

Self Assessment Report



Beaconhouse National University

**School of Computer &
Information Technology**
(B.Sc. (Hons) Management & Business Computing)

Prepared by: Program Team of SCIT
Presented by: Quality Assurance Department

Table of Contents

Executive Summary	1
Objectives.....	1
Execution.....	1
Introduction.....	3
Criterion 1: Program Mission, Objectives and Outcomes	4
<i>Standard 1-1The program must have documented measurable objectives that support institution mission statements.</i>	<i>4</i>
<i>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.</i>	<i>6</i>
<i>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.</i>	<i>7</i>
<i>Standard 1-4: The department must assess its overall performance periodically using quantifiable measures.</i>	<i>10</i>
Criterion 2: Curriculum Design And Organization.....	11
<i>Standard 2-1: The curriculum must be consistent and supports the program’s documented objectives.</i>	<i>11</i>
<i>Title of Degree Program.....</i>	<i>11</i>
<i>Definition of credit hour:.....</i>	<i>11</i>
<i>Degree plan.....</i>	<i>11</i>
<i>Curriculum Breakdown.....</i>	<i>14</i>
<i>Standard 2-2: Theoretical background, problems analysis and solution design must be stressed within the program's core material.</i>	<i>15</i>
<i>Standard 2-3: The curriculum must satisfy the core requirements for the program, as specified by the respective accreditation body.</i>	<i>16</i>
<i>Standard 2-4: The curriculum must satisfy the major requirements for the program as specified by HEC, the respective accreditation body / councils.</i>	<i>16</i>
<i>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.</i>	<i>16</i>
<i>Standard 2-6: Information technology component of the curriculum must be integrated throughout the program.</i>	<i>16</i>
<i>Standard 2-7: Oral and written communication skills of the student must be developed and applied in the program.</i>	<i>16</i>
Criterion 3: Laboratory And Computing Facilities.....	17
<i>Standard 3-1: Laboratory manuals/ documentation/ instructions for experiments must be available and readily accessible to faculty and students.</i>	<i>17</i>
<i>Standard 3-2: There must be adequate support personnel for instruction and maintaining the laboratories.</i>	<i>29</i>
<i>Standard 3-3: The University computing infrastructure and facilities must be adequate to support program’s objectives.</i>	<i>29</i>

Criterion 4: Support And Advising	29
<i>Standard 4-1: Courses must be offered with sufficient frequency and number for students to complete the program in a timely manner.</i>	<i>29</i>
<i>Standard 4-2: Courses in the major area of study must be structured to ensure effective interaction between students, faculty and teaching assistants.</i>	<i>30</i>
<i>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.</i>	<i>30</i>
Criterion 5: Process Control	30
<i>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.</i>	<i>30</i>
<i>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.</i>	<i>31</i>
<i>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 with its objectives.</i>	<i>32</i>
<i>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.</i>	<i>32</i>
<i>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.</i>	<i>33</i>
Criterion 6: Faculty	33
<i>Standard 6-1: There must be enough full time faculties who are committed to the program to provide adequate coverage of the program areas/ courses with continuity and stability. The interests and qualifications of all faculty members must be sufficient to teach all coursed, plan, modify and update coursed 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.</i>	<i>33</i>
<i>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.</i>	<i>36</i>
<i>Standard 6-3: All faculty members should be motivated and have job satisfaction to excel in their profession.</i>	<i>36</i>
Criterion 7: Institutional Facilities	37
<i>Standard 7-1: The institution must have the infrastructure to support new trends in learning such as e-learning.</i>	<i>37</i>
<i>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.</i>	<i>37</i>
<i>Standard 7-3: Class-rooms must be adequately equipped and offices must be adequate to enable faculty to carry out their responsibilities.</i>	<i>39</i>
Criterion 8: Institutional Facilities	40
<i>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.</i>	<i>41</i>

Standard 8-2: There must be an adequate number of high quality graduate students, research assistants and Ph. D. students. 41

Standard 8-3: Financial resources must be provided to acquire and maintain Library holdings, laboratories and computing facilities..... 42

Rubric Report:40

Executive Summary

This report is being prepared towards the end of the assessment of School of Computer and Information Technology (SCIT) of Beaconhouse National University (BNU), as per requirement of Higher Education Commission (HEC). Quality Assurance Department (QA) was formed in BNU in September 2005. Program Team Members notified by University worked with General Manager Quality Assurance to pursue the application of Self Assessment Manual in their respective department.

In School of Computer and Information Technology (SCIT), B.Sc. in Management & Business Computing program was selected for the self assessment, evaluation and improvements. A commitment of respected Vice Chancellor to support Quality Assurance Department made the difference and resultantly, a cycle of assessment is about to complete.

Objectives

Following are the two main objectives of the self assessment report:

1. To implement Self Assessment Manual in selected program with a view to improve quality in higher education.
2. To identify the areas requiring improvements in order to achieve objectives through desired outcomes.

Execution

A soft and hard copy of self assessment manual was given to Dean and faculty. Quality Awareness presentation of Self Assessment Report (SAR) was arranged for the Dean and Program Team Members (PT) of the selected program. Hard copies of HEC issued 10 performas with manual with 8 criterion and 31 standards were provided to PT members to evaluate their program against defined standards. The PT members with an intimate support and follow up of QA, completed the SAR and forwarded to QA.

After reviewing SAR, QA arranged visit of Assessment Team to the selected program on May 18, 2012. GM (QA) accompanied the AT and participated in discussions with Dean and PT members and available faculty members. Date for exit meeting was fixed as May 29, 2012.

The implementation plan basing in the discussions in exit meeting have been made by In-charge Programs. They prepared it under following headings:

- a. Assessment Team finding
- b. Corrective Actions required
- c. Resources Needed

The implementation plan indicates the resources to improve the infrastructure, environment in the classes and Laboratory manuals. The recommended target dates to complete the tasks observed by Assessment Team, presented in exit meeting on June 15, 2012 and proved by Vice Chancellor have been indicated in the implementation plan.

At the completion of Self Assessment cycle, QA submitted the hard and soft copy of SAR to HEC on June 25, 2012.

General Manger (QA)

Introduction

School of Computer and Information Technology, Beaconhouse National University is conscious of the fast changing market requirements, which emanate from new systems and technologies. In particular, the Internet and mobile technologies have completely changed the working of the business and commercial world.

The School introduced new programs and updated exiting ones in response to these changing needs.

The teaching – learning model followed by School of Computer & Information Technology greatly emphasizes practical work to enforce understanding of theoretical concepts.

Criterion 1: Program Mission, Objectives and Outcomes

Institution Mission Statement

“A truly national higher-education institution, emerging as a world-class Liberal Arts university with a merit-driven, need-based recruitment and admission policy at all levels; offering modern curricula in a range of conventional and new disciplines; while preserving the history and culture of Pakistani society; enriching the overall intellectual growth of a student through interaction and professional excellence.”

Standard 1-1 The program must have documented measurable objectives that support institution mission statements.

Vision Statement (School of Computer & IT)

To become the leading national school in business computing and software engineering education and research.

Department Mission Statement (School of Computer & IT)

The mission of the School is to build a successful career for its students. The School will provide them with a high quality, enjoyable learning experience and transform them into managers who are technically superb, socially responsible and professionally accomplished.

The School will achieve its mission by offering market relevant academic programs in IT, business and management in a progressive and friendly learning environment. The School will retain highly qualified and dedicated faculty, provide up-to-date resources and pursue policies which are based on performance and merit.

Program Mission Statement (B.Sc (Hons) in Management & Business Computing)

The mission of B.Sc. (Hons) in Management & Business Computing program is to prepare graduates with sound knowledge of IT along with a firm foundation in the theory and practice of business and management for careers in the field of Management and Information Technologies. These graduates will also have requisite knowledge for post-graduate study in Management and related disciplines. .

Program Educational Objectives

The B.Sc. (Hons) in Management & Business Computing is designed to achieve following objectives:

1. To prepare students for Managerial positions in the Business industries.
2. To prepare students for higher education in Management Sciences and relevant disciplines.
3. To impart managerial skills and business knowledge with IT Tools.
4. To inculcate professional and ethical values in the students.
5. To develop good interpersonal and communication skills in the students, especially with relevance to their program of studies.
6. To develop an ability to analyze business problems and specify appropriate IT-based solutions

The School of Computer & IT has built up its academic environment keeping in view the above program objectives. The selection of faculty, design of curriculum and syllabus, instructional procedures and practice-oriented teaching help to enforce the above program objectives.

The School of Computer & IT is supported in its efforts by the Quality Assurance Department of Beaconhouse National University.

Strategic Plan

One of the goals of the School of Computer & IT is to formulate a quality assured curriculum in which various quality parameters are verifiable and bench marked.

To this end, the School of Computer & IT follows the systems and procedures prescribed by the HEC. Further, the School of Computer & IT has updated its curriculum in line with the recommendations of HEC.

Program Objective's Assessment

The following table shows how each of the above program objectives is measured and the actions taken as a result of these measurements.

The three tools for assessments of program objectives are:

1. Employer Survey
2. Alumni Survey

3. Graduating Students Survey

Objectives	How Measured	When Measured	Improvement Identified	Improvement Made
1	Graduating Students Survey	Conclusion of four year program	On basis of final project performance	Converted some teaching classes into Case based learning
2	a. Alumni Survey b. Graduating Students Survey	Within one year of graduation	Nil	Nil
3	Employer Survey	Within one year of graduation	Better technical writing skills required	Close supervision of final project documents
4	Graduating Students Survey	Conclusion of four year program	Better analytical and research skills	Monitoring of final year projects with reference to the curriculum
5	a. Alumni Survey b. Graduating Students Survey	Within one year of graduation	More adherence to professional values	Case based curriculum of professional elective course
6	a. Alumni Survey b. Graduating Students Survey	Within one year of graduation	Better interpersonal skills required	Encourage students to work in teams

Table 1.1: Program Objectives Assessment

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

B.Sc. (Hons) in Management & Business Computing has the following program outcomes by the end of the program the students should be able to

1. Provide students with sufficient academic and professional base from which to pursue a career in management or in IT from which to advance to further study and a potential academic career in Management and IT.
2. Provide students with the skills necessary to apply their knowledge in the organizations and businesses in which they are employed.
3. Provide students with a solid basis on which they can adapt to changing techniques and practices in the professional world.

4. Comprehend a business problem and then propose an IT based solution.
5. Communicate the issues and problems related to business development in a professional and readily understandable format.
6. Meet the demands of the industry by the latest knowledge of business and management.
7. Provide sufficient knowledge in the field of business management which can further produce effective research for the similar industry.
8. Fully equipped with moral values and professionalism.

Program Objectives	Program Outcomes							
	1	2	3	4	5	6	7	8
1	x	x	x	X	x	X	x	X
2	x	x	x	x	x	x	x	
3		x	x	x				
4					x			X
5			x		x	x		x
6				X		x	x	

Table 1.2: Outcomes versus objectives

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.

The program assessment has been done by launching HEC Proforma number 1 and 10. The students of the program evaluated the courses offered in each semester and the resource persons in the Management & Business Computing program.

Course-wise

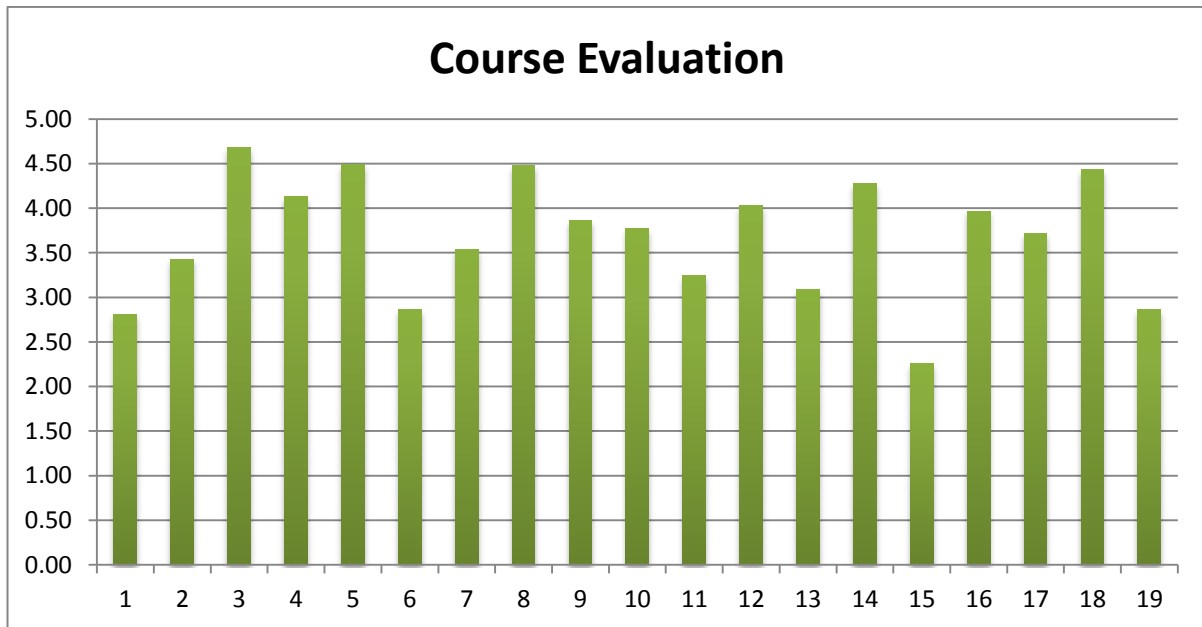


Table 1.3: Course Evaluation

Sr.No.	Course Code	Course Title	Course Cr.Hrs.	Evaluation
1	HUM - 201	Islamic Studies	3	2.81
2	MGT - 303	Management of IT	4	3.43
3	MTH - 301	Statistical Inference	3	4.68
4	BUS - 301	Marketing and Business Development	4	4.13
5	MGT - 203	Organizational Behaviour	3	4.49
6	FIN - 102	Accounting-I	3	2.86
7	CSC - 211	Database Management Systems	4	3.54
8	BUS - 303	Business Law	3	4.48
9	FIN - 201	Accounting-II	3	3.86
10	BUS - 101	Micro Economics	3	3.77
11	MGT - 401	Business Policy	4	3.25
12	HUM - 402	Professional Ethics	3	4.03
13	MGT - 304	Entrepreneurship	3	3.09
14	CSC - 110	Business Computing	4	4.28
15	MTH - 104	Business Statistics	3	2.26
16	MGT - 306	Leadership Skills	3	3.97
17	MGT - 202	Total Quality Management	3	3.72
18	MGT - 305	Operations Management	3	4.43
19	BUS - 202	Macro Economics	3	2.86

Table 1.4: Course Table

Teacher-wise

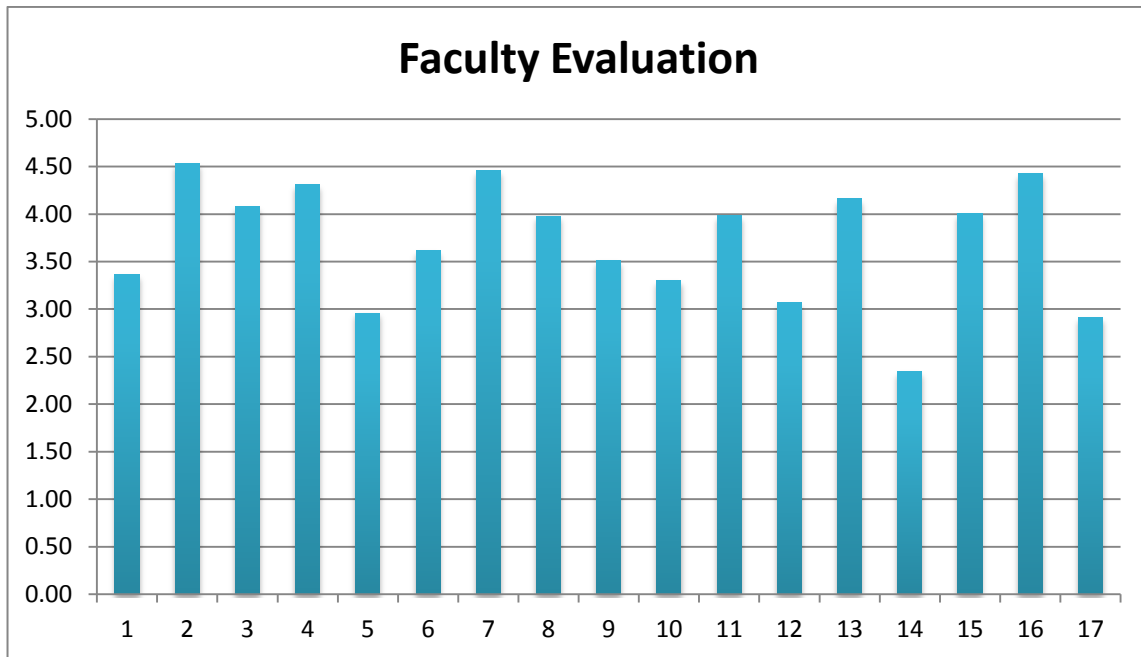


Table 1.5: Faculty Evaluation

Sr.No.	Name of Faculty	Quantative Analysis	Max Marks
1	Dr. Khaver Zia	3.36	5.00
2	Dr. Abdul Qayyum	4.54	5.00
3	Mr. Atiq ur Rehman	4.08	5.00
4	Mr. Ghulam Mustafa	4.31	5.00
5	Mr. Hafiz Imtiaz	2.96	5.00
6	Mr. Hasnain Haider	3.61	5.00
7	Mr. Khalid Aftab	4.46	5.00
8	Mr. Rashid Minhas	3.98	5.00
9	Mr. SAI Bokhari	3.51	5.00
10	Mr. Yasir Javed	3.31	5.00
11	Mr. Zaeem Yaqoob	3.99	5.00
12	Ms. Hajra Asad	3.07	5.00
13	Ms. Huda Sarfraz	4.16	5.00
14	Ms. Lubna Jannisar	2.35	5.00
15	Ms. Rahat Rizwan	4.01	5.00
16	Ms. Shazia Rizwan	4.42	5.00
17	Prof. Muhammad Azmat	2.91	5.00

Table 1.6: Faculty

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

Status Report of Students (SCIT)

Session	Program	Applied	Admitted	Left	Terminated	Graduated	Studying
2004 - 05	MMS	20	15	9	-	6	0
Sub-Total		20	15	9	0	6	0
2005 - 06	MMS	10	3	0	-	3	0
	TCS	20	14	8	-	6	0
Sub-Total		30	17	8	0	9	0
2006 - 07	MMS	16	4	1	-	3	0
	TCS	25	9	8	-	1	0
	MBC	81	33	18	-	15	0
Sub-Total		122	46	27	0	19	0
2007 - 08	MBC	98	29	17	-	11	1
	FBC	63	19	16	-	3	0
	SE	41	12	8	-	2	2
Sub-Total		202	60	41	0	16	3
2008 - 09	MBC	111	40	15	3	-	22
	FBC	69	26	6	2	-	18
	SE	38	17	4	2	-	11
Sub-Total		218	83	25	7	0	51
2009 - 10	MBC	103	28	8	8	-	12
	FBC	68	25	12	7	-	6
	SE	56	18	5	0	-	13
	MBC (Eve)	26	11	8	1	-	2
	SE (Eve)	15	6	3	-	-	3
Sub-Total		268	88	36	16	0	36
2010 - 11	MBC	101	41	7	4	-	30
	FBC	72	27	7	5	-	15
	SE	88	34	5	3	-	26
	MBC (Eve)	18	13	4	1	-	8
	SE (Eve)	31	21	2	1	-	18
Sub-Total		310	136	25	14	0	97
2011 - 12	MBC	107	32	8	-	-	24
	FBC	47	10	2	-	-	8
	SE	114	35	1	-	-	34
	MBC (Eve)	24	8	-	-	-	8
	SE (Eve)	45	27	-	1	-	26
Sub-Total		337	112	11	1	0	100
Grand Total		1507	557	182	38	50	287

Table 1.7: Status Report of Students

Criterion 2: Curriculum Design And Organization

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

Title of Degree Program

B.Sc. (Hons) in Management & Business Computing

Definition of credit hour:

One credit hour is 1 hour of theory lecture or 3 hours of laboratory work in a week.

Degree plan

Following is the list of courses from B.Sc. (Hons) in Management & Business Computing:

Semester wise Courses List

Semester I | First Year

Course Code	Course Title	Credits
CSC – 107	Fundamentals of Computers	4
MGT – 101	Principles of Management	3
CSC – 109	Creating Digital Content	4
MTH – 102	Business Maths	3
SE-101-A	Communication Skills I	3
		17

Semester II | First Year

Course Code	Course Title	Credits
BUS – 101	Micro Economics	3
CSC – 108	Intro to Programming	4
FIN – 102	Accounting I	3
MTH – 104	Business Statistics	3
SE-101-B	Communication Skills II	3
		16

Semester III | Second Year

Course Code	Course Title	Credits
BUS – 201	Businesses and Organizations	3
CSC – 206	Event-Driven Programming	4
FIN – 201	Accounting II	3

MGT – 201	Management Information Systems	3
HUM – 201	Islamic Studies	3

16

Semester IV | Second Year

Course Code	Course Title	Credits
BUS – 202	Macro Economics	3
CSC – 211	Database Management Systems	4
MGT – 203	Organizational Behavior	3
MGT – 202	Total Quality Management	3
HUM – 202	Pakistan Studies	3

16

Semester V | Third Year

Course Code	Course Title	Credits
BUS – 304	Principles of Marketing	3
CSC – 203	Computer Networks	3
MGT – 302	Human Resource Management	3
MGT – 301	Project Management	4
HUM – 301	Technical & Professional Communication	3

16

Semester VI | Third Year

Course Code	Course Title	Credits
MGT – 305	Operations Management	3
BUS – 303	Business Law	3
MGT– 303	Management of IT	4
MGT– 304	Entrepreneurship	3
MTH – 301	Statistical Inference	3

16

Semester VII | Fourth Year

Course Code	Course Title	Credits
MGT– 402	Strategic Management	3
FIN – 403	Financial Management for MBC	3
HUM – 401	Research & Professional Issues	3
MGT – 306	Leadership Skills	3
CSC – 310	ERP Systems	3
PRJ – 401	Project I	3

18

Semester VIII | Fourth Year

Course Code	Course Title	Credits
MGT – 401	Business Policy	4
BUS – 301	Marketing and Business Development	4
HUM – 402	Professional Ethics	3
HUM – 4xx	Elective (Humanities)	3
PRJ – 402	Project II	3

17

Total Credit Hours in the Program

132

The matrix of the B.Sc. (Hons) in Management & Business Computing is given below:

BSc (Hons) in Management and Business Computing-2011-12									
BASICS STREAMS		Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8
	HUM	HUMANITIES	Communication Skills I (3)	Communication Skills II (3)	Islamic Studies (3)	Pakistan Studies (3)	Technical and Professional Communication(3)		Research & Prof. Issues (3)
BUS	BUSINESS		Business Statistics (3)	Businesses and Organizations (3)	Organizational Behaviour (3)	Principles of Marketing (3)	Business Law (3)		Business Policy (4) Marketing and Business Development (4)
MGT	MANAGEMENT	Principles of Management (3)		Management Information System (3)	Total Quality Management (3)	Project Management (4) Human Resource Management (3)	Management of IT (4) Operations Management(3) Entrepreneurship (3)	Project -I (3) Strategic Management (3) Leadership Skills (3)	Project -II (3) Elective Management (3)
CSC	NETWORKS & INTERNET					Computer Networks (3)		ERP Systems (3)	

CSC	PROGRAMMING	fundamentals of Computers (4)	Business Computing (4)	Event Driven Programming (4)	Database Management System (3)				
FIN	FINANCE		Accounting I (3)	Accounting II (3)				Financial Management for MBC (3)	
MM S	MM DEVELOPMENT	Creating Digital Content (4)							
MTH	MATHS	Business Maths (3)					Statistical Inference (3)		
Total	132	17	16	16	16	16	16	18	17

Table 1.8: Course Matrix

Curriculum Breakdown						
Semester	No. Of Courses	Category (Credit Hours)				
		Math and Basic Science		Core Courses	Humanities and Social Sciences	Technical Electives / Others
		Math	Computer Science			
1	5	3	8	3	3	
2	5	3	4	6	3	
3	5		4	9	3	
4	5		4	9	3	
5	5		3	10	3	
6	5	3		13		
7	5		3	12	3	

8	5			11	6	
---	---	--	--	----	---	--

Table 1.11: Curriculum Course Requirements

Detail of Groups:

Serial No.	Group Initials	Group Title
1	HUM	Humanities
2	BUS	Business
3	MGT	Management
4	CSC	Computer Science
5	FIN	Finance
6	MMS	Multimedia Systems
7	MTH	Maths

Courses/ Group of courses	Objectives					
	1	2	3	4	5	6
HUM				✓	✓	✓
BUS	✓	✓	✓			✓
MGT	✓	✓	✓			✓
CSC			✓			
FIN			✓			
MMS			✓			
MTH						✓

Table 1.12: Standard 2-2 requirement

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.

Elements	Course (ref: Table 1.11)
Theoretical background	BUS,MGT,FIN
Problem analysis	MTH,CSC,MGT
Solution design	CSC,MGT

Table 1.13: Standard 2-2 requirement

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

- *Please refer to Standard 2- 1 (Table 1.10)*

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

- *Please refer to Standard 2- 1 (Table 1.10)*

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.

- *Please refer to Standard 2- 1 (Table 1.10)*

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

- *Please refer to Standard 2- 1 (Table 1.9)*

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

- *Please refer to Standard 2- 1 (Table 1.10)*

Criterion 3: Laboratory And Computing Facilities

The School of Computer and Information Technology contain the following Labs:

1. Information Technology Lab

This lab contains twenty five workstations and one laser printer. All required software for the B.Sc. (Hons) in Management & Business Computing program are available on each workstation.

2. Project Lab

The lab contains twenty four workstations, one laser printer and a flatbed scanner. All the workstations have the required software for the B.Sc. (Hons) in Management & Business Computing program.

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

The above mentioned labs facilitate the students in performing lab exercises and projects relating to the course offered in management & Business computing.

Creating Digital Content, Business Computing and Event-Driven Programming are guided lab courses in which instructions for lab experiments are provided by the Course Instructor. Sample of their guided lab instructions are provided in the table below:

Event Driven programming (CSC-206)-MBC

Lab Exercise #1

Date: **09-Sep-2011**

Instructor: Shazia
Rizwan
Max Marks:
Time Allowed: 60
min

Complete the following steps and show your work to the teacher for marking.

(Your attendance will be marked only if you complete this exercise.)

The first thing we do is start driving the Visual Basic design environment. We learn how to start a new program, how to put buttons and other objects on a form. Then we learn how to save the program, run it, and debug it through the design environment.

Exercise1

1. Point to **Programs** on the start menu.
2. Point to **Microsoft Visual Studio 6.0**
3. Point to **Microsoft Visual Basic 6.0**
4. Click **open** on **Standard EXE** in **New Project** dialog box.
5. Identify all areas in the VB startup screen.
6. Check the tools available in the **Toolbox** window.
7. Study the properties of the Form object.
8. Change the caption property of the form to "**First Exercise**"
9. Change the Name property of the form to "**Frm1**"
10. Change the Name property of the project to "**Proj1**"
11. Add one label and five command buttons from the **toolbox** by double clicking on them.
12. Change the label caption to "**Your Degree Program**"
13. Change the caption of command buttons to **first, second third, Clear, and Exit**
14. Change the **Back Color** properties of all buttons according to your ideas
15. Change the Style property of the buttons to **Graphical**
16. Change the Fonts
17. For the Exit button, double click on it to go to code window and add **End** command
18. The button should be shown as **EXIT** button.
19. Add Print commands in the code windows of all buttons respectively:
 - Print "You have clicked on 1st button"
 - Print "You have clicked on 2nd button"
 - Print "You have clicked on 3rd button"
 - Form1.Cls
20. Run the Project with the **Start** button
21. Save the Project and Form.
22. Change the form just created to make it more attractive
23. Show your final form.

Exercise2

1. Add a text box to your form created in Exercise1.
2. Go to the click event of first button and add code to display the text : **YOU CLICKED THE FIRST BUTTON**

3. Go to the click event of 2nd button and add code to display the text : **YOU CLICKED THE SECOND BUTTON**
4. Change the **color** of the text box
5. Change the **font** and **size** of the text displayed in the text box.
6. Save your changes.
7. Show your final form for marking.

- ☐ Back color of form = Form color
- ☐ Border style = Fixed Dialog (user won't be able to resize the form at run time)
- ☐ Control Box = False (to remove close X button from title of the form window)

Event Driven programming (CSC-206)-MBC

Lab Exercise #2

Date: **30-Sep-2011**

Instructor: Shazia
Rizwan
Max Marks:
Time Allowed: 60
min

Complete the following steps and show your work to the teacher for marking.

(Your attendance will be marked only if you complete this exercise.)

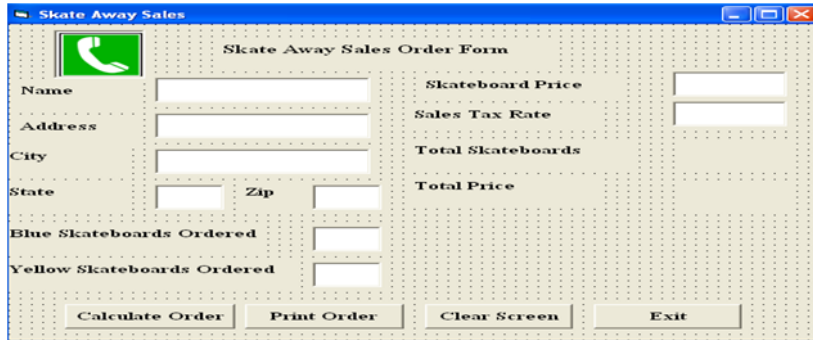
Exercise1

24. Load Visual Basic 6.0
25. Click **open** on **Standard EXE** in **New Project** dialog box.
26. Design the form as given below.
27. Enter the code for the **Quit** button as learned in the previous lab
28. Enter the code for the **Calculate** button as discussed in the lecture. (code is given below in case you missed the class)
29. Run the project and see the results.
30. This is being run through **Implicit Declaration**.
31. Now add the **Option Explicit** statement in the **General Declaration Section**
32. Try to run the project again.
33. You will find that the compiler is giving the error message as: **Variable not Defined"**
34. Now declare the **Quantity** and **Bill** variables using **Dim** statement
35. The **Quantity** should be an **Integer** as it represents number of cards purchased by the user.
36. The **Bill** amount is of type **long**

Const price As Integer = 100
quantity = Text1.Text
bill = quantity * price
Text2.Text = bill

Exercise2

8. Start a new project and design the form as given below.
9. In the picture box in the top left corner, you can insert any picture from the computer system or even from Internet.
10. The codes for adding functionalities will be added in the next lab.



Event Driven programming (CSC-206)-MBC Lab Exercise #5

Date: **21-Oct-2011**

Instructor: Shazia
Rizwan
Max Marks:
Time Allowed: 60
min

Complete the following steps and show your work to the teacher for marking.

(Your attendance will be marked only if you complete this exercise.)

Exercise1

Create a new Form (Form1) in a project. Add two text boxes on this form along with two command buttons.

In the form load event, set the tab index of text box1 to 0 (zero)

Ask the user to enter a string in the first textbox (Text1).

On clicking the command button (command1), the entered string should be displayed in the second textbox (Text2).

The first textbox (Text1) should be empty afterwards.

First Command button should be disabled at the end of the click event.

The second command button (command2) will act as the exit button.

Exercise2

Write an assignment statement that corresponds to each of the following algebraic equations:

i. $z = (x/y)+3$

ii. $z = x/(y+3)$

iii. $w = (u + v) / (s + t)$

iv. $f = [2ab/(c+1)-t/(3(p+q))]^{1/3}$

v. $y = (a+bx+cx^2-ax^3+bx^4)/(c+dx+cx^2-cx^3)$

vi. $p = ai(1+i)^n / [(i+i)^n - 1]$

Answers :

i) _____

ii) _____

iii) _____

iv) _____

v) _____

vi) _____

Submitted By:

Name: _____

**Event Driven programming (CSC-206)-MBC
Lab Exercise #6**

Date: **28-Oct-2011**

Instructor: Shazia
Rizwan
Max Marks:
Time Allowed: 60
min

Practice Questions for Selection Structure:

(Input box and Message Box must be used)

Complete the following steps and show your work to the teacher for marking.

(Your attendance will be marked only if you complete this exercise.)

Exercise1

Write the Click Event of a command button which can accept one input of score in EDP course and display "Well Done" if score is greater or equal to 85. It should display "Please Improve" if score is greater than 65 but less than 85. "Poor Performance" is displayed otherwise.

Exercise2

Write the Click Event of a command button which can accept the integer value of **year** and determine if the entered year is **Leap year** or not. A message should be displayed to the user in this regard.

Exercise3

Write the Click Event of a command button which can accept an integer and determine if the entered input is **even** or **odd**. Proper message should be displayed to tell the user that the entered value is even or odd. Your program should be able to handle large values.

Exercise4

Write the Click Event of a command button which can accept three integers and determine the maximum value. The maximum values should be displayed with an appropriate message to the user.

Event Driven programming (CSC-206)-MBC Lab Exercise #7

Date: **16-Nov-2011**

Instructor: Shazia
Rizwan
Max Marks:
Time Allowed: 60
min

Practice Questions for Iteration Structure:

Complete the following steps and show your work to the teacher for marking.

(Your attendance will be marked only if you complete this exercise.)

Exercise1

Write a loop that will generate every third integer, beginning with $i = 2$ and continuing for all integers that are less than 100. Calculate the sum of those integers that are evenly divisible by 5.

Exercise2

Write the Click Event of a command button which can accept an integer value to generate table up to a specified range.

Exercise3

Write the Click Event of a command button which can accept an integer in Decimal number system and convert it into Octal number system. The number in octal system should be displayed to the user. [Hint: you can also make use of an Array to store the octal value]

Event Driven programming (CSC-206)-MBC

Lab Exercise #8

Date: 18-Nov-2011

Instructor: Shazia

Rizwan

Max Marks:

Time Allowed: 60
min

Practice Questions for Iteration Structure:

Complete the following exercises in a single project on the same form. Add different command buttons for each exercise and show your work to the teacher for marking.

(Your attendance will be marked only if you complete this exercise.)

Exercise1

Complete exercise#1 of Lab5 since most of the students did not complete it.

Exercise2

Write the Click Event of a command button which can accept ten integers from the user in an array and display the maximum value in the array.

Exercise3

Write the Click Event of a command button which can accept five names in an array of strings. It gets a name from the user and displays whether the name is present in the array or not.

Creating Digital Content (CSC-109)

Lab Exercise #1

Date: September 30, 2011

Instructor: Syed Hasnain

Haider Gilani

Max Marks:

Time Allowed: 60 min

Complete the following steps and show your work to the teacher for marking.

(Your attendance will be marked only if you complete this exercise.)

WHAT DO I NEED TO BEGIN DESIGNING A HOME PAGE?

The first things you have to create your web page open a text editor such as Notepad (typing in all the text and tags). Save your web page as an HTML file using any appropriate name. Load the HTML file into the browser to see how your web page looks and works.

Exercise1

1. Press the right button of your mouse on the desktop then perform the following task.
 - a. New --> New Folder
2. Start --> All Programs --> Accessories --> Notepad
3. Save the Notepad file with .html extension "filename.html"
4. **Start --> All Programs --> Internet Explorer--> open-->** browse the html file
5. Switch back to Notepad to make any corrections, and then see the effect in internet explorer.

Exercise2

Design a web page using basic HTML container tags that will show the following contents as a result

Hi, my name is John Gilson.

This is my first attempt at a Web page

Creating Digital Contents (CSC-109)

Lab Exercise #2

Date: October 04, 2011

Instructor: Syed Hasnain

Haider Gilani

Max Marks:

Time Allowed: 60 min

Complete the following steps and show your work to the teacher for marking.

(Your attendance will be marked only if you complete this exercise.)

Exercise1

Design a web page using basic HTML container tags that will show the following contents as a result.

DRESSING

- 1/2 cup Mayonnaise
- 2 tbsp. Minced dill or sweet pickle
- 1 tsp. Prepared mustard
- 1/4 tsp. Onion powder
- 1 tsp. Granulated sugar
- 1 tbsp. Milk

Exercise2

Design a web page using basic HTML container tags that will show the following contents as a result with the help of unordered list tag.

- Be able to swim
- Wear a life jacket at all times
- Don't stand up or move around
- Don't overexert yourself
- Use a bow light at night

Creating Digital Contents (CSC-109)

Instructor: Syed Hasnain

Haider Gilani

Lab Exercise #3

Date: November 25, 2011

Max Marks:

Time Allowed: 60 min

Complete the following steps and show your work to the teacher for marking.

(Your attendance will be marked only if you complete this exercise.)

Exercise1

Design a web page using basic HTML container tags that will show the following contents as a result with the help of nested unordered list tag.

- Be able to swim
- Wear a life jacket at all times
- Don't stand up or move around. If canoe tips,
 - Hang on to the canoe
 - Use the canoe for support and
 - Swim to shore
- Don't overexert yourself
- Use a bow light at night

Exercise2

Design a web page using basic HTML container tags that will show the following contents as a result with the help of nested unordered list tag.

- Be able to swim
- Wear a life jacket at all times
- Don't stand up or move around. If canoe tips,
 - Hang on to the canoe
 - Use the canoe for support and
 - Swim to shore
- Don't overexert yourself
- Use a bow light at night

Creating Digital Contents (CSC-109)**Lab Exercise #4**

Date: November 11, 2011

Instructor: Syed Hasnain

Haider Gilani

Max Marks:

Time Allowed: 60 min

Complete the following steps and show your work to the teacher for marking.

(Your attendance will be marked only if you complete this exercise.)

Exercise1

Design a web page using basic HTML container tags that will show the following contents as a result with the help of ordered list tag.

1. Be able to swim
2. Wear a life jacket at all times
3. Don't stand up or move around. If canoe tips,
4. Hang on to the canoe
5. Use the canoe for support and

Exercise2

Design a web page using basic HTML container tags that will show the following contents as a result with the help of nested and mixture of unordered and ordered list tags.

1. Seek expert advice about the area
Get the best maps. On the map select
Landmarks
Mountains
Lakes
Get a good compass and
check slope of land
check direction of flowing streams
2. If there is snow on the ground, stay close to:
Roads
trails and
Waterways

Creating Digital Contents (CSC-109)

Lab Exercise #5

Date: 25-11-2011

Instructor: Syed Hasnain

Haider Gilani

Max Marks:

Time Allowed: 60 min

Complete the following steps and show your work to the teacher for marking.

(Your attendance will be marked only if you complete this exercise.)

Exercise1

Design a web page using basic HTML container tags that will provide a text link of BNU. After clicking this link your browser will display the BNU web portal. (<http://bnu.edu.pk/index.php>)

Exercise2

Design a web page using basic HTML container tags that will provide an image as a link of BNU. After clicking this image link your browser will display the BNU web portal.



Table 1.14: Guided Lab

For the remaining courses in the above list, the Course Instructor awards the lab assignments to the students which they are required to perform in their own time. Sample of such assignments is given in table below:

15th February 2012
Business Computing Lecture 10
Managing Data in MS Excel
Lab Exercise
 Create the following spreadsheet using the concepts discussed earlier. Additional points to be noted are:

1. Use the Font toolbar to format your spreadsheet and apply borders as shown
2. To put the title in one cell, select the required cells and click Merge Cells button on the Alignment toolbar
3. Use SUM across rows to get the total marks in column H. Enter the formula in cell H6 and then extend for all rows by selecting and dragging the cell down
4. Use AVERAGE, MAX and MIN functions for the calculations on the right side
5. Neatly, and without spoiling your formatting, insert a “Prepared by” entry at the end of the spreadsheet (bottom right corner), stating your name and the date of the creation
6. Email to me at huda.sarfraz@gmail.com by 22nd February 2011

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3			Biology Mark Sheet December 2011												
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															

15th February 2012

Business Computing Lecture 10

Managing Data in MS Excel

Lab Exercise

Create the following spreadsheet using the concepts discussed earlier. Additional points to be

noted are:

1. Use the Font toolbar to format your spreadsheet and apply borders as shown
2. To put the title in one cell, select the required cells and click Merge Cells button on the Alignment toolbar
3. Use SUM across rows to get the total marks in column H. Enter the formula in cell H6 and then extend for all rows by selecting and dragging the cell down
4. Use AVERAGE, MAX and MIN functions for the calculations on the right side
5. Neatly, and without spoiling your formatting, insert a "Prepared by" entry at the end of the spreadsheet (bottom right corner), stating your name and the date of the creation
6. Email to me at huda.sarfraz@gmail.com by 22nd February 2011

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3			Biology Mark Sheet December 2011												
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															

Table 1.15: Lab Assignments

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

Each of the above labs is maintained by a Lab Administrator who is responsible for keeping the computer's hardware and software in working condition. He is also required to ensure that networking of the computers is working properly and Internet is available at each workstation.

The Lab Administrator seeks guidance from the concerned Course Instructor regarding conduct of lab exercises pertaining to different courses. Further, the Lab Administrator is supported in his job function by the Information Technology Resource Center Staff located in the Server Room.

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

The facilities mentioned in the above labs are adequate to support the objectives of the B.Sc. (Hons) in Management & Business Computing program. Students of this program who are residing in the University Hostel have been provided computers which are equipped with necessary softwares along with Internet access.

Criterion 4: Support And Advising

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

The B.Sc. (Hons) in Management & Business Computing program comprises of forty one (41) courses spread over four year (8 semesters) of full time study.

In each semester, normally five to six courses are offered which constitute a study load of 15 to 18 credit hours. Each course in the B.Sc. (Hons) in Management & Business Computing program is offered once in an academic year, either in the Spring or Fall semester.

Technical elective courses are offered depending upon the availability of the Instructor and the interest of the students.

The students of the program encouraged to take up elective courses from other Schools / Departments of the University. The students have a wide availability of courses from which to choose from to satisfy their elective requirement.

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

EFFECTIVE FACULTY / STUDENT INTERACTION

There is a strong interaction between Course Instructor and the students during the conduct of the course. Students are free to ask any relevant questions from the Instructor during the class as well as after class hours. Student can also communicate with the Instructor through electronic mail.

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.

- The prospectus of the University is published every year and contains detail information about the program. Along with study plan for each semester. Student's queries are also addressed in Orientation Session organized before the start of academic year by the School of Computer & Information Technology.
- The faculty member of the School along with the Dean are available to provide guidance and counseling relating to all academic matters, as and when required. Students are free to discuss their academic and personal problems with the Dean, Faculty and Coordinator of the School.
- Every effort made to satisfy the student's queries and provide solution to his / her problems.
- Most Visiting Faculty Members are experienced professionals and the students have opportunity to discuss with them their queries regarding academic and professional matters.
- By means of departmental bulletin board, students have updated information about seminars, workshops, conferences and other technical events in the field of Computer Science and Software Engineering.

Criterion 5: Process Control

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.

- **PROGRAM ADMISSION CRITERIA**

Applicants who have passed Intermediate in minimum 2nd division are eligible to apply to the B.Sc. (Hons) in Management and Business Computing.

As part of the admission process, all the applicants are required to take an Admission test and appear in an interview.

- **PROGRAM/CREDIT TRANSFER**

The School refers all transfer cases to the University Equivalence Committee. The Equivalence Committee, after thorough scrutiny in light of the HEC guidelines, gives approval for all transfers.

- **EVALUATION OF ADMISSION CRITERIA**

The admission criterion is reviewed annually in light of the HEC guidelines. The Board of Studies meets twice a year and reviews all matters regarding the program. In addition Academic Council of the University also reviews the Admission procedure and subsequent approval is taken from the Board of Governors of the University.

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.

- **PROCESS OF REGISTRATION**

The process of registration being followed at the School of Computer and Information Technology is a two-pronged process. The coordinator under the supervision of the Dean of the School keeps a record of the student registration. This includes the registration on the program and the courses. This record is then passed on to the Registrar of the University and the Examination & Quality Assurance departments.

- **MONITORING STUDENTS PROGRESS**

The student progress is carefully monitored throughout their academic stay at the School. The program follows continuous assessment procedures. The results of the students are carefully recorded and monitored by the School and passed on to the Examination and Quality Assurance department. The faculty, Head of Department and the Dean meet on a regular basis to discuss all student related issues. Attendance records, class performance records of all students are also maintained by the School. Transcripts are prepared by the examination department at the end of every semester. These transcripts are mailed to the students at the end of the semester.

- **EVALUATION AND IMPROVEMENT**

The process is evaluated by conducting periodical peer reviews.

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 with its objectives.

- **FACULTY RECRUITMENT PROCESS**

The School of Computer and Information Technology follows a thorough process for the recruitment of faculty in line with the BNU and HEC guidelines. The process begins with identification of faculty (preferably foreign qualified). They are then invited to give mock lectures, which are attended by the Dean and Permanent Faculty Members of the School. Based on the mock lecture, the School of Computer & Information Technology proposes their name to University HR Department so that the formal recruitment process may begin. These cases are then put before the Selection Board that interviews the candidates. On the recommendation of the Selection Board, the Board of Governors of BNU give the final approval.

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 teaching and delivery of course material is effective and focus on students learning.

At the end of each semester, faculty evaluation Proforma provided by HEC is filled for each faculty member and then data is entered in the system and further analysis is done by the Quality Assurance department. The summary report is prepared and provided to the respective department's Dean for summative decisions. These scores are further shared with the faculty members. This ensures faculty improvement for the next courses.

Each student is also required to fill in the course evaluation Proforma provided by HEC. This is done for all five courses a student completes at the end of the semester. This is done as an online activity in the computer lab and the data entered is stored in the database. Later this data is analyzed by a designated faculty member and a summary report is provided to the Dean for appropriate actions

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

The above two evaluations are done at the end of the semester to objectively identify the strengths and weaknesses of each faculty member. The benefits of evaluations were best observed in the faculty with low scores. The emphasis is not to improve the performance of the teacher but to enhance the learning and

understanding of the student in a particular course. The faculty then tries to select strategies with a promise to change. Sometimes it takes more than one semester to see improvement in the identified areas.

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.

- The Administrative Coordinator maintains complete records of the students. These records are reviewed at the start and end of every semester to ensure the student is progressing and meeting all requirements of the program. The Registrar office and Quality Assurance department maintain files on each student. These files contain past and ongoing academic record of the students. At the end of each semester these records are reviewed as a means to check student performance.

At the time of graduation the record of each student is thoroughly scrutinized to ensure that the student has fulfilled all requirements of the program. After ensuring that all requirements have been met the student is allowed to graduate.

Criterion 6: Faculty

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 faculties who are committed to the program to provide adequate coverage of the program areas/ courses with continuity and stability. The interests and qualifications of all faculty members must be sufficient to teach all coursed, plan, modify and update coursed 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.

Sr.	Course	Course Code	Cr. Hours	Teacher	Qualification
4th Year					
1	Strategic Management	MGT-402	3	Ahmad Umair	MBA
2	Financial Management for MBC	FIN-403	3	Attiq-ur-Rehman	
3	Research & Professional Issues	HUM-401	3	Mohammad Rashid	
4	Leadership Skills	MGT-306	3	Rahat Rizwan	
5	ERP Systems	CSC-310	3	Dr. Khaver Zia	PhD(EE)
6	Project I	PRJ-401	3		
7	Business Policy	MGT-401	4	Yasir Javed	MBA
8	Marketing & Business Development	BUS-401	4	Attiq-ur Rehman	
9	Professional Ethics	Hum-402	3	Zaeem Yaqoob	MSc
10	Elective				
11	Project II	PRJ-402	3		
3rd Year					
1	Principles of Marketing	BUS-304	3		
2	Computer Networks	CSC-203	3	Adil Zia Khan	MS(CS)
3	Technical and Prof. Communication	HUM-301	3	Bushra Butt	MA (English)
4	Human Resource Management	MGT-302	3	Hajra Asad	MBA
5	Project Management	MGT-301	4	Shazia Rizwan	MS(CS)
6	Operations Management	MGT-305	3	Shazia Rizwan	MS(CS)

7	Business Law	BUS-303	3	Khalid Aftab	LLB
8	Management of IT	MGT-303	4	Dr. Khaver Zia	PhD (EE)
9	Entrepreneurship	MGT-304	3	Hajra Asad	MBA
10	Statistical Inference	MTH-301	3	Abdul Qayyum	PhD
2nd Year					
1	Businesses & Organizations	BUS-201	4	Sadaf Ashraf	
2	Event Driven Programming	CSC-206	4	Shazia Rizwan	MS (CS)
3	Accounting II	FIN-201	3	Rashid Minhas	
4	Islamic Studies	HUM-201	3	Dr. Khaver Zia	PhD. (EE)
5	Management Information Systems	MGT-201	3	Malik Tahir	
6	Macroeconomics	BUS-202	3	Prof. M. Azmat	MA
7	Database Management Systems	CSC-211	4	Hasnain Haider	MS(CS)
8	Organizational Behavior	MGT-203	3	Ghulam Mustafa	
9	Total Quality Management	MGT-202	3	Shazia Rizwan	MS(CS)
10	Pakistan Studies	HUM-202	3	Tehmina Mushtaq	MA
1st Year					
1	Communication Skills I	SE-101A	3	ELU (School of Edu)	
2	Fundamentals of Computer	CSC-107	4	Nouman Ali Shah	MS (CS)
3	Creating Digital Content	CSC-109	4	Husnain Haider	MS (CS)

4	Business Maths	MTH-101	3	Samra Abbas	MPhil (Maths)
5	Principles of Management	MTH-105	3	Khalid Aftab Bhutta	
6	Accounting -I	FIN-102	3	Hafiz Imtiaz	M.Com
7	Micro Economics	BUS-101	3	S. Ahmad Imam Bukhari	
8	Communication Skills-II	SLA 101A	3	ELU (School of Edu)	
9	Business Computing	CSC-110	3	Huda Sarfraz	MS(CS)
10	Business Statistics	MTH-104	3	Lubna Janisar	MSc. Statistics

Table 1.16: Faculty Distribution by Program Area

- **FACULTY RESUMES**

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.

- All faculty members in the School of Computer and Information Technology should have a Master's Degree from foreign or local university. In addition they should be current in their area of expertise and preferably they should have taught the course in a similar program elsewhere.
- Full time faculty members are assigned a maximum load of three courses which entails 9 to 12 semester credit hour of student contact. Keeping in view this load the fulltime faculty has sufficient time for professional development. Furthermore, the fulltime faculty is not given any teaching assignments in summer and they can fully devote their summer time for professional development.
- Faculty is encouraged to participate in seminars, workshops and conferences in the area of their interest.

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

- The faculty member is provided a congenial working environment which is conducive for teaching and research. Air-conditioned offices workstations with

internet connectivity and access to digital library are standard features of the faculty working environment.

- Faculty members can purchase any book of their choice without hindrance. Faculty can also undertake professional development training and also get leave for improving their qualification at any other Institution, subject to providing a service bond.
- The performance of faculty is appraised on annual basis and they are awarded annual increment based on the appraisal.
- All the above features help in motivating the faculty in their job.
- Survey of faculty is conducted annually (on HEC approved Proforma # 5) in which the faculty provides its input on work environment and their own performance during the year.
- The survey is quite effective in faculty assessing, the views of the faculty for improving the work environment and facilities.

Criterion 7: Institutional Facilities

Institutional facilities, including library, 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.

- *Please refer to Criterion 6*

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.

Professional Development

The librarians have been trained in MARC records development and cataloging in a new integrated Library System (ILS). Further, training in the use of the software has been given. Any Archives and Records Management Course for all librarians and representatives of each university department have been trained. The need for this has arisen as a new Archives and a Records Management program has been initiated at the University.

Collection Development

A collection policy has been formulated to guide the library in its development of the collections (see Appendix A)

Library Committee

The BNU Library is guided by the Library Committee for effective management. Dean, Heads of schools are members and library liaisons are nominated from all departments.

Annual Report

The Chief Librarian prepares an annual report to present to the Vice Chancellor of the University, highlighting the accomplishment, problems and needs of the library. Utilization of resources and statistical data is presented in this report.

Books (print from)

Total:	10558
During 2010-11:	0778
Books (Electronic):	52000 (through e-brary)
Reports:	1685
DVDs:	901
VHS:	626
Art Catalog:	900

Government Documents:

Pakistan Economic Survey 1980 to 2010-11
State Bank of Pakistan Report
All 5 years Plans (Soft Copy is also available)
Annual Plans (Soft Copy is also available)
50 Years Pakistan Statistics of Pakistan
Ten Years Perspective Development Plan 2001-11
Pakistan Education Policy
Pakistan Education Statistics 2007-2008
Pakistan Demographic & health Survey 2006-07
Punjab University Calendars
District Census Reports 1998
HEC Annual Reports
HEC Curriculums 2009, 2010
Judicial statistics of Pakistan Annual Reports
Vice Chancellor Reports
Punjab Development Statistics
Pakistan Engineering Congress Reports sessions 1983, 1984, 1985, 1992
Pakistan in the 21st Century: Vision 2030
Promise, Policy, Performance: Two Years of People Government 2008-2010

Library Budget

- Annual Budget of BNU Library is Rs. 5.9 million

BNU Publications (Thesis)

Psychology Clinical Reports:	06
School of Education:	29
School of Mass Communication:	55
SSS-Economics:	06
School of IT:	08
School of Liberal Arts:	06
IPP Reports:	2008, 2009, 2010
The Maya Tree: Vol. 1	Fall 2009
Students Degree Shows:	Annually
Prospectus:	Annually
SVAD/SA Prospectus:	Annually
Faculty Catalogs	Arts Catalogs
Convocation Gazette:	1 st – 5 th
BNU Gazette (news letter)	3 /years
Research Journals (Print)	050
Research Journals (electronic)	6277

BNU Library URL:

http://WWW.bnu.edu.pk/index.php?option=com_content&view=article&id=165&Itemid=484)

Library Membership:	1437
Faculty:	0198
Students:	1179
Staff:	0060

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

- **CLASSROOMS:**

- All the classrooms in the School of Computer and Information technology are air-conditioned and have multimedia projector / LCD screens to help in the teaching / learning process.
- The average class size is 25 students so that instruction can be imparted to students in an effective manner

FACULTY OFFICES:

- *Please refer to Standard 6- 3*

Criterion 8: Institutional Facilities

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.

Facility	Description
Land	The total land area of Beaconhouse National University's New Campus is 33 acres.
Buildings	The built-up area of the Beaconhouse National University New Campus is 322,000 sqft. In Phase – I, the New Campus has three academic blocks, one central block and one administration block. The first academic block comprising 107,000 sqft areas is operational at the New Campus. The second academic block comprising 56,000 sqft areas is scheduled to start its operation in September, 2011. The remaining buildings are at different stages of construction.
Roads network & Parking	BNU has an internal road network of 1.5 Km. This road links different academic and administrative buildings. Walkways on the sides of the roads have been constructed for easy movement of students and staff. Fire hydrants at different points along the road have also been provided. The New Campus in phase – I has parking space for 400 vehicles. The adjoining areas of the campus can accommodate more than 600 vehicles.
Lawns & Open Spaces	BNU is an environment friendly organization. In the campus design phase special attention has been paid to maintaining bio-diversity of the area. More than 50 % of the campus spaces have been left open and green. Each of the academic and other blocks has a lawn attached to it and is equally used by student, faculty and staff for academic and recreational purposes. The total cost of the planned landscape is Rs.10 m.
ICT	BNU's focus on information and communication technologies is evident from the 1800 nodes system planned for the campus. Already 600 nodes are active providing the users internet connection and IP telephony facility. This back bone is also meant for IP surveillance and access control systems for the buildings.
Sports facilities	Opportunities to participate in sports and extra-curricular events at BNU exist. The University already has set up different indoor and outdoor sports facilities for students. A football field with dimensions of 180 ft x 330 ft is available. This facility also has a cricket turf for hard ball matches. The university has also set up badminton court and table tennis play areas for students.
Canteen	BNU is making significant investment in setting up a four floor purpose built cafeteria for its students, faculty and staff. Work on the structure is being carried out these days. Once completed this facility will provide dining facility to students, staff and faculty. The lower ground floor will comprise an executive dining hall for faculty and senior staff of the university. The ground floor would comprise of a restaurant area offering variety of foods and drinks. The first floor of the cafeteria would be reserved for female students

	and contain a common room and a prayer area. The top floor of the cafeteria would include separate gyms and work out areas for male and female students. The new canteen would provide campus community the opportunities to find some time to relax and enjoy in free time. Like other campus areas, the cafeteria would have Wi-Fi facilities on all floors.
Furniture	Ergonomically designed furniture has been planned across the campus. Services of design firms have been hired to meet the requirements for studios and classrooms.

Table 1.17: Facilities

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.

- The faculty of School of Computer and Information Technology market based salaries along with standard service benefits i.e. Provident Fund, Annual Leave, Medical Leave, and Medical Insurance.
- The Institute has sufficient budgeted fund to support the faculty. The Institution also has funds to support faculty needs for teaching and research purposes.
- The School of Computer and Information Technology has three Coordinators to handle all Administrative and Coordination tasks, so that the faculty is free to concentrate on teaching and research.

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

- The School of Computer and Information Technology does not have Master Program therefore, there are no graduate students.

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

- **LIBRARY**
 - *Please refer to Standard 7- 2*
- **LABORATORY**
 - *Please refer to Criterion 3*
- **COMPUTING FACILITIES**
 - *Please refer to Standard 2- 1*

Criterion 1 - Program Mission, Objectives and Outcomes	Weight = 0.05				
	Score				
	5	4	3	2	1
Does the program have documented outcomes for graduating students?		4			
Do these outcomes support the program objectives?		4			
Are the graduating students capable of performing these outcomes?	5				
Does the department assess its overall performance periodically using quantifiable measures?			3		
Is the result of the program assessment documented?	5				
Total Encircled Value (TV)	21				
Score 1 (S1) = {TV / (No. of Questions * 5)} * 100 * Weight	4.20				

Criterion 2 - Curriculum Design and Organization	Weight = 0.20				
	Score				
	5	4	3	2	1
Is the curriculum consistent?		4			
Does the curriculum support the program's documented objectives?		4			
Are theoretical background, problem analysis and solution design stressed within the program's core material		4			
Does the curriculum satisfy the core requirements laid down by respective accreditation bodies? (Refer to appendix A of the Self Assessment Report Manual)		4			
Does the curriculum satisfy the major requirements laid down by HEC and the respective councils / accreditation bodies? (Refer to appendix A of Self Assessment Manual)		4			
Does the curriculum satisfy the general education, arts and professional and other discipline requirements as laid down by the respective body / councils? (Refer to appendix A of Self Assessment Manual)		4			
Is the information technology component integrated throughout the program?	5				
Are oral and written skills of the students developed and applied in the program?	5				
Total Encircled Value (TV)	34				
Score 2 (S2) = {TV / (No. of Questions * 5)} * 100 * Weight	17.00				

Criterion 3 - Laboratories and Computing Facilities	Weight = 0.10				
	Score				
	5	4	3	2	1
Are laboratory manuals / documentation / instructions etc. for experiments available and ready accessible of faculty and students?			3		
Are there adequate number of support personnel for instruction and maintaining the laboratories?			3		
Are the University's infrastructure and facilities adequate to support the program's objectives?		4			
Total Encircled Value (TV)	10				
Score 3 (S3) = {TV / (No. of Questions * 5)} * 100 * Weight	6.67				

Criterion 4 - Student Support and Advising	Weight = 0.10				
	Score				
	5	4	3	2	1
Are the courses being offered in sufficient frequency and number for the students to complete the program in a timely manner?			3		
Are the courses in the major area structured to optimize interaction between the students, faculty and teaching assistants?			3		
Does the University provide academic advising on course decisions and career choices to all students?			3		
Total Encircled Value (TV)	9				
Score 4 (S4) = {TV / (No. of Questions * 5)} * 100 * Weight	6.00				

Criterion 5 - Process Control	Weight = 0.15				
	Score				
	5	4	3	2	1
Is the process to enroll students to a program based on quantitative and qualitative criteria?			3		
Is the process above clearly documented and periodically evaluated to ensure that it is meeting its objectives?		4			
Is the process to register students in the program and monitoring their progress documented?			3		
Is the process above periodically evaluated to ensure that it is meeting its objectives?			3		
Is the process to recruit and retain faculty in place and documented?	5				
Are the processes for faculty evolution & promotion consistent with the institution mission?	5				
Are the processes in 5 and 6 above periodically evaluated to ensure that they are meeting their objectives?	5				
Do the processes and procedures ensure that teaching and delivery of course material emphasize active learning and that course learning outcomes are met?	5				
Is the process in 8 above periodically evaluated to ensure that it is meeting its objectives?	5				
Is the process to ensure that graduates have completed the requirements of the program based on standards and documented procedures?	5				
Is the process in 10 above periodically evaluated to ensure that it is meeting its objectives?		4			
Total Encircled Value (TV)	47				
Score 5 (S5) = {TV / (No. of Questions * 5)} * 100 * Weight	12.82				

Criterion 6 - Faculty	Weight = 0.20				
	Score				
	5	4	3	2	1
Are there enough full time faculty members to provide adequate coverage of the program areas / courses with continuity and stability?				2	
Are the qualifications and interests of faculty members sufficient to teach all courses, plan, modify and update courses and curricula?		4			
Do the faculty members possess a level of competence that would be obtained through graduate work in the discipline?		4			
Do the majority of faculty members hold Ph.D. degree in their discipline?					1
Do faculty members dedicate sufficient time to research to remain current in their disciplines?					1
Are there mechanisms in place for faculty development?					1
Are faculty members motivated and satisfied so as to excel in their professions?				2	
Total Encircled Value (TV)	15				
Score 6 (S6) = {TV / (No. of Questions * 5)} * 100 * Weight	8.57				

Criterion 7 -Institutional Facilities	Weight = 0.10				
	Score				
	5	4	3	2	1
Does the institution have the infrastructure to support new trends such as e-learning?			3		
Does the library contain technical collection relevant to the program and is it adequately staffed?			3		
Are the class rooms and offices adequately equipped and capable of helping faculty carry out their responsibilities?		4			
Total Encircled Value (TV)	10				
Score 7 (S7) = {TV / (No. of Questions * 5)} * 100 * Weight	6.67				

Criterion 8 - Institutional Support	Weight = 0.10				
	Score				
	5	4	3	2	1
Is there sufficient support and finances to attract and retain high quality faculty?	5				
Are there an adequate numbers of high quality graduate students, teaching assistants and Ph.D. students?			3		
Total Encircled Value (TV)	8				
Score 8 (S8) = {TV / (No. of Questions * 5)} * 100 * Weight	8.00				

Overall Assessment Score = S1 + S2 + S3 + S4 + S5 + S6 + S7 + S8 =	69.92
---	--------------