



QUALITY ENHANCEMENT CELL

University of the Punjab, Lahore



Ref # D/157/QEC

Date: 10-09-2014

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

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

Date: 05-09-2014 (Friday)

Venue: Committee Room of Institute of Education & Research, University of the Punjab, Lahore.

In Attendance:

- 1) Prof. Dr. Aamir Ijaz (Director, QEC)
- 2) Prof. Dr. Mumtaz Akhter (Dean, Faculty of Education)
- 3) Dr. Humara Bano (Department of Special Education)
- 4) Dr. Rukhsana Bashir (Department of Special Education)
- 5) Dr. Samina Ashraf (Department of Special Education)
- 6) Dr. Shaukat Ali Raza (Department of Business Education)
- 7) Dr. Ashi Zeshan (Department of Business Education)
- 8) Dr. Muhammad Abaidullah (Department of Elementary Education)
- 9) Dr. Muhammad Shahid Farooq (Department of Elementary Education)
- 10) Ms. Mubashira Khalid (Department of Islamic Education)
- 11) Mr. Abdul Majid Khan (Department of Islamic Education)
- 12) Dr. Ahmad Sher Awan (Department of Science Education)
- 13) Dr. Nighat Sana Kirmani (Department of Science Education)
- 14) Dr. Abida Nasreen (Department of Secondary Education)
- 15) Dr. Aroona Shah Hashmi (Department of Secondary Education)
- 16) Muhammad Shahzad Mughal (Department of Technology Education)
- 17) Mr. Ijaz Ahmad (Deputy Director, QEC)
- 18) Mr. Muhammad Omer Yasin (Data Analyst, QEC)

Not In Attendance:

- 1) Department of Technology Education

2) Research & Assessment

Proceedings:

1. Meeting started with the recitation of Holy Quran at 11:20 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 Education; which is presented below:

Department	PTs formed	SAR received	SAR Sent back for Changes	SAR received after Improvement	Audit Completed	Executive Summary prepared	Implementation Plan
Department of Business Education	√ Dr. Shaukat Ali Raza Dr. Ashi Zeeshan	√	√	x	x	x	x
Department of Elementary Education	√ Prof. Dr. Rafaqat Ali Akbar Dr. Dr. Muhammad Shahid Farooq	x	x	x	x	x	x
Department of Secondary Education	√ Dr. Abida Nasreen Mr. Shafiq- ur-Rehman	x	x	x	x	x	x
Department of Islamic Education	√ Ms. Mubashira Khalid Mr. Abdul Majid Khan	x	x	x	x	x	x
Department of Science Education	√ Dr. Ahmad Sher Awan Dr. Nighat Sana Kirmani	x	x	x	x	x	x
Department of Technology Education	√ Mr. Muhammad Riaz Mr. Shahzad Mughal	x	x	x	x	x	x
Department of English Language	√ Mr. Muhammad Aslam	x	x	x	x	x	x

Teaching and Linguistics	Ms. Maria Fatima Dogar						
Research and Assessment	Dr. Muhammad Aamir Hashmi Mr. Muhammad Abiodullah	x	x	x	x	x	x
Department of Special Education	Dr. Humaira Bano Dr. Rukhsana Bashir Mrs. Samina Ashraf Mr. Rehmat Ullah Shah Mr. Safdar Ali Shah	x	x	x	x	x	x

2. Director QEC further advised the participants that

- a) 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.
- b) It was also discussed that the best timing to conduct teachers & courses evaluation is usually last week of the semester.
- c) Summary of teacher evaluations is to be shared confidentially with HOD. Results must be conveyed to the concerned teacher by the HOD.
- d) 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)

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. Director QEC said that the departments are at their liberty to change the questions of survey form in consultation with their HOD.
5. Latest status of the different departments was shown to the participants; and the participants committed with QEC about the dates of submission of their SARs.

Decisions of the Meeting:

1. All the departments under Faculty of Education will send updated program team members list through their HOD's as soon as possible.
2. All the Departments under the Faculty of Education agreed to submit their separate Self-Assessment Reports of each program to QEC as per following schedule:

Department	Date of Submission of SAR
Department of Business Education	12 th September 2014
Department of Elementary Education	1 st December 2014
Department of Technology Education	1 st December 2014
Department of Islamic Education	1 st December 2014
Department of Science Education	15 th December 2014
Department of Secondary Education	15 th December 2014
Department of English Language Teaching and Linguistics	15 th December 2014
Research and Assessment	15 th December 2014
Department of Special Education	15 th February 2015

3. All HOD's under Faculty of Education were requested to share minutes of meeting with their program team members.
4. 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.
5. Link of QEC website to download survey forms will also be sent through e-mail to the participants.
6. QEC will follow up Self Assessment Reports of Departments under Faculty of Education.

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

(Prof. Dr. Aamir Ijaz)
Director

cc:

- Department of Business Education
- Department of Elementary Education
- Department of Islamic Education
- Department of Science Education
- Department of Secondary Education
- Department of Special Education
- Department of Technology Education
- Department of English Language Teaching & Linguistics
- Research & Assessment
- Quality Assurance Agency, Higher Education Commission, Islamabad
- Vice Chancellor, University of the Punjab (for information)