



EXECUTIVE SUMMARY OF ENGLISH BS PROGRAM.

PREE Self-Assessment Report Process: Initiated on 27.03.2025, the overall process is according to the given instructions in the self-Assessment Manual provided by the QAA, HEC.

Constitution of Program Team: The Departmental Program Team was constituted again and again with the kind approval of the competent authority through the Registrar's office vide Notification No. SBBU/Reg/Admn/480 dated 23-04-2025. The Program Team consists of the following three persons.

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| 1. Dr. Tania Laghari | (Convener) |
| Associate Professor, Department of English | |
| 2. Mr. Asadullah Baloch | (Member) |
| Lecturer, Department of English | |
| 3. Mr. Jawaaid Iqbal | (Member) |
| Lecturer, Department of English | |

Orientation to PTs: PTS involved in PREE-SAR activity were given a complete orientation session on the rationale and process of generating PREE-SAR Besides SAR activity PTS were given consultation regularly to strengthen their potential to initiate activities to achieve quality within the department.

Discussion Sessions:

Submission of 1st Draft: (03-05-2025)

Submission of Final Draft: (07-05-2025)

Constitution of Assessment Team: The Assessment Team was constituted with the kind approval of competent authority through the Registrar's office vides Notification No. SBBU/Reg/Admn/523 dated 05-05-2025. The Assessment Team consisted of the following two persons.

1. Prof. Dr. Insaf Ali Siming
Head of Department (HOD) of English Department, QUEST, Nawabshah.
2. Miss Shadab Fatima
Lecturer of English Department, SBBU, SBA.

AT's Findings: The Assessment Team prepared and submitted an audit report to the QEC on 14-05-2025. The report has shown the following observations.

External AT Member

1. The independent Seminar library is required
2. The latest computer laboratory is required for the department.
3. Documents records may kindly be properly maintained.
4. Students and teachers counseling Committees may be formed and frequently may be increased



Internal AT Member

1. Missing Information regarding Standard No 2 and 8

It was noted in the SAR and also learnt during the review meeting that the standards No 2 and 8 relevant to science lab (English Language Lab) and Postgraduate programs respectively, are skipped. However, during the question answer session it was learnt that both the standards are at nascent stage and will surely get matured in the coming year

2. Faculty Student Ratio and Workload Management

The current number of teaching staff is insufficient to ensure effective curriculum delivery and mentorship. High teaching loads limit opportunities for research and professional development of the faculty and limits their interest and motivation for teaching learning activities

3. Limited Interdisciplinary and Experiential Learning Opportunities

The curriculum remains predominantly theoretical, with few courses offering hands-on or interdisciplinary learning experiences relevant to contemporary job markets.

4. Restricted Undergraduate Research Exposure

Research skills and practical research writings are largely confined to final-year projects. Structured opportunities for undergraduate research in earlier semesters are limited.

5. Lack of International Exposure Mechanism

The absence of active academia exchange programs or international collaborations limits students' exposure to global academic practices and intercultural perspectives

6. Career Guidance and Alumni Tracking Mechanisms needs Fueling


Despite favorable employment outcomes, structured career guidance and alumni tracking mechanisms are underdeveloped.


7. Insufficient Documentation and Missing Annexures.

Key academic performance metrics, graduate employment statistics are referenced but not comprehensively documented or analyzed. Documents and annexures like records of meetings, training workshops, or student counseling sessions, copies of rubrics, assessment tools are missing.

Scoring of Report: After the AT's verification of data and facts submitted the report in black and white, through a physical audit. The overall score of the department as per the Rubric Report is 82.75 attached as (Copy attached).

Implementation Plan: Assessment Team findings are acknowledged by the head of the department and shown interest to implement without any further delay. The Dean has also agreed with the concerned chairman. QEC expects that all efforts will be deployed to achieve the target. (Copy attached).


Director QEC
SBBU, SBA.


Vice Chancellor
SBBU, SBA

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Assessment Results and Implementation Plan Summary

English Department Shaheed Benazir Bhutto University, Main Campus.

S.No.	AT Findings	Corrective Action	Implement ation Date	Responsi ble Body	Resource Needed
External / Internal AT Member					
The overall performance of Department is very good; However, Some Recommendation is given to improve the Quality of learning.					
1	The independent Seminar library is required	To address the lack of a dedicated Seminar Library, a corrective action plan will be implemented to establish an independent space within the department equipped with relevant academic resources, including books, research papers, theses, and seminar materials. This initiative aims to support faculty and student research, enhance seminar preparation, and foster a culture of academic inquiry. The department will formally request space allocation from the administration, procure necessary furniture and reading materials through departmental funds or external grants, and develop a system for cataloging and managing the resources. This action will ensure easy access to focused learning materials and contribute to the academic growth	2 years	Universit y administr ation	a dedicated space within the department, bookshelves, tables, chairs, and proper lighting and ventilation to create a conducive study environment. Academic materials such as seminar-related books, theses, research papers, and journals will need to be procured through departmental funds, donations, or external grants. A simple cataloging system—manual or digital—will be set up for resource management, supported by basic stationery and a register or computer. Additionally, a staff member or designated student will be assigned to oversee the library's maintenance and daily operations to ensure its effective and sustained use.

		of students and faculty alike.			
2	The latest computer laboratory is required for the department.	To address the need for a modern computer laboratory in the department, a corrective action plan involves submitting a formal request for the allocation of space and funding to establish a fully equipped lab with the latest computers, high-speed internet, and necessary software. This facility will support teaching, research, and digital literacy, enabling students and faculty to access academic tools and online resources effectively. The plan also includes provision for regular maintenance, IT support, and training sessions to ensure the lab remains functional and up to date with technological advancements.	1 year	University administration	<ul style="list-style-type: none"> • Dedicated room with proper electrical wiring and ventilation • Latest computers with updated specifications • Licensed software and academic tools • High-speed internet connection and networking equipment • Projector and interactive display (optional) • Furniture (computer tables, chairs) • Power backup (UPS or generator) • IT support staff for maintenance and troubleshooting
3	Documents records may kindly be properly maintained.	To ensure proper maintenance of departmental records, a designated staff member will be assigned to organize and update all documents using a standardized filing system, both in physical and digital formats, with periodic checks to ensure accuracy and easy access.	August, 2025	HOD	<ul style="list-style-type: none"> • Filing cabinets and folders • Computer with storage backup • Scanner/printer • Designated staff member • Private meeting space
4	Students and teachers	To support student and faculty well-being, counseling committees will	August, 2025	HOD	<ul style="list-style-type: none"> • Scheduling and record-keeping

counseling
Committees
may be
formed and
frequently
may be
increased

be formed with designated
members from teaching
staff and student
representatives. The
number of committees will
be increased as needed to
ensure regular counseling
sessions, address academic
and personal concerns, and
promote a supportive
departmental
environment.

system

- Awareness material (brochures, posters)

Concerned Member's (Assessment Team) Comments:

Prof Dr Insa' Ali (External)

Director/Chairperson's Comments:

Chairman
Department of English
QUEST Nawabshah
TANIA LAGHARI
Associate Professor
Department of English
Shaheed Benazir Bhutto University
Shaheed Benazirabad

Dean's Comments:

It is acknowledged that the findings and suggestions have been incorporated by the Department of English.

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QEC Comments: Business Administration

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