SELF ASSESSMENT REPORT

DEPARTMENT OF LEATHER ACCESSORIES AND FOOTWEAR

PAKISTAN
INSTITUTE OF
FASHION AND
DESIGN

L A H O R E - P A K I S T A N

Chartered by the Government of Pakistan

Pakistan Institute of Fashion and Design, Lahore
Department of Leather Accessories and Footwear

Self-Assessment Report
Bachelor of Design (Leather Accessories and Footwear)

Course Coordinator/ Head of Department;   **Signature**

Ms. Fareeha Sardar

Program Team Members;

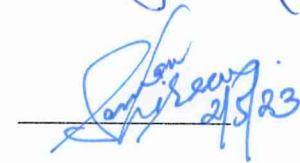1. Mr. Muhammad Zeeshan Naseem

2. Ms. Saman Shireen

TABLE OF CONTENTS

Introduction

Pakistan Institute of Fashion and Design is the pioneer of introducing 4 years (Bachelor of Design) degree program in Leather Accessories and Footwear in Pakistan.

The course has been designed to cater to the local and international industry. Teaching methodology includes formal lectures, group seminars, tutorials, presentations, practical workshops and studio based activities. Students develop accessories and shoes as a collection of their own.

Four to six weeks internship is compulsory for students scheduled in third year. They work with the industry and undertake projects after semester six.

After graduation students can pursue an array of careers in international and local industry as a product designer, brand manager, product developer, merchandiser, marketing manager and as well as an entrepreneur.

Mission of the Department

The core mission of the department is to develop highly competent individuals having contemporary ideas of design and production. It strives to develop graduates who possess abilities to interpret, analyze and evaluate different challenging situations.

Teaching Methodology

All courses are well synchronized together having various methods including lectures, practical demonstrations, class presentations, assignments, workshops, internships, tutorials and group discussions using audio-visual aids. The teaching culminates in developing the ability in students to collect, recognize and interpret the information through various sources like the library and the Internet.

Criterion 1: Program Mission, Objectives and Outcomes
Quality Policy of Department of Leather Accessories and Footwear

Following are the learning objectives:
1. To develop highly competent professionals having complete command on various techniques and processes involve in contemporary shoe making and accessories designing.
2. To develop entrepreneur and leadership abilities in students.
3. To equip students with trend analysis and design forecast abilities.

Standard 1.1: The program must have documented measurable objectives that support Faculty/Institution mission statements.			
Name of Program	**Duration**	**No. of Modules**	**Total Credit Hrs.**
Bachelor of Design (Leather Accessories and Footwear)	4 years degree program	8 semesters (course work + thesis)	133

1.1: PROGRAM'S OBJECTIVES

1.1.1 B. Des Leather Accessories & Footwear (4 years degree program)

Curriculum for the degree consists of HEC approved courses. Year 1 is the foundation year in which the students are taught the basic, foundation and compulsory courses. The courses include: Design History and Theory, History of Art and Culture, Basic Drawing, Shaping, Digital Communication, English, Pakistan Studies, Material and Models, Mathematics and Islamiyat. In the remaining three years students study the courses related to Leather Accessories and Footwear Design. By the end of the final year they are required to submit a thesis/ professional project and students get a chance to display their work for general public.

1.1.1.1 Bachelor of Design (Leather Accessories and Footwear) Program Objectives:

Our aims and objectives are:

1. The core vision of this program is to cater to the requirements of the industry and to enable the graduates to identify their area of interest.
2. Development of innovative products to meet contemporary challenges of the industry/ market.
3. Multitasking abilities like concept visualization, design research, practical approach, drawing, drafting, production and effective presentation skills development in students.

4. Interpersonal skills with leadership ability, appreciation for diversity and the capacity to work effectively with others as a good team member.

1.1.2 Strategies are based on:

- Designing the program as per the curriculum being followed by other institutes offering a similar degree/ program.
- Providing all resources including lecture halls, multimedia and computer labs.
- Regular check and revision of the curriculum to bring continuous improvement.
- Establish liaison with the industry personnel and potential employers.
- Updating the knowledge of faculty by sending them to various training programs and seminars.

1.1.3 Assessment of Educational Objectives:

The educational objectives of each program are regularly assessed as indicated by the table below:

Table 1: B. Des. Program Objectives Assessment

Objectives	Assignment	Practical	Improvement Identified	Improvement Made
As given in Para 1.1.1.1	Student's Assessment through:		1. Student regularity should be checked frequently.	1. Attendance rule applied more seriously.
	i. Class tests/quiz	Usually in alternate classes	2. Course curriculum should be updated as required. (Continuous process)	2. Course/Curriculum revised more frequently. (Continuous process)
	ii. Class exercise	In every class		
	iii. Midterm Exams	In week eight		
	iv. Class presentations	As per requirement	3. Teachers should be informed timely about their evaluation results for further improvement.	3. Teachers are timely informed about their evaluation results for further improvement.
	v. Final Exam	Once in every semester		
	vi. Discussions on relevant topics	In every class		
	2. Surveys			
	i. Faculty Evaluation	Once in a semester Conducted of Semester Fall 2019		The Course Coordinator / Head of Department and all Faculty members are informed about

				their performance for improvement
	ii. Survey of Graduating Students	Once in a year		The survey has been conducted and noted information for improvement.
	iii. Alumni Survey	Once in a year		The survey has been conducted and noted information for improvement.
	iv. Employer's Survey	Once in a year		The survey has been conducted and noted information for improvement.

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.

1.2.1 B. Des Leather Accessories & Footwear Program's Outcomes:

Following are the expected outcomes:

1. Students develop leather accessories and shoe designs, focusing on a wide range of styles.
2. Students learn contemporary shoes and accessories making skills to make a range of prototypes of their own.
3. Students are able to develop design research, drawing and have the ability to present ideas effectively.

Table 2: B. Des Program Objectives

Program Objectives	Program Outcomes		
	1	2	3
1	✓	✓	✓
2	✓	✓	✓
3	✓	✓	✓
4	✓	✓	✓

1.3.1 a. Actions taken on the basis of assessment:

1. Syllabus/Curriculum revision
2. Teachers training
3. Faculty development
4. Computer Labs development

1.3.1 b. Strengths of Department:

1. Effective coordination between the staff, faculty and course coordinator
2. Well managed working environment
3. Professionally groomed faculty members having both academic and practical experience
4. Efficient teamwork
5. Excellent relations with related industries

1.3.1 c. Weaknesses of Department:

1. Inadequate classrooms.
2. Inadequate number of stitching machines/lasting stands/roughing machine (Department has increased its capacity/ number of students, above mentioned infrastructure is required for training purpose)
3. Absence of proper fresh air ventilation in basement classes.
4. Absence of emergency exit in basement classes.

1.4.1 Performance Measures:

Department itself assesses the overall performance using quantifiable measures e.g. statistical method.

- Student's enrollment
- Graduate students
- Student teacher ratio
- Books in library
- Workshops and seminars
- Purchase of equipment
- Result percentage

Table 3: Student Enrollment

9

Program	Year	No. of students
B. Des Leather Accessories & Footwear	2020	42
B. Des Leather Accessories & Footwear	2019	30
B. Des Leather Accessories & Footwear	2018	28
B. Des Leather Accessories & Footwear	2017	30
B. Des Leather Accessories & Footwear	2016	24
B. Des Leather Accessories & Footwear	2015	25
B. Des Leather Accessories & Footwear	2014	25
B. Des Leather Accessories & Footwear	2013	29
B. Des Leather Accessories & Footwear	2012	24
B. Des Leather Accessories & Footwear	2011	27
B. Des Leather Accessories & Footwear	2010	35
B. Des Leather Accessories & Footwear	2009	27

Table 4: Student Passed out

Program	Year	No. of students
B. Des Leather Accessories & Footwear	2021	28
B. Des Leather Accessories & Footwear	2020	23
B. Des Leather Accessories & Footwear	2019	26
B. Des Leather Accessories & Footwear	2018	23
B. Des Leather Accessories & Footwear	2017	17
B. Des Leather Accessories & Footwear	2016	23
B. Des Leather Accessories & Footwear	2015	25
B. Des Leather Accessories & Footwear	2014	29
B. Des Leather Accessories & Footwear	2013	21

Table 5: Student Teacher ratio

Year	No of students	Teachers	No. of students per teacher
2021	107	08	13

Table 6: Attrition Rate

Program	Year	% of honor students	Attrition rate
B. Des Leather Accessories & Footwear	2020	100%	00%
B. Des Leather Accessories & Footwear	2019	93%	07%
B. Des Leather Accessories & Footwear	2018	90%	10%
B. Des Leather Accessories & Footwear	2017	88%	12%
B. Des Leather Accessories & Footwear	2016	100%	-
B. Des Leather Accessories & Footwear	2015	93%	7%
B. Des Leather Accessories & Footwear	2014	83%	17%
B. Des Leather Accessories & Footwear	2013	78%	22%

Table 7: Books in library

Year	Total relevant books	Soft copies	Hard copies	Research Journals/Magazines
2021	1833	250	1611	3

1.4.2. Research Areas

(i) Journal publications

There has been no journal publications content from the department yet.

(ii) Conference publications

There has been no conference publications content from the department yet.

1.4.3. Community services

(i) Number of short courses

Nil

(ii) Workshops/ Seminars organized per year

There has been no seminar organized so far. However, the workshops that have been done in the year 2022 are as follows:

Workshop Name	Participants	Trainer/Venue
Surface Development on Leather	2 Faculty Members, 4th Year students	Shafi Reso Chemical (Pvt.) Ltd, Lahore
Upper Leather Finishing	7 Faculty Members and 4th Year students	Pakistan Institute of Fashion and Design, Lahore

1.4.4. Academic Calendar for Session 2021-22

Subject: <u>PROPOSED ACADEMIC CALENDAR 2021-22 (Winter Vacations)</u>

The Academic Calendar 2021-22 for 3rd year and 4th year students is as under:

A. FALL SEMESTER 2021 (November, 2021 to March, 2022)   Semester VII

Teaching Period	Dates	Weeks
Teaching Period	1st November, 2021 to 17th December, 2021	7th Weeks
Mid-Term Examinations	13th to 24th December, 2021	7th & 8th Weeks
Teaching Period after Mid-Term	27th December, 2021 to 25th February 2022	9th – 16th Weeks
Winter Vacations	3rd to 7th January, 2022	1 Week
Final Examinations	28th Feb to 11th March 2022	2 Weeks

Semester V

Teaching Period	Dates	Weeks
Teaching Period	11th October, 2021 to 26th November, 2021	7 Weeks
Mid-Term Examinations	29th November, 2021 to 10th December, 2021	8th & 9th Weeks
Teaching Period after Mid-Term	13th December, 2021 to 4th February, 2022	10th – 16th Weeks
Winter Vacations	3rd to 7th January, 2022	1 Week
Final Examinations	7th to 18th February, 2022	2 Weeks

B. SPRING SEMESTER 2022 (March to Aug 2022)   Semester VIII

Teaching Period	Dates	Weeks
Teaching Period (Collection Calendar)	14th March 2022 to 26th August, 2022 (Tentative)	21 Weeks
*Final Jury of 4th Year	7th September, 2022 (Tentative)	1 Day
Eid Ul Fiter	2nd to 6th May, 2022	1 Week
Eid Ul Adha	11th to 15th July, 2022	1 Week
Internship	September, 2022 (Tentative)	4-6 Weeks

Semester VI

Teaching Period	Dates	Weeks
Teaching Period	21st February, 2022 to 8th April, 2022	7 Weeks
Mid-Term Examinations	11th to 22nd April, 2022	8th – 9th Week
Teaching Period after Mid-Term	25th April, 2022 to 17th June, 2022	10th - 16th Weeks
Final Examinations	20th June, 2022 to 1st July, 2022	2 Weeks

ACADEMIC CALENDAR 2021-22 FOR 2ND YEAR STUDENTS

C. FALL SEMESTER 2021 (December, 2021 to April, 2022) Semester III

Teaching Period	Dates	Weeks
Teaching Period	20th December, 2021 to 4th February, 2022	7 Weeks
Mid-Term Examinations	7th to 18th February, 2022	8th – 9th Week
Teaching Period after Mid-Term	21st February, 2022 to 8th April, 2022	10th - 16th Weeks
Final Examinations	11th to 22nd April, 2022	2 Weeks
**Semester Break	25th to 29th April, 2022	1 Week

D. SPRING SEMESTER 2022 (May to September 2022) Semester IV

Teaching Period	Dates	Weeks
Eid Ul Fiter	2nd to 6th May, 2022	1 Week
Teaching Period	9th May, 2022 to 24th June, 2022	7 Weeks
Mid-Term Examinations	27th June, 2022 to 8th July, 2022	8th – 9th Week
Eid Ul Adha	11th to 15th July, 2022	1 Week
Teaching Period after Mid-Term	18th July, 2022 to 2nd September, 2022	10th - 16th Weeks
Final Examinations	5th to 16th September, 2022	2 Weeks

Note:
* Final jury of 4th year will be held on 7th September, 2022 (Tentative).
** 2nd year students will get 1 week Semester break after final exams of Semester-III (25th to 29th April, 2022). Summer Semester will be offered in September-October, 2022 (Tentative).

Criterion 2:   Curriculum Design and Organization

Curriculum of Leather Accessories and Footwear is developed on the basis of HEC given lines.

Scheme of Study
B. Des 4-Years Degree
Bachelors of Design (Leather Accessories & Footwear)

Semester-I

Course Code	Course Title	Credit Hours
ENG-101	English-I	2(2+0)
PKST-102	Pakistan Studies (Compulsory)	2(2+0)
DRW-103	Basic Drawing-I	3(1+2)
DHT-104	Design History & Theory-I	1(1+0)
ICS-105	Digital Communication-I	1(1+0)
HAC-106	History of Art & Culture-I	1(1+0)
MNM-107	Material & Model	3(1+2)
SHP-108	Shaping-I (Project Management)	4(2+2)
	Total:	**17**

Semester-II

Course Code	Course Title	Credit Hours
ENG-151	English-II (Compulsory)	2(2+0)
ISL-152	Islamic Studies (Compulsory)	2(2+0)
DRW-153	Basic Drawing-II	3(1+2)
DHT-154	Design History & Theory-II	2(2+0)
ICS-155	Digital Communication-II	2(2+0)
HAC-156	History of Art & Culture-II	1(1+0)
MATH-157	Mathematics (Compulsory)	3(1+2)
SHP-158	Shaping-II	2(2+0)
	Total:	**17**

SEMESTER-III

Course Code	Course Title	Credit Hours
ENG-201	English (Compulsory)-III	1 (1+0)
DES-202	Design Studio-I	3 (1+2)
PTS-203	Production Techniques & Sewing-I	3 (1+2)
DVP-205	Digital Visualization & Presentation-I	1 (0+1)
DDD-206	Design Details & Drawing-I	1 (0+1)
LTC-207	Leather Technology-I	1 (0+1)
HAF-208	History of Leather Accessories & Footwear-I	1 (1+0)
HAT-209	Human Anatomy-I	1 (1+0)
MTH-210	Mathematics (Introduction to Drafting)	3 (1+2)
ADR-211	Anatomy Drawing	2 (0+2)
	Total:	**17**

SEMESTER-IV

Course Code	Course Title	Credit Hours
ENG-251	English (Compulsory)-IV	1(1+0)
DES-252	Design Studio – II	3(1+2)

PTS-253	Production Techniques & Sewing-II	3(1+2)
DRF-254	Drafting-I	3(1+2)
DVP-255	Digital Visualization & Presentation-II	1(0+1)
DDD-256	Design Detail & Drawing-II	2(0+2)
LTC-257	Leather Technology-II	1(1+0)
HAF-258	History of Leather Accessories & Footwear-II	1(1+0)
HAT-259	Human Anatomy-II (Orthopedic)	1(1+0)
PMT-263	Principles of Marketing	1(1+0)
	Total:	**17**

SEMESTER-V

Course Code	Course Title	Credit Hours
ENG-301	English –V (Compulsory)	1 (1+0)
DES-302	Design Studio – III (Leather Garments)	2 (0+2)
PTS-303	Production Techniques & Sewing-III	3 (1+2)
DRF-304	Drafting-II	3 (1+2)
CAD-312	Shoe CAD/CAM-I (2D)	2 (0+2)
SEW-314	Sewing (Leather Garments)	2 (0+2)
PAT-315	Patterns (Leather Garments)	3 (1+2)
RTM-316	Retail Management & Entrepreneurship	2 (2+0)
	Total:	**18**

SEMESTER-VI

Course Code	Course Title	Credit Hours
ENG-351	English –VI (Compulsory)	1(1+0)
DES-352	Design Studio -IV	3(1+2)
PTS-353	Production Techniques & Sewing-IV	3(0+3)
DRF-354	Drafting-III	3(0+3)
CAD-362	Shoe CAD/CAM-II (3D)	2(0+2)
ORN-367	Ornamentation-I	2(0+2)
PPC-368	Production Planning and Control	1(1+0)
QSC-369	Quality & Supply Chain Management	2(2+0)
	Total:	**17**

SEMESTER-VII

Course Code	Course Title	Credit Hours
ENG-401	English (Dissertation Writing)	2 (2+0)
DES-402	Design Studio-V	3 (1+2)
PTS-403	Production Techniques & Sewing - V	3 (1+2)
DRF-404	Drafting-IV	3 (1+2)
CAD-412	CAD/CAM-III (Portfolio Development)	1 (0+1)
ORN-417	Ornamentation-II	2(0+2)
CPD-420	Collection Process Development	3 (1+2)
INT-421	Internship	1 (0+1)
	Total:	**18**

SEMESTER-VIII

Course Code	Course Title	Credit Hours
ENG-451	English-VIII (Thesis)	2 (2+0)

	(Collection)	
DES-452	Design Studio-VI	3 (1+2)
PTS-453	Production Techniques & Sewing - VI	3 (1+2)
DRF-454	Drafting- V	3 (1+2)
ORN-467	Ornamentation-III	1 (0+1)
	Total:	**12**
	Grand Total:	**133**

Table 8: Curriculum Course requirements

Humanities and Social Sciences	Credit Hours
• English (Compulsory)-III • Digital Visualization & Presentation-I • Leather Technology-I • History of Leather Accessories & Footwear-I • Human Anatomy-I • Anatomy Drawing • English (Compulsory)-IV • Digital Visualization & Presentation-II • Leather Technology-II • History of Leather Accessories & Footwear-II • Human Anatomy-II (Orthopedic) • English (Compulsory)-IV • Shoe CAD/CAM-I (2D) • English- VI (Compulsory) • Shoe CAD/CAM-II (3D) • Ornamentation-I • English (Dissertation Writing) • Shoe CAD/CAM-III (Portfolio Development) • Ornamentation-II	25
Core Courses	**Credit Hours**
• Design Studio-I • Production Techniques & Sewing-I • Design Details & Drawing-I • Design Studio-II • Production Techniques & Sewing-II • Drafting-I • Design Details & Drawing-II • Design Studio-II • Production Techniques & Sewing-II • Drafting-II • Sewing (Leather Garments) • Patterns (Leather Garments) • Design Studio-IV • Production Techniques & Sewing-IV • Drafting-III • Design Studio-V • Production Techniques & Sewing-V • Drafting-IV	49
Management Science	**Credit Hours**
• Principles of Marketing	10

• Retail Management & Entrepreneurship • Production Planning and Control • Quality and Supply Chain Management • Collection Process Development • Internship	
Final Project	**Credit Hours**
• English-VII (Thesis Collection) • Design Studio-VI • Production Techniques & Sewing-VI • Drafting-V • Ornamentation-III	12
Statistics and Mathematics	**Credit Hours**
• Mathematics (Introduction to Drafting)	3

Table 9: Details and Curriculum Breakup
Semester-III

Sr. #	Course Code	Stat and Mathematics	Management Science	Core Courses	Final Project	Humanities and Social Sciences
1.	ENG-201					English (Compulsory)-III
2.	DES-202			Design Studio-I		
3.	PTS-203			Production Techniques & Sewing-I		
4.	DVP-205					Digital Visualization & Presentation-I
5.	DDD-206			Design Details & Drawing-I		
6.	LTC-207					Leather Technology-I
7.	HAF-208					History of Leather Accessories & Footwear-I
8.	HAT-209					Human Anatomy-I
9.	MTH-210	Mathematics (Introduction to Drafting)				
10.	ADR-211					Anatomy Drawing

Semester-IV

Sr. #	Course Code	Stat and Mathematics	Management Science	Core Courses	Final Project	Humanities and Social Sciences
1.	ENG-251					English (Compulsory)-IV
2.	DES-252			Design Studio-II		
3.	PTS-253			Production Techniques & Sewing-II		
4.	DRF-254			Drafting-I		
5.	DVP-255					Digital Visualization & Presentation-II
6.	DDD-256			Design Details & Drawing-II		
7.	LTC-257					Leather Technology-II
8.	HAF-258					History of Leather Accessories & Footwear-II
8.	HAT-259					Human Anatomy-II (Orthopedic)
9.	PMT-263		Principles of Marketing			

Semester-V

Sr. #	Course Code	Stat and Mathematics	Management Science	Core Courses	Final Project	Humanities and Social Sciences
1.	ENG-301					English (Compulsory)-V
2.	DES-302			Design Studio-II		
3.	PTS-303			Production Techniques & Sewing-II		
4.	DRF-304			Drafting-II		
5.	CAD-312					Shoe CAD/CAM-I (2D)
6.	SEW-314			Sewing (Leather Garments)		
7.	PAT-315			Patterns (Leather Garments)		
8.	RTM-316		Retail Management & Entrepreneurship			

Semester-VI

Sr. #	Course Code	Stat and Mathematics	Management Science	Core Courses	Final Project	Humanities and Social Sciences
1.	ENG-351					English-VI (Compulsory)
2.	DES-352			Design Studio-IV		
3.	PTS-353			Production Techniques & Sewing-IV		
4.	DRF-354			Drafting-III		
5.	CAD-362					Shoe CAD/CAM-II (3D)
6.	ORN-367					Ornamentation-I
7.	PPC-368		Production Planning and Control			
8.	QSC-369		Quality and Supply Chain Management			

Semester-VII

Sr. #	Course Code	Stat and Mathematics	Management Science	Core Courses	Final Project	Humanities and Social Sciences
1.	ENG-401					English (Dissertation Writing)
2.	DES-402			Design Studio-V		
3.	PTS-403			Production Techniques & Sewing-V		
4.	DRF-404			Drafting-IV		
5.	CAD-412					Shoe CAD/CAM-III (Portfolio Development)
6.	ORN-417					Ornamentation-II
7.	CPD-420		Collection Process Development			
8.	INT-421		Internship			

Semester-VIII

Sr. #	Course Code	Stat and Mathematics	Management Science	Core Courses	Final Project	Humanities and Social Sciences
1.	ENG-451				English-VII (Thesis Collection)	
2.	DES-452				Design Studio-VI	
3.	PTS-453				Production Techniques & Sewing-VI	
4.	DRF-454				Drafting-V	
5.	ORN-467				Ornamentation-III	

B. Des in Leather Accessories & Footwear program curriculum meets the program objectives as shown in the table.

Table 10: B. Des Courses versus Program Objectives

Courses	Objectives			
	1	2	3	4
ENG-201	✓	✓	✓	✓
DES-202	✓	✓	✓	✓
PTS-203	✓	✓	✓	✓
DVP-205	✓	✓	✓	✓
DDD-206	✓	✓	✓	✓
LTC-207	✓	✓	✓	✓
HAF-208	✓	✓	✓	✓
HAT-209	✓	✓	✓	✓
MTH-210	✓	✓	✓	✓
ADR-211	✓	✓	✓	✓
ENG-251	✓	✓	✓	✓
DES-252	✓	✓	✓	✓
PTS-253	✓	✓	✓	✓
DRF-254	✓	✓	✓	✓
DVP-255	✓	✓	✓	✓
DDD-256	✓	✓	✓	✓
LTC-257	✓	✓	✓	✓
HAF-258	✓	✓	✓	✓
HAT-259	✓	✓	✓	✓
PMT-263	✓	✓	✓	✓
ENG-301	✓	✓	✓	✓
DES-302	✓	✓	✓	✓
PTS-303	✓	✓	✓	✓
DRF-304	✓	✓	✓	✓
CAD-312	✓	✓	✓	✓
SEW-314	✓	✓	✓	✓
PAT-315	✓	✓	✓	✓
RTM-316	✓	✓	✓	✓
ENG-351	✓	✓	✓	✓
DES-352	✓	✓	✓	✓
PTS-353	✓	✓	✓	✓

DRF-354	✓	✓	✓	✓
CAD-362	✓	✓	✓	✓
ORN-367	✓	✓	✓	✓
PPC-368	✓	✓	✓	✓
QSC-369	✓	✓	✓	✓
ENG-401	✓	✓	✓	✓
DES-402	✓	✓	✓	✓
PTS-403	✓	✓	✓	✓
DRF-404	✓	✓	✓	✓
CAD-412	✓	✓	✓	✓
ORN-417	✓	✓	✓	✓
CPD-420	✓	✓	✓	✓
INT-421	✓	✓	✓	✓
ENG-451	✓	✓	✓	✓
DES-452	✓	✓	✓	✓
PTS-453	✓	✓	✓	✓
DRF-454	✓	✓	✓	✓
ORN-467	✓	✓	✓	✓

Standard 2.2: Theoretical background, problem analysis and solution design must be stressed within the program's core material.

Program: B. Des in Leather Accessories & Footwear

The modules of the program adequately address:

1. Theoretical background
2. Development of analytical skills
3. Application of the theoretical knowledge
   - Some of the modules include the theoretical background and contain problem solving and solution design while the others deal with Problem analysis and Solution design separately.
   - Great emphasis of the program is on application of the theoretical knowledge.

Elements	Courses
• Theoretical background	ENG-201, LTC-207, HAF-208, HAT-2019, ENG-251, LTC-257, HAF-258, HAT-259, PMT-263, ENG-301, RTM-316, ENG-351, PPC-368, QSM-369, ENG-401, ENG-451

• Analytical Skills	DES-202, DVP-205, DDD-206, ADR-211, DES-252, DVP-255, DDD-256, DES-302, CAD-312, DES-352, CAD-362, ORN-367, DES-402, CAD-412, ORN-417, CPD-420, DES-452, ORN-467
• Application of the Theoretical Knowledge	PTS-203, MTH-210, PTS-253, PTS-303, DRF-304, SEW-312, PAT-315, PTS-353, DRF-354, PTS-403, INT-421, PTS-453

Standard 2.3: The curriculum must satisfy the core requirements for the program as specified by the respective accreditation body.

The curriculum satisfies not only the core requirements of credit hours but also criteria of admission laid down by HEC.

Standard 2.4: The curriculum must satisfy the major requirements for the program as specified by HEC, the respective accreditation body / councils.

The curriculum fulfills major requirements of the program. The program's curriculum has been approved by the Board of Studies and the Academic Council of Pakistan Institute of Fashion and Design with mutual consensus of industry.

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 / councils.

The curriculum satisfies general education disciplines requirement. No formal accreditation with any professional body but it fulfills all the necessary/basic requirements of HEC accreditation body/council.

Standard 2.6: Information technology component of the curriculum must be integrated throughout the program.

The requirement for integrating information technology component is fulfilled by a subject of Digital Visualization and Presentation as well as through the presentations made by the students in almost every semester.

Courses	IT Contents
• DVP-205	Corel Draw, Microsoft Word, Research of digital content on internet
• DVP-255	Adobe Photoshop and Corel Draw
• CAD-312	Adobe Photoshop, Corel Draw and Shoe Master
• CAD-362	Adobe Photoshop, Corel Draw and Shoe Master
• CAD-412	Adobe Photoshop, Corel Draw, Prezi (For digital portfolio development) and Microsoft Power Point

Standard 2.7: Oral and written communication skills of the student must be developed and applied in the program.

Oral and written communication skills of the students are developed by the structurally designed courses of English in the form of class discussions and presentations.

Course Code	Title
ENG-201	English (Compulsory)-III
ENG-251	English (Compulsory)-IV
ENG-301	English (Compulsory)-V
ENG-351	English (Compulsory)-VI
ENG-401	English (Dissertation Writing)
ENG-451	English (Thesis Collection)-VII

The detail regarding surveys results of Student Course Evaluation and Faculty Course Review Report are given below:

Surveys	Frequency	Report	Status
Student Course Evaluation	Once in a semester		The Course Coordinators/ Head of Departments and all Faculty Members are informed for improvement.
Faculty Course Review Report	Once in a year		The Course Coordinators/ Head of Departments and all Faculty Members are informed for improvement.

Criterion 3: Laboratories and Computing Facilities

> **Standard 3.1**: Laboratory manuals / documentation / instructions for experiments must be available and readily accessible to faculty and students.

Currently leather and footwear testing lab does not exist.

> **Standard 3.2**: There must be adequate support personnel for instruction and maintaining the laboratories.

Since leather and footwear testing lab currently does not exist; therefore, adequate staff will be hired once lab is installed.

> **Standard 3.3**: The University computing infrastructure and facilities must be adequate to support the program's objectives.

The computing infrastructure is adequate. There are 6 updated computer labs to facilitate the students to achieve their program's objectives.

Moreover, a dedicated shoe CAD/CAM computer lab has also been developed that is catering the modern requirements of the program. The computer lab is equipped with 35 Core i7 updated computers having 8GB RAMS. Moreover, it has 3D foot scanner, 2D digitizer, digital plotter for pattern cutting and 3D Scanny for shoe last scanning. Multimedia projector is also available for lectures and presentations.

Criterion 4:   Student Support and Advising

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

The overall program's strategy is well managed. The B. Des in Leather Accessories and Footwear course is offered once a year with controlled number of students according to appropriate needs of industry.

> **Standard 4.2:** Courses in the major area of study must be structured to ensure effective interaction between students, faculty and teaching assistants.

The program is developed in a manner to ensure effective interaction between faculty and students. Permanent faculty members are available on campus to facilitate the students who require additional help. During class lectures and demonstrations, students are encouraged to participate in discussions in order to boost their confidence.

> **Standard 4.3:** Guidance on how to complete the program must be available to all students and access to academic advising must be available to make course decisions and career choices.

A student counseling session is organized in the month of August each year to facilitate the students to opt the department, coherent with their aptitude. Program coordinator and faculty members guide the students to facilitate this decision making process. Moreover, senior faculty members provide appropriate guidance to students as required throughout the year regarding their career choices.

Criterion 5: Process Control

> **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.

B. Des in Leather Accessories & Footwear (4 Year Degree Program)

This is a 4 year degree program with minimum 133 credit hours. The program is divided into 8 semesters/2 semesters each year.

Admission Criteria

Foundation Year Studies	Intermediate with 50% marks (550/ 1100) or A-Level with minimum 3 full subjects. Equivalence Certificates for examinations other than FA/ F.Sc. are required from IBCC at the time of Interview. Compulsory Aptitude Test (English, Mathematics, General Knowledge, Drawing and Creative Skills) followed by the Interview.
B. Des. Leather Accessories and Footwear	Students who obtain a minimum of CGPA of 2 and above (on average) in Foundation Year Studies are eligible for enrollment in the Degree Program of Leather Accessories and Footwear. The admission of the students also depends upon the number of seats available in the department every year.

The said criteria is periodically evaluated to ensure that it is meeting its objectives.

Credit Transfer Policy

Under extra-ordinary circumstances, the Vice-Chancellor, on the recommendations of the chairperson/ Coordinator of the Department, may allow transfer of credits of students from HEC recognized institutions to any department of the institute and vice versa provided in PIFD Student Handbook.

> **Standard 5.2**: The process by which students are registered in the program and monitoring of student's 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.

The academic progress (i.e. work progress and attendance) of the students are monitored closely by the faculty members 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 the institution

> mission statement. These processes must be periodically evaluated to ensure that it is meeting its objectives.

A Human resource department is in place that advertises vacancies in newspapers (as per HEC criteria) as the need for faculty arises. Panel Interviews are conducted with the applicants who comprise of the Vice chancellor, the concerned department's Course coordinator and experts from the industry.

The performance of the faculty members is evaluated after every semester where the students and the course coordinator evaluate the performance of each faculty member. Also, annual confidential reports are maintained to judge the performance of the faculty which facilitate in promotion/selection in higher status/grades.

> **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.

The process and procedures used to ensure that teaching and delivery of course material to the students emphasize active learning is based on curriculum synchronization among all subjects. The program is periodically evaluated through different tools likewise: class assignments, quizzes, presentations and exams. Course evaluation is conducted by the students on the completion of each semester to determine and rectify the weaknesses to meet the objectives.

> **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.

In order to ensure that the outgoing students have completed the requirements of the programs are based on standards. The department and faculty strictly abide by the rules made by the institute. These procedures are reviewed on regular basis periodically.

Grading System:

Marks Range	Grade Point	Letter Grade
85-100	4.00	A+
80-84	3.70	A
75-79	3.30	B+
70-74	3.00	B
60-69	2.00	C
50-59	1.00	D

Formula for calculating the GPA and CGPA:

GPA= $\sum$ (GP x Credit Hours) courses of a semester
         Total Credit Hours of a semester

CGPA= $\sum$ (GP x Credit Hours) of all courses
          Total Credit Hours of all courses

Criterion 6: Faculty

Standard 6.1: There must be enough full time faculty who are committed to the program to provide adequate coverage of the program areas/courses with continuity and stability. The 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 faculty must hold Ph.D. in the discipline.

In Leather Accessories and Footwear Department, there are 07 full time faculty members and 02 visiting faculty members. Out of these 07 permanent faculty members 03 hold master degree and 04 faculty members hold a bachelor degree.

Program Areas	Module in area and semester per year	No. of faculty members with Bachelor/B. Des Degree	No. of faculty members with Master degree	No. of faculty members with PhD degree
B. Des. Leather Accessories and Footwear	8 Semesters/ 2 semesters per year	05	04	Nil

> **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.

Training programs are arranged for faculty members. They are encouraged to attend international trainings. All faculty members remain update in the disciplines and sufficient time is provided for scholarly activities/professional development. The newly inducted faculty is given enough time to familiarize with working environment of the department. Some of the faculty members get the opportunity to get training from foreign countries.

> **Standard 6.3:** All faculty members should be motivated and have job satisfaction to excel in their profession.

A faculty survey is conducted on completion of each semester to determine faculty satisfaction level and to address the identified weak areas.

The detail regarding surveys results of Faculty Survey and Faculty Resume are given below:

Surveys	Frequency	Report	Status
Faculty Survey	Once in a year		The survey has been conducted and noted information for improvement.
Faculty Resume	Once in a year		

Criterion 7: Institutional Facilities

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

The institute has adequate infrastructure to support contemporary trends such as digital library, Wi-Fi availability throughout the campus, up to date computer laboratories and well-furnished library having comprehensive relevant content. Moreover, there is also a dedicated Shoe Master CAD/CAM computer lab which is equipped with modern software and state of the art machines. It is catering the contemporary requirements of the program.

Academic Building:
1. Number of class rooms: 2
2. Production hall: 1
3. Computer lab: 1
4. Faculty/staff office: 1 big hall with partition
5. Internet facility
6. Access to HEC Digital Library etc.

> **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.

There are total 1833 books in the library that are relevant to the Leather Accessories and Footwear program. Library staff consists of 05 persons who are efficiently managing library holdings. List of available items and their quantity is as follows:

Items	Quantity
Text/ Reference Books	120
Soft Copies	250
Hard Copies	1611
E-Books/ Journals	03
Computers	24
Printer/ Photo Copier	2
Seating Capacity	80

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

Appropriate infrastructure is available in class rooms along with suitable learning environment. However, inclusion of more classrooms and air conditioners will make more conducive environment in the working area especially in Production Hall and Drafting Studio.

Sr. #	Items	Total	Remarks
1	Classroom for students	03	Sufficient (01 Design Studio/ Class Room Required)
2	Production Hall	01	Sufficient
3	Computer Lab	01	Sufficient
4	Faculty/ Staff Office	01	Sufficient
5	Total Computers/ Laptop	43	Sufficient
6	Air Conditioners	08	Not sufficient (AC Required for Production Hall)

Criterion 8: Institutional Support

Standard 8.1: There must be sufficient support and financial resources to attract and retain high quality faculty and provide means for them to maintain competence as teachers and scholars.

Teachers are recruited on competitive remuneration on the basis of criterion set by the Institute. The faculty is sent to different training programs to upgrade their knowledge and competence.

Secretarial Support:
- Office Assistant: 1
- Naib Qasid: 1

Technical Staff:
- Technical Assistants: 1
- Subject Consultants: 1

Office Equipment:
- Computers: 11
- Printer/Photocopier: 1
- Tables: 17
- Chairs: 28

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

N/A

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

Sufficient resources have been provided for the maintenance of library holdings and computing facilities. Following is a breakdown of available resources:

Infrastructural Facility	**Resources**
• Library	• Text/ Reference Books: 120 (According to relevant program) • Soft Copies: 250 • Hard Copies: 1611 • Magazines/ Journals: 03 • Computers: 24 • Printer/ Photocopier: 02 • Seating: 80
• Computing Facilities	• Computer Lab: 01 (Dedicated to relevant program) • No. of Computers: 35
• Laboratories	Leather and footwear testing lab does not exist