

SHAH ABDUL LATIF UNIVERSITY KHAIRPUR

SELF-ASSESSMENT REPORT (SAR)

DEPARTMENT OF URDU

Degree Program:

BS.

Submitted to:

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

By

Program Team (PT) Members:

- 1) Dr.Syed Tarique Hussain Razvi
- 2) Ms Muneera Khanum

-2022

TABLE OF CONTENTS

S. NO.	DESCRIPTION	PAGE #
1.	Introduction	01
2.	Criterion 1: Program Mission, Objective and Outcomes.	01
3.	Program Objective	04
4.	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.	06
5.	Major Future Improvement Plans	04
6.	Criterion 3: Laboratories and Computing Facilities	13
7.	Criterion 4: Student Support & Advising	14
8.	Criterion 5: Admission Criteria & Policy, registration, recruiting and retaining highly qualified faculty, faculty evaluation & promotion	16
9.	Criterion 6: Faculty	18
10.	Faculty Resume	14
11.	Faculty Development Program	15
12.	Criterion 7: Institutional Facilities	20
13.	Teacher Evaluation Survey	21
14.	Survey of Graduating Students	22
15.	Student Course Evaluation Questionnaire Survey	23
16.	Criterion 8: Institutional Support	25

Introduction:

The department of Urdu was established in the year 1989 with M.A Degree classes in the evening shift with objectives to provide facilities to people of upper Sindh for acquiring education and knowledge in the field of Urdu literature. Keeping keen interest of the students, the department started B.A (Hons) classes in the Academic Year 2003-4 and BS (4 year) program including M.A (2-Year) in morning shift.

The department has announced M.S/ M. Phil. Program from the year 2009.

In the year 2005 the department was the only department in Pakistan that started BS (4-Years) program in Urdu literature. All courses in Urdu are re-designed keeping in view the recommendation of Higher Education Commission (HEC) of Pakistan and necessities of 21st Century. In this connection, science subjects like Computer, Chemistry, Bio-chemistry, Zoology, Botany, Micro-biology, Physics, Environmental Sciences, Mathematics, Civilization and Statistics are also included in BS-4 Years program.

The department has published 23 issues of the Urdu Research Journal "ALMAS" with special number on "Allama Iqbal" & classic literature, and now 24th volume is to be published in the near future. The Urdu department managed to put this journal on-line in 2007, and this was the first time that Urdu research journal available on-line in Pakistan.

The research journal has achieved an outstanding reputation in the history of literary journal at National as well as International level and has been recognized by the HEC, Islamabad.

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 of QEC 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:

Department of Urdu offers the Undergraduate, Graduate, Post-Graduate and Research leading degree with the vision:

- To develop linkage program with Urdu department of various universities of Asia, Europe, Africa & America continents.
- Formation of the linguistic department in collaboration with Urdu department.
- Formation of the department under title comparative study of literature written in Pakistani languages.
- Formation of the department under title comparative study of literature written in Euro-Asian languages.
- Formation of the institute of composition and translation for fulfilling the curricular requirements of the various disciplines of the University.

Program Objectives:

1. Teaching of the national language at different academic levels as the compulsory subject.
2. Teaching of other Pakistani (Sindhi, Pashto, Balouchi & Kashmiri) classical poets through Urdu, for national solidarity and oneness.
3. Offering of BS (4 years program) in Urdu in order to promote comparative studies, research activities among the scholars.
4. To enhance the Skills of communication thought writing & speaking among the students and to encourage them in participating in research and studies of socio-cultural subjects.

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

Program Objectives Assessment.			
Objectives	How Measured	When Measured	Improvement Identified
Teaching of the national language and literature at different academic levels as the compulsory subject.	After completion of the degree, the students get jobs in the educational institutions.	At the end of every academic year.	1) Equipped class rooms. 2) Multi-media & computer facility.
Teaching of other Pakistani (Sindhi, Pashto, Balouchi & Kashmiri) classical poets through Urdu, for national solidarity and oneness	Consumption of the graduates in different multi-linguistic institutes.	In the group discussions with different university delegates & social organizations.	There is a great need of rooms with improved facilities.
Offering of BS (4 years program) M.A, M. Phil & Ph.D. program in Urdu in order to promote comparative studies, research activities among the scholars.	Through assessing students during competitive exams.	At the time of various National Examinations.	Separate seminar hall. Separate class room for each program.
To enhance the Skills of communication thought writing & speaking among the students and to encourage them in participating in research and studies of socio-cultural subjects.	At various National, Provincial, and Regional platforms.	At various meetings, projects, conferences.	Organize more National & International seminars, conference.

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.

Program Objectives	Program Outcomes		
	1.	2.	3.
1. Teaching of the national language and literature at different academic levels as the compulsory subject.	Students having proficiency in national language know-how.	The outgoing graduates can be absorbed particularly in teaching and research organizations.	Students develop ability to apply knowledge of various aspects of the subject.
2. Teaching of other Pakistani (Sindhi, Pashto, Balouchi & Kashmiri) classical poets through Urdu, for national solidarity and oneness.	The graduates with a sense of national dedication and motivation.	To make them self-reliant and self-motivated in every walks of life.	Graduates develop ability to uplift the socio-cultural progress in the society.
3. Offering of BS (4 years program) in Urdu in order to promote comparative studies, research activities among the scholars.	The graduated students play significant role after joining faculty positions at colleges, universities and other research as well educational institutes.	Students buildup confidence and communicate effectively in writing and oral demonstration in various organizations.	The students after graduation are employed in public and private-sector research and development, as researchers, as administrators in Provincial & Federal agencies.
4. To enhance the Skills of communication thought writing & speaking among the students and to encourage them in participating in research and studies of socio-cultural subjects.	Multi-linguistic socio-cultural national benefits.	Develop Self-confident.	National development.

Table - 3: Shows Program Objectives & Program Outcomes.

PROGRAM OBJECTIVES	PROGRAM OUTCOMES		
	1	2	3
Become ready for careers in National Language & teaching.	****	***	***
Develop discipline in their individual life to lead institution	***	***	***
Perform independent analysis of research problems	****	***	***
*	Relevant & satisfactory to some extent		
**	Relevant & satisfactory		
***	Very relevant & satisfactory		
****	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 quality education in the department using Audio Visual Aids and modern tools along with provision of latest literature, journals, books, reviews and access to internet.
- ❖ To upgrade Post-Graduate Laboratories with the latest equipments
- ❖ To emphasize problem oriented research work on specific areas related to plants.
- ❖ 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 research projects within and outside country.

Table - 4: Shows Program Strengths & Weakness.

PROGRAM STRENGTHS AND WEAKNESSES.				
PROGRAM	STRENGTHS	WEAKNESSES	THINGS TO BE DEVELOPED	ACTIVITIES TAKEN FOR IMPROVEMENTS
Ph.D. (Compulsory & Elective)	Qualified Faculty	Shortage of Class Rooms & Offices	New Building for Department New Faculty	Registration for New Teachers & Students

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 2019-20	Students/ Faculty Ratio	Year 2020-21	Students/ Faculty Ratio	Year 2021-22	Students/ Faculty Ratio
BS	186	1:26	177	1:29	174	1:21
Total:-	186		177		174	

Table: 6. Weaknesses & Strengths of the program.

Weaknesses	Strengths	General Comments
1. Problem formulation & solving skills including computer skills. (E)	1. Ability to work in teams, Motivations (A) 2. Discipline (B)	1. The students may be given lab knowledge, computer skills, collecting data, analysis, report preparation and finally presentation.

Table -7: Number of Publications, Awards, Workshops & Seminars organized by the Faculty:

Publications (HEC recognized only)		Research Projects		Monograph	Awards	Scholars produced		Attended National Conferences
National	International	Completed	Ongoing			M.Phil	Ph.D.	
4	00	-	-	-	-	09	1	4

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:

The Scholar shall complete 24 credit hours out of which 18 credit hours will be reserved for course work and 06 credit hours for Dissertation / Research Project, which may lead to the award of Ph.D. Degree.

BS.: (Semester – I)

Course No#	Course Title	Major/Comp. Optional	Credit Hours
ENG-300	English –I	Comp:	3
IST- 301	Islamic Studies	Comp.	3
URD-310	Selected Urdu Literature	Major	3
Optional-A	Computer-I , Eco-I/I.R-I/G.Hist-I/I.C-I/M.H-I/ Sociology-I Physics-I/ Zoology- I/Biochemistry / Mic.Biology-I Geography-I/	Optional	4
Optional –B	Civilization-I/Pol.Sc-I/Sindhi-I/ Urdu/ English-I/Mass.Com-I/Statistics- I/Psychology-I /Chemistry-I/ Env. studies –I /Math-I	Optional	4
Total			17

Semester-II

Course No#	Course Title	Major/Comp. Optional	Credit Hours
ENG-301	English –II	Comp:	3
PKST- 302	Pakistan Studies	Comp.	3
URD- 311	Selected Urdu Literature	Major	3
Optional-A	Computer-I Eco-I/I.R-I/G.Hist-I/I.C-I/M.H-I/ Sociology-I Physics-I/ Zoology-I/ Biochemistry / Mic.Biology-I Geography-I/	Optional	4
Optional –B	Civilization-I/Pol.Sc-I/ Sindhi-I/ Urdu-I/ English- I/Mass.Com-I/Statistics- I Psychology-I/ Chemistry-	Optional	4

	I/ Env. studies -I /Math-I		
	Total		17

BS Part-II

Semester-III

Course No#	Course Title	Major/Comp. Optional	Credit Hours
ENG-400	English III	Comp.	3
SIND/URD	Sindhi/Urdu Compulsory	Comp	3
URD410	Classic Literature(poetry)	Major	3
URD411	Modern Literature(Poetry)	Major	3
Optional-A	Computer -II/ Eco-II/I.R-II/G.Hist-II/I.C-II/M.H-II/ Sociology-II Physics-II/ Zoology-II/Biochemistry. I / Mic.Biology-II Geography-II/	Optional	3
Optional -B	Civilization-II/Pol.Sc-II/ Sindhi-II/ Urdu-II/English- II/Mass.Com-II/ Statistics-II Psychology-II/ Chemistry-II/ Env. studies II / Math-II	Optional	3
	Total		18

Semester-IV

Course No#	Course Title	Major/Comp. Optional	Credit Hours
ENG-401	English IV	Comp.	3
SIND/URD	Sindhi/Urdu Compulsory	Comp.	3
URD412	Classic Literature(Prose)	Major	3
URD413	Modren Literature(Prose)	Major	3
Optional-A	Computer-II/Eco-II/I.R-II/G.Hist-II/I.C-II/M.H-II/ Sociology-II Physics-II/ Zoology-II/Biochemistry. II/ Mic.Biology-II Geography-II/	Optional	3
Optional -B	Civilization-II/Pol.Sc-II' Sindhi-II/ Urdu-II/English- II/Mass.Com-II/ Statistics-II Psychology-II/	Optional	3

	Chemistry-II/ Env. studies II / Math-II		
	Total		18

BS Part-III

Semester-V

Course No#	Course Title	Major/Comp. Optional	Credit Hours
URD-500	History of Urdu Language	Major	3
URD-501	Fiction(Dastan & Novel)	Major	3
URD-502	Prose Diction	Major	3
URD-503	Urdu Poetry in Classical Period	Major	4
URD-504	Classical Poetry of Pakistani Languages(Sindh & Balochistan)	Major	3
	Total		16

Semester-VI

Course No#	Course Title	Major/Comp.	Credit Hours
URD-550	History of Urdu Literature	Major	3
URD-551	Fiction (Drama & Short Story)	Major	4
URD-552	Prose Diction	Major	3
URD-553	Urdu Poetry in classical Period	Major	3
URD-554	Classical Poetry of Pakistani Languages(Punjab ,Khyber Pakhtunkhwa and Kashmir	Major	3
	Total		16

BS Part-IV

Semester-VII

Course No#	Course Title	Major/Comp. Optional	Credit Hours
URD-600	Research Methodology & Project	Major	3
URD-601	Urdu Literature in 20 th century	Major	3
URD-602	Linguistic	Major	3
URD-603	Adab Aaliya(Study of Western Classic)	Major	3
URD-604	Special Study of Iqbal	Major	4
Total			16

Semester-VIII

Course No#	Course Title	Major/Comp. Optional	Credit Hours
URD-650	Criticism	Major	3
URD-651	Urdu Literature in 20 th Century	Major	3
URD-652	Urdu Computer Software	Major	4
URD-653	Adab Aaliya(study of Western Classic)	Major	3
URD-654	Special Study of Iqbal	Major	3
URD-655	Comprehensive Viva Voce	Comp.	2
Total			18

Supporting Optional Courses

Any one subject from Group "A" or "B"

Group A

Computer

Economics

International Relations Political Science

Group B

Physics

Civilizations

General History	Sindhi/Urdu
Muslim History	Zoology
Sociology	Media Studies
English	Statistics
Bio Chemistry	Psychology
Micro Biology	Chemistry
Geography	Environmental Studies
	Mathematics

*Monograph/Optional Subjects (Opt. any two Subjects) (4, 4)

URD-602	Linguistic
URD-607	Essay
URD-608	Teaching Methodology of Language & Literature
URD-609	Persian Language & Literature
URD-610	Role of Women in the Development of Literature.
URD-611-661	Monograph (With Permission of the Chairman of the department, Monograph could be written but this option is only for those students, who have secured not less than 65% in (M.A Previous/BS Part -III)
URD-652	Computer Software
URD-657	Special Study of Hali and Akber
URD-658	Arabic Language & Literature
URD-660	Study of International Classic
URD-662	Comprehensive Viva Voce.(Compulsory)

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

Table: 8 Courses versus program outcomes

Courses/Group of Courses	Objectives		
	1	2	3
Research paper based on language & literature and criticism with research paper writing and presentation in seminar	Students are motivated to know history of our national languages	Students are motivated form new fields of study and languages, literature & history.	
Field of study languages & Literature affairs.	Students are aware the importance of National languages & heritage		
Sub: Urdu			

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				
	Skills in critical thinking, Program solving and communication	Initiate and manage change	Understand Professional ethics and responsibility	Employ I. S. Technology	Enable organization to make optimal decision
Students are able to work in field of Study	✓	✓	✓	✓	✓
Research oriented graduates can prepare completed research paper	✓	✓	✓	✓	✓

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

Table: 9. Shows Theoretical background, problem analysis and solution of the courses.

Elements	Courses
Theoretical background	Subject codes
Problems analysis	
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
BS.	--	--	--	2

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 & 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

Criterion 4: Student Support and Advising:

Scholars 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-10: Shows classes/week of Compulsory & Elective Courses offered in 2 –Years program.

Course offered/Year	Semester	Classes/week /Cr.Hs.
BS.	1 st	17
BS.	2 nd	17
BS.	3 rd	18
BS.	4 th	18
BS.	5 th	16
BS.	6 th	16
BS.	7 th	16
BS.	8 th	18

- ❖ 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 disciplines and optional/elective subjects are managed by the related departments.

Subject:	Managed by:	Theory/Practical: CrHs/ Class.	
Compulsory Subjects (History of Urdu Language & Literature)	Urdu Department	BS	3 rd Semester
			03
			4 th Semester
			03

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

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: N.A.

Transfer of a student from outside the university: N.A.

Admission Criteria: The departments follow policy made by the University which is also mentioned in "Prospectus of the university".

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 & retaining highly qualified faculty members must be in place & clearly documented. Also processes & 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.
- ❖ 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 BS. has been well designed by the followed by the HEC directions. Details are as under.

DEGREE	GPA/CLASS/GRE	INTERVIEW	
BS.	Pre-Admission Test style	NA	

This process must be periodically evaluated to ensure that it is meeting its objectives.

Yes No

The department ensures that the Scholars in Punctual in the classes, and actively participate in Research work maintaining attendance over 75%

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

Standard: 6.1: There must be enough full time faculties who are committed to the program to provide adequate coverage of the program areas / courses with continuity & stability. The interest of all faculty members must be sufficient to teach all courses, plan, modify & update courses. The majority must hold a Ph.D. degree in the discipline.

Table: 11. Program areas and number of faculty in each area.			
PROGRAM AREAS OF SPECIALIZATION	COURSES IN THE AREA	NUMBER OF FACULTY MEMBERS IN EACH AREA	NUMBER OF FACULTY WITH Ph.D. DEGREE
Literature	-	-	01
Total:-			01

* 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.

Name:	Position	Qualification	Field of specialization
Dr. Syed Tarique Hussain Razvi	Lecturer	Ph.D.	Urdu language and Literature Topic of Ph.D: Analytical study and compilation and editing of eminent urdu scholars unedited letters published in selected literary magazine in Sindh 1947 to 2007.

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.

- a. Participation in Seminars, Conferences at National/International levels.
- b. Research proposals for funding and linkage with other Institutions.
- c. Taking classes, involved in research and reading new books in the relevant field.
- d. Publications in HEC recognized journals or journals having impact factors.
- e. Organize workshops, Seminars and Conferences.
- f. The department arranges lectures from eminent scholars on various topics of the subject for its Scholars and faculty at National level.
- g. Prepare their resume in line with HEC guidelines.

Faculty Development Program:

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.

- a. Fair, timely selection, appointment / promotion as per HEC policy.
- b. Providing Tenure Track salary package
- c. Excellent working environment.

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) Good number of books available	Needs more books including Research Journals
Computer Laboratory	Nil	At least 12 Computer need for Research Scholars along with 02 Laser Printers
Laboratory	Nil	02 well-equipped Lab needed
Class Rooms	Only three class room are available	02 Class rooms needed to be equipped with Multimedia with Screen and Internet Facility.
Faculty Offices	Small cubical	03 needed for Professors
Internet & Digital Library	Nil	01 room needed with complete facilities of internet and computers
Teachers Staff Room	Only one Teachers Staff Room	Required 05 Teachers Staff Room
Faculty		Need of Two Assistant Professor four Lectures

Teacher Evaluation Form (To be filled by the student)

Department of Urdu

Year-2017-18

A: Strongly Agree B: Agree C: Uncertain D: Disagree E: Strongly Disagree

S. No.	Teacher:	A	B	C	D	E
1.	The teacher is prepared for each class	90%	8%	0%	2%	0%
2.	The teacher demonstrates knowledge of the subject properly	80%	10%	5%	5%	0%
3.	The teacher has completed the whole course	90%	5%	3%	2%	0%
4.	The teacher provides additional material apart from the textbook	55%	30%	10%	5%	0%
5.	The teacher gives citations regarding current situations with reference to Pakistani context.	60%	30%	5%	5%	0%
6.	The teacher communicates the subject matter effectively	55%	40%	0%	5%	0%
7.	The teacher shows respect towards students and encourages class participation	90%	5%	3%	2%	0%
8.	The teacher maintains an environment that is conducive to learning	60%	30%	5%	5%	0%
9.	The teacher is punctual & regular.	60%	30%	5%	5%	0%
10.	The teacher is fair in examination	65%	30%	2%	3%	0%
11.	The teacher returns the checked scripts etc. with his suggestions to the students.	70%	25%	0%	5%	0%
12.	The teacher was available for consultations after class hours.	90%	3%	2%	5%	0%
Course:						
13.	The matter presented in the course has increased the knowledge of the subject	70%	30%	0%	0%	0%
14.	The syllabus clearly states course objectives requirements, procedures and grading criteria	60%	30%	0%	10%	0%
15.	The subject integrates theoretical course concepts with real world.	70%	20%	5%	5%	0%
16.	The assignments and exams taken by the teacher were according to course and syllabi.	60%	30%	0%	10%	0%

Survey of Graduating Students

(To be filled out by graduating students in last semester / year before the award of degree)

Department of Urdu

Year-2017-18

A: Very satisfied

B: Satisfied

C: Uncertain

D: Dissatisfied

E: Very dissatisfied

S. No.	Question	Percentage/Status				
		A	B	C	D	E
1.	The work in the program is too heavy and induces a lot of pressure.	90%	8%	0%	2%	0%
2.	The program is effective in enhancing team-working abilities.	80%	10%	5%	5%	0%
3.	The program is effective in developing analytical and problem solving skills.	90%	5%	3%	2%	0%
4.	The program is effective in developing written communication skills.	65%	20%	5%	5%	5%
5.	The program is effective in developing planning abilities.	65%	20%	5%	5%	5%
6.	The objectives of the program have been fully achieved	65%	20%	5%	5%	5%
7.	Faculty was able to meet the program objectives	80%	18%	0%	2%	0%
8.	Environment was conducive for learning	65%	20%	5%	5%	5%
9.	Whether the Infrastructure of the department was good.	70%	20%	8%	2%	0%
10.	Whether the program was comprised of Co-curricular and extra-curricular activities	65%	30%	2%	3%	0%
11.	Whether scholarships/ grants were available to students in case of hardship	70%	25%	0%	5%	0%

Answer question, if applicable.

The internship experience is effective in enhancing.

S. No.	Question	Percentage/Status				
		A	B	C	D	E
A.	Ability to work in teams.	90%	3%	2%	5%	0%
B.	Independent thinking.	70%	30%	0%	0%	0%
C.	Appreciation of ethical Values.	75%	20%	2%	3%	0%
D.	Professional development.	70%	20%	5%	5%	0%
E.	Time management skills.	65%	20%	5%	5%	5%
F.	Judgment.	90%	3%	2%	5%	0%
G.	Discipline.	70%	30%	0%	0%	0%
H.	The link between theory and practice.	75%	20%	2%	3%	0%

Student Course Evaluation Questionnaire

(To be filled by each student at the time of Course Completion)

Department of Urdu

Year-2021-22

CORE QUESTIONS

Course Content and Organization		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1.	The course objectives were clear.	80%	20%	0%	0%	0%
2.	The Course workload was manageable.	80%	15%	5%	0%	0%
3.	The Course was well organized (e.g. timely access to materials, notification of changes, etc.)	85%	15%	0%	0%	0%
Student Contribution		>81%	80%	60%	40%	<20%
4.	Approximate level of your own attendance during the whole Course.	85%	15%	0%	0%	0%
5.	I participated actively in the Course.	80%	20%	0%	0%	0%
6.	I think I have made progress in this Course.	80%	20%	0%	0%	0%
Learning Environment and Teaching Methods		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
7.	I think the Course was well structured to achieve the learning outcomes.	80%	15%	5%	0%	0%
8.	The learning and teaching methods encouraged participation.	80%	15%	5%	0%	0%
9.	The overall environment in the class was academic & friendly.	80%	20%	0%	0%	0%
10.	Classrooms environment were satisfactory.	90%	10%	0%	0%	0%
Learning Resources		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
11.	Learn materials provided by teacher were relevant and useful.	80%	15%	5%	0%	0%
12.	Recommended reading Books etc. were relevant and appropriate	80%	20%	0%	0%	0%
13.	The provision of learning resources in the library was adequate and appropriate.	80%	15%	5%	0%	0%
14.	The provision of learning resources on the Web was adequate and appropriate (if relevant)	80%	15%	5%	0%	0%
Quality of Delivery		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
15.	The Course stimulated my interest and thought on the subject area Teaching techniques of the teacher were interesting and conducive.	80%	15%	5%	0%	0%
16.	The pace of the Course was appropriate	80%	15%	5%	0%	0%
17.	Ideas and concepts were presented by the teacher were clear.	70%	20%	5%	5%	0%
Assessment		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
18.	The method of assessment was reasonable.	80%	15%	5%	0%	0%
19.	Feedback on assessment was timely.	75%	15%	5%	5%	0%

20.	Feedback on assessment was helpful.	75%	20%	5%	0%	0%
Additional Core Questions		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
Teaching Assistant Evaluation						
21.	I understood the lectures.	80%	15%	0%	5%	0%
22.	The material was well organized and presented.	80%	15%	5%	0%	0%
23.	The teacher was responsive to student needs and problems.	70%	20%	5%	5%	0%
24.	Had the teacher been regular throughout the course?	80%	15%	5%	0%	0%
Practical		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
25.	The material in the practicals was useful.	80%	15%	5%	0%	0%
26.	The demonstrators dealt effectively with my problems.	80%	15%	5%	0%	0%

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.

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

Table: 12. The number of students in each program:

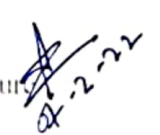
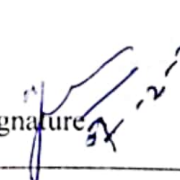
Program	Year 2019-20	Year 2020-21	Year 2021-22
M.Ph/PhD.	4	5	1

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.Syed Tarique Hussain Razvi	Signature  2-2-22
(2) Ms Muncera Khanum	Signature  2-2-22