



YEAR 2014-2015

QEC Gazette

AIR University



Faculty Development and Academic Training Program

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QEC Contributions in Quality Awareness and Assessments during 2014-15

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QEC Smart Dtabase System

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Editor in Chief:
Air Commodore (Retd.) Abdul Wahab Motla

Editor (s):
Shjia Gul, Ayesha Nayab

Designed by:
Sehrish Fatima



Message from Vice Chancellor Air University

Air Vice Marshal (Retd.) Faaiz Amir
Hilal-e-Imtiaz (Military), S Bt

Air University established Quality Enhancement Cell in 2010 to assess, assure, monitor and manage quality of educational programs in the light of HEC defined criteria and standards. The University is striving hard to achieve excellence in teaching and research with an aim to produce graduates with sound professional knowledge and keen sense of social responsibility. We have focused on development of skills and competencies of faculty and staff through indigenous on campus training within University and other training institutes, the quality of program is assessed through internal assessments periodically which are also verified by external teams of HEC. Third Party Validation (TPV) was also done by a consultant of World Bank for implementation of Institutional Performance Evaluation (IPE) standards on the basis of University Portfolio Report (UPR) and commended on the efforts of University management. Air University has acquired 7th position amongst 17 universities in engineering category during ranking of year 2014 by HEC. University has launched new undergraduate and graduate programs in faculties of Applied Sciences and Administrative Sciences along with Fazaia Medical College to serve the community. University has also planned to expand the infrastructure with new South Campus in H-11 sector and facilities like hostels and additional academic blocks are added to accommodate more students. We aim for excellence in teaching and research by providing best resources to faculty and In-Sha Allah we will achieve our vision and mission through hard work and dedication.



Message from Director Quality

Abdul Wahab Motla
Air Commodore (Retd.)

Air University being a dynamic and progressive Higher Education Institute has always been mindful of quality in teaching, learning, research, innovation and community services. The top management has geared up all resources to achieve its Mission and objectives of programs. University has implemented quality criteria's and standards defined by HEC to assure and enhance quality of education at HEIs. An automated feedback system is in place to evaluate the performance of teachers and quality of curriculum in each semester. These evaluations are done at the end of each semester to make improvements in curriculum and assess skills and other attributes of teachers through the feedback from students. The weaknesses are identified through root cause analysis and corrective actions are taken at department level to make improvement in processes. Quality Enhancement Cell has played pivotal role in creating awareness amongst faculty and staff regarding quality in education and organized training sessions for Faculty and Program Teams to develop Self-Assessment Reports. To accrue the real benefits of Quality System, Quality culture has to be created by enabling competencies, skills and attitudes of individuals in particular and groups in general. Collective efforts are required to develop Quality culture at university through participation, communication and trust amongst all stake holders. Higher Education Commission has provided full support to HEI's in the form of resources and guide lines to enhance quality of education and organized training of QEC staff. In order to survive in the competitive world of globalization university has to adopt quality culture in education so that graduates are able to meet the needs of academia and industry at both National and International level.

Welcome to QEC Family!



QEC Family from left to right: Shjia Gul, Air Commodore (Retd.) Abdul Wahab Motla, Naeem Ahmad, Ayesha Nayab

It is a great pleasure to welcome you in QEC family. Quality Enhancement Cell of Air University strives hard to achieve the vision and mission of QEC in particular and University in general. We at Air University are devoted to bring excellence in academia by maintaining and cultivating quality culture. QEC is making all its efforts to implement quality criteria and Institutional Performance Evaluation Standards (IPES) defined by HEC at University. We are not just aiming to implement these standards but also trying to create quality culture within the institution, where all stakeholders can communicate through top-down and bottom-up interaction and enjoy the combination of cultural elements, structural dimensions and shared values.

Air Commodore (Retd.) Abdul Wahab Motla**Director Quality**

He is a professional with rich experience in planning and implementation of Quality management systems in industry and Higher Education Institutes with proactive approach. Training of human resource on development of Program Assessment Reports of Academic programs, conduct of Audits/assessment review of under graduate and graduate programs at HEIs and preparation of Quality plans. He is responsible for strategic planning and development of Quality Management System, Self-Assessment Reports, University Portfolio Reports, Institutional Performance Evaluation standards, preparation of university ranking data and Focal person of university for training of faculty and staff in coordination with HEC and other organizations.

Shjia Gul**Assistant Director QEC**

An enthusiastic fresh graduate employed as Assistant Director QEC. She has undertaken training activities to improve upon quality education at University. These include academic and professional capacity building program, workshop on data management, Indigenous on Campus Training (IOT), and awareness sessions on quality concepts for Program Team Members, staff and faculty.

Ayesha Nayab**Data Analyst QEC**

She is an ambitious statistician focusing to make QEC data base more user-friendly and automated. Specialized in operations research and statistics. Responsible for all statistics and data management at QEC. She has developed new trends of student's feedback data management.

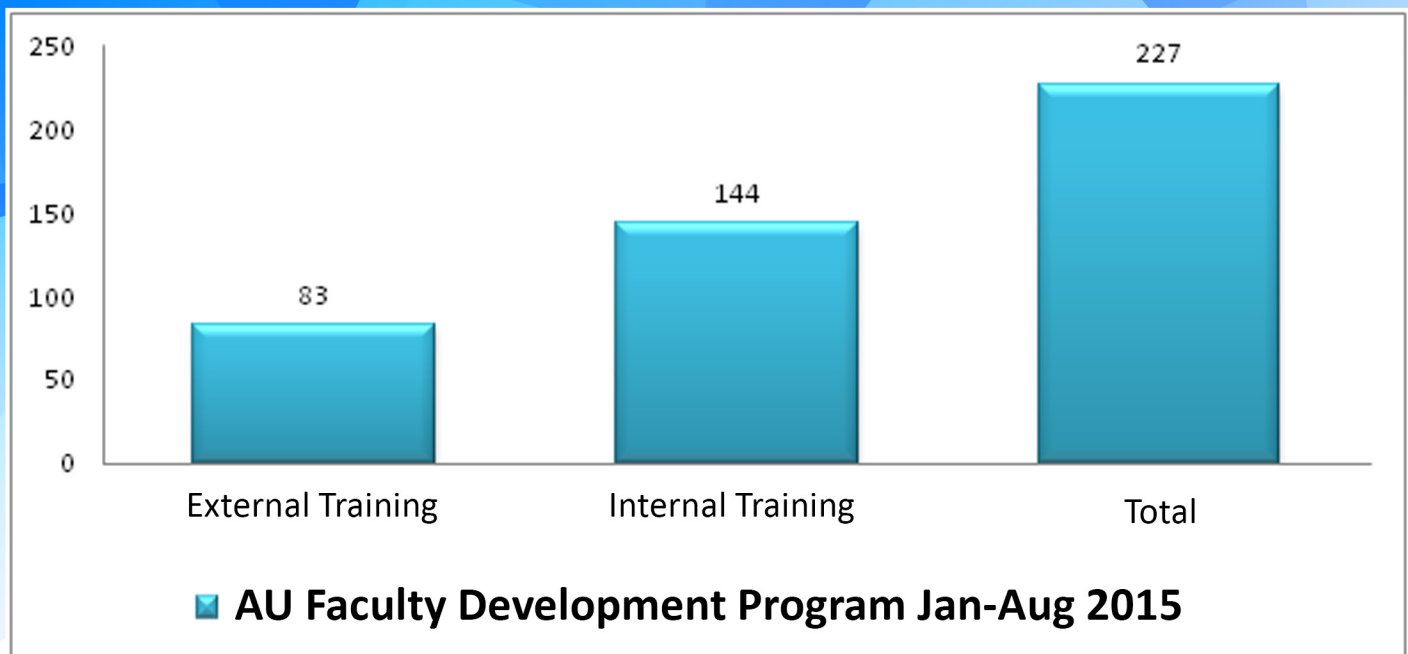
An Over View of QEC Activities

This year QEC mainly focused on the data analysis to review its processes by identifying weak areas in data management and make improvements. With the increasing volume of data, the traditional statistical methods are no longer adequate. In this regard we are also bringing a paradigm shift in data management, data mining and data analysis through computer aided audit techniques and maintaining the extended data in more user friendly form. The top management has also focused on stream lining its policies related to academics and administration for strengthening its graduate programs which are critical link in producing researchers, scientists and engineers who play pivotal role in nation building and find solutions for problems ranging from disaster mitigation to poverty alleviation. To assess the strengths and weakness of AU PhD Programs, a Ph. D. Program Review Committee comprising of experts from HEC visited the University on 6th May 2014. QEC-AU ensured the immediate action taken on the findings and submitted the Ph.D. compliance report on 28th July 2014. Similarly , Third Party Validation visit took place on 27th January 2015 by Mr. Shams-ud-Din Koreshi to review and assess the quality process developed for implementation of IPE standards.

Faculty Development and Academic Training Program

Vice Chancellor has nominated Director Quality as focal person for training at University, who is responsible for faculty and staff training. In this regard QEC team prepared a training calendar with the consent of faculty and staff.

At QEC, training data is maintained for the future reference. While planning the training calendar, QEC team pays due consideration toward the academic development of teachers and graduate students. During year 2015, 83 faculty members and staff got training at other prestigious training institutes. 144 faculty members, staff and students were trained at university campus in different departments.



QEC Contributions in Quality Awareness and Assessments during 2014-15

Indigenous On-campus Trainings (IOT) 15- 19 September 2014

During 2014, 1st IOT was conducted from 15 to 19 September 2014. A total of 15 sessions were conducted during five working days and 34 officers participated in this IOT. The purpose of this training was to equip mid level staff of management departments with skills and techniques to undertake their assignments in professional manner. Another purpose of this training was also to create



awareness among the participants with the policies and procedures of different departments of University like finance, examination, automation, ORIC, Registration, Placement office and Quality Enhancement Cell. All modules were covered by experts of related fields. Resource persons have been called according to their skills and services for the concerned fields.

Indigenous On-campus Training (IOT) 08th – 12th December 2014

Air University organized second training session of IOT for the capacity building of staff/faculty to bring efficiency into the system. The 2nd IOT was conducted from 8th-12th December 2014. The five days training was comprised of 15 sessions and 26 people attended training from different departments. This training was mainly focused on creating awareness on different important concepts of quality and good governance and their coherence with the academia. All the resource persons were specialised in their concerned fields and shared their practical experiences with participants.



Indigenous On-campus Training (IOT) 26th – 28th August 2015.

Quality Enhancement Cell team has played pivotal role in capacity building of faculty and staff at University. In this regard QEC at Air University organized a three days IOT consisted of nine sessions from 26th to 28th August 2015. This includes 28 participants from AU and other universities who took active part in all the sessions and shared their experiences with each other. The main purpose of this training was to educate the participants about the Financial rules, management and good governance in their concerned areas. Nine topics were covered including admission processes, financial rules, HR management, strategic planning and evaluation, product development and marketing and rules of good governance. During these training sessions all resource persons deliberated in details on concepts “Leadership styles and management approaches” and “Good Governance Techniques and its effective implementations”. Director Quality conducted an interactive session on “Strategic planning and evaluation for QEC”.



Assessment Review of PhD Programs

Assessment Review of PhD Programs (Mechanical and Aerospace Engineering, Electrical Engineering, Literature and Linguistics) were completed. Assessment team highlighted few weaknesses as AT findings to make improvements along with rubric score.

Orientation Session with Leeds Metropolitan University 5th August 2015

Director Quality Attended two days orientation session at HEC with Tunitin and Leeds Metropolitan University, UK team through video conference. This orientation was about the awareness of plagiarism software updates. At university Turnitin accounts of all faculty members have been created to evaluate thesis and project reports for similarity check.

Director Quality's visits to HEIs

Director Quality visited Indus University, Karachi along with other HEC team members for external assessment review on 8th September 2014. The purpose of visit was to assess the academic programs in the light of IPE standards defined by HEC and university portfolio Report. In Higher Education IPE Evaluation is back bone for Quality concept implementation. Director Quality also paid a visit to University of Haripur to evaluate the University according to the IPE standards on 24th September 2014.



Training sessions conducted by Director Quality arranged by IM Sciences under TESP-HEC

In May 2015, Director Quality participated and contributed as a resource person in "Training on Quality Assurance" organized by IM Sciences under the Tertiary Education Support Program Higher Education Commission. Director Quality shared knowledge and experiences with the participants on the topics of; "creating program mission statements and objectives, developing IPE Standards and inculcating Quality culture in Universities".

Director Quality delivered lecture at Pak-China Forum COMSATS 30th March, 2015

Director Quality attended the Pak-China Forum at COMSATS and delivered a lecture on “Knowing Quality Parameters and Inculcating Quality Culture in Universities” on Training of Directors of COMSATS. Director Quality stressed on the importance of embedding of quality culture in HEIs.

Training sessions of PT members

Director Quality organized training of faculty and staff at Air University and trained all PTMs on writing Self-Assessment reports. A presentation was also given to top management on PhD Assessment review.



Third Party Validation

ON January 27th, 2015 Dr. Shama-ud-Din Koreshi paid a visit to Air University for the Third Party Validation. Purpose of this visit was to review the Processes and verify the actions taken on IPE reports. The Third Party Validation visit also assessed the Processes developed for implementation of IPE standards.



Well-Timed Student's Feed Back

The Student's feedback is taken at the end of each semester on defined attributes for teacher's evaluation and course curriculum which is the mandatory part of quality enhancement in higher education. All Surveys for year 2014 and 2015 were timely conducted and circulated to respective Chair departments for corrective actions. This feedback plays a pivotal role for Chair departments to plan training of teachers and allocation of courses to teachers in next semester.

Professional Competency Enhancement Program for Teachers (PCEPT)

Professional Competency Enhancement Program for Teachers (PCEPT) was successfully organized for faculty members. Teachers from affiliated colleges and institutions also participated. This course comprised of nine modules, which were completed in three days and 25 teachers from University and outside participated in this course.



Ranking Criteria Review Meeting

Ranking criteria review meeting was conducted for faculty members at university and explained how research and teaching quality can impact on ranking of university. Director Quality also conducted training on process of accreditation, and assessment of Self-Assessment Reports writing for FMs of different departments. On the basis of new criteria University was ranked 7th in year 2014 out of 17 Universities of Pakistan in the category of Engineering.

Awareness Session on IPE Standards

QEC organized and conducted an awareness session for faculty members and program team members on Institutional Performance Evaluation Standards. This awareness session was basically a refresher course for the faculty and PT members.



Awareness Sessions with Students

Awareness Sessions with students as Academic training was the main focus of training calendar for first quarter, so QEC took a lead and organized four training workshops on research methodologies for the students of MS and Ph.D on the topics as follow;

- Information Organization and selection.
- Information retrieval.
- Information Evaluation.
- Information Use.



The purpose of these training sessions was to facilitate the students that how they can search, select, retrieve, evaluate and use the information for their research work. These training sessions helped the students to know about the modern searching tools and techniques.

Awareness Session on “How to Write a SAR” 21 May 2015

An awareness session on “How to write Self-Assessment Report (SAR)” was conducted on 21st May 2015. Director Quality Air Cdre (R) Abdul Wahab Motla conducted this interactive session with program team members of Air University. Participants from other universities also participated in this productive session. Director Quality discussed the major components of Self-Assessment Report (SAR) with the prime focus on criterion: 1 and 2. He also shed light on the challenges faced by the PT members during writing SAR and gave them guideline to resolve those issues. QEC team also prepared a template of SAR according to HEC guidelines for writing SAR. A copy of template was given to the participants to facilitate them in writing SAR.



Success Stories

Air University was one of the first few universities of Pakistan who took student feedback on line through automated system and made best use of data to identify its weakness and strengths for improvements. This model was presented at HEC by Director Quality and demonstrated to other universities. This effort of University was well appreciated at all levels and HEC advised other universities to follow same approach and model. Now QEC is aiming to make this database more users friendly and develop trends of each teacher and subject, which will facilitate Chair departments in identifying real root causes.

Smart Database for Capacity Building Program

Monitoring, evaluating and improving quality assurance at the university is a systematic and continuous process. The Higher Management of University is struggling hard to improve the academic and professional competency of institution by introducing capacity building program for faculty and staff. Database for trainings and workshop which divided into three parts named “general details of training” “Internal Training” and “External Training”. These databases comprised of three excel sheets which carries the details of each training/short course or workshop. This is a user friendly database which aims to provide the details of participants and training/workshop on a single click.

Faculty Development and Academic Training Program-General Database							
Date	Conducted By	Training Name	Type of Training	Resource Person(s)	Duration	No. Participant	Details of Participant
15-16 May 15	HEC	Proposal Assessing and Developing TESP	TESP	N/A	2 Days	1	External Training!B68
21-May-15	QEC-AU	How to Write an SAR	Awareness Session	Abdul Wahab Motla	1 Day	10	Internal Training!A40
18-21 May-15	PMI	Managerial Excellence	Training	N/A	4 days	1	External Training!B46
25-29 May 15	PDC NUST	Entrepreneurship	Training	N/A	5 Days	1	External Training!B48
31-May-15	IST	Executive Training	Workshop	N/A	1 Day	1	External Training!B52
10-13 Jun 15	FJWU	Hands on Exercise on conducting Efficient Training of audit and accounts	Training	N/A	4 Days	1	External Training!B54
Internal Training Database							
Sr#	me/Designat	Departement	Contact/Email				
How to Write and SAR 21 May 2015							
98	Shahid Hussain Ab	Electrical					
99	Adnan Fazal	Avionics					
100	Humaira Faraz	Humanities					
101	Akhtar Abbas	"					
102	Shazia Shabbir	COMSATS (QEC)					
External Training Database							
Sr#	Name/Designation		Departement				
PROPOSAL ASSESSING AND DEVELOPING 15-16 May, 15							
74	Ms Tayyaba Razzaq			HR			
Managerial Excellence 18-21 May, 15							
75	Mr. Umar farooq			Lab Engineer- CS			
Entrepreneurship Executive Training Program 25-29 May 2015							
76	Ms. Fazaila Qazi			MGT. Sci Deptt			

Student's Feedback Database

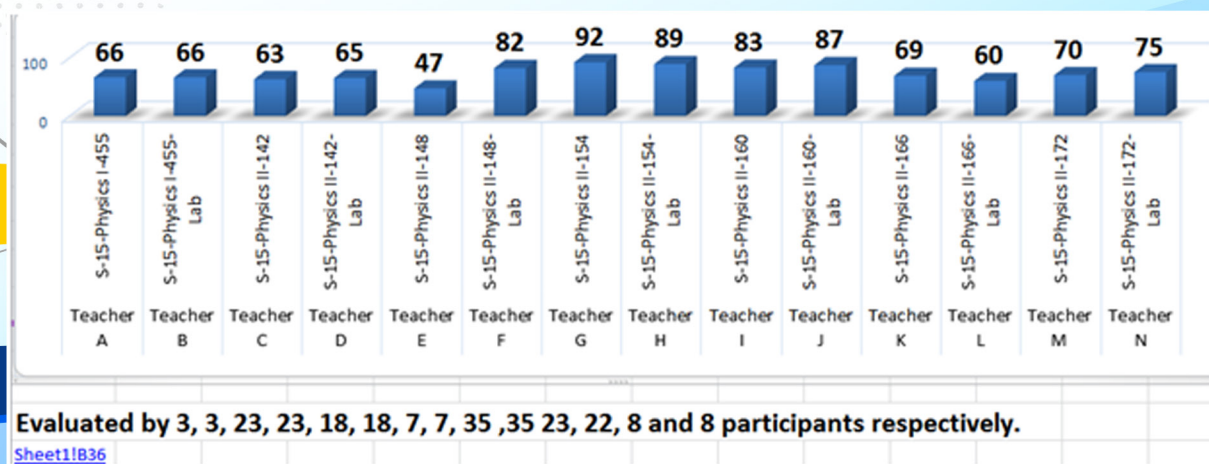
Teachers' Evaluation Database

From the year 2014, we started an automated data management of students' feedback against each teacher's performance. Now at a single excel sheet of any department, we can access the performance record of any teacher from the past year to current semester. Performance of semester wise subjects taught by a teacher is shown in separate column and last column shows the overall performance trend. Now in a very minimum time we do have access to any teacher's record since January 2014 till present.

Sr. No.	TEACHER NAME	DESIGNATION	DEGREE PROGRAM	COURSE TREND			SEMESTER TREND S14-F14_S15	DEPARTMENT PROGRAM
				Spring2014	Fall 2014	Spring2015		
1	Dr Ghulam Dastgeer	Assistant Professor	BBA & BSEF					MANAGEMENT SCIENCES
			MBA & MSMGT		Sheet19!A1	Sheet504!A1	Sheet353!A1	
			PhdMGT					
2	Mr.Khurram Ali Khan	Lecturer	BBA & BSEF		Sheet17!A	Sheet503!A1	Sheet354!A1	
			MBA & MSMGT		Sheet18!A	Sheet200!A1		
			PhdMGT					
3	Dr. Faqir Muhammad	Professor	BBA & BSEF					
			MBA & MSMGT	Sheet5!A1	Sheet7!A1	Sheet20!A1	Sheet9!A1	
			PhdMGT	Sheet6!A1	Sheet8!A1			
4	Mr. Zeeshan Abbasi	Assistant Professor	BBA & BSEF	Sheet11!A1	Sheet13!A	Sheet50!A1	Sheet16!A1	
			MBA & MSMGT	Sheet12!A1	Sheet14!A	Sheet202!A1		
			PhdMGT					
5	Mr. Rashid Younus	Assistant Professor	BBA & BSEF	Sheet20!A1	Sheet22!A1	Sheet500!A1	Sheet25!A1	
			MBA & MSMGT	Sheet21!A1	Sheet23!A1			
			PhdMGT					

Curriculum Evaluation Database

Previously, we were only evaluating the curriculum quality on the basis of students' feedback by making bar charts and pie diagrams. Bar charts were used to assess different parameters of a curriculum and pie chart to show overall curriculum quality. We believe that only unbiased assessment of curriculum can help to make improvements in order to meet the standards of concerned fields. The teaching quality can be a factor of biasness in curriculum quality assessment. Now to make more unbiased assessment of curriculum, we additionally started comparison of different teachers, teaching the same subject.



QEC in News

Indigenous training workshop concludes at Air University

STAFF REPORTER

ISLAMABAD—A 3-day Higher Education Commission (HEC) funded indigenous training workshop concluded in Air University Islamabad campus. In the closing ceremony chief guest Air Vice Marshal (R) Faaz Amir, Vice Chancellor Air University said that the training programs always bring the added values for participants to refine their inbuilt skills and abilities. He emphasized that the frequency of such training workshops should be enhanced to maximize the staff's professional abilities.

He further added that Air University has focused on training, teaching, learning and research to enhance quality of education. He felicitated the participants while distributing the certificates and admired the efforts of Director Quality Air University, Air Commodore (R) Abdul Wahab Motla and his team for conducting the three days event successfully.



Participants of 'Indigenous on-campus training workshop' with chief guest Air Vice Marshal (R) Faaz Amir Vice Chancellor Air University, Air Vice Marshal (R) Saleem Tariq Acting Senior Dean, Director QEC Air Commodore (R) Abdul Wahab Motla, workshop coordinator Mrs. Shjia Gul and other officials are also seen in the picture.



Participants of 'Indigenous on-campus training workshop' with chief guest Air Vice Marshal (R) Faaz Amir Vice Chancellor Air University, Air Vice Marshal (R) Saleem Tariq Acting Senior Dean, Director QEC Air Commodore (R) Abdul Wahab Motla, workshop coordinator Mrs. Shjia Gul and other officials are also seen in the picture.



ISLAMABAD: Participants of training workshop and Air University officials pose for a group photo on Wednesday.

Workshop concludes at Air University

ISLAMABAD: A three-day Higher Education Commission (HEC) funded indigenous training workshop concluded at Air University campus here, says a press release.

In the closing ceremony chief guest Air Vice Marshal (R) Faaz Amir, vice chancellor of Air University said that the training programs always bring the added values for participants to refine their inbuilt skills and abilities. He emphasized that the frequency of such training workshops should be enhanced to maximize the staff's professional abilities who are dealing with education management affairs at different levels in different universities. He admired the role of HEC for providing the necessary resources to conduct such useful events. He further added that Air University has focused on training, teaching, learning and research to enhance quality of education. He felicitated the participants while distributing the certificates and admired the efforts of Director Quality Air University, Air Commodore (R) Abdul Wahab Motla and his team for conducting the three days event successfully.

This indigenous on-campus training (IOT) was the 3rd phase in a row organised by the Quality Enhancement Cell of Air University. The in-charge training and workshops at Air University Abdul Wahab Motla in his statement said that QEC is committed to provide the mandatory services to shine the management and professional skills of education managers at university. He particularly appreciated the HEC role for providing the basic seed to organise such fruitful events in the universities. He also appreciated the participants from Air University and from other universities as well for their keenness in the workshop, resource persons for their proactive involvement in the sessions to disseminate the thought provoking ideas and information and especially to Mrs. Shjia Gul, assistant director QEC for her remarkable performance as workshop coordinator.

AU arranges workshop for administrators

OUR STAFF REPORTER ISLAMABAD



A five-day Higher Education Commission-funded indigenous training workshop started here at Air University (AU) campus. In the inaugural speech, chief guest Dr Mueen A Zafar dean faculty of administrative science, said that the training opportunity was a great move of Air University administration to boost the knowledge and skills of administrative personnel. He hailed the HEC's role to take the initiative towards a much needed aspect of education sector. This significant opportunity for the participants to polish their skills for future services, he added.

Briefing about the objectives of the training workshop, Tayyaba Razzaq, workshop coordinator, stated the second phase of on-campus training workshop is another opportunity for the employees to advance their professional skills and to perform well as the prestigious organisations demand at their workplace. Mueen ud Din Qureshi, deputy director in learning innovation division at HEC, expressed his views during an interaction session with participants and trainers that HEC aimed to develop training culture for academia and supporting staff at higher education institutions.

He further added that Air University has focused on training, teaching, learning and research to enhance quality of education. He felicitated the participants while distributing the certificates and admired the efforts of Director Quality Air University, Air Commodore (R) Abdul Wahab Motla and his team for conducting the three days event successfully.

Training is good opportunity to refine skills

RAZA UR REHMAN

ISLAMABAD—A 5-day Higher Education Commission (HEC) funded indigenous training workshop started at Air University Islamabad campus here on Tuesday. In the inaugural speech, Chief Guest Dean Faculty of Administrative Sciences, Dr Mueen A Zafar said the training opportunity was a great move of Air University administration to boost the knowledge and skills of administrative personnel. He hailed the Higher Education Commission's role to take the initiative towards a much needed aspect of education sector. He added, this is significant opportunity for the participants to polish their skills for future services.

Before joining the Air University, Dr. Zafar served in a renowned bank of Pakistan for years and earned the fame. Briefing about the objectives of the training workshop, Ms. Tayyaba Razzaq (workshop coordinator) stated the second phase of on-campus training workshop is another opportunity for the employees to advance their professional skills and to perform well as the prestigious organisations demand at their workplace.

Director Quality Enhancement Cell and in-charge training programs at Air University, Air Commodore Abdul



Participants of on-campus indigenous training workshop at Air University. They include Chief Guest Dean Faculty of Administrative Sciences Dr. Mueen A. Zafar, Director QEC Air Commodore Abdul Wahab Motla, Deputy Registrar, Major (R) Akbar Ahmed, Workshop Coordinator Ms. Tayyaba Razzaq and others.

Wahab Motla added that second phase of training workshop has started with the same zeal and commitment to materialize the HEC funds towards positive direction. He said the actual credit goes to the Learning Innovation Division in HEC for sponsoring such world-class training workshops in HEIs.

Among the participants Assistant Student Finance Aid Officer, Ms. Karan Raza expressed her views that the training is good opportunity to refine the skills already a professional persons. She thanked the training program division at Air University and HEC as well to launch such a useful drive for employees.

روزنامہ جنگ راولپنڈی منگل یکم ستمبر 2015ء



Participants of on-campus indigenous training workshop at Air University. They include Chief Guest Dean Faculty of Administrative Sciences Dr. Mueen A. Zafar, Director QEC Air Commodore Abdul Wahab Motla, Deputy Registrar, Major (R) Akbar Ahmed, Workshop Coordinator Ms. Tayyaba Razzaq and others.

QEC Linkages





AIR UNIVERSITY

PAF Complex E-9 Islamabad, Pakistan.
www.au.edu.pk/qec