DEPARTMENT OF Urdu

LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

SELF-ASSESSMENT REPORT

Ph.D Urdu

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

The department of Urdu was established 1961 at LCWU. Living nations have their own language and literature because literature preserves history, culture, values and traditions. All of these characteristics contribute towards making nation and society self respecting and honorable. This department has its role in making the students a good human being fully aware of their own culture, values and traditions.

In 1993 the department started post graduate classes M.A students were also taught about advanced research and 36 research these made their place in the Urdu seminar library.

Ph .D program was also started in the LCWU in 2004. Under this program Dr.Nafees Iqbal was the first Ph .D scholar of LCWU followed by Dr. Najma Perveen and Dr. Zareen Habib Mirza from the Urdu department. Now with highly qualified staff, department has Ph .D program on a regular basis.

CRITERION 1: PROGRAM MISSION, OBJECTIVES AND OUTCOMES

1.1.1 Mission Statement of Department of Urdu

- **To produce/bring in field confident women of creative minds through quality and effective teaching in urdu language and literature.**
- **To discipline role in public services sector through efficient, research oriented and capable graduates from urdu department of LCWU.**
- **To develop best prevailing world wide research evolving atmosphere for a noteable enhancement knowledge of urdu language and literature.**
- **To groom students into scholars of national/international level who shall add pride to LCWU and Pakistan.**

Department of Urdu offers Ph.D degree with following particulars:

Name of Program	Duration	No. of Modules (Semesters)	Total Credit Hrs
Ph.D	5 years 3/5	02 semesters	18

1.1.2 **a. Mission of Ph.D Program**

The mission of our Ph.D program is to produce capable, independent researchers. Who have the ability to generate new knowledge about language and literature of urdu. We will provide a quality educational experience their prepares women to enter careers in academia, industry and the related fields.

1.1.2. b. Ph.D Program Objectives

- **To enable students to engage in advanced studies and research**
- **To faster original and scholarly research**
- **To enable graduates to integrate their professional education and experience**
- **Cutting edge knowledge of and technical skills in a chosen core discipline as part of an academic and/or professional career in the language and literature**

1.1.3. Aligning program objectives of Ph .D Urdu

Mission	Objectives
- **To produce/bring in field confident women of creative minds through quality and effective teaching in Urdu language and literature.**	- **To enable students to engage in advanced studies and research**

• To discipline role in public services sector through efficient, research oriented and capable graduates from Urdu department of LCWU.	• To faster original and scholarly research
• To develop best prevailing worldwide research evolving atmosphere for a notable enhancement knowledge of Urdu language and literature.	• To enable graduates to integrate their professional education and experience
• To groom students into scholars of national/international level who shall add pride to LCWU and Pakistan.	• Cutting edge knowledge of and technical skills in a chosen core discipline as part of an academic and/or professional career in the language and literature

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) Question answer and discussion	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
	2) Class room discussions	Class discussions are conducted regularly throughout the semester		
	3) Examinations	One midterm and one final term in each semester		
	4) written Assignments	Practicals are conducted as per course requirement		
	5) Research Report writing Project	In semester 7 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		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 that graduating students are capable of performing these outcomes.

1.2 Program Outcomes:

- **Write publishable research thesis which make significant intellectual contribution to the body of knowledge in their chosen field and provide innovative solutions to the day to day problems faced in their professional careers**
- **Critically evaluate Urdu literature in order to uses their quality and applicability in improving the effective handling the program of Urdu language and literature.**
- **Acquire and utilize knowledge of behavioral policy band strategic issues to improve the effectiveness of their organizations**
- **Demonstrate superior oral and written communication skills relevant to the subject link their educational experience directly to their own workplace experience and be proficient in transferring those skills and capabilities to others**

Table 2: Ph.D Program Outcomes

Program Objectives	Program Outcomes				
	1	2	3	4	5

1	✓	✓	✓		
2	✓		✓	✓	
3			✓	✓	
4	✓	✓	✓	✓	
5					

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:
- **We change the syllabus after three years on the basis of assessment.**
- **Our Ph .D faculty enhance their knowledge and update the teaching methods.**

1.3.2 Strengths of Department
- **There are 16 Ph .D Faculty members.**
-
- **Six members are M .Phil.**
- **Five members are enrolled in Ph.D.**

1.3.3 Weaknesses of Department
- We don't have facilities of computer lab.
- We don't have proper space for library and sitting facilities.

- We don't have research journal. The facility of other research is not provided literacy.

Future Plans
- **WE are working on a plan to publish a research journal of the department of Urdu.**
- **We are going to organize international and national conferences/seminars and workshop.**
- **We are planning to series of lectures of renown scholars, critics and experts on literature.**
- **We are designing research projects with the collaboration of Ph.D scholars with faculty members.**

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

1.4.1 Performance Measures:

i)   **Table 3<u>: No. of Students Enrolled</u>**

Program	Session	No. of Students
Ph.D	2009-2014	03
	2010-2015	04
	2011-2016	02
	2012-2017	01
	2013-2018	08
	2014-2019	Nil
	2015-2020	05
	2016-2021	02

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

Year	No. of Students	No. of Faculty Members	Student-Faculty ratio
2009-2014	03	02	03
2010-2015	04	04	03
2011- 2016	02	04	04
2012-2017	01	04	04
2013-2018	08	04	04
2014-2019	Nil	Nil	Nil
2015-2020	04+01	05+05	04+01
2016-2021	02	03	02

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

Program	Passing out Year	No. of Students
	2009	03
	2010	02
Ph .D	2011	Nil
	2012	Nil
	2013	Nil
	2014	Nil

	2015	Nil
	2016	Nil

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 <u> </u> Admitted
2006	N.A	99%
2008	N.A	98%
2009-2013	N.A	99%
2010-2014	N.A	98%

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

Year	No. Of Trainings, Seminars and workshops
2011	03
2012	04
2013	06
2014	05
2015	05
2016	06

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

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

Year	**Papers published**
2015	15
2014	11
2013	13
2012	08

vii) <u>**Books in Library**</u>
 Above ten thousand (10,000)

Research Areas

The Faculty is involved in research in the following areas:

Collaborations

 Nil

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

 Many awards and cash prizes has been won by the students in various fields like urdu department mushaira, singing, essay writing competition and research etc.

<u>**Honors and Awards**</u>

 Nil

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

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

Ph .D <u>Urdu</u>

STRUCTURE OF SCHEME OF STUDY

YEAR-1

SEMESTER-I

Course No	Course Title	Credits
Ph.D/Urdu-701	Asool e tahqeeq aur chund aham tahqeeqi kutab ka jaiza	3(3+0)
Ph.D/Urdu-702	Lisaniyat	3(3+0)
Ph.D/Urdu-703	Asool e tadveen aur chund aham mudawwin kutab ka jaiza	3(3+0)
	Total Credits	

SEMESTER-II

Course No	Course Title	Credits
Ph.D/Urdu-704	Tareekh e Hindustan aur Pakistan ka mutaliya (Barr e sagheer ka jugrafia, land skape, mashhoor muqamat)	3(3+0)
Ph.D/Urdu-705	Aham adbi tareekhon ka mutaliya	3(3+0)
Ph.D/Urdu-706	Maqala nigari	3(3+0)

	Total Credits	9+9=18

YEAR-2

SEMESTER-III

Thesis Work

Table 11: Courses versus Program Outcomes

Courses	Program Outcomes				
	1	**2**	**3**	**4**	**5**
Asool e tahqeeq aur chund aham tahqeeqi kutab ka jaiza	✓	✓	✓	✓	
Lisaniyat	✓	✓	✓	✓	
Asool e tadveen aur chund aham mudawwin kutab ka jaiza	✓	✓	✓	✓	
Tareekh e Hindustan aur Pakistan ka mutaliya (Barr e sagheer ka jugrafia, land skape, mashhoor muqamat)	✓	✓	✓	✓	
Aham adbi tareekhon ka mutaliya	✓	✓	✓	✓	
Maqala nigari	✓	✓	✓	✓	

Table 12: Program versus Objectives

Courses	Program Objectives				
	1	2	3	4	5
Ph.D Urdu-701	✓	✓	✓	✓	
Ph.D Urdu-702	✓	✓		✓	
Ph.D Urdu-703	✓	✓		✓	
Ph.D Urdu-704	✓	✓		✓	

Ph.D Urdu-705	✓	✓		✓	
Ph.D Urdu-706	✓	✓	✓	✓	

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

Program: Ph.D

Table 13: **Elements of Courses**

Elements	Courses	No of Courses
Theoretical background	Tareekh e Hindustan aur Pakistan ka mutaliya (Barr e sagheer ka jugrafia, land skape, mashhoor muqamat)	02
Problem solving	Asool e tahqeeq aur chund aham tahqeeqi kutab ka jaiza,,Asool e tadveen aur chund aham mudawwin kutab ka jaiza, Aham adbi tareekhon ka mutaliya	02
Solution design	Asool e tahqeeq aur chund aham tahqeeqi kutab ka jaiza, Lisaniyat	02
Application of Theoretical Knowledge	Tareekh e Hindustan aur Pakistan ka mutaliya (Barr e sagheer ka jugrafia, land skape, mashhoor muqamat)	02

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

Our course program is updated and satisfactory.

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

Yes being done

> **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.

Yes being done.

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

Yes IT component of the curriculum is integrated.

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

We are doing our best in this regard but it is observed by Department/Faculty members that the bases of oral and written Urdu language skills of the students

are so poor. Because of the untrained staff and careless attitude of the students at primary, middle and secondary level of education.

CRITERION 3: LABORATORIES AND COMPUTING FACILITIES

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

Computer lab is not available in the department.

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

No support personnel available. We don't have proper space for library. We have more than 10 thousand books but don't have even a single attendant.

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

Adequate space/rooms and other infrastructure are not available. Library room is not sufficient for 70 almiras, and sitting place. We have an untrained librarian on daily wages.

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:

Yes. Department of Urdu does offer courses with sufficient frequency and number for the students to complete the program in a timely manner.

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

H.O.D and Faculty of Urdu department has not even a single Teaching Assistant, Computer operator and clerks. However we have 300 students in BS class and more than 100 in MS class.

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:

Yes it is being provided in department of Urdu.

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 is documented and periodically evaluated. Record is maintained by the department. It is periodically evaluated according to the eligibility criteria.

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 process is documented and it is periodically evaluated. Through quiz, discussion, test and assignments we monitor the progress and Mid Term and Final Term evaluation timely completed and documented.

> **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:

Yes the process of recuiting and retaining highly qualified faculty members is in place and clearly documented and the process of evaluation promotion is according to institution mission statement so that we have 16 Ph.D. faculty members. But unfortunately it was not periodically evaluated. We need more faculty members.

> **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:

Our curriculum committee and BOS periodically evaluate it and approve changes so that department can meet its objectives.

> **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.

Yes, the process is documented and we have maintained it but it was not periodically evaluated except the exams of mid. term and final term. But now we are evaluating through Alumni, their activities and percentage of our students in different fields of life.

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:

The faculty fulfills all the above mentioned standards. However more faculty members (5 to 6) are still required. We have 16 faculty members who hold Ph.D. degree in the discipline.

Program areas	Number of faculty members with MS	Number of faculty with Ph.D. degree
Ph.D., MS, BS	06	15

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:

No, the faculty members don't have sufficient time for scholarly activities and professional development. They are overburdened teaching BS MS Ph.D. classes with intermediate. Because of insufficient facility of manpower they do all clerical work too.

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

No, they are nor motivated because they are too busy to perform their duties and doing clerical work as well. That's why they are not satisfactory 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

Yes it is being done.

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:

More space and staff is required for library.

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

Class rooms are not well equipped. We don't have e facility. Only one computer is available for 26 staff members including HOD. That is not enough to meet the need of the department.

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:

No, we don't have sufficient financial resources to attract and retain highly faculty.

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

We don't have Research Assistants.

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

Financial resources should be provided.

APPENDICES