University Portfolio Report (UPR)

Based on

Institutional Performance Evaluation (IPE)

HITEC University Taxila

March 2022

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Overview

Heavy Industries Taxila Education City (HITEC) is a comparatively new addition to the hallmarks of Taxila located at the foothills of Margalla, 30 km North West of Islamabad and Rawalpindi; it is an integrated and purpose specific complex, housing educational institutes, catering for pre-school to university level education.

In November, 2007, HITEC University, in affiliation with UET Taxila, commenced classes with an intake of 250 students. It was granted its own charter in November, 2009 by the Government of the Punjab. The University has a dynamic, industrious and highly committed full time faculty which keeps abreast with the latest development in teaching methodologies. In a short span of time HITEC University has emerged as a modern and vibrant place of learning and can be rightly called a citadel of knowledge. It hosts state of the art facilities and takes pride in offering learning environment having unmatched safety and security of the premises.

The University has spacious, air-conditioned and very well-equipped classrooms, laboratories, library, auditorium and excellent allied facilities. Library provides ample space for books, reading and research activities. Purpose built boys hostel is available on first come first serve basis to accommodate over 300 students within the campus. Construction of girl's hostel is in progress.

Students get ample opportunities for internships and employment due to close proximity of the University to Heavy Industries Taxila (HIT), Pakistan Ordinance Factories (POFs), Heavy

Mechanical Complex (HMC), Pakistan Aeronautical Complex (PAC) Kamra, Telephone Industries of Pakistan (TIP) and FECTO Cement etc.

The University, besides imparting quality education, assigns equal importance to character building, extra and co-curricular activities. We aim to make our students morally and physically sound individuals and responsible citizens of Pakistan, with a strong urge of service to humanity.

Vision

HITEC University shall be a premier institution and bastion of academic excellence. It must become a citadel of our ideological moorings, national integration and socio-religious values. HITEC ought to trigger the human mind to think clearly perceiving the environment and issues confronting human beings, seeking intelligent, viable and practical solutions, leading to societal development and the overall betterment of human race. The campus shall provide our progeny the environment for intellectual flourishment, nurturing fertility of thought and creativity. HITEC University faculty will focus on preparing our youth to face the challenges of life with honor, confidence and fortitude through character building and grooming. In HITEC University merit, justice, honesty and adherence to moral and social values must prevail. The University shall provide a pedestal for fulfillment of our youth's aspirations and hopes to live an honorable life as citizens of Pakistan.

Mission

HITEC University will be a center of excellence in teaching; learning and research. We instill and inspire intellectual curiosity, lifelong quest for knowledge and a keen urge for social and moral responsibility. The University will establish strong linkages with industry, ensuring innovative research leading to economic prosperity of Pakistan.

STANDARD 1
MISSION STATEMENT AND GOALS

1. **When did the university conceive of and write the mission? When and whom was it approved?**

    Answer: The mission was conceived in early 2009. It was presented to the Chairman HIT Education Welfare Trust, in a meeting held in the university on April 13, 2009. The same is appended below:

    "HITEC University will be a center of learning providing excellence both in teaching and research. The University will focus its efforts on students, creating a partnership among them and faculty with mutually understood expectations. Our faculty will instill and inspire intellectual curiosity among students and a lifelong quest for knowledge. The University will establish strong linkages with industry, ensuring innovative research leading to economic prosperity of Pakistan."

2. **Who was involved in the writing of the mission?**

    Answer: Original mission was conceived by the then Chairman HIT/Chairman HITEWT (founding father), and the then Vice Chancellor.

3. **Has the mission been reviewed and renewed since the first writing and approval? If so, when and by whom? When it was last reviewed?**

    Answer: The senior management committee of the University reviewed the Mission to make it more comprehensive, clear, and concise. It was presented to before the Academic Council in its 16th meeting held on May 26, 2011. The present mission as approved by the Academic Council is as under:

    "HITEC University will be a center of excellence in teaching, learning and research. We instill and inspire intellectual curiosity, lifelong quest for knowledge and a keen urge for social and moral responsibility. The University will establish strong linkages with industry, ensuring innovative research leading to economic prosperity of Pakistan."

4. **Where are the problems regarding living up to the mission? What is the university not doing that it should be doing to realize more fully its mission and goals?**

    Answer: The University has strived hard to follow the mission in true letter and spirit and has focused its energies in providing quality education, ample opportunities for research and

developing strong academia industrial linkages. Appended below is the detailed work being carried out by the university in line with the mission:-

a) **Research.**

b) The management of the University is utilizing best of its efforts to follow its mission in true letter and spirit. In a few years since its inception, the university has achieved commendable academic standing in its vicinity and the country at large. The university has spent huge sum amounts on the development of infrastructure and constructions labs for the students and provide conducive and modern learning environment. The faculty of the university has been doing research in all the relevant field of sciences and engineering. The PhD program of the University is flourishing and so far, ……… PhDs have graduated and serving in reputable institutes and organizations.

University does face some problems are being faced while applying for the funding from HEC and other agencies, which if approved will be more fruitful because of the meager funds available at the university.

c) **Academic Industrial Linkage.**

The University has strong industry-academia linkages, as it is located at rich industrial area. Our students and faculty benefit from the research projects through Heavy Industries Taxila. However, there is some reluctance on the part of local industries to share their problems and difficulties for our research pursuits.

5. **How is it used to:**
   a. **Guide personnel decision?**
   b. **Determine program/course offerings?**
   c. **Guide budget decisions?**

Answer: HITEC University mission emphasize on the following:

a) The University to be a Center of Excellence.

b) Students and faculty members to develop a lifelong quest for knowledge.

c) University graduates to be socially and morally upright.

d) Innovative research for the wellbeing of the country and humanity.

All major University decisions are guided by its mission statement as under:

a.) University Selection Board while taking personnel decisions ensures that highly qualified faculty and staff with strong moral values and social commitment are

selected within the parameters of University Regulations and HEC/PEC/NCEAC/NBEAC guidelines.

b.) University decides the programs and courses of study, keeping in view the salient features of its mission statement mentioned above and HEC/PEC/NCEAC/NBEAC guidelines.

c.) Our mission emphasizes to convert this institution into a center of excellence in teaching, learning, and research. To achieve this milestone, university allocates sufficient funds for the addition and improvement of infrastructure, equipment, establishment of laboratories, conduct of research and purchase of library books and journals. To promote excellence in teaching and attract best faculty, university provides competitive salary structure commensurate with qualification and experience as compared to the fellow universities.

6. **How well do you believe that the mission clearly defines the purposes of the university? Please explain.**

   Answer: The purpose of any university is to explore and create knowledge and disseminate it to the new generation to make them useful members of the society. Our mission clearly defines these parameters and emphasizes excellence in teaching, learning and research. Since the grant of its Charter in 2009, the University has successfully launched Masters' and Doctoral level programs in Engineering, Computer Sciences, Mathematics, Islamic Studies besides initiating BS programs in Electrical, Mechanical, Computer Engineering, Computer Sciences, Civil Engineering, Biomedical Engineering, Business Administration, Mathematics and Islamic Studies. We at HITEC University prepare the students inculcating among them strong moral values and enable them to become socially responsible citizens.

7. **How well do you believe the mission and goals delineate what the university intends to accomplish? Please explain.**

   Answer: The University perceives its endeavors from its Mission and diligently contributing towards the prosperity of the country through focused teaching & research and yielding productive and technically sound engineers, scientists and managers for the industries and businesses. This is evident from our Alumni serving in reputable organizations in the country and abroad.

STANDARD 2
PLANNING AND EVALUATION

1. **Describe your formal system of planning and evaluation. What committees are there with what composition? How often do they meet? What is timeline for the plan? Who approves the final document? Who receive a copy of it?**

   Answer: HITEC University has a comprehensive planning and evaluation system, in which maximum participation is ensured by the representation of faculty and staff on different Departmental Board of Studies. After the need analysis, every department prepared the document containing departmental requirements related to faculty strength, infrastructure, equipment, and material for the labs, furniture and fixture, research projects funding and books and journals etc. These documents are further deliberated upon in the concerned Boards of Faculty. After approval from the Boards of Faculty, comprehensive budget document is prepared by the Treasurer Office which is discussed in the Finance and Planning Committee. The Finance & Planning Committee recommends the Budget for the approval from the BoG. The copy of the approved budget is provided to all concerned.

   Following committees are constituted:

   a) **Board of Studies (each Department)**

      i. Composition

        i. Chairpersons of the Department   Chairman

        ii. All professors

        iii. All associate professors

        iv. Two assistant professors

        v. Two lecturers

      ii. Meetings   periodically

   b) **Board of Faculty (Each Faculty)**

      i. Composition

        i. Dean of Faculty   Chairman

        ii. The professor and chairpersons in the faculty

        iii. Two teachers as nominees of Academic Council

        iv. Two experts in the field from outside University appointed by the Board of Governors.

v. One member to be nominated by VC.

ii. Meetings   periodically

c) Finance and Planning Committee

i. Composition

  i. Vice Chancellor   Chairman

  ii. All Deans

  iii. The Treasurer

  iv. One member of the Board to be nominated by the Board

  v. One member of Academic Council to be nominated by the Academic Council

  vi. One member for Punjab Education Department

  vii. One member of Punjab Finance Department

  viii. Director Planning HEC

  ix. The Registrar

  x. One Nominee of the society.

ii. Meetings   periodically

2. What other planning documents do you have? A development plan for facilities? A financial plan? Please describe for each of these documents the process by which they are generated and reviewed. Please provide copies last three years plans.

Answer: University devised 12 Years Incremental Growth Plan and presented during 8th meeting of Board of Governors held on February 11, 2021. The Board of Governors approved the plan encompassing Equipment/Infrastructure/Labs development and launching of new programs. University has the following documents which are generated through the process explained above.

  a) 12 years Incremental Growth plan

  b) Annual Budget and Financial Plan

Relevant copies will be provided during the IPE review visit.

3. How are the plans incorporated into the budget? Please provide copies of the current draft budget and approved budget of last year.

Answer: The Annual Budget is prepared keeping in view the 12-Year Incremental Growth Plan incorporating the annual targets and requirements of the faculties, infrastructure and Lab Equipment. The process of incorporating plan into the budget has been explained in Answer 1 above.

Relevant copies will be provided during the IPE review visit.

4. When were the plans evaluated and updated? How?

Answer: Board of Governors has the prerogative to review the growth plans and recommend the updations in the plans. The University management prepares the plan in accordance with available and projected budget and submit for approval from BOG.

5. Is there a campus master plan? A life cycle management plan for the university infrastructure? If so, who was involved in putting it together? Who approved it? How often is it updated? Please provide a copy of the campus master plan.

Answer: University has a Master Plan. The University doesn't have any lifecycle management plan at present. The master plan was approved by the Vice Chancellor and updated on required basis. The University senior management meets periodically to evaluate the master plans.

The copy of the campus master plan will be provided during the IPE review visit.

6. Is there a prospectus? If so please provide us.

Answer: University published and updated prospectus on yearly basis. Prospectus will be provided during the IPE review visit.

7. Please list PC-1/PC1-IV for prepared, executed and completed in last three years.

Answer: Not applicable.

8. Are there any other plans? If so, please provide copies along with the dates when these plans are updated as well as by whom? Please give the names of the body that gives the final approval.

Answer: Academic and Infrastructure Plans.

9. For committees involved in the planning process, please provide the lists of members, the agendas and the minutes of the meetings in last three years.

Answer: Relevant detail of committees and the minutes of meetings will be provided during the IPE review visit.

STANDARD 3
ORGANIZATION AND GOVERNANCE

1. Please provide detail of offices responsible meetings of the senate; the syndicate; or Board of Governors.

Answer: The meetings of the senate, the syndicate, and BoG will be called by the Registrar and his office after the complete formulation of BOG. The details will be provided during the IPE review visit.

2. Provide the copy of University ACT.

Answer: Relevant copy will be provided during the IPE review visit.

3. Please provide organizational chart along with its approval.

Answer: Relevant copy will be provided during the IPE review visit.

4. Define the process of conduction of these meetings.

Answer: HITEC University has a Board of Governance (BOG). According to the Charter, Vice Chancellor of the university is the secretary of the BOG. The secretary calls the meetings of the BOG with the approval of the Chairman BOG. The secretariat support to the Board is provided by the Registrar and his office. After the grant of Charter in November 2009, the university Board of Governors was constituted. The meeting of the BOG is conducted through detailed presentation and minutes of the meeting are recoded. The draft minutes are submitted to the Chairman BOG for approval and further distribution among the members.

5. If you are a private not-for-profit or proprietary university, please describe in your governance system – the various committees, councils, etc. and provide TORs for each.

Answer: University has been established by the HIT Education Welfare Trust. The University is being governed according to the provision of university charter. University has following constitutional bodies and they exercise their powers given in the University Charter:

a) Board of Governors.
b) Academic Council.
c) Board of Faculty.
d) Board of Advanced Studies and Research.
e) Selection Board.
f) Finance and Planning Committee.

In addition to above, University has also constituted Board of Studies at each department after the adoption of Academic Regulations by Academic Council.

6. Provide list of university's statutory bodies, along with their member's details.

Answer: Relevant lists and details will be provided during the IPE review visit.

7. Copies of meeting notifications, agendas and copies of minutes for each of the statutory body (Last three years)

Answer: Relevant copies of the notifications will be provided during the IPE review visit.

8. Please provide a report concerning emergency powers. Have you used emergency powers in the last three years?

Answer: The Vice Chancellor has the powers in an emergency that in his opinion requires immediate action ordinarily not in the competence of the Vice Chancellor, take such action and forward within three days, a report of the action taken, to the Chairman of the Board of the Board of Governors.

9. Who reports directly to the Vice Chancellor? How often do they meet as a group?

Answer: Deans, Chairpersons, Registrar, Controller of Examination, Treasurer, Director Students Affairs, Manager Admin, and Dean Quality Assurance and Collaboration directly reports to the Vice Chancellor. They meet as a group for relevant meetings and in case of any emergent task related to the University.

10. Discuss your process of avoiding of conflict of interest at the level of each statutory body.

Answer: The Statutory Bodies have its own terms of reference and powers to discuss and decide the concerned matters. However, any conflict of interest, if generated is submitted to the Vice Chancellor for decision.

11. Please provide the dates of meetings and dates of distributions of minutes of the meetings for the last ten years.

Answer: Dates of meetings and dates of minutes of the meetings will be provided during the IPE review visit.

STANDARD 4
INTEGRITY

1. Is there a grievance procedure for faculty? For students? For staff?

Answer: HITEC University has a proper procedure to handle grievances and complains of faculty, students, or staff. Grievances are mostly related to academic issues, such as grade appeals, negligence of academic duty in the classroom or during learning assignments, unfair means in an examination, or non-academic issues such as discrimination, harassment within the University premises. The University supports its faculty members to carry out their jobs according to their will e.g., deciding the course contents, managing timelines during the semester, etc. while taking approvals of statutory bodies as determined by the concerned Head of the Department. For remaining administrative employees, a fair system is developed to ensure employee empowerment without any fear and insecurity to conduct their assigned tasks.

The University, at the same time, ensures a student-friendly environment conducive to formal learning as well as to enhance academic pursuits and extra-curricular activities that contribute to the development of a wholesome personality commensurate with the vision and mission of the University.

All complains will be heard by the assigned committee consisting of Director Student Affairs, Registrar, Concerned Head of the Department, Dean QAC, and etc. Following committees are also made to redress the complaints and grievances of different nature:

   a) **Unfair Means Committee – –** If a student found using unfair means or assisting another student during an examination, he/she is liable to face severe disciplinary action. If the invigilator considers a student a source of disturbance in the examination hall, the student will be asked to present before the unfair means committee. The Unfair Means Committee will consist of five members nominated by the Vice Chancellor usually Dean Engineering, Controller Examination, Chairperson Electrical Engineering, Chairperson Computer Science, and respective Chairperson.

   b) **Disciplinary Committee –** Serious Disciplinary matters shall be investigated by the Discipline Committee, which shall forward its recommendations to the Vice Chancellor for final approval. The Discipline Committee consists of five members, headed by Dean or Chairperson, it includes three faculty members and one

representative from office of DSA. Statements made by the student and cross examination by the Committee will be recorded and recommendation are made to Registrar office.

a) **Counseling and Mentoring Services** – The University emphasizes on providing counseling and guidance to the individuals either students or faculty members in dealing with their stressors as well as associated psychological distress, as stressful life which will directly affect their work performance, grades, and overall well-being. Dean QA&C provides counseling to students and faculty members by listening to them as well as takes corrective measures. Psychologist doctor is also visiting the University campus two times in a week to handle personnel and complicated matter of students and faculty members.

2. **Describe your system for monitoring ethical standards in research/scholarly work. Discuss the process and what you are doing to combat/eliminate plagiarism.**

   Answer: HITEC University has a proper mechanism and defined SOP for plagiarism checking. The supervisor and the Guidance and Evaluation Committee (GEC) must ensure that references in proper format are provided when citing the work done by others. Plagiarism, if detected and proved, will lead to the immediate removal of the student from the program. Plagiarism checking of thesis reports of all departments' BS, MS, and PhD programs and conference or journal research papers of faculty members.

   Following are the points to ensure ethical research practices/scholarly works at department levels:

   a) Plagiarism will only be checked by QA&C Department.
   b) The supervisor submits MS/PhD thesis report in WORD/PDF format to QA&C Department.
   c) The QA&C reply with the Turnitin report on the same day. A resubmission is required in case of non-compliance to following standards and a resubmission is considered as a new submission:
      i. If similarity index found within range (<=19) then the final Turnitin Originality report and letter for the plagiarism of thesis will be issued to concern Chairman.
      ii. If the similarity index found beyond the range (>19) then the letter will be issued to concerned Chairman to ask student to revise the thesis and submit it again not earlier than two weeks.
      iii. CITATION from a SINGLE SOURCE should be less than or equal to 5%.

d) Each thesis for plagiarism will be accepted through QA&C proforma developed for thesis submission duly signed by the Deputy Director QA&C /Chairman /Dean and Student.

e) Each student will be given four (4) chances to check plagiarism of their thesis.

f) If the student failed to bring the plagiarism within range in the specified given chances then case will be referred to Plagiarism Standing Committee for further disciplinary action.

g) If the similarity found with the student own assignment submitted to repository will only be nullified if student has the proof of that assignment submission.

h) If the similarity found with the student publications and student claims that this publication is from the same thesis then the student will be asked to provide the published research papers. Then the similarity from single source will be nullified.

i) The concerned department must assure the compatibility of hard copy with the soft copy. In case of mismatch it will be reported back to the department of QEC for correction thereby restarting the plagiarism check from the very beginning.

j) The Hard Copies of thesis must be endorsed by the supervisor.

k) After completing all the processes and found the thesis original then verified hard copies of thesis and similarity report will submitted with the signatures of Director QAC and supervisor to the CoE office for further processing.

l) Final copy of thesis is submitted to Library to upload on repository.

Plagiarism standing committee is also developed for strict evaluation of the thesis reports and also to address plagiarism issues. A strict evaluation is exercised both at the proposal and final defense stage by the supervising committee, which also measures the quality of research work.

3. Please provide the details for implementation of HEC's Plagiarism Policy.

Answer: SOP of plagiarism policy is developed keeping in mind the HEC's plagiarism policy and plagiarism standing committee evaluate the cases (if any) based on the same policy. HITEC University has a proper mechanism and defined SOP for plagiarism checking conducted by QA&C department.

4. What is your policy regarding intellectual rights?

Answer: Relevant policy will be provided during the IPE review visit.

5. **Do you have a written policy concerning conflict of interest? If so, who or what statutory bodies are covered by the policy? Please describe the mechanisms to safeguard against conflict of interest?**

Answer: Relevant policy will be provided during the IPE review visit.

6. **Please write a statement describing how you insure fairness for all individuals in your policies and procedures. What mechanisms do you use? Give specific examples.**

Answer: Statement will be provided during the IPE review visit.

STANDARD 5
FACULTY

Faculty Appointments

1. Describe how you have implemented the appointment criteria of HEC? If not, what have been the obstacles to the implementation?

Answer: The University is following the guidelines issued by HEC in Faculty Appointment Criteria. The faculty appointment criteria has been approved by the Academic Council.

2. Please describe the faculty selection/appointment process.

Answer: The Office of the Registrar advertise the faculty positions based on the department's requirement on University's website and in the print media. After initial scrutiny by the concerned Chairperson and the Dean, the shortlisted candidates are called for a presentation on a topic of the candidate's special area of interest. This presentation is attended by the concerned Deans, Chairperson and senior faculty members of the respective departments. Consequent to a satisfactory performance, the candidate is interviewed by the University Selection Board, comprising the Deans, the Chairperson, the Registrar, and other members and chaired by the Vice Chancellor.

3. A copy of the criteria that the University follows for faculty appointments along with notification of approval from concerned statutory body.

Answer: Relevant copy for the criteria will be provided during the IPE review visit.

4. Provide copies of the advertisements for faculty positions published in last three years for both print and electronic media.

Answer: Relevant copy for the advertisements will be provided during the IPE review visit.

Faculty Evaluation and Development

5. (a) What are the criteria used for evaluation of teaching? When and who approved? How often are they revised? Who does the evaluation?

Answer: Teaching evaluation is carried out twice in a semester by the directorate of QA&C, i.e., Mid-Term Evaluation and Final Term Evaluation. QA&C department followed criteria defined by HEC Performa No. 10 but over the years updated the form according to latest trends. Evaluation was previously conducted manually and now through computerized software. Results are analyzed and evaluated by QA&C and shared with the Deans,

Chairpersons, and all the faculty members. Top faculty members are being appreciated by giving letters of appreciation. Due consideration is given to the findings of this survey for the evaluation of faculty, their promotion, and tenure etc.

(b) Is there a procedure for class observation? Who is responsible and document classroom observations?

Answer: Yes, there is a procedure followed by all the department for classroom observations in HITEC University to enhance the quality of teaching and learning. Deans and Chairpersons regularly visit the classes of their respective faculty members for assessing the level, standard, and quality of teaching and learning environment. Observations are deliberated by the Deans and Chairpersons with the respective faculty member in their meetings. All departments use classroom observations for evaluations and teaching improvements. Classroom observations are however, not recorded in writing. Faculty members also made their lectures and other relevant material available in Google Classroom of every subject which is accessible to students and QA&C staff for monitoring and evaluation.

(c) Do students evaluate each course? How are the evaluations written? Who collects them? Who meets with the faculty member to review them? Are they used to evaluate the faculty member and used in promotion, tenure and merit pay? Do you use the QEC form?

Answer: Students evaluate each course individually as part of course evaluation. Course evaluation form is being adopted from HEC and later updated according to university's systems and procedures in order to reduce the number of questions. QA&C form of course evaluation is used to conduct the evaluation from the students and later evaluated by the directorate. The evaluation is conducted through software by QA&C and results are being analyzed and shared with Deans, Chairpersons, and respective departments. Due consideration is given to the findings of this survey for the evaluation of faculty, their promotion, and tenure etc.

(d) What other means does the University use to evaluate and improve teaching?

Answer: Following other means are used by the University to evaluate teaching:

1) Informal feedback to the Vice Chancellor, Deans, and Chairperson from the students visiting their offices.
2) Classroom observations.
3) University's LMS software

4) Orientation and Training

5) Conferences

6) Workshops

7) Weekly meetings

8) Semester quality briefings

(d) Is the faculty given training in writing a syllabus? Does the administration require a syllabus for each course? Where are the syllabi kept? How often are they reviewed and updated.

Answer: Syllabus has been approved and decided in BoF and BoS and all the faculty has been communicated the same in the meetings. Concerned Dean and Chairperson discussed the syllabus in detail with the faulty member and answered their queries. The syllabus and course outlines kept in the coordinators office and batch advisors of respected class of each department. Syllabus has been reviewed and updated (if needed) before the start of every semester.

Research

6. (a) Please list the department-wise research projects and/or research funding earned by the faculty last three years.

Answer: Department wise list of research projects and research funding earned by the faculty will be provided during the IPE review visit.

(b) Please provide a department-wise list of publications and impact factor (if any).

Answer: Department wise list of publications will be provided during the IPE review visit.

Service to the Universities and to External Communities

7. Who is responsible for documenting service to the university? Is service to the university (serving on committees, involvement in fund-raising, service on task forces) used in evaluating faculty for promotion and tenure and merit pay? If so, how and with what weight?

Answer: The Registrar Office is responsible for documenting service to the university. Yes, the service to the university has some weightage in evaluating faculty for promotion and tenure and merit pay.

8. **Who and how is service to external communities documented? Is this used as a criterion for evaluating the faculty member for promotion, tenure, merit pay? How and with what weight?**

   Answer: Faculty members of all the departments are involved in doing projects with the external communities consists of major industries. However, university don't have any criteria of evaluating the faculty member for promotion, tenure, and merit pay.

9. **Please provide department-wise list for workshops/seminars/conferences attended and/or made a presentation by each faculty member.**

   Answer: Department wise list of workshops/seminars/conferences will be provided during the IPE review visit.

10. **What offices are responsible for faculty professional development? How is faculty professional development documented?**

    Answer: HITEC University gives utmost importance to faculty development programs to develop faculty in order to provide opportunities for faculty members. Regular in-house faculty development programs by the Deans, Chairperson, and Dean QA&C have been laid down to motivate and develop faculty members' enhancement of skills. Faculty members are also being encouraged for attending training, conferences, and scholarships abroad and within country for higher studies and post-doctoral programs. The following are responsible for planning and executing faculty development functions:

    I. The Chairman of the concerned department recommends the names of faculty members for development program.

    II. The Registrar manages the correspondence with the external agencies, if involved in this activity.

    III. The Treasurer keeps the financial details and cost outlay.

    IV. Dean QA&C for assessment and evaluation.

11. **How is the professional development activities of faculty members used? For merit pay? For promotions? For tenure? For reviews after a person has tenure?**

    Answer: The University considers the professional development of the faculty and acknowledges as an asset. The faculty has the opportunities for promotion to higher posts depending on length of service and meeting the promotion criteria.

12. **List the department-wise names of faculty members who have gone to foreign countries for higher studies during their employment in your university. Where and**

what have they studied? What degrees/diplomas/certificates/postgraduate work has been obtained?

Answer: Relevant department-wise names of faculty members will be provided during the IPE review visit.

Maintaining Integrity

13. **Please provide documentation for the process used for terminating faculty. Please list by department faculty in each of the following categories:**
    a. **Those who have resigned and list for reasons.**
    b. **Those who have been deputed and list the reasons for each.**
    c. **Those who have been terminated and list the reasons.**

Answer: Process of termination has been elaborated in the Service Regulations of the University which will be provided during the IPE review visit. Department wise list of following categories will also be provided during the IPE review visit.

14. **If faculty members are suspected to have plagiarized, changed grades, or in any other way comprised the ethics of the institution, how is this handled?**

Answer: So far none of our faculty members has been found involved in such activities. It is pointed out that our declared policy for such nefarious act is "ZERO TOLERANCE". In case such an event takes place, our mechanism involved formulation an inquiry committee, headed by a Dean for detailed investigations. The recommendations are submitted to the VC for speedy disposal.

Salaries and Benefits

15. **How are faculty salaries and benefit set? Who sets them? Who approves them? Provide any data you have that show comparable salaries and benefits at other institutions that you believe compete with you.**

Answer: The faculty salaries and allied benefits are fixed by the Finance and Planning Committee. The cases are referred to this Committee by the Chairpersons. The meetings are chaired by the Vice Chancellor. The University has a well laid out and quite competitive salary structure which is revised as per the prevailing market conditions. The data will be provided during the IPE review visit.

16. Does the University give merit pay? If so, please describe the process.

Answer: The University give increments to all the faculty members, academic, and admin staff. If a faculty member is promoted, then the pay is revised according to the prevailing market conditions.

17. Who keeps the faculty personnel files? Who has access to them? What is contained in the files?

Answer: The faculty personal files are kept by the Registrar. They are confidential documents and only Registrar and HR department has access to them. These files contain all relevant information including academic documents, contact document, evaluation reports, promotions, pay enhancement, and feedback.

18. Please provide the personal files of all faculty members.

Answer: Personal files of all faculty members will be provided during the IPE review visit.

Faculty Satisfaction

19. What is the system in place to assess faculty satisfaction? Please provide copies of the most recent surveys that have been summarized? What office hold responsible for assessing faculty satisfaction? Do you use the QEC forms?

Answer: HITEC University has a very open system. All faculty members, besides having direct access to their Deans and the Chairperson, can directly visit the Vice Chancellor as and when one desires. Also, the directorate of QA&C conduct Faculty Satisfaction Survey at the start of every semester to determine the satisfaction level of the faculty. Performa No. 5 (Faculty Survey) of HEC Self-Assessment Manual is used to access the satisfaction level of the faculty members. The faculty survey form and the questions are being updated according to university's system and procedures. Directorate of Quality Assurance and Collaborations is responsible for carrying out and analyzing the survey. The results of the survey are later discussed in the presentations conducted by QA&C department chaired by Dean QAC in the presence of all the Vice Chancellor, Deans, Chairperson, and the faculty members and staff and all the points are discussed in detail.

The copies of the recent surveys will be provided during the IPE review visit.

STANDARD 6
STUDENTS

1. **Who developed the admission policies?**

   Answer: VC, Dean, Chairpersons of Departments and Registrar developed the draft of the first admission policy which was subsequently amended/ approved by the Academic Council.

2. **How and where are admission policies published and for whom?**

   Answer: Admission policies are published in the prospectus of the University for Information and guidance of parents and prospective students. Prospectus is also uploaded at the university website. Admission policy is partly published in the university advertisements in the national newspapers as well.

3. **How often are admissions policies reviewed/ revised? By whom?**

   Answer: The admission policy of the university was reviewed/ revised on required basis in order to accommodate HEC/PEC new and revised policies. All the policies are implemented after their approval by the Academic Council.

4. **Is there a student guideline prepared by the University? How often the student guidelines are reviewed/ updated.**

   Answer: The University has prepared a 'Student Handbook' comprising all the relevant policies, rules and regulations related to student academic life at the University. The Handbook is readily available at the University Website and it is being shared with every fresh intake through soft form and explained at the orientation sessions.

   Students' guidelines are generally reviewed issues of emergent nature or changes in the Regulations.

5. **How the general public find out about admissions policies? How and where are admissions policies published?**

   Answer: The general public find out about the admission policy through university prospectus, university website, and partly through advertisements. Admission policies are published on the University website and in the newspaper.

6. **What percentage of courses listed in the University prospectus/ catalogue are actually offered each year?**

   Answer: University offers 100% of courses listed in the university prospectus since the university follow fixed program in which students study all courses offered in a semester.

7. **Where one can find information regarding recognition of the university and accreditation status of individual programs and recognition of university? List the details of published documents and web links (if published online)**

   Answer: In addition to HEC/PEC websites, this information is available on the university website. The same is also reflected in university advertisements in the national newspapers.

8. **What is the credit transfer policy of the University? How many students are transferred to this institution and how many are transferred from the in the last three years (Provide year-wise details).**

   Answer: Credit transfer policy of the university will be provided during the IPE review visit.

9. **Please provide report of dropout of students, program wise, department wise, and semester wise?**

   Answer: Subject report will be given in the University wide data.

10. **What problems students encounter in registering for course that they need for graduation.**

    Answer: Proper Assessment and Examination Policy has been defined and communicated to the students, coordinator office, and batch advisors help the students in registering for course. Therefore, the systems in place assure that students will not face any problem.

11. **For each department/ program: within what time frame are marked assignments/ examination papers shared with students? What percentages of marked assignments are given back to the students?**

    Answer: Marked assignments are shared with the students within one week and examination papers within 2 weeks. 100% marked assignments are given back to the students.

12. **What is the policy for awarding of scholarship / financial aid to the students?**

    Answer: Details will be provided during the IPE review visit.

13. **Total amount of Scholarship/financial aid given from institutional funds; Annex the year-wise list of awardee students along with approvals for last three years.**

Answer: Details will be provided during the IPE review visit.

14. **Please provide a copy of all admission policies and Student Guidelines Prospectus along with their approvals.**

    Answer: Details will be provided during the IPE review visit.

STANDARD 7
INSTITUTIONAL RESOURCES

1. **Describe the budgeting process. How is the faculty involved? How are departments involved? Deans? HoDs? Students?**

   Answer: HITEC University has a comprehensive budget making process, in which maximum participation is ensured by the representation of the faculty and staff on different committees. The budget process starts from the need analysis at the department level. Keeping in view the "12 years plan of the university", Chairpersons hold meetings with their faculty to get their suggestions for incorporation in the departmental proposed budget. Some departments also discuss the departmental budget in their Board of Studies. While preparing the departmental budget, due consideration is given to the requirements related to faculty addition, classroom, and its related requirements, equipment and material for the laboratories, furniture and fixture, research projects funding, books and journals etc. any requirements spelled out by the students through their feedback surveys are also incorporated in the budget by the respective departments. These departmental budgets are informally discussed by the Vice Chancellors with the respective Chairperson and concerned Dean. After these discussions, the final document is sent to the Treasurer to incorporate departmental budgetary requirements in the University budget. The Treasurer presents a comprehensive budget document in the meeting of the Finance and Planning Committee of the University. Presently, the Finance and Planning Committee recommends the budget. Details of members of the committee will be given. After the Board of Governors is properly constituted, the budget will be approved by the BOG.

2. **How are priorities set? Who is involved in setting priorities and what criteria are used? Please annex the copy of approval of Criteria.**

   Answer: Priorities are set keeping in view the "12 Years Development Plan of the University" and availability of funds. Vice Chancellor, Deans, Chairpersons of Departments, Registrar, and Treasurer are involved in setting the priorities. Following criteria is used:
   a) Department wise Student Intake Capacity
   b) Availability of qualified and experienced faculty to match the student strength through competitive salary structure.
   c) Teaching labs, training, research, and library requirements.

d) Availability of infrastructure, furniture, and fixture to house the classrooms and offices.

e) Availability of transport facility to students, faculty, and staff.

f) Support facilities i.e., internet and communication system etc.

The copy of approval of criteria will be provided in the IPE review visit.

3. Provide SOPs for resource need allocation along with approval of SOPs.

Answer: SOP for resource need allocation will be provided during the IPE review visit.

4. What is the system of purchasing educational items and equipment? If there is a committee, how are members selected and for what terms? What are the SOPs for purchase/ procurement? Please provide an approved copy.

Answer:

1) University has a proper SOP for purchasing of educational items and equipment. Following procedure is adopted for purchase/ procurement:

a) Prepare a demand list, check and verify specifications of the equipment/items to be purchased.

b) Get administrative approval from the competent authority.

c) After approval, issue Request for Quotation (RFQ) from the firms/vendors/suppliers/manufacturers along with the specifications.

d) Open the sealed envelopes in the presence of all members of Purchase Committee and all members to sign each received quotation.

e) Evaluate offers objectively against specified requirement and with the market price.

f) Hold meaningful negotiation meeting(s) with the concerned firms/vendors/suppliers/manufacturers to obtain the best price without compromising on the quality.

g) Prepare the Comparative Statement and recommend the most suitable offer either based on lowest price or give detailed justification in case of acceptance of items/equipment with higher price(s).

h) Process the case for financial approval by utilizing the available approved/allocated budget from the Competent Authority. Procurement Officer will pursue the case for its approval within five working days.

i) Receive the items/equipment delivered to the Procurement Office by the firms/vendors/suppliers/manufacturers.

j) Carry out inspection of the delivered items / equipment in the presence of concerned Head of Department/Branch/Section/Office. All Purchase Committee must be present during the inspection of delivered items/equipment.

k) Reject the faulty / wrong / substandard items/equipment delivered by the firm/vendor/supplier/manufacturer.

l) Prepare Inspection Report and get it signed by all members of the Purchase Committee and countersigned by the concerned Head of Department/Branch/Section/Office.

m) Ensure that the purchased items/equipment have been taken on proper charge by the concerned Department/Branch/Section/Office.

n) Prepare Contract agreement as and when required and get it signed between the Purchaser and the Supplier.

o) Purchase bills to be signed by all members of the Purchase Committee.

p) Get the satisfactory report initiated from the concerned Chairperson/Branch/Section/Office within three working days only if all the items/Equipment given in the Purchase/Supply/Work Order have been received and found correct& functional as per technical specifications.

q) Submit quotations, original bills, Inspection Report and Satisfactory Report along with other documents to the Procurement Section for preparing Minute Sheet for the release of payment by the Finance Branch

The SOPs of purchase/ procurement will also be given during the IPE review visit.

5. Describe in detail the process used for purchasing. Provide evidence. For instance, if there is a committee, provide minutes of meetings of Purchase Committee for last three years.

Answer: A Purchase Committee is constituted by the University and notified by Registrar Office in each semester. All purchases of the concerned Department/Branch/Section/Office ranging from Rs. 100,000/- to Rs. 100,000/-) will be made by the Purchase Committee, constituted by the Competent Authority, as per requirement of purchases of equipment/items. The Chairman of the committee is nominated on alternative basis from engineering departments. The composition of present Purchase Committee is as under:

a) Chairperson/PSO   Head

b) One Expert (nominated by concerned HoD/PSO)   Member

c) Deputy Treasurer   Member

d) Representative of Registrar Office	Member
e) Procurement Officer	Member & Secretary

The minutes of meetings of purchase committee for last three years will be given during the IPE review visit.

6. Provide the list of administrative vacant positions (Designation-wise/department-wise)

Answer: The list of administrative vacant positions will be provided during the IPE review visit.

7. Describe the process for hiring, evaluating and terminating employees (excluding faculty).

Answer: The process will be mentioned in the employee handbook which will be provided during the IPE review visit.

8. Please attached the last six months' utilization report of HEC Digital Library.

Answer: Utilization report will be provided during the IPE review visit.

9. List of Books in Library/s containing the Title of book, date of purchase and year of publishing.

Answer: List of books will be given during the IPE review visit.

STANDARD 8
ACADEMIC PROGRAMMES AND CURRICULA

1. **How are academic courses and programs designed and approved? Are the academic programs/ curricula approved by HEC? Provide copy of minutes of meetings for last three years for each of the committees involved in approving both courses and programs?**

   Answer: All of our academic programs have been initiated by virtue of the University authority derived from our Charter, duly approved by the Provincial Assembly of the Punjab. Also, each program comprises courses promulgated in the HEC/PEC/NCEAC/NBEAC approved curricula. Our engineering programs and their courses are regularly monitored by the Pakistan Engineering Council through accreditation visits. Within the broad framework, the contents of all courses are also submitted for the approval of our Academic Council.

   Copy of minutes of meetings for the last three years will be provided during the IPE review visit.

2. **Please provide a copy of the curriculum for each academic degree program.**

   Answer: The copy of the curriculum for each academic degree program will be provided during the IPE review visit.

3. **How often are academic programs/ majors reviewed? What is the process of revision?**

   Answer: The programs and their courses are regularly reviewed by the departments during the meetings of Board of Studies and Board of Faculty meetings. In addition to that the recommendations made during the accreditation visits by Pakistan Engineering Council and industrial advisory board, are also incorporated in the Curricula. Within the broad framework, the contents of all the courses are also submitted for the approval from the Academic Council. The respective Chairperson of each department maintains the syllabi. The syllabi are reviewed every semester in a meeting chaired by the Chairperson. Every faculty member presents his/ her course outline and necessary additions and modifications are made in the light of suggestions which are approved by the Board of Faculty. Then, it is presented to the Academic Council for approval. The syllabi are distributed to the

students and faculty. In addition, the stimulus for updating might be a comparison with the syllabi of other institutions or market forces etc.

4. **Do academic programs have learning outcomes for each major?**

   Answer: Yes, each department has clearly enunciated learning outcomes for its core area of the program. General learning outcomes of academic programs are as follows:

   a) Students shall possess required pre-requisites for admission to higher degrees in reputable universities.

   b) Students shall require applied and practical knowledge and skills to pursue professional jobs in industries, laboratories, consultancy firms and government sectors.

   c) Students shall be well-rounded not only in the discipline of Computer Science and Engineering but also in related inter-disciplinary fields of science and technology.

   d) Students shall possess sufficient knowledge to pursue an academia job.

   e) Students shall be well-versed in modern day technologies in the field of Electrical Engineering, Mechanical Engineering, Computer Science and Engineering and in other related disciplines. They shall be able to apply computing knowledge, IT skills, design and analysis software, probabilistic/statistical tools to not only solves technical problems but also to design new solutions and be innovative. These learning are then implemented thoughtfully and constructively in their Final Year Projects that is the embodiment of the knowledge they have gained throughout their program.

   f) Students shall be able to become entrepreneurs in their fields of interest. They shall possess leadership, decision making and risk-taking qualities necessary to compete, lead and succeed in a hugely competitive market. They shall possess problem solving skills and innovative ideas to be unique.

   g) Students shall treat fairly all persons regardless of race, religion, gender, disability, age or regional origin. Students shall avoid conflicts at work places.

5. **Do you use Alumni Survey form from QEC? How are alumni survey used in reviewing programs? Please provide a copy of the results of the most recent survey and How are these used to review the curricula?**

   Answer: Alumni Survey Form which is Performa No. 7 is used by QA&C to collect responses from Alumni. Alumni survey has been conducted since last six years and the results has been compiled and analyzed according to Program Learning Objectives (PLOs)

described in Washington Accord and OBE manual. Alumni feedback is helpful in assessing the current market and student needs. Alumni survey questions are updated later on depending upon what to expect from university graduates and alumni working in the industries and other sectors. The copy of the results of the most recent survey will be provided during the IPE review visit.

6. **Do you use results of Students and the Faculty Course Evaluation Survey while reviewing the curricula/ syllabus? Do you survey your seniors at the end of their senior year?**

    Answer: University carried out surveys of students and the seniors by using different form adopted from HEC and later updated by QEC to assess their satisfaction with their experiences at the campus. The results of the survey will later help in reviewing and updating the curricula/ syllabus and also used for the following purpose:

    a) To identify future areas for quality improvements.

    b) To make comparisons with the previous year batches for finding out the trends of quality improvements in the educational programs.

    c) To improve curricula.

    d) To enhance learning environment.

    Vice Chancellor discussed the comments by the students and the graduating students with them and those observations and suggestions will be sent to the Chairpersons for further action.

7. **Do you use the QEC Employer Survey? Please provide the most recent summary of the employer survey. How are these used to review the curricula?**

    Answer: Yes, the university carried out surveys of employers where our graduates are working since last two years and HEC Performa from Self-Assessment Manual is used. This form is further updated by QA&C to assess their satisfaction with current industry needs and their requirements from our graduates. The survey has been conducted and analyzed by QA&C according to Program Educational Objectives (PEOs) described in Washington Accord and OBE manual. Results will be shared with the Vice Chancellor and also Chairpersons of all the departments to take relevant measures and changes in the curricula/ syllabi.

    The copy of the results of the most recent survey will be provided during the IPE review visit.

8. **Are faculty encouraged to vary their methods of delivery i.e. less lecture, more classroom discussion, hands on activities, etc.? If so, please provide evidence of this.**

Answer: Deans and Chairpersons encourage their faculty members for interactive teaching using the various mode of delivering the lecture including PowerPoint slides, handouts, usage of multimedia, case studies, and class activities. Course folders are developed by faculty members for interactive teaching in line with the guidelines of the respective accreditation councils. Course folders of faculty members can be presented during the IPE review visit.

9. **How are "programme outcomes" and "student learning" being assessed in relationship to the objectives of the academic programmes? How are these findings used?**

Answer: Program outcomes and student learnings has been accessed in light of Washington accord principles in case of all Engineering disciplines and Seoul accord for computing related disciplines. Moreover all other disciplines are also following the standard set by their respective councils. Course Learning Outcomes (CLOs), Program Learning Outcomes (PLOs), and Program Educational Objectives (PEOs) are accessed and analyzed at department and university level including all the stakeholders i.e. students, teachers, graduating students, alumni, and employers to check the objectives of the academic programs. All the stakeholders are invested in the improvements. The findings are used to complete the Continuous Quality Improvement (CQI) cycle i.e. an examination of its structure, an examination of its processes, analyzing the output, analyzing the outcome, and accepting and providing feedback on the outcome in relation to what the goals of the department were.

10. **How would do you assure that the faculty member, teaching a series of courses is qualified to teach those courses?**

Answer: The faculty members are allotted courses by the Chairperson keeping in view their qualifications, experience, research interest, and willingness to teach a particular course. The department ensures the conduct of a specific course in its real spirit by assigning the domain experts. Moreover, the faculty is also encouraged to learn itself state of art courses/ technologies from various open sources.

11. **How does the university ensures that the courses are taught at the appropriate level – i.e., graduate courses are truly graduate level and not just undergraduate level? Please discuss the process for oversight and provide evidence of same.**

Answer: Contents of the courses at all levels are well defined and approved by the Academic Council. All the graduate courses are equal to the or above level-6 and its contents are covering an appropriate depth and breadth that is usually ensured in BoF and ACM by comparing the contents with the world's leading universities of that relevant domain. Deans and Chairpersons ensure that the course are taught and examined at appropriate level from the exam papers of sessional and final examination. Evidence will be provided during the IPE review visit.

12. **Do you use the Research Student progress Review Form (QEC)? Please provide samples that have been submitted by students. How is this used?**

Answer: The Research Student Progress Review form is used for post graduate students to maintain their academic record and progress. Sample will be provided during the IPE review visit.

13. **Please provide the most recently completed Survey of Department Offerings for PhD programs (if applicable).**

Answer: Survey of Department offering PhD programs will be provided during the IPE review visit.

14. **Who handles internships/ fieldwork?**

Answer: HITEC University have an active office of Director Student Affairs with his own officers and support staff to handles students activities, elections, seminars, internships and fieldwork. It is ensured that all graduating students under go at least one internship before graduation usually in the third or fourth years of the undergraduate. In certain cases, students do internship more than once. All our students who graduated last year have completed their internships, the record of that would be furnishes as required during the field audit.

15. **Do you have the necessary laboratories and equipment to carry out each of your programs? Please discuss the deficiencies.**

Answer: Each program of HITEC University has well equipped laboratories to achieve the goals of their respective departments. Sufficient budget is allocated to cater for the upgradation and establishment of the new labs as per requirement due to technology change

or increase in the strength of the students as desired by the worthy accreditation councils. HITEC University is pro-active to tackle any upcoming possible deficiencies as per equipment of labs is concerned.

16. **If courses are advertised in the catalogue / prospectus, are they actually offered each year? Can students get the courses they need to graduate in a timely manner?**

    Answer: The courses mentioned in the prospectus are the same that is being offered in that particular program in the department. Yes, the students get the course according to the defined curriculum developed at the start of the program and timely reviewed at the start of each semester. It is worth mentioning that the university also offers summer semester to overcome academic deficiencies of the students and an opportunity to pass their fails / less grade subject so that they can complete their degrees well in time.

17. **Discuss the library stock and digital library facility. Give figures and evidence for use of the library as well as for the number of books, journals, etc.**

    Answer: HITEC University Library is fully equipped with relevant books and automated with electromagnetic security system and a Library management system (LibMax). It provides Online Public Access Catalogue (OPAC), full contents of HITEC University and HEC digital libraries, as well as internet/WiFi, printing, scanning, and photocopying facilities to students and researchers. The Library holds over 33,000 volumes, a growing e-book collection consisting of more than 12,500 titles, newspapers, periodicals, print and electronic journals, academic databases, and an extensive collection of CDs. Many workstations in the Library premises give access to our online catalogues. The university also subscribed ~~for~~ to online databases like ASTM, Wiley, Springerlink, Taylor & Francis, INFORMS, and ProQuest Dissertation & Theses. Their contents as well as those of other libraries can be viewed on a dedicated and large cluster of networked computers. All these resources can also be accessed through any computer connected to HITEC University's network.

18. **How are grades examined to guard against grade inflation? Give evidence.**

    Answer: Since HITEC University awards grades following the relative grading system based on class average, therefore, chances of inflation of grades are minimized. Moreover, the results and grades are discussed in each of the departmental board of studies before submitting to controller of examination. The controller of examination also use his

complete cumbersome process to find any discrepancy and inflation of grades before presenting in the board of faculty for approval.

19. **How is the integrity of the institution maintained to guard against cheating and plagiarism? Please provide documentation for this.**

    Answer: University follows HEC guidelines in letter and spirit to guard against plagiarism and all research work at MS/PhD level passed through the software "Turnitin". Plagiarism report has been generated by QA&C department and later sends to the departments.

20. **Please provide copy of examination rules along with its approval**

    Answer: The copy of examination rules will be provided during the IPE review visit.

STANDARD 9
PUBLIC DISCLOSURE AND TRANSPARENCY

1. **Do you have a website that makes documents and policies accessible to the public? If so, what is the address and what do you have listed on the website?**

    Answer: HITEC University ensures to provide complete and accurate information to all the stakeholders including students, potential students, parents, and other parties involved in making education related decisions. All the important information i.e., mission, objectives, motto, departmental information (courses, course outline, labs, faculty), admission related information, financial matters, academic regulations, students affairs and facilities, and other details were available on the website. The website contains comprehensive details regarding general and specific aspects of the university related to admissions, departments, faculty and other financial details. Also, main announcements regarding admissions, seminars, and other activities will also be immediately displayed on the website. Website link is www.hitecuni.edu.pk.

2. **Which office deals with public?**

    Answer: Admission office and Registrar office are responsible for giving up-to-date information to every student, prospective and potential students, and all the visitors regarding admissions. They are responsible to manage matters pertaining to admission and provision of relevant information to the general public and also to all the stakeholders.

3. **How the university get the feedback from general public, and how it will be used. When you do, what do you do with it?**

    Answer: The feedback was received through survey and general discussions with the students and their parents and is shared with the Vice Chancellor, Deans, and Chairpersons in graphical form. All the parties analyze the information while making decisions regarding admissions, student related matters and also major recommendations and observations were taken into consideration.

4. **When and where did you publish merit lists for students' admissions?**

    Answer: Selected students are personally informed about their selection and subsequent procedure by the admission and registrar office.

5. **Describe your communication strategy/ processes for disseminating regulations, rules, and policies for staff. Please provide any documents relating to communication strategy; any SOPs.**

Answer: HITEC University has a very effective communication channels which is followed formally by the departments i.e. Registrar Office, Admission Office, Academic Departments, and other departments as well. The purpose is to maintain an official decorum to keep the same level of communication among all the departments. All the communication is through notices, letters, circulars, and emails e.g., dissemination of information regarding existing policies and rules, and also after updating and changes in policies and rules.

6. **Where and when have you displayed the examination results?**

Answer: The examination results have displayed on the departmental notice boards, student's portal, students WhatsApp group, and university's website.

7. **Please provide academic calendars of last three years.**

Answer: Academic calendars of last three years will be provided during the IPE review visit.

STANDARD 10
ASSESSMENT AND QUALITY ASSURANCE

1. **What is the process of self-assessment at the program level and institutional level? Provide the copies of Self-Assessments at Program level and at Institutional Level (Last three years)**

   Answer: HITEC University, so far, has conducted self-assessment of 16 departmental programs including bachelors, masters, and post graduate programs. The process given by HEC in its self-assessment report is followed including all the standards and criterions. At institutional level, university portfolio report is developed in order to evaluate institution level performance and self-evaluation has been done by HITEC University.

   The copies of self-assessments at program level and at institutional level from the last three years will be provided during the IPE review visit.

2. **Provide the notification for the establishment of the QEC.**

   Answer: The notification for the establishment of the QA&C will be provided by the IPE review visit.

3. **Is Quality Assurance Department (QEC) established as per HEC's guidelines?**

   Answer: Yes, QEC is established in HITEC University as per HEC's guidelines on March 28, 2011 with a given title of "Quality Assurance and Collaborations".

4. **What is the total number of departments? SARs, AT Reports and Rubric Report of how many departments are completed and submitted for necessary actions?**

   Answer: Details of the status of SARs are in the given table.

S. No.	Departments	Academic Programs	SARs Completion Status
1	**Electrical Engineering**	BS Electrical Engineering	Completed
		MS Electrical Engineering	Completed
		PhD Electrical Engineering	Completed
2	**Mechanical Engineering**	BS Mechanical Engineering	Completed
		MS Mechanical Engineering	Completed
		PhD Mechanical Engineering	Completed
3	**Computer Science**	BS Computer Science	Completed
		MS Computer Science	Completed
		PhD Computer Science	Not Initiated
4	**Computer Engineering**	BS Computer Engineering	Completed
		MS Computer Engineering	Completed
		PhD Computer Engineering	Not Initiated

5	**Mathematics**	MS Mathematics	Completed
		PhD Mathematics	Completed
6	**Islamic Studies**	MS Islamic Studies	Completed
		PhD Islamic Studies	Completed
7	**Civil Engineering**	BS Civil Engineering	Completed
8	**Management Sciences**	Bachelor of Business Administration	Completed
9		Bachelor of Accounting and Finance	In Process
10	**Biomedical Engineering**	Bachelors in Biomedical Engineering	In Process

5. SARs of how many departments are completed? (Provide all SARs prepared in last three years)

Answer: Status of completed SARs are shown in above mentioned point. Prepared SARs will be provided in the IPE review visit.

6. Executive Summaries of how many departments are completed and submitted.

Answer: Executive summaries of the following departments are completed and submitted.

S. No.	Departments	Academic Programs	Executive Summary Completed
1	**Electrical Engineering**	BS Electrical Engineering	Completed
		MS Electrical Engineering	Completed
		PhD Electrical Engineering	Completed
2	**Mechanical Engineering**	BS Mechanical Engineering	Completed
		MS Mechanical Engineering	Completed
		PhD Mechanical Engineering	Completed
3	**Computer Science**	BS Computer Science	Completed
		MS Computer Science	Completed
4	**Computer Engineering**	BS Computer Engineering	Completed
		MS Computer Engineering	Completed
5	**Mathematics**	MS Mathematics	Completed
		PhD Mathematics	Completed
6	**Islamic Studies**	MS Islamic Studies	Completed
		PhD Islamic Studies	Completed
7	**Civil Engineering**	BS Civil Engineering	Completed
8	**Management Sciences**	Bachelor of Business Administration	Completed

7. What is the compliance mechanism for SARs? Please provide any actions taken (list/notifications).

Answer: After program teams prepared the SARs, assessment team evaluated all the standards and an implementation plan has been made. Based on the information provided and implementation plan, a rubric report has been made based on the weightages assigned to every standard.

List of actions taken will be provided during the IPE review visit.

8. **How many councils visit the university in last three years?**

   Answer: PEC and NCEAC council visit the university in last three years.

9. **List the departments/programs that are accredited by councils.**

   Answer:

S. No.	Departments	Programs	Visited by
1	**Electrical Engineering**	BS Electrical Engineering	PEC
2	**Mechanical Engineering**	BS Mechanical Engineering	PEC
3	**Computer Engineering**	BS Computer Engineering	PEC
4	**Civil Engineering**	BS Civil Engineering	PEC
5	**Computer Science**	BC Computer Science	NCEAC

10. **Describe the process for carrying out student satisfaction surveys.**

    Answer: Student satisfaction survey is conducted from the student to take the feedback of the teachers and courses taught in a particular semester. It is beneficial because department and teachers both can review how students interpret their teaching methods, thereby identifying areas where they can improve. This survey is conducted twice a year i.e. Fall and Spring.

    The directorate of QA&C made questionnaires for each class of a specific program and department and students filled the forms online. The results submitted directly to QA&C and later analyzed by the department. The evaluation results later on shared with the worthy Vice Chancellor, Deans, Chairperson and respective faculty members. Corrective actions has been taken on the bases of the unsatisfactory results and appreciation letters were given on good performance.

11. **Describe the process for carrying out graduate assessment surveys?**

    Answer: Graduate assessment surveys is conducted from the graduating students in the Spring semester to seek input on the quality of education they received in their program. The purpose is to provide feedback to academic programs on the quality of graduate education, either to reinforce positive interactions, or to offer constructive feedback on improving the quality of education for students in the future. The directorate of QA&C made questionnaires for each class of a specific program and department and students filled the forms online. The results submitted directly to QA&C and later analyzed by the

department. The results of the questions were mapped against the Program Learning Outcomes (PLOs) and analyzed according to the CQI framework. The evaluation results later on shared with the worthy Vice Chancellor, Deans, Chairperson and respective faculty members.

12. **How are the SARs used to improve quality of academic programs? Discuss for each program as well as for the university as a whole? Please provide the name(s) of the respective officers/departments responsible for integrating the results of the SARs.**

   Answer: Directorate of Quality Assurance and Collaborations initiated the task of writing SARs and gave tasks of nominating faculty members for assessment teams and program teams. QAC also arranged training and awareness sessions on quality enhancement and also the importance of self-assessment process for the faculty members and other staff. These sessions were headed by Dean QAC and attended by all the faculty members and Chairpersons of all the departments. The name of the respective officers and departments will be provided during the IPE Review Visit.

13. **How many programs are accredited with concerned accreditation council?**

   Answer: Following is the list of department-wise programs with accreditation status.

S. No.	Departments	Accredited Programs
1	Electrical Engineering	BS Electrical Engineering
2	Mechanical Engineering	BS Mechanical Engineering
3	Computer Science	BS Computer Science
4	Computer Engineering	BS Computer Engineering
5	Civil Engineering	BS Civil Engineering

14. **Describe the system for bringing into the awareness of the students, faculty, and staff, the importance of and means of implementing quality assurance.**

   Answer: Following system is followed:

   a) For the awareness of students, various meetings are held by the QEC, e.g., introductory talks by the Director QEC to new intake, awareness lectures about quality mechanism of HITEC University by the QEC staff, through the evaluation processes, meetings of the graduating batch with the Vice Chancellor, etc.

   b) For the awareness of the faculty, a comprehensive presentation was delivered by the Director QEC and his team to make them familiar with the function of QEC to enhance quality in the University in January 2012. After that, QEC regularly arranges

seminars, briefing sessions, and training sessions for faculty members for developing self-assessment reports, CLOs and PLOs, maintaining course outlines accordingly, and also sessions on development of PEOs etc.

c) In addition, departments also arrange faculty orientation, growth and development programs for new and already existing faculty members.

15. **Describe the initiatives of the Vice Chancellor and other university officials concerning quality assurance.**

Answer:

a) Vice Chancellor and other university official takes the following initiative concerning quality assurance:

   i. Taking corrective actions against those faculty members who obtain relatively low score in their students' evaluation feedback.

   ii. Regular meetings with QA&C officials regarding progress reports of various quality management initiatives.

   iii. Monitoring workload and class activities of the faculty members.

   iv. Checking the effectiveness of the actions taken by respective departments on the results of various evaluations.

   v. Initiating the mid-term evaluations of newly inducted faculty members and those with weak evaluation results in previous semesters.

   vi. Regularly appraising the faculty on various platforms and meetings, about the fruitful results of maintaining quality in all aspects of Higher Education.

b) Other university officials perform following tasks for quality improvements:

   i. Regular visits of classes during lectures to ensure quality of teaching and learning, by HODs.

   ii. Provision of quick and correct information to QA&C officials as per their requirements by all the Senior Management of University.

   iii. Continuous monitoring of the effectiveness of actions taken on the results of various evaluations conducted by QA&C.

16. **What percentage of the budget is allocated to QEC?**

Answer: QA&C has been established since 2011 and is provided annual budget from the university secretariat's allocations.

17. **How do we assure that the QA criteria and standard guidelines of HEC like plagiarism policy, faculty appointment criteria, MS/ MPhil and PhD criteria, tenure track system, and semester guidelines are implemented? Please provide evidence of implementation/ notifications/ circulars/ minutes?**

    Answer: QA criteria and standard guidelines, given by HEC are followed and necessary instructions/ notifications are issued in this regard. Evidence will be provided during the IPE review visit.

18. **How the university is conducting QEC surveys?**

    Answer: QEC conducted surveys yearly or bi-yearly according to survey mentioned in HEC self-assessment manual.

    a) Performa No. 10 which is Teacher Evaluation Form is used for carrying out students' satisfaction survey with their faculty members. Following is the process which is adopted for this purpose:

    i. In the seventh week of the semester, after the sessional exams, the evaluation is conducted to analyze students' satisfaction regarding new/ weak faculty members.

    ii. After the second sessional examination, the process of evaluation for all the faculty members is initiated and done on computer software since last semester. It will take approximately four weeks to complete the evaluation of faculty members of graduate and postgraduate courses.

    iii. The survey is conducted by following the procedure as under:

       a. Two weeks prior intimation is given to the departments about conducting the survey by QEC.

       b. Preparation of evaluation forms of all the departments.

       c. Process of conducting survey.

       d. Data entry.

       e. Data analysis.

       f. Report preparation.

       g. Presentation of report findings to VC.

       h. Sharing of analysis and results with respective through QEC office.

       i. Compilation of actions taken by respective departments.

       j. Presentation of compiled actions taken by respective departments to VC.

    b) Performa No. 3 which is Graduating Students' Survey of HEC self-assessment manual is used for carrying out graduate assessment survey. It is conducted one month before

the end of last semester of the graduating students. Following is the process which is adopted for this purpose:

    i. Two weeks prior intimation is given to the departments about conducting the survey by QEC.

    ii. Preparation of evaluation forms of all the departments.

    iii. Process of conducting survey.

    iv. Data entry.

    v. Data analysis.

    vi. Report preparation.

    vii. Presentation of report findings to VC.

    viii. Sharing of analysis and results with respective through QEC office.

    ix. Meeting of VC with graduating batch about report findings.

    x. Compilation of actions taken by respective departments.

    xi. Presentation of compiled actions taken by respective departments to VC.

c) University carry out Graduating Survey for the following purposes:

    i. To identify future areas for quality improvements.

    ii. To make comparisons with previous year batches for finding out the trends of quality improvements.

    iii. To revise curricula objectives.

    iv. To make university administration more responsive to students' needs.

    v. To further improve the training facilities.

    vi. To enhance the extra and co-curricular activities etc.

19. How are you integrating SOPs for QA reports into future planning?

Answer: The details will be given during the IPE review visit.

STANDARD 11
Student Support Services

1. **Do you have a career counseling center? If so, give the qualifications of each of the staff members. Please give the TOR for the office. What was the budget allocated for last three years? What was the amount actually allocated and actually spent?**

   Answer: HITEC University has a proper career counseling center under the supervision of director student affairs (DSA).

   Faculty members from Electrical Engineering, Computer Engineering, Computer Science, Mechanical Engineering, Islamic Studies, and Mathematics are working as career counselors along with placement officer. Following TORs were finalized

   - DSA Department would provide support on CV making and interviewing skills for final year students
   - Career counselors will also identify the essential and missing skill sets for their respective departments.
   - DSA office will facilitate trainings.
   - DSA Office will also arrange paid GRE and ILETS Trainings during semester breaks.
   - Mock interviews will be conducted for final year students. Career counsellors will coordinate these sessions with English / Communications skills facility.
   - A pool of industrial/ academia contacts will be created by each career counselor for window to industry lecture sessions, future Open house and any other event relating to professional development.

   Generic screening test formats will be created / acquired as per need at departmental level. A generic test bank for Maths and English will be created and handed over to each department for inclusion in their technical questions.

2. **Is there a separate student placement office? What was the budget allocated for last three years? What was the amount actually allocated and actually spent?**

   Answer: Yes, HITEC University has a placement office under the supervision of director student affairs (DSA). The details will be provided during the IPE review visit.

3. **How are students informed about the career counseling center? Please provide student surveys related to these. How many used each of these services (Career Counseling and Student Placement Center) in last three years?**

   Answer: Survey of internships, graduating students and alumni students are conducted annually to get the suggestions, advice, and feedback from within and outside the university, regarding the quality of the services, faculty members, and administration etc. These suggestions will be given due consideration while making any changes in the above-mentioned factors for further improvement.

4. **How are these services evaluated? How the student support services (cafeteria, hostel, support services etc.) are managed.**

   Answer: These services are evaluated by DSA and QA&C both. Relevant questions are included in both graduating survey and alumni feedback survey. These surveys are later evaluated and analyzed properly.

   Student support services like cafeteria, hostel, etc. are managed by director student affairs (DSA) in coordination with other departments. For cafeteria, there are two food committees, one includes faculty members from almost all departments, and other include students only. These food committees report to DSA, and they regularly check the cafeterias. If there are any issues regarding food, students can complain to any of these committee. That matter is properly investigated and cafeteria is fined accordingly. Hostel has complaint register, students can write their complaint on that register, and hostel wardens regularly check the register. For other complaints, students register their feedback verbally and in written form to DSA and corrective actions are taken against the complaints through a proper well defined process.

5. **Describe your financial aid office. What are the qualifications of the person heading the office?**

   Answer: HITEC University has a proper financial assistance process headed by the DSA and Treasurer, and involves Deans, Head of the Departments and assigned faculty members. The purpose is to facilitate the needy students.

6. **Please provide the approved SOPs/Rules for Financial Aid to student.**

   Answer: Approved SOPs/Rules for Financial Aid to the students is as follows:

1. **General:**

   The HITEC University allocates millions of Rupees for awarding Financial Assistance to deserving students every year. For the purpose, Financial Assistance Committee under Chairmanship of Director Student Affairs, has been formulated. This committee assembles every semester and processes the cases of applicants and recommend award of amount on need cum merit bases as per criteria reflected in proceeding paragraphs.

   i. **Eligibility Criteria:**

      Following eligibility criteria will be followed for award of Financial Assistance.

      a. At the start of each semester, DSA office will display information on all notice boards, asking students to apply for Financial Assistance.

      b. Students will fill in a Financial Assistance Form available at University Website (which can be downloaded).

      c. Student should possess a minimum SGPA of 2.50.

      d. Parents monthly income should be Rs. 50,000/-.

      e. Student is not availing Financial Assistance from any other organization like NGOs, Workers Welfare Boards, Govt. endowment fund, etc.

      f. Student is not HITEC University Scholarship holder i.e. securing 1st, 2nd or 3rd position in Semester Final Exam for which he / she is applying for Financial Assistance

   ii. **Calculation of Merit:-**

      Merit will be calculated based on:

      a. **Semester GPA**

         (1) 3.76 – 4.00 ------- 15 points

         (2) 3.51 – 3.75 ------- 10 points

         (3) 3.26 – 3.50 ------- 8 points

         (4) 3.00 – 3.25 ------- 6 points

         (5) 2.76 – 2.99-------- 4 points

         (6) 2.50 – 2.75-------- 2 points

      b. **Net Income (per month)**

         (1) Less than/upto Rs 15,000 : 15 points

(2)	Above Rs. 15,000 and upto Rs 20,000	: 12 points
(3)	Above Rs. 20,000 and upto Rs 25,000	: 9 points
(4)	Above Rs. 25,000 and upto Rs.30,000	: 6 points
(5)	Above Rs. 30,000 and upto Rs.35,000	: 3 points
(6)	Above Rs. 35,000 and upto Rs.40,000	: 2 points
(7)	Above Rs. 40,000 and upto Rs. 50,000	: 1 Point

c. **School/College/Univ - going brothers and sisters** : 1 point per child (Max 5 Points)

d. **Discipline** : 5 points for clean conduct

e. **Interview (by concerned depts.)** : 1 to 20 points

f. **Unfair Mean Committee Comments** : 5 points for clean conduct

   Total: : 65 Points

iii. Processing Procedure:

Following steps will be adopted:-

a. Notice will be displayed by DSA Office to inform the students to download the prescribed Financial Assistance Form from University Website.

b. Students will be required to deposit the Financial Assistance Forms (to concerned department) duly completed / attached with supporting documents within two weeks from the date of display of Notice.

c. Department will check for correctness of the papers and in case of any query / observation, discuss the case with concerned Chairperson.

d. Departments will interview the students of their respective department, award the interview points, along with other points and forward the vetted documents to DSA Office.

e. Short list the applicant students in the light of eligibility criteria.

f. Award the points to every student as per criteria shown at para 3 above

g. Chairperson's remarks shall also be endorsed in appropriate column on page 2 of the Financial Assistance Form.

DSA Office will process the cases through Financial Assistance Committee. The Financial Assistance Committee will do the following:-

a. Will make appropriate brackets for awarding Financial Assistance Amount in the light of score attained by the student.

b. Will recommend the amount for every individual student as per the bracket he

falls into.

c. On completion of the process (para 4a-h), Financial Assistance Committee will prepare a consolidated list of recommended cases, sign it and put-up the proceedings to VC HITEC University for his vetting/approval.

After the vetting/approval by the VC, DSA Office will forward the approved proceedings to Treasurer Office for crediting the approved amount in concerned student's account. Subsequently, the Treasurer Office will inform the parents of the concerned students regarding award of Financial Assistance provided to their sons/daughters.

7. **Please list the financial aid/scholarship programs offered in last three years.**

   Answer: List the financial aid/scholarship programs will be as follows:

   a) Position Based Scholarships

   b) AMS Scholarship.

   c) Begum Razia Sultana Scholarship

   d) Nusrat Scholarship

   e) Need Cum Merit Scholarship (Financial Assistance)

   f) Huffaz students are entitled to receive stipend of Rs. **1000/-** per month subject to clearing of tests.