



QUALITY ENHANCEMENT CELL

University of the Punjab, Lahore



Ref # D/ 129 /QEC

Date: 16-07-2014

Dean, Faculty of Commerce,
University of the Punjab,
Lahore.

Subject: **Minutes of Meeting for Expediting Self Assessment Activities & Awareness about Teachers & Courses Evaluation of Faculty of Commerce**

Date: 15-07-2014 (Tuesday)

Venue: Committee Room of Hailey College of Commerce, University of the Punjab,
Lahore.

In Attendance:

- 1) Prof. Dr. Aamir Ijaz (Director, QEC)
- 2) Ms. Farah Naz Naqvi (Incharge, Hailey College of Banking & Finance)
- 3) Mr. Muhammad Idrees (Hailey College of Banking & Finance)
- 4) Mr. Zargham Ullah Khan (Hailey College of Banking & Finance)
- 5) Ms. Raabia Saleem (Hailey College of Banking & Finance)
- 6) Dr. Sayyid Salman Rizavi (Hailey College of Commerce)
- 7) Dr. Muhammad Khalid Khan (Hailey College of Commerce)
- 8) Mr. Muhammad Ramzan (Hailey College of Commerce)
- 9) Ms. Fouzia Ali (Hailey College of Commerce)
- 10) Mr. Muhamad Aamir (Hailey College of Commerce)
- 11) Mr. Ijaz Ahmad (Deputy Director, QEC)
- 12) Mr. Muhammad Omer Yasin (Data Analyst, QEC)

Proceedings:

1. Meeting started with the recitation of Holy Quran at 10:30 am. Prof. Dr. Aamir Ijaz (Director QEC) briefed the participants about the importance of Self Assessment procedure as well as the Teachers & Courses Evaluation in the educational institutions. They were also told that the requirements of resources i.e. infrastructure,

facilities (computer labs/faculties) etc. can be identified in their SAR. Director, QEC presented a power point presentation comprising of the following contents:-

- Procedure of Self Assessment Process
- Survey forms of the Teachers & Courses Evaluation
- Future Plans of QEC
- Latest status about self-assessment procedure of Faculty of Commerce

Department	PTs formed	SAR received	SAR Sent back for Changes	SAR received after Improvement	Audit Completed	Executive Summary prepared	Implementation Plan
Hailey College of Commerce	√ Dr. Sayyid Salman Rizavi Dr. Muhammad Khalid Khan Ms. Fouzia Ali Mr. Muhammad Amir	X	X	X	X	X	X
Hailey College of Banking & Finance	√ Ms. Farah Naz Naqvi Mr. Muhammad Idrees Mr. Zaghham Ullah Khan Ms. Rabia Saleem	√	√	X	X	X	X

2. Director QEC further advised the participants that

- The newly designed survey forms of teachers & courses evaluation by QEC can be used & will help to get the teachers and courses evaluation for 5 teachers & 5 courses on a single sheet. These surveys should be carried out for all the Teachers; Permanent, Contract and Visiting teachers as well. He further briefed the participants about **Faculty Course Review Report** which has to be filled by all the teachers and must be included in SAR for all the teachers.
- It was also discussed that the best timing to conduct teachers & courses evaluation is usually last week of the semester.
- Summary of teacher evaluations is to be shared confidentially with HOD. Results must be conveyed to the concerned teacher by the HOD.
- QEC staff is available at any time for assistance if so required. They can be contacted at the following telephone Nos:-

Mr. Ijaz Ahmad (Deputy Director)

0321-4355495 (Mob)

042-99237019 (Off)

Mr. Muhammad Omer Yasin (Data Analyst)

0333-4476916 (Mob)

3. Director QEC explained that Teachers evaluation & Course evaluation surveys are not to victimize any teacher but are for the purpose to improve the performance and quality of education being imparted in the departments.
4. Dr. Sayyid Salman Rizavi from Hailey College of Commerce said that QEC should prepare a standard format of SAR.
5. Ms. Fouzia Ali from Hailey College of Commerce said that outliers of the teacher and course evaluation should be excluded so that better results can be seen.
6. Director QEC said that the departments are at liberty to change the questions of survey form in consultation with their HOD.
7. Latest status of the colleges was shown to the participants; and the participants committed with QEC about the dates of submission of their SARs.

Decisions of the Meeting:

1. Hailey College of Commerce will send updated program team members list through their HOD as soon as possible.
2. Both the Colleges under Faculty of Commerce agreed to submit their separate Self-Assessment Reports of each program before **31st August, 2014** to QEC.
3. Soft copies of self-assessment manual, sample Self-Assessment Report (of IQTM) and presentation given by Director QEC in the meeting will be sent to all the participants.
4. Survey form (Faculty Course Review Report) will be attached with SAR.
5. While evaluating the teacher and course evaluation those survey forms will be excluded which have 0% or 100% marks because no teacher can be perfect or zero.
6. Link of QEC website to download survey forms will also be sent through e-mail to the participants.

Meeting ended with the vote of thanks by the Director QEC to the participants.

(Prof. Dr. Aamir Ijaz)
Director

cc:

- Principal, Hailey College of Commerce
- Incharge, Hailey College of Banking and Finance
- Quality Assurance Agency, Higher Education Commission, Islamabad
- Secretary to Vice Chancellor, University of the Punjab