

DEPARTMENT OF PUNJABI
LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

SELF-ASSESSMENT REPORT
MS (PUNJABI)

Submitted to

Quality Enhancement Cell,
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INTRODUCTION

Department of Punjabi comes under the umbrella of Faculty of Languages and Cultures, Lahore College for Women University Lahore. It has been striving hard to promote this local language by running different courses on the subject. Currently it has the range of courses on its list from F.A to Ph.D levels. The Punjabi department is an outstanding department in the university with highly qualified faculty and is famous for its research and cultural activities. Punjabi department strives to acquaint students with latest knowledge on language, literature and culture. Since Punjabi language is rich and famous for its literature; the work of sufi poets on Punjabi is particularly admirable. Therefore, we also equip students with modern research tools and techniques so that they would be able to contribute in modern literature.

CRITERION 1: PROGRAM MISSION, OBJECTIVES AND OUTCOMES

1.1.1 Mission Statement of Department of Punjabi

- Promote the Punjabi Language and Literature at different academic levels
- Restore the status of the largest regional language of the Punjab (Pakistan) as medium of instruction.
- Save the richest literature of Punjabi by Research.
- Promote the Mother tongue of the 120 million peoples of the Punjab.

Department of Punjabi Offers MS (2-years) degree with following particulars:

Name of Program	Duration	No. of Modules (Semesters)	Total Credit Hrs
MS (Punjabi)	2 years	4 semesters (Seminar + Thesis)	36

1.1.2 a. Mission of MS Program

By teaching the different courses to the students of MS (Punjabi) to enhance their understanding, critical thought and vision with the Punjabi Literature, latest research methodology, criticism and teaching learning process.

1.1.2. b. MS Program Objectives

Objective of the MS Punjabi Program are:

- Teaching of Tehqeeq day Somay
- Teaching of Punjabi Lisaniyat di Riwayat
- Teaching of Punjabi Adab day Naway Ruhjanat
- Teaching of Qissa Adab da Tajziyati Mutaala
- Teaching of Tehqeeq, Tehqeeq da Tareeka Kar ty Mukala Nigari
- Teaching of Tadveen da Tareeka Kar ty Tadveen-e-Matan
- Teaching of Almi Adab da Mutaala
- Teaching of Imla Hath Likhat ty Rasm-ul-Khat
- Teaching of Research and Criticism

1.1.3. Aligning program objectives of MS (Punjabi)

The objective of LCWU, Lahore and MS (Punjabi) Program are well aligned. The program imparts up to date knowledge and practical skills among Punjabi Students through high quality class teaching and grooming them to become contributing persons for the humanity.

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	There is at least one assignment or research report before midterm exams and one before final term exams	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 complaints are put forward by students
	2) Class room Discussions	Class discussions are conducted regularly throughout the semester		
	3) Examinations	One midterm and one final term in each semester		
	4) Assignments	Practicals are conducted as per course requirement		
	5) Scientific Report writing Project	In semester 4 students are supposed to conduct a group research and write its full report		
	6) 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		
	8) Class exercises	As per course requirement		
	7) Teacher's evaluation by students	During semester or at end teacher evaluation is done by students		

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

1.2 Program Outcomes:

Program Outcomes of MS Punjabi are:

- Awareness about Tehqeeq day Somay
- Awareness about Punjabi Lisaniyat di Riwayat
- Awareness about Punjabi Adab day Naway Ruhjanat
- Awareness about Qissa Adab da Tajziyati Mutaala
- Awareness about Tehqeeq, Tehqeeq da Tareeka Kar ty Mukala Nigari
- Awareness about Tadveen da Tareeka Kar ty Tadveen-e-Matan
- Awareness about Almi Adab da Mutaala
- Awareness about Imla Hath Likhat ty Rasm-ul-Khat
- Awareness about Research and Criticism

Table 2: MS Program Outcomes

Program Objectives	Program Outcomes								
	1	2	3	4	5	6	7	8	9
1	☀								
2		☀							
3			☀						
4				☀					
5					☀				
6						☀			
7							☀		
8								☀	
9									☀

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

1.3.1 Actions taken on the basis of assessment:

Students are advised to consult more books for their vast study in the subject.

1.3.2 Strengths of Department

- ✓ Highly Qualified Staff Members
- ✓ Team Work
- ✓ Researched based Teaching Learning Process
- ✓ Co-Curricular Activities
- ✓ Research Work

1.3.3 Weaknesses of Department

- Departmental Library is not available.
- Clerical Staff is not available.
- Proper Class Rooms are not available.
- Offices for Teaching Staff are not available.

Future Plans

- Computerized Research Lab will establish for the students
- Department of Punjabi will attach to the international universities
- HEC's approved Departmental Research Journal will start
- Latest Linguistic Libratory will establish

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

1.4.1 Performance Measures:

i) Table 3: No. of Students Enrolled

Program	Session	No. of Students
MS	2009-2011	04
	2010-2012	03
	2011-2013	10
	2012-2014	11
	2013-2015	08
	2014-2016	06
	2015-2017	10

ii) Table 4: Student-Faculty Ratio

Year	No. of Students	No. of Faculty Members	Student-Faculty ratio
2009-10	04	04+02	0.67:01
2010-11	03	04+02	0.5:01
2011-12	10	03+02	02:01

2012-13	21	02+01	07:01
2013- 14	19	02+01	6.3:01
2014-15	14	03+01	3.5:01
2015-16	16	04	04:01

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

Program	Passing out Year	No. of Students
MS	2011	03
	2012	03
	2013	10
	2014	10
	2015	05
	2016	02

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

Year	%age of Honor Students Criteria: CGPA 3.75 and above	Attrition Rate ($\frac{\text{Admitted - pass out}}{\text{Admitted}} \times 100$)
2011	00	25%
2012	33.3%	100%
2013	50%	Zero
2014	60%	9.09%
2015	60%	37.5%
2016	50%	66.67%

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

Year	No. Of Trainings, Seminars and workshops Attended	No. Of Trainings, Seminars and workshops Conducted
2011	01	NA
2012	04	NA
2013	07	NA
2014	07	01
2015	05	01
2016	03	01

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

Table 8: Number of Publications

Year	Papers published
2013	04
2014	05
2015	18
2016	02

vii) Books in Library

6000 Books are available in the library

Research Areas

The Faculty is involved in research in the following areas:

- ✓ Classical Shairi
- ✓ Jadeed Shairi
- ✓ Nasar Qadeem ty Jadeed
- ✓ Deeni Adab
- ✓ Tehqeeq tay Tanqeed
- ✓ Aalmi Adab da Mutalia

Collaborations

NA

Departmental Achievements (others)

- Successfully Completed the First Regular Session of PhD Punjabi
- Published PARAKH First Research Journal of the Punjabi Department

Honors and Awards

- Award in Youth Festival 2013
- 1st Prize in Drama Heer Waras Shah from KE Medical University
- 1st in Cricket Tournament in LCWU, Lahore
- 1st Prize in Debate Competition at GGC, Chuna Mandi, Lahore
- 3rd Prize in Debate Competition at UET, Lahore 2014

CRITERION 2: CURRICULUM DESIGN AND ORGANIZATION

The development of curriculums for each program of Gender & Development Studies is based on the detailed curriculum development guidelines issued by HEC.

MS (2-Year) Punjabi

STRUCTURE OF SCHEME OF STUDY

Nature of Courses	Numbers of Course	Credits Hours
Compulsory Course (No choice)	08	24
General / Minor Courses	01	02
Major Courses	00	00
Research Report / Thesis	01	10
Total Credits	10	36

YEAR-1

SEMESTER-I

Course No	Course Title	Credits
Punj-501	Tehqeeq dy Somy	3(3+0)
Punj-502	Punjabi Lisaniyat di Riwayat	3(3+0)
Punj-503	Punjabi Adab dy Naway Ruhjanat	3(3+0)
Punj-504	Qissa Adab da Tajziyati Mutaala	3(3+0)
	Total Credits	12

SEMESTER-II

Course No	Course Title	Credits
Punj-505	Tehqeeq, Tehqeeq da Tareeka Kar ty Mukala Nigari	3(3+0)
Punj-506	Tadveen da Tareeka Kar ty Tadveen-e-Matan	3(3+0)
Punj-507	Almi Adab da Mutaala	3(3+0)
Punj-508	Imla Hath Likhat ty Rasm-ul-Khat	3(3+0)
	Total Credits	12

YEAR-2**SEMESTER-III**

Course No	Course Title	Credits
Punj-601	Seminar	2(2+0)
	Total Credits	02

SEMESTER-IV

Course No	Course Title	Credits
Punj-602	Thesis/Research Work	10
	Total Credits	10

Total Hours:

36

Curriculum Break up**Table 10: Curriculum Break up**

Curriculum Breakup	Credit Hours
COMPULSORY COURSES	24
SEMINAR	02
RESEARCH THESIS	10
Total Credit Hours	36

Standard 2.1: The curriculum is 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	5	6	7	8
Tehqeeq day Somay	☀							
Punjabi Lisaniyat di Riwayat		☀						
Punjabi Adab day Naway Ruhjanat			☀					
Qissa Adab da Tajziyati Mutaala				☀				
Tehqeeq, Tehqeeq da Tareeka Kar ty Mukala Nigari					☀			
Tadveen da Tareeka Kar ty Tadveen-e-Matan						☀		
Almi Adab da Mutaala							☀	
Imla Hath Likhat ty Rasm-ul-Khat								☀

Table 12: Program versus Objectives

Courses	Program Objectives							
	1	2	3	4	5	6	7	8
Tehqeeq day Somay	☀							
Punjabi Lisaniyat di Riwayat		☀						
Punjabi Adab day Naway Ruhjanat			☀					
Qissa Adab da Tajziyati Mutaala				☀				
Tehqeeq, Tehqeeq da Tareeka Kar ty Mukala Nigari					☀			
Tadveen da Tareeka Kar ty Tadveen-e-Matan						☀		
Almi Adab da Mutaala							☀	
Imla Hath Likhat ty Rasm-ul-Khat								☀

Standard 2.2: Theoretical background, problems analysis and solution design are stressed within the program's core material.

Program: MS

Table 13: Elements of Courses

Elements	Courses	No of Courses
Theoretical background	<ul style="list-style-type: none"> • Tehqeeq day Somay • Punjabi Lisaniyat di Riwayat • Punjabi Adab day Naway Ruhjanat • Qissa Adab da Tajziyati Mutaala • Almi Adab da Mutaala • Imla Hath Likhat ty Rasm-ul-Khat 	06
Application of Theoretical Knowledge	<ul style="list-style-type: none"> • Tehqeeq, Tehqeeq da Tareeka Kar ty Mukala Nigari • Tadveen da Tareeka Kar ty Tadveen-e-Matan • Seminar • Research Thesis 	04

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

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

Standard 2.5: 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.

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

CRITERION 3: LABORATORIES AND COMPUTING FACILITIES

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

Standard 3.2: There are adequate support personnel for instruction and maintaining the laboratories:

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

CRITERION 4: STUDENT SUPPORT AND ADVISING

Standard 4.1: Courses are offered with sufficient frequency and number for students to complete the program in a timely manner:

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

Standard 4.3: Guidance on how to complete the program are available to all students and access to academic advising is available to make course decisions and career choices:

CRITERION 5: PROCESS CONTROL

Standard 5.1: The process by which students are admitted to the MS Punjabi 2 Year Degree program is based on quantitative and qualitative criteria and clearly documented. This process is periodically evaluated to ensure that it is meeting its objectives:

Standard 5.2: The process by which students are registered in the MS Punjabi 2 Year Degree program and monitoring of students' progress to ensure timely completion of the program is documented. This process is periodically evaluated to ensure that it is meeting its objectives:

Standard 5.3: The process of recruiting and retaining highly qualified faculty members are in place and clearly documented. Also processes and procedures for faculty evaluation, promotion is consistent with institution mission statement. These processes are periodically evaluated to ensure that they are meeting its objectives:

Standard 5.4: The process and procedures uses to ensure that teaching and delivery of course material to the students emphasizes active learning and that course learning outcomes are met. The process is 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 program is based on standards, effective and clearly documented procedures. This process is periodically evaluated to ensure that it is meeting its objectives.

CRITERION 6: FACULTY

Standard 6.1: There is enough full time faculty who is 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 are sufficient to teach all courses, plan, modify and update courses and curricula. All faculty members have a level of competence in the discipline. Whole faculty holds a Ph.D. in the discipline:

Program areas	Number of faculty members with MS	Number of faculty with Ph.D. degree
MS Punjabi	04	NA

Table 3: Faculty Distribution by Program Areas

Standard 6.2: All faculty members remained current in the discipline and sufficient time has been provided them for scholarly activities and professional development. Also, effective programs for faculty development are placed:

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

CRITERION 7: INSTITUTIONAL FACILITIES

Standard 7.1: The Punjabi Department establishing its infrastructure to support new trends in learning such as e-learning

Standard 7.2: The Main library of the LCWU, Lahore possesses an up-to-date technical collection relevant to the MS (Punjabi) program and adequately staffing with professional personnel

Standard 7.3: Class-rooms adequately equipping and offices is adequate to enable faculty to carry out their responsibilities:

CRITERION 8: INSTITUTIONAL SUPPORT

Standard 8.1: There is 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:

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

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