



HITEC UNIVERSITY TAXILA
OFFICE OF THE REGISTRAR
NOTIFICATION

No. REG/COM/1/23/12708

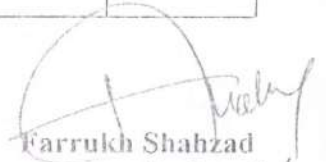
Date: November 22, 2023

To: All Concerned

Subject: **CONSTITUTION OF COMMITTEE – SELF MS/PHD PROGRAM REVIEW COMMITTEE**

The Competent Authority on the recommendation of Director Quality Assurance & Collaboration has been pleased to constitute the following committee for Self-MS/PhD Program Review in line with Higher Education Commission (HEC) guidelines:

S. No	Name	Designation	Status
1	Prof. Dr. Abdul Khaliq	Dean Faculty of Engineering Sir Syed CASE Institute of Technology (SS CASE IT)	External
2	Prof. Dr. Imran Hafeez	Civil Engineering Department University of Engineering & Technology (UET) Taxila	External
3	Prof. Dr. Junaid Ali Khan	A/Dean Faculty of Basic Sciences/ Chairperson Computer Science HITEC University Taxila	Internal
4	Prof. Dr. Liaquat Ali Khan	Chairperson Mechanical Engineering Department HITEC University Taxila	Internal
5	Prof. Dr. Tahir Nadeem Malik	Director QA&C HITEC University Taxila	Internal
6	Ms. Samar Masood	Deputy Director QA&C HITEC University Taxila	Internal


Farrukh Shahzad
Registrar

Copy to:

1. Dean Faculty of Engineering & Technology
2. A/ Dean Faculty of Basic Sciences
3. All Chairpersons
4. Director QA&C
5. All Concerned Members
6. The Secretary VC (for information of VC)



HITEC UNIVERSITY TAXILA

DIRECTORATE OF QUALITY ASSURANCE & COLLABORATIONS

No. HTU/QA&C/24/673

Date: 17-04-2024


To:

All Concerned

Subject: Self MS/PhD Program Review Visit 2023-24

The Vice Chancellor constituted the Self MS/PhD Program Review committee vide letter No. REG/COM/1/23/12708 dated 22nd November, 2023 for the Self Review of MS/PhD Programs in HITEC University, Taxila. The review visit has been scheduled on 29th April, 2024. The visitation team shall conduct the visit according to the program enclosed.

Special Note: All Chairpersons offering PG program are requested to keep their PG infrastructure in their department ready, the visitation team may visit such places.


(Prof. Dr. Tahir Nadeem Malik)
Director QA&C

Copy to:

1. All Deans
2. All Chairpersons
3. All Internal Members of the Committee
4. The Registrar
5. The Treasurer
6. The Controller of Examination
 - i. to keep relevant postgraduate record ready, the visitation team may visit and inspect.
7. The Manager Admin
 - i. to coordinate with the security at main gate for entrance of the visitation team.
 - ii. To arrange refreshments (Tea-Lunch) in consultation with Director QA&C.
8. The Manager IT
 - i. to keep all IT equipments ready in university conference room
 - ii. depute and ensure the presence of photographer according to the program
9. The Manager Procurement
 - i. to provide two HITEC University shields for presentation to external members.
10. The Secretary to the Vice Chancellor



HITEC UNIVERSITY TAXILA

DIRECTORATE OF QUALITY ASSURANCE & COLLABORATIONS

PROGRAM OF THE VISIT

Scheduled on 29 April 2024






S. No.	Activities/Concerned Person	Timings
1	Arrival at HITEC University Present: Dean Sciences, Director QA&C & Registrar Reception: Secretariate Block	09:00 AM
2	Meeting with the Vice Chancellor Present: Deans, Chairperson-MED, Director QA&C, Registrar and DD QA&C Venue: Vice Chancellor Office	09:00 AM
3	Presentation By Director QA&C Venue: University Conference Room	09:15 AM
4	Review of Documents Present: PG Coordinators at Faculty Tea Bar Venue: University Conference Room Special Note: <i>All Chairperson shall ensure the presence of PG Coordinators along with all relevant information.</i>	09:30 AM
5	Tea Break	10:45 AM
6	Review of Documents Present: PG Coordinators at Faculty Tea Bar Venue: University Conference Room Special Note: <i>All Chairperson shall ensure the presence of PG Coordinators along with all relevant information.</i>	11:00 AM
7	Meeting with Post Graduate students Venue: University Conference Room Special Note: <i>All Chairperson shall ensure the presence of PhD Scholars for meeting.</i>	01:00 PM
8	Prayer & Lunch Break	01:30 PM
9	Meeting with Chairpersons of Departments offering PG programs & Controller of Examination Venue: University Conference Room	02:30 PM
10	Discussion & Report Writing Venue: University Conference Room	03:00 PM
11	Final Meeting with Vice Chancellor Present: All Committee Members Venue: Vice Chancellor Office	04:00 PM

(Prof. Dr. Tahir Nadeem Malik)
Director QA&C

Date: 29.04.2024

Attendance Sheet

MS/PhD Program Self Review Visit 2023-24

S. No	Name & Designation	Signature
1	Prof. Dr. Abdul Khaliq Dean Faculty of Engineering Sir Syed CASE Institute of Technology (SS CASE IT)	
2	Prof. Dr. Imran Hafeez Civil Engineering Department University of Engineering & Technology (UET) Taxila	
3	Prof. Dr. Junaid Ali Khan A/Dean Faculty of Basic Sciences/ Chairperson Computer Science HITEC University Taxila	
4	Prof. Dr. Liaquat Ali Khan Chairperson Mechanical Engineering Department HITEC University Taxila	
5	Prof. Dr. Tahir Nadeem Malik Director QA&C HITEC University Taxila	 29/4/24
6	Ms. Samar Masood Deputy Director QA&C HITEC University Taxila	