

DEPARTMENT OF PERSIAN
LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

SELF-ASSESSMENT REPORT
MS PERSIAN

Submitted to

Quality Enhancement Cell,
Lahore College for Women University, Lahore

Dated: _____

Program Team Members:

1. Dr. Naheed Kausar
2. Dr. Shahida Alam
3. Ms. Maria Umer

Head of the Department: Dr. Syeda Faleeha Kazmi

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INTRODUCTION

The history of Persian Department is the history of Lahore College for Women University, Lahore. The Persian Department has a glorious past spanning of nine decades. In 1922 when Lahore College for Women was founded there were only few departments like Chemistry, English, Urdu, Philosophy, Physics, Economics, Political Science and one of these was the Persian Department

The key factor behind the establishment of the Persian Department in Lahore College for Women was that the Persian language was the only official language of the sub – continent starting from Mahmud Ghaznavi’s period to the Mughal Era. In addition, seventy five percent of Urdu language is derived from Persian language. A great treasure of religious books is in Persian and many others have been translated in Persian language. These books are an authority in religious teachings too. Many rare manuscripts are also available in Persian literature.

The Department of Persian is one of the oldest departments of Lahore College for Women University, Lahore. The importance of this department has justified its existence in university and has contributed to its growth.

The department has produced prominent scholars like Dr. Aarfa Sayeda, Ms. Kishwer Naheed and Ms. Shabnam Shakeel who have enhanced its stature and status. Prominent faculty members like Mrs. Q.A Chishti, Syeda Ashraf Bokhari, Mrs. Saeeda Chaudhry, Mrs. Mehboob Abid Ali, Mrs. Nafeesa Athar, Mrs. Saeeda Asif, Dr. Khalida Aftab, Dr. Zamurrad Salman and Mrs. Ra_a Shah have rendered their services in this department in the past.

The Persian Department is actively arranging and participating in various co – curricular activities within university and in other educational and cultural institutions. The co–curricular activities comprised essay writing competitions, poetry recitations, debates, declamation contests and Olympiad on Persian Language and Literature.

CRITERION 1: PROGRAM MISSION, OBJECTIVES AND OUTCOMES

1.1.1 Mission Statement of Department of Persian

Department of Persian offers MS (2-years) degree with following particulars:

Name of Program	Duration	No. of Modules (Semesters)	Total Credit Hrs
MS Persian	2 years	4 semesters (including Research thesis)	36

1.1.2 a. Mission of MS Program

The program of study of MS Persian consists of 36 credit hours in 04 semesters. After completion of course work and passing the semesters the topic of dissertation/ thesis will be approved by the department, Advance Board of Studies and research committees.

1.1.2. b. MS Program Objectives

- To become a good and responsible citizen
- To attain expertise in Persian Literature and Language
- To master the skill of spoken and written language
- To prepare and enhance the capabilities of students for further studies (PhD).

1.1.3. Aligning program objectives of MS Persian

MS program objectives are defined in the light of program and university mission statements that require the output to be inclusive of ethical values.

1.1.4 Assessment of Educational objectives:

Table 1: MS 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	- Students and teachers both required to be more regular - Enhancing communications skills, revision of course/curriculum - Guidance of students about any problem - Tutorials - Teachers' training about new teaching methods - Revising course outlines of some subjects and shuffling a couple of subjects across semesters on students' recommendation	- Attendance rules applied strictly - Teachers training and development - Making courses more interactive and interesting by active participation of teachers and students - Encouraging teachers to teach with more updated, relevant and daily life examples - Introducing new courses - Arranging national / international level seminars, lectures, workshops and symposiums and encouraging students of actively participate in them - Immediately trying to sort out the solutions if some
	2) Class room discussions	Class discussions are conducted regularly throughout the semester		
	3) Examinations	One midterm and one final term in each semester		
	4) Thesis	In final semester students submit their thesis evaluated by external examiner and Viva is conducted.		
	5) Class exercises	As per course requirement		
	6) Teacher's evaluation by students	During semester or at end teacher evaluation is done by students		

				complaints are put forward by students
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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:

- Expertise in Persian language and literature.
- Fluency in spoken and written language
- Job placement
- Higher studies

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

1.3.2 Strengths of Department

- Language and Literature based Program
- Recognized degree
- Experienced teachers
- Collaboration with national and international universities, Cultural institutes in Iran.

1.3.3 Weaknesses of Department

- Lack of offices for faculty members
- Lack of proper class rooms for students

Future Plans

Significant future plan for the program includes rectification for weaknesses. Classroom facilities as well as rooms for faculty will be improved during the next financial year.

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

1.4.1 Performance Measures:

1.4.1 a. MS students enrolled in last 2 years.

Students were enrolled during the session 2014-2016 2 years. Out of which 100 % students scored marks required to complete MS degree

1.4.1 b. Average GPA per semester

The average GPA is 2.5 GPA

1.4.1 c. Average Completion Time

The average completion time for MS Persian degree is 2 years.

i) Table 3: No. of Students Enrolled

Program	Session	No. of Students
MS PERSIAN	2013-2015	2
	2014-2016	8
	2015-2017	7
	2016-2018	6

ii) Table 4: Student-Faculty Ratio

Year	No. of Students	No. of Faculty Members	Student-Faculty ratio
2016-2018	6	4	1:2
2015-2017	7	4	1:2
2014-2106	8	3	1:2
2013-2015	2	3	1:2

iii) **Table 5: No. of Students Passed Out**

Program	Passing out Year	No. of Students
MS	2015-2017	On going
	2014-2016	8
	2013-2015	2

i) **Table 6: Percentage of MS Students & Attrition Rate**

Year	%age of MS Students Criteria: CGPA 3.75 and above	Attrition Rate ($\frac{\text{Admitted} - \text{pass out}}{\text{Admitted}} \times 100$)
2016	Nil	100%
2015	Nil	100%

v) **Table 7: Faculty Training, Seminars and workshops (Appendix A)**

Year	No. Of Trainings, Seminars and workshops
2013	11
2014	15
2015	15
2016	12

vi) **Papers Published at National & International Level**

Table 8: Number of Publications (Appendix B)

Year	Papers published
2016	06
2015	09
2014	08
2013	10

vii) Books in Library

The Persian Department has more than 3000 books in hard form.

Research Areas

The Faculty is involved in research in Persian language and literature, both in prose and poetry (Classical and modern)

Collaborations

- MOU between Iran Cultural Center and LCWU
- MOU signed between LCWU Lahore and Firdowsi University
- MOU between Sadi Organization and Tehran University

Departmental Achievements (others)

- Department got a project to establish Library cum seminar room
- Persian HOD has been honored with the “Firdausi Chair”.
- Publication of International research journal of Persian language “ANAHITA”.
- Three Day International Conference on Allama Iqbal.
- Three Day Workshop on Iqbal Day Studies.
- Four MS Persian Students visited for Iran for one month Language and Literature Course.
- Department got full funded Chair “Firdausi” by Govt. of Iran
- Department got a project of Language Lab.

Honors and Awards

- Nafeesa Athar Gold Medal is awarded to a student who get the First Position in Persian
- Opportunity is provided to the students for study tour in Iran.

CRITERION 2: CURRICULUM DESIGN AND ORGANIZATION

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

MS PERSIAN

STRUCTURE OF SCHEME OF STUDY

Nature of Courses	Numbers of Course	Credits Hours
Compulsory Course (No choice)	9	28
Research and Thesis	1	8
Total Credits	10	36

YEAR-I

SEMESTER-I

Course No	Course Title	Credit Hours
Per-501	Persian Grammar and Rhetoric Advance	3(3+0)
Per-502	Literary Criticism, Bibliographic Sources and Text Editing	3(3+0)
Per-503	History & Development of Persian Pros	3(3+0)
Per-504	Iqbal Studies	3(3+0)
	Total Credit Hours	12

SEMESTER-II

Course No	Course Title	Credit Hours
Per-506	Critical Study of Mystical Persian Literature	3(3+0)
Per-507	Persian Spoken	3(3+0)
Per-508	Critical Study of Epic and Heroic Persian Literature	3(3+0)
Per-509	History of Persian Language & Development of Persian Poetry	3(3+0)
	Total Credit Hours	12

YEAR-2**SEMESTER-III & IV**

Course No	Course Title	Credit Hours
Per-601	Seminar & Research Methodology	02
Per-602	Research Thesis**	10
	Total Credit Hours	12

Total Credit Hours: 12+12+12=36 CR

** Research Thesis will be offered in 3rd Semester.

Curriculum Break up

Table 10: Curriculum Break up

Curriculum Breakup	Credit Hours
COMPULSORY COURSES	28
RESEARCH REPORT	8
Total Credit Hours	36

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

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

Table 11: Courses versus Program Outcomes

Courses	Program Outcomes			
	1	2	3	4
Per-501	✓	✓	✓	✓
Per-502	✓	✓	✓	✓
Per-503	✓	✓	✓	✓
Per-504	✓	✓	✓	✓
Per-506	✓	✓	✓	✓
Per-507	✓	✓	✓	✓
Per-508	✓	✓	✓	✓
Per-509	✓	✓	✓	✓
Per-601	✓	✓	✓	✓

Per-602	✓	✓	✓	✓
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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.

The Curriculum in the program fully satisfies the major requirements of the program

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

The curriculum satisfies general education, arts, and professional and other discipline requirements for the program, as specified by the respective accreditation body/council.

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

Information technology component is included in Persian language and literature. 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 Persian during class and take part in curriculum and co-curriculum activities. Student's skills in oral and written communication are up to the mark.

CRITERION 3: LABORATORIES AND COMPUTING FACILITIES

Standard 3.1: Manuals/documentation/instructions for experiments must be available and readily accessible to faculty and students.

There is need of providing additional class rooms, separate rooms for faculty members and 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 laboratories:

Department needs a Clerk and a record keeper for library and for language lab.

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

The computing facility of the university needs improvement.

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 4 semester. The students have to complete 36 credit hours for degree completion.

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 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.

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 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 evaluation of Students' marks at different levels and admission test results. The admission is done once a year, in fall semester. Students who have completed the 16 years of education are eligible to appear for the admission. Admission is granted strictly on the basis of academic record, test and interview.

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 examinations 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 the BOG.

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:

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.
- All the relevant materials (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 papers is submitted to the controller of examination.

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.

The program is run on semester basis 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:

Program areas	Number of faculty members with MS	Number of faculty with Ph.D. degree
Persian BS honors, MS and PhD.	4	4

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 LCWU 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.

CRITERION 7: INSTITUTIONAL FACILITIES

Standard 7.1: The institution must have the infrastructure to support new trends in learning 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.
- 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. Video conferencing hall facility available for interactive learning but this facility has very limited access for all departments. There is lack of multimedia in classes.

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 3000 books of Persian literature and language.

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

Majority all the class rooms are available without multimedia. Common rooms are also missing. The department lacks individual faculties offices mostly shared offices are available and class room facilities are also not sufficient.

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 department are managed by the university Finance Directorate and Registrar office.

Appendices

(Appendix A)

Faculty Training, Seminars and workshops

Year	No. Of Trainings, Seminars and workshops
2013	01
2014	08
2015	08
2016	09

(Appendix B)**Papers Published at National & International Level****Number of Publications**

Year	Papers published
2016	06
2015	09
2014	08
2013	10