Minutes of the Meeting on Self Assessment Reports of Faculty of Arts held on 9th January 2013 Chaired by Prof. Dr. Noor Afroz Khuwaja, Dean, Faculty of Arts

The following Members were present in the meeting:

1. Dr. Noor Afroz Khuwaja, Dean, Faculty of Arts
2. Dr. Muhammad Suleman Shaikh, Advisor, QEC
3. Dr. Rafique Ahmed, Department of Urdu
4. Dr. Atique Ahmed Jilani, Department of Urdu
5. Mr. Noor Muhammad Shah, Department of Sindhi
6. Ms. Salma Laghari, Department of Philosophy
7. Mr. Naveed Ahmed Sandelo, Department of Philosophy
8. Dr. Hafiz Shabbir Ahmed Channa, Institute of Languages
9. Mr. Nazar Hussain Chandio, Institute of Languages
10. Dr. Syed Islmail Shah, Institute of English Language & Literature
11. Mrs. Arifa Snasari, Institute of English Language & Literature
12. Mr. Niamatullah Khilji, Institute of Arts & Design

The meeting started with the recitation of Holy Quran.

Prof. Dr. Noor Afroze Khuwaja, Dean, Faculty of Arts in her remarks advised the program team members that the quality of education is the prime objective of the Varsity – to achieve this goal, everyone should put their efforts for the improvement of education. She advised the PT members to promptly collect the information from the faculty members so that proper improvement plan can be established.

Prof. Dr. M. Suleman Shaikh in his briefing on the maintenance of course files and Self Assessment Report said that an effective teaching philosophy is becoming more important at institution of higher education. Effective teachers before delivering the lectures establish and communicate the goals, objectives and learning outcomes of the course they teach. The maintenance of course file show the major strengths and teaching achievements of the faculty members and help in improvement of the teaching strategies.

The Advisor, QEC provided the data on total members of faculties, students and student – teacher ratio. As regard the student – teacher ratio. It
was the observation of the QEC that the student –teacher ratio is upto the international standard. The drop-out ratio in faculty is very high which needs an attention.

Advisor, QEC also provided the feedback on the SAR of the Institute of English Language & Literature, Department of Urdu, Institute of Languages and Department of Sindhi and requested the PT members to revise the document as per preset standards.

All the participants of the meeting took part and provided earnestly their suggestion for the improvement and enhancement of quality education.

The following resolutions were unanimously agreed and passed.

1. It was resolved that as per semester rules student attendance should be made compulsory for appearance in the final semester examination and revival of online semester Students Attendance System and its implementation in its true spirit.

2. It was resolved that the Director Admissions should provide the list of newly admitted students immediately because the 1st Semester Classes have already been started.

3. It was resolved that the Self Assessment Reports will be submitted to the QEC on or before 1st February 2013.

It was resolved that the Course files for the 2nd Semester 2012 be provided to the office of QEC by 15th January 2013.