

MNS University of Agriculture, Multan
Compliance Implementation Plan (CIP) for Internal Institutional Performance Evaluation (IPE)
held on March 22, 24, 27, 2023

S. No.	Recommendations of Internal IPE Report	Actions / tasks Proposed by the CIP Committee	Timeline to accomplish actions/ tasks	Focal Persons	Corrective Action
Standard 01: Mission Statement and Goals					
1.	Students and faculty entrepreneurship's registration are present but no evidence of business entrepreneurship found on ground.	List of businesses by the faculty and students will be maintained and provided/ uploaded on website.	September 30, 2023	Director BIAEC	List of business started by faculty members and students under BIAEC is attached as Annexure-1 . The information of the startups is also available at the following link: https://mnsuam.edu.pk/index.php/startup-incubated-at-biaec
2.	University should reserve some funding to support entrepreneurship business. Some facilities should be given to faculty for businesses by utilizing resources of the university.	Facilities in terms of services and offices are provided to the entrepreneurs. Case for start-up funds will be prepared and discussed at different fora and statutory bodies Facilities provided to entrepreneurs. • Office space for the incubates	December 2023	Director BIAEC	The facilities and services provided to the startups are attached as Annexure-2

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	<ul style="list-style-type: none"> Shared meeting rooms Dedicated internet access Business Centre Services including Trademark and Company registration Executive Cafeteria Mentoring Room/Seminar hall 		
3.	<p>Conducive environment for faculty and students should be given so that faculty should prefer to stay in the university instead of resignation. University should solve the faculty issues on personal level.</p>	<ul style="list-style-type: none"> A conducive environment is provided to the faculty in terms of infrastructure (office, lab, and research field), trainings, encouragement for collaborations, and submission research ideas for funding, and freedom to work. Faculty members are provided opportunities for selection on the next cadre after completing the requirements. <p>Only a few faculty members resigned from their jobs after getting an opportunity of jobs/fellowship in other countries.</p>	
Standard 02: Planning and Evaluation			
1.	<p>Directorate of Academics needs to be strengthened and involve in the academic planning process.</p>	<ul style="list-style-type: none"> The Directorate of Academics exists and has prepared SOPs and presented at various fora. The SOPs will be approved from statutory bodies and the Directorate will be fully engaged in academic planning. 	<p>December 2023</p>
		<p>PO/ Director Academics</p>	<p>The Directorate of Academics has been established (Annexure-3)</p>



2.	Like academic calendar, planning activity calendar can also be developed	The Directorate of Planning and Directorate of Academics will prepare calendars for planning activities.	December 2023	Director Academics, and Director P&D	Attached as Annexure-4
3.	Integration of P&D strategic plan with academic strategic plan need to be documented.	The document will be prepared for the integration of P&D and academic plans in the University.	April 2024	Director Academics, and Director P&D	Attached as Annexure-5
4.	Department strategic plans be made part of the document.	The faculties and Departments/ Institutes will prepare their business and strategic plans.	March 2024	Deans of Faculties Directors of Institutes Chairpersons of Departments	Attached as Annexure-6
Standard 03: Organization and Governance					
1.	The policies like conflict of interest should be established, approved from statutory bodies and disseminated to all stake holders.	Most of the required policies, including Policy for Conflict of Interest have been prepared and approved and uploaded on the University website. However, uploading all the policies on website will be ensured.	September 2023	Office of the Registrar Chairman Computer Science	Policy approved by the Syndicate in its 36 th meeting held on 30.12.2022 (Annex-7)
Standard 04: Integrity					
1.	Main characteristics and components of anti-bullying and anti-discrimination policy need to be developed through engagement/discussion process at various forums.	Draft has been prepared and will be presented to upcoming Syndicate meeting for approval.	August 2023	Registrar Office	Policy approved by the Syndicate in its 38 th meeting held on 24.07.2023 (Annexure-8)



2.	Mechanism about coordination among DGS, ORIC and QEC need to be elaborated with examples, in the document.	SOPs will be drafted and shared with campus community through uploading the document on website.	November 2023	Director Graduate Studies, Director QEC, PO ORIC	Mechanism for coordination has been developed (Annexure-9)
3.	Office of QEC is providing services to students and faculty for implementing plagiarism policy of HEC. Although candidates can check similarity index by themselves, but details are needed about the sequence of procedure and issuance of certificate for the checked document by the concerned office.	<ul style="list-style-type: none"> The SOPs are already prepared, uploaded on the website, and shared with faculty through emails. The detailed SOPs will be prepared and shared with the community. 	October 2023	Director QEC	The SOPs have been developed and uploaded on website (Annexure-10)
4.	Put all policies on university website.	<p>Following policies are already uploaded on the website:</p> <ul style="list-style-type: none"> Policy On Protection Against Sexual Harassment In Higher Education Institutions HEC Policy For Students With Disabilities at HEIs in Pakistan Intellectual Property Policy Conflict of Interest Policy Plagiarism Policy 	September 2023	Office of the Registrar Chairperson Computer Science	Policies are uploaded on the Website: https://mnsuam.edu.pk/index.php/downloads

		However, other policies will also be uploaded creating a separate button/ Tab on the University website.			
Standard 05: Faculty					
1	Chairman/Directors should sit in the classrooms for proper writing evaluation/observation of lectures.	Chairpersons/Directors will ensure the class monitoring and observations of class lectures and will prepare a weekly report for counselling of respective faculty members.	Winter Semester 2023-24	Chairpersons of Departments Directors of Institutes.	The classes are monitored, and discussions are made about good teaching practices in staff meetings. Faculty also attends related sessions organized by GRC (Annexure-11)
2	All class students should be given opportunity for evaluation of courses.	Course and Teacher evaluation online proforma are provided to all students through ERP class management system for feedback.			
4	Assistant professors should be encouraged for fetching research grants and grants might be mandatory for promotion.	<ul style="list-style-type: none"> Opportunities of funding will be discussed in weekly departmental meetings and all faculty including Assistant Professors and Lecturers will be encouraged to submit proposal to the funding agencies. Capacity building programs will be organized/ arranged for this purpose. 	Continuous activity	Respective Chairpersons ORIC	All the faculty members are encouraged to submit proposals against funding calls in weekly staff meetings chaired by Directors/Chairperson (Annexure-12). ORIC also conveys funding calls through emails and University website: https://mnsuam.edu.pk/ind-ex.php/funding-opportunities

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5	A mechanism should be developed for record of community services.	Different offices are maintaining the information however, a mechanism will be developed to maintain the record of community services by one office	October 2023	ORIC and Department of Outreach and Continuing Education	The information is maintained	
6	All the faculty official letters should be routed through proper channels (Office of Dean) as he has to countersign the ACRs of faculty members for academic activities.	All the official correspondence is routed through proper channels.				
Standard 06: Students						
1.	A student center may be included in the campus planning process.	The University is in the development process and growing rapidly. Infrastructure facilities are in the process of construction after approval of funding from ADP and HEC. The Student Center will be included in the planning process in future projects.	Director Planning and Development	This will be included in the planning.		
2.	ERP based student lifecycle assessment system need to be implemented.	ERP system has been launched for students enrolment, class management and result submission.				
3.	Post-graduate students' research supervision system needs to be improved. Except for a couple of departments, rest do not have notified system of Supervisor / Supervisory team allocation. Transparency in supervisor allocation has been taken care	A uniform mechanism will be designed and implemented for all postgraduate programs.	November 2023	DGS after discussion with Chairpersons	Postgraduate students research supervision guidelines have been approved by EC for implementation (Annexure-13)	

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	of individually yet institutional mechanism needs to be put in place.					
4.	Alumni engagement system should be well defined and needs special focus.	Plan of engaging alumni in various activities of the University will be prepared.	December 2023	Incharge Career Development Center and Placement Bureau	Alumni engagement system is developed (Annexure-14)	
Standard 07: Institutional Resources						
1.	Academic as well as administrative vacant sanctioned posts may be filled on priority keeping in view of urgent need of university.	The vacant sanctioned posts in academic and administrative offices are announced regularly as per need, and recruitment is a continuous process.	Continuous process	Registrar Office	Teaching and non-teaching positions were advertised by the university (Copy of advertisement attached as Annexure-15)	
2.	Research Journals to be purchased along with relevant books in significant numbers.	Central library purchases books for all disciplines as per annual budget allocated for this purpose. However, free access of journals is available through the digital library of HEC	Continuous process	Chief Librarian	Books for the library worth Rs.1581065/- were purchased in the year 2022-23 (Annexure-16). Journals are subscribed annually (Annexure-17)	
3.	The awareness about digital library be created.	<ul style="list-style-type: none"> The digital library grants the students access to international research journals free of cost. Awareness seminars are organized regularly for the students and faculty, and this will be continued in future. 	August 2023	Chief Librarian	Awareness seminar for faculty and students are organized (Annexure-18)	

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	<ul style="list-style-type: none"> A plan of seminars for the year 2023-24 will be prepared 	At the end of each academic year	QEC, and all academic departments/institutes	<p>Google forms have been developed collect feedback.</p> <p>Alumni Survey https://docs.google.com/forms/d/1iw1DO8gJ-dkP7-rUj73NXqafGqJGpCoTG6KV69qF3NQ/edit</p> <p>Survey of Graduating Students https://docs.google.com/forms/d/1Pd185M5gwichuCX2oB-A7e-O4/edit</p> <p>Employer Survey https://docs.google.com/forms/d/1UuGmHY3jp5VHy6Dm6GcTthrWad5g00AotsVi34eNDE/edit</p>
Standard 08: Academic Programs and Curricula				
1.	<p>The feedback from alumni and employer surveys need to be documented properly and regularly and should be available to faculty members for improving the curricula. These will also help to gauge the program outcomes and students learning and gaps, if any.</p>	The respective Departments/Institutes are responsible for collecting feedback in the form of alumni and employer surveys and submit the copies to QEC. The provision of such feedback to the respective Departments and considering in the curricula revisions etc.		
2.	<p>Continuous improvement is courses and innovative techniques of learning should be a part of the process. Visiting websites of international universities, collaborations, and exchange of knowledge material is suggested.</p>	Improvement in courses is a continuous process as the courses are reviewed and revised after every three years incorporating new contents and suggested readings and even adding new courses. Innovative teaching techniques are also shared with the faculty members through seminars and webinars and faculty members are using these techniques in the classes.		



3.	Research student progress form needs to be developed properly. GS 13 is not a proper way to assess/judge.	A committee will be constituted to review and revise GS-13 form for making suitable for assessing research progress of postgraduate students	October 2023	Director Graduate Studies	GS-13 proforma was revised by the committee and approval has also been taken form EC in its 49 th meeting. The revised GS-13 is attached as Annexure-19
Standard09: Public Disclosure and Transparency					
1.	Result notification of each semester may be uploaded on the University website.	Result notifications will be uploaded on the University website	September 2023	Controller Examinations	Results of Spring Semester (2022-23) have been notified through Online ERP Examinations system (http://ums.mnsuam.edu.pk). Each student has also access to see his/her semester result/report on student account portal: http://ums.mnsuam.edu.pk
2.	Awareness plans need to be developed for alumni and students for providing their feedback on relevant portals.	The information regarding the feedback is shared with alumni through WhatsApp groups. However, plan will be prepared to ensure this activity.	September 2023	Incharge CDC&PB	Plan is prepared (Annexure-20)
3.	Subject-wise list of books available in the Central Library should be provided online.	Subject-wise list of books available in the Central Library will be uploaded and updated on the website	December 2024	Chief Librarian	Under process, in coordination with CS-IT Department

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4.	Digital portal of Central Library should be developed where students can check availability of required book(s) in the library.	Book search is computerized at the Central Library to see the availability of required/ needed books; however, this will be strengthened.	September 2023	Chief Librarian	Already available at central library
5.	Academic calendar of each academic year should be displayed on the University website.	Academic calendar of each academic year will be displayed on the website.	August 2023	DGS and Deans Offices	Academic Calendar uploaded on Website. https://mnsuam.edu.pk/index.php/downloads
Standard 10: Assessment and Quality Assurance					
1.	The formal process of integrating the results of assessments across the programs/ departments/ institutions be notified.	The results of assessment by ATs are shared with the respective Department/Institute for preparation of implementation plans.			
2.	Student survey mechanism needs to be scheduled with feedback mechanism. The feedback should reflect in HR plan for the specific faculty members	The summary report of students feedback for each course is shared with the Chairpersons of academic departments. However, the reports from the respective Chairpersons will be invited regarding the implementation of feedback.			
3.	QEC need to be strengthened the system needs to be supported with support staff	The present staff is sufficient to perform the functions of QEC, however, additional staff will be demanded in future as per needs.		Director QEC	one more Assistant Director QEC (Additional duty) engaged in QEC (Annexure-21)
4.	University has developed guidelines for graduating students which is very encouraging. There is also	Feedback is collected from graduating students at the end of each academic year/session.		Director QEC and all academic departments	QEC collect Graduating Survey at the end of each academic session as per HEC format and share



	need to get feedback of students on regular basis on these guidelines.			with all departments for analysis report. https://docs.google.com/forms/d/1QG_a1519C9XfCjU2R2EFHqE7TWA7IQ05C8T4CIZMs/edit
Standard 1: Student Support Services				
1.	Separate budget should be allocated for career counselling center, placement bureau and external linkages office	The case will be prepared and presented to the relevant bodies.	September 2023	Directorate External Linkages, and Incharge CD&PB
2.	The information about career counselling and placement bureau must be placed on the university website.	A separate tab is present for Career Development and Placement Bureau however it will be enriched with more relevant information.		CD&PB keeps updated latest Information/Reports on Website https://mnsuam.edu.pk/index.php/survey-data
3.	University may look into other internal sources for scholarships to the needy and talented students.	Scholarships and stipends from internal sources are available in the form of merit scholarships for talented students, and funds from USHER for needy students		Incharge Financial Assistance. Annexure-23


Director QEC
 Secretary of CIP Committee


 Convener IPE Committee


 Vice Chancellor