

Best Practices in Civil Engineering Department

- ▶ Availability of well defined college handbooks incl. transparency in policies and operating procedures
- ▶ Easy accessibility to policies and regulations for all the constituencies
- ▶ Review and amendment of policies and regulations for the management of the program
- ▶ Surveys are performed online for every semester involving all the courses included in that semester
- ▶ The strengths and weaknesses of the courses are communicated with department chairman and course instructors. Recommendations and action plans are attached in course reports to address weaknesses and improve the strengths
- ▶ Periodic review and update of the program LOs through plan and curriculum committee with representative of graduating student' body, various specialties staff and external members
- ▶ Students surveys exhibits student skills in mathematics, current events, practical, documentation, ethical, internet & digital library utilization is satisfactory
- ▶ Faculty is involved in the development of program and in establishing course specifications. Course reports are discussed in departmental meetings and recommendations are forwarded to the plan and curriculum committee
- ▶ Plan and Curriculum committee, along with representatives from all specialties, reviews the program to ensure quality and commends for changes/modifications in the existing courses
- ▶ Continuous evaluation and review of the programs and the courses are done by the quality committees and reported annually for improvement, quality indicators identification and student completion rates etc.
- ▶ Performed student assessment through grading of students tests, assignments and projects report by using rubrics to ensure that the planned range of domains of student learning outcomes are addressed
- ▶ Staff members are making regular assessment for students and helping those students who are not academically good
- ▶ Staff members receive students in their offices during office hours to answer their questions and queries about courses
- ▶ Scheduling of training for faculty related to students' assessment are done under the guidance of deanship of quality KKU
- ▶ Faculty academic advisor is assigned for every student at the beginning of every academic year. There is an orientation session conducted by the vice dean for academic affairs, where he discusses the counseling policy with advisors. The counseling schedule is determined at the beginning of each semester
- ▶ Sufficient scheduled times for consultation and advice to students and available resources are also sufficient to ensure achievement of the intended learning outcomes. So a weekly office schedule is displayed on each faculty member's office and a total of 10 hours are specified for the students to provide them extra assistance and help Well-organized academic field visit are planned that include thorough risk assessment in order to minimize the risks
- ▶ Encouragement and support is provided to encourage research activity
- ▶ Sufficient laboratory space and equipment, library and information systems resources are available for academic purpose
- ▶ Highly qualified faculty members perform their duties in taking care of courses according to their specific specialization
- ▶ Continuous evaluation and review of the programs and the courses are done by the quality committees and reported annually for improvement, quality indicators identification and student completion rates