Department of SOCIOLOGY
Shah Abdul Latif University Khairpur

Self-Assessment Report (SAR)

Submitted to Quality Enhancement Cell (QEC)
Shah Abdul Latif University Khairpur

Program: BS- 4Year and M.PHIL

By Program Team (PT) Members:

1. Asst: Prof. Dr. Santosh Kumar
2. Taj bibi Soomro

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Introduction:

The Department of Sociology, as the founding department of the social sciences, contributes significantly to both the overall progress of society and to the development of particular individuals. In 2006, the sociology department was founded. The department's main goal is to create social creatures with unique knowledge, traditions, conventions, norms, moral ideals, duties, and rights in light of their community.

An individual can gain a thorough understanding of life's difficulties and how to solve them by studying sociology. It prepares students for career options in many fields, including public welfare, community development, planning and organizations, social values in rural and urban areas of Pakistan, and population studies. Sociology provides an excellent foundational education for many occupations and professions. Sociology is important to the growth.

Table1. Shows how Objectives are measured and Improvements have been identified			
Program Objectives Assessment			
Objectives	**How Measured**	**When Measured**	**Improvement Identified**
Providing quality education through formal and informal teaching methods	After completion of the degree	At the end of each semester	1) Equipped class rooms 2) Multi-media & computer facility 3) Air conditioners in the class rooms during summer
Helping students benefit from the ongoing business and employment opportunities through informal career counseling activities.	Lecturing and Mentoring	In the group discussions with different political & social organizations. At the end of the academic year	Number of books in the seminar library.
Training and grooming of students through continuous student-teacher relationship.	Arranging video conference lectures and presentations by students and symposiums	During the semester and midterm tests	Separate seminar/conference room.

Criterion 1: Program Mission, Objective and Outcomes.

Standards 1.1: The program must have measurable Objectives that support the mission statements of the faculty and institution..

Mission Statement of the University:

Slogan: "Learn how to learn"

Mission of the University:

- ✓ To foster national character and priorities producing excellent graduates who will contribute to the economic, industrial, and social development of the nation.

Vision of the University:

By providing high-quality instruction, learning opportunities and research to build human resources and capacities to meet national development goals. One of the university's key goals is "Youth Empowerment".

"Our VISION:

By promoting top-notch instruction, cutting-edge research, and social values at the most fundamental levels, we hope to establish our department as one of the most recognized in the world.

Our MISSION:

To foster an environment that would support inquiry into social issues and understanding of potential solutions through sociological survey and research

Program Objectives:

1. Providing quality education to the students of sociology through formal and informal teaching methods.
2. Making enrolled students aware and ready to be part of the social and cultural needs of the country for their individual and group life.
3. Training and grooming of students through continuous interaction between students and teachers.

Standard 1-2: The program's results for students who complete it must be documented. It must be shown that the outcomes contribute to the program's goals and those students who graduate can carry them out.

Table: 2. The shows how program outcomes support the program objectives.

Program Objectives	Program Outcomes		
	1.	**2.**	**3.**
Providing quality education through formal and informal teaching methods	Knowledge about sociology in local and global perspectives	Employment in NGO,s,social welfare departments and in other social organizations .	Analytical skill related to the field
Helping students benefit from the ongoing social projects and employment opportunities through informal career counseling activities.	Working knowledge about the social fabric	Positive approach towards social opportunities and challenges	Motivation to contributing for betterment of the society
Training and grooming of students through continuous student-teacher relationship.	Commitment to impart knowledge and skill to other students when joining faculty in colleges, universities and other research as well educational institutes.	Self-confidence based on the knowledge about effective communication and inter personal skills	The post graduates are employed in public and private social sectors in Regional, Divisional, and Provincial & Federal organizations.

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

Table: 3. Shows program objectives versus outcomes

Program Objectives	Program Outcomes		
	1	**2**	**3**
Providing quality education to the students of sociology through knowledge sharing, interaction.	XXXX	XXX	XXX
Making students aware of the future social problems needs and getting them ready for the plum opportunities.	XXXX	XXX	XXX
Capacity building of students through experienced, and committed faculty.	XXXX	XXX	XXX
X	Relevant & satisfactory to some extent		
XX	Relevant & satisfactory		
XXXX	Very relevant & satisfactory		
XXXX	Highly relevant & highly satisfactory		

<u>Standard 1-3</u>.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 develop the regional as well as provincial centre for the social & cultural skills to the students.

➔ To enhance the number, quality and diversity of graduate and post graduate students in the department.

Table: 4. Shows Program Strengths & Weakness.

Program Strengths and weaknesses.				
Program	Strengths	Weaknesses	Things to be developed	Activities taken for improvements
Bachelor(BS)	Very good teaching and research facilities.	Shortage ofclass rooms, and computer facility for teachers.	1. Relevant books & Journal 2. Multimedia facility 3. Seminar Library 4. IT training	

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	Students/ Faculty Ratio	Year 2020	Students/ Faculty Ratio	Year 2021	Students/ Faculty Ratio	Year 2022	Students/ Faculty Ratio
M.A	22	6.25	24	7.5	09	6.25	-------	--------
M.Phil	------	-------	28		16		---------	---------
BS	-------	---------	-------	-------	--------	---------	29	

Table: 6. 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.	
20	-	-	-	-	-	-	-	-

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 Four Years Degree: (04Years; 08 Semesters).

Semester	Category (Credit Hours)				
	Math & Basic Science		Core Course	Humanities and Social Sciences	Technical
	STAT	Basic Science.			
1st	-	-	Social & Religious Tolerance		
	-	-	English-I		
	-	-	Islamic Studies		
	-	-	Computer Skills		
	-	-	Introduction to Sociology		
	-	-	Mass Media		
2nd	-	-	Social & Religious Tolerance		
	-	-	English-II		
	-	-	Social Statistics		
	-	-	Mass Media		
	-	-	Islamic Studies		
	-	-	Pak-Studies		

MA Degree: (2 Years; 04 Semesters).

Semester	Math & Basic Science		Core Course	Humanities and Social Sciences	Technical
	STAT	Basic Science.			
1st	-	-	Introduction to sociology		
	-	-	Sociological Theory		
	-	-	Methods of Social Research		
	-	-	Social Psychology		
	-	-	Social statistics		
2nd	-	-	Social Statistics		
	-	-	Introduction to sociology		
	-	-	Sociological theory		
	-	-	Methods of social research		
	-	-	Social Psychology		
3rd	-	-	Criminology		
	-	-	Population of Demography		
	-	-	Social problems of Pakistan		
	-	-	Cultural Anthtropology		
	-	-	Organization Behaviour		
4th	-	-	Criminology		
	-	-	Population Demography		
	-	-	Social problems of Pakistan		
	-	-	Cultural Anthropology		
	-	-	Organization Behavior		
	-	-	Thesis/Project		
	-	-	Viva Voce		

Program Strengths and weaknesses.				
Program	Strengths	Weaknesses	Things to be developed	Activities taken for improvements
Master(M.A)	Very good teaching and research facilities.	Shortage ofclass rooms, and computer facility for teachers.	1. Relevant books & Journal 2. Multimedia facility 3. Seminar Library 4. IT training	

M.PhilDegree: (2 Years; 02+ Coursework Semesters).

Semester	Category (Credit Hours)				
	Math & Basic Science		Core Course	Humanities and Social Sciences	Technical
	STAT	Basic Science.			
1st	-	-	Advance Concept of Sociology		
	-	-	Research Methodology		
	-	-	Social Problems of Pakistan		
	-	-	Research Methodology		
2nd	-	-	Human Rights		
	-	-	Sociology of Gender		
	-	-	Social Statistics		

Criterion 3: LABORATORIES AND COMPUTING FACILITIES

Standards: 3-1. Seminar library, relevant books and computer facility must be provided to the faculty members and students for the teaching and research purpose.

Seminar Library Facilities/Provision:

No provision of seminar library.

Criterion 4: STUDENT SUPPORT AND ADVISING:

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 BS – 04 Years program.

Major Courses offered: MA. 4 Year Program		
Course offered/Year	Classes/week /CrHs	Practical/week/CrHs
M.A 1st Semester	15	-
M.A. 2nd Semester	15	-
M.A.3rd Semester	15	-
M.A 4th Semester	18	-

Major Courses offered: MA. 2 Year Program/M.A (Prev)		
Course offered/Year	Classes/week /CrHs	Practical/week/CrHs
M.A 1st Semester	15	-
M.A. 2nd Semester	15	-
M.A. 1st Semester	15	-
M.A. 2nd Semester	18	-

Major Courses offered: M.Phil 02 Yeara Program 2 semester + Coursework)		
Course offered/Year	Classes/week /CrHs	Practical/week/CrHs
M.Phil 1st Semester	12	-
M.Phil. 2nd 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.

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

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 interaction 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 Cleary documented.

Program/credit transfer: Yes

Transfer of a student from outside the university: Yes

Admission Criteria: The admission policy is constituted by the "Admission Committee" consists of the 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 beconsistent 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, caste & 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.

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.

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

Degree	GPA/Class/GRE	Interview
MA. 2-Year	Pre-Admission Test (NTS) style	X

Degree	GPA/Class/GRE	Interview
M.Phil. 2-Year	Pre-Admission Test (NTS) style	Yes

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 members 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.

Table: 10. 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
Social Problems	-	1	1
Population Studies	-	1	1
Total		2	2

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
Prof.Dr. Santosh Kumar	Professor/ Chairman	Ph.D.	Population Studies
Prof.Dr.Agha Nadia	Professor	Ph. D	Gender Studies
Syed Shah Muhammad Farooq	Assistant Professor	M.Phil	Feminism, Gender and Crime

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 %   (b) Up to %   (c) Up to %   (d) √ Over 75%

Is there sufficient time for faculty members for scholarly activities and professional development?
(a)   No   (b)   To some extent (c)   √Full

I. Participation in seminars, conferences at National/International levels.
II. Research proposals for funding and linkage with other Institutions.
III. Taking classes, involved in research and reading new books in the relevant field.
IV. Publications in HEC recognized journals or journals having impact factors.
V. Organize workshops, seminars and conferences.
VI. The department arranges lectures from eminent scholars on various topics of the subject for its students and faculty at National level.
VII. Prepare their resume in line with HEC guidelines.

Faculty Development Program: √Yes.
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.

Criterion: 7. Institutional Facilities. Institutional facilities, including library, class 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 (books and relevant material) 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 responsibilities.

Details of facilities available in the department:

Item	Position	Remarks
Seminar Library & Books/Journals	Yes	Shortage of books and need of separate room.
Computing Laboratory	No	At least 1 Computing needed for research scholars.
Class Rooms	Only one class room available	Need more class rooms & to be equipped with Multimedia facility.
Girls Common Room	No	Spacious, needed one big with complete facility of washroom/dressing room.
Boys Common Room	No	Needed
Faculty offices	Yes	Needed
Internet &Digital Library Facility	No	1 room needed with complete facility of internet.
Computers	Only 1 available for office work	The same facility needed for the research scholars.

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.

Table: 11. The number of students in each program:

Program	Year 2019	Year 2020	Year 2021	Year 2022
BS	-	-	-	29
Program	Year 2019	Year 2020	Year 2021	Year 2022
M.A	22	24	09	-
Program	Year 2019	Year 2020	Year 2021	Year 2022
M.Phil	-	28	16	-

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 √

Teacher Evaluation Form
(To be filled by the student)

DEPARTMENT: Sociology   Year of Study: <u>2022</u>

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

Teacher:		A	B	C	D	E
1.	The teacher is prepared for each class	56%	33%	5%	5%	0%
2.	The teacher demonstrates knowledge of the subject properly	53%	38%	5%	4%	0%
3.	The teacher has completed the whole course	27%	56%	7%	9%	0%
4.	The teacher provides additional material apart from the textbook	36%	53%	7%	4%	0%
5.	The teacher gives citations regarding current situations with reference to Pakistani context.	24%	67%	5%	4%	0%
6.	The teacher communicates the subject matter effectively	45%	47%	4%	4%	0%
7.	The teacher shows respect towards students and encourages class participation	44%	45%	7%	4%	0%
8.	The teacher maintains an environment that is conducive to learning	42%	45%	7%	5%	0%
9.	The teacher is punctual & regular.	49%	33%	5%	11%	2%
10.	The teacher is fair in examination	42%	47%	5%	5%	0%
11.	The teacher returns the checked scripts etc. with his suggestions to the students.	16%	73%	5%	5%	0%
12.	The teacher was available for consultations after class hours.	29%	44%	16%	11%	0%
Course:						
13.	The matter presented in the course has increased the knowledge of the subject	35%	58%	2%	5%	0%
14.	The syllabus clearly states course objectives requirements, procedures and grading criteria	24%	55%	13%	9%	0%
15.	The subject integrates theoretical course concepts with real world.	38%	53%	5%	4%	0%
16.	The assignments and exams taken by the teacher were according to course and syllabi.	55%	38%	2%	5%	0%

Student Course Evaluation Questionnaire
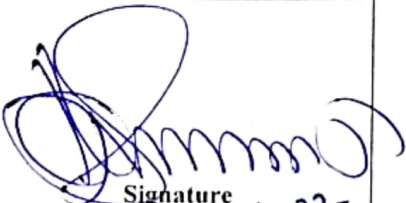## (To be filled by each student at the time of Course Completion)

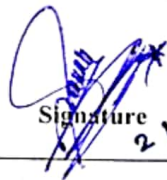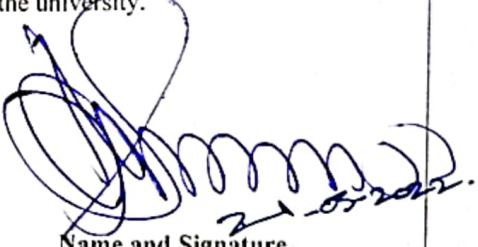DEPARTMENT: Sociology   Year of Study: 2022

CORE QUESTIONS

S #	Course Content and Organization	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1.	The course objectives were clear.	48%	48%	0%	4%	0%
2.	The Course workload was manageable.	36%	56%	4%	4%	0%
3.	The Course was well organized (e.g. timely access to materials, notification of changes, etc.)	48%	36%	12%	4%	0%
Student Contribution		>81%	80%	60%	40%	<20%
4.	Approximate level of your own attendance during the whole Course.	4%	0%	8%	52%	36%
5.	I participated actively in the Course.	0%	4%	16%	60%	20%
6.	I think I have made progress in this Course.	0%	4%	28%	48%	20%
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.	40%	56%	4%	0%	0%
8.	The learning and teaching methods encouraged participation.	28%	68%	4%	0%	0%
9.	The overall environment in the class was academic & friendly.	40%	60%	0%	0%	0%
10.	Classrooms environment were satisfactory.	32%	52%	4%	12%	0%
Learning Resources		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
11.	Learn materials provided by teacher were relevant and useful.	36%	56%	4%	4%	0%
12.	Recommended reading Books etc. were relevant and appropriate	32%	56%	8%	4%	0%
13.	The provision of learning resources in the library was adequate and appropriate.	24%	32%	16%	20%	8%
14.	The provision of learning resources on the Web was adequate and appropriate (if relevant)	12%	36%	36%	12%	4%
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.	44%	48%	4%	4%	0%
16.	The pace of the Course was appropriate	36%	56%	0%	8%	0%
17.	Ideas and concepts were presented by the teacher were clear.	60%	32%	4%	4%	0%
Assessment		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
18.	The methods of assessment were reasonable.	52%	44%	0%	4%	0%
19.	Feedback on assessment was timely.	40%	52%	4%	4%	0%
20.	Feedback on assessment was helpful.	32%	60%	8%	0%	0%

No.	Question	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
19.	Feedback on assessment was timely.	40%	52%	4%	4%	0%
20.	Feedback on assessment was helpful.	32%	60%	8%	0%	0%
Additional Core Questions **Instructor / Teaching Assistant Evaluation**		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
21.	I understood the lectures.	52%	40%	4%	4%	0%
22.	The material was well organized and presented.	40%	40%	8%	12%	0%
23.	The teacher was responsive to student needs and problems.	40%	48%	12%	0%	0%
24.	Had the teacher been regular throughout the course?	44%	52%	4%	0%	0%
Practical		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
25.	The material in the practicals was useful.	40%	28%	12%	16%	4%
26.	The demonstrators dealt effectively with my problems.	36%	52%	4%	8%	0%

PT Members

(1)   ASST: Prof. Dr. Santosh Kumar   Signature 21-03-22

(2)   Taj bibi Soomro   Signature 21-03-2022

Chairperson's Comments:

Sociology Department is working well in the University but still there are many academic avenues to be improved upon in the department to enhance and fulfill the vision of the university.

Name and Signature 21-03-2022