SELF ASSESSMENT REPORT

Program BS English
Department of English Language and Literature
Shaheed Benazir Bhutto University Sheringal

Submitted to:
Quality Enhancement Cell
Shaheed Benazir Bhutto University Sheringal

Program Team Members

- ❖ Mr. Mohammad Israr   Lecturer in English
- ❖ Mr. Jawad Ur Rehman   Lecturer in English
- ❖ Mr. Abdul Qadir   Lecturer in English

This Page is intentionally left blank

Acknowledgements

Introduction

The present report is the Self-Assessment Report (SAR) is the part of Quality Enhancement. The Quality Enhancement Cell (QEC) has given the assessment task of the prevailing standards in the Department of English Language and Literature, Shaheed BB University. So far, in the Department of English language and Literature, we offer only Four Year BS Program in English. Therefore, this report has three parts.

- First part is based on the statement of Mission, Objectives and Outcomes of this degree program. The overview of the syllabus for the said program is also given here.

- Second part covers the detail of the faculty members, their qualifications and field of interest. The quality assessment of faculty is carried out as a continuous and repeated activity. It will also be carried out in each semester before the every final examination in future.

- Third part is related to the provision of academic facilities like research, library, net-work and computer facilities (institutional facilities and institutional support). This part also covers the activities based on teacher training and conducted by the Department within last semester.

  There are eight (8) criteria for assessing the quality of the program that include the following:

1.   Criterion -1, Program Mission, Objectives and Outcomes
2.   Criterion -2, Curriculum Design and Organization
3.   Criterion -3, Laboratories & Computing Facilities
4.   Criterion -4, Student Support and Advising
5.   Criterion -5, Process Control
6.   Criterion -6, Faculty
7.   Criterion -7, Institutional Facilities
8.   Criterion -8, Institutional Support

This report is part of the self-assessment and it describes the detailed of sub-criteria of above mentioned each criterion.

CRITERION -1: PROGRAM MISSION, OBJECTIVES AND OUTCOMES

University Mission and Objectives

1. To enlighten the darkness of this remote area through education.
2. To preserve & conserve the "Natural Resources" of this area through human resource development.
3. To enlighten the youngsters, Girls & Boys with educational power to serve the nation in various fields.
4. To act as an "Intellectual Fort" against anti-state mentality through education.
5. To make the University one of the best institutes for learning and research

Introduction to the Department of English Language and Literature

The Department of English Language and Literature (DELL) at Shaheed BB University (SBBU) has been established from the day one of the university. Since 2009, we have been striving to be recognized as one of the top English departments in the region. As one of the largest departments within SBBU, DELL serves as an extraordinary center of creativity, inquiry, and discovery with a proud tradition of leadership in scholarship and teaching.

Although very embryonic in its nature yet with a number of active students, and full-time faculty members, lecturers, and office staff, the Department offers not only opportunities for study of all aspects of English language and its literature, but also a well-developed, diverse, and active community within the university. Currently we offer only Four-Year BS Program, MA Two year Program and M.Phil Two year Program in the Department. Onward, we offer some more very specialized and professional degrees. Some of them are the following:

- **PGD-ELT (Post Graduate Diploma in English Language Teaching) (One Year Program)**

Another important focus area of the Department is Linguistics which is more potential due to the rich cultural and linguistic heritage of the Northern Pakistan. Keeping in mind the diverse yet potential linguistic background of the northern areas, the Department of English has established the Sheringal Research Center for Northern Languages (SRC) in June 2012. Its main objective is to conduct research work into the terminology and grammar of the languages spoken in the Northern Areas of Pakistan. Concentrating on Eastern Iranian and Indo Aryan languages as the source of the tradition, it aims to provide essential resources for translators and readers, contributing in this way to the long-term project of making Pashto, English and other Western tongues translated into these languages and vice versa.

Program Mission

The mission of DELL is to provide the skills and resources necessary for teaching and learning of English language and literature. Along with this main aim, the Department is also interested in the promotion of thoughtful linguistic research and investigation. DELL invites the participation of scholars and researchers who share that aim and who can bring to the task the philosophical and philological skills that such work requires. Similarly, DELL encourages practitioners and scholars alike to think deeply and creatively about the languages spoken in the northern region of Pakistan. This focus leads naturally to close cooperation with leading academic institutions across the country and around the world.

This mission is pursued through two principal strategies. The first is to provide a rich teaching and learning culture within Department of English and develop an excellent center with modern learning resources of the subject language. The second is to train young scholars in the methods of terminological and grammatical research on languages like English, Pashto and other local languages of the area.

BS English Course (Equal to MA English)

Currently BS English is the only four year degree program offered by the Department of English Language and Literature (DELL) Shaheed BB University, Sheringal, Dir (Upper). In this section we highlight the objectives and learning outcomes of the course.

Rationale

BS-English (Bachelor of Science in English Language and Literature) is an essential qualification for a school or college teacher as subject specialist or a lecturer in English at undergraduate level. It also carries reasonable importance for the appointment of secondary and higher secondary school teacher /principal. This degree program also caters for MA English courses as it covers the syllabus specified for two years MA. Thus the students are focused from day one about their goals and objectives of the course. Within their four years comprised of eight semesters at this level, they have enough exposure to the learning resources of their topics.

Additionally the degree is also internationally acceptable as it fulfills the credit hours, time duration and research project completion at the end

Standard 1-1: The program must have documented measurable objectives that support faculty / college and institution mission statements

The BS (English) program is a four years full time program which aims to develop students in the field of English language and literature for various settings.

It aims to prepare the students for the following:

1. To acquire knowledge about teaching and learning of English language in the prevailing and emerging Pakistani society in view of recent trends in the field of ELT education and national development.

2. To develop skills and competencies to cater to the needs of teaching English as a foreign language in general and linguistic research in particular, in cognitive, affective and skill domains.

3. To equip in various techniques of teaching and evaluation at a school or college level.

4. The BS (English) program also aims to transform students into research scholars.

5. The curriculum of this program is designed to provide English Language and Literature at considerable depth in various emerging areas. It is an integrated theory and practical course to develop Research, English Language Teaching and Translation Skills. After the successful completion of the program, the researchers can easily meet the requirements of the day.

Importance shall be given:

1. To acquaint students with major trends and writers in English literature through detailed study of specific literary works.

2. To enable students to read and appreciate critically the literary works by the major English authors.

3. To cultivate among students a sense of understanding in order to make them better human beings by the exposure to literature.

4. To improve the linguistic competence along with the literary competence of students.

5. To familiarize students with the phonological, morphological, lexical and syntactic systems of the English language.

6. To acquaint them with the main geographical, registrar and social varieties of English.

7. To let them know that situational, contextual, social and cultural appropriateness is as important as grammatical correctness.

8. To help them improve their language skills-listening, reading, speaking and writing.

9. To enable them to use English confidently, appropriately and accurately.

10. To familiarize them with language (in this case English) as a means of communication.

Standards1-2: The program must have documented outcome for graduating students .It must be demonstrated that the outcome support the program objective and that graduating students are capable of performing these outcomes.

The program would enable students to perform the following:

The course would equip students with necessary qualification for English teacher or lecturer in a college/ secondary teacher or principal/Higher secondary or principal.

1. Carry out research.
2. Prepare research proposal.
3. Use online resources, libraries, databases etc.
4. Create/prepare research papers.
5. Translate under the guidance of respected faculties in the second term.
6. Participate in group discussions.
7. Use computer for language learning and teaching.
8. Use English for specific purposes
9. Teach business English communication
10. They will most-expectedly have:
11. Better English Language teaching skills.
12. Listening and note taking skills.
13. Spoken skills for academic purposes
14. Reading skills for academic purposes.
15. Writing skills for academic purposes.
16. Communicative language teaching skills.

In order to achieve the participants will be exposed to early English literature with special reference to transition from middle English to the Elizabethan ethos introduced to the earliest English writers through representative texts. They will further be required to:

- To acquaint themselves with major trends and writers in English literature through detailed study of specific literary works.

- To enable students to read and appreciate critically the literary works by the major English authors.

- To cultivate among students a sense of understanding in order to make them better human beings by the exposure to literature.

- To improve the linguistic competence along with the literary competence of students.

- To gain a deeper knowledge of the writers and their works

Finally the main goal is that this degree course will prepare human resources to enable them to acquire knowledge and develop competencies and skills to impart education and training effectively to all children including children with special needs.

Program Objectives	Program Outcomes															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1							*	*	*							
2												*	*	*	*	
3					*											*
4	*	*		*												
5	*	*	*	*												
6									*							
7	*															

Standard 1-3: The results of programs assessment and the extent to which they are used to improve the program must be documented

The assessment of graduating students' survey, have been conducted by the QEC team, the strength and weaknesses identified from the survey is listed below.

Average quantitative assessment of the courses being taught to BS English 6th semester

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

Course					
The Subject matter presented in the course has increased your knowledge of the subject	60	35	1	2	2
The syllabus clearly states course objectives requirements, procedures and grading criteria	35	35	5	20	5
The course integrates theoretical course concepts with real-world applications	37	43	10	10	0
The assignments and exams covered the materials presented in the course	49	23	0	22	6
The course material is modern and updated	60	29	5	5	1

Standard 1-4: The department must assess its overall performance periodically using quantifiable measures.

Present students' enrolment (BS English)

Year	Enrollment	Student/ Faculty Ration
2009	22	7:1
2010	19	14:1
2011	19	15:1
2012	30	18:1

CRITERION -2: CURRICULUM DESIGN AND ORGANIZATION

Curriculum for BS English

The Curriculum designed for BS English was prepared in 2008 by experts keeping in view the guidelines of Higher Education Commission (HEC), Islamabad and efforts were made to include foundation subjects, core subjects, and elective/general subjects to bring wide variety in the program. In addition some supportive courses like Pak Studies, Islamiyat, and communication skills are also included. Moreover, it also includes some areas of specialization. The assignments, quiz, demonstration, assignments, presentation, visits of different organizations, study tours and internships are also compulsory elements of the curriculum. However, the course was revised in the present year by NCRC. The present SAR is based on the revised curriculum for BS English.

Title of Degree Program

Title:	**B.S (Hons)**
Program Duration:	4 Years
Teaching System:	Semester System
Start Session:	September
Admission Criteria:	F.A/ F.Sc. from any government secondary and intermediate board
Total Seats:	50

Standard 2-1: The curriculum must be consistent and supports the program's documented objectives

---

The term wise details are given as under:

Semester/Year	Name of Subject	Credits	Notes
1st Year / 1st Semester	ENGLISH-I	3	
	PAKISTAN STUDIES	2	
	GENERAL-I Introduction to Psychology	3	
	GENERAL-II Social Work	3	
	FOUNDATION-I Introduction to Literature	3	
	FOUNDATION-II Introduction to Linguistics	3	
Total		**17**	
1st Year / 2nd Semester	ENGLISH-II	3	
	ISLAMIC STUDIES / ETHICS	2	
	GENERAL-I Every day Science	3	
	GENERAL-II Political Science	3	
	FOUNDATION-I History of English Literature	3	
	FOUNDATION-II Phonetics and Phonology	3	
Total		**17**	
2nd Year/ 3rd Semester	ENGLISH-III	3	
	INTRODUCTION TO COMPUTER	3	
	GENERAL-I	3	
	GENERAL-II	3	
	FOUNDATION-I Introduction to English Literature-II	3	
	FOUNDATION-II Morphology and Syntax-I	3	
Total		**18**	

2nd Year/ 4th Semester	ENGLISH-IV Adv. Acad. Reading & Writing	3	
	Human Rights and Citizenship	3	
	GENERAL-I	3	
	GENERAL-II	3	
	FOUNDATION-I History of English Literature-II	3	
	FOUNDATION-II Semantics-I	3	
Total			**18**
3rd Year/ 5th Semester	Visionary Discourse	3	
	Major-I Literary Criticism	3	
	Major-II Poetry	3	
	Major-III Novel	3	
	Major-IV Research Methodology	3	
	Major-V Morphology and Syntax II	3	
	Major-VI Sociolinguistics	3	
	Major-VII Pedagogical Grammar	3	
Total			**24**
3rd Year/ 6th Semester	Major-I Literary Criticism and Theory	3	
	Major-II Classics in Drama	3	
	Major-III 19th Century Poetry	3	
	Major-IV Lexical Studies	3	
	Major-V Discourse Analysis	3	
	Major-VI Psycholinguistics	3	
Total			**18**
4th Year / 7th Semester	Major-I Language Teaching Approaches	3	5 courses to be chosen out of this list
	Major-II American Literature	3	
	Major-III 20th Century Poetry	3	
	Major-IV Pragmatics	3	
	Major-V Second Language Acquisition	3	
	Major-VI Research Methodology-II	3	
	Core-I Translation Studies	3	
	Core-II Pakistani Literature	3	
	Core-III World Englishes	3	
			15
4th Year / 8th Semester	Major-I Literary Discourse	3	5 courses to be chosen out of this list
	Major-II Syllabus Designing	3	
	Major-III Stylistics	3	
	Core-I Science Fiction	3	
	Core-II English for Specific Purpose	3	
	Core-III Research Project	3	
			15
GRAND TOTAL			**142**

The curriculum is consistent and supports the program's documented objectives.

Courses vs. Program Outcomes

Course	Outcomes
English I, English-II, English-III and English-IV	13,14 and 15
Research Methodology-I, Research Methodology-II	1,2,3,and 4
English for Specific Purpose	6,8,9,12,13,14 and 15
Translation Studies	5
Language Teaching Approaches	11 and 16

Standard 2-2: Theoretical background, problems analysis and solution design must be stressed within the program's core material.

The program is all about literature and linguistic. The courses will be then reviewed in the board of study meeting.

Standard2-3: The curriculum must satisfy the mathematics and basic sciences requirements for the program as specified by the respective accreditation body

As the program is purely literature and linguistic base, that's why no inclusion of mathematics and basic sciences but according to the requirements that mathematics and basic sciences must be the part of curriculum and will be discussed in the board of study meeting.

Standard 2-4: The curriculum must satisfy the major requirements for the program as specified by the respective accreditation body

The curriculum satisfies the core requirements for the program as specified by HEC same as above. The Curriculum in the program is fully satisfied the major requirements of the program.

Standard 2-5: The curriculum must satisfy humanities, social sciences, arts, ethical, professional and other discipline requirements for the program as specified by the respective accreditation body

The curriculum satisfies general education, arts, and professional and other discipline requirements for the program.

Standard 2-6: Information technology component of the curriculum must be Integrated throughout the program

Information technology component is included in English literature curriculum. However Improvement is needs in this area.

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

Oral and written communication has been given importance in the program. Students are encourage to speak in English during class and take part in curriculum and co-curriculum. Students' skills in oral and written communication are satisfactory.

CRITERION -3, LABORATORIES & COMPUTING FACILITIES

Standard- 3-1: (Lab manuals/documentation/instruction for experiments must be available and readily accessible to faculty and students.

The infrastructure of the University is not sufficient to cater the needs. Therefore, there is need of providing additional class rooms, separate work stations and computer Lab. Currently there is no computer Lab in the department of English.

Standard 3-2: There must be adequate support personal for instruction and maintaining the computing laboratories

No computer lab is available in the department of English language and literature. There are only two personal working as a support staff in the department of English Language and Literature.

1. Irfan Ullah   Office Assistant
2. Rahmat Ullah   Naib Qasid

Standard 3-3: The university computing infrastructure and facilities must be adequate to support programs objectives.

The computing facility of the university needs improvement. Most of the time electricity is not available in the university.

CRITERION -4, STUDENT SUPPORT AND ADVISING

The students are provided full support to complete the program in timely manner. The faculty members are available during office hours and students are encouraged to consult them in case they have any problem. Students are fully supported and advised in academic and extra-curricular activities by the faculty members of the department.

> **Standard 4.1: Courses must be offered with sufficient frequency and number for students to complete the program in a timely manner.**

The course is offered regularly as per schedule. The degree consists of eight semester's two terms per year. The department offers core courses in first six semesters of BS Program; while elective courses are offered in the last two semesters. Minimum 15 students in a batch are required to offer the course. This condition was relaxed in just 3 years of the university. Maximum 30 students are taken in a class.

> **Standard 4-2: Courses in the major areas of study must be structured to ensure effective interaction between student, faculty and teacher assistants.**

Every course offered in the program carry assignments, class presentations and practical work. Students have close interaction with their teachers for the guidance related to prepare their assignments and presentations. Each instructor adopts his way to interact with his students either in the class or during the office hours. However no proper procedure is adopted for student teacher interaction. Improvement needs in this area to fulfill the requirements.

> **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 careers choices.**

An orientation class is conducted in the start of every semester. In the orientation class, concerned faculty members provide a document containing program mission, objectives, outcomes, curriculum design & organization, assessment-methodology and attendance criteria.

Similarly, the contents of the document having program mission, objectives, outcomes are available to all students of the concerned course in shape of module description. The same document is also shared with the concerned Chairman/ HoD, Office of the QEC and Director Academics. Professional counseling is usually carried out by Student Career Counseling Committee constituted for the purpose. The students can also consult with the chairman of the department or with the office of the registrar. A faculty member is assigned responsibility to discuss and coordinate with students in taking the right decision about their career.

CRITERION -5, PROCESS CONTROL

The execution of the major functions, such as student admission and registration, faculty recruitment, teaching, and graduation are documented and conducted in a well-organized manner. These processes are controlled, periodically reviewed and evaluated continuously.

Standard 5-1: The process by which students are admitted to the Program must be based on quantitative and qualitative criteria and clearly documented. The process must be periodically evaluated to ensure that it is meeting its objectives.

The admission criterion is set by the university and it is revised periodically. However, the admission of the students is the responsibility of the Director Academics office and the department is not directly involved in this process. The admission office gives admissions according to the criteria set by the university.

Admission Procedure:

- The admission notice for BS (Hons) Program (4 years) is advertised in the national and local newspapers soon after the result declaration of FA/FSc of all Boards of Intermediate & Secondary Education of Khyber Pukhtunkhwa. All the eligible candidates fulfilling the requirement can apply for the courses offered by the university.
- The prospective applicants are asked to submit their admission forms, complete in all respects, within the prescribed period of time.
- After a thorough scrutiny and sorting, the names of eligible candidates are notified.
- A candidate may apply for three disciplines/subjects on a single form, but he/she must prioritize his/her options in the admission form.
- Once submitted, no changes/modifications are acceptable in the admission form.
- A candidate gets to lose his/her right for admission, if he/she provides false information in the admission form. Moreover, if the documents attached were found fake they would be considered guilty of gross misconduct and such act shall be highly condemned.
- The applicant having 3rd division or having obtained marks less than 45% are not eligible to apply.

Criteria for Admission:

Students with FA /F.Sc or Equivalent with at least 45% marks are eligible to apply. The selected candidates for admission must present their original documents before the committee on the announced date.

Documents to be submitted with admission form:

The following documents must be submitted with the completed application form:

1. Three recent color passport size photographs, duly attested

2. Attested photocopies of Detailed Marks Certificates (DMCs)

3. Attested photocopies of provisional /original certificates

4. Attested photocopy of character certificate

5. Attested photocopy of CNIC of the Applicant/Father/Guardian

6. Migration certificate, either board to university or university to university (for admitted candidates only)

7. Original undertaking on judicial stamp paper of RS. 20/- each, duly attested by political agent/DCO/ First class magistrate as PS specimen provided in the prospectus (for admitted candidates only)

8. Candidates applying against the reserved seats of disabled or Afghan students must also attach the relevant documents of eligibility with the form

Distribution of seats in each department is given as under:

Open merit	26

Reserved Seats:

Female	2
Afghan	01
Disabled/Handicapped	01
Total:	**30**

Displaying of merit lists:

After the closing date of admission forms submission, the provisional merit lists are prepared on the basis of the following points:

- Percentage of marks obtained in FA/F.Sc

- In case of a tie in any merit position, SSC marks percentage is considered. In case of further tie, the age of the applicants is the determining criteria and the older candidate is to get preference.

- Separate merit list are prepared for the reserved seats of female, Afghan students and disabled following the above criteria.

- All the merit lists for admission are displayed on the main notice board of the university campus and on the university website http://www.sbbu.edu.pk

Interview of specified seats:

- Interview for the specified seats of Afghan students and disabled are held on the dates specified by the office of the Director Academics.

- All the applicants will ensure their presence and signature in the attendance sheet on the day of test/interview, even if they are on waiting list.

- The university fee is to be deposited in HBL Sheringal Branch, adjacent to university campus. After depositing the prescribed fee, the applicant must bring the original bank receipt to the account section of the university.
- In case a student wants to shift from one discipline to another within a certain time period, the fee and other charges shall be adjusted accordingly.
- Any reserved seat remaining unfilled, at the prescribed time, shall be filled through open merit.

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.

Each department shall send details of the admitted students to the controller of examinations on the prescribed proforma for registration within one month of the finalization of 1st term/part-1/previous admissions. The office of the controller of examinations shall maintain record of all the registered students in manner which shall contain the Name, Father's Name, Date of Birth, Permanent address, CNIC No. of the candidate, DMC of SSC and intermediate Examination, details of any other examination and result of every University Examination.

Academic Progress of Students:

In semester system, monitoring of student progress is evaluated by tests, surprise quizzes, assignments, class presentation, projects and final exam at the end of the semester.

Internal Evaluation:

Attendance + Class participation	= 5 %
Class Presentation	= 10 %
Home Assignment	= 10 %
Test and Quizzes	= 10 %
Mid Term	= 25 %
Final Term	= 40 %

In addition to the above criteria, the experts of the subject can add any addition modes of evaluation as required by the nature of the subject. Similarly, if required, a teacher can have 3 to 5 tests and 1 -3 Mid Term tests.

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

Recruitment of the faculty members is done on open merit by inviting the applications through newspapers. Written screening test is conducted for short listing. The candidates are required to appear before the selection board for interview. The names of selected candidates are recommended to syndicate for approval. After the

approval, the registrar issues the offer letters for the appointment. Faculty members are made in accordance to the policy approved by HEC.

Faculty's Recruitment, Training, and Evaluation

Faculty	Policy	Process
Recruitment	As per HEC guidelines	Through selection board (for permanent seats) and approval by the University Syndicate. Through HOD & VC (on contract basis)
Evaluation	As per HEC guidelines (Periodically)	Evaluation by students through Quality Enhancement Cell (QEC) and Self-assessment by the faculty. (At the end of each semester)
Promotion	As HEC criteria for faculty promotion and service statute of SBB University.	Through selection board and approval by the University Syndicate

The performance of the faculty members is monitored regularly and continuously by the Chairman/HoD of the department, and it is evaluated annually through ACRs. (Annual Confidential Report) There was no systematic process before to evaluate the faculty members, now after establishment of QEC each faculty member is evaluated by the students via "Teacher Evaluation Questionnaire". at the end of each semester.

Standard 5-4: The process and procedures used to ensure that teaching and delivery of course material to the students emphasize active learning and that course learning outcome is met. The process must be periodically evaluated to ensure that it is meeting the objectives.

Process to ensure teaching and delivery of course material:

- Time table is strictly followed by all faculty members. The Chairperson of the department frequently gets feedback from the students during the semester.
- Students are show their test and papers in the show off session after every test and quiz, this process in made sure by the HoDs. Students can see their papers marked by the teacher and view it.
- All the relevant materials (Tests, Assignments and Quizzes) of evaluation are submitted to the office of the HoD. It purpose to ensure that the grading is transparent
- Award list of all sectionals and final term papers is submitted to the controller of examination and copies are left in the department.

In order to ensure that the teaching is effective a quarterly survey is conducted by the university QEC and the findings are communicated to the concerned faculty members. After completion of Survey Assessment Team meeting is called to assess the process and make implementation plan for the said department.

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.**

Currently there is no proper procedure to assure that whether the graduates meet the program requirements or not. This area needs concentration to develop this procedure. Plan required for this area. As no graduates are yet produced. So no proper procedures to assure that the graduates meet the program requirements or not. This area needs concentration to develop this procedure. Further planning is required for this area.

CRITERION -6, FACULTY

Faculty plays a vital-key and important role in the up lift of the University in general and the department in particular as they are the source of teaching and learning. There is a transparent and merit based criteria for recruitment of faculty in the University and all recruitments are made on competitive and strictly adhering to merit. All the faculty members in the Department of English Language and Literature are highly qualified in the relevant subject, with the latest knowledge, practical field experience, and research expertise and have command on their relevant subjects. There are good opportunities for career building of the faculty like incentives for higher education, promotion, research productivity and pleasant environment at the campus and in the department. All the faculty members are motivated, committed, and competent and all have job satisfaction. Therefore, they excel in their job effectively.

Faculty members of the SBB University are active in teaching and research activities and have the necessary technical depth to support the program. Teachers attempt to cover the curriculum adequately and in case of need hold extra classes.

> **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 PhD degree in the discipline**

The interest and qualifications of faculty members are sufficient to plan, teach, modify, and update all offered courses and curriculum. Following are the brief details of the departments' faculty members.

- There is a bit shortage of senior and experienced faculty members. We have two AP and five lecturers in our department.
- There are no separate offices/rooms for faculty members where they can sit and discuss with students about academic matter and can conduct their own research.
- All faculty members should be provided with work stations, computers and internet facility in their rooms/offices.

The Detail of the Faculty

Name	Designation	Qualification & area of interest
Muhammad Kamal Khan	Assistant Professor	Ph D, M Phil, MA, PGD-ELT, Phonology and Teachers Training
Mian Shah Bacha	Assistant Professor	Ph D (Contd.), M Phil, MA, B Ed. Sociolinguistics
Mohammad Israr	Lecturer	MA English BA (Hon.) Gold Medalist, Drama
Bakht Zada Danish	Lecturer	M Phil (Contd.) MA (English), MA (Pol Science) Poetry
Jawad Ur Rehman	Lecturer	MA English, Linguistics
Mehran Ilyas	Lecturer	MA English

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 members of SBB University are considered updated in the discipline based on the following criteria:

- All teachers meet the HEC criteria for appointment in their respective cadre.
- Teachers generally participate in seminars, conferences at National /International levels.
- Teachers take interest in teaching and involve themselves in research activities
- A number of teacher training and refresher courses are conducted by QEC, and other academic departments in the university

Standards	Y/N
Faculty resume has been prepared in line with HEC	Yes
Full time faculty have sufficient time for scholarly activities and professional development	Yes
Any faculty development program is conducted	Yes
Faculty programs are evaluated	Yes
Evaluation results of faculty are used for improvements	Yes

.

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

Every year university awards (Best University Teacher Award) to faculty members for their outstanding performances. Outstanding Teachers are selected based on Students Teacher Evaluation Questioner, Peer Evaluation and HoD Evaluation. For job satisfaction the university ensures fair, timely selection, appointment/promotion as per HEC criteria.

CRITERION -7, INSTITUTIONAL FACILITIES

Institutional facilities, including library, class rooms and offices need improvement to support the objectives of the overall programs of the University. Class rooms and offices must be adequate to enable faculty to carry out their responsibilities.

Standard 7.1: The institution must have the infrastructure to support new trends such as e-learning.

Electronic library books and journals are not available for learning purpose.

- Insufficient facilities regarding the infrastructure to support new trends in learning.

- Insufficient library's technical collection of books.

- Recommended books, relevant journals of the programs are not available to the students.

- However, this aspect needs to be strengthened for overall university departments.

Following facilities are available at the department at the University Campus:

Internet Facility
Limited internet facility is available for students.
Hostel Facility
Limited hostel facilities for boys are available.
Canteen
Separate girl's canteen is present for girl students within the campus.
Medical Facility
Though currently there is no medical practitioner in the BHU. It is run by a pharmacist who is assisted by a dispenser.
Sports Facility
Directorate of sports is present in the campus
Faculty Offices
Offices within adequate facilities are available for the faculty.

Facilities for New Trends

The present University management is managing to have basic infrastructure and facilities that support new trends in learning like e-learning environment with the Video conferencing hall facility available for interactive learning but this facility has very limited access for all departments.

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.

The library space and books are not sufficient for university and is also not updated regularly according to the academic and research needs of the university staff. The university Central Library has very limited number of books and journals. It does not meet the standards of a university library. Departments itself does not have any library. The Library is not registered to any on-line journal or database cataloging and abstracting engines.

Departmental Library Facilities

There is no separate library available in the Department of English Language and Literature, faculty and students visit main library. Apart from a number of books available in hard book, there are some 7500 e-books available in main library which were contributed by the HOD of the Department. However, the library space and books are not sufficient for both departments and is also not updated regularly according to the academic and research needs of the program.

> **Standard 7.3:** **Class room must be adequately equipped and offices must be adequate to enable faculty to carry out their responsibilities.**

Majority of the class rooms are available without multimedia. Common rooms (Neither for male nor for female students) are also missing. The department lacks individual faculties offices mostly shared offices are available and class room facilities are also not sufficient.

S. No	Issues/Items	Total	Remarks
1.	Departmental infrastructure to support new trends in learning	-	Very few and not well developed
2.	The library and up-to-date possess technical collection relevant to the program.	-	No departmental library is available and central library has insufficient collection and space.
3.	Class rooms for students	01	Uncomfortable & insufficient
4.	Computer	01	Shared, faulty & insufficient
5.	Offices for faculty	01	It is our shared Office with other faculties. No Staff-room is available.

CRITERION -8, INSTITUTIONAL SUPPORT

The university administration is trying to provide all the possible facilities to the departments and has been struggling hard for the up gradation of departments and establishing new faculties and institutes. The Department of English Language and Literature intends to launch the M. Phil along with other programs in the near future. Moreover, the Postgraduate Diploma in English Language Teaching is also to be started very soon. There is also a program to expand the department into institute of social sciences, accommodating the different subject like Population Studies, Gender Studies, Anthropology, Demography, Social work etc. Therefore, more class rooms or a separate building/academic block, library facility, internet facility should be provided and the faculty should be further strengthened through the faculty development program.

Support and Finances for Faculty and Scholars:

Level of adequacy regarding institutional support	Items/Issues	Remarks
Secretarial support	One Assistant	Not sufficient
Technical staff	N.A.	Not sufficient
Office equipment	01-Computer 01-Printer	Not sufficient, The computer is out-dated and is not working properly.

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 teachers and scholars.

In order to groom the faculty, university usually offers various trainings, workshops and seminars for faculty. The University is also trying to attract highly qualified faculty. All the financial matters of the overall department are managed by University finance Directorate and Registrar office with no involvement of the department. Last year, the university arranged 10 trainings for in service teachers both in main and sub campus at Chitral. These training were of various length duration ranging from 3 days to one month period.

Faculty Pay is as per the institution & universities in the public sectors.

Standard 8.2: There must be an adequate number of high quality graduate students, research assistants and Ph.D. students.

The university is newly established so there is no research assistant. There are currently few PhDs in the university. Moreover they have no research allowance and get only 5000/- PhD allowance which is not equal to other universities. This area highly needs the concentration or focus of the authority.

Standard 8.3: Financial resources must be provided to acquire and maintain Library holdings, laboratories and computing facilities.

All the financial matters of the overall department are managed by the university Finance Directorate and Registrar office with no involvement of the department.