

MINUTES OF THE SEVENTEENTH MEETING OF PHASE I & II
QUALITY ENHANCEMENT CELLS

A two day meeting of Heads of Quality Enhancement Cells of Phase I & II was held on 18th – 19th June, 2012 at HEC Regional Center, Lahore wherein representatives of 26 QECs briefed about the mechanisms adopted at their respective universities to carry out the teacher and course evaluation surveys.

2. The following attended:

1. Prof. Dr. Azam Ali Khwaja, Managing Director, QAA, HEC, Islamabad
2. Air Cdre. (R) Muhammad Ismail, Director QEC, National University of Science and Technology, Islamabad
3. Mr. Sarfaraz Pirzada, Advisor QEC, COMSATS Institute of Information Technology, Islamabad
4. Dr. Muhammad Zubair Siddiqui, Director QEC, Government College University, Faisalabad
5. Dr. Naheed Zia Khan, Director QEC, Fatima Jinnah Women University, Rawalpindi
6. Dr. Rehana Masrur, Director QEC, Allama Iqbal Open University, Islamabad
7. Prof. Dr. Aamir Ijaz, Director QEC, University of Punjab, Lahore
8. Dr. Ahrar Khan, Director QEC, University of Agriculture, Faisalabad
9. Dr. Sohaila Javed, Dean QEC, National University of Modern Languages, Islamabad
10. Prof. Dr. Ghulam Abbas Anjum, Director QEC, University of Engineering and Technology, Lahore
11. Dr. Syed Mohammad Arif, Director QEC, University of Balochistan, Quetta
12. Engr. Riasat Ali Kubar, Director QEC, Sindh Agriculture University, Tandojam
13. Dr. Rahat H. Bokhari, Director QEC, Quaid-i-Azam University, Islamabad
14. Dr. Farman Ullah, Director QEC, KPK Agriculture University, Peshawar
15. Prof. Dr. Iftikhar Ahmad Khan, Director QEC, KPK University of Engineering & Technology, Peshawar
16. Mr. Sherin Zada Khattak, Director QEC, University of Peshawar, Peshawar
17. Prof. Dr. Abdul Sattar Jamali, Director QEC, Quaid-e-Awam University of Engineering, Sciences and Technology, Nawabshah
18. Dr. Muhammad Saleem Akhtar, Director QEC, PMAS Arid Agriculture University, Rawalpindi
19. Dr. Dawar Hameed Mughal, Director QEC, University of Veterinary and Animal Sciences, Lahore
20. Ms. Fakiha Zafar, Project Director QAA, Higher Education Commission, Islamabad
21. Mr. Rahmatullah, Dy. Director QEC, University of Sargodha, Sargodha
22. Syed Abbas Hassan Gilani, Dy. Director QEC, Bahauddin Zakariya University, Multan
23. Mr. Muhammad Abdullah, Dy. Director QEC, University of Punjab, Lahore

24. Mr. Khalid Feroz Channa, Dy. Director QEC, Mehran University of Engineering & Technology, Jamshoro
 25. Ms. Suraiya Khatoon, Dy. Director QEC, Dow University of Health Sciences, Karachi
 26. Ms. Shahida Munir, Dy. Director QEC, University of Engineering and Technology, Lahore
 27. Mr. Nasir Ali, Research Officer QAA, Higher Education Commission, Islamabad
 28. Mr. Salman Jan, Assistant Registrar QEC, University of Peshawar, Peshawar
 29. Mr. Ijaz Ahmad, Assistant Director QEC, University of Punjab, Lahore
 30. Mr. Muhammad Bilal, Assistant Director QEC, KPK Agriculture University, Peshawar
 31. Ms. Yasmeen, Assistant Director QEC, Kohat University of Science and Technology, Kohat
 32. Mr. Bahram Chandio, Assistant Director QEC, University of Sindh, Jamshoro
 33. Ms. Mahwish Asmat Ullah, Assistant Director QEC, Shaheed Benazir Bhutto Women University, Peshawar
 34. Mr. Shamroze Satakzai, Assistant Director QEC, Balochistan University of Information Technology, Engineering and Management Sciences, Quetta
- 3.** Representatives from the following universities didn't attend the meeting.
1. Government College University, Lahore
 2. Liaquat University of Medical and Health Sciences, Jamshoro
 3. Mirpur University of Science and Technology, Mirpur
 4. University of Karachi, Karachi
- 4.** During the inaugural speech, Managing Director (QAA) while welcoming the participants appreciated their efforts in promoting the quality assurance mechanism within their own universities as well as providing help to the other universities by acting as Resource persons. He informed that although the implementation of the Self- Assessment Process has taken roots, but continuous input is still required to fully achieve the objectives of strengthening the internal quality assurance processes. One step being immediately undertaken in this regard is requiring all the QECs to introduce course and teacher evaluations for all programs by December, 2012. He elaborated that focus of this meeting is to discuss ways of obtaining near uniformity during the planning, execution, evaluation and follow up stages of this important component of internal quality assurance.
- 5.** Summary of suggestions/Decisions that resulted from the detailed discussion on the various aspects of course and teacher evaluations are:
- (a)** All three evaluations (teacher evaluation by students; the course evaluations by both teachers and students) should be undertaken during the last two weeks of a semester.
 - (b)** It would be expedient to assign the responsibility of evaluations to Program Team Members with facilitation provided by the QEC. In cases, where a Program Team is

yet to be formed, Head of department may assign the task to the faculty members. The PT (or the faculty members assigned) member will not supervise his/her own evaluation.

- (c) Maintaining strict confidentiality, summarizing and concluding of the collected information, may be completed within a period of 2-4 weeks by the assigned person(s). Summary and conclusions should be submitted to the Head of Department and to the QEC.
- (d) Feedback obtained on course evaluations may be discussed in the faculty meeting and remedial measures, if required, undertaken.
- (e) In case of teacher evaluation, after processing as in 5 (c) above, summary is to be shared with HOD and Dean of the Faculty. Results may be conveyed to the concerned teacher by the HoD. This information may also be used at the time of consideration for best teacher award etc.
- (f) In case of adverse report, a personal interview by Dean/HOD with the faculty relevant member(s) is suggested. Appropriate measures like counseling, participation in professional development courses etc. may be recommended to the Vice Chancellor/Rector.
- (g) Two consecutive adverse reports may make it liable for the VC/Rector to take appropriate action.

6. Majority of the participants agreed that in spite of continued resistance from the faculty, less cooperation from the Program Teams and laborious activity of data processing, the processes of quality assurance currently being implemented have started to have a positive impact on the academic environment in the universities.

Action Plan till 30th December, 2012.

- I. Preparation of SARs, AT reports (including rubric reports), Executive Summaries, and Implementation plans for 3 more programs (Total 18 programs).
- II. Program Teams and Assessment Teams to be appointed separately for each program.
- III. All steps required for Self-Assessment of program including exit meetings of Assessment Team should be followed.
- IV. Submission of Quarterly progress reports to HEC along with documentary evidences (notifications, events information etc.).
- V. QEC to follow up on actions suggested in the Implementation Plans of the programs.
- VI. Organize at least 2 awareness trainings/ workshops/seminars/Meetings (with stakeholders) on Self-Assessment Process.
- VII. Publicize QEC activities through print /electronic media.
- VIII. Updation of QECs websites on regular basis.

Quality Assurance Agency
Higher Education Commission
Islamabad