

Sir Syed University of Engineering & Technology Karachi
Quality Enhancement Cell (QEC)
Compliance Implementation Plan (CIP)

<u>Standard 1: Mission Statement and Goals</u>		
<u>QAA Recommendation #1</u>		
The mission statement needs to be revisited taking all relevant stakeholders on board both internal as well as external and be approved by the appropriate forum (BOG) after deliberation.		
Clarification/Proposed Action		
The Mission of the University was revised in light of the feedback received during the IPE visit. The revised Mission was duly approved by the Academic Council in its 46 th meeting and by the Board of Governors in its 57 th meeting. The approved Mission has been communicated and notified across the University .		
Responsible Person(s)	Target Date	Status
	-	Clarification Submitted
<u>QAA Recommendation #2</u>		
Once effective vision and mission statements are prepared, all the university academic and nonacademic policies should be aligned to ensure that all the decisions are being taken to achieve the stated objectives of the university. These objectives be analyzed to measure accomplishment.		
Clarification/Proposed Action		
A committee has been formed for the specific purpose of aligning academic and non-academic policies with the Vision and Mission of the University. Policies that currently lack the alignment are being revised and will be put up for approval by the Board of Governors in the next meeting.		
Responsible Person(s)	Target Date	Status
Registrar/ Director SP&D	15-03-2020	Follow-up
<u>QAA Recommendation #3</u>		
The university should ensure to incorporate the mission, goals and educational objectives in university in both short term and long term plans.		
Clarification/Proposed Action		
The same committee as stated in response to Recommendation #2 has been tasked to monitor and evaluate the progress of assimilation of mission, goals and educational objectives with the short and long term plans of the University.		
Responsible Person(s)	Target Date	Status
Registrar/ Director SP&D	15-03-2020	Follow-up

Standard 2: Planning and Evaluation

QAA Recommendation#1

The Inflation rate in Pakistan is around 10 % therefore it is suggested that University should increase the volume of the Endowment Fund by re-investing profit.

Clarification/Proposed Action

It is clarified that University is already increasing the volume of the Endowment Fund by re-investing profit.

Responsible Person(s)	Target Date	Status
-	-	Clarification Submitted

QAA Recommendation #2 & #3

The university requires establishing a Planning and Development department on priority with appropriate number of skilled staff. The Planning & Development Department should process and prepare all the planning documents such as Strategic Plan, Financial Plan both centralized ones as well as at the faculty and department level.

Clarification/Proposed Action

The scope and functionality of the existing Planning and Development department has been expanded and a new department of Strategic Planning & Development has been established. The ToR of the new department cover all strategic planning and development activities including the responsibility of preparing documents such as Strategic Plan, Financial Plans both centralized ones as well as at the faculty and departmental levels. These plans shall be presented in the Financial and Planning Committee (FPC) of the University and finally to Board of Governors for approval.

Responsible Person(s)	Target Date	Status
Director SP&D	15-03-2020	Follow-up

QAA Recommendation #4

The P&D should device policies and SOPs with due approval of the competent forum and should clearly communicate with all the stakeholders about the approved policies and SOPs.

Clarification/Proposed Action

The SP&D department is assigned the responsibility to device policies and SOPs, obtain necessary approval of the competent authority and shall communicate with all the stakeholders about the approved policies and SOPs.

Responsible Person(s)	Target Date	Status
Director SP&D	15-03-2020	Follow-up

Standard 3: Organization and Governance

QAA Recommendation #1

Conflict of Interest Policy should be developed duly approved from the BOG.

Clarification/Proposed Action		
The first draft of Conflict Interest Policy is already compiled by the HR department which is under review by the higher management. Final approval of the policy will be accorded by the BoG in its upcoming meeting.		
Responsible Person(s)	Target Date	Status
Registrar as Secretary of BoG	01-03-2020	Follow-up
<u>QAA Recommendation #2</u>		
Complete Organizational Chart should be prepared and approved by the competent forum (BOG).		
Clarification/Proposed Action		
The Complete Organizational Chart is already available which was prepared by the HR department. As recommended by QAA, approval of the Complete Organizational Chart will be obtained in next meeting of BoG.		
Responsible Person(s)	Target Date	Status
Registrar as Secretary of BoG	01-03-2020	Follow-up
<u>QAA Recommendation #3</u>		
As per act of the University, the BOG of the university should include Chairman HEC/UGC or a whole time member of the commission (HEC) to be nominated by him (Chairman HEC).		
Clarification/Proposed Action		
As advised by QAA, a letter is being send to Chairman HEC to obtain his nomination of whole time member of the commission (HEC) in BoG of SSUET.		
Responsible Person(s)	Target Date	Status
Registrar	15-03-2020	Follow-up
<u>Standard 4: Integrity</u>		
<u>QAA Recommendation #1</u>		
A grievance committee for students has been constituted by the university with a limited mandate to deal with the issues relating to the examination department. It is therefore, recommended that the scope of the committee may be extended to all the issues that a student possibly face in the university.		
Clarification/Proposed Action		
As recommended, the scope of the grievance committee has already been extended to all the issues that a student possibly face with effect from 15 th July 2019.		
Responsible Person(s)	Target Date	Status
-	-	Clarification Submitted
<u>QAA Recommendation #2</u>		
University should share and communicate all policies regarding plagiarism, grievance, intellectual rights and conflict of interest with the stakeholders soon after the approval from BOG.		

Clarification/Proposed Action		
As advised, policies regarding plagiarism and grievance are shared with all stakeholders through website and notifications in hard copies. However, other policies such as Intellectual Rights and Conflict of Interest will be shared after approval from BoG.		
Responsible Person(s)	Target Date	Status
Registrar as Secretary of BoG	01-03-2020	Follow-up
<u>Standard 5: Faculty</u>		
QAA Recommendation #1		
HEC policies for appointment and promotion of the faculty be made part of the university policy through approval from the statutory bodies (BOG).		
Clarification/Proposed Action		
The University has already adopted HEC policies for appointment and promotion of the faculty and it will be made part of the University Policy through its approval from the BoG.		
Responsible Person(s)	Target Date	Status
Registrar	01-03-2020	Follow-up
<u>QAA Recommendation #2</u>		
Concerted efforts are required to promote integrity and to avoid plagiarism; for the purpose workshops and seminars may be held regularly for both faculty and students.		
Clarification/Proposed Action		
To promote integrity and to avoid plagiarism; the advice about more workshops and seminars is noted for compliance.		
Responsible Person(s)	Target Date	Status
-	-	Clarification submitted
<u>QAA Recommendation #3</u>		
Research productivity and performance based incentives be introduced and documented properly for recognition of good faculty.		
Clarification/Proposed Action		
The University BoG has already approved and notified a mechanism for incentives to the faculty in order to promote research and innovation. The incentives and documentation will be further increased.		
Responsible Person(s)	Target Date	Status
Director ORIC	15-03-2020	Follow-up
<u>QAA Recommendation #4</u>		
Community service course may be made mandatory for all students.		

Clarification/Proposed Action		
The suggestion about community service course will be executed through Board of Faculties and Academic Council. The Deans and the Chairpersons of relevant departments have been advised to ensure necessary changes and the curriculum and its approvals by Statutory Bodies.		
Responsible Person(s)	Target Date	Status
Dean Faculty of Engineering and Dean Basic & Applied Sciences	15-03- 2020	Follow-up
<u>Standard 6: Students</u>		
<u>QAA Recommendation #1</u>		
Library facility should be extended to the evening shift as well. Number of relevant and latest books should be added to the library.		
Clarification/Proposed Action		
Library facilities have been extended to the evening shift and library remained open on Monday to Thursday from 8:30am to 9:00pm.		
Responsible Person(s)	Target Date	Status
-	-	Action Taken
<u>QAA Recommendation #2</u>		
Vice Chancellor may arrange an interactive session with students once in each semester.		
Clarification/Proposed Action		
As recommended, interactive sessions of students with Vice Chancellor will be arranged from upcoming Spring Semester 2020.		
Responsible Person(s)	Target Date	Status
Registrar and Deans	Ongoing process	Clarification submitted
<u>QAA Recommendation #3</u>		
Scope of extracurricular activities (clubs and societies) should be expanded and existing ones should be made more functional.		
Clarification/Proposed Action		
Following 6 Student Societies are currently working:		
<ul style="list-style-type: none"> a) Community Service Society b) Media Society c) Debating Society d) Dramatic Society e) Art & Culture Society f) CPEC Youth Forum 		
The recommendation to increase scope of extracurricular activities is noted for compliance.		
Responsible Person(s)	Target Date	Status
Director Guidance Center	15-03-2020	Follow-up

<u>QAA Recommendation #4</u>		
Proper SOPs should be developed in order to provide career counseling and internship opportunities equally without any exclusion and exception.		
Clarification/Proposed Action		
As recommended, SOPs are being developed in order to provide career counseling and internship opportunities equally without any exclusion and exception. The relevant department has been advised to develop the SOPs and get them approved by the competent authority.		
Responsible Person(s)	Target Date	Status
Director Guidance Center	15-03-2020	Follow-up
<u>Standard 7: Institutional Resources</u>		
<u>QAA Recommendation #1</u>		
The university should fix priorities by itself and the Vice Chancellor of university, statutory bodies and Key officials may be empowered in order to achieve the mission of the institution.		
Clarification/Proposed Action		
In response, it is informed that all Key officials are already empowered in order to achieve the mission of the institution. However, the priorities are being fixed in the light of recommendations by the committee responsible for alignment of University's policies with its mission.(Reference: Response to Recommendation#2 of Standard#1).		
Responsible Person(s)	Target Date	Status
Registrar/ Director SP&D	15-03-2020	Follow-up
<u>QAA Recommendation #2</u>		
The university should develop a life cycle management plan for its infrastructure.		
Clarification/Proposed Action		
As recommended, a life cycle management plan is being developed by Directorate of Strategic Planning & Development, Maintenance Department and International Collaboration that will be placed in next BoG meeting.		
Responsible Person(s)	Target Date	Status
Registrar / Director SP&D	15-03-2020	Follow-up
<u>QAA Recommendation #3</u>		
All the future development plans should be documented and approved by the relevant bodies including BOG.		
Clarification/Proposed Action		
All the future development plans are being documented and approved by the relevant bodies including BOG with effect from 1 st July 2019.		
Responsible Person(s)	Target Date	Status
-	-	Action Taken
<u>Standard 8: Academic Programs and Curricula</u>		
<u>QAA Recommendation #1</u>		
Teacher training and awareness regarding maintenance of course folder must be emphasized. OBE system requires constant and continuous tracking and mapping		

<p>of course learning outcomes (CLOs) to Program learning outcomes (PLOs). It may not be possible to track, map and analyze feedbacks without software based system. It will be appropriate to develop customized software for this purpose indigenously.</p>		
<p>Clarification/Proposed Action The suggestion about development of customized software for OBE system is noted for compliance on priority basis. The relevant department has been advised to develop the software.</p>		
Responsible Person(s)	Target Date	Status
Dean Engineering and Manager MIS	15-01-2020	Follow-up
<p><u>QAA Recommendation #2</u> Academic programs of all disciplines may be reviewed to rationalize semester wise load. EE program be reviewed in light of above mentioned anomaly of load imbalance.</p>		
<p>Clarification/Proposed Action Academic programs of all disciplines are reviewed regularly and faculty load in mostly balanced in each disciplines. However, the suggestion to rectify anomaly of load imbalance in EE Program is noted for compliance.</p>		
Responsible Person(s)	Target Date	Status
Dean Faculty of Engineering	15-03-2020	Follow-up
<p><u>QAA ecommendation#3</u> Assessment and evaluation policy be revised to add clarity about summer semester permitted load. Minimum attendance requirement be revised according to HEC guidelines i.e. 75%.</p>		
<p>Clarification/Proposed Action As advised, assessment and evaluation policy had already been revised to add clarity about summer semester permitted load and requirement of minimum attendance to make it compatible with HEC guidelines.</p>		
Responsible Person(s)	Target Date	Status
-	-	Action Taken
<p><u>Standard 9:Public Disclosure and Transparency</u></p>		
<p><u>QAA Recommendation #1</u> Policy and procedures are required for getting feedback from the general public on various issues.</p>		
<p>Clarification/Proposed Action Policy and procedures for getting feedback from the general public on various issues will be prepared by the QEC department.</p>		
Responsible Person(s)	Target Date	Status
Director QEC	15-01-2020	Clarification submitted

QAA Recommendation #2		
The university should clearly define its ways and modes of communication with the stakeholders as a policy matter.		
Clarification/Proposed Action		
The website of SSUET provides user friendly mode of communication to all stakeholders including students, parents, employees, suppliers, regulators, industry experts, etc. It provides all information about the University vision and mission, organizational structure, statutory bodies, details of admissions with key dates of all programs, admission criteria, academic calendars, details about all facilities and departments, the QEC, alumni, students scholarships and internships, exam schedules and results and so on. However, further enhancement in the website is being done.		
Responsible Person(s)	Target Date	Status
Registrar and Manager MIS	15-11-2019	Follow-up

<u>Standard10: Assessment & Quality Assurance</u>
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QAA Recommendation #1
Preparation and approval of QEC policy from appropriate statutory body may be undertaken as early as possible.

Clarification/Proposed Action
The first draft of QEC Policy already compiled by the QEC Department which is under review by the higher management. Final approval of the policy will be accorded by the BoG in its upcoming meeting.

Responsible Person(s)	Target Date	Status
Director QEC	15-03-2020	Follow-up

QAA Recommendation #2
Web based feedback system and its analysis be set up, which will greatly facilitate preparation of SARs and implementation of OBE system.

Clarification/Proposed Action
As advised, Web based feedback system and its analysis is being set up, which facilitates preparation of SARs and implementation of OBE system.

Responsible Person(s)	Target Date	Status
-	-	Action Taken

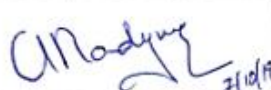
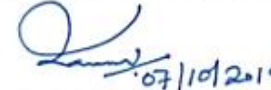

<u>Standard11: Student Support Services</u>
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QAA Recommendation #1
The function / activities of Guidance Center must be communicated to all students.

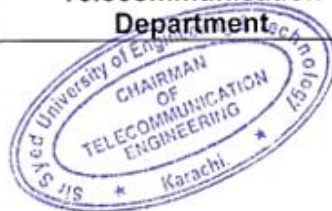
Clarification/Proposed Action
As advised, function / activities of Guidance Center is being notified and communicated to all students using digital media.

Responsible Person(s)	Target Date	Status
-	-	Action Taken

QAA Recommendation #2		
The budget be allocated for the activities of Guidance Center.		
Clarification/Proposed Action		
As advised, separate budget head has been allocated for the activities of the Guidance Centre from FY-2019-20.		
Responsible Person(s)	Target Date	Status
-	-	Action Taken
QAA Recommendation #3		
Internship system be made transparent with equal opportunity to all on merit.		
Clarification/Proposed Action		
Internship system is already transparent that provides equal opportunity to all on merit. However, priority is given to Students of Final Year having good GPA and with no prior opportunity of Internship.		
Responsible Person(s)	Target Date	Status
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Prepared By	Reviewed By	Approved By
		
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