhi Literature-I		
<b>2<sup>nd</sup></b>					English-II	
					Pakistan Studies	
				Sindhi Literature-II		
				Sindhi Literature-II		
<b>3<sup>rd</sup></b>					English-III	
					Urdu	
				Classical Literature-I		
				Modern Literature-I		
<b>4<sup>th</sup></b>					English-III	
					Urdu	
				Classical Literature-I		
				Modern Literature-I		
<b>5<sup>th</sup></b>				Prose		
				Poetry		
				Comparative Study of Shah A. Latif Bhittai's Poetry		
				Research and Criticism		
				Autobiographi es and Biographies		
<b>6<sup>th</sup></b>				Prose		
				Poetry		

				Comparative Study of Shah A. Latif Bhattai's Poetry		
				Research and Criticism		
				Autobiographies and Biographies		
7 <sup>th</sup>				Modern Poetry		
				Folk-Lore		
				Linguistics		
				Essay / Monograph		
8 <sup>th</sup>				Modern Poetry		
				Folk-Lore		
				Linguistics		
				Essay / Monograph		
				Comprehensive Viva Voce		
Total:	132					
Minimum Requirement	132					

**Standard: 2.1:** The curriculum must be consistent and support the program’s documented objectives.

**Table: Courses versus program outcomes**

Courses/Group of Courses	Objectives		
	1	2	3
Literature/Culture	Knowledge about past & current. For identification of nation Connection of university with society	To make ware the new generation for the past.	Healthier society.
Literature/Culture	The students acquired the knowledge of various era of the history.	The students imparted with the knowledge of various cultural and social aspects.	The students learn about their society and culture.
Literature/Fiction	The students educated about concept of fiction. Promote of Folk wisdom	The students imparted with the knowledge of different fiction.	The students fostered with the recent developments in the field of fiction.
Research/Criticism	The students learnt about constructive criticism.	The students fostered about the importance and methods of research.	The students educated about the knowledge of research & criticism.

**Weaknesses:**

- More cultural as well as social gathering is encouraged.

**Strengths:**

- The curriculum fulfills all basic requirements of program’s objective.
- The curriculum design, theoretical background within program’s core material and requirements.

Program Learning Outcomes	Program Objectives		
	To promote Art, Culture, Language and Literature.	To make efforts for the character building of the students.	To represent the department as centre of communication with Sindhi society.
Students can improve cultural and literature knowledge.	×	×	×
Social & cultural oriented graduates	×		×
Professional ethics and responsibility	×		×

**Standard: 2.2.** Theoretical background, problems analysis and solution design must be stressed within the program’s core material.

**Table: 8.** Shows Theoretical background, problem analysis and solution of the courses.

Elements	Courses
Theoretical background	SHDH-310, SHDH-311, SHDH-411, SHDH-412, SHDH-421, SHDH-521, SHDH-541, SHDH-551, SHDH-552, SHDH-553, SHDH-554, SHDH-555
Problems analysis	ENG-300,301, ENG-400,410, ISST-302, PKST-303, URDU-
Solution design	

**Standard: 2.3:** The curriculum must satisfy the core requirements for the program, as specified by the respective accreditation body. Examples of such requirements are given in Table A.1, Appendix A.

**Standard 2-4:** The curriculum must satisfy the major requirements for the program as specified by HEC, the respective accreditation body / councils. Examples of such requirements are given in Table A.1, Appendix A.

**Standard 2-5:** The curriculum must satisfy general education, arts, and professional and other discipline requirements for the program, as specified by the respective accreditation body / council. Examples of such requirements are given in Table A.1, Appendix A.

**Minimum Requirements for Each Program**  
(Program Semester Credit Hours)

Program	Math & Basic Science	Engineering Topics	General Education	Others
B.S – 4 Years	--	---	<b>04</b>	--

**Standard 2-6:** Information technology component of the curriculum must be integrated throughout the program.

**Has the IT program been included in the course: Yes ✓ No.**

**Standard 2-7:** Oral and written communication skills of the student must be developed and applied in the program.

**Is there any oral/written communication skills have been included in the program: Yes ✓ No.**

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### **Criterion 3: LABORATORIES AND COMPUTING FACILITIES**

**Standards: 3-1.** Laboratories and computing facilities must be adequately available and accessible to faculty members and students to support teaching and research activities.

**Standard: 3/2** Laboratory manuals/ documentation instruction for experiments must be available and readily accessible to faculty and students.

(1) None      (2) Available for students      (3) Available for Faculty      (4) **Both**✓

**Standard: 3/3** There must be adequate support personnel for instruction and maintaining the program.  
✓ **YES**

**Standard: 3/4** The University computing infrastructure and facilities must be adequate to support program's objectives Computing Facilities.

**NO** computing facility in the department for the students.

**Criterion 4: STUDENT SUPPORT AND ADVISING:** Students must have adequate support to complete the program in a timely manner and must have ample opportunity to interact with their instructors and receive timely advice about program requirements and career alternatives.

**Standard: 4:1.** Courses must be offered with sufficient frequency and number for students to complete the program in timely manner.

**Table: 9.** Shows classes/week of Major Courses offered in 4 –Year program.

<b>Major Courses offered: BS. 4 Year Program, M.Sc. (Prev), &amp; M.Phil/Ph.D.@ the Ratio of 4:3</b>		
<b>Course offered/Year</b>	<b>Classes/week /CrHs</b>	<b>Practical/week/CrHs</b>
BS.I.1 <sup>st</sup> Semester	6	--
BS.I.2 <sup>nd</sup> Semester	6	--
BS. II. 1 <sup>st</sup> Semester	6	--
BS. II. 2 <sup>nd</sup> Semester	6	--
BS. III.1 <sup>st</sup> Semester	15	--
BS. III. 2 <sup>nd</sup> Semester	15	--
BS. IV. 1 <sup>st</sup> Semester	12	--
BS. IV. 2 <sup>nd</sup> Semester	12	--

☞ The above mentioned classes are strictly followed throughout the academic year. The core courses, optional can be easily completed under the favorable environment.

The compulsory courses managed by the Sindhi department, however, other compulsory disciplines and optional subjects are managed by the related departments. The details of the compulsory subjects other than the offered by the Sindhi department are following.

<b>4-Year BS: Program</b>					
<b>Subject:</b>	<b>Managed by:</b>	<b>Theory: CrHs/ Class.</b>		<b>Practical: CrHs/ Class.</b>	
English	English Dept:	BS.I	1 <sup>st</sup> Semester	BS.I	1 <sup>st</sup> Semester
			4		--
			2 <sup>nd</sup> Semester		2 <sup>nd</sup> Semester
			3		--
		BS.II	1 <sup>st</sup> Semester	BS.II	1 <sup>st</sup> Semester
			4		--
			2 <sup>nd</sup> Semester		2 <sup>nd</sup> Semester
			3		
Islamic Studies	Dept. of Compulsory Minor	BS.I	1 <sup>st</sup> Semester	BS.I	1 <sup>st</sup> Semester
			4		3
			2 <sup>nd</sup> Semester		2 <sup>nd</sup> Semester
			3		3
		BS.II	1 <sup>st</sup> Semester	BS.II	1 <sup>st</sup> Semester
			4		3
			2 <sup>nd</sup> Semester		2 <sup>nd</sup> Semester
			2		3

Pakistan Studies	Dept. of Pakistan Studies	BS.I	1 <sup>st</sup> Semester	BS.I	1 <sup>st</sup> Semester
			4		3
			2 <sup>nd</sup> Semester		2 <sup>nd</sup> Semester
		BS.II	3	BS.II	3
			1 <sup>st</sup> Semester		1 <sup>st</sup> Semester
			2 <sup>nd</sup> Semester		2 <sup>nd</sup> Semester
Urdu	Dept. of Urdu	BS.I	3	BS.I	--
			1 <sup>st</sup> Semester		1 <sup>st</sup> Semester
			2 <sup>nd</sup> Semester		2 <sup>nd</sup> Semester
		BS.II	3	BS.II	--
			1 <sup>st</sup> Semester		1 <sup>st</sup> Semester
			2 <sup>nd</sup> Semester		2 <sup>nd</sup> Semester
4	--				

**Standard: 4:2.** Courses in the major are must be structured to ensure effective interaction between students and faculty and teaching and teaching assistance?

(1) Well structured ✓

**Standard: 4:3.** Guidance on how to complete the program must be available to all students and access to academic advising must be available to make course decisions and career choices.

**Are students informed about program requirements?**

(1) No (2) ✓ To some extent (3) Fully

**Does there student advising system exist and how effective it is?**

(1) ✓ No (2) To some extent (3) completely

**Have students access to professional counseling?**

(1) ✓ No (2) To some extent (3) Full

**Do the students have interacted with practitioners and to have membership in technical & professional societies?**

(1) No (2) To some extent ✓ (3) Full

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**Criterion 5:** The processes by which major functions are delivered must be in place, controlled, periodically reviewed, evaluated and continuously improved. To meet this criterion a set of standards must be satisfied.

**Standard 5:1.** The process by which students are admitted to the program must be based on quantitative and qualitative criteria and clearly documented.

**Program/credit transfer:** NA

**Transfer of a student from outside the university:** NA

**Admission Criteria:** The admission policy is constituted by the “Admission Committee” consists of Deans, and senior faculty members of the university. The departments have no any role. The departments follow policy made by them which is also mentioned in “**Prospectus of the university**”. However, the admission criteria are evaluated but not regularly.

**Standard 5:2.** The process by which students are registered in the program and monitoring of students progress to ensure timely completion of the program must be documented this process must be periodically evaluated to ensure that it is meeting its objectiveS:

**How frequently admission criteria are evaluated?**

- (1) None      (2) Not regularly√      (3) Every Year

**Are the evaluated results used to improve the results?**

- (1) No      2) To some extent      (3) Yes√

**Is there any policy regarding program /credit transfer?**

- (1) No      (2) To some extent      (3) Well defined√

**Is there any mechanism of student’s registration in the program?**

- (1) No      (2) To some extent      (3) Well defined√

**How frequently process of registration is monitored?**

- (1) None      2) within 1 year (3) After 1 year (4) When needed√

**Are the evaluation results used to improve the results?**

- (1) No      2) To some extent      (3) Yes√



**Standard 5:3.** The process of recruiting and retaining highly qualified faculty members must be in place and clearly documented. Also processes and procedures for faculty evaluation, promotion must be consistent with institution mission statement. These processes must be periodically evaluated to ensure that it is meeting with its objectives.

☞ Shah Abdul Latif University strictly follows the policy of “Equal Opportunity” regardless religion, race, faith, cast & creed, gender regarding recruiting faculty including admissions, educational programs and employment.

☞ The University applies standard operating methodology for evaluation, such as Annual Confidential Report (ACR), required research papers, teaching experience and all other conditions as directed by the HEC. Thus

☞ This process ensures the objectives of the program mission.

**Standard 5:4:** The process and procedures used to ensure that teaching and delivery of course material to the students emphasizes active learning and that course learning outcomes are met. The process must be periodically evaluated to ensure that it is meeting its objectives.

☞ It is strictly observed that the time table is followed by the faculty. However, **Weaknesses & Strengths** have been observed through the student feedback for the “Course Evaluation”. The department needs to improve in various aspects.

**Standard 5:5:** The process that ensures that graduates have completed the requirements of the program must be based on standards, effective and clearly documented procedures. This process must be periodically evaluated to ensure that it is meeting its objectives.

The process for the degrees of B.S-4 year has been well designed by the Board of Advanced Studies & Research (BASR) followed by the HEC directions. Details are as under.

<b>Degree</b>	<b>GPA/Class/GRE</b>	<b>Interview</b>	
BS-4 Year	Pre-Admission Test (NTS) style	X	

This process must be periodically evaluated to ensure that it is meeting its objectives.  
√ (Yes)

The department ensures that the graduates actively participate in laboratory work, punctual in the classes, maintaining attendance over 75%.

### Teacher Evaluation (Filled by the student)

(A: Strongly Agree, B: Agree, C: Uncertain, D: Disagree, E: Strongly Disagree :)

INSTRUCTOR						
1	The Instructor is prepared for each class.	A	B	C	D	E
		44%	56%	0%	0%	0%
2	The Instructor demonstrates knowledge of the subject.	A	B	C	D	E
		67%	11%	22%	0%	0%
3	The Instructor has completed the whole course.	A	B	C	D	E
		56%	44%	0%	0%	0%
4	The Instructor provides additional material apart from the textbook.	A	B	C	D	E
		44%	33%	22%	0%	0%
5	The Instructor gives citations regarding current situations with reference to Pakistani context.	A	B	C	D	E
		22%	78%	0%	0%	0%
6	The Instructor communicates the subject matter effectively.	A	B	C	D	E
		22%	56%	0%	22%	0%
7	The Instructor shows respect towards students and encourages class participation.	A	B	C	D	E
		44%	44%	11%	0%	0%
8	The Instructor maintains an environment that is conducive to learning.	A	B	C	D	E
		33%	56%	11%	0%	0%
9	The Instructor arrives on time.	A	B	C	D	E
		44%	44%	11%	0%	0%
10	The Instructor leaves on time.	A	B	C	D	E
		44%	44%	11%	0%	0%
11	The Instructor is fair in examination.	A	B	C	D	E
		56%	33%	0%	11%	0%
12	The Instructor returns the graded scripts etc. in a reasonable amount of time.	A	B	C	D	E
		56%	33%	0%	11%	0%
13	The Instructor was available during the specified office hours and for after class consultations.	A	B	C	D	E
		44%	44%	11%	0%	0%

COURSE						
1	The Subject matter presented in the course has increased your knowledge of the subject.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		33%	44%	22%	0%	0%
2	The syllabus clearly states course objectives requirements, procedures and grading criteria.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		44%	56%	0%	0%	0%
3	The course integrates theoretical course concepts with real world applications.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		22%	56%	11%	11%	0%
4	The assignments and exams covered the materials presented in the course.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		44%	56%	0%	0%	0%

**Criterion: 6. Faculty.** Faculty members must be current and active in their discipline and have the necessary technical depth and breadth to support the program. There must be enough faculty members to provide continuity and stability, to cover the curriculum adequately and effectively. To meet this criterion the following standards must be satisfied.

**Standard: 6: 1.** There must be enough full time faculty who are committed to the program to provide adequate coverage of the program areas / courses with continuity and stability. The interest of all faculty members must be sufficient to teach all courses, plan, modify and update courses. The majority must hold a Ph.D. degree in the discipline.

Program Areas of specialization	Courses in the area.	Number of faculty members in each area	Number of faculty with PhD degree
Literature/Culture		-	1
Literature/Fiction		-	1
Literature/Criticism		1	-
<b>Total</b>		<b>04</b>	<b>02</b>

\* One visiting professor

#### **Faculty Resume:**

☞ **Note:** Faculty resumes are well documented as per policy/criteria of HEC. Names of the faculty members and field of specialization are as under.

<b>Name:</b>	<b>Position</b>	<b>Qualification</b>	<b>Field of specialization</b>
Dr. Rahim Bux Mahar "Khadim"	Professor / Chairman	PhD	Literature/Culture
Dr. Allah Wassayo Soomro	Assistant Professor	PhD	Literature/Fiction
Mr. Sajjid Ali Soomro	Assistant Professor	MPhil	Literature/Criticism

**Standard 6:2.** All faculty members must remain current in the discipline and sufficient time must be provided for scholarly activities and professional development. Also, effective programs for faculty development must be in place.

#### ☞ **Faculty Survey:**

##### **Are all faculty members current in their disciplines?**

(a) Up to 20 % (b) Up to 50% (c) Up to 75% (d) ✓ **Over 75%**

##### **Is there sufficient time for faculty members for scholarly activities and professional development?**

(a) No (b) To some extent (c) ✓ **Full**

**Faculty Development Program: NA.**

**Standard 6:3.** All faculty members should be motivated and have job satisfaction to excel in their profession.

The following criteria are under practice in order to satisfy the faculty members in their profession.

I. Fair, timely selection, appointment / promotion as per HEC policy.

II. Providing Tenure Track salary package

III. Excellent working environment.

**FACULTY SURVEY:**

The following information has been collected through the Proforma from the faculty members: The data is shown as percentage:

**A:** Very satisfied      **B:** Satisfied      **C:** Uncertain      **D:** Dissatisfied      **E:** Very dissatisfied.

1	The Instructor is prepared for each class.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		33%	50%	17%	00%	33%
2	The Instructor demonstrates knowledge of the subject.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		33%	67%	00%	00%	33%
3	The Instructor has completed the whole course.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		17%	83%	00%	00%	17%
4	The Instructor provides additional material apart from the textbook.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		0%	100%	00%	00%	00%
5	The Instructor gives citations regarding current situations with reference to Pakistani context.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		00%	83%	17%	00%	00%
6	The Instructor communicates the subject matter effectively.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		00%	100%	00%	00%	0%
7	The Instructor shows respect towards students and encourages class participation.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		00%	67%	33%	00%	00%
8	The Instructor maintains an environment that is conducive to learning.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		00%	50%	50%	00%	00%
9	The Instructor arrives on time.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		0%	100%	00%	00%	00%
10	The Instructor leaves on time.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		33%	67%	00%	00%	33%

1) General Comments:

a) Teachers have expressed their views that seminars, symposiums and conferences, in general, have motivated to impart the new techniques and methods of teaching.

Suggest programs / factors that could improve your motivation and job satisfaction?

b) More faculty members may be appointed on the regular basis or contract to cover the workload as per HEC policy.

**Criterion: 7. Institutional Facilities.** Institutional facilities, including library, clean rooms and offices must be adequate to support the objectives of the program. To satisfy this criterion, the following standards must be met.

**Standard 7:1.** The Institution must have the infrastructure to support new trends in learning such as E-learning.

**Standard 7:2.** The library must possess an up-to-date technical collection relevant to the program and must be adequately staffed with professional personnel.

**Standard 7:3.** Class rooms must be adequately equipped and offices must be adequate to enable faculty to carry out their responsibility.

**Details of facilities available in the department:**

Item	Position	Remarks
Seminar Library & Books/Journals	√ Yes But not sufficient.	Needs more books including research journals
Class Rooms	Limited number of classes are available	Need to be equipped with Multimedia, internet facility
Girls Common Room	X	Need on priority basis for lady teachers also.
Boys Common Room	X	Needed
Faculty offices	√ Yes	Sufficient
Internet & Digital Library Facility	X	1 room needed with complete facility of internet.
Computers	Only for chairman.	The same facility needed for other faculty members and students.

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**Criterion: 8. Institutional Support.** The institution's support and the financial resources for the program must be sufficient to provide an environment in which the program can achieve its objectives and retain its strength.

**Standard 8:1.** There must be sufficient support and financial resources to attract and retain high quality faculty and provide the means for them to maintain competence as teacher and scholars.

The department has 1 incomplete laboratory facility; however, there are 2 more collaborative laboratories (Biodiversity & Conservation Center and Date Palm Research Institute (DPRI)). There are qualified faculty members who provide facility for all faculty and students to maintain competence. The expenses for regular purchase of chemicals, glass wares are born by the university, while the funds are very limited that to be enhanced. The major financial source is the University which allocates budget for the department and the University is HEC.

**Standard 8:2.** There must be an adequate number of high quality graduate students, research assistants and Ph.D. students.

**Standard 8-3:** Financial resources must be provided to acquire and maintain library holding, laboratories and computing facilities.

☞ The University provides resources to maintain library & laboratories.

**Does the department provide opportunities to the faculty members to attend international / national conferences?**

(1) No            (2) To some extent    (3) Full√

**PT Members**

(1) **Dr. Rahim Bux Mahar “Khadim”**

**Signature**

(2) **Dr. Allah Wassayo Soomro**

**Signature**

**Chairman’s Comments**

**Name and Signature**