



Nazeer Hussain University, Karachi

QEC (2nd Meeting)

No. Dean/Minutes/PR/Meeting-2025/55:

Dated: 22nd April, 2025

Minutes of Meeting Held on 22nd, April 2025

A meeting to overview the NTS visit of **BS Technology program** was held on 21st April, 2025. Following participated in the meeting:

1. Dr. Faizullah Mahar Chairman, DoEE	2. Dr khalid Anjum Chairman, DoME
3. Dr Abdul Qadir Prof. DoEE (Rep DoEIt NTC)	4. Engr. Liaquat Ali khan Director BS Tech Program
5. Dr Zeeshan, Director, ORIC	6. Dr. Faseeh Ullah khan Director, QEC
7. Dr. Aftab Almani Associate Prof. DoEE	8. Engr. Anwar Anis Assistant Prof. DoME
9. Engr. Nadeen Saleem Assistant Prof. DoME	10. Engr. Saqib Munawar Lecturer, DoEE
11. Engr. Zareen Deputy Director, QEC	12.

After threadbare discussion following decisions have been made:

S#	Agenda Item	Observations / Issues	Decision	Action to be Taken
1.	SARs	SAR of Mechanical shall be reviewed	a) SAR for DoME will be reviewed by Engr Nadeem Saleem in supervision of the Chairman, DoME and Director BETech program. b) The process for preparation and submission of SAR for all Departments shall be streamlined. The SAR should be duly signed by both Program Management and Assessment Team. (Figure-A)	- Chairman, DoME, Director, BETech and Engr Nadeem Saleem - Department Chairman, and Director QEC
2.	QEC	The QEC office required support.	a) The QEC required assistant and support of Ex Director QEC, therefore Dr Faraz will be requested by the registrar office to spare one day for guidance to Existing Director QEC, b) The timeline for submission of SARs and Surveys shall be issued by the QEC.	- Registrar Office and QEC - The Director QEC,

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			<p>c) Workshops and Seminar for learning and understanding of OBE and QEC process shall be conducted Prof. Dr Syed Mushaid Hussain Hashmi shall be invited for conducting a series of Seminar/WS</p> <p>d) The faculty and staff should support QEC in Teachers and Course Evaluation Surveys</p> <p>e) The QEC will coordinate with Director I L in conducting of 'Alumni & Employer Survey' and for Student industrial visit logbook/Data</p>	<p>- The Registrar Office will invite the Prof. Dr. Syed Mushaid Hussain Hashmi.</p> <p>- Chairman will ensure</p> <p>- Director Industrial Liaison and Director QEC</p>
3.	Students	Conduct of Classes, Attendance and Availability of Admin Staff	<p>a) The Chairmen and Faculty will ensure that regular, competent and well verse students preferably involved in FYP should be invited and recommended for interaction in accreditation visit and their briefing should also be done.</p> <p>b) The student and particularly evening faculty biometric attendance should be monitor by the Director BETech program.</p> <p>c) A Help Desk shall be established to provide guidance and support for evening students in Admin/ Finance/Exam matters</p>	<p>- Department Chairmen, Director BETech and Faculty,</p> <p>- Director BETech Program</p> <p>- Director BETech Program and Admin Officer NHU</p>
4.	Course Files	Course files were although made available on the shelf in the Registrar office, however not checked by the team	The remaining course files should be got ready in all respect and submitted to Engr. Anwar Anis as early as possible	All Chairmen will pursue faculty and ensure availability of course files.
5.	Coordination between Morning and Evening Staff	Evening Faculty is not reporting / responding to the Chairmen	a) The Director BETech Program will submit the list of faculty and staff engaged in BETech evening program to the Vice Chancellor, Dean FEPS and concerned Chairman.	- Director BETech



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			<p>b) The Director BETech Program and Evening staff will ensure for Biometric attendance registration</p> <p>c) The Biometric attendance of all faculty and staff in evening will be submitted to Dean, FEPS by the 26th of Each month.</p> <p>d) The Salary to evening Faculty & Staff shall be paid as per NHU norms and as paid to the morning staff on the basis of Biometric attendance</p> <p>e) A detail SOP shall be developed to improve the coordination between Morning and Evening Faculty & Staff</p>	<p>- Director BETech and IT Manager NHU</p> <p>- IT Manager and Director BETech program</p> <p>- Director BETech and Director Finance</p> <p>- All Chairmen and Director BETech</p>
6.	Bachelor of Engineering Tech (Electronics)	Zero Enrollment in Spring 2024	<p>a) The BETech (Electronics) will now be Freezed w.e.f. Spring 2024 and new program in the field of IT & AI shall be started.</p> <p>b) The NTC shall be informed about above</p>	Director BETech Program, Chairman, DoCS and Registrar Office

All responsible are requested to please ensure the implementation of above decisions Your support and cooperation in the best interest of NHU shall be highly appreciated


Prof. Dr. Masroor Ahmed Shaikh
Dean FEPS

Copy for action and information to:

- PA to Chancelor,
- PA to Vice Chancellor,
- Registrar, NHU,
- Director Finance, NHU,
- IT Manager, NHU,
- Director BETech Program, NHU
- All Chairmen, including DoME, DoEE, DoCS
- All participants,