**UNIVERSITY OF KARACHI**

**Self-Assessment Report**

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

**University of Karachi**

Submitted to

**Quality Enhancement Cell**

**University of Karachi**

**ASSESSMENT TEAM:**

**PROGRAMME TEAM**

**CONTENTS**

|  |  |
| --- | --- |
| **Criterion 1- Programme Mission, Objectives and Outcomes** | **Page #** |
|  | Introduction |  |
| Standard 1-1 | Programme Mission and Objectives |  |
| Standard 1-2 | Programme Outcomes |  |
|  Standard 1-3 | Overall Performance Using Quantifiable Measures |  |
| **Standard 1-4** | Students Enrolment |  |

|  |  |
| --- | --- |
| **Criterion 2- Curriculum Design and Organization** | **Page #** |
|  | Programme of studies offered |  |
| Standard 2-1 | Correlation of Courses with Objectives |  |
| Standard 2-2 | Theory, Problem Analysis/ Solution and Design in Programme |  |
| Standard 2-3 | Mathematics & Basic Sciences Requirements |  |
| Standard 2-4 | Major requirements as specified by Acceleration Body |  |
| Standard 2-5 | Maths and Basic Sciences, Engineering Topics, General Education. |  |
| Standard 2-6 | Information Technology Content Integration Throughout the Programme |  |
| Standard 2-7 | Communication Skills (Oral & Written) |  |

|  |  |
| --- | --- |
| **Criterion 3- Laboratories and Computing Facilities** | **Page #** |
|  | Laboratory and Computing Facilities |  |
| Standard 3-1 | Lab Manuals/ Documentation / Instructions |  |
| Standard 3-2 | Adequate Support Personnel for labs |  |
| Standard 3-3 | Adequate computing infrastructure and facilities |  |

|  |  |
| --- | --- |
| **Criterion 4 Student Support and Advising** | **Page #** |
| Standard 4-1 | Effective Faculty / Student Interaction |  |
| Standard 4-2 | Professional Advising and Counseling |  |
| Standard 4-3 | Professional Advising and Counseling  |  |

|  |  |
| --- | --- |
| **Criterion 5- Process Control** | **Page #** |
| Standard 5-1 | Admission Process |  |
| Standard 5-2 | Registration and Student |  |
| Standard 5-3 | Faculty Recruitment and Retention Process |  |
| Standard 5-4 | Effective Teaching and Learning Process |  |
| Standard 5-5 | Programme requirements completion process |  |

|  |  |
| --- | --- |
| **Criterion 6- Faculty** | **Page #** |
| Standard 6-1 | Programme Faculty Qualifications and Number |  |
| Standard 6-2 | Current Faculty, Scholarly activities and development |  |
| Standard 6-3 | Faculty motivation and Job satisfaction |  |

|  |  |
| --- | --- |
| **Criterion 7- Institutional Facilities** | **Page #** |
| Standard 7-1 | New Trends in Learning  |  |
| Standard 7-2 | Library Collections & Staff |  |
| Standard 7-3 | Class rooms & Offices Adequacy |  |

|  |  |
| --- | --- |
| **Criterion 8- Institutional Support** | **Page #** |
| Standard 8-1 | Support & Financial Resources |  |
| Standard 8-2 | Number & Quality of GSs, RAs, & Ph.D. Students |  |
| Standard 8-3 | Financial Support for Library, Labs & Computing Facilities |  |

|  |  |
| --- | --- |
| Faculty CVs & SURVEY’S RESULTS | **Page #** |
|  | Faculty CVs |  |
|  | Teacher’s & Course Evaluation Survey |  |
|  |  |  |

**INTRODUCTION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chairperson**

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University of Karachi

**CRITERION-1**

**PROGRAMME MISSION, OBJECTIVES AND OUTCOMES**

**Criterion-1: Programme Mission, Objectives and Outcomes**

**Institutional Mission**

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**Programme Mission Statement**

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**Standard 1-1: The Programme must have documented measurable objectives that support college and Institution mission statements.**

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**Table: Programme Objectives Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Objectives** | **How Measured** | **When Measured** | **Improvement Identified** | **Improvement****Made** |
|  |  |  |  |  |  |
|  |  |  |  |  |   |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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

**PROGRAMME OUTCOMES**

After completion of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Teacher Education, the students shall be able to:

**Standard 1-3: The results of programme’s assessment and the extent to which they are used improve the programme must be documented.**

**a) Strengths and Weaknesses of the Programme**

**i) Strengths:**

**ii) Weaknesses**

**b) Future Development Plans**

**Standard 1-4: The department must assess its overall performance periodically.**

a) Student Enrolment

|  |  |  |
| --- | --- | --- |
| **S. No** | **Year** |  **Degree**  |
| 1 | 2013 |  |  |  |  |
| 2 | 2014 |  |  |  |  |
| 3 | 2015 |  |  |  |  |

b) Student/Faculty Ratio

c) i) Time for Bachelors

 ii) Time for M.S

 iii) Time for Ph.D

d) The average student grade point (CGPA)

e Student/Faculty Satisfaction

**CRITERION-2**

**CURRICULUM DESIGN AND ORGANIZATION**

**Criterion-2 Curriculum Design and Organization**

**Programme of Studies offered**

**Year / Semester wise Scheme of Studies of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Programme**

**1st Year (Semester I)**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Course Code** | **Course Title** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

**1st Year (Semester II)**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Course Code** | **Course Title** |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |

**2nd Year (Semester III)**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Course Code** | **Course Title** |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |
| 18 |  |  |

**2nd Year (Semester IV)**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Course Code** | **Course Title** |
| 19 |  |  |
| 20 |  |  |
| 21 |  |  |
| 22 |  |  |
| 23 |  |  |
| 24 |  |  |

**3rd Year (Semester V)**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Course Code** | **Course Title** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

**3rd Year (Semester VI)**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Course Code** | **Course Title** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**4th Year (Semester VII)**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Course Code** | **Course Title** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

**4th Year (Semester VIII)**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Course Code** | **Course Title** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**Standard 2-1: The Curriculum must be consistent and support the programme’s documented objectives**

The following table manifests how the programme content (Courses) meets the Programme Objectives.

|  |  |
| --- | --- |
| **Courses** | **Programme’s Objectives** |
| **1** | **2** | **3** | **4** |
| Major Courses |  |  |  |  |
| Elective Courses |  |  |  |  |
| Practical (Field and Lab) |  |  |  |  |
| Thesis/Dissertation |  |  |  |  |

**Standard 2-2: Theoretical background, problem analysis and solution design must be stressed within the programme’s core material.**

 The following table indicates the elements covered in core courses:

|  |  |
| --- | --- |
| **Elements** | **Courses** |
| i) Theoretical Background | All courses offered by the Department |
| ii) Problem Analysis | All courses of the DepartmentElective Courses Internships/Thesis/Dissertation |
| iii) Solution Design | All courses of the DepartmentElective Courses Internships/Thesis/Dissertation |

**Standard 2-3: The curriculum must satisfy the core requirements for the programme, as specified by the respective accreditation body.**

**&**

**Standard 2-4: The curriculum must satisfy the major requirements for the programme, as specified by the respective accreditation body/council.**

**2-5: The curriculum must satisfy the general education, arts and other discipline requirements for the Programme as specified by the accreditation body.**

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

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

**CRITERION-3**

**LABORATORY AND COMPUTING FACILITIES**

**CITERION-3: Laboratory and Computing Facilities**

**Laboratory Facilities**

**Computer Facilities**

**Internet Facility**

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

**Standard 3-2: There must be adequate support personnel for instruction and maintaining the laboratories.**

**Standard 3-3: The University computing infrastructure and facilities must be adequate to support programme’s objectives**

 **i) Computing Facilities**

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 **ii)** **Multimedia**

 **iii) Website**

 **iv) Internet**

**CRITERION-4**

**STUDENT SUPPORT AND ADVISING**

**Criterion-4 Student Support and Advising**

**Standard 4-1: Courses must have been offered with sufficient frequency and number for students to complete the programme in a timely manner.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme** | **Classes per Week** | **Practical Classes per Week** | **Research Guidance** |
| B.S |  |  |  |
| M.S |  |  |  |
| Ph.D |  |  |  |

**Standard 4-2: Course in the major must be structured to ensure effective interaction between students, faculty and teaching assistants.**

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

**CRITERION-5**

**PROCESS CONTROL**

**Criterion-5: Process Control**

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

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

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

**Faculty Recruitment / Retaining Policy**

 They are upgraded as they develop their academic skills.

**Appointments / Promotions Procedure:**

 It is as per University Code Book**.**

**Basic Pay Scale (BPS)**

**BPS 17**

**BPS 18**

**BPS 19**

**BPS 20**

**a. Lecturer (BPS- 18):**

**Minimum Qualification**

**b. Assistant Professor (BPS- 19):**

**Minimum Qualification**

**c. Associate Professor (BPS- 20)**

**Minimum Qualification**

**Experience**

**Minimum Number of Publications**

**d. Professor (BPS-21)**

**Minimum Qualification**

**Experience**

**Minimum Number of Publications**

**Bases for Appointments / Promotions**

**Standard 5-4: The process and procedure 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 programme must be based on standards, effective and clearly documented procedures. This process must be periodically evaluated to ensure that it is meeting its objectives.**

**CRITERION-6**

**FACULTY**

**Criterion-6 Faculty**

**Standard 6-1: There must be enough full time faculty who are committed to the programme to provide adequate coverage of the programme 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.**

**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 programmes for faculty development must be in place.**

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

**CRITERION-7**

**INSTITUTIONAL FACILITIES**

**Criterion-7 Institutional Facilities**

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

**a) Departmental library and Internet Facility**

**b) Main Library**

**c) Offices**

**d) Class Rooms**

**Standard 7-2: The library must possess on up-to-date technical collection relevant to the programme 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.**

**Classrooms**

**Faculty Offices**

**CRITERION-8**

**INSTITUTIONAL SUPPORT**

**Criterion-8 Institutional Support**

**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**

|  |  |
| --- | --- |
| **Degree Programme** | **Years** |
| **2012** | **2013** | **2014** |
| B.S |  |  |  |
| M.S |  |  |  |
| Ph.D |  |  |  |
| Research/ Teaching Assistants |  |  |  |

Student/Faculty Ratio (for the last three years)

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

**Faculty CVs**

**Survey’s Results**