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Section A: Introduction

Industrial and technological development in Pakistan has been quite rapid since its independence and particularly during the sixties and seventies. The main fields of development have been related to the enhancement of agriculture, establishment of and up-gradation of industries and exploration of its indigenous resources. This development has resulted in increased demand for qualified engineers in different fields in addition to other professionals. In order to meet this demand and to provide an opportunity of engineering education to the people hailing from the interior of Sindh Province, Sindh University Engineering College was established in 1963 as a constituent college of University of Sindh (then spelt 'Sind') in Jamshoro about 15 km. from Hyderabad on the right bank of river Indus.

The Education Policy of 1972 provided for up-gradation of the Sindh University Engineering College to the level of a University of Engineering and Technology. Accordingly, the college was first declared as an additional campus of the University of Sindh headed by a Pro-Vice-Chancellor in July 1976 and later upgraded to the level of a fully fledged independent University on 1st March, 1977 through an ordinance issued by the Government of Sindh. The ordinance was later converted into an Act of the Provincial Assembly of Sindh Province.

The new University was named as "Mehran University of Engineering and Technology". Initially, the Additional Campus as well the Mehran University was established in the City of Nawabshah, necessitating shifting of the most of the infrastructure from Jamshoro. However, in 1979, the Act of the University was amended and the seat of the University was retained at Jamshoro, while a constituent College titled ' Mehran University College of Engineering and Technology' was maintained at Nawabshah, to cater for the needs of the engineering education of upper Sindh. Mehran University College of Engineering and Technology, Nawabshah, has also become an independent University in 1996, which has been renamed as 'Quaid-e-Awam University of Engineering Sciences and Technology'. Consequently, Mehran University of Engineering and Technology now exists only at Jamshoro, having territorial jurisdiction over the Hyderabad and Mirpurkaha Divisions of Sindh Province. Nevertheless, few seats are still reserved for the candidates coming from other divisions of Sindh Province.

The number of students admitted to the First Year classes in 17 under-graduate disciplines is around 1700. The major portion of admissions is made from Sindh Province according to a precisely calculated ratio of population and other considerations. However, few seats are reserved for other parts of Pakistan and foreigners. The detailed distribution of the seats is given in Prospectus.

The Mehran University of Engineering & Technology, Jamshoro is an ISO 9000:2008 certified education institution since 2003. The Certification is renewed after every three years. Recently the certification has been renewed w.e.f. 20-09-2012 for further three years.

By the grace of Almighty Allah, we are now considered as, distinguished public sector engineering university at national & international level, ranked as 1st in province Sindh and 2nd in Pakistan. Mehran University has been ranked 351st amongst the Top 400 universities of the World, as ranked by "QS Top World University Ranking 2010". Having achieved this laurel of success the next milestone is to see Mehran University in top 100 universities of the world.

Most of the laboratories and workshops of the teaching departments are properly equipped and practical as well as demonstrational training is imparted to the students wherever applicable. Continuous efforts are ongoing to upgrade these facilities for the practical training and new equipment is acquired for this purpose. Additionally, training to the concerned staff is also organized within the University as well as outside. In some cases, where the training facilities are not available within the University, the students are sent to suitable institutes in Karachi or elsewhere to undergo adequate training. Every department has been provided adequate number of personal computers and e-mail and Internet facilities for the training and use of the students as well teaching staff. The postgraduate courses were started in the University in 1978 leading to M.E. Degree, initially, in three branches. At present the number of post graduate programs has been reached up to 20.

Hostel facilities are also available for about 1100 students on the campus both male and female; which are located at walking distance from the teaching departments. These hostels are equipped with necessary facilities including bathrooms, reading rooms, game rooms, dining halls, etc.

MUET realizing the continuous rise in educational exposes, took initiatives for providing financial relief to meritorious and deprived students with the financial assistances / need based scholarship programs. We established the “Student Financial Aid Office” (SFAO) in August 2006, to elevate the socio-economic position of the needy & deserving students by providing access to quality education through Need-based and Merit Scholarships.

Section B: Vision, Mission and Goal

Vision

To increase the Access & Quality of Teaching and Research in order to contribute more effectively towards building up of indigenous S&T Capability for Sustainable rapid socio-economic development and to become world class institution.

Mission

The Mehran University of Engineering & Technology is committed to produce high quality professionals at different levels to uphold the integrity, honour and dignity of the professionals and fulfill their responsibility by contributing most effectively to the building up of the scientific and technological development of the country. It aims further, to develop new environment and culture to equip its graduates with better understanding of ethics, moral and human values to serve the society better and to find solutions to its social and economic problems and to enhance its prosperity and well being.

Goal

The University's greatly cherished ambition is to be grouped among the 100 best universities in the world by year 2017, in terms of the quality of its programs, faculty, research and other resources. Looking ahead, MUET aims to bring Business and Management Sciences in the University to broaden its focus from Engineering towards Business and Management.

Section-1

UNIVERSITY-WIDE DATE

01. Department and academic program wise student/faculty ratio

The requisite information is given as under:-

Sr #	Name of Institute / Department	Total No. of Students	Total No. of Faculty Members	Students Teachers Ratio
1.	Mechanical Engg.	510	30	1 : 17
2.	Chemical Engg.	336	17	1 : 20
3.	Inst. Of Pet. & N. Gas Engg.	361	17	1 : 21
4.	Mining Engg.	213	12	1 : 18
5.	Metallurgy Engg.	202	12	1 : 17
6.	Industrial Engg.	271	16	1 : 17
7.	Textile Engg.	256	24	1 : 11
8.	Electrical Engg.	509	27	1 : 19
9.	Electronics Engg.	496	28	1 : 18
10.	Telecommunication Engg.	464	20	1 : 23
11.	Bio-Medical Engg.	167	12	1 : 14
12.	Computer Systems Engg.	419	32	1 : 13
13.	Software Engg.	437	28	1 : 16
14.	Civil Engg.	552	35	1 : 16
15.	Architecture	282	18	1 : 16
16.	City & Reg. Planning	110	13	1 : 8
17.	Inst. Of Environmental Engg.	148	17	1 : 21
	Totals	5,733	358	

02. For each department, the average number of students per class

Sr #	Name of Institute / Department	Total No. of Students	Total No. of Classes	Average Number of Students per class
1.	Mechanical Engg.	510	8	64
2.	Chemical Engg.	336	5	67
3.	Inst. Of Pet. & N. Gas Engg.	361	8	45
4.	Mining Engg.	213	4	53
5.	Metallurgy Engg.	202	4	50
6.	Industrial Engg.	271	4	68
7.	Textile Engg.	256	4	64
8.	Electrical Engg.	509	8	64
9.	Electronics Engg.	496	8	62
10.	Telecommunication Engg.	464	8	58
11.	Bio-Medical Engg.	167	4	42
12.	Computer Systems Engg.	419	8	52
13.	Software Engg.	437	8	55
14.	Civil Engg.	552	9	61
15.	Architecture	282	4	70
16.	City & Reg. Planning	110	4	27
17.	Inst. Of Environmental Engg.	148	4	37

Totals	5,733	102	56
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03. Total enrollment; enrolment by major; enrollment by department; number of full time students and part-time students in undergraduate programs and in graduate programs

Requisite information is enclosed as Annexure-A

04. Number of applications and the number of students enrolled in undergraduate and graduate level

Description of Information (for the year 2013)	Under Graduate Level	Graduate Level
Number of Applications received and found valid	11,045	397
Number of students enrolled	1,500 (Approximately)	189

S#	Department	Graduate Level
1.	Institute of Environment Engg: & Management	
2.	Institute of Information & Communication Technologies	
3.	Institute of Petroleum & Natural Gas	32
4.	Institute of Science, Technology, and Development	
5.	Institute of Water Resource Engg: and Management	26

05. Retention rate from first to second; second to third year; third to fourth year – undergraduate programs

The requisite information is given as under:-

Sr #	Year	Batch	Number of Students retained
01.	1 st	12	53
02.	2 nd	11	1
03.	3 rd	10	12
04.	4 th	09	6

06. Department wise / designation wise Number of full-time faculty; number of part-time faculty, on contract faculty, visiting faculty and adjunct faculty with qualification

Requisite information is enclosed as Annexure-B

07. Designation wise list of Average salary for faculty on tenure track and without tenure track

1.	Faculty on Tenure Track :	Nil
2.	Faculty without Tenure Track (on BPS):	
	i). Professor BPS-22	Rs. 141,595 P.m
	ii). Professor BPS-21	Rs. 131,190 P.m
	iii). Associate Professor BPS-20	Rs. 120,821 P.m
	iv). Assistant Professor BPS-19	Rs. 96,298 P.m

v). Lecturer BPS-18	Rs. 68,101 P.m
vi). Instructor BPS-17	Rs. 53,935 P.m

08. Total amount of financial aid given to the students from institutional funds; % of revenue budget

Total amount of Financial Aid given to students from institutional funds	Rs. 6.084 (M)
Institutional Funds (Revenue Budget)	Rs. 545.156 (M)
Percentage % of Institutional Funds (Revenue Budget)	1.12 %

9.0 (Million)

09. Average financial aid for first year students

10. Net tuition rate (tuition income – institutional financial aid); % of revenue budget

Tuition Income	Rs. 44.660 (M)
Institutional Financial Aid	Rs. 6.084 (M)
Net Tuition Rate (tuition income – institutional financial aid)	Rs. 38.576 (M)
Percentage % of Revenue Budget	7.08 %

11. Endowment assets per student (amount of endowment divided by total number of full-time equivalent students)

12. Total expense per student (educational and general expenses divided by the number of full-time equivalent students)

Total Expenditure	Rs. 1,448.734 (M)
No. of Full time students	6,944
Total Expense Per Student	Rs. 208,631

13. % of credit hours for each undergraduate and graduate program

14. Prepare information on % of each source of revenue – tuition and fees, government grants for operations; restricted grants form sources; etc... In a second chart, give the % for each source of expense – educational and general, auxiliary, etc...

(i). % of each source of revenue – tuition and fees, government grants for operations; restricted grants form sources; etc.

• Government Grant	Rs. 824.615 (M)	56.88 %
• Own Source	Rs. 545.156 (M)	37.60 %
• Borrowing	Rs. 80.000 (M)	5.52 %
• Admission Fees	Rs. 225.416 (M)	15.55 %

• Tuition Fees	Rs. 44.660 (M)	3.08 %
• Hostel Fees	Rs. 15.143 (M)	1.04 %
• Examination Fees	Rs. 24.966 (M)	1.72 %
• Misc: Fees	Rs. 17.202 (M)	1.19 %
• Others Receipts	Rs. 116.330 (M)	8.02 %
• Pension Receipts	Rs. 101.439 (M)	7.00 %

(ii). % for each source of expense – educational and general, auxiliary, etc.

• Pay of Faculty	Rs. 310.020 (M)	21.40 %
• Pay of Allied Teaching Staff	Rs. 104.587 (M)	7.22 %
• Pay of Administrative Staff	Rs. 192.657 (M)	13.30 %
• Other Establishment Expenses	Rs. 15.634 (M)	1.08 %
• Acquiring of Physical Assets	Rs. 12.491 (M)	0.86 %
• Repair & Maintenance	Rs. 77.564 (M)	5.35 %
• Research & Survey	Rs. 66.987 (M)	4.62 %
• Fees	Rs. 1.470 (M)	0.10 %
• Communication	Rs. 21.587 (M)	1.49 %
• Utilities	Rs. 71.872 (M)	4.96 %
• Motor Vehicles	Rs. 1.985 (M)	0.14 %
• Travel and Transportation	Rs. 74.603 (M)	5.15 %
• General	Rs. 262.691 (M)	18.13 %
• Employees Retirement Benefits	Rs. 94.771 (M)	6.54 %
• Transfers	Rs. 110.123 (M)	7.60 %
• Advances to Employees	Rs. 29.693 (M)	2.05 %

Section C: University Portfolio Report

Standard # 01 Mission and Goals

Question # 01 When did the university conceived of and wrote the mission? When and who approved it?

The University conceived the mission and goals in 2002. Initially it was written by Quality Enhancement Cell (QEC) and approved by Management Representative Committee (MRC) of this University in 2002. Later-on it was re-written by the Advisor Planning & Development (P&D)/ Project Director-in-Chief of this University in 2005. The mission and goals of the University are being regularly reviewed after every two years at the forum of MRC and changes are made, if deems necessary. The last it was revised in the year 2010.

Question # 02 Who was involved in the writing of the mission?

The QEC of the University and Advisor (P&D)/ Project Director-in-Chief were involved in writing of the mission.

Question # 03 Has the mission been reviewed and renewed since the first writing and approval? If so, when and by whom? When it was last reviewed?

Yes, the mission was last reviewed by Deputy Director QEC approved by the Vice Chancellor on 18-02-2010.

Question # 04 Where are the problems regarding living up to the mission? What is the university not doing that it should be doing to realize more fully its mission and goals?

The problem of student politics disturbs our academic activities and ultimately affects the quality of education and keeps us away from the achievement of our institutional mission.

Question # 05 How is it used to: a) guide personnel decisions? b) Determine program/course offerings? c) Guide budget decisions?

In order to achieve our mission, various statutory and non-statutory committees have been formed consist of top management of the university and experts, such as Board of Study, Board of Faculty, Dean's Committee and Academic Council (for Determining program and course offerings and modifications), Finance & Planning Committee (for guiding budget decisions), Syndicate and Senate (For discussion of all Personnel, academic and financial decisions). The Terms of Reference (ToRs), agenda and minutes of these committees can be produced as evidence.

Question # 06 How well do you believe that the mission clearly defines the purposes of the university? Please explain.

Our mission is clearly defining the purpose of our university because it addresses “What it intends to do”.

Mehran University aims to promote technological change and sustainable development through higher education, research and outreach. Towards this end, it will provide a rewarding and challenging environment for faculty, staff and students.

The purpose of our University is to promote technological change and sustainable development through producing quality graduates by equipping them with knowledge, skill and attributes via higher education, and conduct research which will also contribute the technological change.

Question # 07 How well do you believe the mission and goals delineate what the university intends to accomplish? Please explain.

We are very clear about the delineation of our Mission and Goals. However, there is always room for improvement looking at the new trends of the Society and Technological Involvements.

Supporting Materials available on the table for standard one

- **Please provide a copy of the recent mission statement, vision and goals and objectives of the University.**

Copy of recent mission statement, vision, goals and objectives of Mehran University of Engineering & Technology Jamshoro is available.

Standard # 02 Planning and Evaluation

Question # 01 Describe your formal systems of planning and evaluation. What committees are there – with what composition? How often do they meet? What is the timeline for the plan? Who approves the final document? Who receives a copy of it?

The brief reply is given as under:-

- (a). In case to carry out any development from universities own resources, the Director, Planning & Development (P&D) receives schemes from Project Director on University Development Working Party (UDWP) Forum. The Director (P&D) then checks the schemes and gets approval from the Vice Chancellor. Subsequently, the Director (P&D) places the scheme before the UDWP and Syndicate for final approval. The Director (P&D) revises the scheme in case of any observations. The Director (P&D) issues letter for implementation/ execution to the Project Director after the approval of scheme.
- (b). In case of the development projects to be carried out from the University own resources; the Vice Chancellor directs the Director (P&D) to prepare PC-I for certain development scheme. In compliance to the instructions of the Vice Chancellor, the Director (P&D) collects data from the authorities/ departments/ section concerned. After the approval of the concerned authorities the Director (P&D) sends the PC-I duly checked and evaluated to Higher Education Commission (HEC)/ Ministry of Education/ Ministry of Science & Technology for placement before the Departmental Development Working Party (DDWP)/ Central Development Working Party (CDWP)/ Executive Committee of the National Economic Council (ECNEC) for approval. The Director (P&D) issues letter for implementation of the scheme to the concerned Project Director after the approval.

Committees and their composition involved in evaluation PC-I are available as supporting materials on the table for this Standard.

Question # 02 What other planning documents do you have? A development plan for facilities? A financial plan? Please describe for each of these documents the process by which they are generated and reviewed. Please provide copies for 2010-2011; 2011-2012.

Financial Plan in shape of Annual / Revised Estimate is prepared yearly. Draft proposal of Budget Estimates is prepared by the Directorate of Finance on the pattern of HEC guidelines and Feed back from all Academic and Admin Departments. The Draft proposal of the Budget Estimates is then reviewed, screened and filtered on the forum of the Deans Committee and thereafter is placed before the statutory bodies of the University i.e Finance Planning Committee, Syndicate & Senate for their consideration, review, recommendations and approval.

Question # 03 How are the plans incorporated into the budget? Please provide copies of the budgets for 2010-2011 and highlight for the peer review panel the ways in which the budget related to the plans.

The development plans are to be prepared and implemented only if the funding is available through various sources like HEC, Government of Sindh and self generated funds depends on the receipt of the funds from stated sources. Copy of budget for the year 2010-2011 is available as supporting materials on the table for this Standard.

Question # 04 How do you use the plans? To set goals? To set budget priorities? etc.?

This office uses plans to determine the place the University will be at, what facilities the University will have and capacity and faculty level the University will have after the completion of plans under consideration.

Question # 05 When are the plans evaluated and updated? How?

The plans are evaluated soon after their preparation. They are re-evaluated after every six months and updated if needed.

Question # 06 Is there a campus Master Plan? A Life Cycle Management plan for the University infrastructure? If so, who was involved in putting it together? Who approved it? How often is it updated? Please provide a copy of the campus master plan.

Yes, Mehran University has a campus Master Plan. The record reveals that Master Plan was finalized after scrutiny under taken by Works Committee and Advisory Building Committee. The Master Plan has been updated in line with need and time which can be revealed from the Minutes of Advisory Building Committee. However, the Life Cycle Management Plan for the University Infrastructure is not prepared. The Vice Chancellor has been exercising his powers to approve the all University Plans including Master Plan. Copy of the campus Master Plan 2011 is available as supporting materials on the table for this Standard.

Question # 07 Is there a prospectus? If so, please provide it.

The Copies of Under Graduate and Post Graduate Prospectus are available as supporting materials on the table for this Standard.

Question # 08 Please list PC-I/PC1-IV for 2008-2011.

The list of PC-I/ PC-IV for the years from 2008-2011 is available as supporting materials on the table for this Standard.

Question # 09 Are there any other plans? If so, please provide copies along with the dates when these plans are updated as well as by whom. Please give the name of the body that gives the final approval.

Planning is only to be carried out when source of funding is available as the University is not potential enough to carry out and follow. The only document prepared and submitted to HEC was "Vision and Perspective Plan 2005-2020", which is being implemented in line with the availability of funds through PC-I, PC-II and PC-III schemes for the strengthening and Development of MUET, Jamshoro.

Question # 10 For committees involved in the planning process, please provide the lists of members, the agendas and the minutes of the meetings in 2008-2009; 2009-2010.

Planning is only to be carried out when source of funding is available as the University is not potential enough to carry out and follow. The only document prepared and submitted to HEC was "Vision and Perspective Plan 2005-2020", which is being followed through PC-I, PC-II and PC-III schemes for the strengthening and Development of MUET, Jamshoro.

Question # 11 Please provide any other documents related to the planning processes.

The documents related to planning process have already been described in the answers of previous questions.

Supporting Materials available on the table for standard two

- **Copies for 2010-2011 and 2011-2012 of development plans, financial plans.**

Books of Budget Estimates, Campus Master Plan, Vision and Perspective Plan 2005-2020, PC-I, PC-II, PC-III and PC-IV are available as supporting material on table for this Standard. It is added that Work and Cash plans are always prepared of the amount allocated in the PSDP.

- **Copies of the TORs for all committees involved in planning – strategic, financial, development.**

The copies of the TORs for the UDWP and Finance & Planning Committee are available.

- **Please provide minutes of all meetings where the strategic plan is approved and where the financial plan is approved at the level of the Syndicate and the Senate.**

Budgets are prepared for the amount of own resources generated and approved by the Syndicate & Senate of the University. The minutes of the meetings containing the approval of plans in question are available as supporting material on table for this Standard.

Standard # 03 Organization and Governance

Question # 01 Provide a report with the names of offices responsible and the systems used for meetings of the senate; the syndicate; the Board of Governors. For each, please describe how, to whom and when the minutes are circulated. What are the SOPs of compliance for the minutes of each of the bodies and what is the name of the responsible office for each of body.

Meeting section of Registrar office supervised by Assistant Registrar (BPS-17) and Deputy Registrar (Academic) under direct control of Registrar deals with the meetings in question. Standard Operating Procedures (SOPs) are available as supporting material on table for this Standard.

Question # 02 If you are a private non-for-profit or proprietary university, please describe in detail your governance system- the various committees, councils, etc. and provide TORs for each.

Not applicable

Question # 03 Please provide a report concerning emergency powers: Has emergency powers been used in 2009-2010, 2010-2011 & 2011- 2012? If yes, please list the cases in which the emergency powers were used; provide the letter/notifications regarding the use of emergency powers and the names of the committees/bodies regarding which emergency power was exercised in 2009-10; 2010-11 & 2011-2012.

Emergency powers are exercised by Vice-Chancellor and validated by the Syndicate under the relevant rules of University Act. Details of the same along with evidence of reporting and validating by the syndicate i.e. Working papers and Minutes of Syndicate meetings are available as supporting material on table for this Standard.

Question # 04 Who reports directly to the Vice Chancellor? How often do they meet as a group? Are there minutes of those meetings? How are decisions taken – consensus, as advice to the VC who makes the decision that will go to the statutory bodies?

Pro Vice-Chancellor, Deans, Registrar, Director Finance, Controller of Examinations and Librarian directly report to the Vice Chancellor. They meet regularly or on required time. They take decisions with consensus. Copies of Minutes of Deans Committee Meetings are available as supporting material on table for this Standard.

Question # 05 Discuss your process for avoiding conflict of interest at the level of each statutory body.

To avoid conflict of interest at the level of each statutory body, the member of the house/ committee/ statutory body is requested to leave the house/ committee in case any item/ matter pertains to him/ her is discussed. He/ She rejoins the house/ committee, when his matter is discussed.

Question # 06 If a public University: In what ways would the functioning of Syndicate and Senate be in line or not in line with the Federal/Provincial University ordinance? Please be specific.

MUET functions under the Sindh Provincial Government Act No.IV. Of 1977. The function of Syndicate / Senate and their TORs are in line with the relevant Act.

Question # 07 Please provide the dates of meeting and dates of distribution of minutes of the meetings for the last ten years: Dates of meetings and Dates of Minutes of Senate, Syndicate, Finance and Planning, other such statutory bodies that might appear in your charter.

The detailed schedule of meetings and distribution of minutes along with relevant documents are available as supporting material on table for this Standard.

Supporting Materials available on the table for standard three

- **All handbooks – for faculty, for staff, for students**

Position descriptions and prospectus are available as supporting material on the table for standard three.

- **All documents where the university calendar is published in 2009-2010; 2010-2011.**

University Prospectus published in the years 2009, 2010, 2011 and 2012 are available as supporting material on the table for standard three.

- **The University Act**

Mehran University Act is available as supporting material on the table for standard three.

- **An organizational chart and the date it was published**

Organization Chart of Mehran University of Engineering & Technology Jamshoro approved on 22-03-2012 is available as supporting material on the table for standard three.

- **A list of the university's statutory bodies and their TORs for 2009-2010 and 2010-2011 (if there were any changes)**

The Mehran University Act along with First Statutes are available as supporting material on the table for standard three containing details of statutory bodies TORs respectively.

- **2008-2009, 2009-2010, 2010-2011 copies of meeting notifications, agendas and copies of minutes for the Senate, Syndicate, Board of Governors.**

Copies of meeting notifications, agendas, working papers, minutes of meeting of the Syndicate and Senate for the years 2008-2009, 2009-2010 and 2010-2011 as supporting material on the table for standard three

- **University catalogue**

Prospectus, Statutes, Rules & Regulations are available as supporting material on the table for standard three.

- **Minutes of Selection Committee for 2008-09; 2009-10; 2010-2011**

Minutes of selection committee for the years in question are available as supporting material on the table for standard three.

- **Minutes of Finance and Planning Committee for 2008-09; 2009-10; 2010-2011**

Copies of Finance and Planning Committee for the years 2008-2009, 2009-2010 and 2010-2011 are available as supporting material on the table for standard three.

- **Provide a policy on conflict of interest.**

To avoid conflict of interest at the level of each statutory body, the member of the house/ committee/ statutory body is requested to leave the house/ committee in case any item/ matter pertains to him/ her is discussed. He/ She rejoins the house/ committee, when his matter is discussed.

Standard # 04 Faculty

Faculty Appointments

Question # 01 Describe how you have implemented the appointment criteria of HEC? If not, what were the obstacles to do so ?

Statutes regarding Eligibility Criteria of Faculty members are available and implemented in the light of HEC guidelines.

Question # 02 Please describe the faculty selection process.

SOP for faculty selection process have been developed and implemented.

Faculty Evaluation And Development

Question # 03 Teaching – Evaluation and Improvement

- **What are the criteria used for evaluating teaching? Where are they written? How often are they revised? Who does the evaluating?**

Teaching is evaluated through students' feedback form. The criteria used for teaching evaluation rely upon teacher's knowledge, presentation skills and teaching attributes divided in 13 questions. They are part of "Student Feedback Form". The evaluation is done by students. The faculty members of external department of the same university conduct this evaluation at the end of every semester.

Besides every teacher has to prepare a course file which include Teaching Plan, Lesson Plan, Lecture Notes, Class Tests, Assignments, Question Paper and other necessary relevant things.

During Internal/External ISO Audit, the auditor verifies that topics are fully covered in the class room as per teaching plan from midterm report/term completion report.

Every semester Dean of the faculty visits the department and randomly select some course file and thoroughly examine the file to assess/evaluate teaching quality.

In DMRC meeting, the committee reviews quality of question papers of last examination conducted and give its observations for improvement. The supporting material is available.

During conduct of examinations, vigilance committee (Headed by Dean Academic) also quickly goes through the contents of every question paper and verify that paper is balanced in term of all parameters.

- **Are there classroom observations? If so, please provide several written reports from several departments concerning the observations? How many departments use classroom observation for evaluation and teacher improvement?**

Recently a new SOP- DEAN-001 has been approved for monitoring & evaluation of Classes. Besides all departments use class room observations for evaluation and teachers improvement. Class room assessment is performed two weeks before the end of term/session through students feedback form, which includes following parameters:

- (i) Lecture presentation was interesting.
 - (ii) Lecture presentation was relevant.
 - (iii) Held the attention of the class.
 - (iv) Took interest in teaching the course.
 - (v) Completed the course according to the teaching plan.
 - (vi) Communicated clearly.
 - (vii) The voice was clear and audible.
 - (viii) Gained more knowledge in the subject because of him/her.
 - (ix) Delivered lecture in English.
 - (x) Provided guidance even after the class (during contact/ consulting hours).
 - (xi) Attitude in the class. (xii) Punctuality in the class.
 - (xiii) Announced test result within 08-days after the conduct of test. In feedback if it reveals that the teacher has some performance issue in any of the above parameters, the teacher is called by the Chairman for explanation and teacher is given advice for improvement. If the same teacher gets performance problems, repeatedly then his case is referred to Dean, Pro-Vice Chancellor and Vice Chancellor. Also, in most cases university arranges or sends him for teachers training.
- **Do students evaluate each course? How are the evaluations written? Who collects them? Who collates them? Who meets with the faculty member to review them? Are they used to evaluate the faculty member and used in promotion, tenure and merit pay? Do you use**

Yes, they evaluate following two parameters during teacher assessment: Has teacher completed the course as per teaching plan? Has teacher taken interest in teaching the course? Detailed reply to these questions is given in above statement. If a teacher is teaching different courses to same students, his/ her performance varies with respect to courses. If teachers' performance is not satisfactory then the concerned chairman meets the faculty member to review them. It depends upon Director to incorporate the teachers' performance, based on this evaluation, in their performance appraisals (ACRs).

- **What other means does the University use to evaluate and improve teaching?**

Not mandatory, but in order to improve teaching, teachers are encouraged to offer interactive type of teaching to students in classrooms. A few teachers incorporate case study approach and class discussion methods. Besides, there exists Dean level class monitoring and evaluation procedure for improvement of teaching

- **Is the faculty given training in writing a syllabus? Does the administration require a syllabus for each course? Where are the syllabi kept? How often are they reviewed and updated.**

The faculty is trained in writing the Tentative Teaching Plans (TTP) and the Lesson Plans but is not trained in writing the syllabus of the course. Besides, some senior faculty members take part in HEC's NCRC meetings. The syllabus is required to be approved by members of the Board of Studies (BoS). The syllabus becomes part of the university prospectus. In addition

the syllabus is distributed amongst students in the form of Tentative Teaching Plan. Usually syllabi review is done after every 04 years as per Pakistan Engineering Council requirement. However, any new subject or new topics in any subjects can be introduced any time after meeting all codal formalities. Usually, one expert from industry/field is member of Board of Studies to give constant guidance about current industry need.

Question # 04 Research

- **Please list the department-wise research projects and/or research funding earned by the faculty in 2009-2010, 2010-2011 and 2011-2012.**

The list of department-wise research projects and/ or research funding earned by the faculty during 2009 to 2012 is available as supporting material on table for this Standard.

- **Please provide a department-wise list of publications and impact factor (if, any).**

The list of department-wise publications and impact factor is available as supporting material on table for this Standard.

Question # 05 Service to the university and to external communities

- **Who is responsible for documenting service to the university? Is service to the university (serving on committees, service on task forces) used in evaluating faculty for promotion and tenure and merit pay? If so, how and with what weight?**

The Registrar office is responsible for documenting service to the University. There is column in Annual/ Special Evaluation Report for Teachers, titled- "Significant Community and Professional Service or Academic Distinction" (e.g Board Member/Journal Editor, Officer in Professional Society etc.)

- **Who and how is service to external communities documented? Is this used as a criterion for evaluating the faculty member for promotion, tenure, merit pay? How and with what weight?**

The Registrar office is responsible for documenting service to external communities. There is column in Annual/ Special Evaluation Report for Teachers, titled- "Significant Community and Professional Service or Academic Distinction" (e.g Board Member/Journal Editor, Officer in Professional Society etc.)

Question # 06 Professional development is central to faculty's keeping up to date. Please provide the following information:

- **Please provide a department-wise list for workshops/seminars/ conferences attended and/or made a presentation by each faculty.**

The office of the Director (P&D) keeps the record of workshops/ seminars/ conferences attended and/or made a presentation by each faculty. In addition to that, every department/ institute also keeps such a record. The department-wise list of workshops/ seminars/ conferences attended and/or made a presentation by each faculty is available as supporting material on table for this Standard.

- **What offices are responsible for faculty professional development? How is faculty professional development documented?**

The office of the Director (P&D) and the Director is responsible for the professional development of the faculty and staff subject to the availability of funds. In case of the availability of funds, the Chairman/ Directors identify the training needs of their departments/ institutes and nominate faculty members/ staff for such training whereas, the office of the Director (P&D) processes such training cases.

Besides, the professional development of faculty is also ensured by arranging training programs through Director Continuing Education, HEC Teachers Training Program and Professional Societies such as IEEEEP, IEEE inc USA, ACM, SPE, etc.

- **How are the professional development activities of faculty members used? For merit pay? For promotions? For tenure? For reviews after a person has tenure?**

The professional developments are evaluated through qualification and publications. The faculty with advanced/higher qualification is paid additional qualification allowance and advance increments (as merit pay) as a part of their salary. The faculty who do publication of research papers in the impact factor journals, International Conference Proceedings & books publication is given cash reward/ financial benefits. It also helps in the faculty promotion.

- **List the department-wise names of faculty members who have gone to foreign countries for higher studies during their employment in your university. Where and what have they studied? What degrees/diplomas/certificates/postgraduate work has been obtained?**

The department-wise list of faculty members who have gone to foreign countries for higher studies during their employment in this University are available as supporting material on table for this Standard.

Promotion and Tenure

- Question # 07 Describe in detail the process used for promotion for faculty members – to assistant professor; to associate professor; to full professor.**

The faculty is appointed as per relevant Statutes prepared in light of HEC guidelines. The same are available as supporting material on table for this Standard

- Question # 08 Are you using the tenure criteria set by HEC? What are the obstacles you are facing with these? By department, how many faculties are tenured?**

The information is under Process and will be available as supporting material on table for this Standard.

Maintaining Integrity

- Question # 09 Please provide documentation for the process used for terminating faculty. Please list by department faculty in each of the following categories:**

Termination process of faculty is carried out under Efficiency & Discipline Rules. In this regard a SOP has also been developed and followed. This same is available as supporting material on table for this Standard.

- **Those who have resigned and list the reasons for each.**

The relevant record/ information pertaining to resignation is available as supporting material on table for this Standard

- **Those who have been deputed and list the reasons for each.**

The relevant record/ information pertaining to deputation is available as supporting material on table for this Standard

- **Those who have been terminated and list the reasons for each.**

The relevant record/ information pertaining to termination is available as supporting material on table for this Standard

Question # 10 If faculty members are suspected to have plagiarized, changed grades, or any other way compromised the ethics of the institution, how is this handled?

This question contains 02 parts, which are dealt separately in the University as under:-

- The plagiarism cases are dealt as per HEC Anti-Plagiarism Policy.
- Whereas, fiddling with grades and other ethical issues are dealt as per E&D rules.

Salaries and Benefits

Question # 11 How are faculty salaries and benefits set? Who sets them? Who approves them? Provide any data you have that shows comparable salaries and benefits at other institutions that you believe compete with you.

The faculty is paid salary and other benefits as per Government Basic Pay Scales and other rules, regulations and notification as and when amended/ issued by the Government from time to time.

- **Does the University give merit pay? If so, please describe the process.**

In order to attract the talent, University gives maximum two merit increments to fresh entrants as Lecturer, if he/ she possess, First Class First OR First Division in his educational carrier from Matriculation to Graduation. The criteria and other information is available as supporting material on table for this Standard.

Personnel Files

Question # 12 Who keeps the faculty personnel files? Who has access to them? What is contained in the files?

Registrar Office maintains personal files of faculty members. Assistant Registrar has access to them. These files contain personal / official documents of Faculty members and entire information relating to their service with the University.

Faculty Satisfaction

Question # 13 What is the system you use to assess faculty satisfaction? Please provide copies of the most recent surveys that have been summarized? What office(s) hold the responsibility for assessing faculty satisfaction? Do you use the QEC forms?

The faculty satisfaction is assessed through Self Assessment Process. The concerned Academic Department and Institutes are responsible for this job. Yes, Faculty Survey Forms given in Self Assessment Manual are used. The relevant record in support of reply is available as supporting material on table for this Standard.

Any other related documents and role of QEC

Question # 14 Please provide anything you feel would advance your understanding and the Review Panel understands related to faculty. In particular, please address and provide evidence for any other ways QEC is of help.

QEC prepares job description and process SOPs for appointment of the Faculty.

Supporting Materials available on the table for standard four

Faculty Appointments:

- **Copies of notifications concerning the faculty appointment criteria**

Documents related to the Eligibility criteria of faculty members are available as supporting material on table for this Standard.

- **Minutes of the approving statutory bodies-**

Syndicate / Senate minutes are available as supporting material on table for this Standard.

- **A copy of the criteria that the University follows for faculty appointments**

Eligibility criteria for faculty appointments is available as supporting material on table for this Standard.

- **A letter to a full-time faculty member as well as one for a part-time faculty member regarding his/her appointment for 2011-2012 from each department.**

Copies of appointment orders of faculty for the year 2011-2012 are available as supporting material on table for this Standard.

- **Any other related documentation regarding faculty appointments**

All related documentation already discussed and kept available as supporting material on table for this Standard.

- **Provide copies of the advertisements for faculty positions published in 2010 and 2011 for both print and electronic media.**

Copies of advertisement for faculty positions are part of the Agenda of Selection Board. The copies of these Agenda paper for the years 2010 and 2011 are available as supporting material on table for this Standard.

- **Provide the documents with criteria for appointments and note to whom the documents have been sent.**

Criteria documents are sent to the members of Selection Board as and when required. The same are available as supporting material on table for this Standard.

- **Please provide the meeting notifications, the agendas and the minutes for each of the Selection Board meetings in 2009-2010, 2010-2011 and 2011-2012.**

Agenda and minutes of Selection Board meetings for the year 2009-2010, 2010-2011 and 2011-2012 are available as supporting material on table for this Standard.

- **Provide any other documents related to faculty selection.**

All related documentation already discussed and kept available as supporting material on table for this Standard.

- **Please provide resumes (curriculum vitae) for each member of the teaching faculty for each department. Attached to each CV should be the names and levels of the courses this faculty member is teaching in 2011-2012; the number of years this faculty member**

The copies of complete resumes of faculty members of each department/ institute are available as supporting material on table for this Standard.

- **Please provide any other reports which would indicate faculty members' qualifications for the position for which the person was hired.**

Copies of Agenda of Selection Board are available as supporting material on table for this Standard.

Faculty Evaluation and Development:

- **Please provide the most recent summary form for at least five departments.**

Not applicable

- **Please give samples of student evaluations from each department.**

The evaluation forms are collected from the institute and sent to MIS. In response MIS sends a consolidated feedback report which helps teachers to understand their performances. A sample copy of the same is available as supporting material on table for this Standard.

- **Please provide one copy of a syllabus from each department.**

The syllabus is part of prospectus; a copy of the same is available as supporting material on table for this Standard.

- **Please provide any other related documents the university wishes to provide concerning faculty professional development.**

All related documentation already discussed and kept available as supporting material on table for this Standard.

Tenure and Promotion

- **Provide documentation for a promotion to each level for three departments – each under a different Dean. What are the obstacles/issues that the faculty members raise with the university regarding promotion?**

The faculty members some times feel difficulty regarding meeting their journal publications when they return back after completing their PhD as mostly they do conference publication during their PhD work.

- **Please provide a curriculum vita for each faculty member your university has tenured.**

The copies of curriculum vita for each faculty member of this University are available as supporting material on table for this Standard.

Standard # 05 Students

Question # 01 Who developed the admissions policies?

Admission Policy Framing Committee prepares draft admission policy every year, which is reviewed and recommended by the Academic Council and approved by the Syndicate of the University.

Question # 02 How often are admissions policies reviewed/revised? By whom?

Admission Policy Framing Committee prepares draft admission policy every year, which is reviewed and recommended by the Academic Council and approved by the Syndicate of the University.

Question # 03 Is there a Student Guideline prepared by the university?

Yes, it is given in the prospectus.

Question # 04 How often the student Guidelines are reviewed/updated?

The student Guidelines are reviewed and updated every year.

Question # 05 How and where are admissions policies published and for whom?

The detailed admission policies are mentioned in the Prospectus and summary of the same is also mentioned in the advertisement got published by the Registrar in daily newspapers and Mehran University website for candidates, who desire to get admission in this University.

Question # 06 How does the general public find out about admission policies?

The general public can find the information about admission policies through the mediums narrated in the reply of preceding question # 05.

Question # 07 What percentage of courses listed in the university prospectus/catalogue are actually offered each year?

Since every program is segregated and independent therefore all courses are offered.

Question # 08 Where can one find information regarding recognition of the university and accreditation status of the individual programs?

This office of the Director (P&D) keeps the record regarding the status of accreditation/ re-accreditation of every undergraduate program offered by the University. In addition to that, every department/ institute also keeps such record. The list of status accreditation/ re-accreditation of all departments/ institutes is available as supporting material on table for this Standard.

Question # 09 What is the credit transfer policy of the university? How many students are transferred to this institution and how many are transferred from this university for 2009-2010, 2010-2011 and 2011-2012 -

Credits are equalized by the Departmental Committee of the concerned Department. The information about the students transferred to this University and from this University to other institutions is give as under:-

Students Transferred to this University		Students Transferred from this University	
Year	No. of Students	Year	No. of Students
2009-10	01	2009-10	01
2010-11	02	2010-11	02
2011-12	02	2011-12	03

Question # 10 Please provide report of dropout of the students program wise, department wise and semester wise.-

The list of dropout students is available as supporting material on this table for this Standard.

Question # 11 What problem students encounter in registering of course that they need for graduation.

Not applicable

Question # 12 For each department/program: within what time frame are marked assignments/examination papers shared with students? What percentage of marked assignments are given back to the students?

Neither any standard is fixed nor it is mandatory, however the results of the tests are affixed on the notice board within a week of conducting the test. Moreover, if teachers require, they share the test papers with students, otherwise teachers keep the same with them. Besides, all assignments are returned back to the students after evaluation/grading.

Question # 13 Please provide a list of examination result for the last two years.

The list of results of last two years is available as supporting material on this table for this Standard.

Question # 14 What is the policy for awarding the scholarship/ financial aid to the students.

The policy for awarding the scholarship/ financial aid to the students of Mehran University of Engineering & Technology, Jamshoro is described as under:-

1. Internal University Merit Scholarship :- Internal Merit Scholarship is awarded to the 12 % of total strength of the class every year to the following categories of the deserving students of each discipline on the basis of their academic performance in the last year's regular examination results, which is provided by the Controller of Examinations:-

- i. 1st Position
- ii. 2nd Position
- iii. 3rd Position

2. Financial Assistance : - The Financial Assistance is awarded to the 25 % of total strength of each batch at the proposed revised rate of Rs. 5,000 each to those students who have passed their last year regular examination in this University.

3. Hardship: - The Hardship is awarded to the 12 % of total strength of each batch at the proposed revised rate of Rs. 4,000 each to those students who have passed their last year

examination in regular/ subsequent supplementary examination but could not be considered for Internal Merit Scholarship/ Financial Assistance.

Question # 15 Total amount of scholarship/financial aid given from Institutional funds; % of expense budget.

Total expense budget for the year 2011-2012 was Rs. 1689.601 million and percentage of Institutional funds for scholarship/ financial aid was 0.48 % of expense budget.

Supporting Materials on the table for standard five

- **Please provide a copy of all admission policies**

Copy of Prospectus containing all admission policies is available as supporting material on table for this Standard.

- **Student Guidelines/ Prospectus.**

Copy of Prospectus containing Student Guidelines is available as supporting material on table for this Standard.

Standard # 06 Institutional Resources

• RECORD OF ASSETS

The Stock registers are maintained at the time of Purchase by Store & Purchase Office and concerned departments, when stores are delivered. Internal Check Section and Audit Section of this University ensure the maintenance of stocks before allowing the payments to be made on account of purchase of stores. Besides, there is mechanism of physical verification of stocks. Currently a stock verification committee is performing the task of stock verification. Moreover, external auditors of Department of Auditor General of Pakistan also audit the entire record including stock registers every year and whenever, they see any department not maintaining stock register or not entering any particular procurement, they raise the issue in the shape of Audit Para. Necessary record is available as Supporting Material on table for this Standard.

• ESTABLISHMENT OF QEC

Quality Management System (QMS) was developed and implemented by the ISO-9000 Cell established in year 2000 and was redesigned as QEC on 15th February 2007 on the receipt of PC-1 from Quality Assurance Agency of Higher Education Commission. Its scope was extended by adding the function of implementation of Self-Assessment Mechanism in the University.

• DIGITAL LIBRARY

HEC National Digital Library (DL) is a programme to provide researchers within public and private universities in Pakistan and non-profit research and development organizations with access to international scholarly literature based on electronic (online) delivery, providing access to high quality, peer-reviewed journals, databases, articles and e-Books across a wide range of disciplines. The e-books support programme will allow researchers to access most of the important text and reference books electronically in a variety of subject areas. Around 75,000 number of electronic content has been made available through the Digital Library Programme.

• RESOURCE ALLOCATION

Question # 01 Describe the budgeting process. How is faculty involved? How are departments involved? Deans? Students?

The Budget process is adopted as per approved Standard Operating Procedure (SOP) of Preparation of MUET Budgets. The requirements are called from the various teaching departments in the beginning of the process and draft budget estimates are placed before the Pre Finance Planning Committee Meeting of the Dean's Committee for considerations and recommendations.

Question # 02 How are priorities set? Who is involved in setting priorities and what criteria are used?

The budgets are prepared on the basis of Historical data and considering the inflation as well as fresh requirements of the departments and the draft budget estimates are placed in the meetings of statutory bodies of the University wherein all aspects are considered in recommending and finalizing the budget estimates.

Question # 03 What is the system for purchasing educational items and equipment? If there is a committee, how are the members selected and for what terms? What are the SOPs for purchase/procurement? Please provide a copy.

The procedure for purchasing the educational items and equipments is based on Sindh Public Procurement (SPP) Rules, 2010 introduced/ notified by the Sindh Public Procurement Authority (SPPRA) Rules which also involve procurement committee. The Financial Rules of the University and SOP for procurement of goods, services and consultancies is also based on SPP Rules, 2010. A copy of the same along with list of purchase committees and their terms of reference are available as supporting material on table for this Standard.

Question # 04 Please provide a 2010-2011 budget with an analysis to show percentages:

Salary & Allowances	46.81%
Promotion of Research & Extension	11.78%
Utilities	5.05%
Repair & Maint: Commodities Staff & Students Facilities.	18.07%
Employee Retirement Benefits	6.73%
Other Expenditure	11.56%

- **% of revenue from: tuition and fees, government funding, gifts, auxiliary enterprises**

Government Grant	52.93%
Own Sources	47.07%
a) Undergraduate Fees	30.05%
b) Postgraduate Fees	0.93%
c) Pension Receipts	8.08%
d) Miscellaneous Receipts	8.01%

- **% of expense for: educational expenses; financial aid; faculty salaries and benefits; staff salaries and benefits; capital expenditures; (and any other breakdowns you feel are important**

<u>Salary & Allowances</u>	
Teaching	31.95%
Administration	14.86%
Sub Total	46.81%
<u>Other than Salary Components</u>	
Promotions of Research & Extension	4.78%
Staff & Students Facilities	4.14%
Commodities & Services	8.71%
Utilities	5.05%
Rep: & Maint: of Durable Goods & Works	1.66%
Purchase of Durable Goods / Items	1.82%
Examinations	1.74%
Employees Retirement / Pension Benefits	6.73%
Other Expenditure	18.06%
Unforeseen	0.32%
Liabilities	0.18%
Sub Total	53.19%

Question # 05 Provide SOPs for resource need allocation

Copy of relevant SOP is available as supporting material for this Standard.

PURCHASING SYSTEM

Question # 01 Please provide SOPs for purchase/procurement.

Copy of relevant SOP is available as supporting material for this Standard.

Question # 02 How is transparency assured and fraud discovered?

An independent Audit Section conducts pre-Audit of all the matters as well as a system of internal check exists in the Directorate of Finance of the University. Also external Auditors conduct audit of the University Accounts and Sindh Public Procurement Authority (SPPRA), who introduced/ notified Sindh Public Procurement (SPP) Rules, 2010 also monitors procurement procedure of the University.

As for as the transparency and discovery of fraud relating to Examination matters is concerned, it is stated that Mehran University has adopted dual checking system of papers to ensure transparency. Besides, the tabulators and checkers are also appointed from persons outside the examination department. Moreover, the verification cell has also been established in the Examination Department to discover the fake degrees/ frauds.

Question # 03 Describe in detail the process used for purchasing. Provide evidence. For instance, if there is a committee, provide minutes from 2009-2010.

Mehran University has adopted Sindh Public Procurement (SPP) Rules, 2010 introduced/ notified by the Sindh Public Procurement Regulatory Authority (SPPRA). The SOPs for procurement of goods, services and consultancies have also been developed in line with SPP Rules, 2010. Besides a University Purchase Committee (UPC) has also been constituted for spot purchasing of the materials. Copies of the minutes of the UPC meetings held during the year 2009-10, above SOP and SPP Rules 2010 are available as supporting material for this Standard.

HUMAN RESOURCES

Question # 01 What HR positions are vacant?

The information regarding vacant position of HR is available as supporting material on table for this Standard.

Question # 02 Describe the process for hiring, evaluating and terminating employees (excluding faculty).

The non-faculty employees are hired under relevant SOPs, evaluated through Personal Evaluation Reports and terminated under E&D Rules as given in SOPs.

NEEDS

Question # 01 In terms of buildings/hostels/units, what are the needs?

The needs of hostels are described as under:-

Sr #	Description of Institutional Resources	Existing facilities and needs in terms of building/hostels/units. What are the needs?
01.	Undergraduate boys' residential hostels	The University has 07 hostels to accommodate 1202 students. The University has four bathes at a time every year and due to shortage of accommodation, the Provost Office is able to accommodate only three batches at a time. The students of first year batch do not get the residence in hostels.
02.	Undergraduate girls' residential hostels	The University has 02 hostels to accommodate 150 students. The University has four bathes at a time every year and due to shortage of accommodation, the Provost Office is able to accommodate hardly two batches at a time. One more Girls Hostel is in pipeline for construction to accommodate 150 more students.
03.	Postgraduate boys' residential hostel	The University has 01 hostel to accommodate 48 students. The incoming ratio of postgraduate students is increasing. In future the existing accommodation will be insufficient.
04.	Postgraduate girls' residential hostel	Because of non-availability of Postgraduate girls' residential accommodation, the students suffer a lot.
05.	Bachelors Faculty hostel 01 No	Capacity of Postgraduate boys' residential hostels is 48 seats. At present it looks to be sufficient.

Any other related materials and role of QEC

As per PC-I, the QEC is responsible for:-

1. Promoting public confidence that the quality and standards of the award of degrees are enhanced and safeguarded.
2. The review of quality standards and the quality of teaching and learning in each subject area.
3. The review of academic affiliations with other institutions in terms of effective management of standards and quality of programs.
4. Defining clear and explicit standards as points of reference to the reviews to be carried out. It should also help the employees to know as to what they could expect from candidates.
5. To develop qualifications framework by setting out the attributes and abilities that can be expected from the holder of a qualification, i.e. Bachelors, Bachelor with Honors, Master's, M. Phil., Doctoral.
6. To develop program specifications. These are standard set of information clarifying what knowledge, understanding, skills and other attributes a student will have developed on successfully completing a specific program.
7. To develop quality assurance processes and methods of evaluation to affirm that the quality of provision and the standard of awards are being maintained and to foster curriculum, subject and staff development, together with research and other scholarly activities.

8. To ensure that the university's quality assurance procedures are designed to fit in with the arrangements in place nationally for maintaining and improving the quality of Higher Education.
9. To develop procedures for the following:
 - Approval of new program
 - Annual Monitoring and evaluation including program monitoring, Faculty monitoring, and student perceptions.
 - Departmental review
 - Student feedback
 - Employer feedback
 - Quality assurance of Master's, M.Phil and PhD degree programs
 - Subject review
 - Institutional assessment
 - Program specifications
 - Qualification framework .
- **Please provide anything you feel would advance your understanding and the Review Panel's understanding related to institutional resources. In particular, please address and provide evidence for any other ways QEC is of help.**

The Dean QEC is Non-Voting Member of all Statutory Bodies/ Committees of the Mehran University of Engineering & Technology, Jamshoro.

Standard # 07 Academic Programmes and Curricula

Development, Approval and Review of Academic Programs

Question # 01 How are academic courses and programs designed and approved? Please describe the process as completely as possible. Are the academic programs/curricula approved by HEC? Provide one set minutes from 2010-2011 from each of the committees involved in approving both courses and programs?

The academic courses are designed by the Board of Studies of the concerned Department and approved by the Academic Council of the University. The academic programs/ curricula are not approved by the HEC but the courses are prepared/ designed in the light of the directives received from the Higher Education Commission.

Question # 02 Please provide a copy of the curriculum for each academic degree program.

Three MS degree programs i.e. MS (STIP), MS (TIM) and MS (HRM) are offered and curricula is given in prospectus. A copy of prospectus is available as supporting material for this Standard.

Question # 03 Please provide syllabi for a course at each level for each major.

Sr #	Name of program	Number of courses		Remarks
		First Term	Second Term	
01.	MS (STIP)	07	06	Copy of Syllabus is available as supporting material for this Standard.
02.	MS (TIM)	07	05	
03.	MS (HRM)	07	06	

Question # 04 Who maintains syllabi? How often are they updated? To whom are they distributed?

The syllabi is maintained by course teachers and updated when required. It could be as often as required. The syllabi is discussed with the members of Board of Studies (BoS) and approved via Advanced Studies and research Board (ASRB).

Question # 05 How often are academic programs/majors reviewed? What is the process? Please provide minutes of meetings from each department where such a review has taken place.

Since 2005, four BoS has been conducted in MUISTD.

Question # 06 Do departments have learning outcomes for each major? Please provide a copy from five departments under different deans.

No, the learning outcomes for major courses are never discussed. These are discussed at the lecture level in some courses.

Question # 07 How are alumni surveys used in reviewing programs? Do you use the alumni survey form from QEC? Please provide a copy of the results of the most recent survey. How are these used to review the curricula?

Yes, alumni survey is conducted after every two years. Different comments and suggestions are received from alumni (Industry side) for reviewing programs. The feedback is given importance while reviewing the curricula. A copy of sample survey is available as supporting material on table for this Standard.

Question # 08 Do you survey your seniors at the end of their senior year? Please provide a summary of the most recent survey. (QEC) How are these used to review the curricula?

Yes, we take survey from final year batch every year. The feedback is given thought at the time of curricula revision. The Summary report in form of pie charts and a sample copy of final year student's form are available as supporting material on table for this Standard.

Question # 09 Do you use the QEC Employer Survey? Please provide the most recent summary of the employer surveys. How are these used to review the curricula?

Yes, we use the QEC employer survey. A sample copy of the same is available as supporting material on table for this Standard.

Question # 10 What forms do you use from the QEC to evaluate the curricula? How is QEC involved in the review of academic programs?

QEC has never become a part of reviewing the academic program. However, we take Student Course Evaluation Questionnaire and Student Feedback at the end of Semester. The Copy of Student Course Evaluation Questionnaire and Student Feedback form are available as supporting material on table for this Standard.

Learning Outcomes, Assessment and Teaching Methodology

Question # 11 Are faculty encouraged to vary their methods of delivery – i.e., less lecture, more classroom discussion, hands-on activities, etc.? If so, please provide evidence for this.

Faculty is very encouraged to adopt various methods of teaching that raise cognitive thinking of students. The multimedia is a part of every lecture. The lectures are mostly accompanied with the video resources. In addition a few subjects (like “Tools for Innovation Management (TIM)”) are taught through various methods. During lectures various tools are taught to students. The students are asked to read case studies and apply those tools on these case studies. This is followed by on spot students' presentations. Besides, Teacher Evaluation Form and Student Feedback are got filled by students in every semester for evaluation. Sample of Two Lesson plans of TIM are available as supporting material for this Standard.

Question # 12 How does the University insure competency in reading and writing the English language? In math skills? In computer skills? In critical thinking? Are there tests which all students take at the beginning and at the end of their university experience? Please

At post graduate level, mode of teaching is highly dependent on English language. All the lectures are delivered in English. The students are asked to read the research publications almost for every lecture. They are also advised to write some of their own comments on articles. This activity also helps them in thinking more critically. Before admission, the GRE type tests are conducted for students which if they qualify make them eligible for admission.

At undergraduate level, we designed courses such as functional English to cover English language, Math courses for Maths skills and Computer courses for Computer skills. Yes test is conducted at Beginning of their university career whereas at the end of the career, examinations are conducted for each course.

Question # 13 How are programme outcomes and student learning assessed in relationship to the goals and objectives of the academic programmes? How are these findings used?

The students learning is assessed with class test, discussions and their examination scores. If students feel difficulties then variations are also proposed in the existing methods.

Question # 14 How would do you assure that the faculty member teaching a series of courses is qualified to teach those courses? Please provide evidence – one example for each department.

The teachers only teach those courses in which they are qualified. The courses taught by various teachers are already been learned by these teachers during their studies. For example teachers in MUISTD are qualified from SPRU in STIP and TIM courses. They also qualify to teach subjects of HRM.

Question # 15 Who handles internships/field work? How many students are involved in internships/field work? Are there any majors where internships are required?

This task is handled by the Chairman concerned and Directorate of Industrial Liaison. Mostly all final and 3rd year students are encouraged to avail Summer Internship.

Question # 16 How does the university insure that the courses are taught at the appropriate level – i.e., graduate courses are truly graduate level and not just undergraduate level? Please discuss the process for oversight and provide evidence of same.

Before launching any course, the benchmarking exercise is carried out to learn about similar courses from other national and international universities. For example TIM and STIP are offered at post graduate level in SPRU, Sussex University, UK .

Question # 17 Do you use the Research Student progress Review Form (QEC)? Please provide samples that have been submitted by students. How is this used?

So far, they have not been used but very soon will be incorporated.

Question # 18 Please provide the most recently completed Survey of Department Offerings for PhD programs (if applicable) –

The required information is available as supporting material on table for this Standard.

Infrastructure

Question # 19 Do you have the necessary laboratories and equipment to carry out the goals of each of your programmes? Please discuss the deficiencies.

Most of the labs are equipped with work benches to support each program. However, there is constant need to increase number of work benches and their up-gradation. There is also need to strengthen Lab Technical Staff.

Besides, in MUISTD being a post graduate institute and offering degrees in social science, the only requirement of lab is computer along with internet connection. However, some useful software tools are not available in the Institute. The required software include Expert

Choice for decision making, Nvivo for qualitative data analysis and advance version of SPSS for quantitative data analysis.

Question # 20 If courses are advertised in the catalogue, are they actually offered each year? Can students get the courses they need to graduate in a timely manner?

So far, only those courses are advertised which are offered at regular basis.

Question # 21 Discuss the library stock and digital library facility. Give figures and evidence for use of the library as well as for the number of books, journals, etc.

The HEC digital library is heavily used by faculty members, researchers, postgraduate students and undergraduate students. We have a well equipment lab for this purpose and we maintain daily statistics of users. The library organized the training programe for final year students regarding access of the e-journals for their final year research/ thesis purpose. The e-library also used by faculty and students for the assignment/ thesis purpose. The list of digital library resources is available as supporting material for this Standard.

Integrity

Question # 22 How are grades examined to guard against grade inflation? Give evidence.

Currently, the Examinations Department is following the cumulative weight-age percentage system for undergraduate studies. The students secure 60% are more are awarded 1st Division whereas the students secure below 60% but more than 50% are awarded 2nd Division.

The scanning committee is responsible for guarding against the inflation. The committee consists of concerned Dean, head of the Department (Chairman/ Director) and Controller of Examination to review ledgers for any discrepancy in the subjects' results.

Question # 23 How is the integrity of the institution maintained to guard against cheating and plagiarism? Please provide documentation for this.

The Mehran University has strong invigilation teams consisting of faculty of the concerned department. These teams effectively monitor the examination hall, which includes snap checking to guard against cheating and use of any unfair means in the examination centers. In addition to that, the exam vigilance committee, consisting of Pro-Vice Chancellor, Deans and senior faculty members also visits the examination centers during exam hours. Besides, the Unfair-means Control Committee has also been constituted to resolve the reported copy/ cheating cases of the students. The committee penalizes the students reported using unfair means/ cheating case. Moreover, standing committee on plagiarism also operates as per HEC policy to guard against plagiarism.

Any other related Materials and Role of QEC

Question # 24 Please provide anything you feel would advance your understanding and the Review Panel's understanding related to curriculum and academic programs. In particular, please address and provide evidence for any other ways QEC is of help.

All relevant information/ record have already been given in this regard in foregoing questions.

Standard # 08 Assessment & Quality Assurance

Question # 01 What is the process of self-assessment at the program level? At the institution level? Describe in detail.

The process of Self Assessment at Program level is given as under:-

1. The QEC initiates the SA one semester prior to the end of the assessment cycle through the Vice Chancellor / Rector Office in which the program is offered. However, if the program is undergoing the SA for the first time, the department will be given one academic year for preparation.
2. Upon receiving the initiation letter the department shall form a program team (PT). The PT will be responsible for preparing a self-assessment report (SAR) about the program under consideration over a period of one semester. They will be the contact group during the assessment period.
3. The department shall submit the SAR to the QEC through the concerned Dean. The QEC reviews the SAR within one month to ensure that it is prepared according to the required format. At institutional level, the Self Assessment is performed in form of 02 Internal Audits, 02 Surveillance Audits under the scope of ISO 9000-2008.

Question # 02 Provide the notification for establishment of the QEC. Show where it is in the syndicate minutes.

The notification for establishment of the QEC is enclosed. The QEC was established with the approval of the Vice Chancellor on 15-02-2007 vide Notification No. Estt:(Teach:)/-365 of 2007 dated 15-02-2007. A copy of the same is available as supporting material on table for this Standard.

Question # 03 What is the total number of departments? SARs, AT Reports and Rubric Report of how many departments are completed and submitted for necessary actions?

There are 21 departments providing education in 17 undergraduate and 20 post graduate programs. SARs of 09 departments (undergraduate programs) have been completed. AT Reports and Rubric Reports of 02 departments (undergraduate programs) have been submitted.

Question # 04 SARs of how many departments are completed? (Provide all SARs)

SARs of 09 departments (undergraduate programs) have been completed. SARs are available as supporting material for this Standard.

Question # 05 Executive Summaries of how many departments are completed and submitted.

Executive Summaries of 02 departments have been completed and submitted.

Question # 06 How are the SARs used - discuss for each department/ program as well as for the university as a whole? Please provide the name(s) of the respective officers responsible for integrating the results of SARs.

The Departments endeavor to improve their performance in light of Assessment Results. They make and get approved the implementation plans to cater the weaknesses/ non-

conformities reported by Assessment Teams in Assessment Reports. For example Assessment Team in its Reports of Mechanical Engineering Department had pointed out that the Department has not developed any mechanism to assess overall performance. The Department prepared implementation plan and is in process of development of Key Performance Indicators (KPI) to assess overall performance of the department. Being the head of the Department, the Chairmen are responsible for integrating the results of SARs.

Question # 07 What is the compliance mechanism of SARs? Please provide any actions taken (list/ notifications).

Concerned departments prepare Implementation Plans in light of Assessment Results containing weaknesses/ Non-conformities reported in AT Reports and get it approved by the Vice Chancellor. The compliance of Implementation Plan is to be reported to QEC.

Question # 08 How many councils visit the university in 2009-10, 2010-2011 & 2011-2012?

Two councils visited the University for Accreditation/ re-accreditation on following dates:-

- (i) Pakistan Engineering Council (PEC) visited Department of Software Engineering on 17-18 July 2009 and 2-3 May 2012
- (ii) Pakistan Council of Architects & Town Planners (PCATP) visited Department of Architecture on 8th March 2010

Question # 09 List the departments/ programs that are accredited by councils.

Sr #	Name of Department/ Program	Name of Accreditation Council
1.	B.E. Civil	Pakistan Engineering Council (PEC)
2.	B.E. Electrical	Pakistan Engineering Council (PEC)
3.	B.E. Mechanical	Pakistan Engineering Council (PEC)
4.	B.E. Electronics	Pakistan Engineering Council (PEC)
5.	B.E. Industrial	Pakistan Engineering Council (PEC)
6.	B.E. Pet. & Gas	Pakistan Engineering Council (PEC)
7.	B.E. Computer System	Pakistan Engineering Council (PEC)
8.	B.E. Chemical	Pakistan Engineering Council (PEC)
9.	B.E. Metallurgy	Pakistan Engineering Council (PEC)
10.	B.E. Mining	Pakistan Engineering Council (PEC)
11.	B.E. Textile	Pakistan Engineering Council (PEC)
12.	B.E. Telecommunication	Pakistan Engineering Council (PEC)
13.	B.E. Software	Pakistan Engineering Council (PEC)
14.	B.E. Bio-Medical	Pakistan Engineering Council (PEC)
15.	B.E. Environment	Pakistan Engineering Council (PEC)
16.	B. Arch. Architecture	Pakistan Council of Architects & Town Planners (PCTAP)
17.	B.CRP, City & Regional Planning	Pakistan Council of Architects & Town Planners (PCTAP)

Question # 10 Describe the process for carrying out student satisfaction surveys.

Student satisfaction surveys are covered under ISO 9000-2008. In this regard Standard Operating Procedure (SOP) has been developed vide Document # SOP-MIS-002 titled "Standard Operating Procedure for evaluation of the Teachers' performance, facilities & Services". According to that Student Feedback is obtained twice in a year i.e. at the end of each session. The students are offered to give their feed back through assigned faculty, who

get such forms filled by the students one week before suspension of classes during each session. The Assigned faculty submits the student feedback in sealed envelopes to the Pro Vice Chancellor, who sends the same to the Director MIS for compilation and analysis of data, which is verified by the Chairman BSRS or his nominee at MIS. The verified data is copied on CD by the Director MIS and copies of the same are sent to the secretariat of Pro-Vice Chancellor and QEC. Consolidated and analyzed data regarding Teachers' Assessment and classrooms is submitted to the Deans Concerned, regarding General Campus Facilities and Canteen is submitted to Convener Food & Services Committee, regarding Hostels, Examinations Branch, Library facilities, Transport and Sports are submitted to the Head Concerned. A separate copy of consolidated data regarding Class Rooms shall also be submitted to the Project Director In-Chief by the Director MIS. The Deans Concerned send the analyzed data to the concerned sectional heads, who discuss the same in the ensuing meeting of DMRC and take necessary measures for improvement and send report including recommendations pertaining to the average secured less than bottom line that is 2.75 for teachers and 2.5 for facilities to the QEC under intimation to the Pro Vice Chancellor and Dean Concerned. The QEC places the same in the ensuing meeting of MRC for consideration.

Question # 11 Describe the process for carrying out graduates assessment surveys?

Same as per reply of question No. 10

Question # 12 Describe the system for bringing into the awareness of students, faculty and staff the importance of and means of implementing quality assurance. How many and when were there conferences/ workshops/ seminars/ meetings on QA? Who and how many attended?

Fresh students and newly appointed faculty and officers are provided Orientation Training on the first day of their joining the undergraduate/ graduate programs and jobs by the concerned teachers and heads of departments/ institutes/ offices respectively. Heads of departments/ institutes/ offices fill the Orientation Training Forms (OTF) at the time of orientation of new appointees. Besides, in compliance of requirements of ISO 9000-2008, minimum two seminars are conducted for awareness of new appointees. Besides, DMRC and MRC meetings are conducted quarterly to review Quality related matters as per requirements of ISO 9000-2008.

Question # 13 Describe the initiatives of the Vice Chancellor and other university officials (other than QEC) concerning quality assurance.

The Vice Chancellor chairs the MRC meetings quarterly to review overall matters of the University relating to quality assurance. Besides each head of department/ institute/ office arranges the DMRC to review matters regarding quality assurance pertaining to his/ her department/ institute/ office.

Question # 14 In 2010-2011 what percentage of the budget is allocated to QEC? What percentage is actually spent?

In the Budget for the financial year 2010-11, 0.252% of Total Budget was allocated to QEC, which was 100% spent/ utilized during that year.

Question # 15 How do you assure that the QA criteria and Standard Guidelines of HEC like Plagiarism Policy, Faculty Appointment Criteria, MS/ Mphil and Ph.

**D criteria, Tenure Track System, Semester Guidelines are implemented?
Please provide evidence of implementation/**

QA criteria and Standard Guidelines of HEC like Plagiarism Policy, Faculty Appointment Criteria, MS/ M. Phil and Ph. D criteria, Tenure Track System, Semester Guidelines are fully implemented in accordance with instructions of HEC. The evidence of implementation is available as supporting material for this Standard.

Question # 16 How are you integrating SOPs for QA reports into future planning?

The internal audit, surveillance audit and Assessment Team Reports are prepared on the basis of SOP of each department/ Activity. These reports are discussed in the DMRC and MRC meetings held quarterly and on the basis of recommendations made in these reports, future planning is made.

Question # 17 Do you carry out a survey of seniors at the end of the senior year in order to assess satisfaction with their educational experience? If yes, how these results are utilized by the university.

Yes, this task is performed through Self Assessment process by Graduate Alumnae Surveys.
Supporting Materials on the table for standard eight

The following Supporting Material is available on the table for this Standard:-

- **Please provide notification of establishment of QEC, nomination of Program Teams and Assessment Teams**

Copies of notifications of establishment of QEC, nomination of Program Teams and Assessment Teams

- **Please provide progress reports concerning QEC for 2010, 2011 and 2012.**

Copies of Quality Progress Reports (QPRs) provided to HEC quarterly during the year 2010, 2011 and 2012

- **Please provide on the table the originals of all self-assessment reports (SARs).**

The originals of all self-assessment reports (SARs)

- **Provide the most recent accreditation/ peer review reports of accreditation councils.**

None

- **If so, please provide a copy of the results of the most recent surveys.**

None