

Criterion 1: Program Mission, Objectives and Outcomes

Intent: Each program must have a mission, quantifiable measurable objectives and expected outcomes for graduates. Outcomes include competency and tasks graduates are expected to perform after completing the program. A strategic plan must be in place to achieve the program objectives. The extent to which these objectives are achieved through continuous assessment and improvements must be demonstrated.

Standard 1-1: *The program must have documented measurable objectives that support departmental and institution mission statements*

Document institution, departmental and program mission statements.

Vision Statement of University

To be a leading public sector university engaged in learner-centered teaching and research; to educate women by developing their knowledge of science, culture, economy and politics, and by ensuring that they understand their responsibilities as citizens of Pakistan and as citizens of the world.

Mission Statement of University

Our mission is to:

- Promote academic excellence and integrity through continuous assessment of our academic programs, faculty and students.
- Educate women to think creatively, interact effectively and to be technologically aware.
- Function as a responsible and responsive institution to inculcate patriotism, cultural, moral and ethical values to respond to the needs of the society at regional, national and international level.

Vision Statement of Department

Mission Statement of Department

Mission Statement of Program

State program objectives.

Describe how each objective is aligned with program, departmental and institution mission statements.

Outline the main elements of the strategic plan to achieve the program mission and objectives.

Provide for each objective how it was measured, when it was measured and improvements identified and made. (Table 4.1)

Table 4.1:
Program Objective Assessment

Objectives	How Measured	When Measured	Improvement Identified	Improvement Made
	Through 1. Employer Survey 2. Alumni Survey 3. Survey of Graduating 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.

Program Outcomes

Describe how the program outcomes support the program objectives. In table below align program outcomes with program objectives.

Table 4.2:
Programme Objective Vs Programme Outcomes

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

- *Describe the means for assessing the extent to which graduates are performing the stated program outcomes/learning objectives.*

1. Conducting a survey of graduating seniors every semester.
2. Conduct a survey of alumni every two years.
3. Conduct a survey of employers every two years.
4. Carefully designed questions asked during projects presentations.

5. Outcome assessment examination.

Standard 1-3: The results of the program's assessment and the extent to which they are used to improve the program must be documented.

- *Describe the actions taken based on the results of periodic assessments.*
- *Describe major future program improvements plans based on recent assessments.*
- *List strengths and weaknesses of the program.*
- *List significant future development plans for the program.*

Program Outcome Measurement

A. Observations and Action taken based on Graduating Survey:

S. No.	Observations		Future Program Improvement Plan Based On The Survey	Actions Taken Based On The Survey
	Strengths	Weakness		

B. Observations and Recommendations to Alumni Survey:

S. No.	Observations		Future Program Improvement Plan Based On The Survey	Actions Taken Based On The Survey
	Strengths	Weakness		

C. Observations and Recommendations to Employer's Survey:

S. No.	Observations		Future Program Improvement Plan Based On The Survey	Actions Taken Based On The Survey
	Strengths	Weakness		

Standard 1-4: The department must assess its overall performance periodically using quantifiable measures.

Table A.1: assistant
Performance Using Quantifiable Measures

Sessions	No. of Enrolled students		No. of passed-out(graduating) Students		% of Honored Students	Attrition Rate		Faculty Students Ratio	% of Employer satisfied with the performance of the department's graduates (use employ Survey)		
	Master's	BS	Master's	BS		Master's	BS		Mas ter's	BS	Avge of evaluation

Program	Sessions	Average Time for the completion of the Program	Average CGPA Per Semester							
			I	II	III	IV	V	VI	VII	VIII
Master's Program										
BS Program										

Provide Reason for Attrition Rate

Indicate percentage of employers that are strongly satisfied with the performance of the department's graduates. Use employer's survey.

Indicate the median/average student evaluation for all courses and the % of faculty awarded excellence in teaching award.

Table A.2:
Average Student Evaluation of All Courses

Semester	Course Code	Course Title	Credit Hour	Average Student Evaluation For The Course
I				
II				
III				
IV				

- *Present performance measures for research activities. These include journal publications, funded projects. And conference publications per faculty per year and indicate the percentage of faculty awarded excellence in research award.*
- *Present performance measures for community services. This may include a number of short courses per year, workshops and seminars organized.*
- *Indicate faculty and students satisfaction regarding the administrative services offered by the department. Use faculty and student Surveys.*

Criterion 2: Curriculum Design and Organization

Intent: The curriculum must be designed and organized to achieve the program's objectives and outcomes. Also course objectives must be in line with program outcomes. The breakdown of the curriculum must satisfy the standards specified in this section. Curriculum standards are specified in terms of credit hours of study. A semester credit hour equals one class hour or two to three laboratory hours per week. The semester is approximately fifteen weeks.

Requirements of Criterion 2 other than the ones specified in the Standards.

A. Title of degree program

B. Definition of credit hour

Credit Hour Means:

1. **Theory:** One hour teaching per week.
2. **Practical:** Two hours of Practical/lab work per week.
3. Two hours practical/lab work shall be donated as 1(0,1) credit hour. Whereas one credit hour for theory with no lab work will be donated as 1(1,0) while one credit hour theory and one credit hour of lab work will be denoted as 2(1,1).

C. Degree Plan: attach a flow-chart showing the pre-requisites, core, and elective courses.

Table A.3:
Degree Plan

1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester	7th Semester	8th Semester
	→						
						→	
						→	

D. Complete Table showing curriculum breakdown in terms of mathematics and basic sciences, major requirements, social sciences and other requirements.

Table 4.3:
Curriculum Course Requirement

Semester/Courses with Course Code	Maths & Basic Sciences		Core Courses	Humanities & Social Sciences	Technical Electives
	Maths	Basic Sciences			

E. For each course in the program that can be counted for credit provide 1-2 pages specifying the following: (Attach Approved Curriculum Document).

Table A.4:
Semester-Wise Course Breakup

Semester	Course Code	Course Title	Credit Hour

Standard 2-1: The curriculum must be consistent and support the program's documented outcomes.

Describe how the program content (courses) meets the program outcomes. Complete the matrix shown in Table 4.4 linking courses to program outcomes. List the courses and tick against relevant outcomes.

Table 4.4:
Courses Vs Program Outcomes

Courses	Program Outcomes			
	1	2	3	4
1				
2				
3				
4				
5				
6				

Standard 2-2: Theoretical background, problems analysis and solution design must be stressed within the program's core material.

- *Indicate which courses contain a significant portion (more than 30%) of the elements in standard 2-2 in the following table.*

Table 4.5:
Elements of Courses

Elements	Courses
Theoretical Background	
Problem Analysis	
Solution Design	

Standard 2-3: The curriculum must satisfy the core requirements for the program as specified by the respective accreditation body.

Standard 2-4: The curriculum must satisfy the major requirements for the program as specified by HEC, the respective accreditation body.

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.

Table A.5 (c):
Minimum Credit Hour Requirement

Program	Core Requirements	Major Requirements	General Education	Others
Accreditation Council Requirements				
Credit Hour Offered at University				

S.No.	Deviation	Justification of Deviation

Standard 2-6: Information technology component of the curriculum must be integrated throughout the program.

- *Indicate courses within the program that will satisfy the standards.*
- *Describe how they are applied and integrated throughout the program.*

Standard 2-7: Oral and written communication skills of the student must be developed and applied in the program.

- *Indicate the courses within the program that will satisfy the standard.*
- *Describe how they are applied.*

Criterion 3: Laboratories and Computing Facilities

Intent: Laboratories and computing facilities must be adequately available and accessible to faculty members and students to support teaching and research activities. To meet this criterion the standards in this section must be satisfied. In addition departments may benchmark with similar departments in reputable institutions to identify their shortcomings if any.

Requirements of Criterion 3 other than the ones specified in the Standards.

- *Provide the following information about the laboratories and computing facilities. Describe the laboratory/computer facilities that are available for use in the program under assessment. Indicate for each lab the following:*

Table A.6:
Laboratory Particulars.

Laboratory Particulars	
Laboratory Title	
Location and Area	
Objectives	
Adequacy For Instruction	
Courses Taught	
Software's Available	
Major Apparatus	
Major Equipment	
Safety Regulations	

Standard 3-1: Lab manuals / documentation / instructions for experiments must be available and readily accessible to faculty and students.

- *Explain how students and faculty have adequate and timely access to the manual/documentation and instruction*

Accessibility of Manuals to the Students and Teachers in Laboratory :

- *Benchmark with similar departments in reputable institution to identify shortcoming in laboratory.*

Short-Coming Identification After Benchmarking Your Laboratory

A. Laboratory:

Bench mark:

Short-Comings Identified After Benchmarking

Standard 3-2: There must be adequate support personnel for instruction and maintaining the laboratories.

- *Indicate for each laboratory, support personnel, level of support, nature and extent of instructional support.*

Standard 3-3: The University computing infrastructure and facilities must be adequate to support program's objectives.

- *Describe how the computing facilities support the computing component of your program.*

Computing Infrastructure and Facilities:

- *Benchmark with similar departments in reputable institution to identify shortcoming in laboratory.*

Short-Coming Identification After Benchmarking Your Laboratory

Bench mark:

Short-Comings Identified After Benchmarking

Criterion 4: Support And Advising

Intent: Student must have adequate support to complete the program in a timely manner and must have ample opportunity to interact with their instructors and receive timely advice about program requirements and career alternatives. To meet this criterion the standards in this section must be satisfied.

Standard 4-1: Courses must be offered with sufficient frequency and number for students to complete the program in a timely manner.

Provide the department's strategy for course offering.

Explain how often required courses are offered.

Explain how often elective courses are offered.

Explain how required courses outside the department are managed to be offered in sufficient number and frequency.

Standard 4-2: Courses in the major area of study must be structured to ensure effective interaction between students, faculty and teaching assistants.

Describe how you achieve effective student / faculty interaction in courses taught by more than one person such as two faculty members, a faculty member and a teaching assistant or a lecturer.

Not Applicable for the said Program.

Standard 4-3: Guidance on how to complete the program must be available to all the students and access to academic advising must be available to make course decisions and career choices.

- *Describe how students are informed about program requirements.*
- *Describe the advising system and indicate how its effectiveness is measured*
- *Describe the student counseling system and how students get professional counseling when needed.*
- *Indicate if students have access to professional counseling; when necessary.*
- *Describe opportunities available for students to interact with practitioners, and to have membership in technical and professional societies.*

Criterion 5: Process Control

Intent: The processes by which major functions are delivered must be in place, controlled, periodically reviewed, evaluated and continuously improved. To meet this criterion a set of standards must be satisfied.

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.

- *Describe the program admission criteria at the institutional level, faculty or department if applicable. (Admission Procedure and Eligibility Criteria)*

Admission Procedure

- i. Admissions to various degree programmes under semester system shall be governed by the admission policy laid down by the University.
- ii. The commencement of new session will invariably be in fall unless specified otherwise.
- iii. Schedule of Admission: Regular Admissions to BS-4year, Master-2year will be announced within one week of the declaration of Intermediate and Bachelor Examinations results respectively and shall be completed preferably within one month.
- iv. Admissions at higher education level not being a matter of right shall be selective on the basis of merit, aptitude and ability to benefit from a particular stream of learning and subject to availability of academic and physical facilities but it shall be without any discrimination on account of caste, creed, color with the exception in case of reservations on account of belonging to a particular segment of population as may be determined by the Syndicate in each case.
- v. As far as possible, seats for each discipline shall be fixed well in advance for each session and printed in the prospectus.
- vi. Applications for admissions will be invited by the Admissions Section in case of University Teaching Departments and by the Principals in case of Affiliated Colleges, for the stipulated number of seats on the prescribed form to reach the Chairman / Head of the Department / College concerned, by due date.
- vii. A candidate may apply for admission in more than one discipline on a single form; however, admission will be offered in order of preference.
- viii. In case an applicant is selected for admission in higher preference, she will be dropped from successive preference even if she has higher marks than the selected candidates of the respective preference.
- ix. Applications for admission will be scrutinized by the Admission Committee consisting of at least three members to be appointed by the Dean in case of University Teaching Departments and by Admission Committee appointed by Principals, in case of Colleges. In case of Post-graduate classes in affiliated Colleges,

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- one of the members of Admission Committee shall be a nominee of the Vice Chancellor.
- x. Admissions shall be made strictly on merit i.e. on the basis of marks obtained in the qualifying examinations. The Admission Committee shall prepare and notify a criteria indicating the relevant weight-age assigned to the following factors of merit on the basis of which admission shall be granted:
 - i. The weightage breakup for candidates' division in B.A/ B.Sc, in case of admission in Masters programme and F.A/F.Sc, in case of Admission in Bachelors programme will be as follows:
"The 100% weight-age is divided as 60% weightage given to obtained marks and 40% weightage given to the relevant subject / entry test"
 - ii. The Merit Lists will be signed by all the members of the Admission Committee before the public display.
 - xi. Admission granted by Admission Committee shall be provisional and will not mean any commitment or entail any legal liability till it is confirmed by the Vice Chancellor and the registration process is completed by the University.
 - xii. If any candidate fails to appear before the Admission Committee for interview at the fixed time she shall not be considered for admission.
 - xiii. In case of doubtful or undefined validity of any academic qualification the recognition of the qualification will be determined by an Equivalence Committee constituted by the Academic Council.
 - xiv. Incomplete forms shall not be entertained and the applicant shall not claim any admission on the basis of incomplete forms. If the documents requirement is fulfilled at the time of admission then the decision of the Admission Committee concerning the merit of the candidate will be notified by the admission committee via a public notice.
 - xv. All applications must be submitted by hand so as to reach the Admission Office by the last date of admission. Applications sent by post shall not be entertained.
 - xvi. Every application should be accompanied by a declaration by the applicant, countersigned by her Legal guardian that she would abide by the Statutes, Rules and Regulations of the University and instructions given to her from time to time by her teachers, Chairperson of the department, Dean of Faculty/ Principal of the college and the Vice Chancellor.
 - xvii. Late admission up to one month after the last date of admission may be allowed by the Vice Chancellor on the recommendation of the Admission Committee under these regulations subject to the availability of seats and on payment of a late fee as prescribed by the University in addition to the prescribed registration fee.

Late Admission will however be allowed only in case of illness certified by a registered medical consultant / specialist, accident involving confinement in hospital certified by the Superintendent of the hospital concerned, or any other situation beyond human control duly verified by the Admission Committee.

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- xviii. If a candidate fails to enroll in the second and subsequent semester within seven days of the date of her result, her registration shall stand cancelled. Registration can be restored on appeal to the Central Semester Committee, whose decision shall be final.
 - xix. If any of the particulars given by the candidate in her application for admission are found incorrect or false or facts suppressed, she shall be refused admission.
 - xx. If incorrect or false statements or the suppression of facts are detected at any stage after a candidate has been granted admission, her admission shall be cancelled.
 - xxi. In all cases where these regulations are silent or where there is difference of opinion about their interpretation, the instructions of the Vice Chancellor shall be final.
 - xxii. In case of real hardship, the Vice Chancellor may relax these regulations for reasons to be recorded in writing.
 - xxiii. In case where the operation of these regulations causes undue hardship to a student, the Vice Chancellor may on the recommendations of the Dean/ Admission Committee for reasons to be recorded by her in writing, relax any of these regulations in her favor.
 - xxiv. The University reserves the right to cancel any scheduled programme or Course due to low enrolment or non-availability of faculty. Minimum required strength for offering of optional Courses is ten students.
 - xxv. The University reserves the right to form new sections and adjust / transfer students to other sections at any stage of the course.
 - xxvi. The University reserves the right to shift a discipline from One campus to another at any stage of diving the academic year.

Admission Eligibility

- i. Admissions to Masters level shall be open to candidates who have passed Bachelors Examination of the Frontier Women University Peshawar or any other recognized University securing at least 45% marks in the aggregate as well as in the subject in which she is seeking admission in Masters' classes.
- ii. Admissions to Bachelors level shall be open to candidates who have passed the Intermediate Examination of any Board of Intermediate and Secondary Education of Pakistan or equivalent qualifications in at least 2nd Division.
- iii. Candidates passing in the Supplementary examination shall not be eligible for admission in the same year.
- iv. Foreign students shall be eligible for admission only if their cases are sponsored by the Federal Ministry of Education before the commencement of the relevant session in which admission is sought provided they have obtained 75% marks in the qualifying examination from a recognized Foreign Institution or at least 2nd division from a Pakistani Institution.
- v. Foreign students are required to produce the following documents along with their admission application form.

- a. No Objection Certificate (NOC) from the Ministry of Education, Government of Pakistan, Islamabad.
- b. For admission to any Bachelors program foreign students will produce equivalence certificate for Higher Secondary School Certificate from The Inter Board Committee of Chairmen (IBCC), Islamabad.
- c. For admission to any Masters program foreign students will produce equivalence certificate of Bachelors Degree from The Director General, Attestation & Accreditation, Higher Education Commission, Islamabad.
- vi. For the purpose of admission, twenty marks shall be added for candidates who are Hafiz-e-Quran.
- vii. In the first semester, a student may be allowed to change her discipline to a desired discipline within seven days of her admission provided that seats are available in the desired discipline and the admission committee of the concerned Department / College agrees.
- viii. A student who remains absent in the first month after the commencement of first or subsequent semester shall be dealt with in accordance with the attendance rules in vogue, and shall be issued with a warning of 75% Mandatory attendance completion rule in the beginning.
- ix. Enrollment format will be two letters (capital) abbreviation of the concerned department followed by admission and the serial number, according to the merit of the department and a small letter to denote whether the student belongs to the University or the department of on affiliated College.

If a department has classes simultaneously in morning and evening shifts for the same session, then it will be indicted by M or E within small brackets after the admission merit Serial No.

For Example:

CS-01 U/11 CS-01 f /11
MT-01 U/11 MT-01 n /11
PY-01 (M) U/11
PY-31 (E) U/11

Where:

CS stands for Computer Science

01 for Admission merit serial no

U denotes that the student belongs to the department of the University

(M) & (E) for the Morning & Evening shift student

11 denotes the Admission year

For Affiliated Colleges

HP-01 f/11
HE-01 g/11
EC-01 n/11

Where:

HP is subject abbreviation

01 in the serial no of Admitted student

f stand for identification of affiliated college

11: Date/Year for Admission

Note:- Enrolment list will be issued by the Admission Section or Head of Department of the University within 15 days after admission a confirmed.

Whereas in case of the affiliated colleges the same will be issued by the HOD/Coordinator of the department concerned by consulting the Admission Section and will sent its copies to the Controller of Examinations and Assistant Registrar Admission Section.

- x. A student, who is suffering from contagious disease, after admission is granted will be required to appear before the reposted as University's medical board for examination and upon the report thereof, the decision of the board will be binding upon.
- xi. Struck off notices on account of admission and failure to achieve the desired SGPA / CGPA for promotion to the next higher semester, will be issued by the Head of the concerned teaching Department under intimation to all concerned. The same procedure will be followed by the affiliated colleges.

- *Describe policy regarding program/credit transfer.*

There is no Credit Hour Transfer policy for Bachelor's and Masters' Programs.

- *Indicate how frequently the admission criteria are evaluated and if the evaluation results are used to improve the process.*

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.

Describe how students are registered in program.

University Registration

1. Every student admitted to a Degree/Diploma/Certificate programme in a constituent Department or Affiliated College and being enrolled shall be allotted a proper University Registration No., if not already allotted, within one month from the date of enrollment. The allotted Registration numbers will be forwarded to the concerned Department College for information of the student and record.
2. Subsequent / desired changes in Registration number will be made through the prescribed procedure.
3. Cancellation of Registration number will be effected after cancellation of admission notification is issued by the Admission office.
4. Registration number of a student repeating a year on readmission will remain unchanged.

Describe how students' academic progress is monitored and how their program of study is verified to adhere to the degree requirements.

Students' Academic Progress

Students' Academic Progress is monitored throughout the semester via formative and summative assessments in each course taught. The formative assessment has a weightage of 20% and is conducted throughout the 16 weeks of a semester. The mid-term examination is conducted in the 9th week of a semester and is assigned a weightage of 30%. The final-term examination is conducted in the 18th week of a semester and is assigned a weightage of 50%. The further distribution of the weightage is as follows;

A. Theory Examination

- a) Mid-Term Examination: Weightage.30%

Mid-Term Examinations will be conducted after 8 weeks of teaching with the following proposed components / structure of question papers.*

Mode of Question	Marks / Weightage
Objective Type (20 items each of ½ mark)	10
Short Answer Questions (5 question each of 2 marks)	10
Essay Type Questions (2 question each of 5 marks)	10
Total Time	1½ to 2.00 Hrs.

- b) Final-Term Examination: Weightage 50%

The Final term Examination will be conducted after 16 weeks of teaching with the following components /structure of question papers.*

Mode of Question	Marks /Weightage
Objective Type (As above)	10
Short Answers (As above)	10
Long Answers (3 question each of 10marks)	30
Total Time	2½ to 3.00 Hrs.

* The components/structure of question paper is mandatory and may not be changed without prior consent of the convener Central Semester Committee.

- c) Internal Assessment: Weightage 20%

Marks Distribution	Task
5%	Assignments(at least one per course)
5%	Presentations(Based on assignments) or Seminars
10%	Quizzes/Test(Surprise test etc.)

B. Lab Examinations

* (Before next practical)

a) Internal Assessment (Lab Requirements) (20%).

Lab attendance	5%
Notebook completion*	5%
Compliance with lab requirements / Presentation / Practical Demonstration	10%

b) Mid-term Examination (30%)

Task*	Marks /Weightage	Time
Viva Voce	10%	3 hr
Practical performance/Solution of problem	20%	

c) Final term Examination (50%)

Task*	Marks /Weightage	Time
Viva Voce	10%	3 hr
Practical performance based on Lab work	40%	

*Tasks are not mandatory and may be changed as per requirement of the course/discipline.

NOTE: -III Lab work specified in CH as separate entity will carry 100 marks. Whereas, Lab Work required as part of theory Course will carry proportionate weight on the basis of CH assigned to it in the Course.

Verification of Program of Study

Before the initiation of any program board of study is conducted; where the course content, minimum & maximum credit hours of the program, no. of semesters and course load per semester is decided to design scheme of study according to the University Rules and Guidelines by HEC or respective accreditation council. By the end of the semester; student's attendance is forwarded to Monitoring & Affiliation Cell where the offered credit hours are verified and calculated as per University rules (75% attendance is mandatory in a course for the students to sit in examinations).

Indicate how frequently the process of registration and monitoring are evaluated and if the evaluation results are used to improve the process.

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.

Describe the process used to ensure that highly qualified faculty is recruited to the program.

Faculty Recruitment Process (BPS)

1. All posts of faculty are advertised.
2. The eligible candidates are called for screening test.
3. The marks are awarded according to Evaluation Rules.
4. Those who clear the screening test are called for interview before the Selection Board.
5. The Selection Board makes recommendation on the basis of merit and performance in the interview.

The Syndicate which is the competent authority to make appointments in BPS-17 and above approved the recommendations of the Selection Board where after appointment orders are issued.

Faculty Recruitment Process (TTS)

Attached in Annexure

Indicate methods used to retain excellent faculty members.

Faculty Retention Process (BPS)

1. The university awards foreign as well as indigenous scholarship for improvement of academic career of the faculty members.
2. The university is paying Ph.D. allowance to all Ph. D. holders in different fields.
3. The provision of residential accommodation has been made in the project "Establishment of the Shaheed Benazir Bhutto Women University Peshawar".

Faculty Retention Process (TTS)

Attached in Annexure

Indicate how evaluation (BPS & TTS) and promotion (BPS & TTS) processes are in line with the institution mission statement.

Faculty Evaluation Process (BPS)

1. Character roles are maintained in favor of all faculty members.
2. Annual performance reports are being maintained.

Faculty Promotion (BPS)

There is no promotion of the faculty members. The posts are advertised and the selection is made through prescribed procedure on merit.

Faculty Evaluation & Promotion Process (TTS)

Attached in Annexure

Consistency of “Faculty Evaluation & Promotion Process (both BPS & TTS)” with Institution Mission

Indicate how frequently this process is evaluated and if the evaluation results are used to improve the process.

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.

Describe the process and procedures used to ensure that the teaching and delivery of course material is effective and focus on students learning.

Process Ensures That Teaching And Delivery Of Course Material Emphasizes Active Learning And Met Course Learning Outcomes.

It is ensured through the following means;

A. Course File

Maintenance of course file is mandatory for the teachers to maintain in semester for theory and practical course taught. The course file contains;

1. Title Page.
2. Mission and Vision of the Program.
3. Program objectives.
4. Course Specification.
5. Lectures' outline.
6. Attendance Record of the Students.
7. Copy of Assignments.
8. Keys of Assignments.(Marking / Answer)(Model Solution)
9. Marked Assignments.(Best, Worst, Average)
10. Copy of Tests.
11. Keys of Tests.(Marking / Answer)
12. Marked Tests (Best, Worst, Average)
13. Copy of Presentations.
14. Keys of Presentations. (Marking / Answer)
15. Marked Presentations. (Best, Worst, Average)
16. Copy of Quizzes.
17. Key of Quizzes. (Marking / Answer)
18. Marked Quizzes. (Best, Worst, Average)
19. Copy of Mid-Term Examinations Question Paper.
20. Key of Mid-Term Examination Question Paper.
21. Copy of Final Term Examination Question Papers.
22. Key of Final Term Examination Question Paper. (Marking / Answer)
23. Complete Result of the Course.

- a. Continuous Assessment (Copy of the Award list submitted to Examination Section)
 - b. Mid-Term Examination(Copy of the Award list submitted to Examination Section)
 - c. Final-Term Examination(Copy of the Award list submitted to Examination Section)
 - d. Aggregated mark sheet(Copy of the Award list submitted to Examination Section)
24. Faculty Course Review Report.

Lab Content List

1. Lab Specification.(Lab Objectives, Lab Contents, Weekly Lecture Plan)
2. Attendance Record of the Students.
3. Copy of material given to students.
4. Copy of Assignments.
5. Keys of Assignments.(Marking / Answer)(Model Solution)
6. Marked Assignments. (Best, Worst, Average)
7. Copy of Tests.
8. Keys of Tests. (Marking /Answer)(Model Solution)
9. Marked Tests (Best, Worst, Average)
10. Copy of Quizzes.
11. Key of Quizzes.(Marking / Answer) (Model Solution)
12. Marked Quizzes. (Best, Worst, Average)
13. Copy of Mid-Term Examination Question Paper.
14. Key of Mid-Term Examination Question Paper. (Marking/Answer)(Model Solution)
15. Copy of Final-Term Examination Question Papers.
16. Key of Final-Term Examination Question Paper. (Marking / Answer)(Model Solution)
17. Complete Result
18. Continuous Assessment (Copy of the Award list submitted to Examination Section)
19. Mid-Term Examination(Copy of the Award list submitted to Examination Section)
20. Final-Term Examination(Copy of the Award list submitted to Examination Section)
21. Aggregated mark sheet(Copy of the Award list submitted to Examination Section)
22. Faculty Course Review Report.

The course files, once the semester ends, are handed over to the coordinator for checking and course file of the coordinator is to be checked by Dean.

B. Course Evaluation by the Students

At the end of each semester QEC conduct standard course evaluation survey for each course taken by the students. The questionnaire is attached as annexure..... to this report. The feedback received is compiled and forwarded to the faculty members for future action. The survey other than closed end questions also comprises of two open ended questions.

C. Teacher Evaluation by the Students

At the end of each semester, standard teacher's evaluation survey for each teacher taking a course is conducted. The results are compiled and shared with the teachers for further improvement.

Indicate how frequently this process is evaluated and if the evaluation results are used to improve the process.

Standard 5-5: The process that ensures that graduates have completed the requirements of the program must be based on standards, effective procedures and clearly documented. This process must be periodically evaluated to ensure that it is meeting its objectives.

Describe the procedures used to ensure that graduates meet the program requirements.

Process Ensures That Graduates Have Completed The Program Requirements.

Students are enrolled to the program as per eligibility criteria published in prospectus. The university makes sure of adherence to the program of study defined in *Admissions & Semester Revised Regulations 2011*. Program of Study according to regulations is as follow;

Program of Studies

	BS (4 – year)	BS (3 – year)	Master (2 – year)	B.Ed / M.Ed (1½ year)	PG Diploma (1 year)
Total No. of Credit Hours	*132-144	*96-108	*64-72	*48-57	*34-40
Total No. of Regular Semester	8	6	4	3	2
Course load per Semester	16-18 CH	15-18	16-18 CH	16-19	17-20

* Excluding internship /thesis

Each student has to complete the requirements of credit hours, semesters, course load per semester and the duration of the program.

The requirement of credit hours is reflected in the timetable of each semester and the teacher workload. The course load per semester is regulated by the coordinator of the department for each student, especially the ones repeating a course of previous semester.

The requirements of the semesters is regulated through the admission section where an academic calendar is circulated containing the dates of commencement of semester, mid and final term exams and the ends of a semester. The duration of a semester as per rules is as follows:

Duration of Semester

Every regular semester will be of 18 weeks duration (16 weeks for Teaching and 2 weeks for Examinations i-e Mid Term & Final Term Exams) whereas, the Summer Semester will be of 8 - 9 weeks span with double credit / contact hours of that of a regular 18 weeks semester.

Note:-II

In case starting of Semester is delayed or disrupted in the middle then the CSC may decide to compensate for the time lost.

Semester duration is monitored by the Admission Section. Student in a semester has to take the required number of courses and to qualify for appearing in the final exams course. She has to meet the minimum attendance requirement of 75% and is monitored by the Monitoring Cell. The rules are as follows:

Attendance**i. Attendance Requirement**

A minimum of 75% attendance will be mandatory to appear in the Examinations. Students short of 5% attendance will be dealt with as per University policy.

ii. Attendance Rules

- a. A regular student who remains continuously absent for one week without intimation shall be reported by the concerned teacher to the Head of the Department/Institution who shall issue a warning to the student in writing with a copy thereof to the parents. In case the student remains absent for 2nd consecutive week, she shall be issued struck-off notice. "The effected student shall have the right of appeal to the Vice-Chancellor, within one week after the issuance of struck-off notice. The Vice-Chancellor may either reject the appeal or accept it. In case of acceptance the student will be readmitted on payment of tuition fee.
- b. Absentees on medical or any other genuine ground, for one week or more shall not lead to struck off but shall be counted towards shortage of attendance.
- c. The final authority for condoning 5% shortage in attendance in hardship cases will rest with Central Semester Committee.
- d. If a student fails to fulfill 75% Mandatory attendance requirement in a single course or all courses, she will not be eligible to appear in the final semester examinations of that course or as whole in all courses.
- e. A student who fulfills 75% attendance in particular course/courses shall be eligible to appear in the final term examinations of the course/courses.
- f. Sanctioned leave granted by the Vice Chancellor on recommendations of the CSC shall not be counted towards shortage of attendance.

iii. Maternity Leave

Maternity leave up to a maximum of 4 weeks shall be granted, within a running semester on submission of valid Documentary evidence one week before EDD, by the

CSC on recommendation of HoD. A candidate who requires leave in excess of 4 weeks shall be considered for Semester Freezing.

Upon completion of exams, the award lists of each course along with the answer sheets are handed over to the examination section for result generation. The results are generated on the basis of the following grading policy:

Grading:

Students will be rated on the basis of Absolute Grading System. Letter grades A, B, C & D, with four performance levels be used. The numeric equivalent of these letter grades on the basis of grade points along with percentages will be subjected to the following guidelines.

- i. A fraction of 0.005 and above in the 3rd decimal point shall be rounded up to 0.01 whereas, a fraction of 0.004 and below in the 3rd decimal shall be disregarded in the final calculation of, SGPA and CGPA, Both SGPA and CGPA will be calculated to two decimal points.
- ii. SGPA & CGPA will be calculated as under:

$$\text{SGPA} = \frac{\text{Sum of the product of C.H and Numerical value of Grade in a single Semester.}}{\text{Sum of CH in semester}}$$

$$= \frac{\sum (GP)}{\sum (CH)}$$

whereas GP= grade points earned in a single Semester

and

CH= No. of Credit Hours in a single Semester

$$\text{CGPA} = \frac{\text{Sum of the product of CH \& Numerical value of Grade taken over all semesters}}{\text{Sum of CH over all semesters}}$$

$$= \frac{\sum_{\text{all semesters}} (GP)}{\sum_{\text{all semesters}} (CH)}$$

Whereas GP=CH of a course x Numerical value of %age marks (grade) obtained in that course.

- iii. A course withdrawn shall neither be counted as F nor shall be used in calculation of GPA/CGPA.
- iv. Likewise CH of incomplete grade, I, shall not be counted towards calculation of GPA/CGPA.

85 and above	4.0	A	Excellent
70-84	3.0-3.9	B	Very Good
60-69	2.0-2.9	C	Good
50-59	1.0-1.9	D	Average

<50	<1.0	F	Fail
I	-	I	Incomplete
W	-	W	Withdrawn
P	-	P	Pass (Non-Credit)

Marks %	Value	Letter Grade	Interpretation
100	4.0	A	Excellent
99	4.0	A	Excellent
98	4.0	A	Excellent
97	4.0	A	Excellent
96	4.0	A	Excellent
95	4.0	A	Excellent
94	4.0	A	Excellent
93	4.0	A	Excellent
92	4.0	A	Excellent
91	4.0	A	Excellent
90	4.0	A	Excellent
89	4.0	A	Excellent
88	4.0	A	Excellent
87	4.0	A	Excellent
86	4.0	A	Excellent
85	4.0	A	Excellent
84	3.9	B	Very Good
83	3.9	B	Very Good
82	3.8	B	Very Good
81	3.7	B	Very Good
80	3.7	B	Very Good
79	3.6	B	Very Good
78	3.5	B	Very Good
77	3.5	B	Very Good
76	3.4	B	Very Good
75	3.3	B	Very Good
74	3.3	B	Very Good
73	3.2	B	Very Good
72	3.1	B	Very Good
71	3.1	B	Very Good
70	3.0	B	Very Good
69	2.9	C	Good
68	2.8	C	Good
67	2.7	C	Good
66	2.6	C	Good

65	2.5	C	Good
64	2.4	C	Good
63	2.3	C	Good
62	2.2	C	Good
61	2.1	C	Good
60	2.0	C	Good
59	1.9	D	Average
58	1.8	D	Average
57	1.7	D	Average
56	1.6	D	Average
55	1.5	D	Average
54	1.4	D	Average
53	1.3	D	Average
52	1.2	D	Average
51	1.1	D	Average
50	1.0	D	Average
Below 50	<1.0	F	Fail
I	-	I	Incomplete
W	-	W	Withdraw
P	-	P	Pass

The result contains the status of the student as promoted/ not promoted on the basis of the following rules:

SUMMARY CHART FOR SEMESTER WISE PROMOTION FOR BS-4 YEARS AND MASTER-2 YEARS DEGREE PROGRAMME

Current Semester	Semester to be promoted to	Criteria for promotion	Explanation of criteria for promotion
1 st Semester	2 nd Semester	Obtained SGPA \geq 1.5 Passed atleast 60% courses of 1 st Semester	a. Promote to 2 nd Semester on probation if $1.0 \leq \text{SGPA} < 1.5$. b. Struck off if $\text{SGPA} < 1.0$ in 1 st Semester.
2 nd Semester	3 rd Semester	Achieved a CGPA \geq 2.0 Passed atleast 60% courses of 2 nd Semester	a. Promote to 3 rd Semester if $1.5 \leq \text{CGPA} < 2.0$ in 2 nd Semester b. Struck off if $\text{CGPA} < 1.5$ in 2 nd Semester.
3 rd Semester	4 th Semester	i. Obtained a CGPA \geq 2.0 ii. Passed atleast 60% courses of 3 rd Semester.	a. Promote if (i) & (ii) are satisfied simultaneously. b. Repeat 3 rd Semester if (i) & (ii) are not satisfied simultaneously.

4 th Semester	5 th Semester	<ul style="list-style-type: none"> i. CGPA≥2.0 ii. Passed atleast 60% courses of 4th Semester. 	<ul style="list-style-type: none"> a. Promote to 5th Semester if (i) & (ii) are satisfied simultaneously. b. Repeat 4th Semester if (i) & (ii) are not satisfied simultaneously. c. Whereas, 4th Semester being a terminal Semester for 2-year Master's Degree Programme, result of 4th Semester will be declared if the student has <ul style="list-style-type: none"> i. Obtained CGPA≥2.0 ii. Passed 100% courses of 4th Semester iii. Passed 100% courses of 1st, 2nd & 3rd Semester. <p>Otherwise consolidated result will not be declared unless 100% requirements are completed.</p>
5 th Semester	6 th Semester	<ul style="list-style-type: none"> i. CGPA≥2.0 ii. Passed atleast 60% courses of 5th Semester. iii. Passed all failed courses of 3rd Semester and 1st semester. 	<ul style="list-style-type: none"> a. Promote to 6th Semester if (i), (ii) & (iii) are satisfied simultaneously. b. Repeat 5th Semester if (i) & (ii) are not satisfied simultaneously. c. If (i) & (ii) are satisfied but (iii) is not satisfied then repeat all failed courses of 3rd & 1st semester before promotion is granted.
6 th Semester	7 th Semester	<ul style="list-style-type: none"> i. CGPA≥2.0 ii. Passed atleast 60% courses of 6th Semester. iii. Passed 100% courses of 4th Semester and 2nd semester. 	<ul style="list-style-type: none"> a. Promote if (i), (ii) & (iii) are satisfied simultaneously. b. Repeat 6th Semester if (i) & (ii) are not satisfied simultaneously. c. If (i) & (ii) are satisfied but (iii) is not then repeat all failed courses of 4th & 2nd semester before promotion is granted to 7th semester.
7 th Semester	8 th Semester	<ul style="list-style-type: none"> i. CGPA≥2.0 ii. Passed 100% courses of 7th Semester. iii. Passed 100% courses of 5th Semester 	<ul style="list-style-type: none"> a. Promote to 8th Semester if (i), (ii) & (iii) are satisfied simultaneously. b. Repeat 7th Semester if (i) & (ii) are not satisfied

			<p>simultaneously.</p> <p>c. If (i) & (ii) are satisfied but (iii) is not satisfied then repeat all failed courses of 5th semester prior to granting promotion to 8th semester.</p>
8th Semester		<p>i. CGPA\geq2.0</p> <p>ii. Passed 100% courses of 8th Semester</p> <p>iii. Passed 100% courses of 6th and 7th Semester.</p>	<p>a. Declare passed if (i), (ii) & (iii) are satisfied simultaneously.</p> <p>b. Repeat 8th Semester if any one of (i) & (ii) are not satisfied.</p> <p>c. If (i) & (ii) are satisfied but (iii) is not then repeat all failed courses of 6th & 7th semester before declaration of consolidated result of all semesters.</p>

The above chart also clearly identifies the requirements of thesis or research project is dealt with as per following rules.

Thesis / Research Project

- i. **Thesis / Research Project** will be embarked upon during the final year of studies under the guidance of a supervisor and will be submitted within 12-16 weeks from the date of the last theory paper of the final semester Examination. Thesis / Research Project will carry a weight of 6 Credit Hours. Result of the final semester exam will be declared after evaluation of thesis and submission of result / award lists to the Controller of Examinations. Minimum requirement to opt for thesis/research project will be 3.00 CGPA. No individual declaration of result will be made under any circumstances unless 50% of the result is compiled.
- ii. **Evaluation of Thesis / Research Project** Evaluation will be done by an External examiner appointed by the Competent Authority on the recommendation of Coordinator / HoD. Viva voce examination will be conducted by the external examiner along with supervisor/ internal examiner and the HoD. Honorarium for evaluation will be payable to the Examiners including HoD.
- iii. Where a thesis / research project is not mandatory the student will opt two optional courses each carrying 3 credit hours.

The award of degree is bound with time; detailed table is given as per rule,

Time limit for Completion of Degree

Degree/ Certificate Program	Time limit		A student who fails to fulfill all requirements of the degree by the maximum time limit shall not be eligible for award of degree. However, in exceptional deserving cases, the VC may relax the maximum time limit for reasons to be recorded for the information of the Syndicate.
	Min	Max	
Postgraduate	2 years	4 years	
Undergraduate	4 years	6 years	
B.Ed/M.Ed	1½ year	2½ year	

And finally a degree is awarded to a student who fulfills all the above mentioned requirements and the rules pertaining to the "Award of Degree". Details are as follow;

Award of Degree

The minimum CGPA for award of degree will be 2.0. A student who obtains a CGPA of less than 2.0 and having passed all subjects shall be required to repeat a maximum of 4 Courses at the master level, and 6 Courses at undergraduate level in order to improve her CGPA. Such a student may avail the number of chances admissible within the maximum period for completion of degree.

To improve grade during course of studies only one Course can be offered per semester for which the prescribed fee as fixed by the University will be paid after permission is granted to offer the Course. In reoffering a Course already passed to improve grade neither attendance nor exceeding the maximum number of CH will be mandatory. In case a student improves her grade(s) she will be awarded the new grade(s) and the transcript shall carry the word Improved against the grades improved.

Describe when this procedure is evaluated and whether the results of this evaluation are used to improve the process.

Criterion 6: Faculty

Intent: Faculty members must be current and active in their discipline and have the necessary technical depth and breadth to support the program. There must be enough faculty members to provide continuity and stability, to cover the curriculum adequately and effectively, and to allow for scholarly activities. To meet this criterion the standards in this section must be satisfied.

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, 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.

- Complete the following table indicating program areas and number of faculty in each area.

Table 4.6:

Faculty Distribution by Program Area

Program Area Specialization	Courses in the area and average number of sections per year	No. of Faculty members in each Area	No. of Faculty with Ph. D. Degree

- Each Faculty member should complete a resume (Faculty Resume' are attached).
- Information recorded in the table above and faculty members's resumes will be sufficient to validate Standard 6-1
- List down Full time Faculty.

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.

- *Describe the criteria for faculty to be deemed current in the discipline and, based on these criteria and information in the faculty member's resumes, what percentage of the faculty members are current. The criteria should be developed by the department.*
- *Describe the means for ensuring that full time faculty members have sufficient time for scholarly and professional development.*
- *Describe existing faculty development programs at the departmental and university level. Demonstrate their effectiveness in achieving faculty development.*
- *Indicate how frequently faculty programs are evaluated and if the evaluation results are used for improvement.*

Standard 6-3: All faculty members should be motivated and have job satisfaction to excel in their profession.

- *Describe the programs in place for faculty motivation.*
- *Obtain input using faculty survey (Appendix C) on programs for faculty motivation and job satisfaction.*
- *Indicate how effective these programs are.*

Criterion 7: Institutional Facilities

Intent: Institutional facilities, including library, computing facilities, classrooms and offices must be adequate to support the objective of the program. To satisfy this criterion a number of standards must be met.

Standard 7-1 : The institution must have the infrastructure to support new trends in learning such as e-learning.

- *Describe infrastructure that support new trends in learning.*
- *Indicate how adequate the facilities are.*

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.

- *Describe the adequacy of the library's technical collection.*
- *Describe the support rendered by the library.*

Standard 7-3: Class-rooms must be adequately equipped and offices must be adequate to enable faculty to carry out their responsibilities.

- *Describe the adequacy of the classrooms.*
- *Describe the adequacy of the faculty offices.*

Criterion 8: Institutional Support

Intent: The institution's support and the financial resources for the program must be sufficient to provide an environment in which the program can achieve its objectives and retain its strength.

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.

- *Describe how your program meets this standard. If it does not explain the main causes and plans to rectify the situation.*
- *Describe the level of adequacy of secretarial support, technical staff and office equipment*

Standard 8-2: There must be an adequate number of high quality graduate students, research assistants and Ph.D. students.

- *Provide the number of graduate students, research assistants and PhD students for the last three years.*
- *Provide the faculty: graduate student ratio for the last three years.*

Table A.8:
No. of Graduates

	Session 1	Session 2	Session 3
M.Sc.			
M.Phil			
Ph.D.			
Graduate Student/ Faculty Ratio			

Standard 8-3: Financial resources must be provided to acquire and maintain Library holdings, laboratories and computing facilities.

- *Describe the resources available for the library.*
- *Describe the resources available for laboratories.*
- *Describe the resources available for computing facilities.*