

## **Minutes of the Third Meeting of the Quality Enhancement Cells**

**Date:** 18<sup>th</sup> March 2006  
**Venue:** Higher Education Commission, H-9 Islamabad  
**Participants:** Quality Enhancement Cells  
Quality Assurance Agency  
**Chaired By:** Ms. Zia Batool

### **Agenda items:**

1. Review of second meeting minutes
2. Financial shift of QEC fund from project budget to the universities recurring budget for the next financial Year
3. Discussion and input by the QECs on the first draft of Quality Enhancement Cell Manual
4. Finalization of the Levels of QECs
5. QECs to submit the Annual progress Report
6. Provision of IT equipments

### **Proceedings:**

The meeting started up in the name of almighty Allah followed by the formal discussion on the set agenda items.

#### **1. Review of the second monthly meeting**

##### **a. Post of Deputy Director**

On the basis of continuous request of QECs, it was discussed and agreed that an additional officer as Deputy/Assistant Director may be appointed by the universities from its own budget since there is no provision of additional QECs staff in the current year PC-1. However the proposed posts/officers for QECs will be created in the PC-1 for the next phase after the approval from DDWP.

##### **Qualification and work experience for Deputy Director**

It was mutually decided that the candidate may be of BPS 18 officer. The salary will be offered against the regular PBS or in package as per suitability to the university. The qualification requirement for this vacancy may be minimum Masters Degree in any relevant discipline from a recognized university/institution of higher education preferably in QA with minimum five years of work experience.

##### **b. Head of QEC**

It was discussed and decided that the title for the head of QEC's may be Dean, Director, or Advisor flexible to the provisions within the universities. The qualification and basic requirements should be at par with the BPS 20 officer as per rules. It was also discussed and clarified that the head of QEC is a full time responsibility where permanent appointments should be made as early as possible. However some alternative arrangement can be made for the transitional period only and honorarium should be paid in addition to the regular salary to the responsible professors.

**c. Increase in Staff Salary**

It was briefed that the pay scale mentioned in the PC1 against all posts is the minimum contribution from the HEC. The universities are allowed to enhance the package as per requirement from the universities recurring budget. And for QECs where no permanent Head of QEC is recruited, an honorarium of Rs. 10,000 per month may be paid to the head of QEC for temporarily looking after the QEC activities w.e.f date of assuming the additional responsibilities. However the universities are still requested to recruit the permanent staff for QEC on priority basis which may look after the QEC activities exclusively. The same will be conveyed to the universities through Vice Chancellors as per the requirement of the university's internal audit and account procedures.

**d. Photocopier**

It was discussed and agreed that the approved PC-1 has no provision for Photocopier purchase. Therefore it is suggested that the facilities at university may be utilized for the time being. The equipment may be purchased next year after shifting the QEC project budget into the recurring budget of universities.

**e. Next QEC meeting**

It was mutually decided that the QEC meetings in future may be held at the QECs offices at various locations which will help in developing strong networking, collaboration and experience sharing among the QECs. Keeping in view the importance of the fact, the fourth Meeting of QECs is planned to be held at University of Karachi during the second week of April, accompanied by a short visit to the university

**f. Minutes of the meeting**

It was decided that the minutes of the third meeting of QECs will be shared with the Participants within 10 days of the meeting and acknowledged

**2. Financial shift of QEC fund from project budget to the universities recurring budget for the next financial Year**

As already informed to the QEC, the recurring cost for the QEC will be enhanced from 01 Million to 1.5 Million for the next financial year and will be met from universities recurring Budget. The Vice Chancellors of the universities will be communicated in this regard through Advisor Finances (HEC) along with outline for various posts being suggested with administrative powers of HEC.

**3. Delegation of financial powers to the Heads of QEC.**

Director QEC at NUST Rawalpindi reported that the NUST is not receiving the recurring budget from the HEC directly, as in case of other universities, therefore the finance division at HEC may be requested for technical assistance on the issue for continuation of QEC as regular part of the University. The head of QEC, University of Peshawar also reported that they are facing difficulty in handling the QEC funds. Therefore it was suggested that HEC may communicate to the University for delegating the financial powers of handling QEC funds to the QEC head so that the funds are properly utilized in time with an easy access.

#### **4. Discussion and input by the QECs on the first draft of Handbook of Quality Enhancement Cells**

The QEC handbook is tool kit for practice of QA procedures and processes with in university. The QECs were asked for their input / feed back in the development of a comprehensive document. The manual will also be comprised of a set of Sample of proformas for basic and standard guidelines .The participants were requested to share relevant sources of information, websites, mails and documents by 15<sup>th</sup> April to ensure thir representation. The contents of the manual will cover the basic definitions, Proformas and an overview of QA practices around world and review of international Standards The manual is going to be developed in response of the demand of QECs and for the awareness and uniformly among institutions

#### **4. QEC Levels**

The idea of QEC Levels was briefly discussed during the meeting and it was appreciated by the participants. It was decide that in order to assist QEC against the Levels, the parameters identified should be given in numerical form. The final draft will be shared with QEC in next meeting and will be submitted accordingly to all QECs .Training Coordinator and Program Coordinator will prepare and circulate the draft.

#### **5. QECs to submit the Budget Utilization Report**

It was communicated that all QECs will submit updated budget utilization report duly vet by their Audit Department by April 2006 to QAA in response to the observation by external auditors during the audit for the year 2004-05 .The Audit had an observation that no adjustment account against releases has been obtained from the universities likewise there is no evidence of expenditure made out of the releases. The QECs were also advised for the timely utilization of the utilized funds against the budget head defined in the PC1. It was suggested that each QEC may conduct Orientation programs/seminars /workshops/ meetings out of the budget Head “Research and publication”. In this regards each QECs was suggested to conduct workshop on “Role and Functions of QEC by the end of June. Relevant books & literature may also be arranged for QECs out the budget defined. It was further advised that the expenditure incurred during the initial period of establishment of QEC may be reimbursed through the universities internal procedures from the QEC funds where budget is released now.

#### **7. Submission of Annual Progress report**

All QECs were requested to submit their Annual Progress report by June 15<sup>th</sup> 2006. The QECs which have not yet submitted the first and second Quarterly Progress reports were requested to submit it as early as possible.

#### **7. Provision of IT equipments (2 Computers and 1 printer/QEC)**

During the meeting IT equipments were handed over to nine Quality Enhancement Cells as promised after fulfilling the necessary requirement at HEC. The delay in supply due to necessary procedural requirement was highly regretted. The University of Balouchistan could not participate in this meeting, therefore the IT equipments will be handed over later on.