

Shaheed Benazir Bhutto University, Sheringal

Quality Enhancement Cell



ASSESSMENT TEAM REPORT

Program: BS English
Department of English Language and Literature

The Assessment Team (AT) comprised of the following members visited the Department of English Language and Literature on **12 March, 2014** in order to assess its BS English Program:

Assessment Team Members:

S.No	Name	Designation
1	Dr. Muhammad Ali	Director Academic
2	Main Shah Bacha	Head of Department
3	Dr. Muhammad Kamal Khan (Ph.D English)	Director QEC
4	Mr. Bakth Zada Danish	Lecturer in English

FACTOR	SCORE					Remarks
CRITERION 1- PROGRAM MISSION, OBJECTIVES AND OUTCOMES	Weight =0.05					
1. Does the Program have documented measurable objectives that support faculty/college and institution mission statements?	1	2	3	4	5	
2. Does the Program have documented outcomes for graduating students?	1	2	3	4	5	
3. Do these outcomes support the program objectives?	1	2	3	4	5	
4. Are the graduating students capable of performing these outcomes?	1	2	3	4	5	
5. Does the department assess its overall performance periodically using quantifiable measures?	1	2	3	4	5	
6. Is the result of the Program Assessment Documented?	1	2	3	4	5	
Score 1 (S1) = [TV / (No. of Questions *5)]* weight = [28/(6 * 5)] * 100 * 0.05 =28/(6*5)*100*0.05 =28/30*5 =4.6						
CRITERION – 2 CURRICULUM DESIGN & ORGANIZATION	Weight =0.20					Remarks
1. Is the curriculum consistent?	1	2	3	4	5	
2. Does the curriculum support the program’s Documented objectives?	1	2	3	4	5	
3. Are the theoretical background, problem analysis and solution design stressed within the program’s core material?	1	2	3	4	5	
4. Does the curriculum satisfy the core requirements laid down by respective accreditation bodies? (Refer to the Appendix – A of the self Assessment Manual)	1	2	3	4	5	
5. Does the curriculum satisfy the major requirements laid down by HEC and respective councils / accreditation bodies? (Refer to annexure A of the self Assessment Manual)	1	2	3	4	5	
6. Does the curriculum satisfy the general education, arts and professional and other discipline requirements as laid down by the respective accreditation body / council?	1	2	3	4	5	
7. Is the information technology component integrated throughout the program?	1	2	3	4	5	
8. Are oral and written skills of the students developed and applied in program?	1	2	3	4	5	
SCORE (S2)= [TV / (No. of Question * 5)] * 100 * Weight = [36(8 * 5)] * 100 * 0.20 = 36/40 *20 =18						

CRITERION 3- LABORATORIES AND COMPUTING FACILITIES		Weight = 0.10					Remarks
1. Are laboratory manuals / documentation / instructions etc. for experiments available and readily accessible to faculty and students?	1	2	3	4	5		
2. Are there adequate number of Support personnel for instruction and maintaining the laboratories?	1	2	3	4	5		
3. Are the University's infrastructure and facilities adequate to support the program's objectives?	1	2	3	4	5		
Score 3 (S3) = [TV / (No. of Questions *5)]* weight = [9/(3 * 5)] * 100 * 0.10 = 9/15 *10 = 6							
CRITERION 4 – STUDENT SUPPORT AND ADVISING		Weight = 0.10					Remarks
1. Are the courses being offered in sufficient frequency and number for the students of complete the program in timely manner?	1	2	3	4	5		
2. Are the courses in the major area structured to optimize interaction between the students, faculty and teaching assistants?	1	2	3	4	5		
3. Does the University Provides academic advising on course decisions and career choices for the students?	1	2	3	4	5		
Score 4 (S4) = [TV / (No. of Questions *5)]* weight = [11/(3 * 5)] * 100 * 0.10 = 11/15 *10 = 7.33							
CRITERION 5 – PROCESS CONTROL		Weight =0. 15					Remarks
1. Is the process to enroll students to a program based on quantitative and qualitative criteria?	1	2	3	4	5		
2. Is the process above clearly documented and periodically evaluated to ensure that it is meeting its objectives?	1	2	3	4	5		
3. Is the process to register students in the program and monitoring their progress documented?	1	2	3	4	5		
4. Is the process above periodically evaluated to ensure that it is meeting its objectives?	1	2	3	4	5		
5. Is the process to recruit and retain faculty in place and documented?	1	2	3	4	5		
6. Are the processes for faculty evaluation & promotion consistent with the institution Mission?	1	2	3	4	5		
7. Are the processes in 5 and 6 above periodically evaluated to ensure that they are meeting their objectives?	1	2	3	4	5		
8. Do the processes and procedures ensure that teaching and delivery of course material emphasizes active learning and that course learning outcomes are met?	1	2	3	4	5		
9. Is the process in 8 above periodically evaluated to ensure that it is meeting its objectives?	1	2	3	4	5		
10. Is the process to ensure that graduates have completed the requirements of the program based on standards and documented procedures?	1	2	3	4	5		
11. Is the process in 10 above periodically evaluated to ensure that it is meeting objectives?	1	2	3	4	5		
Score 5 (S5) = [TV / (No. of Questions *5)]* weight = [43/(11 * 5)] * 100 * 0.15 = 43/55 *15 = 11.72							

CRITERION 6 – FACULTY		Weight = 0.20					Remarks
1. Are there enough full time faculty members to provide adequate coverage of the program areas / courses with continuity and stability?	1	2	3	4	5		
2. Are the qualifications and interest of the faculty members sufficient to teach all the courses, plan modify and update courses and curricula?	1	2	3	4	5		
3. Do the faculty members possess a level of competence that would be obtained through graduate work in the discipline?	1	2	3	4	5		
4. Do the majority of faculty members hold a PhD degree in their discipline?	1	2	3	4	5		
5. Do faculty members dedicate sufficient time to research to remain current in their disciplines?	1	2	3	4	5		
6. Are there mechanisms in place for faculty development?	1	2	3	4	5		
7. Are faculty members motivated and satisfied so as to excel in their profession?	1	2	3	4	5		
Score 6 (S6) = [TV / (No. of Questions * 5)]* weight = [25/(7 * 5)] * 100 * 0.20 = 25/35 *20 = 14.28							
CRITERION 7 – INSTITUTIONAL FACILITIES		Weight =0. 10					Remarks
1. Does the institution have infrastructure to support new trends such as e- learning?	1	2	3	4	5		
2. Does the library contain technical collection relevant to the program and it is adequately staffed?	1	2	3	4	5		
3. Are the teaching rooms and offices adequately equipped and capable of helping Faculty carry out their responsibilities?	1	2	3	4	5		
Score 7 (S7) = [TV / (No. of Questions *5)]*weight = [9/(3 * 5)] * 100 * 0.10 = 9/15 *10 = 6							
CRITERION 8 – INSTITUTIONAL SUPPORT		Weight = 0.10					Remarks
1. Is there sufficient support and finances to attract and retain high quality faculty?	1	2	3	4	5		
2. Are there an adequate number of high quality graduate students, teaching assistants and PhD Students?	1	2	3	4	5		
Score 8 (S8) = [TV / (No. of Questions *5)]* weight = [5/(3 * 5)] * 100 * 0.10 = 5/15 *10 = 3							

	S1	S2	S3	S4	S5	S6	S7	S8
	5	20	10	10	15	20	10	10
Score on each Criterion	4.6	18	6	7.33	11.72	14.28	6	3
Overall Assessment Score	70.93							

Exit Meeting:

1. Dr. Muhammad Ali
2. Dr. Muhammad Kamal Khan
3. Mr. Main Shah Bacha
4. Mr. Bakth Zada Danish
5. Mr. Ibrar Hussain
