DEPARTMENT OF PUNJABI

LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

SELF-ASSESSMENT REPORT

Ph.D

Submitted to

Quality Enhancement Cell,

Lahore College for Women University, Lahore

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

INTRODUCTION

Punjabi is the provincial and regional language of Pakistan. The teaching of Punjabi started at Lahore College for Women Lahore in 1978. It was a new subject the key factor behind the establishment of Punjabi Department in Lahore College for Women University Lahore is the promotion of Punjabi Language that's its roots were engaged with Sindh Civilization the oldest civilization of the world. It was the language of Sufias, Bzurgan-e-Deen and of saints. Urdu, Persian and Arabic has adopted its vocabulary too. A great treasure of religious books is the base of this language.

Punjabi is the mother language of Punjab inhabitants. Although it's a regional language of Pakistan, but it's the language of so many countries of the world it is the language of three provinces of Canada. It is also used in India, Kenya, USA, England, Japan and Africa etc. A large group of "Sikh" religion considers this language as religious language of their religion. This language has a rich culture, literature, and linguistics with linguistics, prose, poetry and ethics. This language is also the language of Sofia's, Bzurg, Saints poets, philosopher's writers and thinkers.

The Punjabi Department at LCWU is actively arranging and participating in various co-curricular activities, with University and in other cultural Institutes. Co-curricular activities comprised poetry recitation, debates, Folk singing, research activities too.

CRITERION 1: PROGRAM MISSION, OBJECTIVES AND OUTCOMES

1.1.1 Mission Statement of Department of Punjabi

Department of Punjabi offers Ph.D (3.5 to 5) years degree with following particulars:

Name of Program	Duration	No. of Modules (Semesters)	Total Credit Hrs
Ph.D Punjabi Language and Literature	3.5 to 5 years	2 Semester (1 Year) + Comprehensive exam and topic selection + 2 to 3 Year Thesis	18+18=36

1.1.2 a. Mission of Ph.D Program

The program of study of Ph.D Punjabi consists of 36 credit hours along with two phases.

Phase 1:   Semester 1 & 2, comprehensive exam.

Phase 2:   Synopsis write up (approval of research proposal from BOS, FB & ASRB); Dissertation / thesis write up.

- On the satisfaction completion of the program of study (course work and dissertation / thesis) the scholar shall be awarded Ph.D degree in. Punjabi shall be medium of instructions.

This program has been working on regular basis by HEC to promote research activities in Pakistan, because till 1998 the Ph.D ratio in Pakistan was very low. Govt. targeted to enhance Ph.D scholars till 2007. Now it is the target of Punjabi Department at LCWU for the promotion of Punjabi Language and Literature. It's a general observation that competent and highly qualified teachers can provide quality of education so it's the need of hour we produce Ph.D Scholars of high quality with strong research abilities.

1.1.2. b. Ph.D Program Objectives

1.   Promotion of higher education.

2.   Promotion of Punjabi Language and Literature up till International Level.

3.   Promotion of job opportunity.

4.   Promotion of Research.

5.   Promotion good and responsible citizen.

6.   To attain expertise in Punjabi Literature and Language.

7.   To make students efficient in Punjabi Classical and Contemporary Literature.

8.   To prepare students for a professional career at international level.

1.1.3. Aligning program objectives of Ph.D Punjabi

1.   Promotion of Research in Punjabi Language.

2.   To strengthen the mother tongue of Punjab.

3.   Promotion of Higher Education Regional Languages.

4.   Enhancement of Qualification for Professionals.

5.   To master the skill of spoken and written language.

6.   To teach the principles of Manuscript Editing to the students.

Ph.D program objectives are define in the light of program objectives of University.

1.1.4 Assessment of Educational objectives:

Table 1: Ph.D 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 and research skills, revision of course/curriculum	1. Attendance rules applied strictly 2. Teachers training and development
	2) Class room discussions	Class discussions are conducted regularly for 10 minutes daily throughout the semester		3. Making courses more interactive and interesting by active participation of teachers and students
	3) Examinations	One midterm and one final term in each semester	3. Guidance of students about any problem	
	4) Assignments	Assignment One mid term and one final term	4. Tutorials	4. Encouraging teachers to teach with more updated, relevant and Research oriented example.
	5) Writing Research Articles	In semester 2 students are supposed to conduct a group discussion on different researchable topics and selection of supervisor according to area of specialization	5. Teachers' training about new teaching methods 6. Revising course outlines according to new research techniques 7. Revising course outline of some courses and shuffling a couple of subjects across semesters.	5. Introducing new courses according to area of research specialization
	6) Thesis	After 2nd and final term exam students will decided their topics, supervisor		6. Arranging national / international level seminars, lectures,
	7) Teacher's evaluation by	During semester or at end teacher		

| | students | evaluation is done by students | | workshops and symposiums and encouraging students actively participate in them |
| | 8) Class exercises | As per course requirement preparation of synopsis and comprehensive exam. | | 7. Immediately trying to sort out the solutions if some complaints are put forward by students |

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

1.2 Program Outcomes:

1.   All students completed course work successfully.
2.   Present students are doing research work successfully and will submit their thesis in-time.
3.   All pass out students got reasonable job in Govt. Institution.

Table 2: Ph.D Program Outcomes

Program Objectives	Program Outcomes		
	1	**2**	**3**
1	Target achieved	Target achieved	Target achieved
2	Target achieved	Target achieved	Target achieved
3	Target achieved	Target achieved	Target achieved
4	Target achieved	Target achieved	Target achieved

> **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:

1.   The students are advised to visit different libraries.
2.   Also advised to consult latest research methodology from Google Search.

1.3.2 Strengths of Department

1.   All available facilities can use Ph.D Scholars.
2.   On Job Ph.D Scholars are also facilitated.
3.   Language and Literature based program.
4.   Recognized degree.
5.   Experienced and highly qualified faculty.

1.3.3 Weaknesses of Department

1.   Internet   Not Available to Ph.D Scholars
2.   Printer   Not Available to Ph.D Scholars
3.   Photocopier   Not Available to Ph.D Scholars
4.   Library of Dept. Not Available
5.   Drinking Water   Not Available
6.   Lack of offices for faculty.
7.   Lack of proper class rooms.

Future Plans

Significant future plan for the program includes rectification for weakness. Classroom facilities as well as offices for faculty will be improved during the next financial year, it also needed:

1.   Enhance the No. of Ph.D Scholars.
2.   Promotion of more area of specialization on Ph.D level.
3.   Promotion of Ph.D topics in collaboration of other subjects like Science, Social Science & I.T.
4.   Promotion of Research Journal for publication.
5.   Encouragement of Publication at International Level.

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

1.4.1 Performance Measures:

a)   **Students enrolled in Ph.D Programme during last 8 years:**

13 Student enrolled in Ph.D Program during last 8 years, 4 passed out, 9 are in progress.

b)   Average GPA per semester:

GPA is from 3 to 4.

c)   The Ph.D Punjabi has average completion time of degree is 3.5 years.

Table 3: No. of Students Enrolled

Program	Session	No. of Students
Ph.D	2008-2012	Nil
	2009-2013	03
	2010-2014	Nil
	2011-2015	02
	2012-2016	Nil
	2013-2017	03
	2014-2018	03
	2015-2019	02
	2016-2020	Nil

ii)   Table 4: Student-Faculty Ratio

Year	No. of Students	No. of Faculty Members	Student-Faculty ratio
2015-2016	11	04	3:1
2014-2015	11	2+2	3:1
2013-2014	08	2+2	1:1
2012- 2013	05	2+2	1:1
2011-2012	05	2+2	1:1
2010-11	03	2+2	1:1

iii)   Table 5: No. of Students Passed Out

Program	Passing out Year	No. of Students
	2016	Nil
	2015	Nil
Ph.D	2014	04
	2013	Nil
	2012	Nil

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

Year	No. Of Trainings, Seminars and workshops
2011	04
2012	15
2013	14
2014	08
2015	11
2016	01

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

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

Year	Papers published
2016	06
2015	21
2014	07
2013	05
2012	10
2011	07

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

5000 Books

Research Areas

The Faculty is involved in research in the following areas:

1.   Research, Punjabi Language & Literature.

2.   Language & Literature.

3.   Prose & Poetry.

4.   Naat & Deni Adab.

5.   Theatre & Film

Collaborations

1.   Gender Studies Department
2.   Botany Department
3.   Zoology Department

<u>Departmental Achievements (others)</u>

1.   Publication of First Research Journal "Parakh".
2.   Approval of First Women Research Journal of the World.

<u>Honors and Awards</u>

1.   On different books 12 awards

2.   7 Distinctions.

3.   5 Member Editorial Board of different research journal.

4.   2 Members NCRC

<u>CRITERION 2: CURRICULUM DESIGN AND ORGANIZATION</u>

The development of curriculums for the program of Ph.D Punjabi is based on the detailed curriculum development guidelines issued by HEC.

Ph.D (3.5 to 5 Years) <u>Ph.D Punjabi</u>

<u>STRUCTURE OF SCHEME OF STUDY</u>

Nature of Courses	Numbers of Course	Credits Hours
Compulsory Course (No choice)	02	3+3=6
Major Courses	04	12
Research Report / Thesis	6	18
Total Credits		

YEAR-1

SEMESTER-I

Course No	Course Title	Credits
Punj-701	Tehqeeq ty Tanqeed	03
Punj-702	Punjabi Adab wich Tarjamy di Riwayat	03
Punj-703	Grammar, Shair ty Arooz* or Tazkara Naveesi ty Tareekhan da Mutalaa	03
	Total Credits	**09**

SEMESTER-II

Course No	Course Title	Credits
Punj-704	Sahafat ty Punjabi Sahafat	03
Punj-705	Khaka Nigari tyMukale di Paishkash	03
Punj-706	Classiki Adab da Mutaala	03
	Total Credits	**09**

Total Hours: 09 + 09 = 18 CR

Curriculum Break up

Table 10: Curriculum Break up

Curriculum Breakup	Credit Hours
COMPULSORY COURSES ●	06
MAJOR COURSES ●	12
● RESEARCH REPORT / THESIS	18
Total Credit Hours	**36**

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

Ph.D 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**	**5**
Tehqeeq ty Tanqeed	✓	✓			
Punjabi Adab wich Tarjamy di Riwayat	✓	✓			
Grammar, Shair ty Arooz* or Tazkara Naveesi ty Tareekhan da Mutalaa	✓	✓			
Sahafat ty Punjabi Sahafat	✓	✓			
Khaka Nigari tyMukale di Paishkash	✓	✓			
Classiki Adab da Mutaala	✓	✓			

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

Courses	Program Objectives				
	1	**2**	**3**	**4**	**5**
Tehqeeq ty Tanqeed	✓	✓			
Punjabi Adab wich Tarjamy di Riwayat	✓	✓			
Grammar, Shair ty Arooz* or Tazkara Naveesi ty Tareekhan da Mutalaa	✓	✓			
Sahafat ty Punjabi Sahafat	✓	✓			
Khaka Nigari tyMukale di Paishkash	✓	✓			
Classiki Adab da Mutaala	✓	✓			

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

The curriculum satisfy the core requirement for the program, as specified by the HEC.

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

Yes the curriculum fully satisfy the major requirements of the program as specified by HEC.

> **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 satisfy general education, arts, professional and other discipline requirements for the program, as specified.

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

Information technology component is included in Punjabi Language and Literature however improvement is needed.

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

Oral and written communications has been given importance in the programe students are encouraged to speak Punjabi during class and take part in curricular and co curricular activities. Students skill in oral and written communication are up to work.

CRITERION 3: COMPUTING FACILITIES

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

The infrastructur of University is not sufficient to cater the needs. Therefore there is need of provide additional class rooms / separate rooms for faculty members and computer labs within department specially a separate lab for Ph.D Scholars. Laptops & Tabs should be provided to all Ph.D Faculty Members.

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

Department need one lab attendent for cultural lab, and a clerk.

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:

Courses are offered regularly as per schedule. The degree consist of two semesters regular classes and 6 semesters of Research Thesis and Compulsory Comprehensive exam.

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 assignment class presentation, discussion, students introduction to there teachers for the guidance regarding research work

each instructor adopt her own style to teach & guide the research scholars in the class room and during the 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 regular classes considered faculty members provide documents continuing programme mission, objects, outcomes, curriculum design and organization, assessment methodology and examination criteria. Similarly the content the document having programme mission, objectives, outcomes available to all students of Ph.D in the module description the same documents shared with the concerned incharge and directors.

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 process of Ph.D Admission based on qualitative values of the students. The criteria is 3 CGPA in MS. No third division is allowed to apply for Ph.D.

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 programme has a well define criteria which include evaluation of students marks at different levels. Admission is done twice a year in semester (Spring & Autumn) The students have 3 CGPA in M.S Degree are eligible in the first examination test of Ph.D.

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:

The department has already 8 competent faculty members with huge research work four of them are Ph.D while the four other are enrolled in Ph.D Programme

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 Coordinator of the Ph.D Programme 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 Punjabi Department. It purpose 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 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 basics 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 the 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
Ph.D, MS, BS	08	04

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.

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

All faculty members are already attending workshops, seminars and refresher courses related to research techniques.

CRITERION 7: INSTITUTIONAL FACILITIES

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

E-learning program has been introduced to faculty members in 2016 but it requires more attention for institute of Language, Art & Culture.

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:

All things available but the behaviour of liberary staff towards research scholar is non-cooperative.

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

Yes but internet faculty is not available for Ph.D Scholars.

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:

Yes Internship programme is running to support the jobless students.

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

Punjabi is the regional language so the number of students is less in Ph.D but the quality of Ph.D Scholars is high and competing all high rank Universities.

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

University is already providing financial resources.

APPENDICES

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

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2012	15
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ix)   **Papers Published at National & International Level**

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