INTER OFFICE MEMO

From   Manager QEC, FAST-NU Islamabad

To   Dean Academics/QEC, FAST- NU

Subject   **<u>Campus wise Executive Summary of Action Taken on HEC Self-Assessment Implementation</u>**

Respected Sir

1. Please find enclosed the subject report for all campuses for your perusal, please.
2. The deficiencies identified in programs during assessment committees' visits encompasses the following eight criteria as per HEC requirements:
     1) Programs' vision, mission
     2) Curriculum
     3) Laboratories
     4) Student Support Services
     5) Process Control
     6) Faculty
     7) Institutional Facilities
     8) Institutional Support

3. Altogether 599 deficiencies have been identified during assessment visits of 35 programs, ranging from undergraduate to post graduate ones, from 2013-2016 in all campuses. 255/599 deficiencies have been made up by taking corrective actions and 344 are in progress.

Corrective Actions Taken on Deficiencies Identified in all five Campuses
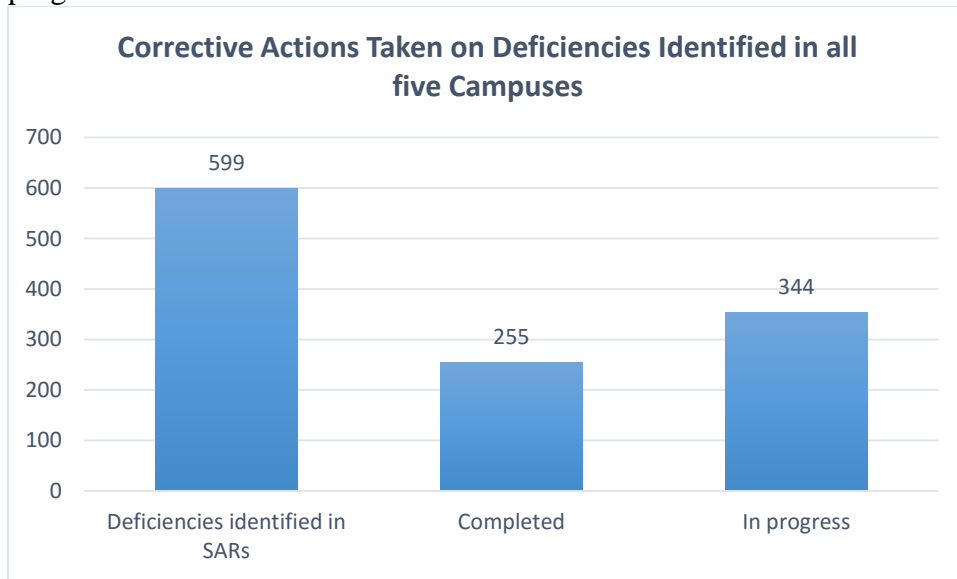
4. The updated status of the implementation plans developed in May/June, 2016 in all campuses will be communicated periodically to your good office.

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Farrukh Idrees
Manager QEC

Dean Academics/QEC FAST-NU


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Dr. Muhammad Ayub Alvi

Attachments
Annex: Summary Status of Implementation Plans (Peshawar, Islamabad, Lahore, CFD, and Karachi)
Appendix: Campus wise Assessment Team Visitation Report Detailed Follow-up
(Peshawar, Islamabad, Lahore, CFD, and Karachi)

Campus wise Summary of Implementation Plans
Peshawar Campus

| S.No.	Programs	Deficiencies Identified in SARs	Completed	In Progress
1.	BS Computer Sciences	11	11	0
2.	BS Electrical Engineering (Phase I)	08	07	01
3.	BBA	08	04	04
4.	MS Computer Sciences	10	10	0
5.	MS Electrical Engineering	06	06	0
6.	PhD Mathematics	06	01	05
7.	BS Electrical Engineering (Phase II)	12	08	04
	Total	61	47	14
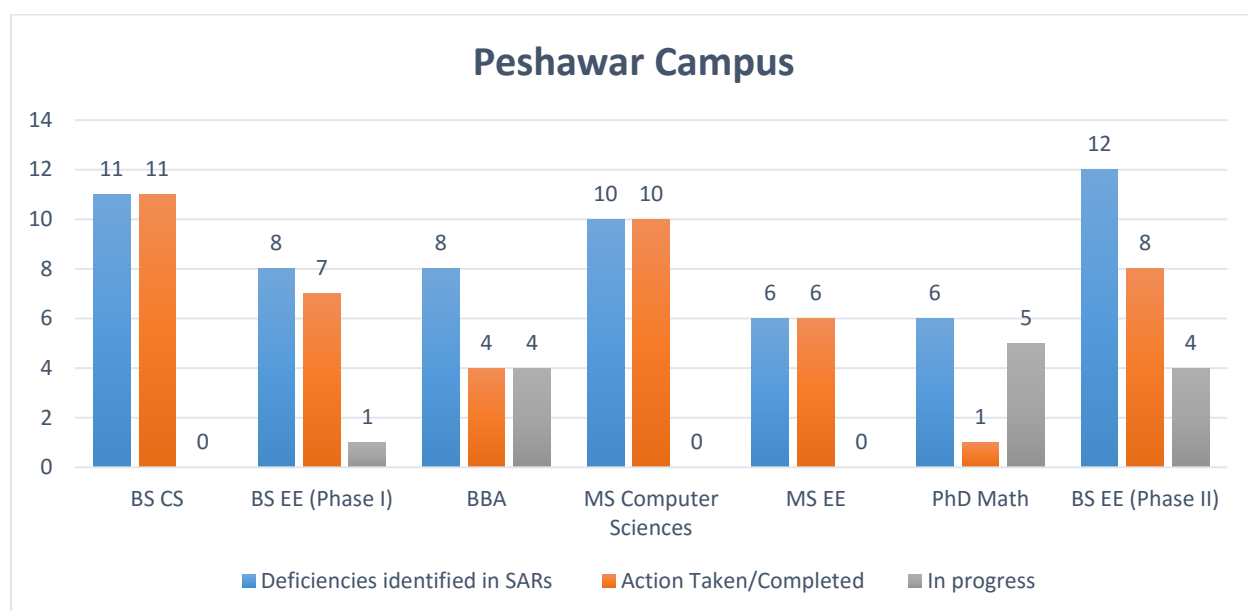
Critical Analysis

77% of the findings have been addressed, remaining 23% are in progress in various programs. The campus QEC is working as per HEC QEC guidelines, however there is a need to integrate outcome based education model through faculty development for integrating required abilities in students. (**Appendix A** for details of corrective action plans)

Islamabad Campus

S.#	Programs	Deficiencies identified in SARs	Completed	In progress
1	BSEE	31	31	0
2	BS CS	10	8	2
3	BBA	8	8	0
4	BS A&F	12	7	5
5	MBA (1.5 years)	8	8	0
6	MBA (2 years)	8	8	0
7	MS EE	10	10	0
8	MS CS	9	3	6
9	MS SE	8	2	6
10	PhD CS	9	3	6
11	PhD Management	6	4	2
	Total	119	92	27
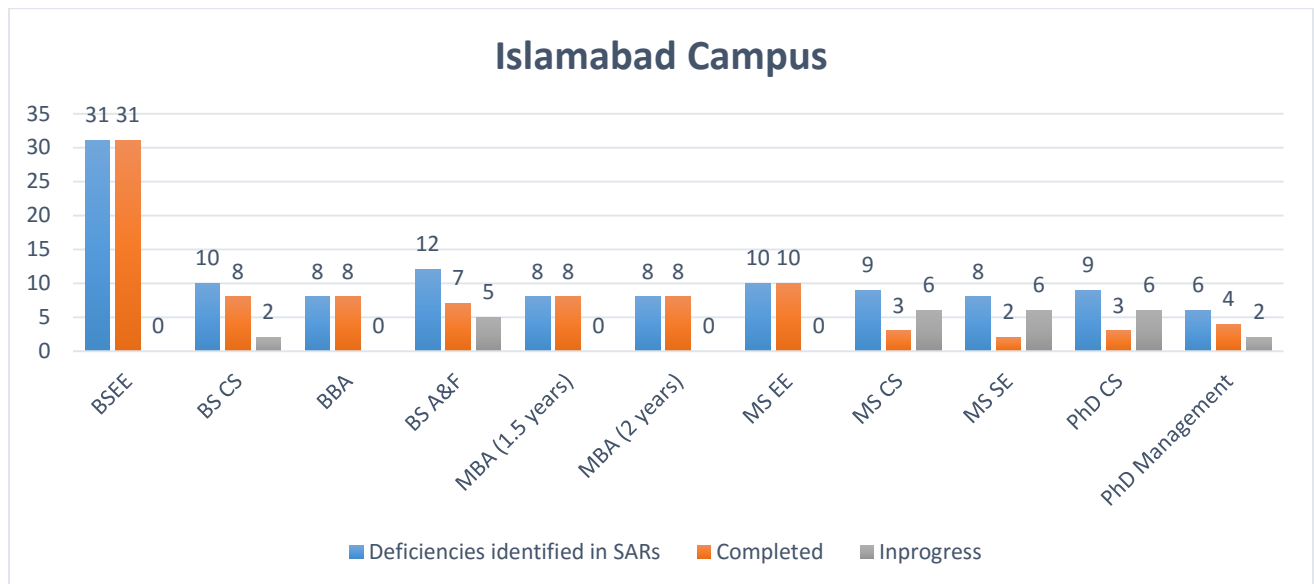
Islamabad Campus — bar chart showing Deficiencies identified in SARs, Completed, and Inprogress across programs.
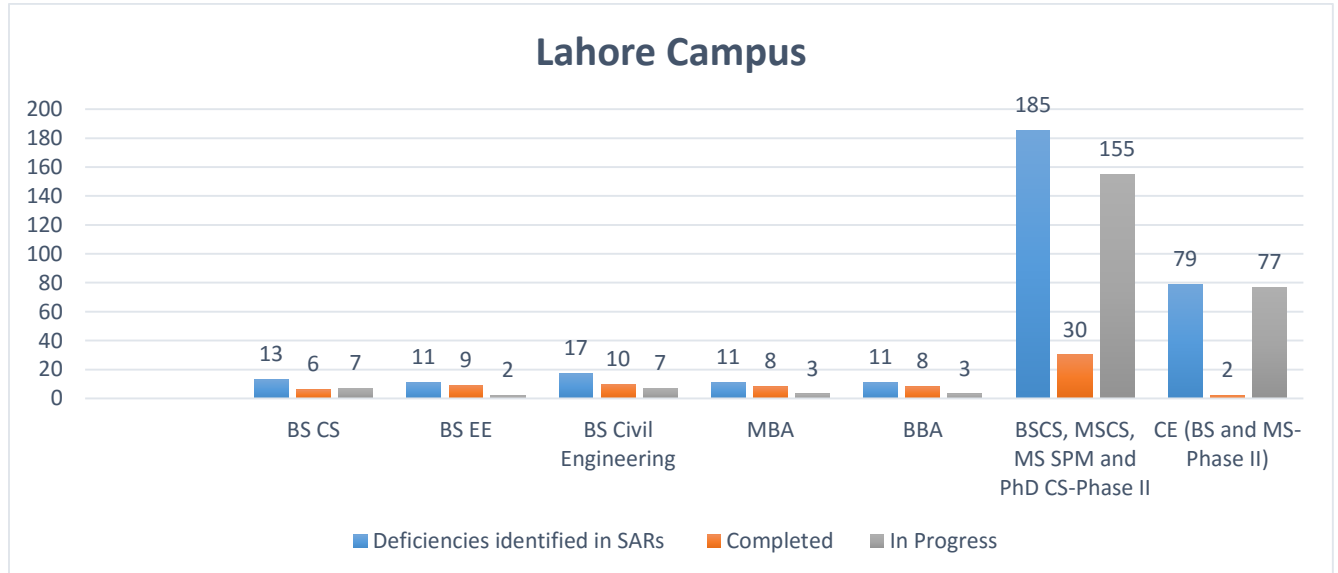
Critical Analysis

77% of the findings have been addressed, remaining 23% are in progress in various programs. The campus QEC is working as per HEC QEC guidelines. Most of the in progress activities are of assessment team visits conducted in May, 2016 for which corrective action plans are being implemented. (**Appendix B** for details of corrective action plans)

Lahore Campus

S.#	Programs	Deficiencies identified in SARs	Completed	In Progress
1	BS CS	13	6	7
2	BS EE	11	9	2
3	BS Civil Engineering	17	10	7
4	MBA	11	8	3
5	BBA	11	8	3
6	BSCS, MSCS, MS SPM and PhD CS-Phase II	185	30	155
7	CE (BS and MS-Phase II)	79	2	77
	Total	327	73	254

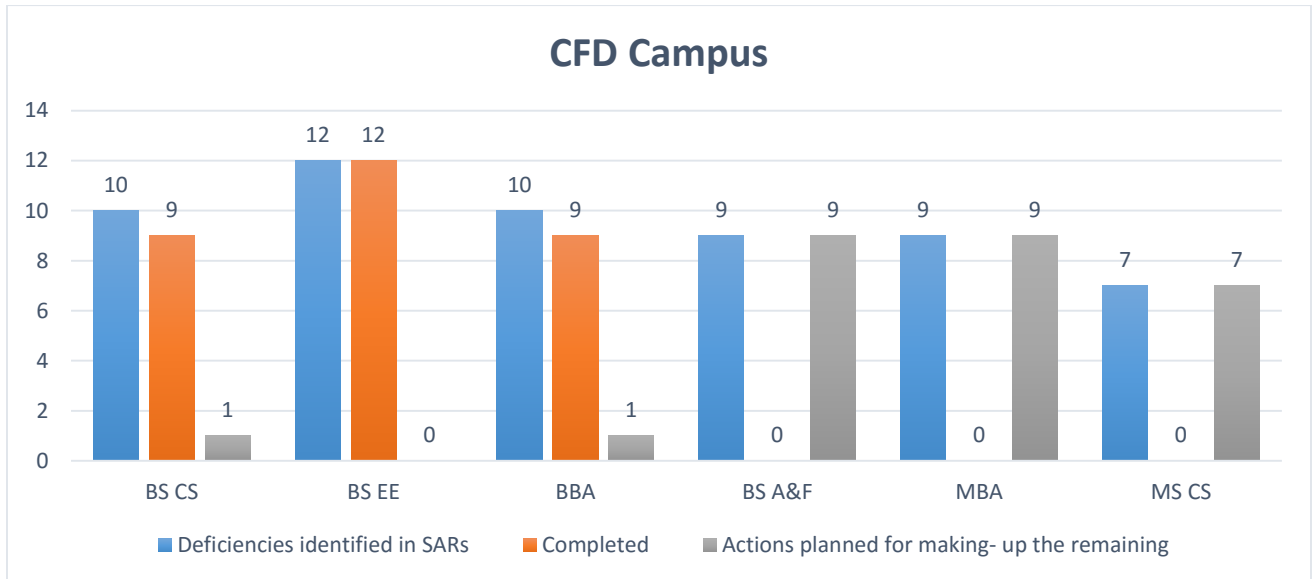**Critical Analysis**

22% of the findings have been addressed, remaining 78% are in progress in various programs. The campus QEC is working as per HEC QEC guidelines, however there is a dire need to strengthen followup mechanism in the Campus for enhancing quality of programs. Most of the in progress activities are of assessment team visits conducted in Spring 2016 for which corrective action plans are being implemented. (**Appendix C** for details of corrective action plans)

CFD Campus

| S.No.	Programs	weaknesses identified in SARs)	Action Taken/Completed	In Progress
1	BS Computer Sciences	10	09	01
2	BS Electrical Engineering	12	12	0
3	BBA	10	09	01
4	BS A&F	09	0	09
5	MBA	09	0	09
6	MS Computer Science	07	0	07
	Total	57	30	27

Critical Analysis

53% of the findings have been addressed, remaining 47% are in progress in various programs. The campus QEC is working as per HEC QEC guidelines. Most of the in progress activities are of assessment team visits conducted in May, 2016 for which corrective action plans are being implemented. (**Appendix D** for details of corrective action plans)

Karachi Campus

S.No.	Programs	Deficiencies identified in SARs	Action Taken/Completed	In Progress
1	BS Computer Science	5	4	**1**
2	BBA	4	2	2
3	BS Electrical Engineering	5	3	2
4	MS Computer Science	4	1	3
5	MS Computer Network System	6	3	3
6	MS Software Project Management	3	0	3
7	MBA	6	0	6
	Total	33	13	20
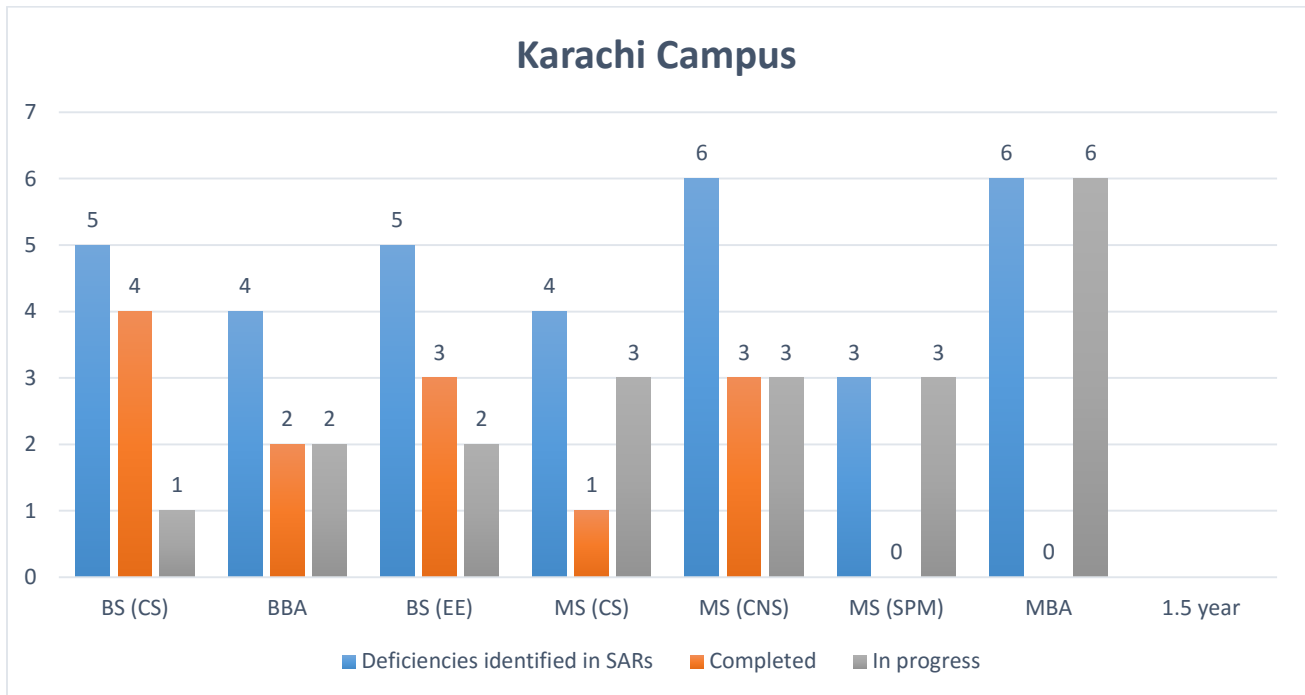
Critical Analysis

40% of the findings have been addressed, remaining 60% are in progress in various programs. The campus QEC is working as per HEC QEC guidelines. Most of the in progress activities are of assessment team visits conducted in Spring 2016 for which corrective action plans are being implemented. (**Appendix E** for details of corrective action plans).

Peshawar Campus Implementation Plans

1.BS Computer Science

S. No.	AT Findings	Corrective Actions	Implementation Date	Responsible Body	Status
1.	Research Workshops.	Seminar/workshops to be arranged	Spring 2014	Dr. M. Shaheen	**Action taken. 10 seminars** had been arranged from **May till April, 2015**. Details are attached in annexure A.
2.	Contact information of Graduating Students (Proper Alumni Database)	Including a page on pwr.nu.edu.pk to get updated information about graduating students. IT consultant personal should verify these entries at the time of clearance.	September 2013	Lab Instructor and System Manager	**Action taken.** Student data is being maintained by NeON. (*Other than this, Mr. Ghulam Ali Abid, System Manager maintains the e-mail contacts of graduating students.*)
3.	General IT Courses	To be discussed in coming BoF and AC.	Spring 2014	Academic Council, Dean	**Action taken.** In **June, 2014**, in a meeting with Department In Charge, it was observed that enough General IT Courses are part of the program and there is no need to incorporate more courses.
4.	Computer Base (Blogs etc.) English Language Courses.	Discussed with HoD SS and the mechanism to maintain course	December, 2013	Department In charge	**Action taken. CALL Lab** has been established in

S. No.	AT Findings	Corrective Actions	Implementation Date	Responsible Body	Status
		blogs are proposed for teachers.			Peshawar Campus. (*Purpose of the lab is to develop and enhance written and oral communication skills of the students. Other alternate activities similar to Computer Blogs are carried out at CALL Lab.*)
5.	Oral & Written Communication	Matter will be dealt in future positively. In already existing courses.	December, 2013	Department In charge	**Action taken. CALL Lab** has been established in Peshawar Campus, (*purpose of the lab is to develop and enhance written and oral communication skills of the students.*)
6.	Career Development Department/Centre	Discussion with Director to set Placement Office.	Spring 2014	System Manager	Currently services of Placement Office are borrowed from Islamabad Campus.
7.	Faculty Development & Retention	Refresher courses to be done with the help of industry. Research environment/salary revision.	Spring 2014	Department In charge through proper channel via Campus Director will forward the request for	**Action taken. 1**. For faculty development **10 seminars** has been arranged by the department during **May-**

S. No.	AT Findings	Corrective Actions	Implementation Date	Responsible Body	Status
				approval to Head Office.	**April, 2015**. See annexure A **2.Four** more **Ph.D. Faculty members** are being **hired. 3.Promotions** are also given in **January 2015**.
8.	Research Culture	Faculty has been taken in picture and University has a policy regarding the research.	Spring 2014	Dr. Shaheen	**Action taken.** To promote research culture **10 workshops and seminars** are being organized by the department. List of seminars and workshops is attached as annexure A. Similarly, University devised a **Research Reward Policy** to encourage and motivate the faculty members.
9.	Teaching Assistants	Policy is there and TAs are hired in Fall 2013.	Sept, 2013	Department In charge through proper channel via Campus Director will forward the request for approval to Head Office.	**Action taken**. University has a policy for Teaching Assistants and **TAs are assigned** as per rules.
10.	Lab Safety	Upgrading first-aid-kits, fire alarm systems and extinguishers.	Spring 2014	Administration	**Action taken** in summer 2014.

S. No.	AT Findings	Corrective Actions	Implementation Date	Responsible Body	Status
11.	Digital Library Access through proxy server	Digital Library access is through LUMS VPN (Full Access) and HEC (limited Access)	Spring 2014	Department In charge	**Action taken:** the request for high bandwidth for Digital Library is forwarded to HEC and FAST-NU is waiting for the response of HEC.

2.BS Electrical Engineering (Phase I)

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible Body	Status
1.	Safety particularly in labs needs to be enhanced.	For safety, first-aid kits, fire alarm systems and extinguishers will be upgraded.	Fall 2013	Administration	**Action taken** in summer 2014.
2.	Report Writing Skills of students need improvement.	1.Students will be encouraged to write their own lab reports rather than fill in the templates. 2.Competitions on oral and written communication skills of the students will be arranged between universities.	Fall 2013	Department In charge	**Action taken** Students are encouraged to write reports. One of the reports written by a group of students is attached as annexure A.
3.	Levels and contents of lab experiments need to be improved.	Review in hand to generate recommendations.	Fall 2013	Department In charge	**Action taken.** Manuals were **revised** in Fall 2014. A copy of old and updated improved version of manual are attached as annexure B.
4.	Efforts are needed to enhanced faculty satisfaction.	Salary raises comparative with other universities will be given to faculty members.	Fall 2013	Department In charge will forward the request via Campus Director to Head Office for approval.	**Action Taken. Three** faculty members are **promoted in January, 15** to the post **of Assistant Professor**. Notification is attached as annexure C. (*Beside that annual increments are given to the faculty members.*)
5.	More emphasis on Outcome-	Employer feedback to take into account.	June 2014	Department In Charge	**Action Taken.** QEC organized a seminar on

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible Body	Status
	based education is needed.				"Outcome Based Education" **on 29-Jul-15** which was facilitated by Dr. Waseem Ikram-Dean Faculty of EE. Attached as D.
6.	Faculty development and career planning efforts need to be enhanced.	Short courses, seminars, and workshops will be arranged for faculty members.	June 2014	Department In charge will forward the request via Campus Director to Head Office for approval.	**Action Taken.** During **Fall 2014**, a series of lectures were arranged by the Department in collaboration with QEC, where **15 lectures** were delivered by faculty members of the department of EE. Details are attached as annexure E. Other than above mentioned**, five CPD activities** are in pipeline for Fall 2015. Details are attached as annexure F.
7.	Department needs to generate revenue.	Local industry will be contacted for consultation and funded research projects.	Fall 2014	Local Administration	**Action Taken.** Three students have win funding from ICT for their Final Year Projects. Details are attached as annexure G.

3.Bachelors' in Business Administration

S. No.	AT Findings	Corrective Actions	Implementation Date	Responsible Body	Status
1.	Enhance employability.	Placement Office.	Fall 2014	Department In Charge and Campus Administration.	At present, services of Placement Office are borrowed from Islamabad Campus.
2.	Entrepreneurship development.	Business Incubation Centre	Fall 2014	Department In Charge.	Although no action has been taken on development of Business Incubation Centre but opportunities are provided to the students to participate in the workshops and seminars on Entrepreneurship. So far **5 seminars** have been arranged by the department. see annexure A.
3.	Lack of PhD Faculty	Faculty Development Program	Spring 2015	Department In charge will forward the request via Campus Director to Head Office for approval.	Faculty Development is not in place at FAST-NU. Furthermore, low pay at FAST cannot attract PhDs from the market.
4.	Weak written communication	Essay writing focus	Spring 2014	Department In charge.	**Action taken.** CALL lab has been established in Peshawar campus to develop and enhance written and oral communication

S. No.	AT Findings	Corrective Actions	Implementation Date	Responsible Body	Status
					skills of the students.
5.	Over emphasis on technical aspect in University mission	Balance mission	Fall 2014	Head Office	**Action taken.** Mission statement of the University has been revised which stats "To provide best quality education to students, irrespective of their financial background, ethnicity, gender or religion. To promote research and scholarly activities to generate new knowledge."
6.	Deficient data about program in SAR.	Addition to exiting surveys	Fall 2014	PT members along with QEC.	**Action taken.** Graduating Survey & Faculty Survey are conducted during Fall 2015. Faculty Resume' are also collected during Fall 2015.
7.	Weak relation with employers	Industry liaison officer	Fall 2014	Department In charge	1.Students are sent for internships. 2.People from industry are invited for talks. 3.Industrial Tours are also arranged for the students.
8.	Low intake	Proper promotion	Fall 2014	Department In charge	1.Promotion and Admission time

S. No.	AT Findings	Corrective Actions	Implementation Date	Responsible Body	Status
					is not in-synch with local conditions. 2.Lack of promotion campaign.

4.MS Computer Science

S. No.	AT Findings	Corrective Action	Impleme-ntation Date	Responsible Body	Status
1.	Rephrasing of Program Objectives especially objective no. 3, 7, & 8 and phrase in a measurable way.	All three objectives have been re-written, designed to be easily measurable as per recommendations in AT meeting. (See Annex. I)	23 June 2015	PT Members	**Action Taken.** Program Objectives are rephrased in **June, 2015.**
2.	Redefine measuring methods in Table 4.1 in a quantifiable way. And consider column 4.	Measuring methods for all objectives are identified in a quantifiable way in Table 4.1. Improvements related to each objective (Column 4) have also been corrected. (See Annex. II)	23 June 2015	PT Members	**Action Taken.** Corrective action is being taken in **June, 2015.**
3.	Rephrase Program Outcomes.	All program outcomes have been rephrased to reflect correct tense. Moreover, gender disparity has also been removed from the outcomes. (See Annex. III)	23 June 2015	PT Members	**Action Taken.** Program Outcomes are rephrased in **June, 2015.**
4.	Correct the entry of courses in table 4.3, especially in 2nd semester-core courses.	The formatting of core courses have been corrected as per Prospectus 2015. Technical Elective courses are now positioned in correct place as per recommendation of AT. (See Annex. IV) Section-K table (Semester-Wise course breakup) has also been updated accordingly. (Annex. V) The list of core courses and elective courses in C) Degree Plan (Criterion-	23 June 2015	PT Members	**Action Taken.** Table is amended in **July, 2015**.

S. No.	AT Findings	Corrective Action	Impleme-ntation Date	Responsible Body	Status
		II) has also been updated accordingly as per prospectus 2015.			
5.	Fire extinguishers in each lab (fix the comment in SAR).	The comment has been updated in SAR as per AT recommendation	23 June 2015	PT Members	**Action Taken.** Corrective action is being taken in **June, 2015**.
6.	Conduct feedback on relevant surveys, like Graduating, Alumni, & Employer Survey.	Standard 1-3 has been updated to reflect changes accordingly. Appendices for each survey have been updated. (See Annex. IV)	23 June 2015	PT Members	**Action Taken.** Surveys are conducted in the month of **June-July 2015.**
7.	Collect data on effectiveness of the program that may include employability.	As per feedback received from Alumni survey, no one is jobless.	23 June 2015	PT Members	**Action Taken.** Surveys are conducted in the month of **June-July 2015.**
8.	Develop Future Development Plan of the Department that also caters elements of student intake, student pass-out ratio, etc.	Improvements have been identified and listed in Table 4-1 For intake, etc. Objective 8 has also been re-phrased as per recommendations of AT (See Annex-II, and III)	23 June 2015	PT Members	**Action Taken** In the month of **June, 2015**.
9.	There is need of Faculty Development Program that may include refresher courses, and short trainings.	Refresher courses and short trainings will be organized for the faculty members of the department.	by Spring 2016	Department In charge	**Action Taken**
10.	Department needs to conduct workshops/seminars.	Workshops/Seminars will be arranged for faculty members	by Spring 2016	Department In charge	**Action Taken.**

5.MS Electrical Engineering

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible Body	Status
1.	Program Outcome number 1 & 5 could be rephrased and highlight research and higher studies.	Program outcome 1 & 5 will be rephrased.	July 2015	PT Members	**Action Taken.** Program Outcomes are revised in **Sept, 2015**.Revised program outcomes are attached as annexure A.
2.	OBE training could be organized at campus level.	OBE training will be organized.	Summer 2015	Deptt. Of Electrical Engineering	**Action Taken.** QEC organized a seminar on "Outcome Based Education" on **29-Jul-15** which was facilitated by Dr. Waseem Ikram-Dean Faculty of EE. Attached as annexure B.
3.	Campus should have Liaison Office to facilitate the faculty participation in initiatives by institutions including HEC, Microsoft, & PEC.	Request will be forwarded to the concerned department.	Spring 2016	Department In charge will forward the request via Campus Director to Head Office for approval.	**Action Taken.** Mr. Fawad Ahmad, Lecturer is nominated for the said purpose.
4.	More Faculty Offices are needed.	Proposal for new floor has already been approved by head office.	Spring 2016	Director, Head Office	**Action Taken.** 90% work of new floor has been completed.
5.	Class rooms need an overhauling.	Request will be forwarded to the concern authorities.	Spring 2016	Department In charge will forward the request to Campus Administration & Director	Overhauling is under process by the administration.

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible Body	Status
6.	"Workshop" needs to furnish.	Proposal for building a new engineering workshop has already been sent to the head office.	Fall 2015	Department In charge, Director, Head Office	**Action Taken.** 90% work of new floor has been completed and workshop will be shifted there.

6.PhD Mathematics

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible Body	Status
1.	Improvement is required in faculty development program. Need to motivate faculty for higher education through study leaves with pay etc.	The suggestion given by AT will be forwarded to the concerned authority by Department In charge.	To be determined by the concerned authority	Head Office	The same point was raised in the meeting with Rector on his visit to Peshawar campus on 22-Aug-15 and there is no provision for this in the University's policy.
2.	Department needs to ensure in-time degree completion if all the requirements (as per HEC criteria) are fulfilled by scholar.	The comprehensive rules of the university regarding the matter are already being followed.	Nil	Nil	--
3.	Graduating, employer and alumni surveys are an important measure in self-assessment; department needs to conduct these surveys to enhance quality.	Collection of data through the mentioned surveys are in process.	By the end of Fall 2015	Head of Department, PT Members & Deputy Manager QEC	Graduating Survey Has been Conducted by QEC during Fall 2015.
4.	Department needs to advertise PhD Mathematics program in future.	The department will take the approval for the advertisement of the program from the Head Office via campus Director.	As soon as possible.	Department In charge will forward the request to Head Office via Campus Director.	Department In charge is planning to advertise in Fall 2016
5.	Non credit courses (Latex, Mathematica, Matlab, Maple,	Non-credit courses would commence once students are enrolled.	Once program resumes	Department In charge	Once the program will resume Corrective Action will be

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible Body	Status
	Acadamic writing, Research Methodology etc.) should be offered by department as per need.				taken in account.
6.	In case of admission of reasonable number of students department needs to hire two or more faculty members (PhD), in addition to the ones present.	Department will request approval of hiring of more faculty members once students are enrolled, with the consent of the Director.	Once program resumes	Department In charge will forward the request to Head Office via Campus Director.	Once the program will resume Corrective Action will be taken in account.

7.BS Electrical Engineering (Phase II)

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible Body	Status
1.	Some modifications are required in the curriculum to align it with HEC approved curriculum- 2012. These are: a. The number of elective courses should be 5 instead of 4. b. Course tilted "Artificial Intelligence and Robotics" may be removed from the list of elective courses as it is not included in HEC scheme of studies pertaining to Electrical Engineering. c. The total credit hours for the EE degree should remain within the specified range of 133-136 credit hours rather than existing 139 credit hours.	a) Batch 2012 prospectus contains 5 electives. However Batch 2015 prospectus contains 4 electives. The Academic Council has to decide on this observation. Attached as **Annexure A** b) AI & Robotics (EE401) belongs to BS(CE) and is not in EE stream. (Ref 2009 prospectus). Attached as **Annexure B** c) The total CHR required for EE degree in 2015 prospectus is 136. (Ref 2015 Prospectus) Attached as Annexure C	a) Spring 2016 b) Nil c) Nil	a)In-charge Electrical Engineering Department & Academic Council b) Nil c) Nil	**Action Taken:** The clarification for point "b" and "c" are given in the section of Corrective Actions.
2.	Basic Understanding and concepts of the students were found satisfactory. However evaluation of question papers in the course file revealed that mostly questions are related to definition, derivation and calculation (i.e. find, calculate etc), whereas aspects of	1.Seminar Planned on "Assessment Methods and Paper Designing" for Faculty Members. 2.The recommended way of questioning was adopted in sessional-I of Spring 2016 and will be followed onwards also.	Spring 2016	FAST Engineering Society and QEC.	--

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible Body	Status
	analysis and design are missing which are needed for assessing the subject comprehension by students.				
3.	Number of lab equipment should be increased in proportion to increase in in-take from 80 to 120.	Already in hand. Lab equipment upgradation is in process.	Fall 2016	--	**Action Taken.** H.O has already approved 4.2 Million for EE lab budget for budget 2016
4.	Industrial process Control lab is essential for this course; it needs to be established on priority basis as it is being offered in Spring - 2016.	New lab equipment demand has been made to Siemens for spring 2016. IPC lab is presently conducted on old equipment's. Ref to : PWR/Admin/401/01 dated 26/02/16 Attached as **Annexure D**	Spring 2016	In charge of Electrical Engineering Department.	**Action Taken.**
5.	Pirated software being used for conduct of courses and lab practical may be replaced with genuine software.	The highlighted AT Finding/Suggestion will be forwarded in writing to H.O for compliance. Ref dated : PWR/EE/501/7 : 03/03/16 Attached as **Annexure E**	March, 2016	In charge of Electrical Engineering Department.	**Action Taken.**
6.	Interaction with faculty revealed that they are generally job satisfied but, however, feel uneasy with monotonous 6 days working. One long weekend in a month shall have a moral boosting effect that will result in enhanced job satisfaction and	The highlighted AT Finding/Suggestion is forwarded in writing to H.O for compliance.	March, 2016	In charge of Electrical Engineering Department.	**Action Taken.** 5 Days Working Week is implemented in the month of March, 2016. Notification is attached as **Annex F.**

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible Body	Status
	better teaching environment.				
7.	All the faculty members need to have full knowledge of the department's mission and objectives and consequently they should structure their courses in accordance with the mission and objectives of the department.	Already Action Taken. OBE has been adopted. All faculty is on board. Course outlines are being revised.	Nil	Nil	--
8.	Newly inducted faculty and lab engineers should be provided initial training for conducting classes and labs in a befitting manner.	"Organization of a seminar is planned on Teaching Methodologies or Teaching Techniques"	Spring 2016	FAST Engineering Society and QEC.	--
9.	Faculty should to be motivated to be more productive in attracting research projects and publishing papers in reputed Journals.	It is already part of FAST-NU policy that Research projects are monetized. Funds are allotted by H.O on case to case basis.	Nil	Nil	**Action Taken.** The clearification is given for in the section of Corrective Actions.
10.	To promote research culture, PhD faculty should be offered special incentives.	Special incentives for PhD research has been offered in four catagories. Platinium Gold : RS 90,000/- Silver : 75,000/- Bronze : 50,000/-	Nil	Nil	**Action Taken.** The clearification is given for in the section of Corrective Actions.
11.	The faculty should be facilitated financially to pursue PhD and Post Doc. studies.	The University facilitates its full-time faculty by providing an opportunity to pursue higher studies on free of cost at FAST-NU. But the policy to pursue advanced studies at other national and	March, 2016	In charge of Electrical Engineering Department.	--

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible Body	Status
		international Universities, this AT Finding/Suggestion will be forwarded in writing to the HO."			
12.	Offices for the faculty members need attention for improvement in-terms of space.	A new floor is uderconstruction that will provide an ample space for facilities like offices, library, and auditorium.	Nil	Nil	**Action Taken.** A new Floor is almost completed and faculty offices are also built.

Islamabad Campus Implementation Plans

<u>BS EE</u>

Serial #	Activity/Actions	Deadline	Remarks	Status
1	Submission of Students Affairs Calendar for the Year 2014	May 25, 2014	The calendar may particularly reflect the mandate of student affairs department.	Completed
2	Submission of operational manual for all students' societies (Draft 1)	May 31, 2014	The document may be equipped with pertinent information e.g. Objective of society, members selection criteria, roles, faculty mentor, budget, and approved list of events etc.	Completed
3	Submission of list of critical resources needed for meeting mandate of students affairs department	May 31, 2014	The document may contain all types of resources needed in effective and efficient running of the departmental affairs	Completed
4	Submission of sports equipment list (available equipment and the desired)	May 31, 2014	The list may be furnished with budgeted	Completed

Serial #	Activity/Actions	Deadline	Remarks	Status
			breakdown of desired equipment.	

5	Submission of SOPs for
	  I. Event management (e.g. conducting NASCON, Open House etc.)
	  II. Students' tours (industrial and recreational),
	  III. Maintenance of sports infrastructure e.g. tennis court, badminton court etc,
		June 04, 2014	SOPs may contain the flow chart of activities, responsibilities, resources needed, etc.
			
			SOPs of further aspects of the department may also be provided.
				Completed

6	Preparation of **revised Event Management proforma** with details about objective of the event.	June 04, 2014	NA	In Progress
7	Submission of students intake data <u>on periodic basis</u> for subsequent analysis by QEC	May 31, 2014	The datasheet of **Fall 2013** may contain all pertinent titles e.g. demographics, FSc/A Levels score, college attended etc.	Completed (On going activity)
8	Submission of admission test score data sheet <u>on periodic basis</u> for subsequent analysis by QEC	May 31, 2014	The datasheet may depict all relevant information e.g. Demographics of applicants, Test score breakdown	Completed (On going activity)

Serial #	Activity/Actions	Deadline	Remarks	Status
9	Preparation of First draft for "Semester wise Results' Gazette"	June 04, 2014	The document may contain information about admission statistics, dropouts, male to female students' ratio, Dean's Honors list, semester CGPA distribution, grading trend etc.	Completed

10	Submission of SOPs for
	   I. Students' files maintenance
	  II. Maintaining exam papers' secrecy
	    ,
		June 04, 2014	SOPs may contain the flow chart of activities, responsibilities, resources needed, etc.
			
			SOPs of further aspects of the department may also be provided.
				Completed

11	Preparation of Dash Board for facilitating HOD EE in managing the departmental quality parameters. (In future Detailed Views of the Dash Board Modules may be prepared).	June 10, 2014	The Dash Board may contain the parameters like CGPA distribution, Teaching credit hours delivered per month, Grades	Completed (On going activity)

Serial #	Activity/Actions	Deadline	Remarks	Status
			distribution. Quizzes conducted, Assignments Taken, Labs conducted etc.. Please see **Annex 1** for sample outputs.	
12	Launching of following **HEC Self Assessment Proformas** I. Research students progress review form II. Survey of department offering PhD	June 10, 2014	For Output Report: Existing feedback protocol in addition to producing "frequencies of the responses may be followed	Completed
13	Sharing of Admission Data with QEC on periodic basis for preparing analytical reports	June, 10, 2014	In the first instance the data of previous 3 years may be shared on fields like: # of Applicants, Demographic Background (Qualification and Area),	Completed (On going activity)
14	Sharing of data for "HEC Survey of Graduating Batch"	June, 10, 2014	The backend datasheet covering satisfaction level against each question	Completed (On going activity)

Serial #	Activity/Actions	Deadline	Remarks	Status
			may be shared for QEC Analysis	
15	Launching of Training Need Assessment Proforma for Faculty to prepare a plan for faculty development by HOD, School of Engineering.	June 12, 2014	The proforma (s) may be shared with HOD, School of Engineering and Manager QEC for review and feedback prior to launching. The conducting of TNA may be done on periodic basis in future.	
16	Documentation of job descriptions of all faculty, lab engineers and staff.	June 15, 2014	The basic information may be collected from Annual Performance Reports of employees. QEC may share the copy of "Faculty Handbook" with HR Department for its review and reference.	Completed

Serial #	Activity/Actions	Deadline	Remarks	Status
17	Launching of NeON based HEC Faculty Satisfaction Survey on semester basis.	June 15, 2014	The NeON based survey link may be shared by QEC with HR Department.	Completed
18	Upgrading/updating faculty resumes as per HEC Faculty Resume Proforma.	June 15, 2014	Already collected resumes of various faculty members may be shared by QEC with HR Department.	Completed (On going activity)
19	a. Arrangement of orientation session for newly inducted faculty or staff. b. The documentation of orientation process for future reference and improvements.	NA	The orientation process may be designed in consultation with Director, HODs, and QEC.	Completed (On going activity)
20	Designing of goal setting process for newly inducted faculty/staff.	June 15, 2014	The orientation process may be designed in consultation with Director, HODs, and QEC.	
21	Designing of proforma for gauging training effectiveness.	June 15, 2014	NA	
22	Submission of periodic semester report about laboratory equipment purchase details.	June 12, 2014	The report may be prepared on semester basis for the consumption of	Completed (On going activity)

Serial #	Activity/Actions	Deadline	Remarks	Status
			HOD, School of Engineering. In the first instance the report may be prepared for the semesters Spring 2013 and Fall 2013.	
23	Submission of periodic semester report for research and travel grants.	June 15, 2014	The report may be department wise and be prepared on semester basis for the consumption of HODs. In the first instance the report may be prepared for semester Spring 2014.	Completed (On going activity)
24	Preparation of Discussion Board for QEC	July 03, 2014	QEC Team, HoDs, Directors for all campuses may be the members of the discussion board.	Completed (On going activity)
25	Sharing of **HEC Self Assessment Proformas** with the other campuses' QEC Office • Alumni Survey • Employers Survey	July 03, 2014	The SLATE links to these proformas may be shared for data collection	Completed (On going activity)

Serial #	Activity/Actions	Deadline	Remarks	Status
			by concerned QECs	

26	I. Creation of a QEC portal on SLATE to upload QEC documents e.g.
	II. Self assessment reports
	III. Assessment team reports
	IV. Implementation plans
	V. Consolidated student feedback reports
	VI. Templates for
	  a. Graduating students' report
	  b. Grading trend analysis
	  c. Course outlines
	  d. Lab Manuals based on outcomes
	  e. Course outlines based on outcomes etc.
	VII. QEC annual activity calendars
	VIII. Rubrics for
	  a. FYPs
	  b. FYP presentations' evaluations
	  c. Exam paper preparation etc.
	IX. Proformas for
	  a. Course folders' assessment
	  b. Laboratory assessment
	  c. Library assessment
	  d. Employers' survey
	  e. Alumni survey etc.
		July, 05, 2014	The documents may be visible to all campuses QEC Team, Deans, and HODs. Further, QEC Islamabad may be awarded with administrative rights to manage the portal as per the requirements.	Completed (On going activity)

27	Creation of QEC best practices database	July, 10, 2014	The documents may be visible	

Serial #	Activity/Actions	Deadline	Remarks	Status
			to all campuses QEC Team, Deans, and HODs.	

28	Preparation of assessment reports for HODs based on parameters e.g.
	  I. # of lectures uploaded
	  II. # of assignments uploaded
	  III. # of quizzes conducted
	  IV. # of solutions uploaded
	  V. # of assignments submitted etc.
		July 10, 2014	Further feedback on report template will be provided after receiving the first draft from SLATE.	

29	Submission of proposal for integration of SMS Alerts in SLATE	July 10, 2014	The proposal may contain budgeted amount, significance, and duration of launching of the project.	Completed
30	Integration of summer courses in SLATE Time Table	July 10, 2014	The Academic Office Staff of School of Engineering may be trained about the subject.	
31	Provision of training for utilization of SLATE services to Manager QEC in managing all campus quality assurance affairs	July 10, 2014	NA	Completed

2.BS CS
Assessment Team Visit Date: 17th June, 2015

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion
1	Quantified measures may be established to assess the overall program for example conducting alumni and employers survey	Developing batch wise databases for alumni and employers to facilitate in conducting HEC alumni and employers' surveys. The first batch to be initiated with is BS CS 2009	Sep 30, 2015	Placement Office+ QEC	Completed
2	Awareness Session for faculty about HEC self-assessment process.	Developing a semester calendar for faculty development on QA in higher education	July 30, 2015	Dr. Ejaz Ahmed + Farrukh Idrees	Completed (Workshop by Dr. Hamid GIKI)
3	Internet bandwidth and IT infrastructure may be enhanced.	Proposal for new connections with PTCL Enhancements in infrastructures are made on periodic basis.	August 15, 2015	IT Manager	Completed
4	Faculty may be motivated to conduct research.	• ORIC Office has been established • Honorariums are given to high impact publications • Periodic communication of research incentives to CS faculty will be conducted.	August 2015 (On continual basis)	Dr. Waseem Shahzad, HOD	Completed
5	Transparent and consistent promotion processes may be established.	HEC promotion guidelines are being followed. A communication mechanism will be established to apprise faculty about it on periodic basis.	August 30, 2015 (On continual basis)	Dr. Waseem Shahzad, HOD CS	Completed

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion
6	Faculty retention measures may be established	Board of Governors has recently approved increments in salary, as a measure of faculty and staff retention.

Further measures will be established to facilitate faculty retention | Aug 30, 2015 | Dr. Waseem Shahzad, HOD CS + Dr. Ejaz Ahmed + Farrukh Idrees | Completed (Two days holidays have been approved and implemented) |
7	HEC digital library access may be acquired to facilitate faculty to conduct their research activities.	Funding for the access to digital library has been approved by Head Office.	Sep 30, 2015	Mr. Kazim Syed, Chief Librarian	Resources approved
8	Class size may be limited in the range of 40-45.	The class size will remain in the prescribed range.	NA	NA	Completed
9	Class schedules may be flexible enough to facilitate any rescheduling during the week days.	Flexible class schedule will be prepared.	Aug 20, 2015	Academic Officer, CS	Completed
10	Library online cataloging system may be improved.	Funds for ILMS (Integrated Lib management system) has been approved by Head Office.	June 30, 2016	Mr. Kazim Syed, Chief Librarian	In progress
11	QEC Office may be strengthened with necessary staff and resources, as per the growing needs of QA requirements of HEC and accreditation bodies.	Deputy Manager QEC has been hired recently who will join in July 2015.	NA	NA	Completed

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion
12	No. of sections may not be increased beyond six until the proportionate enhancement in resources specially # of class rooms and laboratories.	Conformance to the recommendations will be ensured.	NA	Dr. Waseem Shahzad, HOD CS	
13	Self-Assessment Report may be equipped with pertinent quantified measures for example, graphs and matrices.	Conformance to the recommendations will be ensured.	August 30, 2015	Mr. Farrukh Idrees	Completed

3.BBA
Assessment Team Visit Date: 11th June, 2015

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion
1	Considering intakes twice a year for increasing enrollment and frequency of offering courses	Proposal preparation by departmental Board of Studies and onward submission to Campus Management Committee and Head Office	July 20, 2015	Head FSM	Completed (On going activity)
2	Developing/enhancing operational plan to inculcate declared outcomes in the MBA 1.5 years program.	Preparation of operational plan for ensuring implementation of outcomes of the MBA 1.5 years program.	July 20, 2015	Cluster Heads	Completed (On going activity)
3	Faculty development programs about pedagogical techniques and research work are to be introduced.	MARC (Management Advanced Research Center) has been constituted with the mandate of promoting research and providing opportunities for faculty development. MARC will prepare a training calendar for faculty development for year 2015-16	July 20, 2015	MARC Head, Head FSM	Completed
4	International office in the University may be introduced to collaborate with other academic institutions for exploring joint research work.	A proposal about the subject will be prepared by FSM, for Campus Management perusal.	July 30, 2015	Head, FSM	Completed
5	MS/PhD program may be offered to promote research culture in faculty.	MS/PhD program has been initiated in FSM from Fall 2015	July 30, 2015	Head, FSM	Completed

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion
6	Introduction of comprehensive guidelines for final year projects in MBA 1.5 years program.	A Final Year Project (FYP) hand book will be prepared to guide students about the process in a structured way.	August 30, 2015	Mr. Bilal Hafeez, Ms Silvia Khattak	Completed
7	Incubation centers may be introduced during the degree program provided the business plans are structured.	A proposal for management reference/approval will be prepared to encourage students in availing the subject facility.	July 30, 2015	Mr. Sarfraz Kiyani, Mr. Raja Shujjah	
8	Internet facility may be enhanced.	IT Manager will be requested to apprise about the effectiveness of action taken to improve the subject facility.	July 30, 2015	IT Manager, Head FSM	Completed

4.BS A&F
Assessment Team Visit Date: 22nd April, 2016

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
1	Consistent revision and up gradation of courses would make the program stronger in academic content	FSM has already taken measures. The deptt. has introduced one course in taxation as a replacement for Investment II through BoF (04 Dec. 2015). Cluster Heads have been requested to rigorously review course contents.	30 June, 2016	Finance Cluster + HOD FSM	In Progress
2	Inclusion of latest courses in taxation, audit, corporate law and corporate governance would enhance the terminal value of program	Following courses will be added in the curriculum: • CSR • Financial Econometrics	30 June, 2016 (Forthcoming BOF Meeting)	HOD FSM	In progress
3	Feedback sought from students suggests that best academic should be provided at the foundation and terminal levels.	Possible efforts would be made to assign basic & advanced courses to the experienced academic/faculty in Course allocation. PhD/Non PhD Faculty ration will be enhanced	30 June, 2016	HOD FSM	In Progress
4	Course revisions by faculty clusters need to be documented in order to keep a trail of improvements brought to a	Cluster heads will review document the subject matter and submit the report to HOD FSM for further actions.	30 August 2016	Cluster + HOD + QEC Office	In Progress

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
	particular course content.				
5	A formally recognized faculty development program is suggested to be in place to improve the academic culture and competence of faculty to deliver as per expectations.	Initiatives have been taken such as Regular faculty seminars (Fortnightly/Monthly) Faculty admissions in PhD programs Fee waiver to faculty pursuing PhD	NA	HOD FSM	Completed (On going process)
6	Interaction of faculty in terms of training, consulting and research with the industry is strongly proposed for enriching the teaching experience of faculty in class.	PhD faculty is already taking steps to establish links with industry through consulting projects. Following faculty have successfully secured consulting projects with funding bodies: • Dr. Sadia • Dr. Abbas • Dr. Ayub Siddiquie (Project title: Role of Entrepreneurship Education on Student Attitudes under the theme of Education Policy, Leadership and Management Rs.3.9 million)	NA	HOD FSM	Completed (On going process)
7	Properly designated TA/RA be provided to the faculty in order to channelize the efforts of	The facility is being provided to faculty on partial basis in the department depending up on the intensity of the courses/# of students.	NA	HOD FSM & Director Office	Completed (On going process)

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
	bringing latest research and practice to the class room.				
8	At occasions students find themselves in no choice to opt for an elective due to administrative convenience to the FSM.	The elective choices are mapped with the specialization of faculty in FSM which is second to none in the business schools.	NA	HOD FSM	Completed (On going process)
9	Course content is suggested to be looked in to from the view point of striking a fine balance between quality and the amount of content delivered.	Peer review for curriculum will be conducted. Finance cluster headed by Hod will review the contents.	30 June, 2016	HOD FSM + Finance Cluster	In Progress
10	Allied areas which need to be looked into is the freedom of expression for students in the class, infrastructure maintenance within the class rooms, response time of admin to the administrative issues.	Log of maintenance is maintained by Academic Office on regular	30 June, 2016	Academic Office	Completed
11	Student exchange program may add valuable capacity to the existing ability	A proposal already submitted to HO for the establishment of International Office.	NA	HOD FSM	Completed

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
	of the students and faculty.				
12	Placement office needs to be very vibrant and dynamic to add terminal value to the program.	Hiring of a Placement Manager has been conducted.	NA	Director Office	Completed

5.MBA (1.5 Years)
Assessment Team Visit Date: 11th June, 2015

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion
1	Considering intakes twice a year for increasing enrollment and frequency of offering courses	Proposal preparation by departmental Board of Studies and onward submission to Campus Management Committee and Head Office	July 20, 2015	Head FSM	Completed (On going activity)
2	Developing/enhancing operational plan to inculcate declared outcomes in the MBA 1.5 years program.	Preparation of operational plan for ensuring implementation of outcomes of the MBA 1.5 years program.	July 20, 2015	Cluster Heads	Completed (On going activity)
3	Faculty development programs about pedagogical techniques and research work are to be introduced.	MARC (Management Advanced Research Center) has been constituted with the mandate of promoting research and providing opportunities for faculty development. MARC will prepare a training calendar for faculty development for year 2015-16	July 20, 2015	MARC Head, Head FSM	Completed
4	International office in the University may be introduced to collaborate with other academic institutions for exploring joint research work.	A proposal about the subject will be prepared by FSM, for Campus Management perusal.	July 30, 2015	Head, FSM	Completed
5	MS/PhD program may be offered to promote research culture in faculty.	MS/PhD program has been initiated in FSM from Fall 2015	July 30, 2015	Head, FSM	Completed

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion
6	Introduction of comprehensive guidelines for final year projects in MBA 1.5 years program.	A Final Year Project (FYP) hand book will be prepared to guide students about the process in a structured way.	August 30, 2015	Mr. Bilal Hafeez, Ms Silvia Khattak	Completed
7	Incubation centers may be introduced during the degree program provided the business plans are structured.	A proposal for management reference/approval will be prepared to encourage students in availing the subject facility.	July 30, 2015	Mr. Sarfraz Kiyani, Mr. Raja Shujjah	
8	Internet facility may be enhanced.	IT Manager will be requested to apprise about the effectiveness of action taken to improve the subject facility.	July 30, 2015	IT Manager, Head FSM	Completed

6. MBA (2 Years)
Assessment Team Visit Date: 11th June, 2015

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion
1	Considering intakes twice a year for increasing enrollment and frequency of offering courses	Proposal preparation by departmental Board of Studies and onward submission to Campus Management Committee and Head Office	July 20, 2015	Head FSM	Completed (On going activity)
2	Developing/enhancing operational plan to inculcate declared outcomes in the MBA 1.5 years program.	Preparation of operational plan for ensuring implementation of outcomes of the MBA 1.5 years program.	July 20, 2015	Cluster Heads	Completed (On going activity)
3	Faculty development programs about pedagogical techniques and research work are to be introduced.	MARC (Management Advanced Research Center) has been constituted with the mandate of promoting research and providing opportunities for faculty development. MARC will prepare a training calendar for faculty development for year 2015-16	July 20, 2015	MARC Head, Head FSM	Completed
4	International office in the University may be introduced to collaborate with other academic institutions for exploring joint research work.	A proposal about the subject will be prepared by FSM, for Campus Management perusal.	July 30, 2015	Head, FSM	Completed

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion
5	MS/PhD program may be offered to promote research culture in faculty.	MS/PhD program has been initiated in FSM from Fall 2015	July 30, 2015	Head, FSM	Completed
6	Introduction of comprehensive guidelines for final year projects in MBA 1.5 years program.	A Final Year Project (FYP) hand book will be prepared to guide students about the process in a structured way.	August 30, 2015	Mr. Bilal Hafeez, Ms Silvia Khattak	Completed
7	Incubation centers may be introduced during the degree program provided the business plans are structured.	A proposal for management reference/approval will be prepared to encourage students in availing the subject facility.	July 30, 2015	Mr. Sarfraz Kiyani, Mr. Raja Shujjah	
8	Internet facility may be enhanced.	IT Manager will be requested to apprise about the effectiveness of action taken to improve the subject facility.	July 30, 2015	IT Manager, Head FSM	Completed

7. <u>MS Electrical Engineering</u>
Assessment Team Visit Date: 5th June, 2015

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion
1	Mission Statement, objectives and outcomes are to be revised.	The mission statement, objectives and outcomes will be revised, as per the recommendations and best practices in engineering discipline.	July 05, 2015	Dr. Waseem Ikram HOD EE, Dr. Shahzad Salim, Dr. Mukhtar Ullah	Completed
2	Revise program curriculum to make it flexible and offer evening program to enhance enrollment.	Launch of evening program is being considered from Fall 2015. (Remarks: Certificate courses are available to be taken in MSEE)	August 20, 2015	NA	Completed
3	Offer non thesis options	NA (Remarks: Six credit hours project option is available in MSEE)	NA	NA	Discussed/NA/Completed
4	Propose courses and offer course projects in semesters.	Further discussions will be conducted with MS EE faculty to come up with viable plan for course projects in semesters.	July 30, 2015	Dr. Waseem Ikram HOD EE, Dr. Shahzad Salim, Dr. Mukhtar Ullah	Discussed//NA/Completed
5	Consider offering a consolidated MS/PhD program across all campuses of FAST National University.	• A presentation is to be delivered by IT Manager regarding facilities available • Meeting with HODs (EE) of other campuses will be conducted by Dr.	July 05, 2015	Manager IT, Dr. Shahzad Salim, Dr. Waseem Ikram	In progress (One course of MS is offered from Karachi Campus via video conferencing)

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion
		Waseem Ikram			
6	Introduce assessments for affective and pysochomotive domain for students to meet assessment	• Conversion of course outlines of MS EE on OBE guidelines Faculty of Spring 2015 will be advised to initiate the activity.	August 30, 2015	HOD EE, Faculty MS (EE)	In progress
7	Teaching Assistants are needed to assist the course instructors	As a pilot testing, a teaching associate (Engr. Hina Ashraf) will be assigned to assist Dr. Mukhtar Ullah/ Dr. Shahzad Salim, in Advanced Probability Course. One undergraduate lab section load on Engr. Hina Ashraf may be reduced.	July 05, 2015	Dr. Mukhtar Ullah	In progress

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion
8	Courses may be more focused in preparing the students for research	Assessment mix may be reviewed by keeping in view the research objectives and outcomes of the program.	July 30, 2015	Dr. Waseem Ikram, Dr. Mukhtar Ullah, Dr. Shahzad Salim	Completed
9	More flexibility should be given to the students in terms of number of courses and thesis	• Introduction of more streams in MS EE curriculum • Develop proposals for external industrial projects. • Develop proposals for academic collaborations • Periodic compilation of MS Feedback • Patents filing of prototypes for HEC ranking	July 30, 2015	Dr. Wasim Ikram, Dr. Mukhtar Ullah, Dr. Salim Shahzad, Engr. Aamir Hafiz	Completed (On going process)
10	Binded handouts of MS EE Courses	Research papers, selected reference chapters, class activities, sample quizzes, assignments guidelines may be added in the handouts folders	August 30, 2015	Dr. Mukhtar Ullah	

8.MS CS
Assessment Team Visit Date: 28th April, 2016

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
1	Program objectives and outcomes are need to be well defined. The objectives needs to be SMART and well connected with the vision, mission, and objectives of the program.	QEC committee will review the program objectives.	30 Aug, 2016	QEC Committee	In Progress
2	Processes are need to be documented properly using some template such as ISO 9001.	QEC Committee will develop a proposal for implementing ISO 9001	30 Aug, 2016	QEC Committee	In Progress
3	Effectiveness of processes may be measured through a structured approach, for example, there are visible drop outs in every batch.	CS Academic Office will analyze the root causes of drop out rate	30 Aug, 2016	CS + Academic Office	In Progress
4	Specialized equipment may be purchased for MS CS students.	A proposal for procuring research equipment has been incorporated in 2016 budget of CS Deptt.	NA	HOD CS	Completed
5	Some incentives for promoting research culture may be introduced in MS SE for example, providing registration fee for conference papers.	incentives for promoting research culture may be introduced in MS SE e.g. Honorarium for journal	NA	HOD CS	Completed

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
		publications etc. CS Deptt has conducted meeting with worthy Rector to discuss the above and the Rector has agreed to do the needful.			
6	MS is a specialized course/program with specified in depth criteria. In line to this, admission criteria for applicants may need to be aligned.	A proposal may be submitted to Academic council for deliberations.	30 June, 2016	GSC Coordinator	In Progress
7	PhD faculty may be attracted and retained.	Salary has been increased as per market trend.	NA	HOD CS	Completed
8	Extracurricular activities may be arranged.	Placement office & Student Affair/Sports Deptt will develop a formal mechanism to involve MS/PhD students in such activities.	30 Aug, 2016	Placement office & Student Affair/Sports Deptt	In Progress

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
9	Work load of faculty members doing MS/PhD is on higher side. It is recommended some bonds to MS Scholars (involved in teaching) may be introduced for balancing their workload during the study semester by ensuring their long term commitment. This may also add to faculty development and retention.	A proposal may be submitted to university higher ups for deliberations	30 Aug 2016	GSC Coordinator	In Progress

9.MS SE
Assessment Team Visit Date: 28th April, 2016

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
1	Program objectives and outcomes are need to be well defined. The objectives needs to be SMART and well connected with the vision, mission, and objectives of the program.	QEC committee will review the program objectives.	30 Aug, 2016	QEC Committee	In Progress
2	Processes need to be documented properly using some template such as ISO 9001.	QEC Committee will develop a proposal for implementing ISO 9001	30 Aug, 2016	QEC Committee	In Progress
3	Effectiveness of processes may be measured through a structured approach, for example, there are visible drop outs in every batch.	CS Academic Office will analyze the root causes of dropout rate	30 Aug, 2016	Academic Office	In Progress
4	Some incentives for promoting research culture may be introduced in MS SE for example, providing registration fee for conference papers.	A proposal for procuring research equipment has been incorporated in 2016 budget of CS Deptt.	NA	HOD CS	Completed
5	MS is a specialized course/program with specified in depth criteria. In line to this, admission criteria for applicants may need to be aligned.	A proposal may be submitted to Academic council for deliberations.	30 June, 2016	GSC Coordinator + HOD CS + QEC Committee	In Progress
6	PhD faculty may be attracted and retained.	Salary has been increased	NA	NA	Completed

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
		as per market trend.			
7	Extracurricular activities may be arranged.	Placement office & Student Affair/Sports Deptt will develop a formal mechanism to involve MS/PhD students in such activities.	30 Aug 2016	Placement office & Student Affair/Sports Deptt	In Progress
8	Work load of faculty members doing MS is on higher side. It is recommended some bonds to MS Scholars (involved in teaching) may be introduced for balancing their workload during the study semester by ensuring their long term commitment. This may also add to faculty development and retention.	A proposal may be submitted to university higher ups for deliberations	30 Aug 2016	GSC Coordinator	In Progress

10.PhD CS
Assessment Team Visit Date: 28th April, 2016

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
1	Program objectives and outcomes are need to be well defined. The objectives needs to be SMART and well connected with the vision, mission, and objectives of the program.	QEC committee will review the program objectives.	30 Aug 2016	QEC committee	
2	Processes are need to be documented properly using some template such as ISO 9001.	QEC Committee will develop a proposal for implementing ISO 9001	30 Aug 2016	QEC committee	
3	Effectiveness of processes may be measured through a structured approach, for example, there are visible drop outs in every batch.	CS Academic Office will analyze the root causes of dropout rate	30 Aug 2016	CS Academic Office	
4	Some incentives for promoting research culture may be introduced in MS SE for example, providing registration fee for conference papers.	A proposal for procuring research equipment has been incorporated in 2016 budget of CS Deptt.	NA	HOD CS	Completed

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
5	PhD is a specialized course/program with specified in depth criteria. In line to this, admission criteria for applicants may need to be aligned.	A proposal may be submitted to Academic council for deliberations	30 Aug 2016	GSC Coordinator	In Progress
6	PhD faculty may be attracted and retained.	Salary has been increased as per market trend.	NA	NA	Completed
7	Extracurricular activities may be arranged.	Placement office & Student Affair/Sports Deptt will develop a formal mechanism to involve MS/PhD students in such activities.			
8	Work load of faculty members doing MS/PhD is on higher side. It is recommended some bonds to MS Scholars (involved in teaching) may be introduced for balancing their workload during the study semester by ensuring their long term	A proposal may be submitted to Academic council for deliberations.	30 June, 2016		

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
	commitment. This may also add to faculty development and retention.				
9	Local advisory committee/co supervisor may be introduced for PhD Scholars.	A proposal will be developed by GSC coordinator for further actions.			

11.PhD Management
Assessment Team Visit Date: 22nd April, 2016

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
1	Increase in elective courses and decrease in core courses would help in achieving more knowledge to various heterogeneous group of students.	The proposal will be taken up in the appropriate fora such as BOF, Academic Council etc.	30 June, 2016	HOD FSM	In Progress
2	Decrease in normal teaching load is very much recommended for faculty at PhD level as it requires more effort to deliver lectures to research students.	Faculty enrolled in PhD is offered a tradeoff between 100% fee waiver and course load.	NA	HOD FSM	Completed
3	Properly designated TA/RA be provided to the faculty in order to channelize the efforts of bringing latest research and practice to the class room.	The facility of TA/RA is provided based on performance in terms of research publications and winning of consultancy projects.	NA	HOD FSM + Director Office	Completed (On going process)
4	Interaction of faculty in terms of training, consulting and research with the industry is	PhD faculty is already taking steps to establish links with industry through consulting projects. Following faculty have successfully secured	NA	HOD FSM	Completed (On going process)

S. No	AT Findings	Corrective Action	Implementation Date	Responsible body/ Official	Status of Completion
	strongly proposed.	consulting projects with funding bodies: • Dr. Sadia • Dr. Abbas • Dr. Ayub Siddiquie (Project title: Role of Entrepreneurship Education on Student Attitudes under the theme of Education Policy, Leadership and Management Rs.3.9 million)			
5	A formally recognized faculty development program is suggested to be in place to improve the academic culture and competence of faculty to deliver as per expectations.	Initiatives have been taken such as Regular faculty seminars (Fortnightly/Monthly) Faculty admissions in PhD programs Fee waiver to faculty pursuing PhD	NA	HOD FSM	Completed (On going process)
6	In order to keep the course delivery in line with the expectations of industry, it is suggested that periodic faculty trainings and interaction with the practitioners would enable FSM to keep the competitive edge of the program.	SHR Islamabad Chapter has been introduced in FAST to burgeon links with industry with focus on faculty development. Further steps will be taken to address the industry academia linkages.	30 June, 2016	HOD FSM	In Progress

APPENDIX C

Lahore Campus

BSCS

Adobe Acrobat
Document

BSEE

Adobe Acrobat
Document

BS CE

Adobe Acrobat
Document

MBA

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Document

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6. School of Computer Science [BS(CS), MS(CS), MS(SPM), PhD(CS)] Phase II

Criteria 1 Program Mission, Objectives and Outcomes

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Programs
1.	QEC Committee will create a draft.	Head of Department	QEC Committee	11 March 2016	Completed	BS(CS) MS(CS) MS(SPM) PhD(CS)
2.	Head of Department will share the draft with the Dean of Academics for approval.	Head of Department	Head of Department		Completed	
3.	Dean of Academics will approve its publication in the Prospectus of the university.	Dean – Academics	Dean – Academics		Completed	
4.	Program Objectives and Outcomes will be published in the prospectus.	Dean – Academics	Head Office	30 June 2016	In Progress	
5.	Program Mission , Vision, Objectives and Outcomes will be displayed in the	Director	Head of Department	30 June 2016	Not Initiated	

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Programs
	department, website of the department.					

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Programs
1.	HOD will email CS Dean to share course outlines for benchmarking	HOD	HOD	20 April 2016	Completed	BS(CS) MS(CS) MS(SPM) PhD(CS)
2.	CS Dean will share the course outline template with HOD	CS Dean	CS Dean	25 April 2016	Not Initiated	
3.	QEC will share the course outline with the QEC Committee Course Objectives and outcomes will be part of the standard template.	Director	QEC	30 April 2016	Completed	
4.	QEC Committee will create a standard course outline for the department.	Head of Department	Head of Department	30 April 2016	Not Initiated	
5.	HOD , Dean and Director will approve the standard course outline	Director Dean Academics	Head of Department	30 May 2016	Not Initiated	
6.	HOD will advise all the faculty	Head of Department	Head of Department	30 May 2016	Not Initiated	

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
	members to articulate course objectives and outcomes for their courses.					
7.	QEC will initiate a training request of program objectives and outcomes for CS Department	Director	QEC	30 May 2016	Not Initiated	
8.	Outcome based assessment training for faculty	Director	HOD	30 June 2016	Not Initiated	

Criteria 2 Curriculum Design and Organization

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
1.	Recommend faculty to include the terms projects with presentation and written report in courses.	HOD	HOD	1 August 2016	Not Initiated	BS(CS)

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
1.	Recommend the faculty to review their course contents	HOD	HOD	15 August 2016	Not Initiated	MS(CS)

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
2.	Streams of field for MS(CS)	HOD	HOD	15 August 2016	Not Initiated	

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
1.	Advertisement of Hiring of Faculty for MS(SPM)	Head Office /Director	HOD	1 May 2016	Completed	MS(SPM)
2.	Hiring of Faculty for MS(SPM)	Head Office /Director	HOD	1 August 2016	Not Initiated	
3.	Analysis of MS(SPM) student/applicants admission statistics	HOD	QEC Committee Member - Dr Ali Afzal	1 June 2016	Not Initiated	
4.	Introduction of new courses for MS(SPM)	Dean Academics	HOD	15 August 2016	Not Initiated	

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
1.	Advertisement of PhD(Faculty) in specialization areas	Head Office /Director	HOD	1 May 2016	Completed	PhD(CS)
2.	Hiring of PhD(Faculty) in specialization areas - Image Processing - Networking - Mobile Development - Software Engineering - Network Security - Big Data - Theoretical CS etc	Head Office /Director	HOD	15 August 2016	Not Initiated	
3.	TAs for MS Courses(if required)	Director	HOD	15 August 2016		

Criteria 3 Laboratories and Computing Facilities

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Programs
1.	Request for 55 new vipers for two labs	Director	HOD	12 April 2016	Completed	BS(CS) MS(CS) MS(SPM) PhD(CS)
2.	Release of 55 new vipers for two labs	Head Office	HOD	1 June 2016		
3.	Request for 55 new chairs for labs - 20 for graduate lab - 10 for FYP lab	Director	HOD	12 April 2016	Completed	
4.	Release of 55 chairs for labs	Head Office	HOD	1 June 2016		
5.	Renovation of all CS Labs - Paint - Tiles - Broken cupboards - Air conditioning - Lights - Carpets	Director	HOD	12 April 2016		
6.	Request for two more dedicated labs as recommended by Accreditation team	Director	HOD	30 May 2016		
7.	Request for licensed software	Head Office	HOD	1 August 2016		
8.	Hiring of at least 10 lab instructors - Offices	Head Office	HOD	1 August 2016		

Criteria 4 Student Support and Advising

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Programs
1.	Request for Students' discussion and reading room	Director/Head Office	HOD	15 August 2016		BS(CS) MS(CS) MS(SPM) PhD(CS)

Sr.No		Actions				
2.	Advisory Committee to be nominated for MS students	HOD	HOD	1 August 2016		

Criteria 6 Faculty

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
1.	Hiring of Faculty	Head Office	HOD	1 August 2016		BS(CS) MS(CS) MS(SPM) PhD(CS)
2.	Faculty development session once in a semester. - Orientation - General Topic - Specific Topic	Director /HOD	HOD	30 June 2016		
3.	Recommendation of guest speakers and seminars in the courses.	HOD	HOD	30 June 2016		
4.	Request for reduced course load to facilitate research	Head Office	HOD	30 June 2016		
5.	Improvement/renovation of faculty offices in examination hall	Director/Head Office	HOD	30 June 2016		
6.	Salary Revision of existing faculty in comparison with the new hires	Director/Head Office	HOD	30 June 2016		
7.	Exit Interviews for faculty who has resigned.	Director	HOD	30 June 2016		
8.	Request for Faculty enrolled in PhD to get reduced course load.	Head Office	Director	30 June 2016		

Criteria 7 Institutional Facilities and Criteria 8 Institutional Support

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Programs

1.	Request for more copies of books related to graduate courses	Director	HOD	30 May 2016		BS(CS) MS(CS) MS(SPM) PhD(CS)
2.	Induction of more faculty to reduce the class size to 35 to 40	Head Office	HOD	1 August 2016		
3.	Invitation to Neon Team to discuss the clashes and issues in registration process	Director	HOD	30 May 2016		
4.	Request for New air conditioners for classrooms and labs	Director	HOD	30 May 2016		
5.	Two dedicated attendants required for cleaning and dusting for classrooms	Director	HOD	30 May 2016		
6.	Placement of dustbins in classrooms and corridors					
7.	Improvement in lighting condition of classrooms required	Director	HOD	30 May 2016		
8.	In order to accommodate the MS(SPM) Students academic staff will be available from 4:30 to 5:30 pm daily.	HOD	HOD	15 May 2016		
9.	Academic Office will facilitate in the registration of new courses	HOD	HOD	30 May 2016		

	for MS(CS) and MS(SPM) students similar to BS(CS) students before the start of classes				
10.	Installation of LAN cables in all classrooms for academic related matters	Director	HOD	30 May 2016	
11.	Purchase/Repair of multimedia for CS classrooms	Director	HOD	30 May 2016	

Other Findings

Sr.No	Findings	Actions /Required Actions	Responsibility	Authority
1.	University ability to secure external research grants	Currently, Computer Science department Lahore Campus Faculty members are working on two proposals that are in the process of submission	HOD Head Office	Head Office
2.	National and International Awards won by the University Faculty	Faculty should be encouraged to participate in such activities	Head Office	Head Office
3.	3.1.Research Papers published in Impact Factor journals 3.2.Research Papers published in HEC recognized X and Y category journals 3.3.Registered Patents/Varieties/Technologies/Formula/Breeds/Creativ	FAST-NU should dedicate funds for research at campus level under the authority of director of campus	Head Office	Head Office

	e work by the University at (National & International) level 3.4.Commercialization of Registered Patents/Varieties/Technologies/Breeds/Creative work by the University at (National & International) level			
4.	International Collaboration/exchange programs (outbound/inbound student (one month) for Faculty	University should collaborate with international universities for faculty exchange programs **Benchmarking Example:**		
5.	Community outreach programs, Civil Engagements and community services by the University International Academics Olympiad and equivalent Awards won (1st three positions) by students of the University.	Departmental portal is created to update the contents related to achievements of faculty and students	HOD	Director/ HeadOffice
6.	Full time faculty members	As per the accreditation requirements of NCEAC , there should be 35 full time faculty members in the department.	HOD	Director/ HeadOffice
7.	University Industrial Linkage	Industrial Collaboration Committee has been created at the departmental level for the development in University Industrial Linkages. MOUs will be signed and shared with the Head Office	HOD	Director/ HeadOffice

8.	Trainings received by Full Time Faculty members	Department will create Faculty Training Calendar 2016-17	HOD	Director/ HeadOffice
		Funds required for faculty training	HOD	Director/ HeadOffice
9.	Conferences organized by University	Planning a conference in Fall Semester	HOD	HOD
		Funding for conference	HOD	Director/ HeadOffice

7.Civil Engineering
BS(CV), MS(CV) Phase II

Criteria 1 Program Mission, Objectives and Outcomes

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Programs
1.	Improve the draft of Mission Statement, Program Objective and Outcomes	HOD	QEC Committee	15 July 2016		BS(CV) MS(CV)
2.	KPIs to be part of the draft	HOD	QEC Committee	30 July 2016		
3.	QEC Resource will share the initial draft of Strategic Plan with QEC Committee	Director	QEC	20 August 2016		
4.	QEC Committee will review and improve the initial draft	HOD	QEC Committee	31 August 2016		
5.	HOD will review the Mission, Vision , Program Objectives and Outcomes and Strategic Plan	HOD	HOD	15 September 2016		
6.	HOD will send the draft to Dean and Dean Faculty for Approval	Dean Academics	HOD	15 September 2016		
7.	Mission Statement, Program Objective and Outcomes and Strategic Plan will be approved by the Dean Faculty and Dean Academics	Dean Academics	Dean Academics	15 October 2016		

8.	Department will display the approved mission , vision , program objectives and outcomes in department	Director	HOD	30 October 2016	
9.	Approved Objective and Outcomes will be part of the future prospectus	Dean Academics	Dean Academics		
10.	Draft of Standard Course Outline to be shared with QEC Committee	Director	QEC	15 May 2016	
11.	Approval of standard course outline	HOD	Dean Academics	30 May 2016	
12.	Recommendation by the HOD to all faculty to use the standard course outline	HOD	Faculty	15 June 2016	
13.	Course Objectives and Outcomes will be defined for all courses	HOD	Faculty	1 August 2016	

Criteria 2 Curriculum Design and Organization

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Evidences	Program
1.	BS(CV) Curriculum revised according to the HEC requirements	Dean/Academic Council	HOD	12 Dec 2015	Completed	Minutes of Academic Council Revised Curriculum Prospectus	BS(CV) MS(CV)
2.	Pre requisites already part of prospectus,	HOD	HOD/QEC Committee	15 July 2016			

Sr.No	Actions	Authority	Responsibility	Deadline	Status		
	will be added to the self assessment report						
3.	Improvement of FYP assessment procedure	HOD	HOD/QEC Committee	15 August 2016			
4.	Review of Curriculum will be conducted	HOD	Board of Studies of Civil Engineering	December 2016			
		Dean Faculty	Board of Faculty of Engineering				
		Rector	Academic Council				

Criteria 3 Laboratories and Computing Facilities

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
1.	List of Lab Safety equipment will be prepared	HOD	HOD	1 June 2016		BS(CV) MS(CV)
	Purchase of Lab safety equipment	Director/Head Office	HOD	15 August 2016		
2.	Recommendation of Labs reports by the students' to be part of lab course	HOD	HOD	1 August 2016		
3.	Preparation of Lab Student reports to be ensured by the Lab Engineers throughout the semester	HOD	Lab Instructors			

4.	Faculty will review the implementation of point 3.	HOD	Faculty	1 Jan 2017	
5.	The template for Lab Manuals to be created by the department and shared with management for approval.	HOD Director Dean Academics	QEC Committee	30 June 2016	
6.	Implementation of international standard procedures to improve the quality of experiments (ASCE Standards, ASTM International Standards, and ACI Standards)	HOD	HOD	15 August 2016	

Criteria 4 Student Support and Advising

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
1.	Societies Activities , Seminars , trips to be documented by the department. Monthly report to be submitted to the placement and QEC.	HOD	Faculty advisors	1 May 2016		BS(CV) MS(CV)
2.	Proposal of Teaching Assistants to shared with top management	HOD	HOD	Dec 2016		

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
3.	Internships to be arranged for senior semesters students	HOD	HOD/Placement	1 June 2016		
4.	Devise a committee having linkage with industry	HOD	HOD	1 June 2016		
5.	Alumni and employer feedback to be conducted according the devised SOP	HOD/Director	QEC QEC Committee Placement Office	1 June 2016		
6.	Department will share the Alumni, Internship and Placement requirement with the placement office .	HOD/Director	HOD QEC	1 June 2016		

Criteria 6 Faculty

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
1.	Faculy Distribution to be created according to the self assessment requirements	HOD	QEC Committee	7 May 2016		BS(CV) MS(CV)
2.	PhD Faculty hiring	Director/Head Office	HOD	1 August 2016		

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
3.	Department will create a faculty training calendar 2016-17	HOD	HOD	31 July 2016		
4.	Faculty Training to be conducted	Director/Head Office	HOD	31 August 2016		

Criteria 7 Institutional Facilities and Criteria 8 Institutional Support

Sr.No	Actions	Authority	Responsibility	Deadline	Status	Program
1.	FYP Room to be created for the department	Director	HOD	1 August 2016		BS(CV) MS(CV)
2.	Recommendation on new books to library	Director	HOD	1 August 2016		

Other Findings

Sr. No	Findings	Actions /Required Actions	Responsibility	Authority
1.	University ability to secure external research grants	-	-	-
2.	National and International Awards won by the University Faculty	Faculty should be encouraged to participate in such activities	Head Office	Head Office
3.	3.5. Research Papers published in Impact Factor journals 3.6. Research Papers published in HEC recognized X and Y category journals 3.7. Registered Patents/Varieties/Technologies/Formula/Breeds/Creative work by the University at (National & International) level	Faculty should be encouraged to participate in such activities	Head Office	Head Office

	3.8.Commercialization of Registered Patents/Varieties/Technologies/Breeds/Creative work by the University at (National & International) level			
4.	International Collaboration/exchange programs (outbound/inbound student (one month) for Faculty	-	**-**	**-**
5.	5.1. Community outreach programs, Civil Engagements and community services by the University 5.2. International Academics Olympiad and equivalent Awards won (1st three positions) by students of the University.	Documentation of such activities to be ensured by the department	HOD	Director
6.	Full time faculty members	Faculty Hiring	HOD	Director/Head Office
7.	University Industrial Linkage	Department to create a committee for the development of University Industrial Linkage	HOD	HOD
8.	Trainings received by Full Time Faculty members	Faculty training to be conducted according to the faculty training calendar	HOD	Director/Head Office
9.	Conferences organized by University	2 conferences to be planned by the department	HOD	Director /HeadOffice

Chiniot-Faisalabad Campus Implementation Plans

1.BS (Computer Science)
Assessment Team Visit Date: 13 June, 2015

Sr. No	Assessment Team Findings	Corrective Action	Implementation Date	Responsible Body	Status
1	Realignment of program objectives and outcomes.	Program team will review the program objectives and outcomes on each spiral of the SAR in view of the assessment team report and implementation plan.	Spring 2016	Program Team under guidance of QEC office.	Under Process
2	AT suggested improving the student advising and counseling mechanism.	Assistant manager student affair and career advising has already been hired for such purpose.	Fall 2015	HOD, Campus Management	Completed
3	AT shows great concern to retain the highly qualified faculty.	State of the art infrastructure and computing facility has been provided to faculty with market competitive salary. For further attraction, a proposal for the subject incentives will be developed for management perusal.	Fall 2015	HOD CS Department.	Completed
4	Process of faculty evaluation and promotion need to be improve	Process of teacher evaluation is being under consideration with QEC team and will	Fall 2015	HOD, CS Department, QEC	Completed

Sr. No	Assessment Team Findings	Corrective Action	Implementation Date	Responsible Body	Status
		be performed within due date.			
5	Lack of full time faculty member to provide adequate coverage in program area	Recruitment process to hire new faculty had been initiated. At least ten new faculty members was hired in CFD Campus in Fall 2015.	Fall 2015	HOD,	Completed
6	Lack of Ph.D. faculty members	One Ph.D. faculty member will be part of CS department in July, 2015. For acquiring more Ph.D. faculty advertisement had made several times but yet not successed.	Fall 2015	HOD	Completed
7	Faculty development and capacity building program need to be initiated.	A yearly calendar of training for faculty and supporting staff is already in placed with collaboration of QEC Team. It will be strengthened.	Fall 2015	HOD, AM QEC	Completed
8	Insufficient and finances to retain the highly qualified faculty.	Market competitive Salaray is being offered in the CFD Campus for faculty and Staff.	Fall 2015	HOD, Senior Faculty	Completed
9	Societies needs to be developed for extracurricular activities	There are currently sixteen functional societies e.g. FEGS – FAST E-gaming Society,	Fall 2015	HOD,	Completed

Sr. No	Assessment Team Findings	Corrective Action	Implementation Date	Responsible Body	Status
		FCAP – FAST Club of Application Development etc.			
10	Internet bandwidth may be increased	A Proposal will be developed and submitted to management for review.	Fall 2015	HOD, IT department	Completed

2.BS (Electrical Engineering)

Assessment Team Visit Date: 13 June, 2015

Sr. No	Assessment Team Findings	Corrective Action	Implementation Date	Responsible Body	Status
1	Course sequence in BS EE program needs to be improved.	Curriculum is consistent with the HEC criteria & can be reviewed if needed.	Continuous Process	Board of Faculty (Engineering)	Completed
2	Matlab/Simulink may be introduced in the first semester of BS EE program.	Latest equipment provided by the tech company also train teaching and lab staff. 3 Days Workshop Training organized at CFD Campus.	Continuous Process	Laboratory engineer of concerned laboratories.	Completed
3	Outcome based education (OBE) training seminars/workshops may be introduced, as per Pakistan Engineering Council (PEC) requirements.	Outcome based education tarining workshop conducted at Campus.	Oct-15	HoD (EE) office, QEC	Completed
4	Matlab training may be given to lab engineers on periodic basis.	Latest equipment provided by the tech company also train teaching and lab staff. 3 Days Workshop Training organized at CFD Campus.	Continuous Process	Not applicable	Completed
5	A departmental committee on managing/supervising quality enhancement activities may be constituted.	A departmental committee on managing/supervising quality enhancement activities is constituted.	Aug-15	Not Applicable	Completed
6	A dedicated QEC office may be operationalized to support BS EE program quality assurance activities.	Asst. Manager QEC already been hired in CFD Campus	Jun-15	HoD (EE) office	Completed

Sr. No	Assessment Team Findings	Corrective Action	Implementation Date	Responsible Body	Status
7	Department may seek permission to enroll more students, as per the available infrastructure and facilities in the premises.	Scope enhancement application will be submitted in coming week.	Immediately	HoD (EE) office	Completed
8	List of lab experiments may be clearly displayed in all labs.	List of lab experiments and manual made and displayed before PEC visit in all labs.	Immediately	Laboratory engineer of concerned laboratories.	Completed
9	Lab safety policy may be developed and communicated to the stakeholders.	Lab safety policy is already developed. It will be communicated to all the stakeholders.	Immediately	Laboratory Staff	Completed
10	Lab safety training may be imparted on periodic basis to lab users.	Lab safety training organized for the Lab staff.	Aug-15	HoD (EE) office	Completed
11	There may be faculty advisors for students.	Faculty advisors for students will be nominated.	Sep-15	HoD (EE) office	Completed
12	The department may assign course moderation duties to synchronize course conduction and alignment with lab work.	Courses are synchronized with labs as per PEC requirements.	Dec-15	HoD (EE) office	Completed

3.BBA Program
Assessment Team Visit Date: 25 June, 2015

Sr. No	Assessment Team Findings	Corrective Action	Implementation Date	Responsible Body	Status
1	Realignment of programme objectives and outcomes.	Programme Team will review the programme objectives and outcomes in view of the Assessment Team Report.	Spring 2016	Programme Team under guidance of QEC Office	Under Process
2	Process of establishment of student societies in FSM need to be formalized further these societies and extracurricular activities need to be improved.	SOPs for the operations of FSM societies will be established to align the functionality of these bodies as per the objectives and outcomes of the dept.	30-Aug-15	Ammad Aziz, Syed Zeeshan Haider, Umer Iqbal will work on formation of student soceities.	Completed
3	Dedicated computer labs should be made available in the dept.	A proposal for the subject facility will be initiated, keeping in view the requirements in curriculum.	Dec-15	HoD, FSM	Completed
4	Professional counseling should be made available to students.	Batch counselors will be nominated for FSM to provide professional counseling regarding pertinent students affairs, e.g., selecting appropriate electives,	15-Jul-15	BBA - Ammad Aziz and Shehzad Ahmad BSA&F - Waqas Akram and Kashif Ali MBA - Syed Zeeshan Haider and	Completed

		completing the degree in due course of time etc.		Rashid Rehman	
5	Industrial tours and seminars should be arranged on a regular basis.	A semester calendar of industrial tours and seminars will be published to ensure periodicity of their occurrence as part Programme Learning Outcomes.	15-Aug-15	HoD, FSM and Student Advisors	Completed
6	Faculty development programme needs to be initiated.	A semester/ year calendar of trainings for faculty about pertinent topics will be developed.	30-Aug-15	HoD, FSM and Student Advisors, AM-QEC	Completed
7	Incentives might be enhanced to retain higher caliber faculty.	Market competitive Salaray is being offered in the CFD Campus for faculty and Staff.	Fall 2015	HoD, FSM and nominated faculty member	Completed
8	Curriculum needs to be more aligned with HEC guidelines.	Curriculum enhancement committee will be established with the mandate of aligning and benchmarking existing curriculum of FSM with HEC requirements and best practices in business schools.	Nov-15	HoD, FSM and Programme Teams will send proposal to Dean Faculty of Management Sciences to proceed further	Completed

9	Option of learning more international languages may be introduced.	A proposal for the introduction of international languages will be developed in view of HEC requirements, for review of Dean Management.	Fall 2015	HoD & Acdemic Office	Completed
10	Fundamental/ Principles of Marketing should be offered as first course of Marketing before offering Marketing Management.	The sequence of the subject courses will be benchmarked with other campuses and HEC requirements. In case of any discrepancy particular corrective action will be taken to align the concerned aspect of curriculum.	Fall 2015	HoD & Acdemic Office	Completed

4.BS (Accounting & Finance),
March 24, 2016

S.	Assessment Team Findings	Corrective action	Implementation date	Responsible body	Resources Required
1.	Some monitoring system may be developed to improve the quality of the system of delivery of course contents.	Course folders system already implemented. Course log file will be initiated.	Fall 2016	HoD FSM, QEC,	Not applicable
2	Student teacher committees may be formed to discuss the coverage of contents of different courses.	Course folders system already implemented. Course log file will be initiated.	Fall 2016	HoD FSM , QEC,	Not applicable
3	Acknowledgement system may be developed that ensure student and/ or teachers have received the required information e.g., course outlines and other study/ helping material.	Request may be made to NEON team to add this feature. Acknowledgement may be made to ensure that information has been read by the student (Read Receipt).	Fall 2016	HoD FSM,	Not applicable
4	System may be developed to evaluate language proficiency of graduates, e.g., IELTS etc.	Proposal will be submitted to Board of Faculties (BOF) as meeting as agenda item to support as evidence.	Fall 2016	HoD FSM,	Not applicable
5	Lab manuals / instructions may be displayed in the Labs.	Lab manual / instructions already made and displayed in the lab notes board.	Fall 2016	Lab Instructors	Not applicable
6	Fire exit stickers may be displayed in the labs and classrooms across the campus.	Admin Office will install some stickers into labs & class rooms that also work in the dark and	Fall 2016	Admin Manager	Financial Resources may be Required

		act as emergency exit signs.			
7	Course work may be reduced in case of research or administrative duties assign to faculty member, e.g., faculty members working for QEC and/ or accreditation council.	Proposal will be submitted to Board of Faculties (BOF) as meeting as agenda item.	Fall 2016	HoD FSM	Not applicable
8	Research work may be performed by the faculty members.	Proposal will be submitted to Board of Faculties (BOF) as meeting as agenda item.	Fall 2016	HoD FSM	Not applicable
9	Budget of each department may be allocated separately.	Department wise budget will be made from Budget 2016-17.	Fall 2016	Accounts Office	Not applicable

5.MBA
AT Visit Date: March 24, 2016

S.	Assessment Team Findings	Corrective action	Implementation date	Responsible body	Resources Required
1.	Some monitoring system may be developed to improve the quality of the system of delivery of course contents.	Course folders system already implemented. Course log file will be initiated.	Fall 2016	HoD FSM, QEC	Not applicable
2	Student teacher committees may be formed to discuss the coverage of contents of different courses.	Course folders system already implemented. Course log file will be initiated.	Fall 2016	HoD FSM , QEC	Not applicable
3	Acknowledgement system may be developed that ensure student and/ or teachers have received the required information e.g., course outlines and other study/ helping material.	Request may be made to NEON team to add this feature. Acknowledgement may be made to ensure that information has been read by the student (Read Receipt).	Fall 2016	HoD FSM	Not applicable
4	System may be developed to evaluate language proficiency of graduates, e.g., IELTS etc.	Proposal will be submitted to Board of Faculties (BOF) as meeting as agenda item to support as evidence.	Fall 2016	HoD, FSM	Not applicable
5	Lab manuals/ instructions may be displayed in the Labs.	Lab manual / instructions already made and displayed in the lab notes board.	Fall 2016	Lab Instructors	Not applicable
6	Fire exit stickers may be displayed in the labs and classrooms across the campus.	Admin Office will install some stickers into labs & class rooms that also work in the dark and	Fall 2016	Admin Manager	Financial Resources may be Required

		act as emergency exit signs.			
7	Course work may be reduced in case of research or administrative duties assign to faculty member, e.g., faculty members working for QEC and/ or accreditation council.	Proposal will be submitted to Board of Faculties (BOF) as meeting as agenda item.	Fall 2016	HoD FSM	Not applicable
8	Research work may be performed by the faculty members.	Proposal will be submitted to Board of Faculties (BOF) as meeting as agenda item.	Fall 2016	HoD FSM	Not applicable
9	Budget of each department may be allocated separately.	Department wise budget will be made from Budget 2016-17.	Fall 2016	Accounts Office	Not applicable

6.MS CS
AT Visit Date: March 24, 2016

S.	Assessment Team Findings	Corrective action	Implementation date	Responsible body	Resources Required
1	Lack of PhD faculty. PhD faculty should be hired.	Advertisement has been made as soon as we get the resource. we will hire.	Fall 2016	HoD CS, Head Office	Not applicable
2	Graduate Research Lab should be developed for the graduate students.	Graduate Lab already established.	Spring, 2016	HoD CS,	Not applicable
3	Curriculum should be revised as per latest recommendations of HEC.	Proposal for curriculum will be made in academic council meeting as agenda item.	Next Academic council meeting – Spring 2017	HoD CS,	Not applicable
4	For admission in MS (Computer Science), as per HEC guidelines GAT – General may be applicable.	Proposal for change in admission criteria will be made in academic council meeting as agenda item.	Next Academic council meeting – Spring 2017	HoD CS,	Not applicable
5	General criteria for Annual Progress Report may be added in SAR.	General criteria for Annual Progress Report will be added as part of SAR.	Fall 2016	HoD CS,	Not applicable
6	Accreditation for MS CS program may be applied to NCEAC.	Accreditation for MS CS program will be made in due course of time to NCEAC.	Spring 2017	HoD CS,	Not applicable
7	In curriculum, specialized and elective courses may be defined properly.	Proposal for curriculum will be made in academic council meeting as agenda item.	Next Academic council meeting – Spring 2017	HoD CS,	Not applicable

Karachi Campus Implementation Plans
1.BS CS
Assessment Team Visit Friday 12th June 2015

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion (Mention here the mile stones achieved)	Remarks
1	Low teacher-student ratio	Gradually increase in number of faculty members	Fall 2015	HOD (CS) Director & Head Office	• New faculty members inducted. • Admission of only the best available students.	• **Implemented**. Still working on improvement
2	Number of students per lab session should be reduced from 25-30 to 15-20	Lesser number of students to attend lab simultaneously	Fall 2015	HOD (CS)	• One new lab established and space for more students in the lab is being generated.	• **Partly implemented**. Working on increasing the number of labs.
3	Proper orientation sessions should be conducted for new faculty members	Orientation Sessions to be arranged for new faculty members	Fall 2015	HOD (CS) Senior Faculty	• Orientation conducted by the HOD and senior faculty.	• **Already implemented** as reported on **27th Nov' 15**
4	No proper counseling department or person available for students	Appointment of student counselor and or counseling sessions to be arranged for students	Spring 2016	HOD (CS) Director & Head Office	• Appointment of career counselor is proposed.	• **Not implemented**. Head office is requested to create a cadre post for the counselor

| 5 | Cyber Security courses may be included in the curriculum of BS (CS) | Suggestions to be forwarded to the concerned forum | Spring 2016 | HOD (CS) | • Cyber security related courses are being offered as electives | • **Already implemented** as reported on **27th Nov' 15** |

2.BBA Program
Assessment Team Visit Saturday 27th June 2015

S. N o.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion (Mention here the mile stones achieved)	Remarks
1	No PhD Faculty member in the Department	Efforts being made to appoint PhD Faculty/faculty development program	Spring 2016	HOD (FSM)	• Efforts to Appoint PhD faculty members are still in progress	• **Not implemented**. Still working on it.
2	Very low admission intake rate.	New marketing strategy and advertising trends to be developed	Spring 2016	HOD (FSM) Head Office	• Admission campaign conducted at city campus. • Interest free study loan introduced to attract students. • College visits conducted	• **Implemented.** Still working on improvement.
3	Measures to be taken to further enhance entrepreneurship among the students.	Guests lectures, field visits and training sessions to be arranged	Fall 2015	HOD (FSM) / Senior Faculty	• ORIC established for students. • Entrepreneurship course are taught in 5th semester instead of 8th semester	• **Already implemented** as reported on **27th Nov' 15**
4	No career counselor proper counseling department in place	Appointment of student counselor and or counseling sessions to be arranged for students	Spring 2016	Head Office / HOD (FSM)	• Appointment of career counselor is proposed.	• **Not implemented**. Head office is requested to create a cadre post for the counselor

3.BS EE Program
Assessment Team Visit Monday 29th June 2015

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion (Mention here the mile stones achieved)	Remarks
1	Basic Civil Engineering knowledge may be provided to the students	Suggestions to be forwarded to the concerned forum	Spring 2016	HOD (EE) Dean (EE)	• Proposal for this will be forwarded to Academic Council.	• **Not implemented.** Still working on it.
2	Object oriented programming may be included in the curriculum	Suggestions to be forwarded to the concerned forum	Spring 2016	HOD (EE)	• Similar courses are already being taught.	• **Already implemented** as reported on **27th Nov' 15**
3	Proper orientation sessions should be conducted for new faculty members	Orientation Sessions to be arranged for new faculty members	Fall 2015	HOD (EE) / Senior Faculty	• Proper orientation conducted for newly appointed faculty members by the HOD and senior faculty members.	• **Already implemented** as reported on **27th Nov' 15**
4	Practical measures to enhance and strengthen the ethical and moral values of the	Seminars, Training sessions, lectures and simulation training to be arranged	Spring 2016	HOD (EE) & Character Building Society	• Character Building Society has been given this task who have done such programs in the past and	• **Already implemented** as reported on **27th Nov' 15**

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion (Mention here the mile stones achieved)	Remarks
	students & faculty				undertake similar activities in current semester.	
5	No career counselor proper counseling department in place	Appointment of student counselor and or counseling sessions to be arranged for students	Spring 2016	Head Office / HOD (EE)	• Appointment of career counselor is proposed.	• **Not implemented**. Head office is requested to create a cadre post for the counselor

4.MS CS Program
Assessment Team Visit Friday 11th March, 2016

S. N o.	AT Findings	Corrective Action	Implementation Date	Responsible body/official	Status of Completion (Mention here the mile stones achieved)	Remarks
1	Documentation and course files need concentrated efforts.	Proper working on updating course files and maintenance.	Spring-2016	QEC/ Deptt. Secretary	• Will be strictly followed from next semester. Faculty awareness is being created.	• Implementation in process
2	Faculty salary structure requires revision and enhancement.	Suggestion for improvement to be forwarded.	Fall-2016	Director Office	• Recommendations to be forwarded to Head Office.	• Implementation in process
3	Applicants' selection ratio may be considered for improvement.	Suggestion to be forwarded to Dean and Admission Committee	Fall-2016	Admission Committee	• Admission committee will be issued instructions at the time of admissions.	• Implementation in process
4	Scholarships/interest free loan facilities may be extended to MSCS students.	Academics Department may be directed to resolve the matter	Spring-2016	Manager Academics	• Academics Department will be issued instructions.	• Implementation in process

5.MS CNS Program
Assessment Team Visit Friday 26th February 2016

S. N o.	AT Findings	Corrective Action	Implementation Date	Responsible body / official	Status of Completion (Mention here the mile stones achieved)	Remarks
1	More electives, especially in the field of cyber security may be offered.	As proposed, new electives will be introduced.	Fall-2016	MS coordinator / HoD CS	• To be placed before MS Coordinators at the beginning of next semester.	• Implementation in process
2	Low enrolment in the program, efforts may be made to uplift the enrolment strength.	Marketing efforts will be enhanced, FAST graduates to be invited to take admissions in MS.	Fall-2016 / Spring-2017	Admission Committee	• Admission committee will be issued instructions.	• Implementation in process
3	Digital library resources may be made available in city campus as well.	Work in progress. HEC resources already accessible in city campus	Fall-2016	Librarian / IT Manager	• HEC online resources (journals/papers/books) already available in city campus.	• **Partly implemented**. Digital library to be accessible soon.
4	Infrastructure at the city campus requires regular up keeping / maintenance.	Recommendations made on the betterment of infrastructure to the administration.	Fall-2016	Campus Director / Manager Admin.	• Suggestions to be forward.	• Implementation in process

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body / official	Status of Completion (Mention here the mile stones achieved)	Remarks
5	Scholarships may be extended for needy students.	Sindh Endowment board scholarships are currently offered and interest free bank loan also being facilitated.	Spring-2016	Academics Department	• Academics Department will be issued instructions.	• Implementation in process
6	Efforts may be made to retain highly qualified faculty members.	Being a policy matter salary revision and benefits enhancement is not done on individual basis. HO may look into the matter.	Spring-2017	Head Office	• Recommendations to be forwarded to Head Office.	• Implementation in process

6.MS (SPM) program
Assessment Team Visit April 27th 2016

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body / official
1	Program objectives should be redefined & reframed. Outcomes of program should be aligned with the program objectives.	As per guidelines provided by AT new program objectives and outcomes to be framed as soon as possible.	Fall-2016	Program Team MS (SPM)
2	Objectives and outcomes should be in lined with the institute's mission and vision.	As per guidelines provided by AT program objectives and outcomes to be in lined with the FAST NU mission & vision.	Fall-2016	Program Team MS (SPM)
3	Efforts should be made to retain high quality faculty members.	Competitive salaries and better increments requested from HR Department Head office.	Fall-2016	HR Department

7.MBA 1.5 year Program
Assessment Team Visit Saturday 27th February 2016

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body / official	Status of Completion (Mention here the mile stones achieved)	Remarks
1	No PhD Faculty member in the Department	Efforts are being made to appoint PhD Faculty.	Fall-206	HOD (FSM) / HRM	• Search for suitable candidate.	• Implementation in process
2	No admissions in last semester and low admission rate overall	FAST own graduating students will be encouraged to take admissions in MBA programs	Fall-206	Academics / Admission Committee	• Admission committee will be issued instructions.	• Implementation in process
3	High faculty turnover rate	Increments and salary revisions made twice/year. Better work environment is being created.	Already implemented	HOD (FSM) / Director	• Working on weaknesses identified.	• Implementation in process
4	Program objectives need revision and reassessment. Program outcomes should be more specific	Will be implemented as proposed.	Fall-206	PTs / HOD (FSM)	• Will be placed before departmental committee.	• Implementation in process

S. No.	AT Findings	Corrective Action	Implementation Date	Responsible body / official	Status of Completion (Mention here the mile stones achieved)	Remarks
5	Requirement of faculty development program and funding of PhD for faculty members	Faculty members to be encouraged / sponsored to take admissions PhD in other institutes / other campus of FAST	Fall-206	Director / HOD (FSM)	• Suggestions are being prepared to be forwarded.	• Implementation in process
6	Students of BBA and other graduate may be encouraged to take admissions in MBA program	It will be ensured that FAST BBA graduates get automatically enrolled in MBA 1.5 year program	Fall-206	Academics / Admission Committee	• Admission committee will be issued instructions at the time of admissions.	• Implementation in process