

MIRPUR UNIVERSITY OF SCIENCE TECHNOLOGY (MUST), MIRPUR-10250 (AJK), PAKISTAN
QUALITY ENHANCEMENT CELL (QEC)



Office (Phone/Fax): +92-5827-961020, 961072
Email: director.qec@must.edu.pk

Quality Enhancement Cell (QEC), MUST

Meeting Regarding Implementation Plan of Self-IPE 2022 -23 Recommendations

DATE OF VISIT SELF IPE Visit: 13 - 15 MARH 2023

PARTICIPANTS:

Prof. Dr. Muhammad Younus Javed, SI(M)
Prof. Dr. Khizar-ul-Haq, Registrar
Prof. Dr. Anwar Khatab, Dean FoH&MS
Prof. Dr. Hassan Mujtaba Jafri, Dean FoE&T
Prof. Dr. Tehseen Ghous, Dean FoSS&H
Prof. Dr. Muhammad Aslam, Dean FN&AS
Prof. Dr. Zafar Iqbal, Director MBS
Prof. Dr. Muhammad Khalique, Treasurer
Mr. Kamran Hameed, Controller of Examinations

All Administrative Staff of QEC

Date of Meeting: 22-06-2023
Time: 1000hrs - 1400 hrs
Venue: Meeting Room,
Administration Block, Jari Kas
Campus
Year: 2022-23

Handwritten signature and date:
26-06-23

Particulars / Agenda Items (Recommendations)	Responsible Bodies	Compliance Time Frame															
<p>1. The approval and submission of the Departmental Mission statements, in line with the University Mission statement is yet to be done.</p>	<table border="1" data-bbox="604 215 1444 526"> <thead> <tr> <th>Sr. No.</th> <th>Members</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Dr. Hassan Mujtaba Jafri, Dean FoE&T</td> <td>Head</td> </tr> <tr> <td>2.</td> <td>HoD Department of Mechanical Engineering</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>HoD Department of Software Engineering</td> <td>Member</td> </tr> <tr> <td>4.</td> <td>HoD Department of English</td> <td>Member</td> </tr> </tbody> </table> <p><i>In the last annual meeting of implementation plan of IPE, the above committee was constituted to review the Mission statements. However, only few Departments revised and submitted the mission statements. Those departments which have already approved Departmental Mission statements will submit the evidence to the QEC Office. Those who have not yet taken approval of the Departmental Missions are advised to present the Mission statements to the above said committee, so that the same may be approved from the relevant forum. Submit the final approved document to the office of QEC.</i></p>	Sr. No.	Members	Position	1.	Dr. Hassan Mujtaba Jafri, Dean FoE&T	Head	2.	HoD Department of Mechanical Engineering	Member	3.	HoD Department of Software Engineering	Member	4.	HoD Department of English	Member	<p>All the Deans of Faculties are required to write all HoDs for the submission of mission statements of their Departments to the committee to comply with the agenda item. Prompt action is required.</p>
Sr. No.	Members	Position															
1.	Dr. Hassan Mujtaba Jafri, Dean FoE&T	Head															
2.	HoD Department of Mechanical Engineering	Member															
3.	HoD Department of Software Engineering	Member															
4.	HoD Department of English	Member															
<p>2. The Accreditation of following programs is not done. Commerce, Banking & Finance (BBF Program), Business Administration(BBA program) and Law (LL.B Program)</p>	<p>The Vice Chancellor directed the Dean/Director Faculty of MUST Business School and the Dean Faculty of Social Sciences and Humanities to accelerate the accreditation process of the said programs. Relevant departments are advised to submit the documentation/final accreditation approvals to the QEC office.</p>	<p>The Director MUST Business School and Dean Faculty of Social Science and Humanities are directed to contact immediately with the Authorities of the respective council for accreditation of the Departments</p>															

Signature
26-06-23

3.	<p>None Accreditation of programs started in affiliated Colleges . The Following Colleges started programs without obtaining accreditation from their respective Councils;</p> <ol style="list-style-type: none"> 1. BBA ,BCOM (Punjab College Bhimber) 2. BBA ,BSCS (Punjab College Kotli) 3. BBA ,BCOM and BS &IT (Kings International College Mirpur) 4. BBA ,BSCS (Post Graduate College Mirpur) 	<p>The Dean Faculty of Social Sciences and Humanities and the Director MUST Business School are required to make close contact with the respective councils for the purpose.</p>	<p>Prompt Action Required</p>
4.	<p>Minutes of the central purchase committee (for the last three years) should be shared with the QEC office.</p>	<p>Treasurer Office is required to submit the minutes of the meetings of the Purchase Committee for the years 2020 and 2021 to the QEC.</p>	<p>Prompt Action Required</p>
5.	<p>SOPs for the communication strategy needs to be designed and approved from the relevant forum.</p>	<p>QEC MUST, and DSA Office shall provide and maintain the record of the required MUST communication strategy documents</p>	<p>Prompt Action Required</p>
6.	<p>Directorate of QEC structure/organization should be part of university statutes with minimum positions of QEC and promotion rules.</p>	<p>Registrar Office will present the draft statutes of the posts in Directorate of QEC before the statutory bodies for approval purpose.</p>	<p>Prompt Action Required</p>

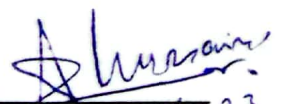
Handwritten signature and date:
 26-06-23

7.	University should get HEC nominee for the plagiarism standing committee.	QEC office in collaboration with AS&RB needs to request the HEC for nomination in the University Plagiarism Committee.	15 th August 2023
8.	After discussion it has been recommended that the departmental focal persons for plagiarism should carefully check the self-plagiarism cases of students' thesis/research papers, following HEC guidelines. AS&RB needs to guide/coordinate with the focal persons. Director AS&RB should be the central focal person for plagiarism / turnitin.	The house decided that no defence on post Graduate level be conducted without the issuance of NOC regarding plagiarism from QEC, MUST.	Prompt Action
9	Minutes of all the departmental councils (last three years) should be part of the Standard-8 record.	QEC office is directed to manage the record as per the requirement	Prompt Action
10.	All the reports of accreditation councils' visits (for the last 03 years) should be part of the Standard-8 folder.	All the Deans of the Faculties with the coordination of respective Heads of Departments are required to make arrangements for the availability of up to date record about the visits of Accreditation Councils. The same record will be provided to QEC, MUST for onward submission to HEC.	15 August 2023

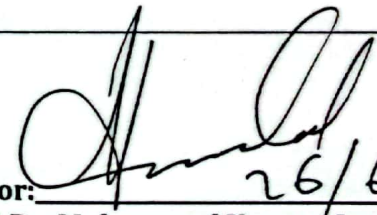
A. M. Amin
26-08-23

11.	University prospectus needs to be updated.	<p>DSA is required to proceed for the purpose, so that before the start of new admissions 2023-24 the prospectus is available for ready reference. For the purpose following committee is constituted.</p> <ol style="list-style-type: none"> 1. Prof. Dr. Anwar Khitab Chairman 2. Prof. Dr. Tehseen Ghous Member 3. Prof. Dr. Hassan Mujtaba Jafri Member 4. Prof. Dr. Muhammad Aslam Member 5. Prof. Dr. Zafar Iqbal Member 	30 August 2023
12.	<p>University should start self-support programs to overcome these financial crises and deficits. Moreover, AJK Government and HEC Islamabad should also be requested to increase the funding of the university.</p>	<p>The house decided that the issue be discussed in the upcoming meeting of the academic council.</p>	Continuous process
13.	<p>There are 47 affiliated colleges on the university website. While the Controller of the Examination communicated, in person, that the institute has 37 affiliated colleges at present. Therefore, list of the affiliated colleges at the website needs to be updated.</p>	<p>The record of the affiliated colleges on the university website is required to be updated accordingly.</p>	15 August 2023

Director QEC :
Dr. Azhar Hussain


26-06-23

Vice Chancellor:
Brig. (R) Prof. Dr. Muhammad Younus Javed SI (M)


26/6/23