

# **SELF ASSESSMENT REPORT**

**Program BS Forestry  
Department of Forestry  
Shaheed Benazir Bhutto University Sheringal**



**Submitted to  
Quality Enhancement Cell  
Shaheed Benazir Bhutto University Sheringal**

**Program Team Members:**

- ❖ Mr. Alamgir Khan
- ❖ Ms. Sarah Hidayat
- ❖ Mr. Adnan Khan

**CRITERION 1**  
**PROGRAM MISSION, OBJECTIVES AND OUTCOMES**

## **University Mission and Objectives:**

1. To enlighten the darkness of this remote area through education.
2. To preserve & conserve the “Natural Resources” of this area through human resource development.
3. To enlighten the youngsters, Girls & Boys with educational power to serve the nation in various fields.
4. To act as an “Intellectual Fort” against anti-state mentality through education.
5. To make the University one of the best institutes for learning and research

## **Department of Forestry:**

Department of forestry was established in 2005 at Campus II of the University of Malakand, Now it is the regular Department of Shaheed Benazir Bhutto University. Sheringal is one of the most beautiful valley resort, with dense forests of coniferous and quercus, tall mountains and very pleasant climate. This valley runs into a dense forest of Kumrat, Jandrai, Thal etc. having tall and oldest trees of Cedrus, Taxus, Pinus, Betula and the Top Juniperus.

## **Program Vision:**

We aspire to excel in education and research for the conservation and sustainable management of forests, woodlands, and wild lands.

## **Program Mission:**

To educate and train the next generation of scholars, practitioners, and users of the forest resources, to manage and conserve the forest through distinctive problem-solving and fundamental research on the nature and use of forests and related resources, and to share our discoveries and knowledge with others.

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

## **Program General Objectives:**

1. To produce research oriented foresters to manage and conserve forest for the sustainable production of goods and services.
2. To educate the students about the forest environmental services and its role in climate change.
3. To educate the students about the importance of people in the conservation and management of forest.
4. Finally to produce trained graduate for various Governmental and non-Governmental organizations working on forest and related issues.

## **Program Area specific objectives:**

Department of Forestry SBB University is located right in the mid of dense forest so, given to its location following area specific objectives are set.

1. To educate the local people about the importance of forest through lectures and seminars.
2. To promote farm forestry in the area to lessen pressure on native forest through farm forestry projects and research
3. To realize the importance of Non Wood Forest Produce (NWFP) to local communities through various marketing activities.

### Strategic Plan for Achieving Program Mission and Objectives:

- Curriculum design.
- Core subjects.
- Elective Subjects.
- Organizing seminars, workshops and other activities.
- Study tours of various forest of Pakistan
- Field experiments

**Standards1-2: The program must have documented outcome for graduating students .It must be demonstrated that the outcome support the program objective and that graduating students are capable of performing these outcomes.**

The outcomes of this program are as under

1. Produce train forest graduate for Forest Department and other forest and natural resource management organization.
2. Produce train forest graduate for forest and other natural resource research institutes in the country and abroad.
3. To play its due role to change the current forest policy through intellectual intervention
4. An understanding of professional and ethical responsibility

### Objective vs Outcomes

PROGRAMME OBJECTIVES	OUTCOMES			
	1	2	3	4
To produce research oriented foresters to manage and conserve forest for the sustainable production of goods and services	*	*	*	*
To educate the students about the forest environmental services and its role in climate change.			*	*
To educate the students about the importance of people in the conservation and management of forest.	*	*	*	*
Finally to produce trained graduate for various Governmental and non-Governmental organizations working on forest and related issues.			*	

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

Since this is first time the self-assessment is carried out by the department, the Program objectives assessment will be carried out during the next semester.

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

Present students' enrolment (BS Forestry)

Year	Enrollment
2009	27
2010	32
2011	29
2012	35

**CRITERION 2**  
**CURRICULEM DESIGN & ORGANIZATION**

A curriculum is designed and organized to achieve the program's objectives and outcomes. Curriculum standards are specified in terms of credit hours of study. A semester credit hour equals one class hour or two to three lab hours per week. The semester is approximately fifteen weeks. Curriculum design and organization information provided below for **BS (Forestry)** program.

**Standard 2-1: The curriculum must be consistent and supports the program's documented objectives**

The curriculum is consistent and supports the program's documented objectives.

Courses/Group of courses	Objectives			
	1	2	3	4
Forest Management, Silviculture, Forest Ecology, wild Life and Range Management and Forestry and Climate Change.	*	*		*
Participatory Forestry, Agro Forestry and Forest Extension.			*	*

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

Applications of mathematics & Statistic offer in the program to solve the problem of mathematical & Statistical calculations.

Course	Percentage
Core Subjects	75
Basic Sciences & Humanities subjects	25

**Standard 2-3: The curriculum must satisfy the mathematics and basic sciences requirements for the program as specified by the respective accreditation body**

The curriculum satisfies the core requirements for the program as specified by the accreditation body. Minimum requirements of credit hours for BS (Forestry) program

Sr.#	Category	Credit Hours	Credit Hours
1	<b>General Courses</b>		36
	Computing Courses	3	
	General Courses	25	
	Humanities Courses	8	
2	<b>Forestry Courses</b>		102
	Core Courses	66	
	Supporting Courses	36	
	<b>Total Credit Hours</b>		<b>138</b>

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

The curriculum satisfies the core requirements for the program as specified by HEC same as above. The curriculum in the program is fully satisfied the major requirements of the program.

**Standard 2-5: The curriculum must satisfy humanities, social sciences, arts, ethical, professional and other discipline requirements for the program as specified by the respective accreditation body**

The curriculum satisfies general education, arts, and professional and other discipline requirements for the program. The following table shows how the BS Forestry program satisfies requirements in standards 2-3, 2-4 and 2-5. It's clear from the table that all requirements are met.

S.No	Category	Credit Hours	Credit Hours
<b>Forestry Courses</b>			
1.	<b>Core Courses</b>	66	<b>127</b>
	<b>Supporting Courses</b>	36	
	<b>General Courses</b>	25	
2.	<b>Humanities &amp; IT</b>	11	<b>11</b>
		<b>Total Credit Hours</b>	<b>138</b>

### BS (FORESTRY) Program

Program Duration:	4 years	Teaching System:	Semester System
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### SEMESTER-I

Course Code	Course Title	Credit Hours (Theory-Practical)
1	Biology	3 (2-1)
2	Mathematics	3 (3-0)
3	Introduction to Information & Technology	3 (2-1)
4	Introduction to Forestry	2 (2-0)
5	English-I(Functional English)	3 (2-0)
6	Pakistan Studies (Compulsory)	2(2-0)
Islamic Studies/Ethics for non Muslims		<b>2(2-0)</b>
<b>Total Credit Hours</b>		<b>18(15-2)</b>

### SEMESTER-II

Course Code	Course Title	Credit Hours (Theory-Practical)
1	Elementary Statistics	3 (3-0)
2	English-2 (Communication Skills)	3 (3-0)
3	Introduction to Environmental Science	3 (2-1)
4	Geology and Soil Science	3 (2-1)
5	Forest Pathology	3 (2-1)
6	Principles of Economics	3 (3-0)
<b>Total Credit Hours</b>		<b>18(15-3)</b>

### SEMESTER-III

Course Code	Course Title	Credit Hours (Theory-Practical)
1	Sociology	2 (2-0)
2	Public Policy	2 (2-0)
3	Forest Genetics	3 (3-0)
4	Forest Ecology	3 (3-0)
5	Forest Entomology	3 (2-1)
6	Plant Taxonomy	3 (2-1)
Forest Accounts and procedures		<b>2(2-0)</b>
<b>Total Credit Hours</b>		<b>18(16-2)</b>

### SEMESTER-IV

Course Code	Course Title	Credit Hours (Theory-Practical)
1	Forest Engineering	3 (2-1)
2	Bio Diversity and Climate Change	3 (3-0)
3	Participatory Forestry	3 (3-0)
4	Non Wood Forest Products	3 (3-0)
5	Integrated Land Use Management System	3 (3-0)
6	Forest Extension	3 (3-0)
<b>Total Credit Hours</b>		<b>18(18-1)</b>

**SEMESTER-V**

Course Code	Course Title	Credit Hours (Theory-Practical)
1	Energy Plantation and Bio Fuels	3 (2-1)
2	Forest policy and Law	3 (3-0)
3	Wood Science and Technology	3 (2-1)
4	Forest Survey and leveling	3 (2-1)
5	Silviculture-I	2 (2-0)
6	Forest engineering-II	2 (1-1)
<b>Total Credit Hours</b>		<b>16(12-3)</b>

**SEMESTER-VI**

Course Code	Course Title	Credit Hours (Theory-Practical)
1	Forest Management (including field tour)	4 (2-2)
2	Watershed Management	3 (2-1)
3	Range Management	3 (2-1)
4	Wildlife Management	3 (3-0)
5	Forest Biometrics	3 (3-0)
<b>Total Credit Hours</b>		<b>16(12-4)</b>

**SEMESTER-VII**

Course Code	Course Title	Credit Hours (Theory-Practical)
1	Ecotourism and Park Management	2(2-0)
2	Forest Resource Economics	2(2-0)
3	Silviculture-II	3(3-0)
4	Specialization (Any one From the following	9 credit hours
<b>Total Credit Hours</b>		<b>16</b>

One of the following specializations may be opted for specialization.

- 1. Forest Management: 9 (6-3)**
  1. Forest Inventory Techniques 3 (2-1)
  2. Stand Level Planning 3 (2-1)
  3. Sustained Forest Yields 3 (2-1)
- 2. Watershed Management: 9 (6-3)**
  1. Soil Conservation Techniques 3 (2-1)
  2. Forest Meteorology 3 (2-1)
  3. Forest and Range Hydrology 3 (2-1)
- 3. Range Management 9 (6-3)**
  1. Range Vegetation Analysis 3 (2-1)
  2. Livestock Nutrition and Grazing Management 3 (2-1)
  3. Drought Management in Rangelands 3 (2-1)
- 4. GIS and Remote Sensing Techniques 9 (6-3)**
  1. Digital Cartography 3 (2-1)
  2. Land Use Planning 3 (2-1)
  3. Forest Assessment and Monitoring 3 (2-1)
- 5. Participatory Forest Management 9 (7-2)**
  1. Community Based Forestry 3 (3-0)
  2. Participatory Forest Management 3(2-1)
  3. Planning Participatory Forest Assessment 3(2-1)



<b>6. Sericulture</b>	<b>9 (7-2)</b>
1. Silkworm Rearing	3(3-0)
2. Silk Seed and Cocoon Technology	3(2-1)
3. Horticulture	3(2-1)
<b>7. Wood Sciences and Technology</b>	<b>9(5-4)</b>
1. Wood Harvesting Techniques	3(2-1)
2. Wood Structure and Identification	4(2-2)
3. Wood Testing and Processing	2(1-1)
<b>8. Wildlife Management</b>	<b>9(7-2)</b>
1. Wildlife Biology and Ecology	3(2-1)
2. Wildlife Survey Techniques	3(2-1)
3. Wildlife Policies, Laws and Administration	3(2-1)
<b>9. Environmental Forestry</b>	<b>9 (8-1)</b>
1. Environment and Forestry	3(3-0)
2. Environmental Pollution and Mitigation	2(1-1)
3. Environmental Impact Assessment	2(2-0)
4. Environmental Policies and Laws	2(2-0)

**SEMESTER-VII**

Course Code	Course Title	Credit Hours (Theory-Practical)
1	Forest Management Plan-I	3 (3-0)
2	Forest Management Plan-II	3 (0-4)
3	Research Method and Scientific Writing	4 (4-0)
4	Research Project / Internship	4(0-4)
<b>Total Credit Hours</b>		<b>15 (7-8)</b>

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

Information technology component is given important in the curriculum. The following courses, of Information technology have been included in the syllabus. As information technology is very important and play very vital role in Higher Education, for this purpose improvement is needed in this area.

Course for IT	Semester
Introduction to Information & Technology	1 <sup>st</sup> Semester

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

Oral and written communication has been given importance in the program. To develop the oral and written communication skills of students, some courses relating to it have been included in the program. The following courses, of English have been included in the syllabus.

Courses for oral and written skills	Semester
English-I (Functional English)	1 <sup>st</sup> Semester
English-II (Communication Skills)	2 <sup>nd</sup> Semester
Research Method and Scientific Writing	8 <sup>th</sup> Semester

**CRITERION 3**  
**LABORATORIES AND COMPUTING FACILITIES**

### General instructions:

Labs are equipped with low current equipment, which are electrically grounded properly for your safety

1. Do not move equipment to/from the lab without the knowledge and permission of the lab engineer.
2. Do not operate any device unless you know its operating instructions and functions.
3. After you are finished with the experiment, please:

### Make sure that:

You turn off the Power supplies and any other equipment connected to the mains electricity.

### In case of fire:

1. Turn the equipment off. If power switch is not immediately accessible, take the plug off
2. If the fire continues, try to curb the fire if possible by using the FIRE EXTINGUISHER or by covering it with a HEAVY CLOTH. If possible isolate the burning equipment from the other surrounding equipment.
3. Sound the fire alarm by activating the nearest alarm switch.
4. Call SECURITY and EMERGENCY Department immediately:

### In case of injury or electric shock:

1. Try to break the contact of the victim with live electric source. Use an insulator such as fire wood or plastic to break the contact. Do not touch the victim with bare hands to avoid the risk of electrifying yourself.
2. Unplug the faulty equipment. If main circuit breaker is accessible, turn the circuit off.
3. If the victim is unconscious, start resuscitation immediately. Use your hands to press the chest in and out to continue breathing function. Use mouth-to-mouth resuscitation if necessary.
4. Immediately call medical emergency and security. Remember! Time is critical; be fast

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

For all teaching labs, both instructors and students are provided lab manuals and other documentation, however this area needs improvement.

**Name of Lab: Biological Lab**

**List of equipment:**

<b>S.No:</b>	<b>Name</b>
1	Wood Testing Machine (Damaged)
2	Freezer 12cft
3	Refrigerator 20cft
4	Oven
5	Growth chamber

6	Research microscope Lambomed CSM2
7	Simple microscope 13A China
8	Photosynthesis measuring Apparatus (damaged)
9	Graduated Cylinders
10	Beakers
11	Volumetric Flask
12	Conical flask
13	Veterinary Syringes
14	Mortar with Petals
15	Test-Tube
16	Test-Tube holders
17	Reagent bottles
18	Funnels
19	Thermometers
20	Petri Dishes
21	Testal Funnel
22	Burettes 100ml
23	Pipits
24	Slides
25	Filter Papers
26	Dissection Boxes
27	Magnifying Glasses 75mm
28	Magnifying Glasses 100mm
29	Rubber Drops
30	Water quality test Kits
31	Bech Top pH meter With Electrode. JENECO
32	GPS Extrex- Legend
33	Soil Moisture Meter Digital
34	Epidiascope Reflecta Germany
35	Analytical Weighing Balance.UX-420H
36	Magnetic Stirrer LMS-1003.Koria
37	Grinding Mill lab Unit.
38	Air flow cabinet (damaged)

### **Forestry Tools**

- (i) Hand saws
- (ii) Scissors
- (iii) Planting Rods
- (iv) Axes

### **Garden Hand Tools**

- (i) Pruning Scissors
- (ii) Pruning Saws
- (iii) Budding Knife
- (iv) Swords
- (v) Folding Ladder

42 Soil Augars 2 & 4 Inch

43 Growth Chamber

### **Name of Lab:**

### **Engineering Lab**

### **List of equipment:**

<b>S.No:</b>	<b>Name</b>
1	Auto level with Tripod
2	Steel tripod without compass
3	Planimeter
4	Engineering Chain
5	Wooden Tripod without Compass
6	Arrows
7	Staff Rods
8	Ranging Rods
9	Ranging Poles
10	Ruling Ruler
11	Measuring Tape
12	Parker
13	Wooden Hammer
14	Spring balance
15	Plum Bobs
16	Binoculars
17	Truff compass

**Standard 3-2: There must be adequate support personal for instruction and maintaining the computing laboratories**

There is very limited lab support in terms of personnel. There is only one lab technician in the department of forestry who also acts as the maintenance personal. This support is mainly in the form of maintenance, inventory management and control.

**Standard 3-3: The university computing infrastructure and facilities must be adequate to support programs objectives.**

All faculty members and students have adequate access to computing facilities. One shortcoming in computing support is the ability to setup networking in open areas outside computer labs (i.e. wireless networking).

**CRITERION 4**  
**STUDENTS SUPPORT & ADVISING**

The students are provided full support to complete the program in timely manner. The faculty members are available during office hours and students are encouraged to consult them in case they have any problem. Students are fully supported and advised in academic and extra-curricular activities by the faculty members of the department.

**Standard 4.1: Courses must be offered with sufficient frequency and number for students to complete the program in a timely manner.**

The course is offered regularly as per schedule. The degree consists of eight semester's two terms per year. The department offers core courses in first six semesters of BS Program. While specialized courses are offered in the last two semesters.

**Standard 4-2: Courses in the major areas of study must be structured to ensure effective interaction between student, faculty and teacher assistants.**

Every course offered in the program carry assignments, class presentations and practical work. Students have close interaction with their teachers for the guidance related to prepare their assignments and presentations. Each instructor adopts his way to interact with his students either in the class or during the office hours. However no proper procedure is adopted for student teacher interaction. Improvement needs in this area to fulfill the requirements.

**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 careers choices.**

An orientation class is conducted in the start of every semester. In the orientation class, concerned faculty members provide a document containing program mission, objectives, outcomes, curriculum design & organization, assessment-methodology and attendance criteria.

Similarly, the contents of the document having program mission, objectives, outcomes are available to all students of the concerned course in shape of module description. The same document is also shared with the concerned Chairman/ HoD, Office of the QEC and Director Academics. Professional counseling is usually carried out by Student Career Counseling Committee constituted for the purpose. The students can also consult with the chairman of the department or with the office of the registrar. A faculty member is assigned responsibility to discuss and coordinate with students in taking the right decision about their career.



**CRITERION 5**  
**PROCESS CONTROL**

The execution of the major functions, such as student admission and registration, faculty recruitment, teaching, and graduation are documented and conducted in a well-organized manner. These processes are controlled, periodically reviewed and evaluated continuously.

**Standard 5-1: The process by which students are admitted to the Program must be based on quantitative and qualitative criteria and clearly documented. The process must be periodically evaluated to ensure that it is meeting its objectives.**

The admission criterion is set by the university and it is revised periodically. However, the admission of the students is the responsibility of the Director Academics office and the department is not directly involved in this process. The admission office gives admissions according to the criteria set by the university.

**Admission Procedure:**

- The admission notice for BS (Hons) Program (4 years) is advertised in the national and local newspapers soon after the result declaration of FA/FSc of all Boards of Intermediate & Secondary Education of Khyber Pukhtunkhwa. All the eligible candidates fulfilling the requirement can apply for the courses offered by the university.
- The prospective applicants are asked to submit their admission forms, complete in all respects, within the prescribed period of time.
- After a thorough scrutiny and sorting, the names of eligible candidates are notified.
- A candidate may apply for three disciplines/subjects on a single form, but he/she must prioritize his/her options in the admission form.
- Once submitted, no changes/modifications are acceptable in the admission form.
- A candidate gets to lose his/her right for admission, if he/she provides false information in the admission form. Moreover, if the documents attached were found fake they would be considered guilty of gross misconduct and such act shall be highly condemned.
- The applicant having 3<sup>rd</sup> division or having obtained marks less than 45% are not eligible to apply.

**Criteria for Admission:**

Students with FSc pre-engineering/FCS or Equivalent with at least 45% marks are eligible to apply. The selected candidates for admission must present their original documents before the committee on the announced date.

## **Documents to be submitted with admission form:**

The following documents must be submitted with the completed application form:

1. Three recent color passport size photographs, duly attested
2. Attested photocopies of Detailed Marks Certificates (DMCs)
3. Attested photocopies of provisional /original certificates
4. Attested photocopy of character certificate
5. Attested photocopy of CNIC of the Applicant/Father/Guardian
6. Migration certificate, either board to university or university to university (admitted candidates only)
7. Original undertaking on judicial stamp paper of RS. 20/- each, duly attested by political agent/DCO/ First class magistrate as PS specimen provided in the prospectus (admitted candidates only)
8. Candidates applying against the reserved seats of disabled or Afghan students must also attach the relevant documents of eligibility with the form

Distribution of seats in each department is given as under:

Open merit	26
<b>Reserved Seats:</b>	
Female	02
Afghan	01
Disabled/Handicapped	01
<b>Total:</b>	<b>30</b>

## **Displaying of merit lists:**

After the closing date of admission forms submission, the provisional merit lists are prepared on the basis of the following points:

- Percentage of marks obtained in FA/FSc
- In case of a tie in any merit position, SSC marks percentage is considered. In case of further tie, the age of the applicants is the determining criteria and the older candidate is to get preference.
- Separate merit list are prepared for the reserved seats of female, Afghan students and disabled following the above criteria.
- All the merit lists for admission are displayed on the main notice board of the university campus and on the university website <http://www.sbbu.edu.pk>

### **Interview of specified seats:**

- Interview for the specified seats of Afghan students and disabled are held on the dates specified by the office of the Director Academics.
- All the applicants will ensure their presence and signature in the attendance sheet on the day of test/interview, even if they are on waiting list.
- The university fee is to be deposited in HBL Sheringal Branch, adjacent to university campus. After depositing the prescribed fee, the applicant must bring the original bank receipt to the account section of the university.
- In case a student wants to shift from one discipline to another within a certain time period, the fee and other charges shall be adjusted accordingly.
- Any reserved seat remaining unfilled, at the prescribed time, shall be filled through open merit.

**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.**

Each department shall send details of the admitted students to the controller of examinations on the prescribed proforma for registration within one month of the finalization of 1<sup>st</sup> term/part-1/previous admissions. The office of the controller of examinations shall maintain record of all the registered students in manner which shall contain the Name, Father's Name, Date of Birth, Permanent address, CNIC No. of the candidate, DMC of SSC and intermediate Examination, details of any other examination and result of every University Examination.

### **Academic Progress of Students:**

In semester system, monitoring of student progress is evaluated by tests, surprise quizzes, assignments, class presentation, projects and final exam at the end of the semester.

### **Internal Evaluation:**

Attendance + Class participation	=5 %
Class Presentation	=10 %
Home Assignment	=10 %
Test and Quizzes	=10 %
Mid Term	= 25 %
Final Term	= 40 %

In addition to the above criteria, the experts of the subject can add any addition modes of evaluation as required by the nature of the subject. Similarly, if required, a teacher can have 3 to 5 tests and 1 -3 Mid Term tests.

**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**

Recruitment of the faculty members is done on open merit by inviting the applications through newspapers. Written screening test is conducted for short listing. The candidates are required to appear before the selection board for interview. The names of selected candidates are recommended to syndicate for approval. After the approval, the registrar issues the offer letters for the appointment. Faculty members are made in accordance to the policy approved by HEC.

**Faculty’s Recruitment, Training, and Evaluation**

<b>Faculty</b>	<b>Policy</b>	<b>process</b>
Recruitment	As per HEC guidelines	Through selection board (for permanent seats) and approval by the University Syndicate. Through HOD & VC (on contract basis)
Evaluation	As per HEC guidelines (Periodically)	Evaluation by students through Quality Enhancement Cell (QEC) and Self-assessment by the faculty. (At the end of each semester)
Promotion	As HEC criteria for faculty promotion and service statute of SBB University.	Through selection board and approval by the University Syndicate

The performance of the faculty members is monitored regularly and continuously by the Chairman/HoD of the department, and it is evaluated annually through ACRs. (Annual Confidential Report)

There was no systematic process before to evaluate the faculty members, now after establishment of QEC each faculty member is evaluated by the students via “Teacher Evaluation Questionnaire”. at the end of each semester.

**Standard 5-4: The process and procedures used to ensure that teaching and delivery of course material to the students emphasize active learning and that course learning outcome is met. The process must be periodically evaluated to ensure that it is meeting the objectives.**

Process to ensure teaching and delivery of course material:

- Time table is strictly followed by all faculty members. The Chairperson of the department frequently gets feedback from the students during the semester.
- Students are show their test and papers in the show off session after every test and quiz, this process in made sure by the HoDs. Students can see their papers marked by the teacher and view it.

- All the relevant materials (Tests, Assignments and Quizzes) of evaluation are submitted to the office of the HoD. It purpose to ensure that the grading is transparent
- Award list of all sessional and final term papers is submitted to the controller of examination and copies are left in the department.

In order to ensure that the teaching is effective a 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.**

Currently there is no proper procedure to assure that whether the graduates meet the program requirements or not. This area needs concentration to develop this procedure. Plan required for this area. As no graduates are yet produced. So no proper procedures to assure that the graduates meet the program requirements or not. This area needs concentration to develop this procedure. Further planning is required for this area.

**CRITERION 6**  
**FACULTY**

Faculty members of the Shaheed BB University are active in teaching and research activities and have the necessary technical depth to support the program. Teachers attempt to cover the curriculum adequately and in case of need hold extra classes.

**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 interest of all faculty members must be sufficient to teach all courses, plan, modify and update courses. The majority must hold a PhD degree in the discipline**

The interest and qualifications of faculty members are sufficient to plan, teach, modify, and update all offered courses and curriculum. Following are the brief details of the departments' faculty members.

**Pen Picture of Faculty Members:**

Name: Mr. Alamgir Khan  
Designation: Lecturer (Chairman)  
Address: Department of Forestry, SBB University  
Qualification: M.Phil

Name: Mr. Muhammad Amin  
Designation: Lecturer  
Address: Department of Forestry, SBB University  
Qualification: M.Phil

Name: Miss. Shahzia Khushdil  
Designation: Lecturer  
Address: Department of Forestry, SBB University  
Qualification: M.Phil

Name: Miss. Sarah Hidayat  
Designation: Lecturer  
Address: Department of Forestry, SBB University  
Qualification: M.Phil

Name: Mr. Munawar Zeb  
Designation: Lecturer  
Address: Department Forestry, SBB University  
Qualification: M.Phil

Name: Mr. Adnan Khan  
Designation: Lecturer  
Address: Department Forestry, SBB University  
Qualification: M.Phil



**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 Shaheed BB University 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
- A number of teacher training and refresher courses are conducted by QEC, and other academic departments in the university.

**Faculty development**

<b>Standards</b>	<b>Y/N</b>
Faculty resume has been prepared in line with HEC	Yes
Full time faculty have sufficient time for scholarly activities and professional development	Yes
Any faculty development program is conducted	Yes
Faculty programs are evaluated	Yes
Evaluation results of faculty are used for improvements	Yes

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

Every year university awards Best University Teacher Award to faculty members for their outstanding performances. Outstanding Teachers are selected based on Students Teacher Evaluation Questioner, Peer Evaluation and HoD Evaluation. For job satisfaction the university ensures fair, timely selection, appointment/promotion as per HEC criteria. Good working environment exists for research on commercial issues.

**CRITERION 7**  
**INSTITUTIONAL FACILITIES**

Institutional facilities, including library, class rooms and offices need improvement to support the objectives of the overall programs of the University. Class rooms and offices must be adequate to enable faculty to carry out their responsibilities.

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

Electronic library books and journals are not available for learning purpose.

- Insufficient facilities regarding the infrastructure to support new trends in learning.
- Insufficient library's technical collection of books.
- Recommended books, relevant journals of the programs are not available to the students.
- However, this aspect needs to be strengthened for overall university departments.

**Following facilities are available at the department at the University Campus:**

**Internet Facility**

Limited internet facility is available for students.

**Hostel Facility**

Limited hostel facilities for boys are available.

**Canteen**

Separate girl's canteen is present for girl students within the campus.

**Medical Facility**

University is Basic Health Unit (BHU) for the facilitation of students, though currently there is no medical practitioner in the BHU. It is run by a pharmacist who is assisted by a dispenser.

**Faculty Offices**

Offices with in adequate facilities are available for the faculty.

**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.**

The library space and books are not sufficient for university and is also not updated regularly according to the academic and research needs of the university staff. The university Central Library has very limited number of books and journals. It does not meet the standards of a university library. Departments itself does not have any library. The Library is not registered to any on-line journal or database cataloging and abstracting engines.

**Standard 7.3: Class room must be adequately equipped and offices must be adequate to enable faculty to carry out their responsibilities.**

Majority of the class rooms are available without multimedia. Common rooms (Neither for male nor for female students) are also missing. The department lacks individual faculty offices mostly shared offices are available and class room facilities are also not sufficient.

**CRITERION 8**  
**INSTITUTIONAL SUPPORT**

The university administration is trying to provide all the possible facilities to the departments and has been struggling hard for the up gradation of departments and establishing new faculties and institutes.

**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.**

In order to groom the faculty, university usually offers various trainings, workshops and seminars for faculty. The University is also trying to attract highly qualified faculty. All the financial matters of the overall department are managed by University finance Directorate and Registrar office with no involvement of the department. Last year, the university arranged 10 trainings for in service teachers both in main and sub campus at Chitral. These training were of various length duration ranging from 3 days to one month period.

**Faculty Pay** is as per the institution & universities in the public sectors.

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

The university is newly established so there is no research assistant. However Phil students are perusing different research projects in the university, under the supervision of their teacher. There are currently only five PhDs in the university. Moreover they have no research allowance and get only 5000/- PhD allowance which is not equal to other universities. This area highly needs the concentration or focus of the authority.

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

All the financial matters of the overall department are managed by the university Finance Directorate and Registrar office with no involvement of the department.