



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](mailto:director.qec@must.edu.pk)

Quality Enhancement Cell (QEC), MUST

Meeting Regarding Implementation Plan of Self-Postgraduate Program Review 2022 -23

DATE of Self-Postgraduate Program Review : 05- 06 JANUARY 2023

**PARTICIPANTS:**

**Prof. Dr. Muhammad Younus Javed, SJ(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 Khaliq, 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

*A. Hameed*  
26-06-23

No.	Particulars / Agenda Items (Recommendations)	Responsible Bodies	Compliance Time Frame
1.	Some of the PhD/MPhil Students who are working full time need an NOC and Study leave from their employers/organizations to complete their respective degree. Full time study leave is compulsory to complete their MPhil/PhD degree program.	All relevant Heads. The Directorate of AS&RB is required to write a letter to all the Scholars of MS/Ph.D. (Observed cases) for provision of NOC issued by their employers regarding relieving for study	Two Weeks from the Issuance of the minutes of the meeting
2.	Supervisors should be allocated from the beginning of course work (i.e. first semester) during MPhil and PhD Program. Student-teacher ratio will be counted from the first semester. If the students have been exceeded from student teacher ratio, the further intake need to be stopped.	All the Departments are required to adopt the practice of allotment of supervisors in the first semester for research purposes.	Two months from the issuance of minutes of the meeting
3.	Nomenclature for MPhil degree should be common in the faculty of Engineering. Instead of using MSc, it should be used as MS/MPhil across all the disciplines in the Faculty of Engineering.	Dean Faculty of Engineering and Technology, Controller of the Examinations. The adopted practice regarding nomenclature may be continued. However, change/correction may be made wherever it is possible.	Continues Process
4.	A general NOC notification was issued for the start of MPhil and PhD program in Faculty of Engineering and Technology in 2011 through University order/notification but it was not mentioned in the order in which department/program the permission was granted. It may cause a problem in the PGP Review by HEC. Therefore, a corrigendum is required in the notification which can	The Registrar Office Dean Faculty of Engineering and Technology	Two months from the issuance of minutes of the meeting

*Ahmed*  
26-08-23



	translate the departments (Computer System Engineering and Electrical Engineering) in the Order / Notification.		
5.	It has been observed that Dr. Anzar Mehmood is shown in two different departments, i.e. in Department of Mechanical Engineering, and Department of Electrical Engineering simultaneously for MPhil program which may cause a problem in PGP review by HEC.	The house examined and declared that there is no difference with a faculty member teaching a relevant course in any other department. However, his/her name should be reflected in his /her parent department. No further action required.	No further action required.
6.	If the faculty member is serving in another department instead of the parent department, then a transfer order should be issued and should be attached in the faculty and program file of MPhil and PhD program. It has been observed that in MIT, Eng. Dr. Babar Nasim Khan Raja has been shown for availing NOC in MS Civil Technology program whereas he is serving in the Civil Engineering department.	The Registrar Office Dean Faculty of Engineering and Technology	One month from the issuance of minutes of the meeting
7.	HEC approval is required for the GAT for MPhil/PhD program in any discipline if the department is conducting the GAT at university level.	The House agreed that University should make its own admission policy. The policy should be in line with the HEC guidelines/ the directives.	Three months from the issuance of minutes of the meeting
8.	Statutory bodies meeting should be held regularly.	The house agreed that meetings of the statutory bodies should be conducted in accordance with rules/regulations.	Continuous Process
9	The transcript and degree title should match the degree program in which degree is taken.	All relevant Deans of Faculties, The Controller of Examinations,	Four months from the issuance of minutes of the meeting

*Signature*  
26-06-23


10.	There should be HEC-approved supervisor in the PhD program.	Directorate of AS&RB All relevant Deans of faculties and Director ASRB	Two months from the issuance of minutes of the meeting
11.	Considering the current enrollment of MPhil students (30 students in fall 2022) in the Department of Education and the number of students allocated to supervisors (3 PhD and 3 MS qualified faculty), next intake should not exceed 22 students in fall 2023.	All the relevant Deans of the Faculties and Heads of the Departments are directed to make sure the completion of the research projects timely.	Prompt Action
12.	It has been observed that the PhD degree of Dr. Ashfaq Ahmed, Assistant Professor, Department of Computer System Engineering is from Bio Engineering which seems irrelevant for postgraduate program (MPhil/PhD) to the department where he has been deputed. It is recommended that the concerned faculty member / HoD ensure the relevancy of the degree from HEC or PEC.	The dean Faculty of Engineering and Technology submitted that the degree of the faculty member is quite relevant. However, he will submit a comprehensive report about the issue.	One month from the issuance of minutes of the meeting
13.	The departmental council meetings in the departments for instance, Zoology, Physics and Biotechnology are not being held regularly (as per academic calendar). It has been recommended that there should be frequent statutory bodies meeting held in the department.	All the HoDs. The house agreed that all the meetings of University forums should be conducted in according with the prescribed manner, as depicted in the University calendar.	Continuous Process

*Ahmed*  
26-06-23

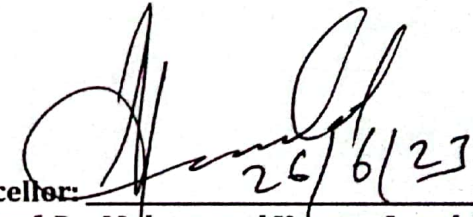


14.	The PhD faculty members who have not applied yet, must apply to get certificate/letter of HEC approved supervisors in order to supervise the postgraduate students.	All the HoDs. The house directed all those faculty members who have not applied for the purpose, to do the same on an urgent basis.	Continuous Process
15.	It has been observed that the Nomenclature of Degree title is different on transcript and degree of students which causes problem in degree attestation from HEC.	The house was informed that degrees issued with already approved nomenclature have been circulated everywhere. However, all the Deans of the Faculties and Controller of the Examination are required to submit recommendations in this regard.	Two months from the issuance of minutes of the meeting
16.	There should be frequent teachers training and capacity building training by the department and the university.	The house directed all the master trainers of the university to hold the training session in the University for faculty development.	Continue Process

Director QEC :  
Dr. Azhar Hussain

  
26-06-23

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

  
26/6/23