QUALITY ASSURANCE POLICY

NATIONAL UNIVERSITY OF SCIENCES AND TECNOLOGY

(NUST)

Sector H-12 Islamabad, Pakistan

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ABBREVIATIONS

a.	AA	Academic Audit
b.	Acad	Academics
c.	ACM	Academic Council Meeting
d.	AT	Assessment Team
e	CPSR	Computer Professionals for Social Responsibility
f.	DLQEC	Director Local Quality Enhancement Cell
g.	HEC	Higher Education Commission
h.	HEI	Higher Education Institution
i.	HoD	Head of Department
j.	HQ	Headquarters
k.	IEEE	Institute of Electrical and Electronics Engineers
l.	IF	Impact Factor
m.	IPE	Institutional Performance Evaluation
n.	ISI	International Scientific Indexing
o.	IT	Information Technology
p.	MS	Master of Science
q.	MPhil	Master of Philosophy
r.	NBEAC	National Business Education Accreditation Council
s.	NCEAC	National Computing Education Accreditation Council
t.	NUST	National University of Sciences and Technology
u	NOC	No Objection Certificate
v.	PCATP	Pakistan Council of Architect & Town Planers
w.	PEC	Pakistan Engineering Council
x.	PERN	Pakistan Education & Research Network
y.	PG	Postgraduate
z.	PGP	Postgraduate Programs

aa.	PhD	Doctor of Philosophy
ab.	PSF	Pakistan Science Foundation
ac.	PT	Program Team
ad.	PTCL	Pakistan Telecommunication Corporation Ltd
ae	PQR	Pakistan Qualification Register
af.	QA	Quality Assurance
ag.	QEC	Quality Enhancement Cell
ah.	RIC	Research Innovation & Commercialization
ai.	SARs	Self-Assessment Reports
aj.	SOP	Standard Operating Procedure
ak.	UG	Undergraduate

Section – 1

Introduction

1. Background

Globally, higher education systems are actively developing and implementing learning outcomes initiatives in accountability and quality assurance frameworks. Well defined objectives of teaching and learning quality are perceived to be beneficial in a number of ways. They will provide clear understanding of educational value to students, employers, and other stakeholders at-large. They are also expected to enhance institutional and programmatic improvement in monitoring, curriculum development, and teaching/learning practices. Well defined out comes and structured processes offer better control of educational quality, what has been considered intangible in the world of quality assurance and accountability. Over and above, these policy guidelines will help harmonize/align NUST quality policy with National and International standards and best practices.

1.1 Vision

To employ best quality assurance measures to ensure highest quality of education and research at NUST, compatible and competitive with international standards.

1.2 Mission

To strive for achievement of the highest possible international standards of education and research at NUST by:

a. Developing / implementing QA Policies and regulating procedures
b. Assessing / auditing the processes, and
c. Suggesting measures for improvement in attitude and culture
d. Internationalization of the NUST

1.3 Objectives/Tasks:

Main objectives of QA policy are as follows:

a. Implementation of Quality Assurance Framework prescribed by Higher Education Commission of Pakistan, and make it compliant with relevant accreditation bodies.

b. To establish an effective system of Self-Assessment at all Higher Education Institutions (HEIs) of NUST and affiliated for all approved programs with the purpose of Quality Enhancement.

c. Developing procedures and ensuring that all HEIs are implementing these through Internal Quality Audits.

d. Assuring that university programs meet the requirements of HEC and the councils for accreditation.

e. Ensuring improvement of the quality of teaching, research publications and related students / staff support services through internal audits.

f. Suggesting measures for capacity building of faculty / staff involved in quality assurance measures.

g. Collection / provision of university statistics / data for university ranking by national / international agencies.

h. Implementing plagiarism policies in order to save guard against plagiarism and eradicate plagiarism from our scholarly work.

1.4 Basic Principle of Quality Assurance (QA) Policy:

QA policy of NUST is having a holistic approach, based on self-assessment keeping focus on Quality improvement through comprehensive framework as depicted below;-.

1.5 Establishment of QA Directorate:

NUST was among first group of HEIs that opted to join Quality Enhancement program of HEC. NUST therefore established its Quality Assurance Directorate (QAD) in 2005. The organizational structure of QAD has been evolving over the period. Existing QA organogram along with component of International Collaboration is placed Annexure A.

Section – 2

Self-Assessment, Accreditation and General QA Policy

2. Implementation of Quality Assurance

The detail of various measures to be taken for ensuring quality at all the institutions of NUST, following activities will be undertaken in accordance with the instructions laid down by HEC and various Accreditation councils/bodies.

2.1 Self-Assessment

To carry out self-assessment and prepare Self-Assessment Reports (SARs) of all the Academic Programs of NUST, HEC Manual will be taken as guide line. Procedure and responsibility of writing of SARs is as follows:

2.2 Self-Assessment Process:

Self-Assessment Reports are one of the most extensive works which is to be performed by the institutions. Each academic program shall undergo a self-assessment every year (assessment cycle). All the head of HEIs are responsible to ensure writing of SAR as prescribed in HEC Manual. DLQECs at each institution are responsible for, coordinating and follow up on the self-assessment (SA) activities.

2.3 Role and Responsibilities of DLQEC:

a. Initiation of Self-Assessment Process
b. Review of SARs for completion as per SA Manual
c. Formation of Assessment Team
d. Scheduling of AT visit
e. Receiving the AT Report & Department's Implementation Plan
f. Verification of the Rubric Evaluation done by AT
g. Submission of the Executive Summary (along with implementation Plan) to HOI / Rector through QAD
h. Ensure timely filling of feedback forms
i. Submission of SARs (hard & soft copy) to Quality Assurance directorate for onward submission to HEC
j. Follow up of Implementation Plan till its completion

2.4 SAR Writing:

The procedure for writing of SARs is as follows:

a. DLQEC initiates the SA one semester prior to the end of the assessment cycle through the Vice Chancellor / Rector Office in which the program is offered. However, if the program is undergoing the SA for the first time, the department will be given one academic year for preparation.

b. Upon receiving the initiation letter the department shall form a program team (PT). The PT will be responsible for preparing a self-assessment report (SAR) about the program under consideration. The team will be the contact group during the assessment period.

c. The department shall submit the SAR to the LQEC through the concerned Dean. The LQEC reviews the SAR within one month to ensure that it is prepared according to the required format.

d. The Head of the Institution forms a program assessment team (AT) in Consultation with the DLQEC's recommendations within one month. The AT Comprises of 2-3 faculty members from the university. The AT must have at least one expert in the area of the assessed program.

e. The LQEC plans and schedules the AT visit period in coordination with department that is offering the program.

f. The AT conducts the assessment, submits a report and presents its findings in an exit meeting that shall be attended by the DLQEC, Dean, PT and faculty members.

g. The LQEC shall submit an executive summary on the AT findings to the Head of the Institution.

h. The Department shall prepare and submit an implementation plan to LQEC based on the AT findings. The plan must include AT findings, and the corrective actions to be taken, assigning of responsibility and a time frame for such actions. Table A.2 in Appendix A of HEC manual provides a format for preparing a summary of the implementation plan.

i. The LQEC shall follow up on the implementation plan to ensure departments are adhering to the implementation plan. The academic department shall inform the LQEC each time a corrective action is implemented. LQEC shall review the implementation plan once in a semester to assess the progress of implementation and submit the progress to Dte of QA.

2.5 Program Team (PT):

PT is a group of professionals which is nominated by the head of the department.
It is responsible for writing of SAR and acts as a contact/focal group during the period of assessment process

2.6 Composition of PT:

No. of Students in the Program	Program Team
300	1 Chairman & 3 Members
Between 300 to 1000	1 Chairman & 5 Members
More than 1000	1 Chairman & 6 Members

2.7 Desired Skills of PT:

a. Demonstrate commitment to the principles of quality in higher education and the policies set by the Higher Education Commission of Pakistan.
b. An enquiring disposition.
c. Power of analysis and judgment.
d. Ability to work in teams.
e. Time management skills.
f. Experience of organization and management, particularly in relation to teaching and learning matters.
g. High standards of oral and written communication skills.
h. Self-motivated and willing to work for quality improvement.

2.8 Responsibilities of PT:

a. Compiling the report by responding to each criteria/ standards given in the SA Manual and integrating the collected information / feedback
b. Collecting relevant data on faculty, students, libraries, laboratories and infrastructure
c. Getting SA Performae filled by faculty, students, alumni and employers
d. Writing summaries of feedback received through Performae.
e. Analyzing the feedback and drawing conclusions
f. Writing a foreword giving brief history of the program, particulars of the PT, date of starting / finalizing report writing
g. The report may be signed by the convener / chairperson of the program team

2.9 Assessment Team (AT):

AT is a group of professionals who will review the SAR prepared by the PT and give its findings in the form of a report (AT Report)

2.10 Composition of AT:

No. of Students in the Program	Program Team
300	1 Chairman & 3 Members
Between 300 to 1000	1 Chairman & 5 Members
More than 1000	1 Chairman & 6 Members

2.11 Desired Skills of AT:

a. Demonstrate commitment to the principles of quality in higher education and the policies set by the Higher Education Commission of Pakistan.
b. An enquiring disposition.
c. Power of analysis and judgment.
d. Ability to work in teams.
e. Time management skills.
f. Experience of organization and management, particularly in relation to teaching and learning matters.
g. High standards of oral and written communication skills.
h. Self-motivated and willing to work for quality improvement.

2.12 Responsibilities of AT:

a. Check completeness of the SAR as per SA manual
b. Look at the comprehensiveness / relevance of responses to various criteria and standards
c. Verify the data / information given in SAR
d. Confirm the summaries of the feedbacks/surveys made by the PT
e. Review the conclusions drawn by the PT from the feedback proformae.
f. List down the findings from the assessment exercise
g. Carry out rubric evaluation of SAR
h. Write down the AT report

2.13 Internal Academic Audit

a. QA Dte plans coordinates and executes periodic internal academic audit of all NUST institutions. Composition of Audit team is as follows:-

(1) Registrar
(2) Director QA
(3) Director HR
(4) Director Admin
(5) Director Acad
(6) Director PGP
(7) Director RIC
(8) Director Finance
(9) Deputy Director QA (Panel Secretary)

b. Prepare Internal Audit program at the start of calendar year and disseminate to all the institutions.
c. Get feedback/self-assessment from the institution as per **Annex-B** and share with the Audit team.
d. Carry out detailed academic audit of the institution. Scope of university Internal Quality Audit for NUST institutions is placed at **Annex-C**.
e. During the visit a Presentation by the Institution is given to the panel members. Evaluation of documents is carried out. The panel members carry out inspection of laboratories, classrooms and library etc. The panel members also conduct interviews of students and faculty prior to the debriefing to head of the institution.
f. After the visit QA Dte gets the feedback from all panel members and prepares Post visit report. The Post visit report is presented to Rector through Pro Rector (Acad). After receiving comments from Rector the report is dispatched to the head of the institution for taking appropriate actions according to the recommendations given in the report. QA Dte keeps monitoring the progress on the panel recommendations, from the institutions.

2.14 Accreditation

a. Accreditation / Re-accreditation of all UG programs of all NUST institutions are to be processed through QA Dte (AA). It will be institution responsibility to take financial approval of accreditation fee from Finance Dte as prescribed by accreditation council. ACM approval of the program prior to the accreditation request will be mandatory.

b. Institutions will present all change in scope cases to ACM. After the approval case will be processed through QA Dte (AA) for necessary change in scope visit by the accreditation council.

c. Institution will ensure that the batches are accredited well before the graduation.

2.15 Procedure for approval of PG programs

For all Post Graduate (PG) programs starting from fall 2013 approval from HEC is mandatory. Cases duly approved by ACM for issuance of NOC by HEC in respect of all PG program of all institution will be routed through QA Dte. To obtain NOC, institutions will prepare the case as per the guidelines issued by HEC. Following documents are to be prepared by the concerned institution. (Any additional information may also be included which HEC may require at any later stage.)

a. Act/Charter of the University allowing to offer a program
b. Approval of the University statutory body to start/launch new program
c. NOC of accreditation council to launch a professional program (if applicable)
d. Curriculum of program in line with the HEC guidelines
e. Exact title of program that will appear on relevant degree
f. Brief Introduction of Program and date of its commencement
g. Objective to offer program
h. Scope regarding market, social and employment perspective of program
j. Entry/ admission requirement of program

k. Duration of the program and semester-wise break-up of workload/credit hours
l. PhD thesis review policy (by two foreign experts from technologically/academically advance countries and one local reviewer/committee
m. Policy of publication of research papers in HEC recognized journals {only published (not the accepted) papers shall be considered to the credit of PhD scholar}
n. There is a requirement of appointing full time relevant PhD faculty (minimum two PhDs for launching an MS/MPhil/equivalent program and three PhDs for a PhD/equivalent program). Please provide copies of following documents in respect of each PhD faculty member:-

    (1) Appointment order/notification
    (2) Joining report along with current status
    (3) CV along with one recent passport size photograph
    (4) PhD degree and its translation in English (if required)
    (5) Transcript of grades
    (6) Equivalence certificate in case of foreign degree (if applicable)
    (7) Areas of specialization in PhD
    (8) Copy of CNIC

2.16 Institutional Performance Evaluation (IPE)

QA Dte coordinates between HEC and NUST for evaluation of selected institution/NUST. Relevant institutions and directorates will provide/present requisite data to QA Dte/Visiting Panel. Responsibilities of various directorates are attached as **Annex-D.**

2.17 Membership

Process membership cases with Quality Assurance Agencies/Network on behalf of NUST. Membership fee will be catered for by QA Dte in annual budget, however all the payments in Local Currency (LC) or Foreign Exchange (FE) will be made by Finance Dte. List of current memberships is as follows:-

a. International Network of Quality Assurance Agency for Higher Education (INQAAHE)

b. Asia-Pacific Quality Network (APQN)
c. Association of Commonwealth Universities (ACU)
d. International Association of Universities (IAU)
e. The Talloires Network
f. International Association of University Presidents (IAUP)
g. Association of Management Development Institutions in South Asia (AMDISA)
h. United Nations Academic Impact (UNAI)
j. Inter University Consortium for Promotion of Social Sciences (IUCPP)
k. Association of Quality Assurance Agencies of the Islamic World (QA-Islamic)
m. World Design Organization (WDO)
n. Any other approved by competent authority

2.18 Pakistan Qualification Register (PQR)

QAD will also maintain data of Pakistan Qualification Register parallel with Academic Directorate.

2.19 Continual Quality Improvement (CQI)

2.20 Feedback:

To ensure Continual Quality Improvement (CQI) and to improve the standard of faculty, services and academic programs, multiple inputs (feedback) will be taken from students, faculty and administrative staff periodically. Similarly feedback from alumni, employers and other stake holders are obtained for the improvement of ongoing programs. The detail of Feedback forms is as follows:

a. Alumni Survey
b. Employer Survey
c. Faculty Course Review Report
d. Faculty Survey
e. Research Student Progress Review Form
f. Student Course Evaluation Questionnaire
g. Survey of Department Offering Ph.D. Programs
h. Survey of Graduating Students
i. Teacher Evaluation Form
j. Faculty Resume

Analysis of feedback from various stakeholders is required for improvement of the respective programs and for making part of SARs. Information & Communication Technologies Directorate (ICT) will be responsible to upload the forms on Campus Management System (CMS), whereas institutions will ensure filling of feedback forms so that ICT directorate can enable and facilitate analysis to the respective institution/directorate for CQI. The content of the feedback forms can be changed by the competent authority are and when required by the institutions.

2.21 General QA related Activities:

To encourage quality related activities of HEIs seminars, conferences, meetings national and international events, etc. will be arranged at university level on regular basis. Record of all such activities will be compiled and maintained at the QA Dte. The Dte will also be responsible to update and maintain QA website. Similarly to encourage the faculty, students and staff various honors and awards are given by government, non-government organizations and international agencies. HEC, Best Teacher nominations, National and International Award cases will be processed through QA directorate.

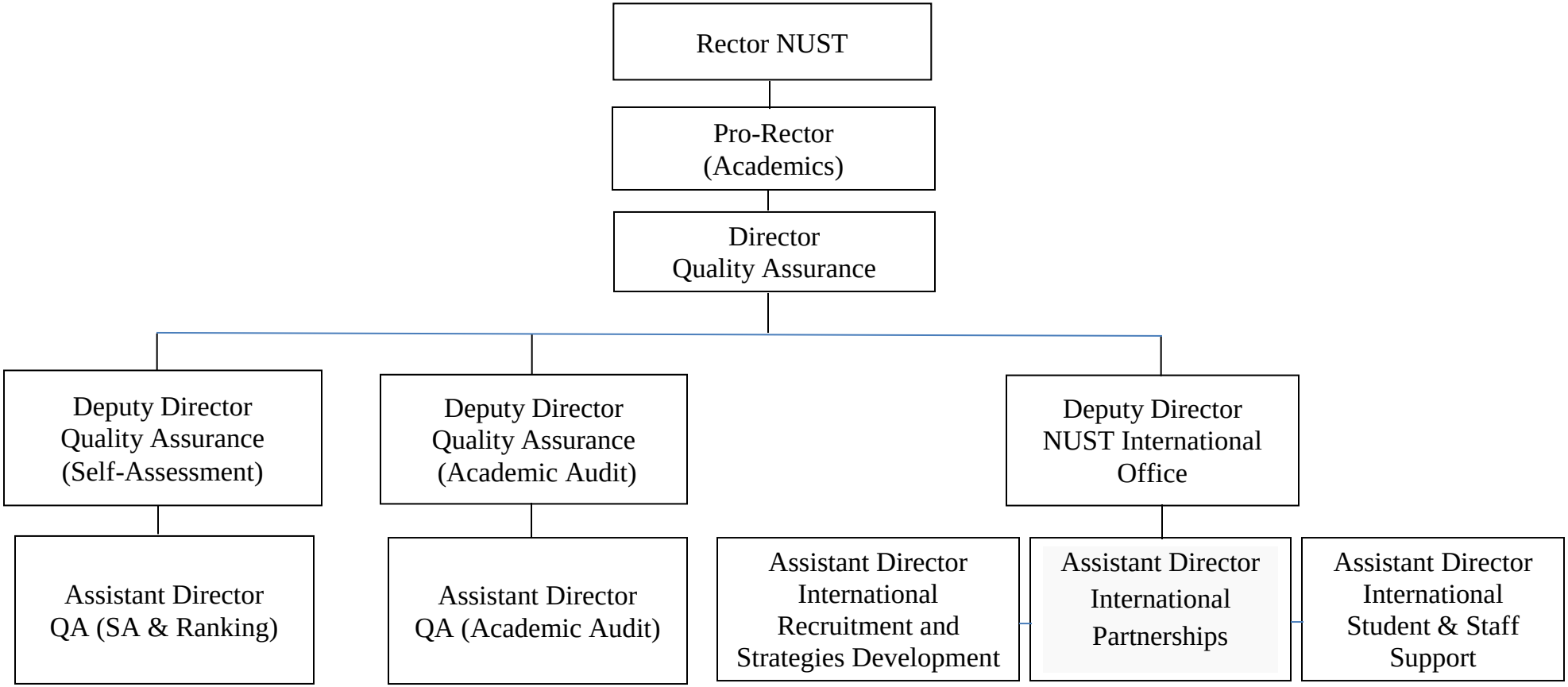
2.22 National and International Ranking:

To strengthen the culture of transparency and to improve the competition among universities NUST participates in national (HEC ranking) and international ranking like Quacquarelli Symonds (QS) world universities ranking and Time Higher Education (THE). QA Dte will be the focal point for collecting the required data from all the NUST institutions for onward submission to the concerned ranking agencies.

Annex-A

ORGANIZATIONAL CHART

Quality Assurance Directorate



Non Gazzetted Staff
(QA Dte)

Category	EBPS	No. of Posts
Data Analyst	16	01
Superintendent	16	01
DPS	15	01
Assistant	14	01
DPA	14	02
UDC	11	02
LDC	7	01
Naib Qasid	2/3	03

Annex - B

MATERIAL REQUIRED TO BE DISPATCHED TO QA DTE PRIOR TO THE VISIT

a. Management and Program Mission, Objectives & Outcome

(1) Organogram (with names of officials)
(2) Mission, objectives and outcomes of the program(s)
(3) Significant future development plans for the program(s)

b. Curriculum Design and Organization

(1) Curriculum – Semester wise list of courses taught for each program
(2) Record of curriculum reviews carried out during last 3 years for each program

c. Students

(1) Section wise Student population
(2) Relegation / termination record for last three years and reasons for relegation / termination
(3) Record of student feedback forms
(4) Attrition rate of Masters/PhD Students, after 1st semester, for last 03 years.
(5) Measures being taken to facilitate Masters/PhD students for easy and regular access to their supervisors during research phase.
Presentation of log books being maintained for recording the visits.
(6) Discipline & Programme wise state of MS & PhD Students.
(7) List of MS/PhD Students in last year of extended period and their progress.
(8) Detailed information of all PhD Scholars as per the format at Appendix-A".
(9) Detailed information of all MS Scholars in research phase as per the format at Appendix-B".

d. Faculty

(1) Details about Full / Part Time and Shared Faculty as per Appendix-C".
(2) Student / Teacher Ratio
(3) Inbound / Outbound exchange visits of Faculty
(4) Faculty research grants; obtained and utilization
(5) Significant Academic / Research achievements/Collaborations in last five years
(6) No. of Faculty / Student Research papers published during last five years in following journals:
    (i) ISI / Scopus Indexed journals
    (ii) HEC approved journals
    (iii) Others
(7) No. of textbook(s) / book chapters written by faculty member(s)
(8) No. of patents applied / approved in last five years
(9) Record of faculty due for promotion or those not recommended in faculty board of studies (FBS), along with reasons of their rejection.
(10) Record of faculty involvement in the Annual events like conducting seminars, workshops or guest lecture etc.
(11) List of department wise PhD faculty and MS & PhD students being supervised by them.
(12) No of Research Projects acquired by the faculty, the amount involved and MS/PhD students employed on such projects.

e. Laboratories and Computing Facilities

(1) List of Labs for each degree program (deficiency, if any)
(2) List of UG courses which each lab supports.

f. Library

(1) No. of text / reference books (discipline wise) - deficiencies, if any
(3) e-Books / e-Journals / Software's accessible to faculty / students
(4) List of Journals subscribed by the Institution
(5) Library Staff (Name, Qualification, Grade, Date of Employment)

g. Institutional Facilities

(1) No. of classrooms (indicate any deficiency)
(2) No. of Faculty offices (indicate any deficiency)
(3) Facilities available for students (such as sports, hostel etc.)
(4) Detail of Industrial/Corporate Sector Visit Plan
(5) Detail of Internship

h. Administrative / Technical Staff

(1) Particulars of Heads of Administrative sections with qualification, designation and date of employment.
(2) Lists of the personnel nominated for panel interviews (including faculty members, students, heads of administrative sections)
(3) Leave record of faculty

Appendix-A

Detail of PhD Scholars

Name of the Scholar	Registration Number	Date of Admission	Date of transfer to PhD (in case of MS leading to PhD)	Degree Requirement Completion Date (Maximum Duration)	Date of GEC Formation	Credit Hours Completed	CGPA	Qualifier Exam - Part A (Date of Exam)	Qualifier Exam - Part B (Synopsis) (Notification Date)	Research Work Completed (%gae - 0-25, 26-50, 51-75, 76-100)	No of PhD Conference Publications/Presentations	Thesis - Evaluator Selection (Both foreign and local) (Date of selection)	Remarks

Appendix-B

Detail of MS/M-Phil Scholars in Research Phase

Name of the Scholar	Registration Number	Date of Admission	Date of GEC Formation	Credit Hours Completed	CGPA	Research Synopsis) Approval Date)	Research Work Completed (%gae - 0-25, 26-50, 51-75, 76-100)	Remarks

Appendix-C

Faculty Information Proforma

Department : _____ **Program / Discipline / Subject** _____

S#	Name of Teacher / Designation	*Faculty Status (RVF,TVF, Shared) Since (date)	Qualification with specialization and date	Student being Supervised for Project / Thesis			Teaching Load (Credit hrs)			Published Research Work @		Additional Responsibilities @		PEC Registration No. (for engineers only)	Other Co-Curricular Activities @			Date of Joining the Institution
				BE / BS	MS / M.Phil	Ph.D	BE / BS	MS / M.Phil	Ph.D	National	International	Academic	Adm		Conferences / Seminars / Workshops etc.		Civic Activities participated/ arranged	
															Attended	Paper Presented		

Details of Lab Staff

Department : _____

Program / Discipline / Subject _____ Lab Name : _____

S#	Name of the Staff	Designation	Qualification	Joining date	Experience

Annex - C

SCOPE OF UNIVERISTY'S INTERNAL QUALITY AUDIT OF NUST INSTITUTIONS

1. The quality audit of NUST institutions shall cover following points pertaining / applicable to the specific institution. The available documents relevant to the various aspects of Audit Scope may be kept in the room reserved for the panel interviews during the audit visit.

a. Management and Program Mission, Objectives & Outcome

(1) Evidence of graduating students performing the desired outcomes.

(2) Results of previous assessment and consequent improvement of program.

b. Curriculum Design and Organization

(1) Faculty members' Course folders

(2) Departmental Students' Folders

(3) Examination record and compliance of NUST Exam Policy

(4) Teachers' Evaluation Record based on the classroom visits by HoD

(5) Guest lectures / educational visits arranged by the department

(6) Students' attendance / Shortage of attendance

(7) Weekly Time Table of all programs

c. Compliance of HEC Quality Criteria

(i) Record of Implementation of Plagiarism Policy

(ii) SAR writing / preparation record:-

- List of Program Teams of each program

- List of Assessment Teams of each program
- SARs which are ready

d. Laboratories and Computing Facilities

(1) Adequacy of equipment as per program requirement and student strength

(2) Record of serviceability of available Lab equipment

(3) Manuals for practical's

(4) Safety Regulations / Instructions

(5) Log books of major equipment

(6) Utilization Rate (UR)

(7) Lab Staff details (Name, Qualification, Grade, Date of Employment)

(8) Internet facility in institution / hostel.

e. Students

(1) Student population – Course / Section-wise

(2) Orientation process / Student Guidelines

(3) Student Counseling System

(4) Extra-curricular activities / students clubs / sports facilities

(5) Student interaction with institution's administration

(6) Record of Internship and placement of graduates

(7) Student Related Feedbacks / Surveys:

(a) Student Course Evaluation Questionnaire

(b) Survey of Graduating Students

(c) Survey of Alumni (d) Survey of Employers

(e) Research Student Progress Review Form

(f) Survey of Department offering PhD Programs

f. Faculty

(1) Evidence of Orientation process of New Faculty

(2) Process being followed for Mentoring of New / Junior Faculty

(3) Workload of Faculty; Additional responsibilities

(4) Lecture-wise course breakdown of course(s) taught by the faculty members

(5) Faculty Dossiers (with HoD)

(6) Details of Calculating Student / Teacher Ratio

(7) Procedure to ensure effective teaching / learning processes

(8) Details of Faculty research grants; obtained and utilization

(9) Copies of Faculty Publications in last five years

  (i) ISI / Scopus Indexed journals

  (ii) HEC approved journals

  (iii) Others

(10) Textbook(s) / Book Chapters written by faculty member(s)

(11) Detail of patents applied / approved

(12) **Student Related Feedbacks / Surveys:**

  (a) Faculty Course Review Report

  (b) Faculty Survey

  (c) Faculty Resume

  (d) Teachers Evaluation Form

g. Institutional Facilities

Details of following:-

(1) Class sizes (theory & practical sessions)

(2) Cafeteria

(3) Hostel accommodation

(4) Sports Facilities (including swimming pool, Gymnasium etc.)

(5) Transport arrangements for students

(6) Adequacy of secretarial support, technical staff and office equipment

(8) Databases / Record keeping of following

  (a) Alumni; alumni donations

(b) Employers (of NUST graduates)
(c) Peers (Peers are the academics / scholars / researchers working in other Pakistani / foreign universities known to our faculty members)
(d) HEC Department-wise Information Proforama

h. Library

(1) Details of Budget / availability of funds for library upgradation
(2) Library operational / maintenance procedures (SoPs)
(3) Details of Library equipment (PCs, photocopier, scanner etc)

j. Industrial Linkage

(1) Details of Industrial Liaison office
(2) Details of projects / funding obtained from industry
(3) Record of Visits conducted to the industry
(4) Methodology of Commercialization of Research Findings

k. Civic Engagement

(i) List of Research Projects related to Community
(ii) Details of Services / help rendered to the Society

l. Administrative / Technical Staff

(1) Administrative / Technical sections in the institutions.
(2) Details of Administrative / Technical Staff

List of Documents

- Record of Institution's SOPs / Policies
- Implementation on the decisions of Academic Council Meeting
- Minutes of Departmental Board of Studies Meetings
- Minute of Faculty Board of Studies Meetings
- Record of Students counseling / advising
- Record of actions taken for plagiarism, cheating, malpractice by faculty/students/staff etc
- Alumni data (Soft record)
- Record of students educational, industrial visits
- Faculty mentoring policy and it is implementation record
- Fire Safety SOP
- Record of feedback taken as per QA Dte Forms and actions taken on the feedback
- Record of International Conferences / Seminars / Workshops Organized by the Institution and Abstract of International papers.
- Action Taken on the Previous visit of Accrediting Council/ Internal Quality Audit Visit (as applicable)
- Number of Research Papers in terms of Quantity + Citations for last three years
- Record of Alumni Donations
- Community/Services record
- Evidence of Annual Budget requests from the institution to Finance Dte for last 03 year

Annex-D

Responsibilities of Various Directorates for IPE

S#	General Documents/Information	Responsibility
1	PSA Dte will prepare the presentation on HEC Parameters after collecting the required information from the relevant Directorates and will present the same to HEC Review Panel	PSA Dte
	Total No. of books & subscribed journals in the library and access to Books & Journals through Digital Library	
	Annual Reports	
	Any other information required by the HEC in respect of PSA Dte	
2	Name of the Institution & Location.	Registrar Dte
	Type of the Institution (Public / Private)	
	Nature of the Campus: Main Campus/Sub-Campus/Affiliated Institutions etc.	
	If Affiliated Institution, name of the Institution with whom affiliated	
	Admission Policy	
	Examination rules	
	Senate / Syndicate / Board of Governors	
	Boards of Faculties or equivalent body	
	No. of currently enrolled students in each program (Semester-wise/Year-wise)	
	No. of students graduated in last three years by each program (year-wise)	
	Any other information required by the HEC in respect of Registrar Dte.	
3	Board of Advanced Studies and Research (BASR) or equivalent body	PGP Dte
	No. of currently enrolled students in each program (Semester-wise/Year-wise)	

S#	General Documents/Information	Responsibility
	No. of students graduated in last three years by each program (year-wise)	
	Any other information required by the HEC in respect of PGP Dte	
4	Approval of each Program and Department from the concerned statutory body (With date of approval and launch)	Acad Dte
	Examination rules	
	Provision within the Charter empowering the University to affiliate colleges/institutions	
	Composition of "Affiliation Committee" with the name of HEC Representative/Nominee in the committee.	
	Approved Criteria for awarding affiliation	
	Approval documents for affiliation (letter, minutes etc. from competent forum).	
	Approval of programs being conducted at affiliated colleges from university's own competent forum).	
	Semester Guidelines	
	Curricula of Programs	
	Academic Council or equivalent body	
	Boards of Studies or equivalent body	
	Total No. of Departments and the related Programs (Please provide list)	
	Total No. of student sections and classrooms	
	Prospectus	
	Names of the laboratories in each department	
	Students Guide Book	
	Admission Policy	
	MS/MPhil and Ph.D. Admission criteria	
	Any other information required by the HEC in respect of Acad Dte.	

S#	General Documents/Information	Responsibility
5	Approved Statutes, Current as well as old (if any)	SP&MO Dte
	Vision and Mission	
	Approval of HEC for establishment of the institution on present location	
	Any other information required by the HEC in respect of SP&MO Dte.	
6	Approval for the establishment of the institution being inspected from Statutory Bodies, Respective Government Department and HEC (as applicable)	HR Dte
	Faculty Appointment Criteria	
	University's own Tenure Track Statutes	
	Grievance Committee	
	Selection Boards or equivalent body	
	No. of Approved posts for Faculty members (Please Provide Department Wise List in terms of designation; Prof, Associate Professor, Assistant Professor and Lecturer)	
	No. of currently employed Permanent Faculty members in each department (Please provide list in terms of qualification, designation and date of appointment)	
	Department-wise lists of Administrative/Technical Staff members	
	Faculty Hand Book	
	Any other information required by the HEC in respect of HR Dte.	
7	Evidence of Accreditation of Professional Program(s) from the concerned Accreditation Council(s) (Where Applicable)	QA Dte
	Approval/NOC for offering MS/M.Phil. & Ph.D. Programs from HEC (In case program has been launched after October, 2013)	
	Quality assurance mechanism for affiliated colleges (if any)	
	Quality Assurance System	
	Plagiarism Policy / Handbook	
	Approval of programs by the respective professional councils.	
	Any other information required by the HEC in respect of QA Dte.	

S#	General Documents/Information	Responsibility
8	Career Counseling	C3A Dte
	Any other information required by the HEC in respect of C^3A	
9	Placement System	RIC Dte
	Any other information required by the HEC in respect of RIC Dte.	
10	Finance and Planning Committee or equivalent body	Finance Dte
	Any other information required by the HEC in respect of Fin Dte.	
11	Arrange for security, transportation, tea-break/lunch, accommodation etc. for the HEC review team.	Admin Dte
	Faculty and Students support services.	
	Any other information required by the HEC in respect of Admin Dte.	
12	Master Plan of Infrastructure	PMO Dte
	Any other information required by the HEC in respect of PMO Dte.	