

Hazara University, Mansehra (December 2020)

S. No	Items/Indicators	Desk Monitoring Results	Supporting Documents /Remarks
QEC SECRETARIAT ESTABLISHMENT			
1.	Establishment date	08 July 2009	-
2.	QEC office status (Permanent, Temporary, Not Established)	Partially Permanent (subject to re-location)	Shortage of: offices for officers/PA office/Conference room/training hall
3.	Director QEC (Contractual/Regular, Additional Charge)	Permanent	-
4.	Deputy Director QEC (Contractual/Regular, Additional Charge)	Vacant/ Additional Charge	On transfer/Additional Charge from Officers list of HU.
5.	Assistant Director QEC (Contractual/Regular, Additional Charge)	Contract	Permanente required
6.	Data Analyst cum Assistant Director (Contractual/Regular, Additional Charge)	Vacant	Required
7.	System/Program Analyst (Contractual/Regular, Additional Charge)	Daily wages/ now vacant	Required
8.	PA to Director (Contractual/Regular, Additional Charge)	Vacant	The post is filled against the PA. The employee is deployed by Registrar in some other office. Reliever is required as per criteria of PA
9.	Assistant QEC (Contractual/Regular, Additional Charge)	Office Assistant: Not available UDC: Available Computer Assistant: Vacant Computer Operator/LDC (Data Operator) – for Plagiarism/turn-it-in section: Not available Naib Qasid: Available	For turn it of PhD/MPhil thesis in NQ is given the additional charge under direct supervision of Dty DQE.
10.	Equipment procured from QEC Fund (Name & Number)	1 Desktop Computer, 1 Photocopier, 2 Stabilizers, 1 Printer, Server 1	Document scanner required Server handed over to Directorate IT, due to non-availability of space maintainers at QEC
IMPLEMENTATION STATUS OF QA MECHANISM			
11.	Title & date of awareness seminars /conference /workshops at university (On SA)	Due to COVID situation the work got stuck. As the University teachers, officers and employees full engaged to cope with online system and to	List

		work for its functionality and sustainability. Therefore only following one training was arranged. 17 Dec 2020 (1000hr): Dte QE HU organized Training Workshop on QS World Universities Ranking, Resource person Dr Jehangir Ex-Director QEC University of Malakand. Held at Senate Hall.	
	Online education/hedr	• 19 June 2020 (1500): Finalized the online data submission (which was actually entered on 29 May 2020) for ONLINE READINESS OF HAZARA UNIVERSITY and removed the glitches in submission. HU has taken 21 position as a whole with 99.8%, 8th in all public sector universities and 1st in Khyber Pakhtunkhwa Public Sector Universities.	
9.	Title & date of awareness seminars /conference /workshops conducted by QEC at university (On subjects other than SA, but on QA)	• 03 June 2020 (2200PST/1000Pacific time): Participated in QS webinar of Education-Data-Summit-Series hosted by University of Auckland, on "DATA DRIVEN INNOVATION TOWARDS A SUSTAINABLE FUTURE". The Director QE Lt Cdr (R) Dr Mahmood Khan, DDQE Dr Sajid Mehmood, ADQE Mr Aurangzeb and Director Training Amjad Rehman were participant from Hazara University. • 03 June 2020 (2200PST/1000Pacific time): Participated in QS webinar of Education-Data-Summit-Series hosted by University of Auckland, on "DATA DRIVEN INNOVATION TOWARDS A SUSTAINABLE FUTURE". The Director QE Lt Cdr (R) Dr Mahmood Khan, DDQE Dr Sajid Mehmood, ADQE Mr Aurangzeb and Director Training Amjad Rehman were participant from Hazara University. • 17 June 2020 (1300): Online meeting/Webinar "DEFINING AND DEVISING EXCELLENCE IN HIGHER EDUCATION DURING & POST-COVID 19 ERA" Speaker Dr Sohail Naqvi. Hosted by Institute of Peace and Diplomatic Studies. Participants: All QECs from Pakistan and Tashkent. • 23 June 2020 (0500pm): INQAAHE Webinar 1: "Online Assessment: Best Practices and Practical Solutions." Chair: Orla Lynch, Senior Adviser Higher Education and Quality (Ireland) Speakers: Dr. Leah Matthews, Executive Director, Distance Education Accrediting Commission (DEAC), Washington, DC (United States) Mr. Gonzalo Tomarelli Rubio, Rector, IPLACEX Technical Institute, Santiago (Chile)	

Dr. Dawn Gilmore, Director of Teaching and Learning, RMIT University, Melbourne (Australia)

- **08 July 2020 (0500pm): INQAAHE Webinar 2: Main Theme: Access to, success and challenges in HE amid COVID-19 and beyond: the role of national/university governance and QA in mitigating the risks.**

sub-themes:

** Access to HE challenged: how applicants and existing students fare with online education? At-risk students: who are they and what is the potential support?*

** The new governance model in the times of pandemic and online provision; + Policy changes: fast-tracking and the potential impact given the lack of appropriate data for informative decision making; + Implications of COVID on financial management.*

** The new expectations from the QA: flexibility, adaptation of QA criteria to online education, new assessment methods."*

Chair: **Dr. Susanna Karakhanyan**, President of INQAAHE

Speakers: **Mr. Jamil Salmi**, Global Tertiary Education Expert

Prof. Paul Gaston, Trustees Professor Emeritus, Kent State University, Consultant to Lumina Foundation, Distinguished Fellow, AAC&U

Ms. Niamh O'Reilly, Chair of the Irish COVID-19 Tertiary Education Task Group on Mitigating Educational Disadvantage

- **08 July 2020 (0600pm): Online Webinar of TIMES HIGHER EDUCATION (THE) "Post-pandemic future: what next for UK university finances?"**

- **14 July 2020 (0500pm): Online Free Global Webinar of INQAAHE Webinar 3: "New realities for Quality Assurance and Online Resources: Reflections on INQAAHE's role within a global framework"**

sub-themes:

** Challenges, Impacts and Crisis Management on Higher education and Quality Assurance under and after COVID-19 Crisis.*

		<i>* Strategy for action of AQU Catalunya in the Exceptional Circumstances resulting from the Effects of SARS-COV-1 Corona Virus.</i> <i>* Rule of digital Libraries.</i> <u>Chair:</u> Dr. Naji AlMahdi, Chief of Qualifications and Awards, Knowledge & Human Development Authority (KHDA) <u>Speakers:</u> Natasa Hogue, Director of Library Services & Marketing, Library and Information Resources Network (LIRN) Dr. Angela Yung-Chi Hou, Executive Director, Higher Education Evaluation & Accreditation Council of Taiwan (HEEACT) Dr. Martí Casadesús Fa, Director, Agency for Quality Assurance in the Catalan System (AQU) • 23 Sep 2020: Online Training conducted (presenter: Anas Najeed Obaid, Training Consulting Partner-MEA ProQuest) on Wed 23 Sep October 2020 by ProQuest Education in partnership with Higher Education Commission on <i>“ProQuest Ebook Central Advanced Training”</i> attended by Assistant Director QE-II Mr Rana Bilal. • 21 Oct 2020: Online Training conducted (Certified by: Phil Baty, Chief Knowledge Officer THE) on Wednesday 21 October 2020 by Time Higher Education on <i>“THE Digital Transformation Forum”</i> attended by Assistant Director QE-II Mr Rana Bilal. • 22 Oct 2020: Online Training Session conducted (presenter: Vishal Gupta, Customer Consultant, Tahseen Afroz, Solutions Sales Manager) on Monday 22 October 2020 by Research Academy of ELSEVIER on <i>“Strengthening Research Planning using Elsevier Tools-Scopus, ScienceDirect & Mendeley”</i> attended by Assistant Director QE-II Mr Rana Bilal. • 23 Oct 2020: Online Training Session-5 conducted (presenter: Anthony Newman) on Friday 23 October 2020 by Research Academy of ELSEVIER on <i>“How to prepare your manuscript”</i> attended by Assistant Director QE-II Mr Rana Bilal. • 26 Oct 2020: Online Training Session-2 conducted (presenter: Hannah Foreman) on Monday 26 October 2020 by Research Academy of ELSEVIER on <i>“Beginners’ guide to writing a manuscript in LaTeX”</i> attended by Assistant Director QE-II Mr Rana Bilal. • 27 Oct 2020: Elsevier Research Academy Training Session-1 presented by Bert Blocken on <i>“10 Tips for</i>	
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		<i>Writing a truly terrible Journal Article</i>” attended by Assistant Director QE-II Mr Rana Bilal. • 27 Oct 2020: Online Training Session-4 conducted (presenter: Nicholas Pringle, Katarzyna Biernacka, Dr Emma A Harris, Ijsbrand Jan Aalbersberg) on Tuesday 27 October 2020 by Research Academy of ELSEVIER on <i>“Make your data accessible -It's Not FAIR! Improving Data Publishing Practices in Research”</i> attended by Assistant Director QE-II Mr Rana Bilal. • 29 Oct 2020: <u>Capacity Building for University Faculty/Staff/Students;</u> Circulated information regarding registering for HEC’s online sessions for capacity building of Editors, Researchers, Faculty Members and PhD Students on 05 Nov 2020 on topic “HEC Policy for Recognition of Journals” to be held on Thursday, the November 05, 2020 from 14:00 to 16:00. • 17 Dec 2020 (....): Dte QE staff attended online session of Capacity Building Program of HEC <i>“Open Access Models, Creative Commons License & Predatory Practices of Journals.”</i> held on December 17, 2020. • █	
	NEW Documentation drafting and approval	• 06 Nov 2020: Submitted HU Quality Assurance Policy to Vice Chancellor for approval in hard and emailed in soft. • 06 Nov 2020: Submitted HU Plagiarism Policy (Quality) to Vice Chancellor for approval in hard and emailed in soft. • █	
10.	No of Quarterly Progress Reports submitted to HEC/QAA.....UPR/YPR/IPE	-	-
	New	15 June 2020 (1500): <i>Aurangzeb and Musharaf briefed the Hon. Vice Chancellor regarding the interface of new interactive website for Directorate QE Hazara University.</i> • 30 & 31 May 2020: Uploaded data to Higher Education Data Repository (HEDR). • 30 Sep 2020 (0900hrs): On 29 Sep 2020 through ADQE-I, the Hon. VC referred a case of publication verification and provision of its proof. Done and given to SB Section accordingly. • 28 Sep 2020: Nomination as Reviewer of IPE and Post Graduate Programme Review of QAA (HEC), Islamabad approved (05 names by VC) and dispatched through emailed to Dr Qazi Abid Iqbal, Director QAA, HEC. • █	

	RANKINGS	• 29 Jan 2020: Acceptance for QS World University Rankings of "University of Lahore, Pakistan" on request of Prof Dr Mujahid Kamran, Rector University of Lahore. • 29 Jan 2020: QS World University Ranking Academic Survey, consented for Foundation University on request of Asmat Parveen In-Charge Department of Quality Assurance. • PNQAHE 3rd International Conference's cancellation file still with VC • 19 May 2020 (2322): Participated in INQAAHE General Assembly 2020 electronic voting and casted vote regarding (1) INQAAHE Annual Report 2019 and (2) INQAAHE 2019 Financial Statement. • 14 Oct 2020 (1123am): INQAAHE General Assembly Meeting voting with IP:121.52.145.78, Voting Event ID:8950ahe369, One Time Password (OTP) 372352. • 07 Dec 2020 (1500hr): Dir QE and Assistant Director QE-I Mr Aurangzeb (Focal Person) attended the UI Green metric ranking announcement and award meeting online. • . •	
	MEETINGS	• 22 Jan 2020: Conveners meeting of Organizing Committees joined with MOU meeting (by VC) and chaired by VC. • 29 Jan 2020: Member of the Committee 'Allocation of Business under Rule of Business 1973' notified vide 4(1)-HU/Reg/2020/31 dated 07 Jan 2020 and Directorate ORIC letter No.73/HU/ORIC/2020/579 dated 22 Jan 2020. • 10 Feb 2020: Attended Monthly Review Meeting (MRM)/Deans/HODs meeting. • 18 Feb 2020: Attended Senior Officers meeting chaired by Vice Chancellor regarding "1st Steering Committee Meeting of Higher Education Development in Pakistan (HEDP)". • 19 Feb 2020: DTRC Meeting Microbiology • 19 Feb 2020: Notified as member of Inquiry Committee (vide Registrar Office Notification No.Acad11(15)/HU-REG/2020/55 dated 18 Feb 2020) regarding "<i>Mehmood of non-verification of BSc degree due to fail in BSc Physics Part-I paper while declared passed in the transcript</i>". • 01 June 2020 (1215): Meeting with Vice Chancellor regarding HEDR and appointment of Focal Person for it. • 16 Jul 2020 : HODs/MRM meeting at Multipurpose Hall chaired by VC. • 17 Jul 2020 (0100pm Friday): Called by VC for Jamil, Abrar, Akram Case. Back data etc.	

		• 23 July 2020: 1. Meeting in VC office; Agenda; Question paper preparation & compilation of result for entry test. Sub-Committee Dr Mohsin, Dr Asad, Dr Mustanir, Dr Kashif. ◦ 2. Separate meeting regarding; Discussed space, allowed one portion in existing main block. Briefed regarding progress on ISO matter and correspondence. Highlighted data collection problem for UI Green metric. Informed to avail one month E/L in August (as planned). • 27 Jul 2020; Meeting with VC regarding verification of publication of Aftab Afzal (30), Mohsin Nawaz (53), Obaid ur Rehman (35), Saleh Muhammad (32), Wajid Rehman (90). Stay of Dr sajid till 31 Aug accorded. • 06 Aug 2020; 2nd meeting with VC regarding verification of publication. DQE and DDQE Dr Sajid attended. Bilal Afsar (49), Muhammad Asif (26), Abdul Hameed (17), Javed Iqbal (19), Hakeem Khan (24), Saira Shehzadi (101), Iftikhar (13), Arbab Taufiq (34), Bin Amin (45), Jehan Akbar (28), Muhammad Abrar (31), Ikram (31). To do withing 03 days! • 12 Aug 2020: Meet with VC regarding ; Space, Staff offices, Duty handover during E/L, Conservation studies PhD (not fulfill HED criteria) • 16 Sep 2020 (1000am): DQE monthly progress meeting to assess own performance. • 17 Sep 2020 (1500hrs): Meeting with Vice Chancellor, discussed; Turnitin Accounts, Issue of nomination of INQAAHE conference, Space allocation for Dte.QE, Thesis plagiarism (254 done), Programmer/DDQE, Server shift to Dte IT. • 24 Sep 2020 (0300pm): Interactive session (Meeting) online of MD QAA (HEC) with 50 Public Sector Universities' Director QECs from 1500-1700 hrs. Short-Report submitted to Vice chancellor for information. • 28 Sep 2020 (1200hrs): Relevancy Committee 1st meeting; Agenda: Faisal Nauroz PhD degree relevancy. DQE stance; For degrees only Equivalency is done by HEC and relevancy is never done for degree but is carried out for thesis, publication or research. Case be referred to Scrutiny Committee which according to law is having responsibility and authority of this case being related to appointment. • 12 Oct 2020 (1000am): Monthly meeting of DQE Officers and staff to check own progress. • 12 Oct 2020 (0300PM): INQAAHE Forum 2020 - Regional Networks Meeting and General Assembly Meeting" ONLINE	
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		participation, Oct 12, 2020 03:00 PM Moscow- due to internet problem could not connect to the live session. ●	
11.	Name of Programs in which Program Teams have been formed	1. Department of Chemistry (BS, MSc, M.Phil & Ph.D) 2. Department of Information Technology (BS-Telecom, BSCS, MCS) 3. Department of Microbiology (BS, M.Phil & Ph.D) 4. Department of Genetics (BS, MSc, MS/M.Phil & Ph.D) 5. Department of English (BS, MSc, M.Phil) 6. Department of Psychology (BS, MSc, M.Phil) 7. Department of Law (LLB, LLM) 8. . 9. . 10. . 11. . 12. . 13. . 14. . 15. .	PTs notification for all seven departments have been submitted
12.	Number of Surveys /proforma' s (a) completed (b) under process (c) not Applicable in each selected programs e.g. MSc Botany (5 completed, 3 N/A, 2 in progress)	1. Department of Chemistry (8 surveys completed) (Survey 7 & 8 Not Applicable) 2. Department of Information Technology (6 surveys completed) (Survey 6, 7 & 8 Not Applicable) 3. Department of Microbiology(8 surveys completed) (Survey 7 & 8 Not Applicable) 4. Department of Genetics (8 surveys completed) (Survey 7 & 8 Not Applicable) 5. Department of English (7 surveys completed) (Survey 6, 7 & 8 Not Applicable) 6. Department of Psychology (7 surveys completed) (Survey 6, 7 & 8 Not Applicable) 7. Department of Law (7 surveys completed) (Survey 7 & 8 Not Applicable) (Survey 6 in progress)	Name the surveys completed, Not Applicable and in progress
13.	Name of the programs for which Program Team Reports have been completed/ in process (Mention the criteria & standards covered in each program e.g. MSc Botany (8 criteria, 31 standards)	1. Department of Chemistry (8 Criteria's, 30 Standards) 2. Department of Information Technology (8 Criteria's, 31 Standards) 3. Department of Microbiology (8 Criteria's, 30 Standards) 4. Department of Genetics (8 Criteria's, 30 Standards) 5. Department of English (7 Criteria's, 26 Standards) 6. Department of Psychology (6 Criteria's, 24 Standards) 7. Department of Law (6 Criteria's, 23 Standards) 8. . 9. . 10. ..feb 2020,,,,abbas 11. . 12. .	SAR of only highlighted program is available with QAA HEC.

		13. .	
14.	Name of the programs for which Assessment Teams have been formed	1. Department of Chemistry 2. Department of Information Technology 3. Department of Microbiology 4. Department of Genetics 5. Department of English 6. Department of Psychology 7. Department of Law	ATs notification of IT Department has been submitted and remaining ATs notification will be furnished when completed.
15.	Name of the programs for which Assessment Team Reports have been completed /in process (including the Rubric Reports)	16	AT & Rubric report of only highlighted program is available with QAA HEC.
16.	Name of the programs for which Executive Summaries have been (a)prepared (b) in process	1. Department of Information Technology	Executive Summary of only highlighted program is available with QAA HEC.
17.	Name of programs for which implementation plans have been (a) prepared (b) in process	1. Department of Information Technology	Implementation Plan of only highlighted program is available with QAA HEC.
18.	Corrective actions taken on implementation plans of each Programs (a) Weakness rectified (b) in process	1. Department of Information Technology • Space Problem (In Process) • Experimental Manulas for Labs (In Process) • Ph.D Qualified Staff (In Process) • Accreditation (In Process) • Student Advisor for each class (Weakness Rectified)	Evidence for Accreditation has been submitted
Empowering QEC			
19.	Name of the Statutory bodies for which nonvoting/ voting membership has been availed by Director QEC	1. Senate	All the Directors in the University are the members of the University Senate.
20.	QEC Website / webpage	http://www.hu.edu.pk/qec/index.php (Functional with adequate information.)	
21.	QEC budget incorporated in university recurring budget	YES	Finance Committee Minutes already Provided
22.	Name of international QA bodies for which Membership has been acquired	None	N/A
23.	Participation in (a) International (b) National events related to QA	Participation in International events: 1. QAA UK workshop dated 18th – 20th April, 2011 at HEC, Islamabad. Participation in National events:	Supporting Documents Submitted

	(Kindly mention details of the event i.e. title, date etc.)	2. One day meeting dated 3 rd August, 2010 at HEC Regional Center, Peshawar.	
24.	Contribution in (a) International (b) National events related to QA (Kindly mention details of the event i.e. title, date etc.)	Contribution in International events: None Contribution in National events: None	N/A
25.	Participation in QEC meetings and workshops (Kindly mention the workshops/meetings (title, date) attended, arranged by QAA HEC.)	1. Workshop on “Internal Quality Assurance Mechanism: Enhancing Quality of Education” for new QECs convened on 24-25 November, 2009. 2. 1 st Meeting & 2 nd Workshop on “Role of Quality Enhancement Cells in the Self-Assessment Process” held on July 20 - 21, 2010. 3. 2 nd Meeting of Phase III QECs at Islamia University, Bahawalpur dated 29 th November, 2010. 4. 3 rd Meeting and 3 rd Workshop on “Review of SAR and feedback on SAR” dated 22 nd – 23 rd June, 2011 at HEC, Regional Center, Peshawar.	
26.	Yahoo group Membership acquired (YES/ NO)	Acquired	
27.	Publicizing of QEC activities through print /Electronic media	The QEC activities news publicizing on regular basis through Hazara University Media Office.	Mention name of the forum/article etc.
28.	If Any Other		

Director
QEC, Hazara University

