Compliance Implementation Plan

Name of Institution: Qarshi University

In view of Institutional performance evaluation (IPE) review report compiled by IPE Panel representing Quality Assurance Agency HEC, a compliance implementation plan committee has been constituted by the Vice Chancellor (notification attached). The compliance implementation committee (CIPC) prepared the following implementation plan in coordination with the respective officers with timelines against the recommendations/observation of the report. It is hoped that implementation and execution of these recommendations will internalize a quality culture which will allow Qarshi University to realize its Vision and Mission.

STANDARD 1 – Mission Statement and Goals

Sr #	Findings of IPE Report	Actions proposed by CIP Committee	Timeline to accomplish tasks / Status	Respective Officer
1	The university mission and vision should influence its planning, academics and resource allocation.	A committee of faculty members, officers and students be formed to institutionalize incorporation and formally align Qarshi University's Vision and Mission into all academic programs, curriculum and institutional activities.	May 2022 Status: Implemented	Vice Chancellor, Chairpersons and Administrative Heads.
2	A formal strategy should be devised to incorporate the mission and vision in to the curriculum.			

STANDARD 2 – Planning & Evaluation

Sr #	Findings of IPE Report	Actions proposed by CIP Committee	Timeline to accomplish tasks / Status	Respective Officer
1	• Systematic and comprehensive planning process that involves faculty, staff and administration should be devised and short and long term goals of the university to be shared with Board of Governors in University Annual Report. • Meeting of statutory bodies as per the calendar should be carried out regularly. • There is no faculty retention	I. A committee of senior academicians, statutory appointments of the university, external experts from academia and industry headed by the Vice Chancellor should develop short and long term plan of the university. II. IPE on Annual Basis	I. June 2022 a. Status: In Progress II. Implemented	Vice Chancellor, Statutory Officers, Registrar
		Annual report should be presented to BoG and must include steps taken to implement short and long term goals of the university.	Implemented	
		Registrar office should publish and disseminate the meeting calendar of statutory body.	Implemented	
		Financial Heads in budget for faculty development, faculty and staff trainings, workshops and seminars, academic visits and	May 2022 Status:	

and development plan.	academic research and benefits etc. should be included.		

STANDARD 3 – Organization & Governance

Sr #	Findings of IPE Report	Actions proposed by CIP Committee	Timeline to accomplish tasks / Status	Respective Officer
1	University should have a full time regular and qualified CFO, Registrar Missing HR department, HR policies, policy for employ benefits and faculty trainings. Positions of professors and Deans must be filled. Student outreach office should be established. University does not have procurement/tendering rules	I. Position of Registrar and Treasurer should be furnished with a full time and academically competent individuals. II. Experts from industry, financial institution and faculty should draft procurement rules III. A dedicated HR department should be established. Service structure	I. August 2022. In Progress Position advertised II. August 2022. (In Progress) Position advertised III. August 2022. (In Progress) Position advertised	I. Director HR II. Treasurer III. Vice Chancellor

		should be drafted and approved by BOG.		

STANDARD 4 – Integrity

Sr #	Findings of IPE Report	Actions proposed by CIP Committee	Timeline to accomplish actions/tasks	Respective Officer
1	Notifications of Grievance committee and policy of all academic property rights not available. Software for checking plagiarism not available.	I. Grievance committee to be notified and policy for academic property rights to be drafted. II. Turnitin facility to be provided for plagiarism	I. Implemented II. August 2022 (In Progress)	Registrar QEC

STANDARD 5 – Faculty

Sr #	Findings of IPE Report	Actions proposed by CIP Committee	Timeline to accomplish actions/tasks	Focal Persons

1	• No regular employment and fringe benefits. • No faculty development plan. • Teachers overloaded without any extra financial benefits for performing additional duties.	I. Selection boards on regular basis to hire permanent faculty. II. All vacancies to be advertised and filled. III. Faculty service structure should be developed.	I. Implemented II. Implemented III. August 2022 In progress	HR
2	University lacks research based activities.	I. Workshops and seminars. II. Financial benefits for research. III. Post Graduate programs should be initiated.	I. In Progress II. In Progress III. September 2022 In Progress	ORIC
3	• No proper criteria to assess teacher's performance. • Publication record not maintained.	I. Criteria to judge academic performance be formulated. II. ORIC office should maintain publication record. III. Senior faculty should act as mentors.	I. Implemented II. August 2022 (In progress) III. Implemented	I. Chairpersons II. Chairpersons
4	• Weak recruitment and promotion policy which affects retention rate.	I. HR should develop recruitment and promotion policy.	I. August 2022 (In Progress) II. August 2022 (In progress)	HR

	• Shortage of teachers in certain departments. • Office of QEC under staffed. • Senior faculty not available as mentors. • University lacks faculty development plan which affects growth opportunities and performance.	II. All academic positions especially senior should be fulfilled. III. QEC established as per HEC criteria.	III. August 2022 (In progress)	
5	Compulsory surveys not part of feedback mechanism.	Surveys to be shared by academic heads and made part of CQI loop.	Implemented	QEC

STANDARD – VI - Students

Sr #	Findings of IPE Report	Actions proposed by CIP Committee	Timeline to accomplish actions/tasks	Focal Persons
1	Low intake of students. Admission policy needs revision.	Proper policy for advertising admission.	Implemented	Admissions & Marketing
2	Academic manual does not completely cover HEC policy guidelines.	Revision of academic manual.	June 2022 (In Progress)	Chairpersons and QEC

STANDARD – VII – Institutional Resources

Sr #	Findings of IPE Report	Actions proposed by CIP Committee	Timeline to accomplish actions/tasks	Focal Persons
1	There is no hostel and lodging facility for students.	Establish hostel facilities separately for boys and girls.	September 2023(In Progress)	Vice Chancellor & Manager Admin
2	University is not equipped with transport facility.	University must provide transport facility for students.	August 2022(In Progress)	Vice Chancellor & Manager Admin
3	There is no industrial collaboration and there is no collaboration with Qarshi Industries for their own academic programs.	Industry liaison must be established.	Implemented	Academic Heads

STANDARD – VIII – Academic Programs and Curricula

Sr #	Findings of IPE Report	Actions proposed by CIP Committee	Timeline to accomplish actions/tasks	Focal Persons
1	Learning outcomes have not been appropriately defined for all departments.	Each program must develop Program Learning Outcomes.	September 2022 (In Progress)	Chairpersons & QEC
2	Teaching methodologies, assessment rubrics and mapping of CLOs to PLOs etc are missing.	Course Learning outcomes and their mapping to PLOs and assessment rubrics etc may be incorporated.	September 2022 (In Progress)	Chairpersons & QEC
3	No formal policy to incorporate student and alumni feedback into the curriculum.	Formal curriculum review policy must be developed by the university.	Implemented	Chairpersons & QEC

STANDARD – IX – Public Disclosure & Transparency

Sr #	Findings of IPE Report	Actions proposed by CIP Committee	Timeline to accomplish actions/tasks	Focal Persons
1	No mechanism to ensure implementation of Right for Information Act.	Right for information may be adopted officially.	Implemented	Registrar
2	• Faculty/Employee handbook and relevant policies are not available in print or university website. • Policies related to harassment, grievance, recruitment and selection, promotions/performance appraisal and faculty and staff development are not available.	I. Policies for faculty and staff need to be developed and approved by the relevant authorities on priority. II. Policies made must be disseminated to all the stakeholders and made available on website.	I. September 2022 (In Progress) II. Implemented	Registrar
3	No SOP/Written policy regarding communication strategy for dissemination of regulations, rules and policies and decisions made by statutory bodies.	Written Policy/SOP regarding communication strategy for dissemination of rules, regulations and polices must be established.	Implemented	Registrar

4	Program and degree requirements are not available on university website.	I. Prospectus, scheme of studies etc. be readily accessible. II. Academic advising should be introduced	I. Implemented II. Implemented	Chairpersons

STANDARD – X – Assessment & Quality Assurance

Sr #	Findings of IPE Report	Actions proposed by CIP Committee	Timeline to accomplish actions/tasks	Focal Persons
1	• SAR mechanism is very weak • Proper formation of Program Team (PT) doesn't exist.	I. QEC must be established with due relevance of its tasks. II. Permanent hiring is required for QEC. III. Strong SAR mechanism must be adopted. IV. Formulation mechanism of program team (PT) must be established.	I. August 2022 (In Progress) II. August 2022 (In Progress) III. Implemented IV. Implemented	QEC & HR
3	QEC has not got full-time staff and university hasn't implemented formal QEC procedure in true spirit.	Full time QEC staff must be hired.	August 2022 (In Progress)	HR

4	Student feedback mechanism is not maintained properly	Student feedback mechanism needs to be developed and maintained properly.	Implemented	QEC
5	Students are not aware about the QEC procedures.	Students must be made aware about the QEC procedures.	Implemented	QEC
6	• Appointment and promotion criteria doesn't exist in university. • Faculty members are not aware about promotion criteria	I. Permanent teachers hiring for academic departments must be conducted immediately. II. Faculty files must be developed. III. A clear career path must be established and shared with faculty.	September 2022(In Progress)	HR and Registrar
7	University doesn't consider QEC reports for any planning.	I. Annual report must be authored in completion and must be made available via website. II. Website of university must be improved.	August 2022 (In progress)	Vice Chancellor and QEC

STANDARD – XI – Assessment & Quality Assurance

Sr #	Findings of IPE Report	Actions proposed by CIP Committee	Timeline to accomplish actions/tasks	Focal Persons
1	Career Counseling center doesn't exist.	University must establish career counseling center.	August 2022 (In Progress)	Registrar
2	University doesn't have a placement office.	University must establish a placement office for students.	August 2022 (In Progress)	Registrar
3	University doesn't have a cafeteria.	University must immediately establish cafeteria for students, faculty and staff.	Implemented	Manager Administration
4	University doesn't have any students' facilitation center.	University must establish facilitation centers for students.	August 2022 (In Progress)	Registrar
5	Co-curricular activities are not in place for students.	Should provide co-curricular activities for students immediately.	Implemented	Chairpersons