DEPARTMENT OF ARABIC

LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

SELF-ASSESSMENT REPORT

BS ARABIC

Submitted to

Quality Enhancement Cell,

Lahore College for Women University, Lahore

Dated: _____

Program Team Members:

1. Ms. Rahat Ajmal
2. Dr. Qurattulain Tahirah

Head of the Department:

Ms. Rahat Ajmal

	T A B L E O F C O N T E N T S	

INTRODUCTION

Arabic is the chosen language of Allah as well as the native mother tongue of more than 422 million people around the world. It is official language of more than 22 independent countries. Arabic language is exceptionally rich and truly an international language as it is on the list of United Nations languages for communication.

The Department of Arabic is one of the oldest departments in LCWU. It was established in 1950 by Mrs. Jamila Anwar. Other heads of Arabic department include Dr. Ms. Kaniz Fatima Yousaf, Ms. Syeda Karamat, Dr. Ms. Zakia Abdul Hakim, Ms. A. H. Salahuddin, Mrs. Kishwar Zaman and Dr. Mrs. Khadija Sarfraz.

The department has been teaching Arabic as elective subject at F.A level and as minor and compulsory subject at BS level, Further more in 2011 by the grace of Almighty Allah the department has started BS 4-year degree program in Arabic. Now the department intends to start MS Arabic in near future in sha Allah.

CRITERION 1: PROGRAM MISSION, OBJECTIVES AND OUTCOMES

1.1.1 Mission Statement of Department of Arabic

The mission of the department is to contribute effectively in the preservation of the heritage of Arabic language and literature in Pakistan. And to produce such individuals who can work and live with integrity, honesty, self-confidence and awareness it seeks to be one of the leading Arabic language and literature departments not only in Pakistan but in the Arab world as well.

Department of Arabic offers BS (4-years) degree with following particulars:

Name of Program	Duration	No. of Modules (Semesters)	Total Credit Hrs.
BS ARABIC	4 years	8 semesters (Research)	133

1.1.2 a. Mission of BS Program

The mission of BS program is to:
- Enable students for their bright future.
- Support the University and to promote the Cultural & Spiritual wellbeing of the students.
- Polish students for better practical life in near future.

1.1.2. b. BS Program Objectives

The objectives of BS program are:

1. To promote Arabic language and literature as it is the language of Quran and source of Muslim unity.

2. To help the students develop their vision and interest, expand their understanding of the role of Arabic in their daily life and present world.

3. To develop language skills (writing, reading, listening and speaking) in students.

4. To develop a better human being to serve the nation and create social harmony.

1.1.3. Aligning program objectives of BS Arabic

The objective of LCWU, Lahore and BS (Arabic) Program are well aligned. The program imparts up-to-date knowledge and practical skills among Arabic Students through high quality class teaching and training. So that they can become civilized persons and more contributing persons for the humanity.

1.1.4 Assessment of Educational objectives:

Table 1: BS Program Objectives Assessment

Objectives (1)	How Measured (2)	When Measured (Frequency) (3)	Improvement Identified (4)	Improvement Made (Corrective & Preventive Action) (5)
As given in Para 1.1	The students are assessed regularly for their knowledge and ability through different methods Like: 1) Quiz/ presentations	There is at least one quiz or presentation before midterm exams and one before final term exams	1. Students and teachers both required to be more regular 2. Enhancing communications skills, revision of course/curriculum 3. Guidance of students about any problem 4. Tutorials 5. Teachers' training about new teaching methods 6. Revising course outlines of some subjects and shuffling a couple of subjects across semesters on students' recommendation	1. Attendance rules applied strictly 2. Teachers training and development 3. Making courses more interactive and interesting by active participation of teachers and students 4. Encouraging teachers to teach with more updated, relevant and daily life examples 5. Introducing new courses 6. Arranging national / international level seminars, lectures, workshops and symposiums and encouraging students of actively participate in them 7. Immediately trying to sort out the solutions if some complaints are
	2) Class room discussions	Class discussions are conducted regularly throughout the semester		
	3) Examinations	One midterm and one final term in each semester		
	4) Practical Assignments	Practicals are conducted as per course requirement		
	5) Internship report or Thesis	In final semester students submit either internship report or thesis work (separate from scientific report writing) and it is evaluated by external examiner		
	6) Class exercises	As per course requirement		
	7) Teacher's evaluation by students	During semester or at end teacher evaluation is done by students		

				put forward by students

Standard 1.2: The program must have documented outcomes for graduating students. It must be demonstrated that the outcomes support the program objectives and that graduating students are capable of performing these outcomes.

1.2 Program Outcomes:

1. Better understanding of Arabic language as not only a living language but as the language of Quran

2. Widening the horizon of thinking of the students by acquainting them with the knowledge of various countries of the Arab and present world.

3. The students will acquire the following basic Arabic language skills:
   - Reading comprehension
   - Writing Expression
   - Listening Comprehension
   - Oral Communication
   - Vocabulary and Grammar

4. Development of a better human being to serve the nation and create social harmony.

Table 2: BS Program Outcomes

Program Objectives	Program Outcomes			
	1	2	3	4
1	✓			
2		✓		
3			✓	
4				✓

Standard 1.3: The results of program's assessment and the extent to which they are used to improve the program must be documented.

1.3.1 Actions taken on the basis of assessment:

Test, assignments, quiz and presentation held on monthly basis.
1.3.2 Strengths of Department

- Recognized degree.

- Experienced Faculty.

- The BS students are doing research work on different topics on BS level.

- Department provides its services to Computer Science, Persian and Punjabi departments as it teaches Basic Arabic course to their VII and I semester respectively.

1.3.3 Weaknesses of Department

Lack of:
- Classrooms
- Departmental library
- Rooms or separate cabins for Faculty members
- Computer operator

Future Plans

Department intends to start MS program in near future.
Department is trying to establish linkages with foreign universities

---

Standard 1.4: The department must assess its overall performance periodically using quantifiable measures.

1.4.1 Performance Measures:

i)   **Table 3: No. of Students Enrolled**

Program	Session	No. of Students
BS	2011-2015	08
	2012-2016	16
	2013-2017	20
	2014-2018	27
	2015-2019	18
	2016-2020	20

ii)   Table 4: <u>Student-Faculty Ratio</u>

Year	No. of Students	No. of Faculty Members	Student-Faculty ratio
2011-2012	08	2 regular	4:1
2012- 2013	24	3 regular	8:1
2013-2014	44	2 regular +1 visiting	15:1
2014-2015	58	2 regular +2 visiting	15:1
2015-2016	69	2 regular+ 3 visiting	14:1

iii)   Table 5: <u>No. of Students Passed Out</u>

Program	Passing out Year	No. of Students
BS	2015	04
"	2106	07

i)   Table 6: <u>Percentage of Honor Students & Attrition Rate</u>

Year	%age of Honor Students **Criteria:** CGPA 3.75 and above	Attrition Rate (Admitted –pass out) *100 / Admitted
2015	NIL	50%

v)   Table 7: <u>Faculty Training, Seminars and workshops (Appendix A)</u>

Year	No. Of Trainings, Seminars and workshops
2011-2012	08
2012-2013	08
2013-2014	06
2014-2015	08
2015-2016	11

vi)   <u>Papers Published at National & International Level</u>

Table 8: <u>Number of Publications (Appendix B)</u>

Year	Papers published
2015	03

vii)   <u>**Books in Library**</u>

There are six hundred books of Arabic literature approximately available in Library.

Research Areas
The Faculty is involved in research in the following areas:
Ms. Rahat Ajmal   Arabic Language &Literature
Dr. Qurattulain Tahirah   Modern Arabic Literature
Ms. Sunila Hussain   Arabic Language & Literature
Ms. Sobia Maryam   Modern Arabic Literature

Collaborations
 NIL

Departmental Achievements (others)
NIL
Honors and Awards
NIL

CRITERION 2: CURRICULUM DESIGN AND ORGANIZATION

The development of curriculums for each program of Arabic is based on the detailed curriculum development guidelines issued by HEC.

BS (4-Year) Department of Arabic

STRUCTURE OF SCHEME OF STUDY

Nature of Courses	Numbers of Course	Credits Hours
Compulsory Courses (No choice)	06	16
Compulsory Courses	03	09
Major Courses	15	46
Minor Courses from other disciplines	06	18
Foundation Courses	03	09
Basic Courses	03	12
Elective Courses	04	16
Thesis	01	06
Total	**41**	**132**

YEAR-1

<div align="center">

SEMESTER-I

</div>

Course No	Course Title	Credits
CC/Eng-101	Language in use	3(3+0)
CC/Isl-101/ CC/Phil-101	Islamic Education/Ethics (For Non-Muslim)	2(2+0)
EC/Ara-101	Basic Arabic	3(3+0)
Maj/Ara-101	Introduction to Arabic language-I	3(3+0)
Min/Isl.St-101 Min/GDS-101 Min/Hist-101 Min/Psy-101 Min/Geog-101 Min/Pak.St-101 Min/Pol.Sc-101	Al. Quran-I Introduction to Gender & Development Studies-I History of Pakistan Movement (1857-1924) Elements of Psychology-I Physical Geography-I Ideological Foundation of Pakistan (1857-1920) Introduction to Political Science **Minor – I (Choose Any One)**	3(3+0)
Min/Per-101 Min/Punj-101 Min/Urdu-101 Min/Eng-101 Min/French-101	Persian Literature and Grammar-I Jadeed Punjabi Adab Urdu Shair-o-Adab-I Literature as Minor Subject French Language **Minor – II (Choose Any One)**	3(3+0)
	Total Credits	**17**

SEMESTER-II

Course No	Course Title	Credits
CC/Eng-102	Academic Reading & Writing	3(3+0)
CC/Ps -102	Pakistan Studies	2(2+0)
EC/Math-101	Mathematics	3(3+0)
Maj/Ara-102	Introduction to Arabic Language-II	3(3+0)
Min/Isl.St-102 Min/GDS-102 Min/Hist-102 Min/Psy-102 Min/Geo-102 Min/Pak.St-102 Min/Pol.Sc-102	Al. Quran-I Introduction to Gender Studies-II History of Pakistan Movement (1924-1947) Elements of Psychology-II Physical Geography-II Ideological Foundation of Pakistan (1921-1947) Fundamentals of Political Science **Minor – I (Choose Any One)**	3(3+0)
Min/Per-102 Min/Punj-102 Min/Urdu-102 Min/Eng-102 Min/French-102	Persian Literature and Grammer-II Punjabi Adab-II Urdu Shair-o-Adab-II English as a Minor Subject-II French Language **Minor – II (Choose Any One)**	3(3+0)
	Total Credits	**17**

YEAR-2

SEMESTER-III

Course No	Course Title	Credits
CC/ENG-201	Communication Skills	3(3+0)
EC/CS-201	Computer Application	3(2+1)
Maj/Ara-201	Applied Arabic Grammar-I	3(3+0)
Maj/Ara-202	Introduction to Arabic literature-I	3(3+0)
Min/Isl.St-201	Hadith, Fiqh and Islamic History	
Min/GDS-201	Contemporary Gender Issues	
Min/Hist-201	History of Pakistan 1947-1969	
Min/Psy-201	Psychology of Adjustment	
Min/Geo-201	Human Geography	
Min/Pak.St-201	Concept of Society and Culture	
Min/Pol.Sc-201	Comparative Constitutions: Developed	3(3+0)
Min/Per-201	Persian Literature and Rhetoric-I	
Min/Punj-201	Jadeed Punjabi Adab	
Min/Urdu-201	Urdu Shair-o-Adab-I	
Min/Eng-201	English as Minor Subject-III	
Min/French-201	French Language	
	Minor – I (Choose Any One)	
	Total Credits	**15**

SEMESTER-IV

Course No	Course Title	Credits
CC/ENG-202	Advance Academic Reading and Writing	3(3+0)
Maj/Ara-203	Islamic history	3(3+0)
Maj/Ara-204	Applied Arabic Grammar-II	3(3+0)
Maj/Ara- 205	Introduction to Arabic Literature-II	3(3+0)
Min/Isl.St-202	Hadith, Fiqh & Islamic History	
Min/GDS-202	Gender & Socio-Cultural Issues	
Min/Hist-202	History of Pakistan 1969-1997	
Min/Psy-202	Psychology Minor	
Min/Geo-202	Geography of Pakistan	
Min/Pak.St-202	Pakistani Society and Culture	3(3+0)
Min/Pol.Sc-202	Comparative Constitutions: Developing-II	
Min/Per-202	Persian Literature and Rhetoric-II	
Min/Punj-202	Jadeed Punjabi Adab	
Min/Urdu-202	Urdu Shair-o-Adab-II	
Min/Eng-202	English as Minor Subject-IV	
Min/French-202	French Language	
	Minor – I (Choose Any One)	
	Total Credits	**15**

YEAR-3

SEMESTER-V

Course No	Course Title	Credits
Maj/Ara-301	Functional Arabic	3(3+0)
Maj/Ara-302	Study of Arab World and Its Culture	3(3+0)
Maj/Ara-303	Quranic Literature	3(3+0)
Maj/Ara-304	History of Arabic Literature	3(3+0)
Maj/Ara-305	Classical Prose	3(3+0)
Maj/Ara-306	Classical Arabic Poetry	3(3+0)
	Total Credits	**18**

SEMESTER-VI

Course No	Course Title	Credits
Maj/Ara-307	Modern Arabic Poetry	3(3+0)
Maj/Ara-308	Hadith Literature	3(3+0)
Maj/Ara-309	Composition, Dictation, Viva	3(3+0)
Maj/Ara-310	Modern Arabic Prose	4(4+0)
Maj/Ara-311	Translation	4(4+0)
	Total Credits	**17**

YEAR-4

SEMESTER-VII

Course No	Course Title	Credits
Maj/Ara-401	Rhetoric and Prosody	3(3+0)
Maj/Ara-402	Research Methodology	4(4+0)
Maj/Ara-403	Arab Media	3(3+0)
EC/Ara-401 EC/Ara-402	Literary Criticism Translation **(Choose Any One)**	4(4+0)
EC/Ara-403 EC/Ara-404	Comparative Literature Islamic Literature **(Choose Any One)**	4(4+0)
	Total Credits	**18**

SEMESTER-VIII

Course No	Course Title	Credits
EC/Ara-405 EC/Ara-406	Introduction to Linguistics Drama and Essays in Arabic **(Choose Any One)**	4(4+0)
EC/Ara-407 EC/Ara-408	Arabic Literature in Sub-Continent Arabic Literature in Spain **(Choose Any One)**	4(4+0)
Maj/Ara-404	Seminar	1
Maj/Ara-405	Research Thesis	6
	Total Credits	**15**

Total Hours: 17+17+15+15+18+17+18+15=132 CR

Research or Internship will be offered in VII semester

Curriculum Break up

Table 10: Curriculum Break up

Nature of Courses	Credits Hours
Compulsory Courses (No choice)	16
Compulsory Courses	09
Major Courses	46
Minor Courses from other disciplines	18
Foundation Courses	09
Basic Courses	12
Elective Courses	16
Thesis	06
Total	**132**

Standard 2.1: The curriculum must be consistent and supports the program's documented objectives.

BS program contents/courses meet the program outcomes as shown in the table below.

Table 11: <u>Courses versus Program Outcomes</u>

Courses	Program Outcomes			
	1	**2**	**3**	**4**
Maj/Ara-101	✓	✓	✓	
Maj/Ara-102	✓		✓	✓
Maj/ Ara -201	✓	✓	✓	✓
Maj/ Ara -202	✓	✓	✓	
Maj/ Ara -203	✓		✓	✓
Maj/ Ara -204	✓	✓	✓	✓
Maj/ Ara -205	✓	✓	✓	
Maj/ Ara -301	✓	✓	✓	✓
Maj/ Ara -302	✓		✓	✓
Maj/ Ara -303	✓	✓	✓	
Maj/ Ara -304	✓	✓	✓	✓
Maj/ Ara -305	✓		✓	
Maj/ Ara -306	✓	✓	✓	✓
Maj/ Ara -307	✓		✓	✓
Maj/ Ara -308	✓	✓	✓	
Maj/ Ara -309	✓	✓	✓	✓
Maj/ Ara -310	✓	✓	✓	
Maj/ Ara -311	✓		✓	✓
Maj/ Ara -401	✓		✓	✓
Maj/ Ara -402	✓	✓	✓	✓
Maj/ Ara -403	✓	✓	✓	✓
Maj/ Ara -404	✓		✓	✓
Maj/ Ara -405	✓	✓	✓	✓
EC/ Ara -401	✓	✓	✓	
EC/ Ara -402	✓	✓	✓	
EC/ Ara -403	✓	✓	✓	✓
EC/ Ara -404	✓	✓	✓	
EC/ Ara -405	✓	✓	✓	✓
EC/ Ara -406	✓		✓	
EC/ Ara -407	✓	✓	✓	✓
EC/ Ara -408	✓		✓	✓

Table 12: <u>Program versus Objectives</u>

Courses	Program Objectives			
	1	**2**	**3**	**4**
Maj/Ara-101	✓	✓	✓	✓
Maj/Ara-102	✓		✓	✓
Maj/ Ara -201	✓	✓	✓	
Maj/ Ara -202	✓	✓	✓	✓
Maj/ Ara -203	✓		✓	✓
Maj/ Ara -204	✓		✓	✓
Maj/ Ara -205	✓	✓	✓	✓
Maj/ Ara -301	✓	✓	✓	
Maj/ Ara -302	✓	✓	✓	
Maj/ Ara -303	✓		✓	✓
Maj/ Ara -304	✓	✓	✓	
Maj/ Ara -305	✓		✓	✓
Maj/ Ara -306	✓	✓	✓	✓
Maj/ Ara -307	✓		✓	✓
Maj/ Ara -308	✓	✓	✓	✓
Maj/ Ara -309	✓		✓	✓
Maj/ Ara -310	✓	✓	✓	✓
Maj/ Ara -311	✓	✓	✓	✓
Maj/ Ara -401	✓	✓	✓	
Maj/ Ara -402	✓	✓	✓	
Maj/ Ara -403	✓	✓	✓	✓
Maj/ Ara -404	✓	✓	✓	✓
Maj/ Ara -405	✓		✓	✓
EC/ Ara -401	✓	✓	✓	✓
EC/ Ara -402	✓	✓	✓	✓
EC/ Ara -403	✓		✓	✓
EC/ Ara -404	✓		✓	✓
EC/ Ara -405	✓	✓	✓	
EC/ Ara -406	✓	✓	✓	
EC/ Ara -407	✓	✓	✓	✓
EC/ Ara -408	✓	✓	✓	✓

Standard 2.2: Theoretical background, problems analysis must be stressed within the program's core material.

Program: BS

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

Table 13: <u>Elements of Courses</u>

Elements	Courses	No of Courses
Theoretical background	Basic Arabic Introduction to Arabic language-I Introduction to Arabic Language-II Introduction to Arabic literature-I Introduction to Arabic Literature-II Islamic history Study of Arab World and Its Culture Quranic Literature History of Arabic Literature Classical Arabic Prose Classical Arabic Poetry Modern Arabic Poetry Hadith Literature Modern Arabic Prose Arab Media Comparative Literature Islamic Literature Introduction to Linguistics Drama and Essays in Arabic Arabic Literature in Sub-Continent Arabic Literature in Spain	21
Problem solving	Applied Arabic Grammar-I Applied Arabic Grammar-II Functional Arabic	6

	Composition, Dictation, Viva Translation Translation	
Solution design	Research Methodology Research Thesis	2
Application of Theoretical Knowledge	Rhetoric and Prosody Literary Criticism	2

Standard 2.3: The curriculum must satisfy the core requirements for the program, as specified by the respective accreditation body.

The curriculum satisfies the core requirements for the program as specified by HEC.

Standard 2.4: The curriculum must satisfy the major requirements for the program as specified by the respective accreditation body.

N/A

Standard 2.5: The curriculum must satisfy general education, professional and other discipline requirements for the program, as specified by the respective accreditation body/council.

N/A

Standard 2.6: Information technology component of the curriculum must be integrated throughout the program.

Information technology component is included in the BS program of Arabic language and literature. A compulsory computer course of 3 credit hours is included in 3rd semester. However, improvement is needed in this area.

Standard 2.7: Oral and written communication skills of the student must be developed and applied in the program.

Oral and written communication has been given importance in the program. Students are encouraged to speak in Arabic during class and take part in curricular and co-curricular activities. Students' skills in oral and written communication are up to the mark. We have courses such as composition, dictation and viva, Functional Arabic, Translation which help students to understand and speak the Arabic language

CRITERION 3: LABORATORIES AND COMPUTING FACILITIES

Standard 3.1: Computer facility is available for students and faculty as well.

The infrastructure of the university is not sufficient to cater the needs. Therefore, there is need of computer labs within departments. Laptops should be provided to the faculty members for research work.

Standard 3.2: There must be adequate support personnel for instruction and maintaining the computer laboratory.

There is no computer lab yet.

Standard 3.3: The university computing infrastructure and facilities must be adequate to support program's objectives.

There is no language lab, computer lab. We have only one computer in the departmental office and we have no computer operator.

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 a timely manner:

The course is offered regularly as per schedule. The degree consists of eight semesters two terms per year. The department offers core courses in first seven semesters of BS program. While, for elective courses minimum 20 students in a batch are required to offer the course. 18 Students enrolled in 2017.student teacher ratio is 14:1

Standard 4.2: Courses in the major area of study must be structured to ensure effective interaction between students, faculty and teaching assistants:

Every course offered in the program carry assignments, class presentations and quizzes. Students have close interaction with their teachers for the guidance related to prepare their assignments and presentations. Each instructor adopts her way to interact with her students either in the class or during office hours.

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:

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 the shape of module description. The same document is also shared with the concerned Chairman/ HOD and Director Academics. Professional counseling is usually carried out by Student Career Counseling Committee constituted for the purpose.

CRITERION 5: PROCESS CONTROL

Standard 5.1: The process by which students are admitted to the program 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.

The program has a well-defined admission criterion, which include Students marks at Matric and Intermediate level. Furthermore, department follows the university admission policy. The admission is done only once in a year, in fall semester. Students who have completed the 12 years of education are eligible to apply for the admission. Admission is granted strictly on the basis of academic record and on 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. This process must be periodically evaluated to ensure that it is meeting its objectives.

The student's name, after completion of the admission process, is forwarded to the Registrar office for registration in the specific program and the registration number is issued. Students are evaluated through assignments, quizzes, tests, presentations, mid-term and final examination at the end of each semester. Only qualified students in each semester are allowed to join the next semester.

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 institution mission statement. These processes must be periodically evaluated to ensure that it is meeting its objectives:

Vacant and newly created positions are advertised in the national newspapers, applications are received by the Registrar office, scrutinized by the respective deans, and call letters are issued to the short-listed candidates on the basis of experience, qualification, publications and other qualities/activities as determined by the University in the light of HEC guidelines. The candidates are interviewed by the University Selection Board; Selection of candidates is approved by Syndicate.

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:

In the light of standard 5.4, department takes the following steps to ensure better learning:

- Time table is strictly followed by all faculty members.

- The Chairperson of the department frequently gets feedback from the students during the semester.

- All the relevant (Tests, Assignments and Quizzes) of evaluation are submitted to the office of the HOD. Its purpose is to ensure that the grading is transparent.

- Award list of all sectionals and final term paper is submitted to the controller of examination.

Moreover, in order to ensure the effective teaching, a quarterly survey is conducted by the university QEC. Its findings are communicated to the concerned faculty members. After completion of Survey, a meeting of Assessment Team 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.

The program is based upon semester system and at the end of each semester, examinations are held to evaluate the students' progress in that semester. Qualified students are allowed to join next semester and this cycle continues till the end of the degree program completion.

CRITERION 6: FACULTY

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 interests and qualifications of all faculty members must be sufficient to teach all courses, plan, modify and update courses and curricula. All faculty members must have a level of competence that would normally be obtained through graduate work in the discipline. The majority of the faculty must hold a Ph.D. in the discipline.

Department has competent faculty

Program areas	Number of faculty members with MS	Number of faculty with Ph.D. degree
BS Arabic	1	1

Table 3: Faculty Distribution by Program Areas

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 department are considered updated in the given discipline. The following points are considered to achieve the above-mentioned standard:
- 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.

Standard 6.3: All faculty members should be motivated and have job satisfaction to excel in their profession:

All faculty members are motivated and have job satisfaction to excel in their profession

CRITERION 7: INSTITUTIONAL FACILITIES

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

Internet Facility is limited and it is available for students. Video conferencing hall facility also available for interactive learning but this facility has very limited access for all departments. There is lack of multimedia classes as well. Furthermore,
- Electronic library books and journals are not available for learning purpose.
- Insufficient facilities regarding the infrastructure to support new trends in learning.

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 university library has enough books in hard copies to support the program learning. The library comprises of more than 1000 books of Arabic Literature and Languages. To fulfil the need more books are required to be purchased.

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

The department lacks individual faculty offices. Mostly shared offices are available, and department facilities are also not sufficient, as there is no language and computer lab, photocopier and computer operator. Class rooms are also without multimedia facility.

CRITERION8: 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 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.

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

The university follows the guidelines of HEC for admission in this program.

> **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 departments are managed by the university Finance Directorate and Registrar office. Department proposes its annual financial budget and sends it to the concerned authorities. Department takes necessary steps to fulfil its requirements.

APPENDICES

(Appendix A)

Table 7: Faculty Training, Seminars and workshops

Year	No. Of Trainings, Seminars and workshops
2011-2012	08
2012-2013	08
2013-2014	06
2014-2015	08
2015-2016	11

Appendix B

Table 8: <u>Number of Publications</u>

Year	Papers published
2015	03