



HITEC UNIVERSITY TAXILA
DIRECTORATE OF QUALITY ASSURANCE & COLLABORATIONS

No. HTU/QAC/N(PT-AT)/01
Date: 08-03-2023

NOTIFICATION

Subject: **Self-Assessment Process of the Departments & Constitution of Committees**

The competent authority has approved to initiate the self-assessment of the academic departments in line with QAA-HEC and constituted the following committees:

1. Program Teams (PTs) along with responsibilities enclosed as Annex-I.
2. Assessment Teams (ATs) along with responsibilities enclosed as Annex-II.

The competent authority has further directed to complete self-assessment process according to the time line enclosed as Annex-III.


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

Copy to:

1. All Deans
2. All Chairpersons with the request to share this notification in WhatsApp group of their department for the information of the members of Program Teams and Assessment Teams.
3. All Members of Assessment Teams
4. All Members of Program Teams
5. The Registrar
6. The Controller of Examinations
7. The Secretary to the Vice Chancellor



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Annex-I

DEPARTMENTAL PROGRAM TEAMS

(Constituted on the recommendation of the Chairperson)

S. No.	Dept.	Programs	Program Teams	Designation
1	Electrical Engineering	BS EED MS/PhD EED	Dr. Kashif Imdad	Assistant Professor (Head)
			Safee Ullah	Lecturer (Member)
			M. Shahzad	Lecturer (Member)
2	Mechanical Engineering	BS MED MS/PhD MED	Dr. Luqman Ahmad	Assistant Professor (Head)
			Sardar M. Aneeq Khan	Lecturer (Member)
			M. Zeeshan Siddique	Lecturer (Member)
3	Computer Engineering	BS CE MS CE	Dr. M. Bilal	Assistant Professor (Head)
			Ms. Sara Tehsin	Lecturer (Member)
			Qasim Shahzad	Lecturer (Member)
4	Software Engineering	BS Software Engineering	Dr. Mehwish Naseer	Assistant Professor (Head)
			Ali Naqi Raza	Lecturer (Member)
			Ms. Farwah Aijaz	Lecturer (Member)
5	BioMedical Engineering	BS BioMedical Engineering	Engr. M. Ahtasham Abid	Lecturer (Member)
			Ms. Ayesha Naeem	Lecturer (Member)
			Ms. Sidra Arshad	Lab Engineer (Member)
6	Civil Engineering	BS Civil Engineering	Dr. Shahmir Janjua	Assistant Professor (Head)
			Engr. Yasir Rasheed	Lecturer (Member)
			Engr. M. Irfan	Lecturer (Member)
7	Computer Science	BS CS MS CS	Ms. Veena Dillshad	Assistant Professor (Head)
			Ms. Iram Abdullah	Lecturer (Member)
			Abdul Majid	Lecturer (Member)
8	Management Sciences	BBA & BS A&F	Dr. Shakeel Ahmed	Assistant Professor (Head)
			Ms. Zartashia Hameed	Lecturer (Member)
			Ms. Kinza Tanveer	Lecturer (Member)
9	Mathematics	BS Maths MS/PhD Maths	Dr. Farman Ullah Khan	Assistant Professor (Head)
			Dr. Dania Saleem	Lecturer (Member)
			Ms. Rafay Mustafa	Lecturer (Member)
10	Islamic Studies	BS ISD MS/PhD ISD	Dr. Manzoor Ahmed	Associate Professor (Head)
			Ms. Ruqia Zubair	Lecturer (Member)
			Jafar Nazir	Lecturer (Member)



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Annex-I

RESPONSIBILITIES OF PROGRAM TEAMS

- a. To prepare all the Self-Assessment Reports of the Department.
- b. To participate in all training sessions/workshops being organized by QEC for Program Team/(s).
- c. To attend all meetings arranged by QEC for Quality Assurance.
- d. To provide valuable suggestions about effectiveness and suitability of the Self-Assessment mechanism.
- e. To certify that every criterion and standard conceived by HEC in Self-Assessment Manual is properly addressed while developing SAR (Self-Assessment Report) of any program offered by the University.
- f. To provide solid and rational justification for any criterion or standard provided in Self-Assessment Manual if not applied/applicable.
- g. To provide documentary evidences – where required – while developing SAR. To get related documents/information from different departments, use of proper channel like QEC is must.
- h. To work according to timelines devised by QEC so that rest of the activities can be completed in time to meet the deadlines imposed by HEC.
- i. To conduct all surveys mandatory for the development of SAR. Further, analyzing the surveys' results and including analysis in SAR is also a responsibility of program team members.
- j. To ensure the security and confidentiality of all the documents and surveys' results until and unless not publicized by QEC.