

## **MINUTES OF THE FOURTH MEETING OF THE TEN QUALITY ENHANCEMENT CELLS**

The fourth meeting of the ten Quality Enhancement Cells (QECs) took place in the meeting room of HEC Building at H-8 Islamabad on 13<sup>th</sup> June 2006 at 10:30 am to review the Annual Progress of the ten QECs.

The Following attended:

1. Prof. Dr. Riaz Hussain Qureshi, Adviser (QA&LI).
2. Ms. Zia Batool, PDO-QA.
3. Mr. Tahseen Ullah, PC QAA.
4. Ms. Fakiha Zafar, TC QAA.
5. Prof. Dr. Mohammed Taimur, Director\_QEC, University of Peshawar.
6. Air Commodore Muhammad Ismail, Director QA, NUST Rawalpindi.
7. Prof. Dr. Mohammed Ashraf, Dean QEC, Agriculture University, Faisalabad.
8. Prof. Dr. Niaz Ahmed Akhter, Director, QEC, University of the Punjab Lahore.
9. Dr. Aslam Baig, Director QEC, Quaid-i-Azam University Islamabad.
10. Dr. Naeemul Haque Quraishi, Dean QEC, Liaquat University of Medical & Health Sciences Jasmshoro, Sind.
11. Dr. Mohammed Sajiddin, Director QEC, University of Karachi.
12. Prof. Dr. Habib Ur Rehman, Director QEC, University of Azad Jammu and Kashmir.
13. Prof. Dr. Gulam Abbas Anjum, Director QEC, University of Engineering and Technology Lahore.
14. Mr. Raheel Khan, Data Analyst, QEC University of Peshawar.
15. Data Analyst, UET Lahore
16. Ms. Beenish Aziz, Programmer, University of Azad Jammu and Kashmir.

The QEC University of Balouchistan did not attend the meeting.

### **1. PROCEEDINGS**

The meeting started with the formal welcome and briefing note by HEC representatives Dr. Riaz Hussain Qureshi and Ms. Zia Batool followed by presentations by all the QECs regarding the progress made during the first year of their establishment.

#### **1.1 QUALITY ENHANCEMENT CELL, UNIVERSITY OF ENGINEERING AND TECHNOLOGY (UET), LAHORE**

Prof. Dr. Gulam Abbas Anjum, Director QEC gave a focused presentation on the QEC progress made during the 8 month of its establishment. During his presentation, the issue of additional salary to the QEC staff from the university budget along with the minimum contribution from the HEC was discussed in detail as some QECs i.e. University of Punjab and University of Azad Jammu and Kashmir are facing problem in this regard. As per university rules, payment of the salary of the QEC staff from two different budget heads is objectionable. However, this arrangement is made in UET Lahore thought the special permission/approval of the Vice Chancellor.

Prof. Dr. Riaz Hussain Qureshi appreciated the systematic progress made by the QEC UET and pointed out that the QEC UET has taken up a good start and the initiated processes are at different stages at the moment.

## **1.2 QUALITY ENHANCEMENT CELL, UNIVERSITY OF AZAD JAMMU AND KASHMIR**

Dr. Habib ur Rehman, Dean QEC University of AJ&K briefed the QEC progress during the last 12 months of establishment period. The progress briefed was slightly deviated from the HEC criteria and also included the progress made at the university level. Ms. Zia Batool emphasized that HEC will assess the QEC achievements against the assigned and defined targets and focused efforts for Quality Assurance are required. The university of Azad Jammu and Kashmir has made certain achievements but the evaluation of QEC performance will be done against the Quality Assurance parameters. The QEC should define and confine its objectives to focus more on the recommended activities. Also the QEC Funds need to be properly utilized. The QEC was also appreciated for its achievements so far in spite of the earthquake disaster.

## **1.3 QUALITY ENHANCEMENT CELL, UNIVERSITY OF THE PUNJAB LAHORE**

While briefing the QEC progress, Prof. Dr. Naiz Ahmed, Director QEC presented a Quality Assurance Model designed at the University of the Punjab on which the QEC is working and intends to work in future with extended focus.

The QEC progress was appreciated but was not matching to HEC defined parameters. International practices were reflected in this QA model which involved financial expenditure of Rs. 4 million. Ms. Zia Batool clarified that although activities are focused towards the core areas related to Quality Assurance but HEC has limitation of DDWP for funding of QECs and activities outlined as per PC 1. HEC has already allocated 1.0 million per QEC for the establishment and execution of QEC activities during the year 2005-2006; therefore, the QECs have to manage its expenditures as per breakup defined in PC1.

Adviser (QA&LI) said that QEC activities may be accomplished with in the HEC charter and Budget. The Model Proposed involves expenditure of approx. 4 million, therefore HEC cannot support it. However, if the university can manage the funds from its own budget, HEC has no objection over it.

Dr. Muhammad Arshraf from Agriculture University of Faisalabad added that HEC has given a formal model, it can be modified to some extent but a uniform model may be adopted at all universities.

## **1.4 QUALITY ENHANCEMENT CELL, UNIVERSITY OF PESHAWAR**

Prof. Dr. Muhammed Taimur, Director QEC gave a presentation on the contents for presentation given by QAA and briefed on the progress made by QEC during 19 months of its establishment. The QEC briefly covered all the parameters and was appreciated for

the achievements. The QEC took a reasonable start of the activities where as the pace of activities is slowed down as most of the targets are not fully achieved according to time frame.

During the discussion on the SA proforma, Dr. Riaz Hussain Qureshi said that the QEC can develop their own proformas and further modify the proforma provided by HEC for their guidance. However, it will be highly appreciated if the major parameters are maintained as such for maintenance of uniformity of standards.

### **1.5 QUALITY ENHANCEMENT CELL, LIAQUAT UNIVERSITY OF MEDICAL AND HEALTH SCIENCES, JAMSHORO**

The LUMHS Jamshoro formally agreed working for the establishment of QEC in July 2005. Dr. Naeem Qureshi, Dean QEC explained the one year progress of QEC and reasons for the delay in achievements of the targets. The issue of the database development to avoid / reject double entry was briefly discussed among the participants. The SA proformas have been computerized by this QEC but not yet been circulated among the departments for further implementation. It was requested to share the data compilation and analysis software and university electronic data bank with all other QECs for their further information as soon as developed.

### **1.6 QUALITY ENHANCEMENT CELL, AGRICULTURE UNIVERSITY FAISALABAD**

The QEC established at Agriculture University Faisalabad in January 2005 has actively adopted the program of Quality Assurance and has made a reasonable progress in this regard. The QEC Convener, Dr. Muhammed Ashraf having a clear understanding about the subject briefly gave a focused presentation on the QEC achievements.

While discussing the composition of Assessments team, the QEC Agriculture University Faisalabad briefed that experts in the relevant discipline outside the departments are selected, as it is not workable to select members of the SA Team from outside the university. It was recommended by the HEC that expert, eligibility of the SA team should be related to the discipline and may be checked within the area. It was also agreed that it is difficult to find out real expertise but the university may look for better persons.

Regarding the teachers evaluation proforma, the QEC Agriculture University defined the mechanism being adopted for transparency. The teacher evaluation proformas should be filled by the teacher other than the concerned teacher and submitted to the QEC duly signed by that teacher to maintain the credibility.

The QECs also requested to reduce the workload on teachers as HEC has recommended 6 credit hours for Professors, 10 credit hours for Assistant Professor, 12-14 credit hours for the Lecturer which is not reasonable. Dr Qureshi said that the concerned universities may address the issue at their own end and adjust it accordingly.

### **1.7 QUALITY ENHANCEMENT CELL, UNIVERSITY OF KARACHI**

Prof Dr. Muhammed Sajidin, Director DEC, University of Karachi while briefing the QEC performance mostly highlighted the overall progress made in the university. The briefing was not directly focused on the guidelines given by HEC for the presentation of annual progress of the QEC. The QEC has mostly worked over introduction of different courses for the faculty for creating conducive environment for extension of QA program. QEC is working on two of the self assessment proformas where as more focused input is required for the implementation of all the proformas recommended by HEC. The QEC progress in short span of time was appreciated and it is advised to implement other SA proformas as well.

### **1.8 QUALITY ENHANCEMENT CELL, QUAID -I- AZAM UNIVERSITY ISLAMABAD**

The QEC QAU is at the preliminary stages of establishment of self assessment system. Activities have been initiated but on a small scale. The QECs is advised to implement all the SA proformas as on priority basis to fill up the gap created due to delay in establishment of the QECs and to be at par with other QECs. The Director QEC has been asked to submit the Activity plan for next quarter after the upcoming meeting of the Academic council.

### **1.9 QUALITY ENHANCEMENT CELLS, NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY RAWALPINDI**

The QEC NUST presented the concrete progress made during the first year of the QEC development which was highly appreciated by HEC as the NUST is among the pioneer universities accepting and adopting this program. However the QEC is advised to cover other aspects of Self assessment as well as defined in the SA Manual.

The Director QA, NUST discussed that the issue of additional salary to the QEC staff is still under consideration at NUST. Therefore the QEC staff is being paid as per the budget break up defined in PC1.

## **2. OTHER MATTERS**

- 2.1 On the request of the QECs regarding the purchase of Photocopier, it was decided that a formal proposal will be submitted to the higher management at HEC for the formal approval of the purchase of Photocopier by the QECs from surplus budget.
- 2.2 Dr. Niaz Ahmed, Dean QEC, University of Punjab requested that the recurring cost for QECs should be fixed as a percentage of the recurring budget of the university, as the funds provided by HEC (Rs. 1 million) for QEC establishment is not enough for a large university like University of the Punjab.
- 2.3 Dr. Aslam Baig from QAU said that the University Audit department demands for additional remuneration for dealing with QEC. Adviser QA &LI briefed that QEC should discourage such ideas to avoid misunderstanding in future. From the

- next financial year the QEC will be transferred to the regular part of university and its budget will be met from the recurring cost of the university .
- 2.4 UET Lahore requested that HEC has allowed a ten thousand honorarium to the convener of QEC for this year. However, it was requested that HEC may issue a notification for the provision of same favor for the next year.
  - 2.5 The Dean QEC University of Karachi, requested that the management aspect may also be covered on Self Assessment Program introduced by HEC.
  - 2.6 Also it was requested that although the statutory cover to the QECs is in placed but it should be routed through statutory bodies.
  - 2.7 It was decided that in future a copy of minutes of the QEC meeting should also be dispatched to the Vice chancellors of the institution.
  - 2.8 It was requested that monthly/ bimonthly visit may be paid to the QECs for the guidance of the QEC. It was decided that visit will be paid to the QECs on quarterly basis and tentative dates for the visit will be communicated to the QECs
  - 2.9 In order to get suggestion on different queries, the QECs were advised for frequent contact through email with a copy to all QECs for sharing the information.
  - 2.10 In view to the request of HEC statistics division, it was briefed to the QECs that the HEC aims to publish the university Ranking for which the QEC are responsible for the provision of the validated data. HEC will recommend that in order to avoid the problem in authentication of data , the university data should provided through the QECs.
  - 2.11 Apart from the recurring cost of Rs. 1 million an amount of Rs. 40,000 have been disbursed to all the QECs @ 20,000 for the purchase of Furniture and Fixtures and Rs. 20,000 for purchase of papers and cartridges. The QECs have been advised to acknowledge the receipt of their fund from the university financedepartment.
  - 2.12 Almost all the QECs have submitted the Annual Progress report which will be reviewed at HEC and a concrete Progress report will be compiled and uploaded at the QAA website.
  - 2.13 It was decided that the fifth meeting of the QEC will be held in second week of August 2006 in Karachi. The program will be finalized after discussion with the host university. The venue for QEC meetings in future will be rotated among the ten QEC as there is more learning opportunity for QECs.