

## **Minutes of the Second Monthly Meeting of ten Quality Enhancement Cells**

The second monthly meeting of the ten Quality Enhancement Cells was held on February 2, 2006 at 10:00 am in the Higher Education Commission, H-9 Islamabad. The meeting was chaired by Mr. Adil F. Khan, Managing Director of the Quality Assurance Agency.

### **The following attended:**

1. Prof. Dr. Riaz Hussain Qureshi Advisor ( QA&LI)
2. Mr. Adil Farooq Khan, Managing Director, Quality Assurance Agency.
3. Mr. Tahseen Ullah , Program Coordinator, QAA
4. Ms. Fakiha Zafar , Training Coordinator, QAA
5. Dr. Abdul Nabi, University of Balochistan
6. Dr. Faqir Hussain, University Of Agriculture, Faisalabad
7. Dr. Ghulam Abbas Anjum Director QEC, UET Lahore
8. Dr. M Sajidin, University of Karachi
9. Dr. Aslam Baig, Quaid-i-Azam University, Islamabad
10. Mr. M. Ismail, Director QEC , NUST
11. Dr. Habib ur Rehman, Dean , QEC, Azad Jammu and Kashmir
12. Mr. Raheel Khan, Data Analyst QEC, University of Peshawar

### **Agenda of the meeting:**

1. Discussion on the first monthly meeting minutes
2. QECs progress
3. Discussion on QECs Level criteria

### **Proceedings**

The meeting started with recitation of Holy Quran followed by detailed discussion on the agenda items.

#### **1. Review of the last meeting minutes and decisions taken:**

During the meeting the following decisions were taken to resolve the QECs hurdles in implementation of Quality assurance program.

S.NO	QEC Concerns	Decision
1	<b>Post of Deputy</b>	<p>A Post of Deputy may be created to improve the function of QEC and to shoulder the responsibilities of Head of QEC. The Deputy shall be permanently looking after the QEC Office and its academic programs. As the current staff available to head of QEC is only the support staff. Therefore, it is recommended that QEC should be provided with Deputy.</p> <p><b>Decision:</b></p> <p>It was decided that QEC may be allowed to recruit an Assistant Director to shoulder the responsibility of QEC in the implementation of QA program</p>
2	<b>QEC staff recruitment and salary package</b>	<p>The Pay Scale of all the staff working in QEC may be revised. As QECs found it difficult to get qualified staff for various positions on currently given pay structure is difficult.</p> <p><b>Decision:</b></p> <p>The university may hire the staff on contract or regular basis according to the need for the effective running of QEC. It was decided that the salary in case of contract employees may be according to the PC1. However, the Universities may consider high salary for the qualified people and may enhance the salary and pay the additional amount if and as required from the university budget. In case of Regular employees the salary may be set according to regular BPS. It was decided that the following BPS may be offered against different posts.</p> <ul style="list-style-type: none"> <li>• The Dean / Director QEC should be a professor in PBS 20.</li> <li>• The Assistant Director should be in BPS 17.</li> <li>• Data Analyst should be in BPS 16</li> <li>• Office assistant should be in BPS 11</li> <li>• Naib Qasid should be in BPS 1</li> </ul>
3	<b>Honorarium to the head of QEC</b>	<p>The QECs where no permanent Head of QEC is recruited such as the QEC at University of Peshawar and University Of Balouchistan, it was decided that an honorarium of Rs. 10,000 per month will be paid to the head of QEC for effectively running the QEC activities on temporary basis. However the universities may recruit the permanent staff for QEC to look after the QEC activities exclusively.</p>

4	<b>Membership of head of QEC in university statutory bodies</b>	<p>The Head of QEC must be a member of all statutory bodies of the Institution so that QEC importance is valued and any item regarding Quality Assurance could be defended in Academic Council, Syndicate and other statutory bodies meeting. The QECs requested in monthly meeting that it should be communicated by the HEC through the Honorable Chancellor. QAA supported the proposal, as it is important for effective implementation of the quality enhancement program in Universities.</p> <p><b>Decision:</b></p> <p>HEC recommends that for effectively performing the duties of QECs, the Head of QEC should be a member of university's all statutory bodies like the Director Research.</p>
5	<b>Change in nomenclature for the Head of QEC</b>	<p>QECs informed that recruitment of Dean is made by Chancellor approval. Besides this there are also other legal issue involved such as Dean statutes is define in University Charter but for head QEC as Dean it is not define. The participants therefore, requested that the nomenclature may be changed as Director of QEC or Advisor to QEC</p> <p><b>Decision :</b></p> <p>The name of the Head of QEC will be "Director Quality Assurance", having status equal to a full professor in PBS 20.</p>
6	<b>Change the name of QEC</b>	<p>QECs requested that the name of QEC should be changed as "Directorate of Quality".</p> <p><b>Decision:</b></p> <p>The nomenclature of QEC may be modified as "Quality Assurance Division"</p>
7	<b>QECs as a regular part of University</b>	<p>If the QECs will become a regular part of Universities next year, it should be communicated to the universities through official letter by HEC for covering the financial aspect in next year recurring budget.</p> <p><b>Decision</b></p> <p>It was decided that from the next financial year, HEC will allocate Rs. 1.5 million in the recurring budget of the universities for the establishment for the running cost of the Quality Enhancement Cell (or Directorate of Quality Enhancement) on regular basis. The universities may develop an independent effective system for the utilization of Funds. In this regard universities are informed by HEC-QAA</p>

8	<b>By laws for QEC should be incorporated in University Charter</b>	QECs suggested that all the legal aspects, structure and authorities of QEC office and QEC staff should be incorporated in university statutes/ code. <b>Decision:</b> It was decided that the model statutes will be developed by QAA and conveyed to the universities for incorporation in the university code.
9	<b>Self Assessment Workshop</b>	The schedule of the Self assessment seminars to be held in each provincial head quarters and Islamabad was briefed to the QECs. The Self Assessment manual written by Dr. Abdul Raouf (Chairman QAC) was also distributed among the QECs for guidance and implementation. The Self assessment manual provides the practical guide lines for the university Self assessment process. The document was appreciated by the QECs
10	<b>Time Frame</b>	The QECs may identify physical targets and time frame for achieving these targets.
11	<b>QEC website</b>	All QECs should develop a webpage on the respective university website and link will be developed for all QECs on HEC Web. The QEC webpage may contain updated information regarding QEC activities.
12	<b>IT equipments</b>	The universities requested that computer and Printer may be arranged / provided to the universities as early as possible. <b>Decision:</b> The purchase of IT equipments for QECs has been made and will be handed over to QECs shortly.
13	<b>Purchase of Photocopier</b>	During the Meeting the QECs requested for provision of a photocopier because a frequent use of photocopier is involved in developing the proformas and implementation of QEC activities.  The QAA will discuss the concern with the higher management and convey the decision in the next meeting
14	<b>Third meeting of the QECs</b>	It was decided that the third meeting of the QECs may be held at UET Lahore on 16 <sup>th</sup> March 2006. Since all the QEC will be arriving to UET Lahore on 17 <sup>th</sup> March 2006 to attend a seminar on Academic Quality. The agenda of the meeting is to acquire the action plan of each QEC with time frame and share the lessons learnt.

## 2. QEC progress

During the meeting the all QECs briefed the following status.

Quality Enhancement Cells	QEC Office Establishment	QEC staff Recruitments		Submission of First Quarterly progress report	Financial release to QECs	Website development
		Dean/Director	Data Analyst, Office Assistant, Naib Qasid			
University of Peshawar	QEC office established (being shared with the Director, Vice Chancellor Secretariat)	Post advertised, temporary arrangement is in place	Recruited	Report submitted	1 million released	<a href="http://qec.upesh.edu.pk">http://qec.upesh.edu.pk</a>
National University of Science and Technology, Rawalpindi	QEC office established ( two rooms)	Recruited	Recruited	Report submitted	1 million released	'Analytic Quality Glossary' has been uploaded on, 'What's New" window on following website <a href="http://www.nust.edu.pk/">http://www.nust.edu.pk/</a>
University of Balouchistan, Quetta	QEC office established (Two rooms)	Temporary arrangement is in place, post not yet advertised	Recruited	Report submitted	1 million released	<a href="http://www.uob.edu.pk/QEC/QEC.html">http://www.uob.edu.pk/QEC/QEC.html</a>
Agriculture University, Faisalabad	Temporary QEC office established	Temporary Arrangement is in place, Post advertised	Selected, so for not joined	Report submitted	1 million released	Not yet developed
Liaquat University of Medical & Health Sciences Jasmshoro, Sindh	QEC office established	Recruited (But holding four other permanent posts)	Recruited	Report submitted	1 million released	<a href="http://j.domainlx.com/qualityenhancement">j.domainlx.com/qualityenhancement</a>
University of Engineering and Technology Lahore	QEC office established	Temporary arrangement is in place	Recruited	submitted	1 million released	Not yet developed
University of Punjab, Lahore	No separate office established	Not recruited	Not recruited	Not submitted	0.3 million released	Not yet developed
University of Azad Jammu and Kashmir	QEC office established and start functioning in Islamabad in February 2006	Temporary arrangement is in place	Recruited	Not Submitted	0.3 million released	Developed in the domain of university website <a href="http://www.ajku.edu.pk/qec.php">www.ajku.edu.pk/qec.php</a>
University of Karachi	QEC Office established	Recruited as Full time Director	Recruited	Not submitted	0.3 million released	In process
Quaid-Azam University, Islamabad	In progress	Temporary arrangement in place, Post not advertised	Post not advertised	Not submitted	No funds released	Not yet developed

### Participation in events

Quality Enhancement Cells	Orientation workshop on modern theories and practices of quality assurance in Higher education on 25 <sup>th</sup> - 26 <sup>th</sup> July 2005	First monthly meeting on December 28 <sup>th</sup> 2005	workshop on Academic Quality Audit 31 <sup>st</sup> January – 1 <sup>st</sup> February 2006	Second Monthly meeting 2 <sup>nd</sup> February 2006
University of Peshawar, Peshawar	Yes	Yes	Yes	Yes
National University of Science and Technology	Yes	Yes	Yes	Yes
University of Baluchistan	Yes	Yes	Yes	Yes
Agriculture University, Faisalabad	Yes	Yes	Yes	Yes
Liaquat University of Medical & Health Sciences Jasmshoro, Sindh	Yes	Yes	No	No
University of Engineering and Technology Lahore	Yes	Yes	Yes	Yes
University of Punjab, Lahore	Yes	Yes	Yes	No
University of Azad Jammu and Kashmir	No (on official visit abroad)	Yes	Yes	Yes
University of Karachi	No	Yes	Yes	Yes
Quaid-Azam University, Islamabad	Yes	Yes	Yes	Yes

### 3. Discussion on Levels criteria for QECs

In order to rank QECs, the MD QAA suggested criteria for QECs level. During the meeting, the outlines of QEC leveling Criteria were discussed with the QECs for their input. After discussion the following criteria was finalized.

#### Level 0:

1. Nothing is done for QEC
2. No QEC place/office established
3. QEC office not properly equipped
4. No action plan submitted.
5. No progress report submitted
6. Never attend QEC meeting/programme

**Level 1:**

1. QEC is functional at minimum level
2. One or two staff recruited
3. QEC place/office is given but not permanent.
4. Equipment is not used or not there.
5. Minimum QEC activity.
6. Department and institution not understand QEC and its role.
7. Monthly meetings are not attended regularly.
8. Progress report is not submitted on regular basis.

**Level II:**

1. Staff is complete or about to be completed. (One or two missing).
2. Separate place for QEC exist or designated.
3. All the equipment is in place
4. QEC activities are carried out but not that much
5. Different departments are aware of QEC role
6. Progress reports are submitted
7. Action plan is submitted
8. QAA monthly meeting are attended regularly by Head of QEC.

**Level III**

1. QEC is fully functional.
2. Staff is complete.
3. QEC office is established separately
4. Equipment is complete
5. Maximum QEC activities
6. All departments are aware of QEC role
7. web page established

**Level IV**

1. Exceptionally good, reports submitted
2. All requirements are fully functional and at its best level
3. QEC takes its own initiative & lot of progress is made.

4. Workshop & Seminars are conducted, often.
5. There is a lot of innovation and creativity.
6. Lesson plans/forms are generated.
7. Survey is carried out among students, faculty, curriculum,.
8. Linkages with other universities and foreign universities are established to enhance quality.
9. Quality is at its best.
10. QEC role and function is incorporated in university code of law/ statutory
11. Web page is exceptional/good
12. Meetings are held with heads of departments on a regular basis and all departments are fully aware of QEC and its role

The Advisor (QA & LI) briefed that the QEC Levels criteria may be good for the monitoring of the QECs against HEC criteria. On the basis of these criteria HEC may analyze, where the QEC stands.

**(Prof. Dr. Riaz Hussain Qureshi)**  
**Advisor (QA & LI)**

**(Adil Farooq Khan)**  
**Managing Director (QAA)**