

Self-Assessment Report 2013

**B.Ed-Teacher Education
Department of Teacher Education,
University of Karachi**

Submitted to

**Quality Enhancement Cell
University of Karachi**

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INTRODUCTION

The Department of Teacher Education University of Karachi

The Department aims at providing high quality teachers in line with National Professional Standards for Teachers in Pakistan for developing teachers for 21st century as reflective professionals. The Department of Teacher Education develops “Educators” abilities in teaching learning and research. Department of Teacher Education will improve physical and academic resources to improve the quality of teaching by constructing a custom-built block of buildings that will meet the needs of students and faculty in terms of enrollment, faculty and staff offices, library, practicum school, and resource rooms, and by providing other learning resources.

Facilities:

The programme is being run under the supervision of Dean, Faculty of Education, University of Karachi. Department of Teacher Education has a purpose built building with all required facilities to meet the needs of modern classroom and learning environment. The programme has a seminar library with all recent reading materials and teaching aids. Further to it, the students enrolled in the programme utilized centralized student support services available at the Library, University of Karachi.

Career Opportunities:

The graduates of this programme can serve at beginner, mid-career and senior professional career ladder such as Elementary and Secondary School Teachers, Academic Coordinators, Educational Evaluators, Educational Managers, Curriculum Developers, Educational Researchers, Teacher Educators and Master Trainers, both at Government and NGO levels.

Faculty Members:

- Professor
- Lecturers
- Visiting Faculty

Courses of Studies:

- B.Ed. (4 Years Programme)

Specialized Areas:

- Child Development
- General Methods of Teaching
- Classroom Management
- Classroom Assessment
- Test Development & Evaluation
- School, Community and Teacher
- Guidance and Counseling
- Curriculum Development
- Comparative Education

Chairperson

Department of Teacher Education
University of Karachi

CRITERION-1

PROGRAMME MISSION, OBJECTIVES AND OUTCOMES

Criterion-1: Programme Mission, Objectives and Outcomes

Institutional Mission

The Department of Teacher Education develops educators' abilities in teaching, learning and research.

Vision Statement

To be a leading teacher in education department, our vision is to develop human capital through quality teaching and research practices catering to the intellectual needs of the community of learners.

Values Statement

The Department of Teacher Education believes in mutual respect, non-discrimination and transparency through promoting culture of openness and sharing.

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

1. To provide knowledge and skills about communication skills, functional English, Urdu/ Regional languages, child development and general methods of teaching.
2. To equip the students with knowledge in social studies, class room assessment and teaching practices.
3. To develop skills in technical writing, presentations, curriculum development and educational psychology.
4. To inculcate interest in research methods and their applications on educational issues, school management techniques and comparative education programme.

Strategic Plan

- Appoint regular faculty and staff
- Hire services of visiting faculty as contents specialist
- Devise Professional Development Framework for Faculty and Staff of DTE.

Table: Programme Objectives Assessment

S. No.	Objectives	How Measured	When Measured	Improvement Identified	Improvement Made
1.	To provide knowledge and skills about communication skills, functional English, Urdu/ Regional languages, child development and general methods of teaching	<i>Teachers & Course Evaluation Survey</i>	<i>December 2013</i>		
2	To equip the students with knowledge in social studies, class room assessment and teaching practices.	<i>Teachers & Course Evaluation Survey</i>	<i>December 2013</i>		
3	To develop skills in technical writing, presentations, curriculum development and educational psychology.	<i>Teachers & Course Evaluation Survey</i>	<i>December 2013</i>		
4	To inculcate interest in research methods and their applications on educational issues, school management techniques and comparative education programme.	<i>Teachers & Course Evaluation Survey</i>	<i>December 2013</i>		

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 Bachelors programme in Teacher Education, the students shall be able to:

1. Understand teaching methods, technical writing, communication skills and presentation methods.
2. Analyze contemporary issues and trends in education.
3. Apply research methods in educational issues and comparative education.
4. Professionally manage the school.

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:

1. Possesses best curriculum developed by USAID and HEC at National Levels.
2. Trained teachers are serving in the programme.
3. Refresher courses are arranged by Pre-Step project for staff

ii) Weaknesses

1. Presently working in lended building of Dean Arts.
2. Lack in support staff, due to non-availability of office space for staff.

b) Future Development Plans

1. Start ADE bridging programme in the forth coming season.
2. Shift in the purpose build building for the Department of Teacher Education.
3. Start new programme of studies under the umbrella of Teacher Education.

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

a) Student Enrolment

S. No	Year	Degree			
1	2012	In process	In process	In process	In process
2	2013	In process	In process	In process	In process
3	2014	In process	In process	In process	In process

b) Student/Faculty Ratio

- c) i) Time for B.Ed 04 Years
ii) Time for M.S Not Applicable
iii) Time for Ph.D Not Applicable
- d) The average student grade point (CGPA) 2.45
- e) Student/Faculty Satisfaction *Teachers & Course Evaluation Survey Conducted*
Faculty Survey conducted

CRITERION-2

CURRICULUM DESIGN AND ORGANIZATION

Criterion-2 Curriculum Design and Organization**Programme of Studies offered**Year / Semester wise Scheme of Studies of 1st Year & 2nd Year of B. Ed 4 year Programme**1st Year (Semester I)**

S. No	Course Code	Course Title
1	300.1 ENG-1	Functional English-I (Compulsory)
2	300.1 IST	Islamic Studies/Ethics (Compulsory)
3	300.1 UR/SND	Urdu / Regional Languages (Content)
4	311	Child Development (Foundation)
5	321	General Science (Content) I
6	331	General Methods of Teaching (Foundation)

1st Year (Semester II)

S. No	Course Code	Course Title
7	300.2 ENG -II	English-II (Communication Skills Compulsory)
8	300.2 PST	Pakistan Studies (Compulsory)
9	312	Computer Literacy (Compulsory)
10	322	Classroom Management (Foundation)
11	332	General Mathematics (Compulsory)
12	342	Methods of Teaching Islamic Studies (Professional)

2nd Year (Semester III)

S. No	Course Code	Course Title
13	400.1 TU	Teaching of Urdu
14	411	Teaching Literacy Skills (Professional)
15	421	Art, Crafts and Calligraphy (Content)
16	431	Science II
17	441	Instructional and Communication Technology (ICT) in Education (Professional)
18	451	Teaching Practice (Short Term)

2nd Year (Semester IV)

S. No	Course Code	Course Title
19	400.2	Teaching of English (Professional)
20	400.2	Teaching of Social Studies (Professional)
21	412	Classroom Assessment (Foundation)
22	422	Teaching of Mathematics (Professional)
23	432	School, community and Teacher (Foundation)
24	442	Teaching Practice

Year / Semester wise Scheme of Studies of 3rd Year & 4th Year of B. Ed 4 year Programme

3rd Year (Semester V)

S. No	Course Code	Course Title
1	5001.1 Eng III	English – III (Technical Writing & Presentation Skills) (Compulsory)
2	511	Foundations of Education (Foundation)
3	521	Content Course – I (from selected discipline – I) Offered by University of Karachi
4	531	Content Course – I (from selected discipline – II) Offered by University of Karachi
5	541	Curriculum Development (Foundation)
6	551	Educational Psychology (Foundation)

3rd Year (Semester VI)

S. No	Course Code	Course Title
1	512 CITE	Contemporary Issues and Trends in Education (Professional)
2	522 - I	Content Course – II (from selected discipline – I) Offered by University of Karachi
3	532 - II	Content Course – II (from selected discipline – II) Offered by University of Karachi
4	542 TP-1	Teaching Practice (Short Term)
5	552 GC	Introduction to Guidance and Counseling (Professional)

4th Year (Semester VII)

S. No	Course Code	Course Title
1	611 I	Content Course – III (from selected discipline – I) Offered by University of Karachi
2	621 II	Content Course – III (from selected discipline – II) Offered by University of Karachi
3	631 I	Pedagogy – I (Methods of Teachings related to specialization – I)
4	641 II	Pedagogy – II (Methods of teaching related to specialization – II)
5	651 RME	Research Methods in Education (Professional)
6	661 TP – II	Teaching Practice (Short Term)

4th Year (Semester VIII)

S. No	Course Code	Course Title
1	612 – SM	School Management (Professional)
2	622 – TDE	Test Development and Evaluation (Professional)
3	632 – TP-III	Teaching Practice (Long Term)
4	642 RP	Research Project (Professional)
5	652 CE	Comparative Education (Professional)

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	311,321, 331 312,322, 332,342	411,421,431,441, 451 412,422,432,442	511,521,531,541, 551 512,522,532,542, 552	611,621,631,641,651, 661 612,622,632,642,652
Elective Courses		451	442	661/662
Practical (Field and Lab)		451	442	661/662
Thesis/Dissertation				651/642

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 Department Elective Courses Internships/Thesis/Dissertation
iii) Solution Design	All courses of the Department Elective Courses Internships/Thesis/Dissertation

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

Yes, it is done

&

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

Yes, it is done

Standard 2-5: Information technology component of the curriculum must be integrated throughout the programme.

Yes, it is done

Standard 2-6: Oral and written communication skills of the student must be developed and applied in the programme.

Yes, it is done

CRITERION-3

LABORATORY AND COMPUTING FACILITIES

CITERION-3: Laboratory and Computing Facilities

Laboratory Facilities

The Department has demonstration school near the campus where students visit for practicals and use their laboratory.

Computer Facilities

The students of Teacher Education Department use computer lab of, Faculty of Arts for their assignments, which is a purpose build lab for all students of the faculty.

Internet Facility

The students of Teacher Education Department use internet facility available Faculty of Arts Computer Lab.

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

Yes, it is available

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

Yes, it is available

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

Yes, it is adequate

i) Computing Facilities

Most updated computers are available in the lab along with scanner, printer and internet facilities.

ii) Multimedia

Available

iii) Website

www.uok.edu.pk/faculties/teachereducation

iv) Internet

Available

CRITERION-4

STUDENT SUPPORT AND ADVISING

Criterion-4 Student Support and Advising

A teacher of the department is student advisor while University has student guidance services available for all students.

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

Departmental Strategy for Course Offering:

The department follows rules of University of Karachi and is in process of completing 1st batch of B.Ed. 4 years programme.

Programme	Classes per Week	Practical Classes per Week	Research Guidance
B.S	3	6	3
M.S	-	-	-
Ph.D	-	-	-

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

Teaching manuals are available which reflects interaction between student, faculty and teaching staff.

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

- Yes, Student Advisor of the Department is available for students guidance.

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.

It is being done by the University Admission Committee

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.

Yes, each semester monthly assessment is done along with final exams at the end of the year.

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.

Yes, University of Karachi ensures that qualified people join the programme as per rules of the University of Karachi.

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

Masters of Education, from recognized University or equivalence degree.

b. Assistant Professor (BPS- 19):

Minimum Qualification

6 years of services at University level and M. Phil in relevant subject.

c. Associate Professor (BPS- 20)

Minimum Qualification

Ph.D. with 12 years of services.

Experience

12 years of teaching experience at University level.

Minimum Number of Publications

12 publications

d. Professor (BPS-21)

Minimum Qualification

Ph.D. and Associate Professor

Experience

Experience of Associate Professor with 15 years of teaching experience.

Minimum Number of Publications

15 Papers in Journal of International Repute

Bases for Appointments / Promotions

Academic Performance

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.

Yes, it is done

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.

Yes, it is done

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.

1. One is Ph.D
2. One has submitted Ph.D
3. One is in process to complete Ph.D.
4. One is enrolled for Ph.D.

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.

Programmes for Faculty, Development is going on from time to time by Department as well as professional development centre, University of Karachi.

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

The Department had tries to encourage staff and arrange motivated discussion and awards for good teachers.

CRITERION-7

INSTITUTIONAL FACILITIES

Criterion-7 Institutional Facilities

All teachers have laptops. The new building will be equipped with computers and other 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

Teacher Education Department has a library facility which are consist of lot of books concerning to teacher education, research, educational psychology.

b) Main Library

- i. University has Main library namely Dr. Mehmood Hussain Library which has equipped with many books, teachers and students has access to used these books.

c) Offices

Available

d) Class Rooms

Available

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.

Yes, we get newsletter as well as new materials related to curriculum reviews locally and nationally.

Standard 7-3: Class rooms must be adequately equipped and offices must be adequate to enable faculty to carry out their responsibility.

Classrooms

Equipped

Faculty Offices

Available

CRITERION-8

INSTITUTIONAL SUPPORT

Criterion-8 Institutional Support

University of Karachi has the administrative financial support of the Department.

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.

Available by University of Karachi

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

Not Applicable

Degree Programme	Years		
	2012	2013	2014
B.S	24	47	65
M.S	-	-	-
Ph.D	-	-	-
Research/ Teaching Assistants	-	-	-

Student/Faculty Ratio (for the last three years) 5:1

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

Available by University of Karachi and USAID

Faculty CVs

IMTIAZ AHMAD

*Department of Teacher Education
University of Karachi
Karachi, Pakistan-75270*

imtiazjam@uok.edu.pk
0092-321-5026817

Personal Information

Birth Date: **25 May 1977**
CNIC: **42501-475376-5**
Gender: **Male**
Nationality: **Pakistani**
Residence Location: **Karachi, Pakistan**
Marital Status: **Married**
Languages: **English, Urdu, Secured overall 6 bands in IELTS (2008) and 83 Score in TOEFL (iBT) (2010)**
Computer Skills: **MS Office**

Experience (as a Lecture/Teacher Educator)8 yearsapprox.

Department of Teacher Education, University of Karachi
(May 2013 onwards)

Job /Role Faculty Development
Teacher Educator
Member Board of Faculty
Curriculum Development
Student Advisory Services
Internal Evaluator for National Accreditation Council for Teacher Education (NACTE)

Department of Education, University of Karachi
(October 2006 to May 2013)

Job/ Role Teacher Educator
Member Board of Faculty
Research Supervision
Member of Department Self Evaluation Report Team for Quality Enhancement Cell (QEC)

Experience (2 Years, 6 Months)

Ministry of Foreign Affairs, Islamabad

April 2006 to October 2006

In-charge General Services Section-II

Professional Education

April 2004: University of Karachi, Karachi, Pakistan

Masters of Education / M.Ed. (Educational Administration & Management)

First Division/ B Grade / 69.83%

Research on the content analysis of Text-book for Pakistan Studies at Higher Secondary School level.

April 2001: University of Karachi, Karachi, Pakistan

Bachelor of Education /B.Ed.

Teaching of English Language& Literature

Teaching of Pakistan Studies

Sociology of Education

First Division/ B Grade/ 64%

Teaching Practicum in Government Secondary School at Karachi

Academic Education

March 2009 to July 2013: University of Karachi

Ph.D. (Thesis entitled "*Quality Assurance in Teacher Education: A Case Study of B.Ed. Programme*" submitted in July-2013 to *Board of Advanced Studies & Research (BASR), University of Karachi*)

April 1997: Islamia University, Bahawalpur

Bachelor's Degree / English literature, Islamic Studies

First Division / B Grade / 63%

May 1995: Board of Intermediate & Secondary Education, Bahawalpur

Higher Secondary School Certificate (HSSC)/Humanities Group

Education, Islamic Studies, Sociology

First Division/ B Grade/ 61%

May 1991: Board of Intermediate & Secondary Education, Bahawalpur

Secondary School Certificate (SSC)/ Science Group

First Division/ B Grade/ 63%

Supervision of Research Theses of Masters Level

Almost 12 theses of Masters level research have so far been supervised at Department of Education, University of Karachi,

Funded Research Projects

Completed Research Project funded by US-AID Teacher Education Project in Pakistan entitled " *Why people become teachers?*"

Resource Person in organizing Workshops

Member Organizing Committee 4th Asia Cooperation Dialogue (ACD April 5-7, 2005)

Resource Person for Madrassa Teachers Training Programme-2009 organized by University of Karachi in collaboration with International Centre for Religion & Diplomacy (ICRD), Washington D.C; USA

Presentation at Conferences

Presentation entitled "*Identification of Motivational Factors for joining Teaching as a Profession across Urban Sindh*" at Education Conference: Teacher Recruitment, Preparation, and Policy, **August 21, 2013 - Karachi**

Presentation entitled "*Curriculum Implementation mechanism of Associate Degree in Education (ADE) - A Case study of colleges affiliated with University of Karachi*" at Education Conference: Teacher Recruitment, Preparation, and Policy, **August 21, 2013 - Karachi**

Participation in Conferences/ Seminars/ Workshops

Office Management Course(December 20,2005 to December27,2005 organized by Secretariat Training institute, Establishment Division, Govt. of Pakistan, Islamabad.

2nd international Conference (September 11, 2007) "*Islamic Identity in Emerging Global Scenario & Modern Health Dilemmas in Modern Society*" organized by Institute of Clinical Psychology, University of Karachi.

Interdisciplinary International Conference (November 5-6, 2008), "*Media & Social Change*" organized by Dean Faculty of Arts, University of Karachi.

Training of University Faculty for Madrassa Teachers Training Programme (May 23-27, 2009) organized by International Centre for Religion & Diplomacy (ICRD) USA.

Certificate programme (July 18-30, 2009) on “ *Communication Skills and Professional Ethics*” organized by Quality Enhancement Cell (QEC), University of Karachi in collaboration with Higher Education Commission (HEC), Pakistan.

Seminar October 22-23, 2009) on “*Gender Disparity in Education*” organized by Academy of Educational Planning & Management in collaboration with Pakistan National Commission for UNESCO, Islamabad.

Curriculum Development Workshop (December 8-12, 2009) on “*Designing and aligning Teacher Education Curriculum in the context of International Models*” organized by Pre-Service Teacher Education Programme in Pakistan (Pre-STEP)

Workshop October 22, 2011) on “*Action Research*” organized by Pakistan Association for Research in Education (PARE), IED, Agha Khan University, Karachi

2nd National Seminar (July 3-6, 2012), Islamabad on “*Researching Teacher Education: Data Management & Analysis*” organized by USAID Teacher Education Project in Pakistan

Workshop (November 12-16, 2012) on “*Understanding Statistics & Simple Statistical Analysis*” organized by COMSATS Institute of Information Technology (CIIT), Islamabad in collaboration with USAID Teacher Education Project in Pakistan

Training course January 5-7, 2013) on “*Qualitative Data Analysis*” organized by Society for the Advancement of Education (SAHE) in collaboration with USAID Teacher Education project in Pakistan

3rd National Seminar (January 14-16 2013) on “*Researching Teacher Education: Academic writing and Dissemination*” organized by USAID Teacher Education Project in Pakistan

Organizational Membership

Association for Social Studies Educators and Teachers managed by
Professional Teacher Association Network (PTAN)
IED, PDC, Karachi

Pakistan Association for Research in Education (PARE)

IED, Agha Khan University, Karachi
Promotional Member since January, 2011

References

Dr. Nasir Sulman

Associate Prof. /Research Supervisor (Ph.D.)

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Survey's Results