

# **Self-Assessment Report**



**Beaconhouse National University**

**School of Liberal Arts and Social Sciences**

**B.Sc. (Hons.) in Economics**

**Prepared by: Program Team of SSS**

**Prepared by: Quality Assurance Department**

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## **Executive Summary**

This report is being almost at the end of the assessment of School of Liberal Arts and Social Sciences (SLASS) 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 Liberal Arts and Social Sciences (SLASS), B.Sc. (Hons.) in Economics 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 proformas 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 25, 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 June 5, 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 22, 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**

Department of Economics strives to offer broad based degrees at bachelor level and highly specialized degrees at postgraduate level. We constantly update our courses. We are conscious to ensure relevance, application and updated material in our course contents. We have a strong believe in continuous professional development of our faculty. Therefore, we have already initiated a faculty development program. By virtue of being positioned in the first Liberal Arts University in Pakistan, Department of Economics offers its students an opportunity to enhance their personal and professional development through highly supportive academic atmosphere so that they are in a position to play leadership role in economic management and resolve critical public policy issues of the country. Graduates of the Department are provided with hands on experience on research, real world issues, and application of quantitative techniques while working on their research projects or thesis with the support of the Institute of Public Policy at BNU. Graduates are, therefore, well equipped and trained for labor market in following key areas:

- Research organizations
- National and international financial markets, institutions and services
- Commerce and industry
- Regulatory authorities
- Planning and development
- National and multi-national business organizations
- Non-government organizations

There exists a strong interaction between Institute of Public Policy (IPP) and Department of Economics. Institute of Public Policy (IPP) is an independent, private sector think tank for research on economic, social, political and foreign policy issues. The institute has emerged as a centre of excellence for policy-oriented research. Research output of the faculty and IPP is well recognized and accepted among national and international academia

***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.**

**Department Vision Statement (Department of Economics)**

To be recognized as the leading Department in Economics and contribute to research at local and national level in Pakistan.

**Department Mission Statement (Department of Economics)**

Mission of Department of Economics is to carry out career oriented, financially viable vertical and horizontal expansion of the Department to deliver quality education with the support of distinguished faculty. Department also aims at making significant research contribution on the most pressing issues at local and national level in Pakistan.

**Program Mission Statement (B.Sc. (Hons.) in Economics)**

The mission of B.Sc. (Hons.) in Economics program is to produce graduates with strong base of economic theory and equipped with quantitative skills for in-depth understanding of the most pressing economic issues facing our country today and serving in following key areas:

- Research organizations
- National and international financial markets, institutions and services
- Commerce and industry
- Regulatory authorities

- Planning and development
- National and multi-national business organizations
- Non-government organizations

### **Program Educational Objectives**

The B.Sc. (Hons.) in Economics is designed to achieve following objectives:

- To develop strong background of economic theory
- To impart quantitative and analytical skills in students
- To prepare students for higher education in economics and relevant disciplines
- To prepare students for policy oriented research in economics and related areas
- To equip and train students for labour market
- To inculcate professional and ethical values in the students
- To develop useful interpersonal and communication skills in the students, especially with relevance to their program of studies

### **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:

- Employer Survey
- Alumni Survey
- Graduating Students Survey

<b>Objectives</b>	<b>How Measured</b>	<b>When Measured</b>	<b>Improvement Identified</b>	<b>Improvement Made</b>
1	Graduating Students Survey	Conclusion of four year program	On basis of final project performance	Converted some final thesis into research papers
2	Employer Survey	Within one year of graduation	More skills required for analytical writing	Close supervision of final thesis

3	Alumni Survey	Within one year of graduation	Nil	Nil
4	Graduating Students Survey	Conclusion of four year program	Better analytical and research skills	Monitoring of final year thesis
5	Alumni Survey	Within one year of graduation	Nil	Nil
6	a. Alumni Survey b. Graduating Students Survey	Within one year of graduation	More adherence to professional values	Case based curriculum of professional elective course
7	a. Alumni Survey b. Graduating Students Survey	Within one year of graduation	Better interpersonal skills required	Encourage students to work in teams

**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 Economics has the following program outcomes by the end of the program the students should be able to:

- Deep understanding of economic theory
- Comprehension of data sets
- Analyze data the sets in a meaningful way
- Do research independently
- Identify and understand economic problems based on analysis of various economic variables in context of Pakistan at both national and sub-national level
- Recognize and foresee economic problems
- Setup an academic and research environment and work in it
- Come up with policy ideas which are relevant to local needs and conditions.
- Be prepared with employable skills for job market



- Learn ethics and professional values
- Acquire communication and interpersonal skills

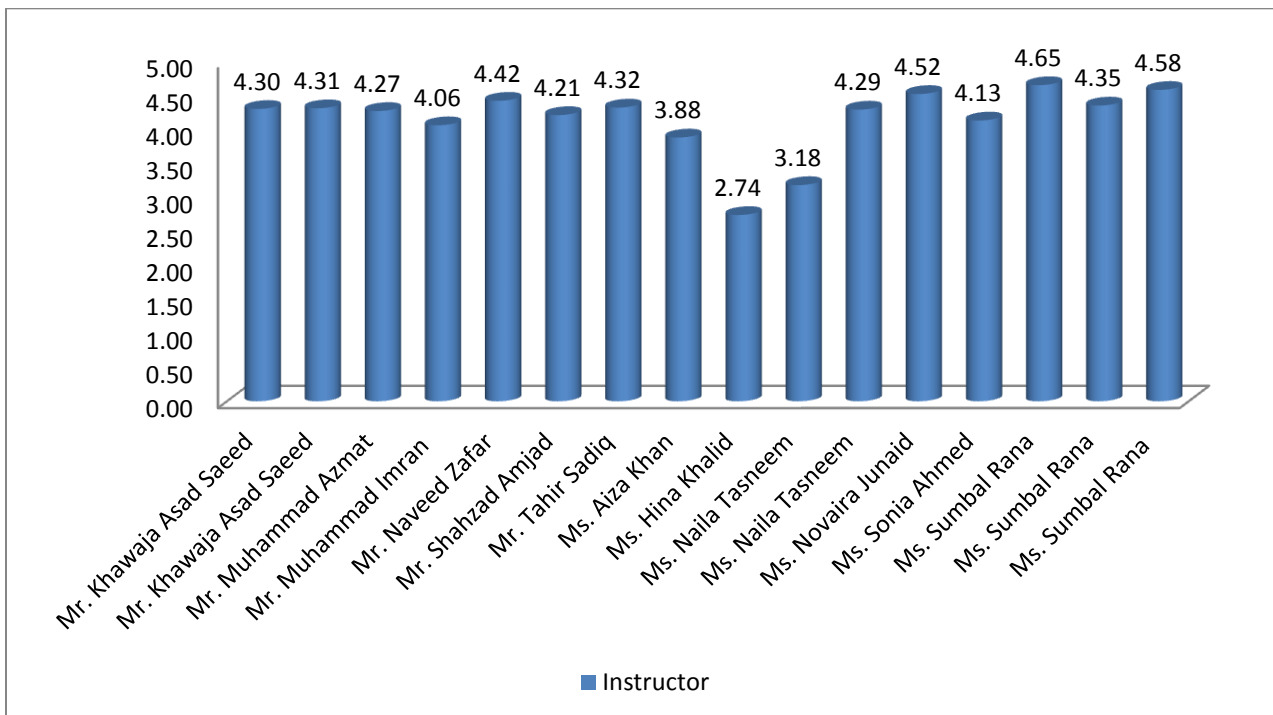
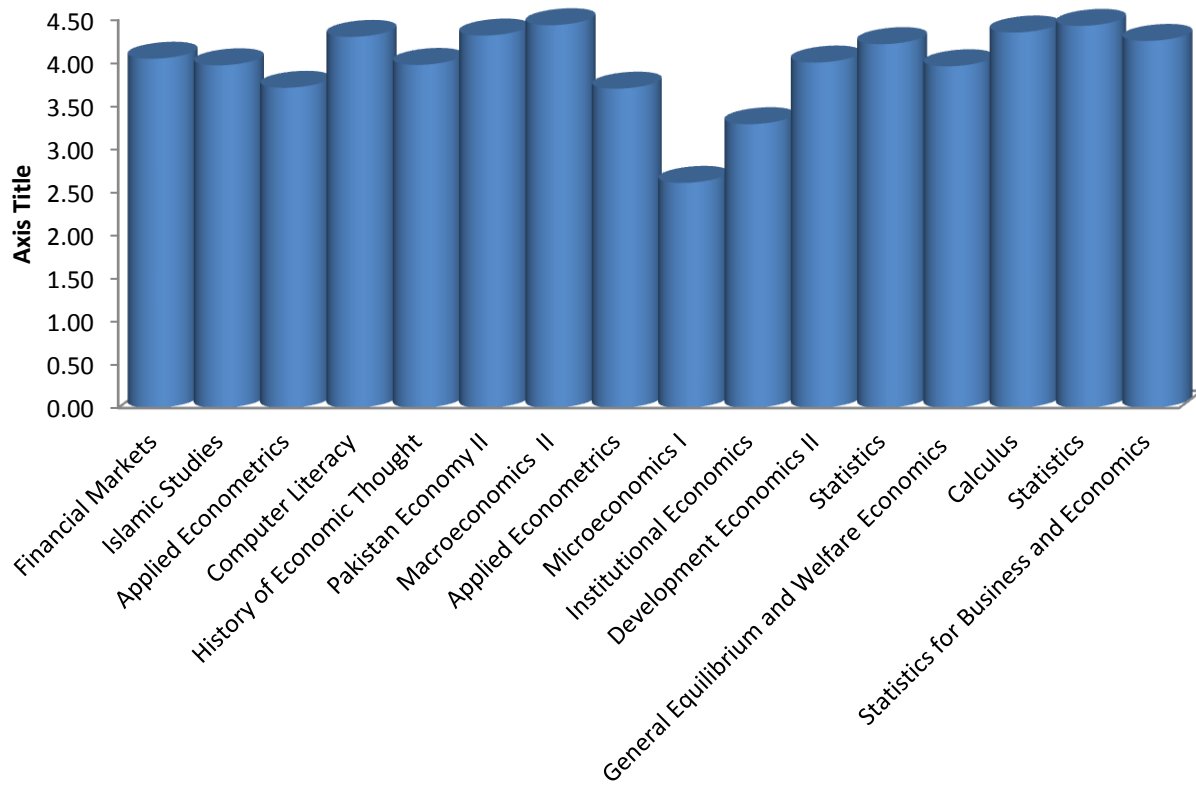
Program Objectives	Program Outcomes										
	1	2	3	4	5	6	7	8	9	10	11
1	✓							✓		✓	
2		✓	✓	✓	✓			✓		✓	
3	✓	✓	✓	✓							✓
4		✓	✓	✓	✓	✓		✓			
5	✓	✓	✓	✓	✓	✓	✓		✓		✓
6											✓
7								✓	✓	✓	✓

**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.**

S.No.	Course Code	Course Cr.Hrs.	Course Title	Name of Faculty	Evulation
1	EC-303	3	Financial Markets	Mr. Khawaja Asad Saeed	4.05
2	SLA-E-103	3	Islamic Studies	Mr. Muhammad Azmat	3.98
3	EC-314	3	Applied Econometrics	Mr. Muhammad Imran	3.71
4	CS-E-100	2	Computer Literacy	Mr. Naveed Zafar	4.31
5	EC-208	3	History of Economic Thought	Mr. Shahzad Amjad	3.98

6	EC-302	3	Pakistan Economy II	Mr. Tahir Sadiq	4.32
7	EC-223	3	Macroeconomics II	Mr. Tahir Sadiq	4.44
8	EC-314	3	Applied Econometrics	Ms. Aiza Khan	3.70
9	EC-109	3	Microeconomics I	Ms. Hina Khalid	2.61
10	EC-251	3	Institutional Economics	Ms. Naila Tasneem	3.29
11	EC-242	3	Development Economics II	Ms. Naila Tasneem	4.01
12	EC-114	3	Statistics	Ms. Novaira Junaid	4.22
13	EC-216	3	General Equilibrium and Welfare Economics	Ms. Sonia Ahmed	3.96
14	EC-110	3	Calculus	Ms. Sumbal Rana	4.36
15	EC-114	3	Statistics	Ms. Sumbal Rana	4.43
16	EC-111	3	Statistics for Business and Economics	Ms. Sumbal Rana	4.26

## Evulation



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

- Average student evaluation for all courses
- Present performance measures for research activities. These include journal publications, funded projects, conference / faculty / year and indicate the percentage awarded excellence in research award.

***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 Economics

**Definition of credit hour:**

One credit hour is 1 hour of theory lecture in a week.

**Degree plan**

Courses for 4 Year B.Sc. (Hons.) in Economics are grouped into three broad categories:

- Mandatory Courses (M) including basic science courses
- General/Interdisciplinary Courses (from other departments/disciplines) (G)
- Core Courses (C)

Students are required to complete 130 credit hours to earn a 4 Year B.Sc. (Hons.) degree.

Semester wise distribution of courses and credit hours are as follow:

<b>B.Sc. (Hons.) Economics</b>					
<b>Year</b>	<b>Semester</b>	<b>Course Codes</b>	<b>Course</b>	<b>Category</b>	<b>Credit Hours (CH)</b>
1	I	SLA-E 103	Islamic Studies/Ethics	M1	3
		SLA-E 102	Pakistan Studies	M2	3
		EC 109	Introduction to Economics	C1	3
		EC-111	Introduction to Mathematics	M3	3
		EC-108	Introduction to Accounting	G1	2
			Course to be chosen from other departments	G2	3
					17
	II		Course to be chosen from other departments	G3	3
		CS-E 100	Computer Literacy	M4	2
		SE 101-F	Foundation English	M5	3
		EC 114	Statistics	G4	3
		EC 110	Calculus	M6	3
		EC 107	Microeconomics I	C2	3
					17
II	III	EC 215	Introduction to Finance	C3	3
			Course to be chosen from other departments	G5	3
		SE 101-A	Communication Skills I	M7	3
		EC 151	Macroeconomics I	C4	3
		EC 223	Microeconomics II	C5	3
					15
	IV	SE 101-B	Communication Skills II	M8	3
			Course to be chosen from other departments	G6	3
		EC 225	Macroeconomics II	C6	3
		EC 111	Statistics for Business and Economics	C7	3
		EC 216	General Equilibrium and Welfare Economics	C8	3
					15
III	V	EC 160	Mathematics for Economists	C9	3

		EC 313	Econometrics	C10	3
		EC 241	Development Economics I	C11	3
		EC 260	International Trade	C12	3
		EC 353	Pakistan Economy I	C13	3
					15
	VI	EC 242	Development Economics II	C14	3
		EC 251	Institutional Economics	C15	3
		EC 314	Applied Econometrics	C16	3
		EC 208	History of Economic Thought	C17	3
		EC 302	Pakistan Economy II	C18	3
			Course to be chosen from other departments	G7	3
					18
	Summer	EC 210	**Summer Internship	C19	3
IV	VII	EC 351	Research Methodology	C20	3
			Course to be chosen from other departments	G8	3
		EC 321	International Finance	C21	3
		EC 323	Public Finance	C22	3
		EC 301	Special Topics in Development or Policy Debates on Macroeconomic Issues	C23	3
					15
	VIII	EC 303 EC 304	Financial Markets or Regional and Urban Economic	C24	3
		EC 311 EC 437	Environmental Economics <b>or</b> Managerial Economics	C25	3
		EC 307 EC 308	Project Appraisal and Economic Planning or Agricultural Economics	C26	3
		EC 309	*Project (like Thesis) (MJ-13)	C27	6
<b>Total Credit Hours</b>					<b>130</b>
(M) = Mandatory Courses, (G) = General/Interdisciplinary Courses, (C) = Core Courses					

\*May be extended up to summer semester.

\*\* Students are not allowed to take a course while doing their internships.

**Elective Courses for other Departments:**

Department of Economics offers following elective courses for the students of other departments of BNU

Sr. No.	Course Code	Courses	Credit Hours
1.	EC 109	Introduction to Economics (F1)	3
2.	EC 107	Microeconomics I (F2)	3
3.	EC-108	Introduction to Accounting	3
4.	EC 151	Macroeconomics I (F4)	3
5.	EC 223	Microeconomics II (F5)	3
6.	EC 225	Macroeconomics II (F6)	3
7.	EC 114	Statistics	3
8.	EC 111	Statistics for Business and Economics (F7)	3
9.	EC 215	Introduction to Finance (F3)	3
10.	EC-111	Introduction to Mathematics (M3)	3
11.	EC 110	Calculus (M7)	3
12.	EC 400	Environmental Crisis and Human Civilization	3

**Table: D**

<b>Content Breakdown</b>			
Semester	Mandatory Courses (basic science courses)	Core Courses	Interdisciplinary/General Courses (from other departments/disciplines)
1	✓	✓	✓
2	✓	✓	✓
3	✓	✓	✓
4	✓	✓	✓
5		✓	
6		✓	✓
7		✓	✓
8		✓	

Semesters	Objectives						
	1	2	3	4	5	6	7
1	✓	✓					
2		✓					✓
3	✓				✓	✓	✓
4	✓	✓					✓
5	✓	✓	✓	✓			
6	✓	✓					
7	✓			✓			
8	✓	✓		✓			

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

Elements	Course
Theoretical background	Introduction to Economics Microeconomics Macroeconomics Institutional Economics Development Economics Public Finance Environmental Economics History of Economic Thought
Problem analysis	Managerial Economics Regional and Urban Economics Development Economics International Trade Financial Markets
Solution design	Research Methodology Internships



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

**Refer to standard 2.1**

**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**

**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**

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

**Please refer to standard 2.1**

**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**

### **CRITERION 3: LABORATORY AND COMPUTING FACILITIES**

The School of Liberal Arts and Social Sciences contains one Computer lab

#### **Computer Lab Economics**

This lab contains nineteen workstations, one printer, one scanner and a multimedia projector. All required software for the B.Sc. (Hons) in Economics program are available on each workstation.

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

The above mentioned lab facilitate the students in performing lab exercises and projects relating to the course offered in BSc program.

The following courses have lab exercises which are conducted in the lab:

- |    |                      |                    |
|----|----------------------|--------------------|
| 1. | Econometrics         | (3 hours per week) |
| 2. | Applied Econometrics | (3 hours per week) |
| 3. | Computer Literacy    | (2 hours per week) |

In addition to this students are given some exercises related to statistics and Statistics for Business and Economics.

Students also avail the internet facilities and use computer lab for their research projects.

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

The Computer lab of Department of Economics 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 computer activities 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 lab are adequate to support the objectives of the B.Sc. (Hons) in Economics program. Students of this program are allowed to benefit from the lab equipped with necessary software along with Internet access.

***Criterion 4: Support and Advising***

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

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

The B.Sc. (Hons.) in Economics Program comprises of forty three (43) courses spread over four year (8 semesters) of full time study.

In each semester, normally five courses are offered which constitute a study load of 15-17 credit hours. Each course in the B.Sc. (Hons.) in Economics program is offered once in an academic year, either in the Spring or Fall semester. The distribution of courses in each semester is such that students are required to qualify foundation and pre requisite courses in first two years.

Elective courses are evenly planned in the eight semesters See: Table: D. The students are 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.

Courses for 4 Year B.Sc (Hons.) are grouped into three broad categories

1. Mandatory Courses (**M**)
2. General/Interdisciplinary Courses (from other departments/disciplines) (**G**)
3. Core Courses

Core courses are further sub-grouped into following three categories:

- i. Foundation Courses - (**F**)
- ii. Major - (**MJ**)
- iii. Major Electives - (**MJE**)

Students are required to complete the following number of courses and credit hours within each group in order to earn a 4 Year B.Sc. (Hons.) degree in Economics.

Sr.No.	Group of Courses	No. of Courses and Credit Hours (CH)
1.	Mandatory Courses ( <b>M</b> )	8 courses (23 CH)
2.	General/Interdisciplinary Courses (from other departments/disciplines) ( <b>G</b> )	8 courses (23 CH)
3.	Core Courses: i. Foundation Courses ( <b>F</b> ) 10 courses (30 CH) ii. Major Courses ( <b>MJ</b> ) 13 courses (42 CH) iii. Major Elective Courses ( <b>MJE</b> ) 04 courses (12 CH)	27 courses (84 CH)
<b>Total Credit Hours</b>		<b>43 courses (130 CH)</b>
<p>(<b>M</b>) = Mandatory Courses, (<b>G</b>) = General/Interdisciplinary Courses, (<b>F</b>) = Foundation Courses, (<b>MJ</b>) = Major Courses and (<b>MJE</b>) = Major Elective Courses, <b>CH</b> = Credit Hours</p>		

Semester wise distribution of courses and credit hours will be as follows:

<b>B.Sc. (Hons.) Economics</b>					
<b>Year</b>	<b>Semester</b>	<b>Course Codes</b>	<b>Course</b>	<b>Pre requisite Courses</b>	<b>Credit Hours (CH)</b>
1	I	SLA-E 103	Islamic Studies/Ethics	-	3
		SLA-E 102	Pakistan Studies	-	3
		EC 109	Introduction to Economics	-	3
		EC-111	Introduction to Mathematics	-	3
		EC-108	Introduction to Accounting	-	2
			Course to be chosen from other departments	-	3
				-	17
	II		Course to be chosen from other departments	-	3
		CS-E 100	Computer Literacy	-	2
		SE 101-F	Foundation English	-	3
		EC 114	Statistics	-	3
		EC 110	Calculus	EC-111	3
		EC 107	Microeconomics I	EC109	3
					17
II	III	EC 215	Introduction to Finance	EC-108	3
			Course to be chosen from other departments		3
		SE 101-A	Communication Skills I	SE 101-F	3
		EC 151	Macroeconomics I	EC 109	3
		EC 223	Microeconomics II	EC 109, EC 107, EC-111	3
					15
	IV	SE 101-B	Communication Skills II	SE 101-F, SE 101-A	3
			Course to be chosen from other departments		3
		EC 225	Macroeconomics II	EC 109, EC 151	3
		EC 111	Statistics for Business and Economics	EC 114	3

		EC 216	General Equilibrium and Welfare Economics	EC 107, EC 109, EC 223, EC 110	3
					15
III	V	EC 160	Mathematics for Economists	EC-111, EC 110	3
		EC 313	Econometrics	EC 114, EC 111	3
		EC 241	Development Economics I	EC 107, EC 223, EC 151, EC 225, EC 216	3
		EC 260	International Trade	EC 107, EC 223, EC 151, EC 225	3
		EC 353	Pakistan Economy I	EC 107, EC 223, EC 151, EC 225	3
					15
	VI	EC 242	Development Economics II	EC 241, EC 107, EC 223, EC 151, EC 225	3
		EC 251	Institutional Economics	EC 107, EC 223, EC 151, EC 225	3
		EC 314	Applied Econometrics	EC 313, EC 114, EC 111	3
		EC 208	History of Economic Thought	EC 107, EC 223, EC 151, EC 225	3
		EC 302	Pakistan Economy II	EC 107, EC 223, EC 151, EC 225, EC 353	3
			Course to be chosen from other departments		3
					18
	Summer	EC 210	**Summer Internship		3
IV	VII	EC 351	Research Methodology	EC 114, EC 111, EC 313	3
			Course to be chosen from other departments		3
		EC 321	International Finance	EC 260, EC 151, EC 225	3
		EC 323	Public Finance	EC 107, EC 223, EC 151, EC 225, EC 216	3
		EC 301	Special Topics in Development or Policy Debates on Macroeconomic Issues	EC 241, EC 242 EC 151, EC 225	3
					15
	VIII	EC 303 EC 304	Financial Markets or Regional and Urban Economic	EC-108, EC 215 EC 107, EC 223, EC 151, EC 225	3
		EC 311 EC 437	Environmental Economics or Managerial Economics	EC 107, EC 223, EC 151, EC 225 EC 107, EC 223	3

	EC 307 EC 308	Project Appraisal and Economic Planning or Agricultural Economics	EC 107, EC 223, EC 151, EC 225 EC 107, EC 223, EC 151, EC 225	3
	EC 309	*Project (like Thesis) (MJ-13)	EC 351, EC 313, EC 314	6
<b>Total Credit Hours</b>				<b>130</b>
(M) = Mandatory Courses, (G) = General/Interdisciplinary Courses, (C) = Core Courses				

### Elective Courses for other Schools/Departments:

Department of Economic offers following elective courses for the students of other departments and schools of BNU:

Sr. No.	Course Code	Courses	Pre-requisite Course/s	Credit Hours
13.	EC 109	Introduction to Economics (F1)	-	3
14.	EC 107	Microeconomics I (F2)	EC 109	3
15.	EC-108	Introduction to Accounting	-	3
16.	EC 151	Macroeconomics I (F4)	EC 109, EC 107	3
17.	EC 223	Microeconomics II (F5)	EC 109, EC 107, EC-111	3
18.	EC 225	Macroeconomics II (F6)	EC 109, EC 107, EC 151	3
19.	EC 114	Statistics	-	3
20.	EC 111	Statistics for Business and Economics (F7)	EC 114	3
21.	EC 215	Introduction to Finance (F3)	EC-108	3
22.	EC-111	Introduction to Mathematics (M3)	-	3
23.	EC 110	Calculus (M7)	EC-111	3
24.	EC 400	Environmental Crisis and Human Civilization	-	3

**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 or by taking an appointment (in case of senior faculty member).

**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 Department of Economics, School of Liberal arts and Social sciences.

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.

Students have opportunity to discuss their queries regarding academic as professional matter with research associates of Institute of Public Policy along with Dean, Head of Department, Faculty, and Coordinators.



Students have updated information about seminars, workshops, conferences and other events local, national as well as international level by means of departmental bulletin board and through electronic mails.

***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**

Candidates who have passed Higher Secondary School Certificate (FA/F.Sc.) examination with at least second division or 3 subjects of A levels with at least a C-grade average are eligible to apply for admission in B.Sc. (Hons.) in Economics.

Admission of the candidate is subject to qualifying an admission test and interview. Candidates must possess good quantitative and English language skills.

**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 Liberal Arts and social Sciences is a mutual process. The coordinator under the supervision of the Dean of the School and Head of Department keeps a record of the student registration. This includes the registration on the program and the course through course enrollment form, ADD/Drop form and Course Withdrawal Form. This record is then passed on to the Registrar of the University.

### **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 including quiz, assignments, mid-term and End of Year Examination marks 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 in the faculty meetings and periodic meetings of coordinators and the Head of Department.

**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 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). These cases are then forwarded to the Selection Board that interviews the candidates. On the recommendation of the Selection Board, the Board of Governors of BNU gives 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.

- The process of teaching and effective learning is monitored regularly by conducting quarterly evaluations of teaching and course evaluations of students as well as self assessment of Faculty.
- In addition to this there are quarterly faculty meetings with the Dean to discuss the end of semester results, students on probations and to discuss the faculty progress on their research activities

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

Faculty meetings are quarterly arranged with the Dean , whereas students individual as well as in a group meetings are arranged with the HoD and the Coordinator, to discuss their academic record and they are guided to improve their CGPAs.

The students are also guided to repeat the courses with F in summers.

**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 Academic 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 maintain files of 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 courses, plan, modify and update courses and curricula. All faculty members must have a level of competence that would normally be obtained through graduate work in the discipline. The majority of the faculty must hold a Ph. D. in the discipline.**

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

Sr. No.	Course	Course Code	Cr. Hours	Teacher	Qualification
1	SE 101-F	Foundation English (M1)	3	English Language Unit	MA
2	SLA-E 102	Pakistan Studies (M2)	3	Pakistan Studies Unit	MA
3	SLA-E 103	Islamic Studies/Ethics (M5)	3	Muhammad Azmat	MA
4	CS-E 100	Computer Literacy (M6)	2	Naveed Zafar	PhD Scholar
5	EC 114	Statistics (G3)	3	/Sumbal rana Novaira Junaid	MA/MSc
6	EC 110	Calculus (M7)	3	Sumbal Rana	MA/MSc
1		Course to be chosen from SLA or SMC (G5)	-		
2		Course to be chosen from other departments (G6)	-		
3	EC 225	Macroeconomics II (F6)		Tahir Sadiq	MA/MSc Development Economics
4	EC 111	Statistics for Business and Economics (F7)		Sumbal Rana	MS Public Policy/MSc Eco
5	EC 216	General Equilibrium and Welfare Economics (F8)		Sonia Ahmad	MSc Development economics

1	EC 242	Development Economics II (MJ-4)		Naila Tasneem	MS Public policy
2	EC 321	International Finance (MJ-11)		Khawaja Asad Saeed	MA Eco
3	EC 314	Applied Econometrics (MJ-6)		Aiza Khan , Muhammad Imran	MA Eco/MS Public polict
4	EC 208	History of Economic Thought (MJ-7)		Shehzad Amjad	MA
5	EC 302	Pakistan Economy II (MJ-10)		Tahir Sadiq	MA/MSc Development economics
	EC 303 EC 304	Financial Markets or Regional and Urban Economics (MJE-2)		Khawaja Asad Saeed , Naila Tasneem	MA Eco/ MS Public Policy
	EC 251	Institutional Economics (MJ-5)		Naila Tasneem	MS Ppublic policy
	EC 311 EC 437	Environmental Economics <b>or</b> Managerial Economics (MJE-3)		Ijaz Hussain	MA Eco, ACMA
	EC 309	Thesis /Project		Dr Hafiz Pasha	PhD
		Course to be chosen from other departments (G7)			

**Table: 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 Social Sciences should have at least 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 also given teaching assignments in summer.

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 with internet connectivity are standard features of the faculty working environment.

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.

There are two academic Coordinators and one Administration officer to fulfill all the administrative and students related task, which enable faculty members to focus only on their teaching and research

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 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-library)
- 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 21<sup>st</sup> 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<sup>st</sup> – 5<sup>th</sup>
- 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](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 Social Sciences are air-conditioned. Some class rooms have in-built 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.

<b>Facility</b>	<b>Description</b>
<b>Land</b>	The total land area of Beaconhouse National University’s New Campus is 33 acres.
<b>Buildings</b>	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.
<b>Roads network &amp; Parking</b>	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.
<b>Lawns &amp;</b>	BNU is an environment friendly organization. In the campus design phase special

<b>Open Spaces</b>	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.
<b>ICT</b>	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.
<b>Sports facilities</b>	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.
<b>Canteen</b>	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.
<b>Furniture</b>	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: 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 the Department of Economics are given 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 Department of Economics has two academic coordinators and one administration officer 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 Department of Economics has a MS/M.PhilProgram therefore, there are 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 criterion 3*

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

<b>Criterion 2 - Curriculum Design and Organization</b>	<b>Weight = 0.20</b>				
	<b>Score</b>				
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Is the curriculum consistent?	5				
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)	35				
<b>Score 2 (S2) = {TV / (No. of Questions * 5)} * 100 * Weight</b>	<b>17.50</b>				

<b>Criterion 3 - Laboratories and Computing Facilities</b>	<b>Weight = 0.10</b>				
	<b>Score</b>				
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
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?	5				
Are the University's infrastructure and facilities adequate to support the program's objectives?	5				
Total Encircled Value (TV)	13				
<b>Score 3 (S3) = {TV / (No. of Questions * 5)} * 100 * Weight</b>	<b>8.67</b>				

<b>Criterion 4 - Student Support and Advising</b>	<b>Weight = 0.10</b>				
	<b>Score</b>				
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Are the courses being offered in sufficient frequency and number for the students to complete the program in a timely manner?	5				
Are the courses in the major area structured to optimize interaction between the students, faculty and teaching assistants?	5				
Does the University provide academic advising on course decisions and career choices to all students?	5				
Total Encircled Value (TV)	<b>15</b>				
<b>Score 4 (S4) = {TV / (No. of Questions * 5 )} * 100 * Weight</b>	<b>10.00</b>				



<b>Criterion 5 - Process Control</b>	<b>Weight = 0.15</b>				
	<b>Score</b>				
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Is the process to enroll students to a program based on quantitative and qualitative criteria?	5				
Is the process above clearly documented and periodically evaluated to ensure that it is meeting its objectives?	5				
Is the process to register students in the program and monitoring their progress documented?		4			
Is the process above periodically evaluated to ensure that it is meeting its objectives?	5				
Is the process to recruit and retain faculty in place and documented?			3		
Are the processes for faculty evolution & promotion consistent with the institution mission?		4			
Are the processes in 5 and 6 above periodically evaluated to ensure that they are meeting their objectives?		4			
Do the processes and procedures ensure that teaching and delivery of course material emphasize active learning and that course learning outcomes are met?		4			
Is the process in 8 above periodically evaluated to ensure that it is meeting its objectives?		4			
Is the process to ensure that graduates have completed the requirements of the program based on standards and documented procedures?		4			
Is the process in 10 above periodically evaluated to ensure that it is meeting its objectives?		4			
Total Encircled Value (TV)	<b>46</b>				
<b>Score 5 (S5) = {TV / (No. of Questions * 5 )} * 100 * Weight</b>	<b>12.55</b>				

<b>Criterion 6 - Faculty</b>	<b>Weight = 0.20</b>				
	<b>Score</b>				
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Are there enough full time faculty members to provide adequate coverage of the program areas / courses with continuity and stability?	5				
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?			3		
Do faculty members dedicate sufficient time to research to remain current in their disciplines?	5				
Are there mechanisms in place for faculty development?		4			
Are faculty members motivated and satisfied so as to excel in their professions?		4			
Total Encircled Value (TV)	<b>29</b>				
<b>Score 6 (S6) = {TV / (No. of Questions * 5)} * 100 * Weight</b>	<b>16.57</b>				

<b>Criterion 7 -Institutional Facilities</b>	<b>Weight = 0.10</b>				
	<b>Score</b>				
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Does the institution have the infrastructure to support new trends such as e-learning?	5				
Does the library contain technical collection relevant to the program and is it adequately staffed?	5				
Are the class rooms and offices adequately equipped and capable of helping faculty carry out their responsibilities?	5				
Total Encircled Value (TV)	<b>15</b>				
<b>Score 7 (S7) = {TV / (No. of Questions * 5)} * 100 * Weight</b>	<b>10.00</b>				

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

<b>Overall Assessment Score = S1 + S2 + S3 + S4 + S5 + S6 + S7 + S8 =</b>	<b>87.48</b>
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