



DIRECTORATE OF QUALITY ENHANCEMENT

HAZARA UNIVERSITY, MANSEHRA

Phone No. 0997-414149-50, Fax No. 0997-414111

Email: dir_qec@hu.edu.pk

No. HU/DQE/INT/CORSP/2023/073

07 Mar 2023

The Registrar

Hazara University, Mansehra

Subject: **PROPOSED TASKS/ACTIONS BY CIP COMMITTEE FOR COMPLIANCE OF IPE**

Respected Sir

1. Reference Registrar office Notification No. 1(1)-HU/Reg/2022/1931 dated 20 Dec 2022 regarding the Compliance Implementation Plan Committee (CIPC) for IPE Hazara University in view of the HEC's IPE-report vide No.44-3/HU/QAA/HEC/2022/2624 dated 28 Nov 2022.
2. The Compliance Implementation Plan Committee (CIPC) keeping in view the *Expectation/Outcome Indicators (EOIs)*, has finalized the report in its meeting held on 22 Feb 2023 in the form of Proposed Actions/Tasks as per HEC's templet (CIPT) and has given the Time line to accomplish these Tasks.
3. The above mentioned "Compliance Implementation Plan (CIP)" duly signed by all members & chair of the committee, is **enclosed** for further Compliance in accordance with the detailed TORs mentioned in your office's notification No. 1(1)-HU/Reg/2022/1931 dated 20 Dec 2022.
4. The compiled "Compliance Report of IPE (CRI)" upon compliance/completion of *Proposed Actions as per CIP* (enclosed), shall be submitted to Directorate Quality Enhancement for further submission to HEC.

Regards,


Director
Quality Enhancement
Hazara University, Mansehra
(Secretary of CIP-Committee)
07/03/2023

Encl:

1. CIP Committee Report - 13 pages
2. The Registrar Office File - "Shelf 3.2, Vol 02, SIPE data from Departments"

Copy to:

1. PS to Vice Chancellor
2. All Deans (members)
3. Office file



Compliance Implementation Plan Template (CIPT) for Committee

Date: February 22, 2023

Name of Institution:

HAZARA UNIVERSITY

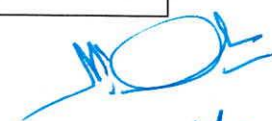
Notification of CIPC:

4(1)-HU/Reg/2022/1931 (Dated: December 20, 2022)

Composition of Committee:

1. Vice Chancellor/Registrar (Chairman)
2. Dean Faculty of Natural & Computational Studies (Member)
3. Dean Faculty of Arts & Humanities (Member)
4. Dean Faculty of Law & Social Sciences (Member)
5. Dean Faculty of Biological and Health Sciences (Member)
6. Director Quality Enhancement (Member/Secretary)

S #	Recommendations of IPE Report	Actions/Tasks Proposed by the CIP Committee	Timeline to Accomplish Actions/Tasks	Focal Person
General				
1	(1) All sanctioned vacant positions should be advertised and filled accordingly.	Economic crisis sanctioned post if not budgeted it can not be filled, the appointment process recently held on 20-21 Jan & 3 Feb 2023 and 20 faculty hired. Election Commission Ban on appointments. Advertisement Annexed	Continuous Process	Registrar


1/13

	(2)	However, if need of more faculty arises then the matter should be placed in F & P meeting.	Noted for compliance. Same procedure available in rules.		
2	(1)	A well-defined Scholarship Financial Assistance Policy should be disseminated widely and	Already in practice. Online software and lists to be Annexed in Compliance Report	-	Director UFOA
	(2)	displayed on the website for the information of the students.	Already in practice.	-	
	(3)	The record of scholarship awarded should be recorded in a systemic format.	As Above	-	
3	-	Key positions should be filled on full-time basis as per the guidelines of HEC on highest priority.	Two key posts filled Controller and Director ORIC and some majors posts filled by promotion	Filling as per Act.	Registrar
4	(1)	A regular Librarian needs to be appointed along with a dedicated professional staff.	Appointed and candidate didn't joined even after three months extension and again advertised.	Evidence to be provided by FP.	Registrar + Incharge Library
	(2)	All books need to be systematically shelved embossing proper cataloguing and indexing.	Already Work Has Been Started For Cataloging Books Koha Software. Screen Shots And Lists To Be Annexed in Compliance Report	31-03-2023	
5	-	The Deans along with chairperson should have frequent meeting with the students in order to reduce the communication gaps and bring improvements in overall governance of the university.	Noted for Compliance and meetings have been started.	Report to be attached /provided by FP.	Deans + Registrar
6	(1)	Governmental Accounting system (Double entry accounting system) to introduced.	Already implemented through a well established computer based ERP System.	Evidence to be provided by FP.	Treasurer
	(2)	Audit be done prior to getting final approval from the competent authority in order to avoid any anomaly.	An Internal Audit system already operational which can be further improved and strengthen as per suggestions of IPE Pannel.	-	
7		A strong system for the maintenance of documentation and proper record-keeping mechanism should be evolved	Noted for compliance.	-	Registrar



Standard 1: Mission Statement and Goals					
8		The strategic plan of the University along with well- defined targets and KPIs for at least next 5-10 years should be made through high level committee constituted (including all stakeholders) by Vice Chancellor and should be approved from Syndicate/ Senate on Highest priority to achieve vision and mission of the University.	Strategic Plan 2018-2023 has already approved and new strategic plan as suggested by the IPE Pannel will be initiated.	31-06-2023	Director P&D
9	(1)	Precise and contextualized (Achievable) vision & mission statement should be redefined by the involvement of all stake holders.	Noted for Compliance	31-06-2023	Registrar + Director P&D
	(2)	A committee has already been constituted but there is a need to speed up efforts to revise the vision and mission by the taking into confidence all faculty members, students, and society at large.	Noted	31-06-2023	
10		An updated and well-defined organogram fully aligned with the provisions character/action of the university should be defined and approved from the Syndicate and Senate on highest priority, since there have been number of officers created / established which are desired to be shown in the organogram.	Noted for Compliance	31-06-2023	Registrar + Treasurer
STANDARD 2: PLANNING AND EVALUATION					
11	(1)	A Committee may be constituted to develop the university strategic plan comprising the head of the teaching and administrative department with quantifiable KPIs and targets.	Already done as per Serial No 8 under standard 1-	-	Director P&D
	(2)	The planning cycle should be followed for monitoring and evaluation, and to update and execution of these plans.	Noted for compliance	Continuous Process	

12		ToRs need to be developed for incorporation of the plan in the budget for allocation of resources for effective execution these plans.	Noted for compliance (To be incorporated to the Strategic Plan)	-	Treasurer+ Director P&D
STANDARD 3: ORGANIZATION AND GOVERNANCE					
13		Senate meeting should be conducted at least twice as mentioned in the University Charter/Act	Noted for Compliance and would request to the Chancellor Office with this regard.	Action by FP.	Registrar
14		For Smooth sailing of the University affairs, it is strongly recommended that the Registrar should be appointed with full time dedicated officer as per provision of the charter/ Act/ of the University on Priority Basis .	The University already has full time Registrar and the Government will provide Registrar and Treasurer on deputation basis. However in case of Hazara University well versed officer of BPS 20 is looking after the office of Registrar on full time basis.	-	Registrar
STANDARD 4: INTEGRITY					
15	(1)	The university may revise its vision and mission statement and display its organizational values keeping in view this standard.	Already two meetings conducted for the revision of Vision and Mission of the University.	31-06-2023	Registrar +Director P&D
	(2)	It is recommended that all faculties and departments must devise their own vision, mission and goals aligned with the vision and mission of the University.	Noted for Compliance to be included in above document	31-06-2023	Deans + Chairpersons
16	(1)	Grievance Policy must be formulated.	Already followed approved Academic Rules Section 23 & 24 for students. Faculty and Staff grievances addressed through Act and Statutes.	Evidence to be provided in Compliance by FP.	Registrar



	(2)	Committees & ToRs to be approved separately for faculty, students and staff.	Already exists and in practice.		Registrar
	(3)	Dissemination of information regarding the presence of the Grievances Committee Policy/ToRs needs to be implemented among university faculty/ students and affiliated colleges. The information must be explicitly reflected redressal cases must be maintained and reported to the relevant authorities.	Already exists and in practice.		Registrar
17		A comprehensive policy must be notified and implemented at the earliest.	Already exists and in practice.		Registrar
18	(1)	Plagiarism policy to be implemented in true letter and spirit (aligned with HEC guidelines).	Noted for Compliance meanwhile HEC policy is adopted.	31-06-2023	Director A&R
	(2)	Awareness seminars and training sessions should be carried out on regular basis for faculty and administrators who are using this software.	Continuous Training Sessions arranged on regular basis.	Continuous Process	Director A&R+ Director QE
	(3)	Students /faculty at all levels must be given full awareness about the concept of plagiarism, similarity index, and the penalties involved.			Director A&R
19	(1)	Intellectual property rights policy of university is required to be framed as per government intellectual property rights guidelines.	Noted for Compliance	31-06-2023	Director ORIC + Registrar

	(2)	It must be disseminated widely to the stake holders. Frequently seminars must also be held in this regard.	Noted for Compliance	31-06-2023	
20		Faculty should be taken onboard in all academic decision-making processes.	Already in Practice through participation of faculty in bodies like BoS, BoF, Academic Council, ASRB, Syndicate and Senate.	-	Registrar
STANDARD 5: FACULTY					
21		All senior faculty positions should in accordance with the prescribed criteria of HEC. This would help in further improving the quality of education and getting more research funding, promoting the research culture in the University.	Noted for Compliance and advertisement has already been published.	HEC Criteria already adopted	Registrar + Dean + Chairpersons
22		Permanent faculty at all levels should be hired on priority to being the students-teacher ratio up to the standard.	Noted for Compliance.	Continuous Process	Registrar
23		The University should devise a faculty development program to improve the qualification of the faculty member, particularly non-PhD faculty.	Noted for compliance to be incorporated in Strategic Plan.	31-06-2023	Registrar
24		The research incentive award policy may be introduced to appreciate and motivate the faculty for more research publications.	Noted for Compliance	To Plan	Treasurer/Director A&R
25		A faculty member should not be overburdened by allocating the courses over and above the required workload	Noted for Compliance	-	Director A&R

		which otherwise may hamper the quality of education.			
STANDARD 6: STUDENTS					
26	(1)	Student handbook should be prepared and disseminated on the university website etc.	Noted for Compliance. Already Committee Notified	Work by the Committee notified vide Notification No. 1028 dated 10-07-2021 to be completed by 30-04-2023	Registrar
	(2)	There is some information related to admission policy is available in the prospectus, however, a proper admission policy along with the curricula of the degree programs, information on students' societies and clubs and sports related activities should be incorporated.	Noted for Compliance.	-	Registrar/Director A&R
27		The Alumni Body needs to be operationalized following the formal approval of the relevant statutory bodies with complete SOPs.	Noted for Compliance.	FP to ensure by 30-06-2023	Registrar
28	(1)	It is recommended that : A proper library cataloging be maintained.	Refer to Serial No. 4(2) above	-	Librarian
	(2)	The library opening hours should follow the normal University opening hours during semester breaks.	Already complied and time extended to 8:30	-	Librarian
	(3)	Separate washrooms for male and female students.	Already done	-	Director Works/ Librarian

	(4)	Heating and cooling system be provided, if possible.	Noted for Compliance	As per available resources	Director Works/ Librarian
	(5)	The subscribed journals information should be maintained.	Already incorporated through HEC Digital Library	-	Librarian
	(6)	A proper lighting arrangement for reading in the library.	Noted for Compliance	30-04-2023	Director Works/ Librarian
	(7)	The library needs to be properly redesigned, and racks/shelves should be in order.	Noted for Compliance	31-06-2023	Librarian
29		Comprehensive HEC policies on protection against sexual harassment; disability and drug abuse should be presented to the relevant statutory bodies for approval and implementation.	Already incorporated and policies notified/communicated to all academic departments and administrative sections.	-	Registrar
30		Large class size adversely affects the teaching and grading quality; therefore, it should not exceed the standard class strength and if necessary, it should be divided into sections.	Noted for Compliance	-	Director A&R
STANDARD 7: INSTITUTIONAL RESOURCES					
31	-	The central library facility is available, however it is poorly maintained in terms of both resources as well as services. There is dire need to improve the library facility on various grounds.	Refer to Serial No. 4(2) and 28 above	-	Librarian
	(1)	The library books as per the need of the department should be increased.		-	

	(2)	Cataloging of books should be done at earliest.		-	
	(3)	Appropriate mechanism for allocation of books must be develop.		-	
	(4)	CCTV cameras must be installed in the library to ensure the security of library resources.		-	
	(5)	A proper mechanism of student's entry and exit needs to be developed.		-	
	(6)	The type of books and journals in the digital library should be as per the requirement of the academic departments for which periodical need assessment must be carried out.		-	
32		The University should ensure the proper maintenance of the computer labs by providing appropriate facilities furniture to make the environment conducive.	Revamping of labs has already done.	Completed	Deans + Registrar
33	(1)	The complaints redressal cell concerning the CMS must be placed to timely address the student's quarries. A manual guide on "How to work with CMS" must be provided to end users.	Noted for Compliance	-	Director IT
	(2)	Moreover, the affiliated colleges must be given the necessary training to handle the CMS in order to avoid delays in the relevant services.	Already Trained the Affiliated Colleges Faculty for CMS Usage	Done, Evidence to be provided by FP.	

9/13

34		A proper workload mechanism should be developed in order to minimize the number of visiting faculty members by optimal utilization of teaching assistants.	Noted for Compliance	-	Registrar
35		The students should be provided opportunities of field trips and industry tours for exposure and building linkage of theory and practice.	Already implemented/in vogue	-	Deans
STANDARD 8: ACADEMIC AND CURRICULA					
36		Accreditation of degree programs from the relevant bodies should be obtained for current batch and information be made available on the website and in the prospectus.	Noted for Compliance	-	Registrar
37		It is recommended to place the curricula of all degree programs on the university website.	Noted for Compliance	31-06-2023	Director A&R
38	(1)	Employer surveys should be conducted and	Noted for Compliance	31-06-2023	Registrar + Director QE
	(2)	how the information is used for degree program improvement should be mentioned.	Noted for Compliance	On receipt of the Survey	Director A&R + Director QE
39		The information should be used to draw different quality indicators improving the quality of education.	Noted for Compliance		Director A&R + Director QE

STANDARD 9: PUBLIC DISCLOSURE AND TRANSPARENCY

40	(1)	University website is considered as the main source of information. It must be updated on regular basis. All the relevant officers / directorates / faculties and departments should upload the latest information / notifications / policies, rules/ regulations on their web pages.	Already working on updating of University website on regular basis.	-	Director IT
	(2)	Right to information / communication Strategy may be adopted through the relevant statutory bodies followed by the notification form the concerned officers.	Already complied.	-	Registrar
41		The prospectus should cover all information regarding faculty, departments, course contents, student societies, and all relevant information related to students, especially the admission, examination and discipline and conduct rules.	Noted for Improvement to be incorporated	-	Registrar
42		Transparency must be maintained, and the students should be informed about the different fees charged by the University	The Fee structure is approved by the Authorities/Bodies. There is no hidden fee included in Student Fee.	-	Registrar
43		Handbooks for faculty, students and staff must be made containing roles, responsibilities / rules / regulations / jobs descriptions etc. These must be placed on the webpage and handover to all concerned un hard copies as well.	Noted for Compliance	-	Registrar

STANDARD 10: ASSESSMENT & QUALITY ASSURANCE

44		The current vision and mission statements are very generic in nature and do not cover the mandate of DQE. The vision and missions of the DQE should be aligned with the vision and mission of the University.	Noted for Compliance	Already revised and approved	Director QE
45		The University is required to provide the Turnitin accounts to QEC focal persons to its affiliated Colleges.	Noted for Compliance	As per request (Continuous Process)	Director QE
46		The Council visits are reported. It is suggested to expedite the process of accreditation of departments / programs	Refer to Serial No. 36 above	-	Concerned Dean
47		The rectification plans of the SARs are not updated.	Noted for Compliance	31 March each year	Chairpersons concerned

STANDARD 11: STUDENTS SUPPORT SERVICES

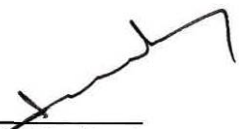
48		A proper structure for these centers needs to be approved from relevant statutory bodies for the allocation of financial resources. The structure recommended by HEC for the establishment of university advancement may be adopted.	Already Complied and approved from Statutory Bodies.	-	Treasurer
49		Dedicated heads for these centers should be hired for effective service delivery to the stakeholders.	Already posted on full time	-	Registrar



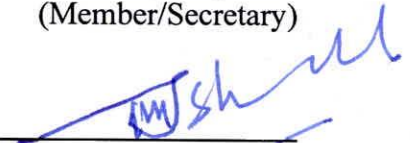
12/13

50	Proper space for students visiting the center needs to be provided in order to manage the affairs effectively.	Noted for Compliance	-	Registrar
51	A dedicated centralized space should be allotted to the centers for services delivery under one roof. Resulting in quick service delivery to the students / prospectus candidates	Noted for Compliance	-	Registrar


Prof. Dr Mohsin Nawaz
 Dean Faculty of Natural & Computational Sciences


Prof. Dr Azkia Hashmi
 Dean Faculty of Law & Social Sciences


Lt Cdr (R) Dr Mahmood Khan
 Director Quality Enhancement
 (Member/Secretary)


Prof. Dr Mujtaba Shah
 Dean Faculty of Art & Humanities


Prof. Dr Inam Ullah
 Dean Faculty of Biological & Health Sciences


Prof. Dr Jamil Ahmad
 Vice Chancellor
 Hazara University