UNIVERSITY OF ENGINEERING & TECHNOLOGY, MARDAN

AGENDA/WORKING PAPER FOR THE ACADEMIC COUNCIL

AGENDA/WORKING PAPER FOR THE 1st MEETING OF THE ACADEMIC COUNCIL TO BE HELD ON 01.02.2019

AGENDA ITEMS FOR THE 1st MEETING OF THE ACADACMIC COUNCIL TO BE HELD ON 01.02.2019

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1. Approval of Vision and Mission Statements of UET Mardan

Consequent upon upgrading of the UET Mardan Campus into an independent university, it was utmost necessary for UET Mardan to have its own Vision and Mission. The same was also a basic requirement of the OBE based education.

Heads of the teaching departments, directors and other authorities of the University held a series of meetings in the leadership of Project Director to define Vision and Mission of UET Mardan. The recommended Vision and Mission statements were approved by the Vice Chancellor (Minutes of meetings and approval of the Vice Chancellor are attached at **Annexure-I)**.

The same needs approval/endorsement from the Academic Council. Hence, Vision and Mission statements of the University are placed before the Academic Council for discussion and recommendation to the Syndicate.

2. University Logo

Subsequent to upgrading into a full fledge University, the Project Director UET Mardan constituted a committee to design logo for the University of Engineering & Technology, Mardan. The committee after a series of meetings proposed a design for the logo of UET Mardan. Notification of the committee and recommendations of the committee are attached in **Annexure-II.**

The design of the proposed logo is presented before Academic council for recommendation to the Syndicate.

3. Continuation of Existing Engineering Departments

Prior to upgrading into a full-fledged University, UET Mardan was a sub-campus of UET Peshawar, there were three engineering departments, i.e., Computer Software Engineering, Telecommunication Engineering and Electrical Engineering. Undergraduate programs in the first two departments were started in 2002 and in the later department in 2012. Whereas in the department of Computer Software Engineering the M.Sc. program was started in 2011 and Ph.D. in 2012. The M.Sc. and Ph.D. in Telecommunication Engineering Department were started in 2012. All the departments and the undergraduate and postgraduate programs therein were approved by the Academic Council and Syndicate of UET Peshawar.

Consequent upon upgrading of the sub-campus Mardan of UET Peshawar to a separate University, all employees, students, assets and other resources were transferred to the newly established University, i.e., UET Mardan.

In light of the above, the Vice Chancellor, in anticipation of the approval of Syndicate, approved to continue the same departments with the same programs (copy of the notification is attached in **Annexure-III**).

As such, the case of continuation of existing engineering departments is placed before the Academic Council for recommendation to the Syndicate UET Mardan.

4. Recommendations of the Board of Faculty

The Meeting of the Board of Faculty (BoF), was held on 18-01-2019 in the Conference Room at 11:00 AM. Dean of Faculty has forwarded the following recommendations of the BoF for consideration of the Academic Council. Minutes of the BoF meeting are attached in **Annexure-IV**.

A. Recommendations of the BoS of the Department of Computer Software Engineering
B. Recommendations of the BoS of the Department of Electrical Engineering
C. Recommendations of the BoS of the Department of Computer Science
D. Recommendations of the BoS of the Department of Telecommunication Engineering
E. Change of name of the faculty from “Faculty of Electrical and Computer Engineering” to “Faculty of Engineering and Computing”

5. Establishment of the Department of Computer Science

Subsequent to upgrading the UET Mardan Campus into a full-fledged University and to fulfill requirements for getting NOC by the Higher Education Commission, the Project Director, UET Mardan, in anticipation of the approval of syndicate, initiated/started the Department of Computer Science with 4-years undergraduate program as Bachelor of Science in Computer Science (notification and meeting minutes are attached at **Annexure-V**). Admissions were offered to students in the BS (Computer Science) from the session/intake Fall 2018.

As such, the case regarding the establishment of the Department of Computer Science with 4-years undergraduate/bachelors program as BS in Computer Science from session 2018-19 is placed before the Academic Council for recommendation to the Syndicate.

6. Approval of the Curriculum Review Committee and Curriculum for BS (Computer Science) Program in the Department of Computer Science

The Department of Computer Science with BS in Computer Science was established from the session 2018-19, with the intended intake from Fall 2018. However, due to non-existence of the Vice-Chancellor/Pro Vice-Chancellor, Board of Studies (BoS) (as per composition given in the Khyber Pakhtunkhwa Universities Model Statutes 2016) could not be constituted at that time. Rather a Curriculum Review Committee was constituted by the Project Director to propose curriculum for the BS in Computer Science program so that to include scheme of studies in the prospectus 2018-19 and admit students on the proposed curriculum (notification copy is attached at **Annexure-V**).

The constitution of Curriculum Review Committee and curriculum for the Department of Computer Science are placed before the Academic Council for approval till the constitution of the Board of Studies for the department.

7. Establishment of the Department of Computer Systems Engineering

Subsequent to upgrading the UET Mardan Campus into a full-fledged University and to fulfill the requirements for getting NOC by the Higher Education Commission, the Project Director, UET Mardan, in anticipation of the approval of Syndicate, initiated/started the Department of Computer Systems Engineering with 4-years undergraduate program as B.Sc. Computer Systems Engineering (notification are attached at **Annexure-VI**).

Prior to starting admission in an engineering program, NOC from the Pakistan Engineering Council (PEC) is mandatory. In-line with the same, request for zero level visit on the prescribed form along with processing fee was submitted in last week of March 2018 to PEC. However, the same was returned with the remarks to apply next year before January 31 for the intake in Fall semester.

Four number of laboratories have already been procured for the Department of Computer Systems Engineering. Further the department has also been reflected in the PC1 submitted to Provincial Government/HED and has also been shown in the feasibility report submitted to HEC.

As such, the case regarding the establishment of the department of Computer Systems Engineering with 4-years undergraduate/bachelors program as B.Sc. Computer Systems Engineering is placed before the Academic Council for discussion and recommendation of the same to the Syndicate.

8. Approval of the Curriculum Review Committee and Curriculum for the Department of Computer Systems Engineering

The department of Computer Systems Engineering with B.Sc. in Computer Systems Engineering was proposed. However, due to non-existence of the Vice-Chancellor/Pro Vice-Chancellor and dedicated faculty of the department, Board of Studies (BoS) (as per composition given in the Khyber Pakhtunkhwa Universities Model Statutes 2016) could not be constituted at that time. Rather a Curriculum Review Committee was constituted by the Project Director (notification copy is attached at **Annexure-VI**) to propose curriculum for the department of Computer Systems Engineering so that to apply for the Zero-Level visit by the PEC.

The constitution of Curriculum Review Committee and curriculum for the Department of Computer Systems Engineering is placed before the Academic Council for approval till the constitution of the Board of Studies for the department.

9. Recommendation of Proformas Related to Self-Assessment Report

Director Quality Enhancement Cell has forwarded ten (10) different proformas related to Self-Assessment Report (SAR) that includes Course and Teacher Evaluation by the students, Faculty Course Review, Faculty General Feedback, Surveys from Graduating Students, Alumni and Employers, Research Students Progress Review, Department Survey. The same are attached as **Annexure-VII**.

As such the proformas related to SAR are placed before the Academic Council for recommendation to the Syndicate.

10. Adoption of the HEC Guidelines/Notifications related to MSc and Ph.D. Programs

The Director Post-Graduate Studies, UET Mardan has forwarded a request for adoption of the HEC Guidelines/Notifications related to MSc and Ph.D. Programs that includes:

- Minimum and maximum duration of MS/MPhil or equivalent (1.5 to 4 years) and Ph.D. or equivalent (3 to 8 years)
- Violation of Rules in the award of Ph.D. degrees.
- Minimum Experience of Ph.D. Faculty Members to Supervise Ph.D. Thesis.

The guidelines/notifications are attached in **Annexure-VIII**.

The case is placed before Academic Council for discussion and recommendation to the Syndicate.

11. HEC Faculty Appointment Criteria

As per Khyber Pakhtunkhwa Universities Act (Amended 2018), Section 46(B), the newly established Universities will follow the Universities Model Statutes till framing and approval of their own statutes. However, the faculty appointment criteria (eligibility conditions) for Engineering, Information Technology, and Computing disciplines given in the Model Statutes and as laid down by HEC are different. Both are attached at **Annexure-IX.**

The enhanced HEC faculty appointment criteria and HEC Notification are placed before the Academic Council for adoption/recommendation to the Syndicate.

12. SOPs for Posting of Results, Re-registration, Chairman, Semester Coordinator, CMS Operator, Batch Advisor, Teaching Staff, Students, and Payment of Extra Teaching Load

SOPs for various academic and administrative activities were approved by the Syndicate of UET Peshawar in its 105th meeting held on 31.08.2017 and were followed in the UET Peshawar sub-campus Mardan. Subsequent to upgrading into a full-fledged and independent University, where the students who have been admitted on the prospectus of UET Peshawar and the academic and other related matters are required to be dealt with the preceding SOPs.

In light of the above, the same SOPs were placed before Heads of Departments meeting, held on 23.01.2019, which were recommended to Academic Council. (minutes of the HoDs meeting and SOPs are attached at **Annexure-X**.

The same are placed before the Academic Council for approval and further recommendation to the Syndicate.

13. Registration & Re-registration forms of Undergraduate Studies

As part of the academic process, at the start of each semester students register courses by submitting course registration and re-registration forms at the concerned department office. After upgrading to a separate and independent University, the course registration and re-registration forms needs approval for UET Mardan. The course registration and re-registration forms are attached in **Annexure-XI.**

As such, approval of the registration and re-registration forms for the undergraduate studies are placed before the Academic Council for approval.

14. Forms/Proformas for the Post Graduate Programs at UET Mardan

UET Mardan, being a previous sub-campus of UET Peshawar, used the forms and proformas of UET Peshawar for the M.Sc. and Ph.D. programs. However, upon upgrading into a separate University, UET Mardan needs to have its own forms and proformas for its own intake in the M.Sc. and Ph.D. programs.

The Director Post-Graduate Studies, UET Mardan has forwarded a request for approval of the following forms and proformas for M.Sc. & Ph.D. programs at UET Mardan.

- Registration Form
- Application for transcript
- Plagiarism report form
- Form T-3 Report of defense examination
- Form B-5
- Form B-5 (certification and bill)
- Result sheet form G2B

Required Documents for award of degree

- Issuance of Notification for award of degree
- Core Courses Certificate
- Paper Publication Certificate
- Ph.D. thesis Defense Proforma

The proformas are attached in **Annexure-XII**.

The case is placed before the Academic council for discussion and recommendation to the Syndicate.

15. Postgraduate Remuneration Policy

UET Mardan, when it was sub-campus of UET Peshawar, was following the Postgraduate Remuneration Policy of UET Peshawar which was approved by the Syndicate of UET Peshawar in its 107th meeting held on 10.01.2016. After upgrading to an independent and separate University, UET Mardan has to devise its own policy.

Director Postgraduate Studies has forwarded a request to adopt the existing (UET Peshawar) postgraduate remuneration policy. The detail of existing policy is attached in **Annexure-XIII.**

As such, the case is placed before the Academic Council for deliberation and recommendation to Syndicate of UET Mardan.

16. Recommendation of Plagiarism Policy and Plagiarism Report Proforma

Director QEC, UET Mardan has forwarded a request for adoption of the Plagiarism Policy, in line with the HEC guidelines, along with Plagiarism Report Form and two stage plagiarism for UET Mardan. The HEC Plagiarism Policy and the sample Plagiarism Report Form (UET Peshawar version) are attached in **Annexure-XIV.**

The Plagiarism policy and Plagiarism Report proforma are placed before the Academic council for discussion and recommendation to the Syndicate.

17. Instructions/Rules for Supervisory Staff/Students, Format of Answer Books/Continuation Sheets and Rates of Duties in Examination

Controller of Examination has forwarded General Instructions for the Supervisory Staff, duties of Superintendent, Deputy Superintendent, Assistant Superintendent and Helper), rules and instructions for students, format of answer books & continuation sheets, and rates of different activities/duties in examination which are attached in **Annexure-XV**.

The same are presented before the Academic Council for recommendation to the Syndicate.

18. Workload

UET Mardan has adopted the policy of UET Peshawar (being parent University) related to teaching load, work load for Final Year Projects (FYPs), work load for administrative positions, remuneration for additional load and maximum allowable workload via notification no. 88/UETM-R, dated 17/10/2018.

Besides, requests from the Director P&D, Controller of Examination and Director QEC (for program team member (QEC)) have been received to count/consider their workload.

Further, being a new university and having insufficient dedicated staff, various faculty members have been assigned different administrative duties on additional basis **(**copy of notification, requests of DPD and COE and summary of administrative positions assigned to faculty members are attached in **Annexure-XVI)**.

As such, the adopted notification, work load requests and work load for other administrative positions assigned to faculty members are placed before the Academic Council for discussion and recommendation to Syndicate.

19. Finalization of Assessment and KPIs for OBE

The Director QEC has forwarded a request for finalization of Assessment and KPIs for OBE. The request of Director QEC is as follows:

“The Outcome Based Education (OBE) requires KPI Based evaluation. The KPIs need to be decided and then the same to be followed across the university. The assessment sheet too needs to be approved.

The case is placed before the Academic Council for discussion and approval**.**

20. Establishment of Directorates

After upgrading to a full-fledged and independent University, various directorates are necessary to be established for the smooth running of University matters. In this connection the following directors have been appointed on additional duty basis. (copy of notifications are attached at **Annexure-XVII**).

- Director Academics
- Director P & D
- Director QEC
- Director ORIC
- Director Admissions
- Director Post Graduate Studies
- Director Clubs and Societies
- Director Media

The following is a suggested list of directorates to be established.

- Directorate of QEC
- Directorate of Works
- Directorate of Admissions
- Directorate of Sports
- Directorate of Clubs and Societies
- Any other directorate (felt necessary by members of the Academic Council)

The establishment of above-mentioned directorates is placed before the Academic Council for approval/recommendation to Syndicate.

21. Members for other Statutory Bodies

As per the Khyber Pakhtunkhwa University Model Statues, the Academic Council will recommend members for the following boards/bodies:

- **Three teachers for Board of Faculty**: Three teachers to be nominated by the Academic Council by reason of their specialized knowledge on the subject which though not assigned to the Faculty have, in its opinion, important bearing of the subjects assigned to the Faculty;
- **Three nominees for Advance Study and Research Board**: Three nominees of the Academic Council from amongst its members;
- **Two Members for Finance and Planning committee**: Two members of the Academic Council to be nominated by the Academic Council;
- **Nominee for the Affiliation Committee**

Relevant pages from the Khyber Pakhtunkhwa University Model Statues are attached at **Annexure-XVIII**.

The case is placed before the Academic Council to nominate members for the above-mentioned forums/bodies.

22. Approval of Undergraduate Prospectus for the Session 2018-19

Consequent upon upgrading of UET Mardan Campus into an independent University as UET Mardan, it needed its own undergraduate prospectus. The Project Director constituted a committee under the convenorship of Prof. Dr. Sadaqat Jan for making/compiling undergraduate prospectus for UET Mardan for the session 2018-19. The Prospectus Committee after a series of meetings finalized contents and design of the undergraduate prospectus for the session 2018-19 and submitted its recommendations to Dean of faculty. The dean has forwarded recommendations of the prospectus committee to the Academic Council. Notification of the Prospectus Committee, Minutes of the meetings, and recommended prospectus are attached as **Annexure- XIX.**

As such, the undergraduate prospectus for the session 2018-19 is placed before the Academic Council for approval.

23. Approval of the Undergraduate Admission Rules for UET Mardan

The Project Director UET Mardan constituted Admission Committee vide letter no. 109/2018/UETM-R, dated: 29.05.2018, to formulate admission rules for UET Mardan so that to include it in the undergraduate prospectus for session 2018-19. The Admission Committee in consultation with HoDs Committee framed admission rules for UET Mardan and seats allocation for the University wards at UET Mardan which have been submitted to Dean of faculty. Now the Dean of faculty has forwarded the undergraduate admission rules for UET Mardan. Notification of the admission committee, minutes of the meetings and the recommended admission rules are attached at **Annexure- XX.**

The recommendations of Admission Committee are placed before the Academic Council for recommendation to the Syndicate.

24. Approval of the Examination Rules, University fee, Scholarships and Awards, Conduct and discipline regulations and Hostel Regulations

Consequent upon upgrading to a separate University, UET Mardan has to frame its own examination rules, university fee, scholarship and awards, conduct and discipline rules, hostel regulations etc. However, due to time constraints (for Fall 2018 intake) and insufficient and not-proficient staff in devising rules, the Project Director in a meeting of the HoDs and other officials on 08.06.2018 decided to adopt the mentioned rules of the parent University (UET Peshawar) with slight modification. Minutes of the meeting are attached as **Annexure- XXI.**

The Project Director HODs meeting held on 08/06/2018 recommended the rules for the Examination, University fee, Scholarships and Awards, Conduct and discipline regulations and Hostel Regulations.

The examination rules, university fee, scholarship and awards, conduct and discipline rules, hostel regulations are presented before Academic Council for approval/recommendation to the Syndicate.

25. Recommendation of UET Mardan website

Subsequent to notification of UET Mardan as a separate and full-fledged University, Project Director in consultation with Heads of Department, Coordinator (Academics), and Registrar UET Mardan recommended the following name for the website for UET Mardan

www.uetmardan.edu.pk

Later on, after purchasing the above-mentioned domain name, website for the UET Mardan was partially developed in order to upload Tender notices, Tender documents, BoQs and Advertisements.

As such, the name of UET Mardan website is placed before the Academic Council for approval.