



## Annual Program Report

<b>Program Name:</b>	Bachelor of Arts in English Language
<b>Qualification Level:</b>	Bachelor's degree
<b>Department:</b>	English Department
<b>College:</b>	College of Dayer
<b>Institution:</b>	Jazan University
<b>Academic Year:</b>	2021 (2021-1/ 2021-2)
<b>Main Location:</b>	Dayer
<b>Branches offering the Program:</b>	<ul style="list-style-type: none"><li>• Dayer</li><li>• .....</li><li>• .....</li></ul>

## Table of Contents

<b>A. Implementation of Previous Action Plan .....</b>	<b>3</b>
<b>B. Program Statistics.....</b>	<b>4</b>
1. Students Statistics (in the year concerned).....	4
2 . Cohort Analysis of Current Graduate Batch .....	4
3.Analysis of Program Statistics .....	5
<b>C. Program Learning Outcomes Assessment .....</b>	<b>5</b>
1. Program Learning Outcomes Assessment Results.....	<b>Error! Bookmark not defined.</b>
2. Analysis of Program Learning Outcomes Assessment .....	7
<b>D. Summary of Course Reports .....</b>	<b>8</b>
1. Teaching of Planned Courses / Units .....	8
2. Courses with Variations .....	9
3. Result Analysis of Course Reports.....	9
<b>E. Program Activities .....</b>	<b>10</b>
1. Student Counseling and Support.....	10
2. Professional Development Activities for Faculty and Other Staff.....	10
3. Research and Innovation .....	13
4. Community Partnership.....	17
5. Analysis of Program Activities .....	17
<b>F. Program Evaluation .....</b>	<b>17</b>
1. Evaluation of Courses .....	18
2. Students Evaluation of Program Quality.....	18
3. Other Evaluations .....	19
4. Key Performance Indicators (KPIs) .....	20
5. Analysis of Program Evaluation .....	22
<b>G. Difficulties and Challenges Faced Program Management.....</b>	<b>23</b>
<b>H. Program Improvement Plan .....</b>	<b>23</b>
<b>I. Report Approving Authority .....</b>	<b>24</b>
<b>J. Attachments :.....</b>	<b>25</b>

## A. Implementation of Previous Action Plan

Considering the recommendations of previous year annual report, list the planned actions and their status.

Planned Actions	Responsibility of Action	Planned Completion Date	Level of Completion		If Not Completed	
			Completed	Not Completed	Reasons	Proposed Actions
1. Examination Committee	<ul style="list-style-type: none"> <li>Making Timetables for mid-term and finals exam [fixing internal exam dates, and working with the organization of unified dates].</li> <li>Collect and organize the Final Question papers and keep it ready for the exam as and when the subject teachers submit.</li> </ul>	01-10-2019	√	----	N.A.	N.A.
2. Rechecking and reviewing committee	Rechecking and reviewing the final examination answer scripts	01-10-2019	√	----	N.A.	N.A.
3. Quality assurance Committee	To collect data and complete the Quality Standard task	15-09-2019	√	----	N.A.	N.A.
4. Encourage faculty members in scientific research	To publish books, articles in journals and participate in conferences	Throughout the year	√	----	N.A.	N.A.
5. Planning and Development committee	To organize training courses and workshops	15-09-2019	√	----	N.A.	N.A.
6. Teaching and Learning committee	To enhance the standard of teaching and learning	15-09-2019	√	----	N.A.	N.A.
7. Curriculum committee	Revising and organizing the syllabus of the courses according to learning outcomes	15-09-2019	√	----	N.A.	N.A.
8. Students Counseling committee	explain to Ss the importance of the regulations of the university, college and department	15-09-2019	√	----	N.A.	N.A.
9. National Quality standards committee	To complete the process of quality standards	23- 10-2019	√	----	N.A.	N.A.
10. KPI Committee	To collect and prepare data and reports that are related to quality standards	23- 10-2019	√	----	N.A.	N.A.
11. Teachers training	Conduct training for teachers	Ongoing process	√		NA	NA

12. Students workshop	Conduct workshops throughout the year for the students	Ongoing process	√		NA	NA
13. Quality assurance training	Conduct workshops on quality requirement and prepare excel	Aug-Sept 2020	√		NA	NA

## B. Program Statistics

### 1. Students Statistics (in the year concerned)

No.	Item	Results
1	Number of students who started the program	132
2	Number of students who graduated	NA
3	Number of students who completed major tracks within the program (if applicable)	
	a.	NA
	b.	
4	a. Number of students who completed the program in the minimal time	NA
5	a. Percentage of students who completed the program in the minimal time (Completion rate)	NA
6	Number of students who completed an intermediate award specified as an early exit point (if any)	NA
7	Percentage of students who completed an intermediate award specified as an early exit point (if any)	NA

**Comment on any special or unusual factors that might have affected the completion rates:**

English Department is newly established in university college of Dair with students completing Level 4 this term of 2021/2. Hence no students graduated.

### 2. Cohort Analysis of Current Graduate Batch

Student Categories		Total cohort enrollment	Withdrawn	Retained till year end	Not passed	Passed	Passing rate
Years							
Three Years Ago	M	NA as the college has not reached to its graduation batch					
	F						
	Total						
Two Years Ago	M	NA					
	F						
	Total						
Last Year	M	NA	NA	NA	NA	NA	NA
	F	96	1	95	0	95	99.75
	Total						
Current Year	M	NA	NA	NA	NA	NA	NA
	F	132	5	127	12	115	90%
	Total						

**Comments on the results:**

The cohort analysis is not applicable for Dayer college, as the college has not yet completed the graduation batch till now

\* add more rows for further years ( if needed )

\*\* attach separate cohort analysis report for each branch

### 3. Analysis of Program Statistics

(including strengths, areas for improvement, and priorities for improvement)

<b>Strengths :</b>
Good retention rate and good amount of admission
<b>Areas for Improvement:</b>
Admission should be based on entrance exam, students should be guided with career counseling to opt for the best subject.
<b>Priorities for Improvement:</b>
Entrance exam should be added on priority basis to choose the best slot of students who can really excel in the courses.

### C. Program Learning Outcomes Assessment

#### 1. Program Learning Outcomes Assessment Results.

#	Program Learning Outcomes	Assessment Methods (Direct and Indirect)	Performance Target	Results
<b>Knowledge and Understanding</b>				
K1	display considerable understanding of the principles required for English language learning	Direct =CLO and PLO assessment excel	60%	96%
		Indirect =survey (Program and University Survey at level 5 and 8)	5	3.64
K2	demonstrate significant knowledge and understanding related to the texts, terminologies, theories, and practices in literature, linguistics, research methods and translation studies	Direct =CLO and PLO assessment excel	60%	88%
		Indirect =survey (Program and University Survey at level 5 and 8)	5	3.80
K3	appraise academic relevance of linguistics and literature in relation to the current and emerging trends	Direct =CLO and PLO assessment excel	60%	NA
		Indirect =survey (Program and University Survey at level 5 and 8)	5	3.67
<b>Skills</b>				
S1	produce and revise texts with the help of theories and applications in English language, linguistics and literature	Direct =CLO and PLO assessment excel	60%	85%
		Indirect =survey (Program and	5	3.80

		University Survey at level 5 and 8)		
S2	practice established methods of enquiry, investigation, and analysis required for research in English language and literature	Direct =CLO and PLO assessment excel	60%	
		Indirect =survey (Program and University Survey at level 5 and 8)	5	3.80
S3	critically evaluate academic insights using problem solving skills	Direct =CLO and PLO assessment excel	60%	NA
		Indirect =survey (Program and University Survey at level 5 and 8)	5	3.67
S4	utilize the tools of learning and communication for exploring complex academic challenges of English language and its use	Direct =CLO and PLO assessment excel	60%	90%
		Indirect =survey (Program and University Survey at level 5 and 8)	5	3.83
<b>Values</b>				
V1	adapt positively to social challenges and take responsibility	Direct =CLO and PLO assessment excel	60%	46%
		Indirect =survey (Program and University Survey at level 5 and 8)	5	3.67
V2	engage in continuous, independent and collaborative learning and team work	Direct =CLO and PLO assessment excel	60%	62%
		Indirect =survey (Program and University Survey at level 5 and 8)	5	3.67
V3	appreciate professionalism, ethical behavior, and capacity building	Direct =CLO and PLO assessment excel	60%	90%
		Indirect =survey (Program and University Survey at level 5 and 8)	5	3.80
<b>Comments on the Program Learning Outcome Assessment results.</b>				

Over all VERY good level achieved . K3 AND S3 are not applicable at this level because we are still in level4

\* Include the results of measured learning outcomes during the year of the report according to the program plan for measuring learning outcomes

\*\* Attach a separate report on the program learning outcomes assessment results for male and female sections and for each branch (if any)

## 2. Analysis of Program Learning Outcome Assessment

### Consolidated PLOs

SN O	COURSE NAME	K1	K2	K3	S1	S2	S3	S4	S5	V1	V2	V3
1-	Listening & Speaking 1	75%	80%		60%	100%		100%			68%	74%
2-	Grammar1											
3-	Reading1	86%			91%	86%	95%				73%	82%
4-	Writing1	96%	82%		96%						100%	92%
5-	Listening & Speaking 2	30%	21%		25%	31%					31%	31%
6-	Grammar2	63%			82%	79%						89%
7-	Reading2	90%			90%	90%		90%			90%	90%
8-	Writing2	65%			85%	65%		90%			100%	100%
9-	Listening & Speaking 3	90%			90%	89%					90%	89%
10-	Grammar3	100%			97%	100%					100%	
11-	Reading3	84%			100%	84%					100%	83%
12-	Writing3	12%			8%	23%					25%	25%
13-	Introduction to linguistics	88%	69%		85%	77%					62%	
14-	Reading 4	82%			82%	78%						90%
15-	Translation 1											

16-	Introduction to Literature		46%		40%	43%				46%	40%	
17-	Phonetics	96%	88%		100%	100%					0	
18-	Average	76%	64%	-	75%	75%	95%	93%	-	48%	68%	77%

(including strengths, Areas for Improvement:, and priorities for improvement)

<p><b>Strengths :</b></p> <p>It has been seen that the below mentioned Program Learning outcomes are above the target</p> <ul style="list-style-type: none"> <li>• students have achieved the level criteria successfully. They have attained the CLO criteria, designed and organized very well. The CLOs make apt connection with the PLOs</li> <li>• Students can demonstrate significant knowledge and understanding related to the texts, terminologies, theories, and practices in literature and linguistics.</li> <li>• - appreciate professionalism, ethical behavior, and capacity building</li> </ul>
<p><b>Areas for Improvement:</b></p> <ul style="list-style-type: none"> <li>• Course plans and methods of teaching must focus more on the principles required for English language learning</li> <li>• Course materials and course plans must focus on critical evaluation system in the academic insights for problem solving and collaborative learning</li> </ul>
<p><b>Priorities for Improvement:</b></p> <p>More emphasis should be given on writing practice.</p> <ul style="list-style-type: none"> <li>• The students should practice learning vocabulary, master correct English spellings and correct grammar.</li> <li>• They should practice writing in the given time limit.</li> </ul>

## D. Summary of Course Reports

### 1. Teaching of Planned Courses / Units

List the courses / units that were planned and not taught during the academic year, indicating the reasons and compensating actions.

Course	Units/Topics	Reasons	Compensating Actions
Level 1- Eng111	None	NA	NA
Eng 121	None	NA	NA
Eng 131	None	NA	NA
Eng 141	None	NA	NA
Level 2- Eng 112	None	NA	NA
Eng 122	None	NA	NA
Eng 132	None	NA	NA
Eng 142	None	NA	NA
Level 3- Eng 273	None	NA	NA
Eng 283	None	NA	NA
Eng 233	None	NA	NA
Eng 243	None	NA	NA
Eng 253	None	NA	NA
Level 4- Eng 234	None	NA	NA
Eng 244	None	NA	NA



Course	Units/Topics	Reasons	Compensating Actions
Eng 274	None	NA	NA
Eng 284	None	NA	NA

## 2. Courses with Variations

List courses with marked variations in results that are stated in the course reports, including: (completion rate, grade distribution, student results, etc.), and giving reasons for these variations and actions taken for improvement.

Course Name & Code	variation	Reasons for variation	Actions taken
W3-283ENG Second term	High rate of failures and D grade	Student's level is very low especially in writing	There must be additional classes to help the students in improving their English
W1-121ENG Second term	High rate of failures and D grade	Students need more attentions to elicit the sentences and other grammar rules	More used of web based resources
R2-142 ENG Second term	High rate of A&B+	Practicing reading skills	Final assessment to be in a form of pool questions which allows reasonable fare completion among students
L3-273ENG Second term	High rate of A&B+	The final assessment were assignments on the Blackboard. Students had chances to copy and paste answers.	Final assessment to be in a form of pool questions which allows reasonable fare completion among students

## 3. Result Analysis of Course Reports

(including strengths, Areas for Improvement:, and priorities for improvement)

<p><b>Strengths :</b></p> <ul style="list-style-type: none"> <li>• Online Assessment, this happens to be an emergency situation where social distancing and online teaching and testing are inevitable, this is the only possible and practical solution for this issue</li> <li>• Question Bank was available for all teachers</li> <li>• Rubric was used to ensure fairness to all students.</li> <li>• Good teaching practices and strategies should be adopted to focus more on the unseen contents and vocabulary part.</li> <li>• More practice sessions are needed.</li> </ul>
<p><b>Areas for Improvement:</b></p> <ul style="list-style-type: none"> <li>-Some reading materials need to be assigned to students for more practice. <ul style="list-style-type: none"> <li>○ Students need more practice in Grammar and Syntax trees</li> <li>○ Students need more practice on linguistic analysis</li> <li>○ Students should be able to express their opinions</li> <li>○ Need to improve their listening and speaking skills.</li> <li>○ Students need to be self-dependent and need to enhance themselves.</li> </ul> </li> <li>• -Strategies and activities should be students centered specifically on unseen contents and vocabulary.</li> </ul>

**Priorities for Improvement:**

- Holistic assessment policies should be designed to assess students for better outputs. Special attention is needed in the speaking evaluation.
- Admission should be done based on entrance exam.
- The department should have a clear and decisive policy regarding plagiarism and academic honesty.

**E. Program Activities****1. Student Counseling and Support**

Activities Implemented	Brief Description*
Creative Writing Activity	The activity was conducted to enhance students creative abilities in writing paragraph on different topics . The students of English department participated in the activity on Thursday , Oct 25 <sup>th</sup> 2020 through zoom A topic was given to write on in the specific time period
English Speech competition	To improve and support the speaking and presentation skill was the main objective to conduct this competition 12 students participated in the competition held on Thursday, March 18, 2021 on zoom . 7-9 pm
<b>Comment on Student Counseling and Support **</b>	
The students require such counseling and support to explore the hidden potential within them, a good academic counseling and support can find it and can motivate the students to study smartly and prove their abilities.	

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

**2. Professional Development Activities for Faculty and Other Staff**

Activities Implemented	Brief Description*
Training program for receiving new comers	Activities implemented in cooperation with all departments Type of activity: planning and development activity Date: 9-20/ 8/ 2020
Strategic planning and building initiatives	Dr. Abdulmajeed Hanash + Dr. Ali Al- Subari Type of activity: planning and development activity Date: 17/ 8/ 2020
Building an internal quality system plan for the academic program	Dr. Abdulmajeed Hanash. Type of activity: quality activity Date 10/ 2/ 2021
Key Performance indicators	Dr. Khursheeda Khatoon Type of activity: quality activity Date: 25.11.2020

Training Instructors to Apply Quality Standards of Programs and E-Learning Courses	Dr. Khursheeda Khatoon Type of activity: quality activity Date: 9.3.2021
QUALITY STANDARDS OF PROGRAMS AND E-LEARNING COURSES	Dr. Khursheeda Khatoon Type of activity: quality activity Date: 2.3.2021
The 7 keys Comprehension Strategies	Dr. Khursheeda Khatoon Type of activity: development activity Date: 1.2.2021
Teaching Reading Comprehension Strategies	Dr. Khursheeda Khatoon Type of activity: development activity Date: 7.2.2021
Introduction to English Syntax	Dr. Khursheeda Khatoon Type of activity: development activity Date: 8.3.2021
The Grammatical and Structural Basics of English	Dr. Khursheeda Khatoon Type of activity: development activity Date: 10.3.2021
How to write tests according to learning outcomes + excel	Mrs. Saima Naved Type of activity: quality activity
Ways of protecting children from the dangers of the Internet	Mrs. Ainum Suhail Type of activity: planning and development activity Date: 10-11-2020
The best guidance for students	Mrs. Humera Anzar Type of activity: planning and development activity Date: 2/11/2020
How to write a CV in English	Mrs. Aroosa Layeak Type of activity: planning and development activity Class time
Activities to develop speaking skills	Mrs. Syeda Humera Type of activity: planning and development activity Date: 23-11-2020
Assessment Tools (workshop)	Mrs. Seetha Bala Krishnan Type of activity: e-learning activity Date: 22-9-2020

How to teach using the virtual platform Blackboard”	Mrs. Seetha Bala Krishnan Type of activity: e-learning activity Date: 2-2-2021
“Communication ❖ Tools on blackboard”	Mrs. Seetha Bala Krishnan Type of activity: e-learning activity Date: 4-2-2021
Role of parents in Student’s online learning”	Mrs. Seetha Bala Krishnan Type of activity: e-learning activity Date: 7-3-2021
Classroom management and people management in ESL/EFL classrooms”	Mrs. Seetha Bala Krishnan Type of activity: e-learning activity Date: 16-3-2021
E-Learning using Blackboard system in the light of quality of Education (presentation)	Mrs. Seetha Bala Krishnan Type of activity: e-learning activity Date: 22-9-2020
Encouraging students to read fluently	Mrs. Saima Naved Type of activity: teaching activity Class time
Communication skills in the educational process	Mrs. Amtul Type of activity: planning and development activity Date: 12-11-2020
Introduction program for new comer	Mrs. Saima Naved Type of activity: planning and development activity Date: 12/ 8/ 2020
Teaching Approaches, Methods, Techniques and Strategies & Blended Learning	Dr. Khursheeda Khatoon Type of activity: teaching activity Date: 27.08.2020
Academic Counseling Meeting – 1	Dr. Khursheeda Khatoon Type of activity: Counseling activity Date: 30.09.2020
Course Coordinator’s Meeting – 1	Dr. Khursheeda Khatoon Type of activity: quality activity Date: 29.09.2020
Technology in Language Learning	Dr. Khursheeda Khatoon Type of activity: teaching and learning activity Date: 15.11.2020
Reading Workshop – Basics of Skim Reading	Dr. Khursheeda Khatoon Type of activity: teaching and learning activity

	09.11.2020
Three P's before Exams – Process, Planning and Preparation	Dr. Khursheeda Khatoon planning and development activity Date: 10.11.2020
'How to make Teaching & Learning process successful'	Ms. Robina Masud Type of activity: teaching and learning activity Date: 18.8.2020
Course Coordinator's meeting 1	Ms.Robina Masud Type of activity: quality activity
Academic counseling meeting - 1	Mrs.Robina Masud Type of activity: counseling activity
'How to Create Informal Classroom'	Mrs.Robina Masud Type of activity: e-learning activity Date: 18.11.2020
Seating students in a classroom	Mrs. Habab Othman Type of activity: planning and development activity Date 11/ 8/ 2020
Course outcomes measurement	Mrs. Saima Naved Type of activity: quality activity Date : 19/8/ 2020
<b>Comment on Professional Development Activities for Faculty and Other Staff **</b>	
The college takes care of all the necessary trainings and orientation of the staff members. All the necessary trainings are given to the staff members to keep the staff updated for the accreditation.	

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

### 3. Research and Innovation

Activities Implemented	Brief Description*
1. Education And The CoronaPandemic: Lessons Learned Exploring Teaching And Learning Needs After The Corona Pandemic: Curriculum And Teaching Methods	<b>Author: Dr. Khursheeda Khatoon</b>  <b>Co-author: Ms Sulafa Gewi</b> Turkish Journal of Computer and Mathematics Education Vol.12No.1 (2021), 1041-1043 Received:11 January 2021; Accepted: 27 February 2021; Published online: 5 April e-ISSN 1309-4653 <a href="https://www.turcomat.org/index.php/turkbilmata/article/view/596/399">https://www.turcomat.org/index.php/turkbilmata/article/view/596/399</a> Publisher : Turkbilmata Egitim Hizmetleri
2. A Comparative Study on Attitude towards English Language Learning among Students of Higher Secondary Level of Hyderabad	<b>Dr. Khursheeda Khatoon</b>  Journal of Adv Research in Dynamical & Control Systems, Vol.12, No.5,2020

	<p>DOI: 10.5373/JARDCS/ V1215/20201975 ISSN 1943-023X <a href="https://Jardcs.org/archivesview.php?volume=3&amp;issue=37&amp;p ge=3">https://Jardcs.org/archivesview.php?volume=3&amp;issue=37&amp;p ge=3</a> Publisher: Institute of Advance Science Research Accepted : 27 April 2020</p>
3. The Future of E-Learning in Saudi Arabia according to Vision 2030, Qaseem University Topic: Training Instructors to Apply the Quality Standards of Programs and E-Learning Courses	<p><b>Dr. Khursheeda Khatoon</b> Event: International Conference (Qaseem University) Date: 09.03.2021 (Zoom)</p>
4. The First Scientific Forum- Dayer " Planning for Teachers in Times of Crisis and Displacement"	<p><b>Dr. Khursheeda Khatoon</b> Event: National Conference (University College Dayer) Date: 27.01.2021 (Zoom)</p>
5. QUALITY STANDARDS OF PROGRAMS AND E-LEARNING COURSES	<p><b>Dr. Khursheeda Khatoon</b> Event: National Conference (Ardha University College) Date: 02.03.2021 (Zoom)</p>
6. The Role of the Teacher in Times of Crisis and Shaping of the Future of Education	<p><b>Dr. Khursheeda Khatoon</b> Event: National Conference (Ardha University College) Date: 06.10.2020 (Zoom)</p>
7. Matrix Virtual Conference India	<p><b>Dr. Khursheeda Khatoon</b> Event: International Conference (Interschool Symposium) Date: 05.08.2020, (Zoom)</p>
8. Annual Webinar on Blended Learning Practices Using Technology in the Classroom Shantiniketan Women's College	<p><b>Dr. Khursheeda Khatoon</b> Event: International Conference (Osmania University) Date: 10.08.2020 (Zoom)</p>
9. Studies in literature and Language " Representation of Racial segregation and identity Crisis in Richard Wright's novel Black Boy"	<p><b>Dr. Ali Ahmed .M. Al Subari</b> Published in International Journal of Studies in literature and Language Vol.20. Issued.26 Feb.2020. ISSN 1923-1555 ISSN1923- 1563</p>

	<a href="http://cscanada.net/index.php/sll/article/view/11524">http://cscanada.net/index.php/sll/article/view/11524</a>
10 Canadian Social Science" The Experience of Coexistence and Love: A Critical Study of Al-Muqri's The Handsome Jew"	<b>Dr. Ali Ahmed .M. Al Subari</b> Published in International Journal of Canadian Social Science Vol. 16 . Issued 26 July 2020. ISSN 1712-8056 ISSN 1923-6697 <a href="http://www.cscanada.org/index.php/css/article/view/11778">http://www.cscanada.org/index.php/css/article/view/11778</a>
11. Journal of Critical Review - "SOCIAL ISOLATION AND RACIAL DISCRIMINATION OF AKHDAM COMMUNITY: A CRITICAL STUDY OF AL-MUQRI'S BLACK TASTE BLACK SMELL"	<b>Dr. Ali Ahmed .M. Al Subari</b> Published in International Journal of Journal of Critical Review - VOL. 7. Issued 19 August 2020. ISSN- 2394-5125 <a href="http://www.jcreview.com/?mno=135012">http://www.jcreview.com/?mno=135012</a>
12. Forum of "Educational, Social and Psychological Impacts in Light of the Corona Pandemic" The Effectiveness of E-Learning in Light of the Spread of the Corona Pandemic from teaching staff perspectives in the University College of Addayer"	<b>Dr. Ali Ahmed .M. Al Subari</b> Conducted in " The First Scientific Forum " Educational, Social and Psychological Impacts in Light of the Corona Pandemic" in the University College of Addayer. 28 January 2021.
13. The First Scientific Forum- Dayer <b>Topic-</b> The Positive &Negative social impacts due to Coronavirus	<b>Rubina Masood</b> (University College Dayer) Date: 27.01.2021(Zoom)
14. 1 <sup>st</sup> scientific forum	The organizer of the first Scientific forum in the college
15. Participation in the forum “: The educational, Social, and Psychological impacts in the Light of Corona Virus.”	<b>Dr. Majeed Al Hanash</b> Participation: The universality and cultural depicts of Covid-19 in Saudi poetry” 27-28/1/2021.
16. Quality Measurement and Evaluation Forum.	<b>Dr. Majeed Al Hanash</b> Attendance 2/3/2021.
17. One week Program for Quality Culture.	<b>Dr. Majeed Al Hanash</b> Participation: “Building QMS for Academic Programs”. 31/1/2021 to 4/2/2021.
18. An international scientific symposium	<b>Dr. Majeed Al Hanash</b> Attendance: “the quality of education and the foundations for the international accreditation of reputable institutions by the British Education Authority". 7/11/2020
19. The International Conference .	<b>Dr. Majeed Al Hanash</b> Attendance: “Education and Training Evaluation 2020. 14-15/10/2020
20. Two weeks Program on	<b>Dr. Majeed Al Hanash</b>

	Participation: ““Faculty Training and Welcoming the Refreshers Program”. 9-20/8/2020.
21. Under publishing	<b>Dr. Majeed Al Hanash</b> The universality and cultural depicts of Covid-19 in Saudi poetry”
22. Diploma in Virtual Online Teaching-VOLT	<b>Dr. Seetha Balakrishnan</b> Asian College of Teachers October 2020
23. TESOL CANADA BOARD EXAM	<b>Dr. Seetha Balakrishnan</b> April 2020
24. 120 hour certificate in TESOL.TEFL Program	<b>Dr. Seetha Balakrishnan</b> Asian College of Teachers April 2020
25. Conducted online workshop. Assessment Tools in Blackboard- Online Teaching.	<b>Dr. Seetha Balakrishnan</b> October 2020- E-Learning Unit, University College of Dayer, Jazan University.
26. Conducted online Workshop – Using Blackboard in the light of Higher Education	<b>Dr. Seetha Balakrishnan</b> October 2020- E-Learning Unit, University College of Dayer, Jazan University.
27. Conducted online Workshop “From Novice to Professional-A Sneak Peek”	<b>Dr. Seetha Balakrishnan</b> Research Unit, Prince Sattam Bin Abdulaziz University, Saudi Arabia, October 2020
28. Conducted online orientation workshop of “How to teach using the virtual platform Blackboard” to new teaching assistant	<b>Dr. Seetha Balakrishnan</b> February 2021- University College of Dayer, Jazan University.
29. February 2021- University College of Dayer Jazan University.	<b>Dr. Seetha Balakrishnan</b> February 2021- University College of Dayer, Jazan University.
30. Conducted online workshop on “Role of parents in Student’s online learning”	<b>Dr. Seetha Balakrishnan</b> March 2021- Community Workshop , University College of Dayer, Jazan University
31. Conducted online workshop on “Classroom management and people management in ESL classrooms”	<b>Dr. Seetha Balakrishnan</b> March 2021- English Club , University College of Dayer, Jazan University
32. Resource person/ Speaker in A Virtual Online Day International Symposium on ‘Conflux of Language and Literature’. Made a presentation on ‘Literature-Source of Succor’	<b>Dr. Seetha Balakrishnan</b> Organized by PSG College of Arts and Science, Coimbatore, India. 18 <sup>th</sup> March 2021
33. Designed a course on ‘Better English Conversations’	<b>Dr. Seetha Balakrishnan</b> March 2021- E-Learning Course Design Event , University College of Dayer, Jazan University
34. Conducted E-Learning Workshop on “E-Courses”	<b>Dr. Seetha Balakrishnan</b> April 2021- University College of Dayer, Jazan University
<b>Comment on Research and Innovation **</b>	



The faculty members are enthusiastic to do the research work, They are attending internal and external workshops, conferences and innovation.

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

#### 4. Community Partnership

Activities Implemented	Brief Description*
Consultations, Co-operation agreements and partnership	The Advisory Board was established in cooperation with community sectors
Health and awareness programs	Programs in the health and educational fields by faculty members of the college
Saudi Genome Program	The genome program has been introduced and fully covered through lectures and video presentations on genetic diseases in the community, the preparation of the genome team in the nursing department and the supervision of Dr. Abeer Yousef
First aid	A two-day training course preparing and implementing the first aid team in the nursing department supervised by Mrs. Hawa Ibrahim for primary and secondary students the program included explaining the methods and mechanisms of first aid
Second Health Education Campaign	The second health education campaign was carried out by sixth-level students in the nursing department supervised.. Ms. Asia. And Mrs. Amani Awad al-Karim, for two days, the campaign program included a detailed explanation of diseases affecting children and prevention methods.
E-learning and the role of parents and families in e-learning	The celebration of e-learning day included a number of lectures and workshops carried out by the team of the e-learning unit of the college supervised by Mrs. Atika Farhana and the program included a number of lectures, the most important of which is the role of families in the electronic learning provided by Mrs. Seetha Krishnan.
Implementation of the Green Banner initiative and a green homeland	Initiative prepared and presented by Rafida Ansari Club supervised by Dr. Abeer Yusuf , targeted the initiative program for the community in order to clarify the importance of vegetation and mechanisms to reduce environmental pollution
<b>Comment on Community Partnership**</b>	
Partnership will be conducted with the education, health and private sectors for more community services and to contribute to further development of mountain areas.	

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

#### 5. Analysis of Program Activities

(including strengths, Areas for Improvement:, and priorities for improvement)

<b>Strengths :</b>
All the community service activities are initiated college wise instead of department wise. All the students take active participation in the community service.
<b>Areas for Improvement:</b>
Department has to add on certain activities based on English stream .
<b>Priorities for Improvement:</b>
Adding few activities from the department of English.

#### F. Program Evaluation

## 1. Evaluation of Courses

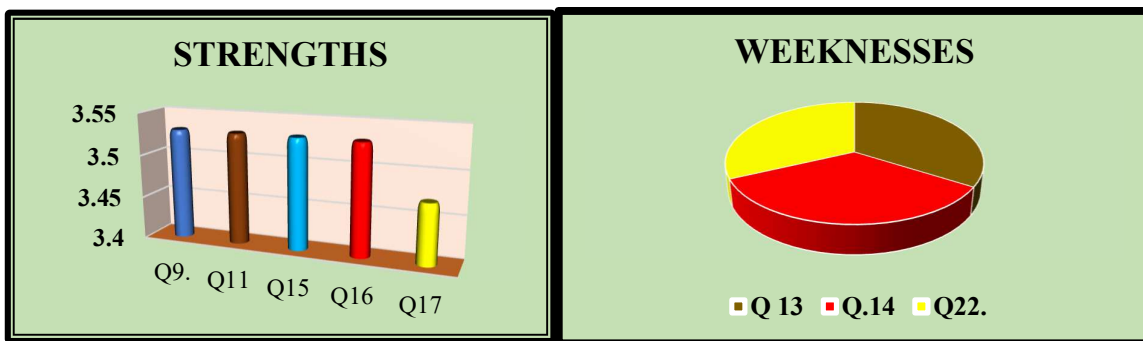
Course Code	Course Title	Student Evaluation (Yes-No)	Other Evaluations (specify)	Developmental Recommendations
Level 1-Eng111	Listening and Speaking 1	√	No	Time management skills
Eng 121	Writing 1	√	No	Exposure to writing stuff more from internet
Eng 131	Grammar 1	√	No	More web stuff is needed
Eng 141	Reading 1	√	No	Adding more tutorials and activities
Level 2-Eng 112	Listening and speaking 2	√	No	More unheard listening tracks are needed for practice.
Eng 122	Writing 2	√	No	None
Eng 132	Grammar 2	√	No	New teaching strategies
Eng 142	Reading 2	√	No	Diversification and trying new strategies of teaching
Level 3-Eng 273	Listening and speaking	√	No	Diversification and trying new strategies of teaching
Eng 283	Writing 3	√	No	None
Eng 233	Grammar 3	√	No	Diversification and trying new strategies of teaching
Eng 243	Reading 3	√	No	Reading club
Eng 253	Introduction to Linguistics	√	No	More text and exercises for practice
Level 4-Eng 234	Introduction to literary forms	√	No	None
Eng 244	Phonetics	√	No	Video Tutorial classes can be introduced for students on articulation of Phonetics
Eng 274	Reading 4	√	No	Opening a reading club
Eng 284	Translation 1	√	No	None

## 2. Students Evaluation of Program Quality

Evaluation Date : 23.03.2021	Number of Participants: 15
Students Feedback	Program Response
<p><b>Strengths:</b></p> <ul style="list-style-type: none"> <li>• The library is open at convenient times.</li> <li>• Adequate facilities are available at this institution for religious observances</li> <li>• As a result of my studies my ability to investigate and solve new and unusual program is increasing</li> <li>• Ss ability to effectively communicate the results of investigations ss undertake is improving as a result of my studies.</li> </ul>	<p>The college will try to maintain the commendations.</p>

<ul style="list-style-type: none"> <li>The program of studies is stimulating ss interest in further learning</li> </ul>	
<p><b>Areas for Improvement:</b></p> <ul style="list-style-type: none"> <li>Faculty at this institution are fair in their treatment of students</li> <li>My courses and assignments encourage me to investigate new ideas and express my own opinions.</li> <li><b>I am satisfied with the other services (restaurants, transport, sport facilities, etc)</b></li> </ul>	<ul style="list-style-type: none"> <li>The practice and trying to clarify their weaknesses in this part helped somewhat</li> <li>Assignments and worksheets helped to improve some students' potential. In addition to the scanning and skimming skills and text analysis helped them widely.</li> </ul>
<p><b>Suggestions for improvement:</b></p> <ul style="list-style-type: none"> <li>Orientation programs need to be introduced and implemented time to time</li> <li>Make use of digital platforms and Internet Browsing.</li> <li>Field trips and sports activities need to be introduced and implemented timely.</li> <li>Organizing seminar or games for students in their office hours.</li> <li>Encourage students to work on their listening skills to improve their English conversations and everything that is new and include ways to make them practice vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>Students were given some interesting activities which can help and motive them to do well.</li> <li>Provide electronic links and introduce students to the electronic programs that present the conversations</li> </ul>

\* Attach report on the students evaluation of program quality



### 3. Other Evaluations

(e.g. Evaluations by independent reviewer, program advisory committee, and stakeholders (e.g., faculty members, alumni, and employers))

<b>Evaluation method :</b> Google form	<b>Date:</b> 26.2.2021	<b>Number of Participants :</b> 23
Summary of Evaluator Review		Program Response
<p><b>Strengths:</b></p> <ul style="list-style-type: none"> <li>The faculty members are well aware of the vision, mission and objective of the University, College and the program.</li> <li>Professional development activities are administered by the department.</li> </ul>		<p>The college will take care to maintain the strength and try to excel with the same.</p>

<ul style="list-style-type: none"> <li>• The administration of the department is commendable.</li> <li>• There are sufficient support services available in the institution.</li> <li>• University website is well updated with required information.</li> <li>• The electronic services managed by the University help in easy communication with the respective administrations.</li> </ul>	
<p><b>Points for Improvements::</b></p> <ul style="list-style-type: none"> <li>• College and the department Library should be well equipped with required primary and secondary materials along with newspapers and magazines in English.</li> <li>• Classrooms should have good ventilation and required space to accommodate the students.</li> <li>• The usage of the English Language should be made mandatory inside the classrooms.</li> <li>• Research funding needs to be transparent.</li> </ul>	<p>The program will try to convert the following weaknesses to strength by trying to achieve the following points.</p>
<p><b>Suggestions for improvement</b></p> <ul style="list-style-type: none"> <li>• Well-equipped library with books of all genres, proper system to lend books, and sufficient guidance from librarians to help students with reference materials.</li> <li>• Setting up language labs to improve the English language skills.</li> <li>• Regular orientation and workshops pertaining to research to be conducted.</li> </ul>	<p>These points will be taken care of, and the college will make sure to implement the following points at the earliest.</p>

\* Attach independent reviewer's report and stakeholders' survey reports ( if any)

#### 4. Key Performance Indicators (KPIs)

List the results of the program key performance indicators (including the key performance indicators required by the National Center for Academic Accreditation and evaluation)

No	KPI	Target Benchmark	Actual Value	Internal Benchmark	Analysis	New Target Benchmark
1	KPI-P-01 STD1 Percentage of achieved indicators of the program operational plan objectives	DNA	DNA	4.1		DNA

2	KPI-P-02 STD3 Students' Evaluation of quality of learning experience in the program	DNA	<i>DNA</i>	4.1		DNA
3	KPI-P-03 STD3 Students' evaluation of the quality of the courses	4	4.28	4.1		4.30
4	KPI-P-04 STD3 Completion rate	DNA	<i>DNA</i>	32.6%		DNA
5	KPI-P-05 STD3 First-year students retention rate	40%	32%	46.4%		50%
6	KPI-P-06 STD3 Students' performance in the professional and/or national examinations	DNA	<i>DNA</i>	DNA		DNA
7	KPI-P-07 STD3 Graduates' employability and enrolment in postgraduate programs	DNA	<i>DNA</i>	DNA		DNA
8	KPI-P-08 STD3 Average number of students in the class	30	25	37		20
9	KPI-P-09 STD3 Employers' evaluation of the program graduate's proficiency	NA	NA	NA		NA
10	KPI-P-10 STD4 Students' satisfaction with the offered services	3	3.29	2.3		4
11	KPI-P-11 STD5 Ratio of students to teaching staff	25:1	25:1	41:1		20:1
12	KPI-P-12 STD5 Percentage of teaching staff distribution	<i>PhD:13% Masters:77% Bachelors:10%</i>	<i>M:14%, F:86% PhD:31% Masters:47% Bachelors:22%</i>	<i>M:25%, F:75% PhD:8.3% Masters/Bachelors:91.7%</i>		<i>PhD:25% Masters:65% Bachelors:10%</i>

13	KPI-P-13 STD5 Proportion of teaching staff leaving the program	0%	0%	0%		0%
14	KPI-P-14 STD5 Percentage of publications of faculty members	20%	27%	32.38%		50%
15	KPI-P-15 STD5 Rate of published research per faculty member	1	1:5	0.85		1:1
16	KPI-P-16 STD5 Citations rate in refereed journals per faculty member	20	16.66	DNA		25
17	KPI-P-17 STD6 Satisfaction of beneficiaries with the learning resources	3	3	4.34		3.5

**Comments on the Program KPIs and Benchmarks results :**

*The actual rate is not satisfactory. It does not show stability in providing the various learning resources.*

- *Keeping up and enhancing the process of supplying the learning resources either hard/soft resources.*
- *Conducting the process as well as the operational plan of the library deanship of the university to maintain the strength shown in this satisfaction rate.*

**5. Analysis of Program Evaluation**

(including strengths, Areas for Improvement, and priorities for improvement)

**Strengths :**

NA [Dayer campus has not reached to level 8<sup>th</sup> hence the section is not applicable for the college.]

**Areas for Improvement:**

NA [Dayer campus has not reached to level 8<sup>th</sup> hence the section is not applicable for the college.]

**Priorities for Improvement:**

NA [Dayer campus has not reached to level 8<sup>th</sup> hence the section is not applicable for the college.]

## G. Difficulties and Challenges Faced Program Management

Difficulties and Challenges	Implications on the Program	Actions Taken
<ul style="list-style-type: none"> <li>Teachers of Few Courses had difficulty contacting coordinators, as some were not willing to take responsibility which resulted in subject teachers not getting Blue print, nor CS, nor excel very late.</li> </ul>	<ul style="list-style-type: none"> <li>The main branch should take charge completely and check the coordinators, and avail the relevant documents to the other branches</li> </ul>	<ul style="list-style-type: none"> <li>We used Blue print and excel of previous term for similar course.</li> </ul>
<ul style="list-style-type: none"> <li>It was stressful upon the teachers to carry on for several weeks with no clear vision especially the blue print despite constant contact with main dep. For the excel, it caused late submission from teachers side.</li> </ul>	<ul style="list-style-type: none"> <li>Allotting the required stuffs on time</li> </ul>	<ul style="list-style-type: none"> <li>Reported enormous times to the teaching and learning unit.</li> </ul>
<ul style="list-style-type: none"> <li>Proper resources and office is not available for the HOD</li> </ul>	<ul style="list-style-type: none"> <li>The proper and peaceful atmosphere is a must for the smooth running of the program</li> </ul>	<ul style="list-style-type: none"> <li>Requested the administration to avail with all the needed things.</li> </ul>
<ul style="list-style-type: none"> <li>Official emails system used to communicate with the staff members, is not working for HOD</li> </ul>	<ul style="list-style-type: none"> <li>Trained technical support staff should be allotted to the college to resolve the issues at the earliest</li> </ul>	<ul style="list-style-type: none"> <li>Problem reported to the admin staff.</li> </ul>

\*Internal and external difficulties and challenges

## H. Program Improvement Plan

No.	Priorities for Improvement	Actions	Action Responsibility	Date		Achievement Indicators	Target Benchmark
				Start	End		
1	Orientation program for new comers	Training sessions will be conducted for the new teachers .	Planning committee	Sept. 20211 First week	Sept. 20211 End of the first week	Reports and certificates	
2	Training program for staff members	Training sessions will be conducted for teachers	Planning committee	Sept. 2021 1 2 <sup>nd</sup> week	Sept. 20211 End of 2 <sup>nd</sup> week	Reports and certificates and staff evaluation	

3	Mind maps	Training sessions will be conducted for teachers	Teaching and learning committee	Sept. 2021 1 3 <sup>rd</sup> week	Sept. 2021 End of 3 <sup>rd</sup> week	Reports , certificates and documents	
4	Standardized tests	Training sessions will be conducted for students to improve their performance	Teaching and learning committee	Dec. 2021 /1	Dec.20 21/1	Reports , certificates and standard test results	
5	Quality assurance training	Workshops will be conducted for the teachers to improve the quality assurance work	Quality committee	Jan.2 022/ 2	Jan.202 2/2	Reports , certificates and practices	
6	Strategic plan and building initiatives	Training sessions will be conducted for teachers	Strategic planning committee	Feb. 2022 /2	Feb. 2022/2	Reports , certificates and documents	
7.	Well-equipped library and language labs to improve the English language skills.	Librarian and EL-club members will work on the point	Teaching and learning unit	Feb 2022	Feb 2023	Report	
8.	Implementing proper admission policy	Head of department	Teaching and learning committee	Aug 2021	Feb 2022	Report	
9.	To work on the low percentage of CLO results	Teaching staff	College teaching staff	Aug 2021	May 2022	Course reports And Capstone	

### I. Report Approving Authority

<b>Council / Committee</b>	
<b>Reference No.</b>	
<b>Date</b>	



#### **J. Attachments :**

- **A separate cohort analysis report for male and female sections and for each branch**
- **A report on the program learning outcomes assessment results for male and female sections and for each branch (if any)**
- **A report on the students evaluation of program quality**
- **Independent reviewer's report and other survey reports (if any)**

