AIR UNIVERSITY ISLAMABAD

UNIVERSITY PORTFOLIO REPORT (UPR) Revision 1 June 2019

Institutional Performance Evaluation Report

QUALITY ENHANCEMENT CELL

Prepared By:
Air Cdre (R) Abdul Wahab Motla
Director Quality

Shjia Gul
Assistant Director QEC

Contents

VISION

Air University aspires to be among the leading national universities, excelling in teaching, learning, research, innovation and public service.

MISSION

The mission of Air University is to achieve excellence in teaching and research for producing graduates with sound professional knowledge, integrity of character, a keen sense of social responsibility and a passion for lifelong learning. The University shall stand committed to creating an environment conducive for attracting the best students, faculty and supporting staff for contributing to the development of a prosperous, peaceful and enlightened society.

HIGHER MANAGEMENT

PATRON

PRESIDENT OF PAKISTAN

CHANCELLOR

Prof. Dr. Tariq Banuri

PRO CHANCELLOR

NIL

VICE CHANCELLOR

AVM Faaiz Amir (Retd)
Hilal-e-Imtiaz (Military), S Bt
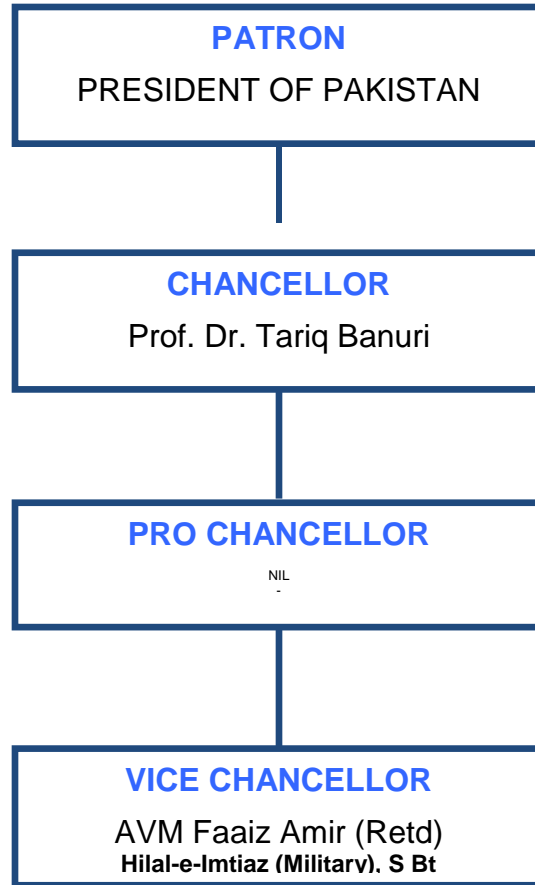
COMPOSITION OF BOG

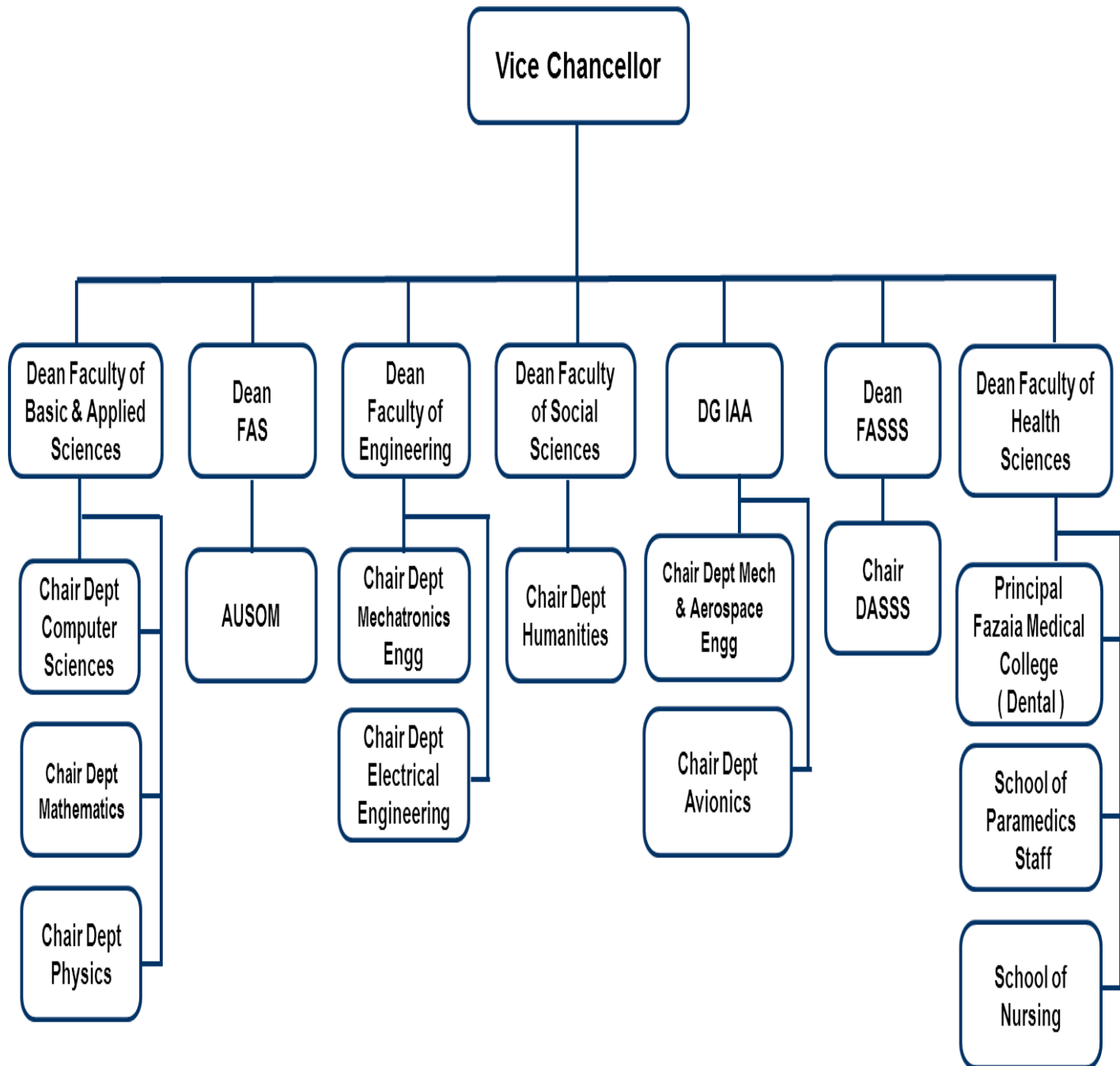|		
1.	Air Chief Marshal Mujahid Anwar Khan, NI(M) Chief of the Air Staff, PAF	**Chairman**
2.	Mr. Justice (R) Tariq Parvez Supreme Court of Pakistan	Member
3.	Air Marshal Arshad Malik, HI(M) Vice Chief of the Air Staff, PAF	Member
4.	Air Marshal Ahmer Shehzad, HI(M) Chairman PAC Board Kamra	Member
5.	Air Vice Marshal Shahid Akhtar Alvi, HI(M) Deputy Chief of the Air Staff (Training)	Member
6.	Senator Nauman Wazir Khattak Senate of Pakistan	Member
7.	Air Vice Marshal Ahmad Hassan, SI(M) Deputy Chief of the Air Staff (Engineering)	Member
8.	Dr. Tariq Banuri Chairman, Higher Education Commission	Member
9.	Air Vice Marshal (R) Faaiz Amir, HI(M), S Bt Vice Chancellor, Air University, Islamabad	Member
10.	Dr. Nabeel Hayat Malik, HI, SI Chairman NESCOM	Member
11.	Ms. Yasmin Masood Secretary, Ministry of Science and Technology	Member
12.	Mr. Akbar Hussain Durrani Secretary, Ministry of Federal Education and Professional Training	Member
13.	Prof Dr Muhammad Hafizullah Vice Chancellor, Khyber Medical University, Peshawar	Member
14.	Prof Dr Samina Amin Qadir Vice Chancellor, Fatima Jinnah Women University, Rawalpindi	Member
15.	Air Vice Marshal (R) Tubrez Asif (Retd), HI(M) President, PAF-Karachi Institute of Economics & Technology	Member
16.	Mr. Imtiaz A Rastgar Managing Director, Rastgar Engg Co (Pvt) Ltd	Member
17.	Dr Hayat M Awan Director Air University Multan Campus	Member
18.	Air Commodore Muhammad Saleem (Retd), SI(M) Registrar Air University, Islamabad	Secretary

AIR UNIVERSITY ACADEMIC ORGANOGRAM

Approved in 15th BoG
Meeting (held on
28th Jan, 2016 Second Session)

Vice Chancellor

- **Dean Faculty of Basic & Applied Sciences**
  - Chair Dept Computer Sciences
  - Chair Dept Mathematics
  - Chair Dept Physics

- **Dean FAS**
  - AUSOM

- **Dean Faculty of Engineering**
  - Chair Dept Mechatronics Engg
  - Chair Dept Electrical Engineering

- **Dean Faculty of Social Sciences**
  - Chair Dept Humanities

- **DG IAA**
  - Chair Dept Mech & Aerospace Engg
  - Chair Dept Avionics

- **Dean FASSS**
  - Chair DASSS

- **Dean Faculty of Health Sciences**
  - Principal Fazaia Medical College (Dental)
  - School of Paramedics Staff
  - School of Nursing

AIR UNIVERSITY MANAGEMENT ORGANOGRAM

Approved in 13th BoG Meeting
(held on 31st Dec, 2014)
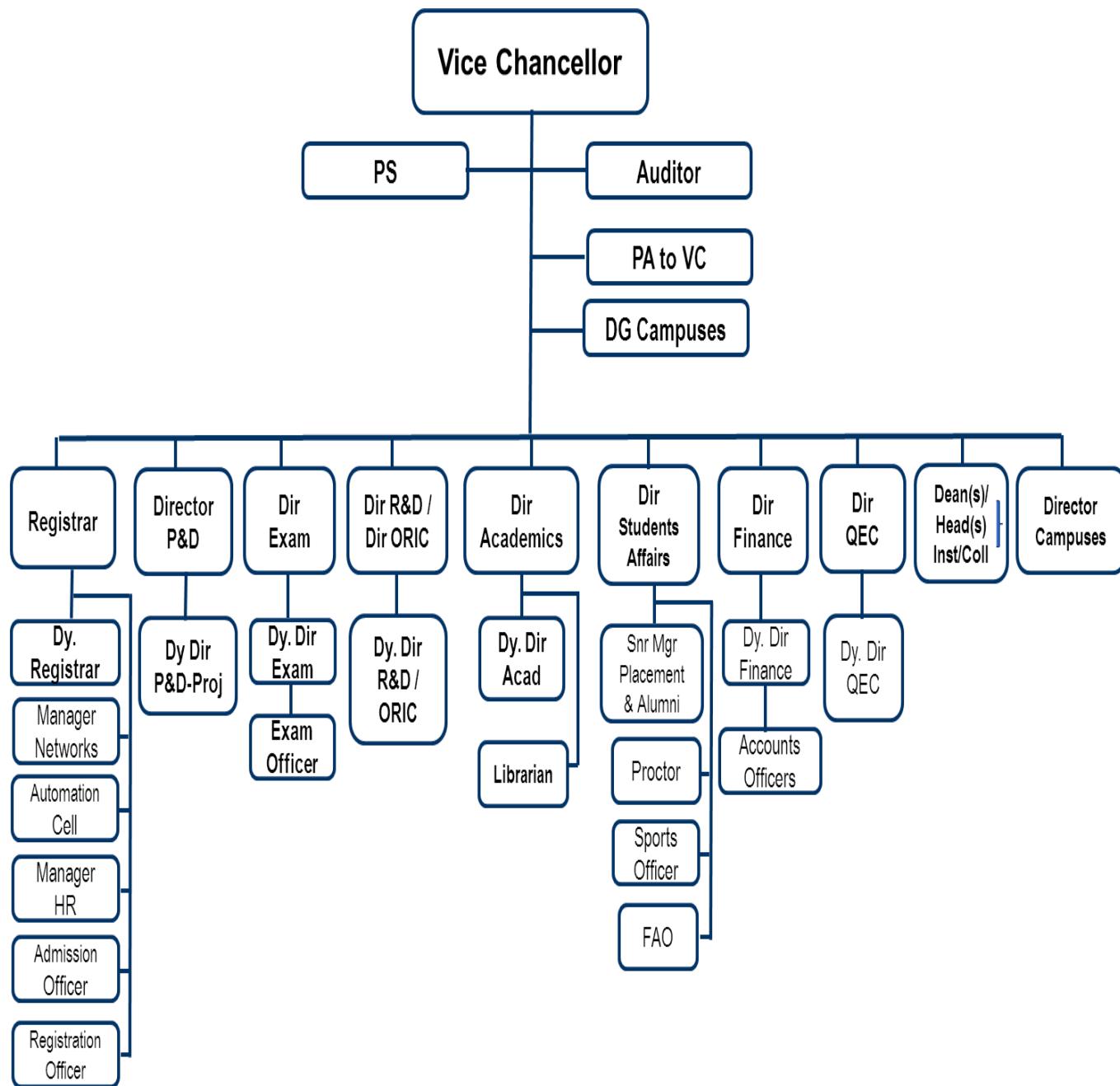
AIR UNIVERSITY, OVERALL STRUCTURE

AIR UNIVERSITY

Constituent Colleges

- CASM, KHI
- CFT Asghar Khan Academy, Risalpur
- Fazaia Medical College, ISB

Affiliated Institutes

- Bilquis College of Education (Women) RWP
- Fazaia College of Education (Women) LHR
- AMI Masroor. KHI
- Fazaia College of Education for Women, PSWR
- College of Education, Peshawar

- AU Campus, Multan
- AU Campus, Islamabad
- AUAAC & Aviation City, Kamra
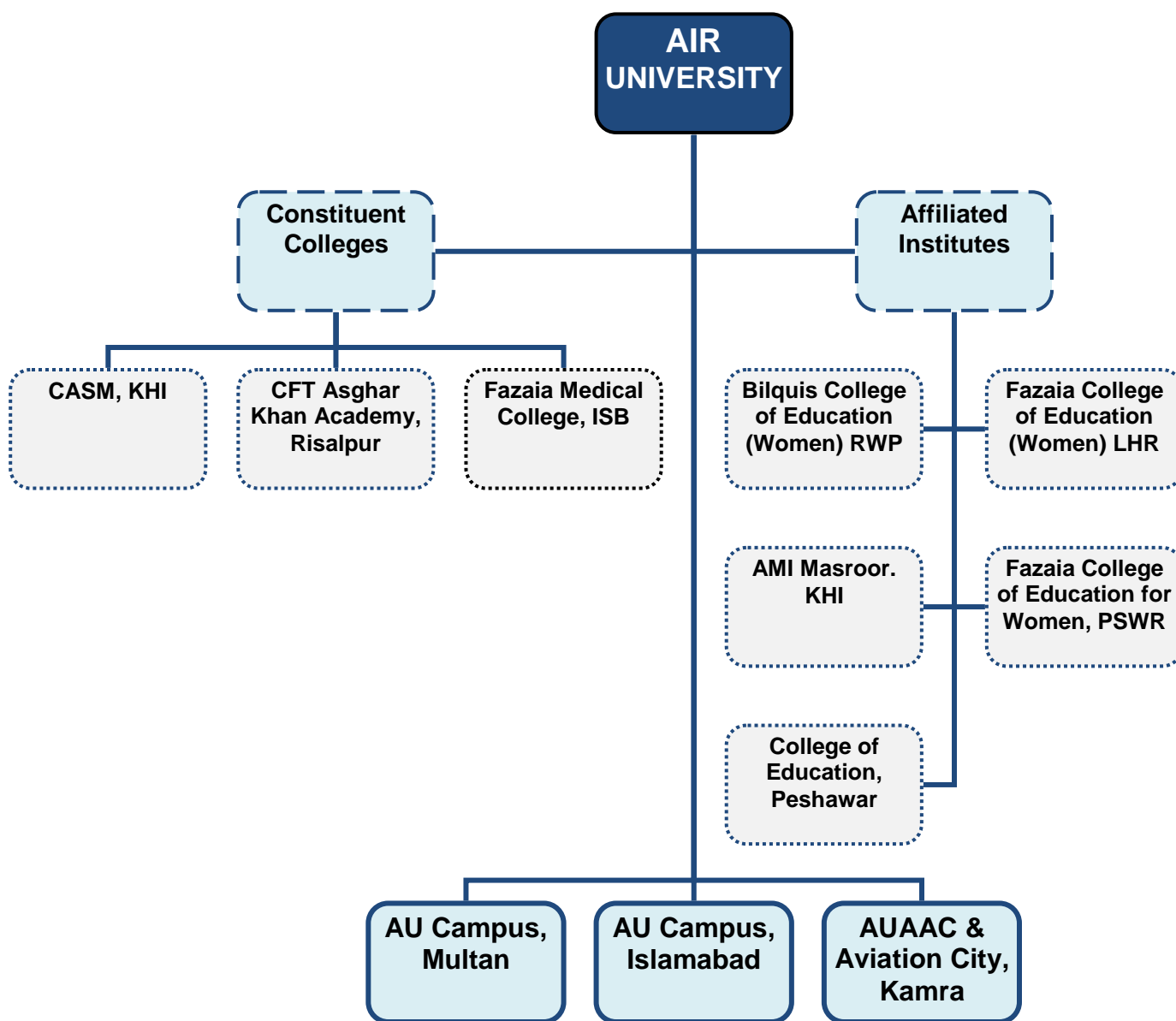
AIR UNIVERSITY FACULTIES (ISLAMABAD)

AIR UNIVERSITY FACULTIES

Dean Engineering
- Department of Electrical and Computer Engg
- Department of Mechatronics Engineering

Dean Basic and Applied Sciences
Dr. Asghari Maqsood
- Department of Mathematics
- Department of Physics
- Department of Computer Sciences

Dean Aerospace Sciences and Strategic Studies
- Department of Strategic Studies

Dean Administrative Sciences
- AUSOM

Dean Social Sciences
Dr Wasima
- Department of Humanities

DG IAA
Dr Jehanzeb Masud
- Department of Mechanical Engineering
- Department of Avionics Engineering

Faculty of Health Sciences

Principal
Fazaia Medical College
Maj Gen Salman
- Clinical Sciences
- Basic Sciences

AIR UNIVERSITY FACULTIES (MULTAN CAMPUS)

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                    ┌─────────────────────────┐
                    │    Campus Director      │
                    │  Dr. Muhammad Hayat     │
                    │         Awan            │
                    └─────────────────────────┘
                                │
                ┌───────────────┴───────────────┐
    ┌──────────────────────┐       ┌──────────────────────────┐
    │  Deptt. of Computer  │       │  Deptt. Of Administrative │
    │      Sciences        │       │        Sciences          │
    │  Dr. Aman Ullah Khan │       │   Dr. Hayat Muhammad     │
    │                      │       │          Awan            │
    └──────────────────────┘       └──────────────────────────┘
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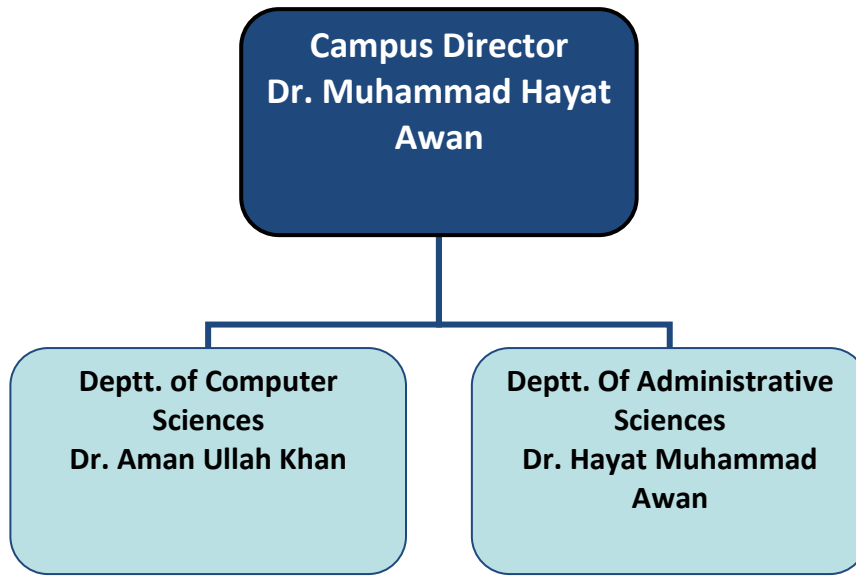
AIR UNIVERSITY FACULTIES (KAMRA CAMPUS)

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                    ┌─────────────────────────┐
                    │    Campus Director      │
                    │   Air Commodore. Dr.    │
                    │      Ahmed Aizaz        │
                    └─────────────────────────┘
                                │
                ┌───────────────┴───────────────┐
    ┌──────────────────────────┐    ┌──────────────────────────┐
    │ Department of Aerospace  │    │  Department of Avionics  │
    │      Engineering         │    │       Engineering        │
    │ Grp. Cpt. Dr. Tauqeer ul │    │ Grp. Cpt. Dr Manzar Abbas│
    │          Islam           │    │                          │
    └──────────────────────────┘    └──────────────────────────┘
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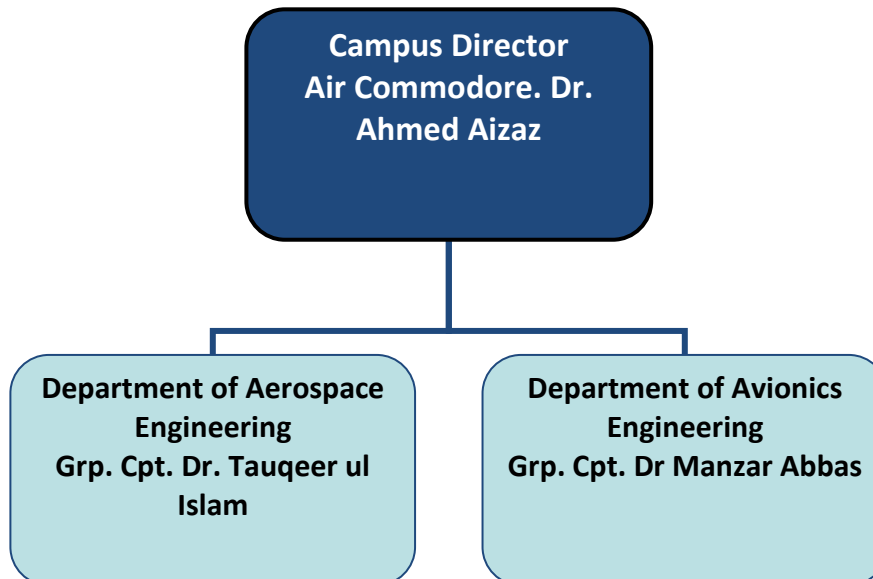
BUDGET FOR FY2016-2017 & FY2017-2018

Description	2016-17		2017-18	
	Approved	Actual	Demanded	Approved
Operating Revenue	745.460	797.989	808.159	827.781
Operating Expenses	634.660	589.016	743.662	675.169
Operating Surplus/(Deficit)	110.800	208.972	64.497	141.202
Capital Expenses	87.980	142.685	162.138	84.503
Net Surplus/(Deficit)	22.820	66.287	(97.641)	68.109

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ACADEMIC PROGRAMS AT UNIVERSITY

S#	Undergraduate Programs	Year	S#	Graduate Programs	Year	S#	Postgraduate Programs	Year
1	BEE Elects	2002	1	MS EE	2004	1	PhD Avcs Engg	2006
2	BEE Telecom	2003	2	MS MTS	2004	2	PhD EE	2009
3	BBA	2003	3	MS AE	2007	3	PhD Mgmt.	2011
4	BE MTS	2003	4	MS Avcs	2007	4	PhD Mechanical	2012
5	BS CS	2008	5	MS Mgmt	2008	5	PhD AE	2012
6	BE Mechanical	2009	6	MPhil L&L	2010	6	PhD L&L	2012
7	BEE Power	2010	7	MBA 1.5 yrs	2011	7	PhD Maths	2015
8	BS Physics	2015	8	MS ME	2012	8	PhD Physics	2015
9	BS Maths	2015	9	MBA 3.5 yrs	2013	9	PhD MTS	2015
10	BS A&F	2015	10	MS IS	2013	10	PhD CS	2017
11	MBBS	2015	11	MS AP	2013	11	PhD Linguistics	2017
12	BS English	2016	12	MS Maths	2015			
13	MBA Executive	2017	13	MS CS	2015			
14	BE Comp Engg	2017	14	MS PM	2016			
			15	MPhil Ling	2017			
			16	MS SS	2018			
			17	MS AE (AA)	2017			
			18	MS Avcs (AA)	2017			
	Prior to 2015 = 07 From 2015 = 07 Total programs = 14			Prior to 2015 = 11 From 2015 = 07 Total programs = 18			Prior to 2015 = 06 From 2015 = 05 Total programs = 11	

NOCS OBTAINED FROM HEC

S No	Programs
1	MS Avionics Engineering at AU - AA Campus Kamra
2	MS Aerospace Engineering at AU - AA Campus Kamra
3	MPhil Linguistics
4	MS Mathematics
5	EMBA
6	MS Strategic Studies
7	PhD Computer Science
8	PhD Linguistics
9	Declaration of PAF College of Aviation and Safety Management (CASM) Karachi as Constituent Unit of Air University
10	BE Computer Engineering
11	MS Project Management
12	BS English (FCOEW Peshawar)
13	MS Computer Science
14	BS English
15	BS Physics
16	PhD Mathematics
17	BS Accounting & Finance
18	BS Mathematics
19	PhD Physics
20	PhD Mechatronics

CURRENT STUDENT'S STRENGTH
BY 31ST DEC 2017

PROGRAM	BS	MS	PhD
Engineering			
Electrical (Electronics ,Telecom, & Power)	977	47	12
Computer Engineering	38		
Mechatronics	425	21	8
Mechanical (IAA)	317	22	4
Aerospace (IAA)	-	16	-
Avionics (IAA)	-	24	1
Information security(IAA)	-	26	-
Basic & Applied Sciences			
Physics	125	60	11
Computer Science	580	31	-
Mathematics	68	13	8
Social Sciences	52	87	29
Administrative Sciences (AUSOM)			
Economics and Finance	03	-	-
Accounting and Finance	129	-	-

	BBA	MS	MBA	PhD
	395	83	54	46

Fazaia Medical College	**MBBS**	-	-
	300	-	-
Total Students	**3409**	**484**	**119**
Grand Total	**4012**		

AU MULTAN CAMPUS
CURRENT STUDENT'S STRENGTH

Program	BS	MS	
	BBA	MS	MBA
Business Administration	159	110	85
Computer Science	198	71	
Maths		50	
Total Students	357	316	
Grand Total	673		

ACADEMIC PROGRAMS OFFERED AT KAMRA CAMPUS

Program	MS
Aerospace	7
Avionics	7
Grand Total	14

TOTAL STUDENTS STRENGTH - AU

Institute	Student Strength
AU – Islamabad	4012
AU – Multan Campus	673
AA – Kamra Campus	14
College of Flying and Training	764
Grand Total	5463

LIBRARY RESOURCES

Details of Books Purchased 2016-17

507	1.36 Million	1001	3.47 Million
Books Purchased	Expenditures	Books Purchased	Expenditures

FACULTY AND STAFF DEVELOPMENT (2014 – 17)

Faculty and Staff Development (2014-2017)

■ Faculty ■ Staff

	2014	2015	2016	2017
Faculty	10	104	21	230
Staff	59	71	68	14
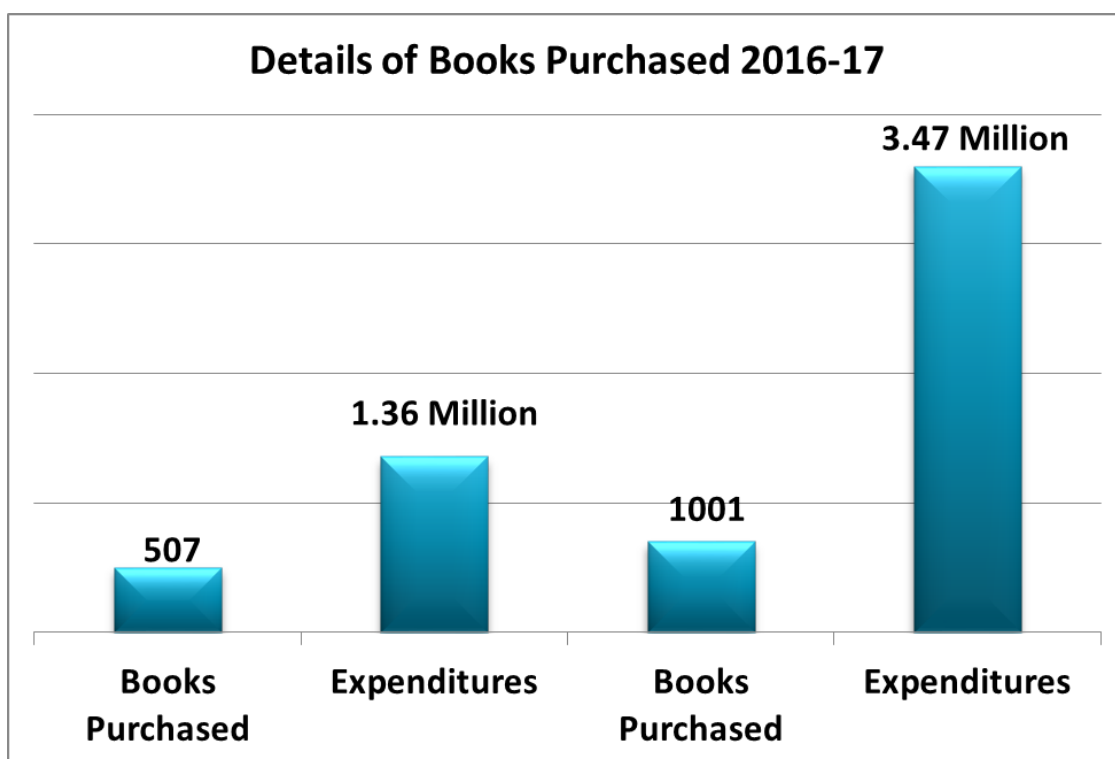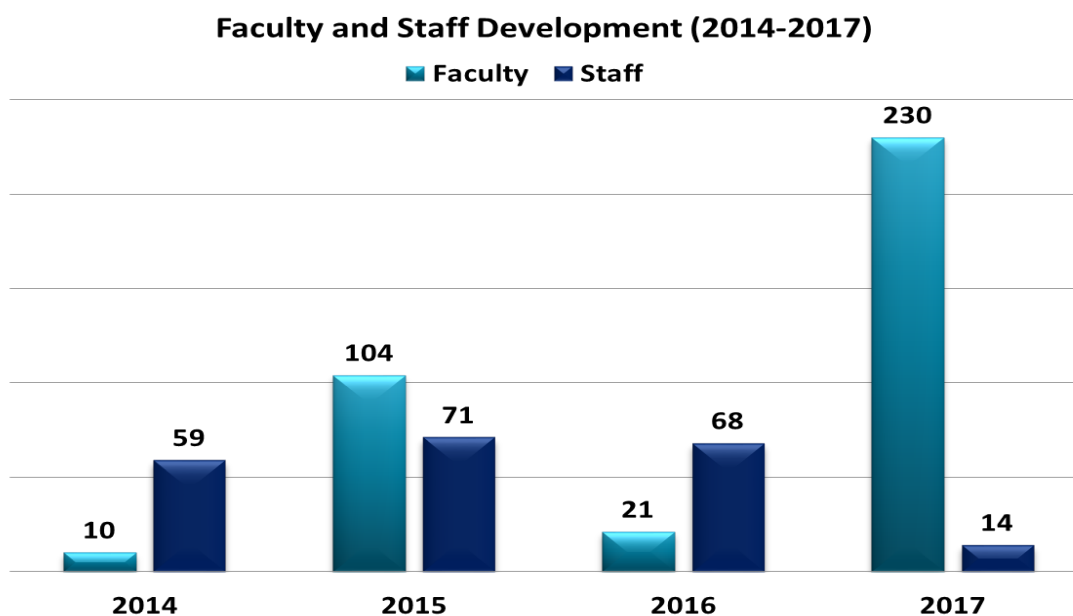
AU RESEARCH PUBLICATIONS (2014-17)

AU RESEARCH PUBLICATION (2014-17)

Bar chart showing AU Research Publications from 2014-2017:
- 2014: 51 (Published)
- 2015: 61 (Published)
- 2016: 74 (Published)
- 2017: 80 (Published), 23 (Accepted)

Legend: Published, Accepted
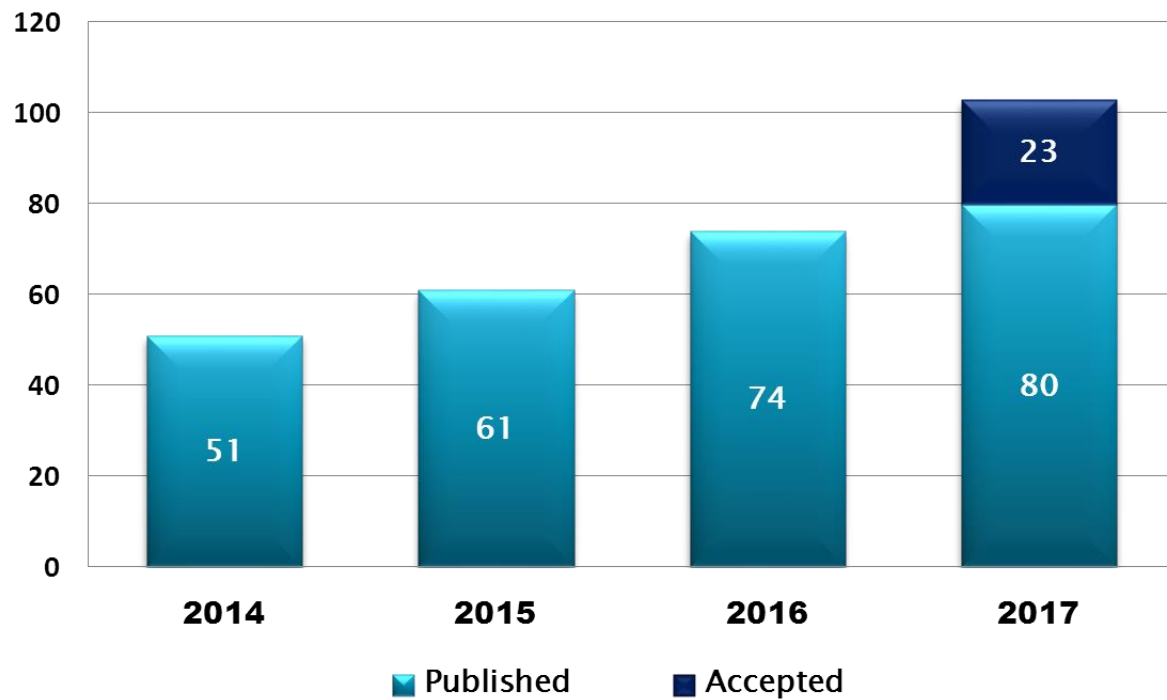
RESEARCH PROJECTS VALUE (M) 2014-17

Bar chart showing Research Projects Value (M) from 2014-2017:
- 2014: 15 M, 1
- 2015: 6 M, 13
- 2016: 105 M, 21
- 2017: 216 M, 19

Legend: No. of Projects
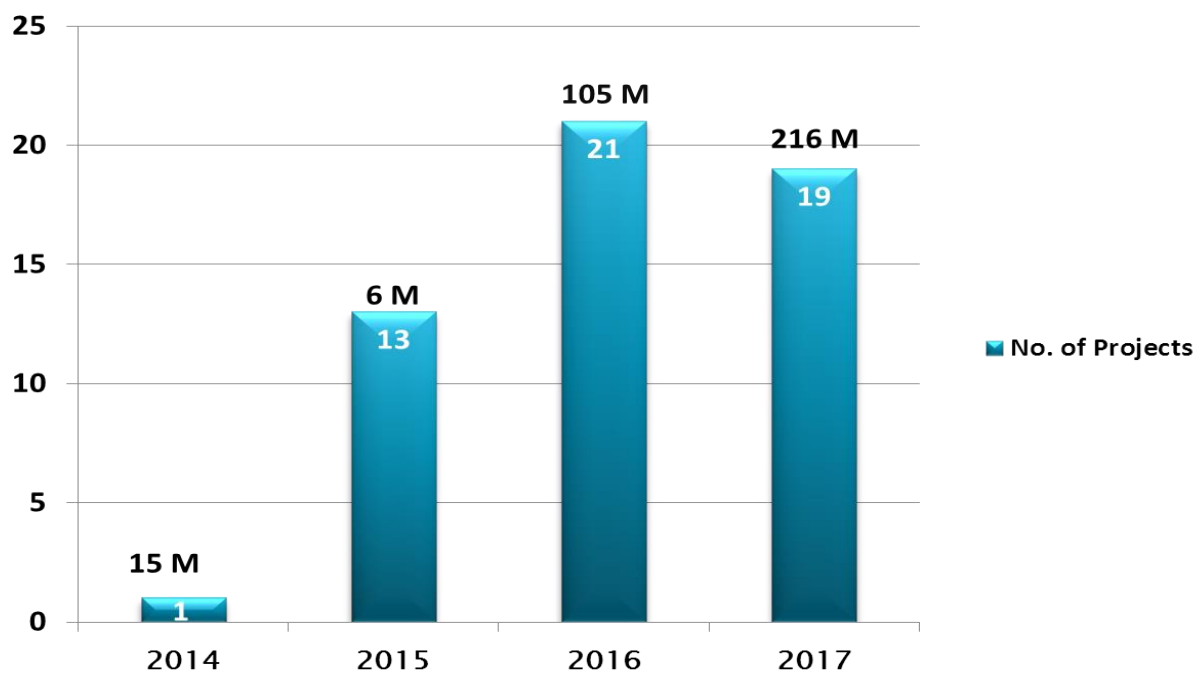
AU RESEARCH PROJECTS 2014-17
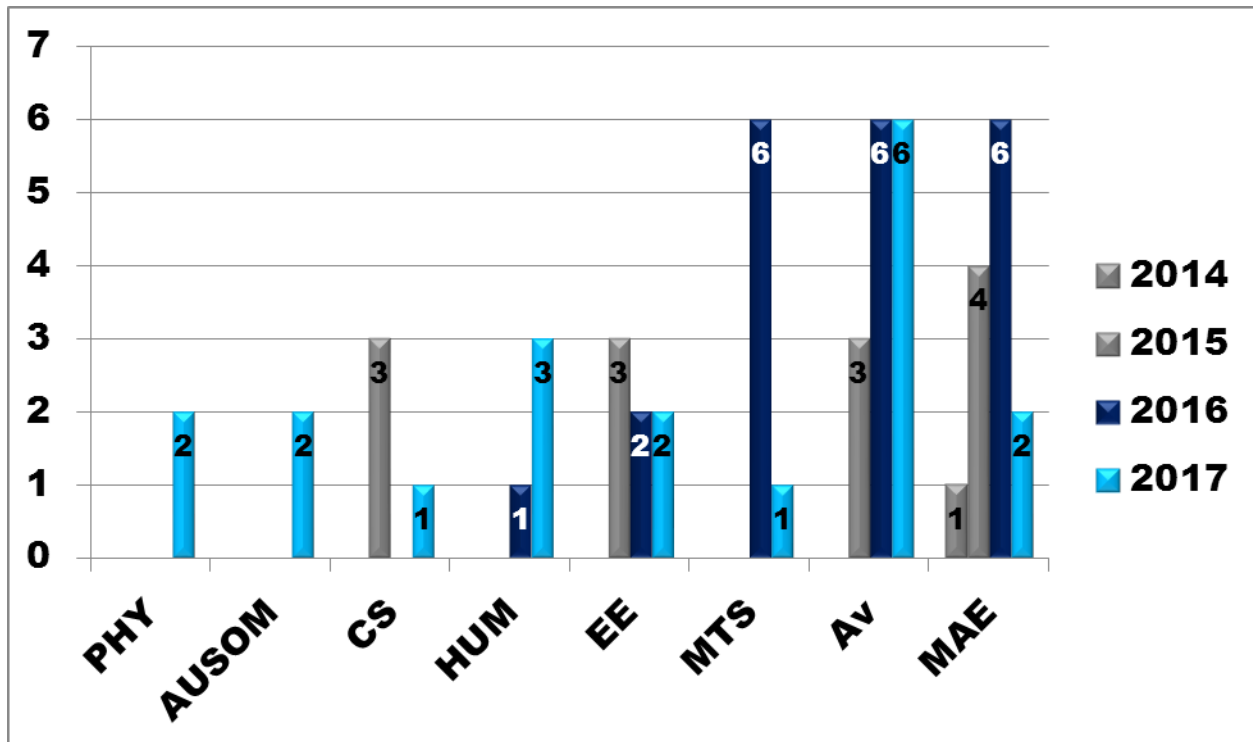
RESEARCH PROJECTS UNDER REVIEW 2017 (232 MILLION
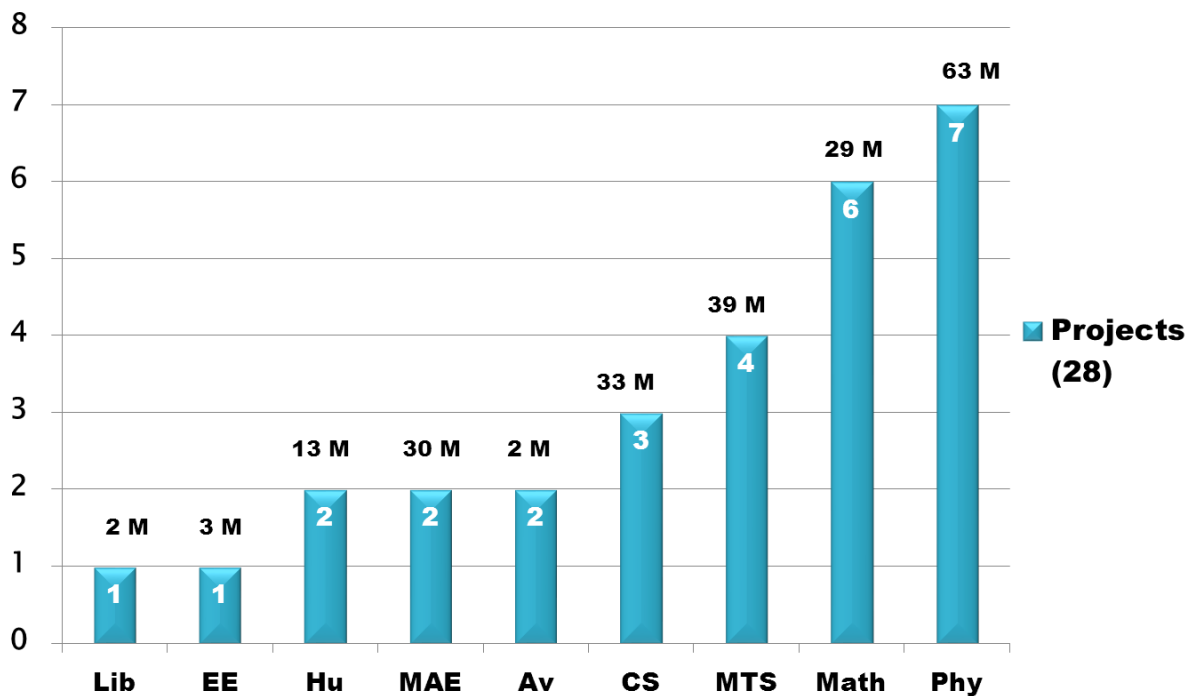
CONFERENCES

- Modeling and Simulation-ICOMS 2013

- Energy Systems and Policies –ICESP 2014

- Emerging Trends of Research in Languages, Linguistics and Literature – 2015

- 19th International Multi-Topic Conference – INMIC 2016

- Policy Dialogue on Language – 2016

- 1st International conference on Math and Physics - 2017

- International conference on Patient Safety – 2017

- Aviation Industry: Future Perspective and Application of Technology - 2017

- Life Sciences and Human Health System – LIFECON 2018

- Three Conferences planned in Year 2018

STUDENTS STRENGTH Fall2016-2017

Fall-2016		Fall-2017	
Programs	Enrolled	Programs	Enrolled
AUSOM		BBA	104
BBA	60	BSAF	56
BSAF	32	MBA1.5	15
MBA1.5	4	MSMGT	18
MSMGT	0	MSPM	20
MSPM	8	PhDMGT	9
PhDMGT	6	Electrical Engg	
Electrical Engg		BCE	40
BEEE	93	BEEE	100
BEEP	95	BEEP	119
BEET	58	BEET	81
MSEE	17	MSEE	23
PhDEE	2	PhDEE	5
Mechanical Engg		Mechanical Engg	
BEME	89	BEME	106
MSAE		MSAE	2
MSME	11	MSME	11
Mechatronics Engg		Mechatronics Engg	
BEMTS	99	BEMTS	111
MSMTS	8	MSMTS	6
PHDMTS	0	PhDMTS	5
Computer Sciences		Computer Sciences	
BSCS	185	BSCS	179
MSCS	7	MSCS	17
Humanities		PhDCS	5
BSEng	19	Humanities	
MSEL	26	BSEng	37
PhDEng	3	MSEL	24
Mathematics		MSLing	19
BSMTH	11	PhDEng	4
MSMath	2	PhDLing	6
PhDMTH	4	Mathematics	
Physics		BSMTH	30
BSP	30	MSMath	10
MSAP	20	PhDMTH	2
PhDPhy	4	Physics	
Avionics Engg & Information Security		BSP	47
MSAvE	4	MSAP	29
MSIS	5	PhDPhy	7
Total	902	Avionics Engg & Information Security	

MSAvE	9
MSIS	17

Fall-2016

Programs	Applications F-16	Intake F-16
AUSOM		
BBA	316	60
BSAF	108	32
MBA1.5	32	4
MSMGT	23	0
MSPM	43	8
PhDMGT	36	6
Eleectrical Engg		
BEEE	1807	93
BEEP		95
BEET		58
MSEE	154	17
PhDEE	6	2
Mechanical Engg		
BEME	3105	89
MSAE	6	
MSME	44	11
Mechatronics Engg		
BEMTS	755	99
MSMTS	18	8
PHDMTS	3	0
Computer Sciences		
BSCS	1200	185
MSCS	56	7
Humanaties		
BSEng	51	19
MSEL	111	26
PhDEng	15	3
Mathemaics		
BSMTH	42	11
MSMath	14	2
PhDMTH	6	4
Physics		
BSP	70	30
MSAP	60	20
PhDPhy	9	4
Avionics Engg & Information Security		
MSAvE	9	4
MSIS	37	5

Fall-2017

Programs	Applications F-17	Intake F-17
AUSOM		
BBA	431	104
BSAF	146	56
MBA1.5	49	15
MSMGT	62	18
MSPM	87	20
PhDMGT	55	9
Eleectrical Engg		
BCE		40
BEEE	862	100
BEEP	570	119
BEET	243	81
MSEE	256	23
PhDEE	8	5
Mechanical Engg		
BEME	3258	106
MSAE	19	2
MSME	62	11
Mechatronics Engg		
BEMTS	812	111
MSMTS	36	6
PhDMTS	5	5
Computer Sciences		
BSCS	1563	179
MSCS	129	17
PhDCS	8	5
Humanaties		
BSEng	106	37
MSEL	173	24
MSLing		19
PhDEng	48	4
PhDLing		6
Mathemaics		
BSMTH	84	30
MSMath	34	10
PhDMTH	9	2
Physics		
BSP	109	47
MSAP	86	29

Total	8136	902

PhDPhy	15	7
Avionics Engg & Information Security		
MSAvE	53	9
MSIS	89	17
Aerospace Sciences & Strategic Studies		
MSSS	5	0
Total	**9469**	**1271**

Fall-2016 Intake

Program	Sem I	Sem II	Sem III	Sem IV
	Fall-16	Spring-17	Fall-17	Spring-18
BBA	60	56	53	52
BSAF	32	28	25	25
MBA1.5	4	4	3	3
MSMGT	0	0	0	0
MSPM	8	5	5	5
PhDMGT	6	4	4	4
BEEE	93	79	72	71
BEEP	95	77	76	73
BEET	58	45	38	39
MSEE	17	14	11	10
PhDEE	2	1	1	1
BEME	89	72	72	70
MSME	11	9	6	6
BEMTS	99	86	83	82
MSMTS	8	8	5	5
BSCS	185	169	159	157
MSCS	7	6	6	6
BSEng	19	18	16	15
MSEL	26	24	23	21
PhDEng	3	2	2	2
BSMTH	11	8	8	8
MSMath	2	2	2	2
PhDMTH	4	4	4	4
BSP	30	26	26	26
MSAP	20	18	15	15
PhDPhy	4	4	3	2

Fall-2017 Intake

Program	Sem I	Sem II
	Fall-17	Spring-18
BBA	104	96
BSAF	56	44
MBA1.5	15	12
MSMGT	18	18
MSPM	20	16
PhDMGT	9	9
BCE	40	39
BEEE	100	93
BEEP	119	105
BEET	81	69
MSEE	23	21
PhDEE	5	4
BEME	106	79
MSAE	2	2
MSME	11	7
BEMTS	111	99
MSMTS	6	3
PhDMTS	5	5
BSCS	179	172
MSCS	17	13
BSEng	37	34
MSEL	24	23
MSLing	19	18
PhDEng	4	4
PhDLing	6	6
BSMTH	30	29

MSAvE	4	2	0	0
MSIS	5	5	4	4

MSMath	10	10
PhDMTH	2	2
BSP	47	46
MSAP	29	25
PhDPhy	7	5
MSAvE	9	8
MSIS	17	12

FACULTY & ACADEMIC SUPPORT

Sr. No	Dept.	PROF	ASSOC PROF	ASSTT PROF	FULL TIME FACULTY	LECT	JR LECT	LAB ENGR	TA/RA	Total
1.	Electrical Engineering	2	-	16	-	11	-	3	12	44
2.	Mechatronics Engineering	1	-	7	2	9	-	4	11	34
3.	Avionics	-	-	3	-	-	-	1	2	6
4.	Mechanical & Aerospace Engineering	1	3	3	-	6	-	3	2	18
5.	Mathematics	-	-	12	-	8	-	-	-	20
6.	Computer Sciences	1	2	6	1	8	-	4	11	33
7.	Physics	1	1	7	-	2	-	-	-	11
8.	AUSOM	2	-	7	1	13	-	-	-	23
9.	Humanities	1	-	7	-	17	-	-	-	25
10.	FASSS	1	-	2	-	-	-	-	-	3
	Total	10	6	70	4	74	0	15	38	

FACULTY MEMBERS ENROLLED IN Ph.D. PROGRAMS

Sr. No	Dept.	No. of Emp	University
1.	Electrical Engineering	8	University of IOWA, USA, Turkey, Germany
2.	Mechatronics Engineering	4	Hong Kong, NPU, South Korea, China, Korea
3.	Avionics	3	Sweden university, Turkey
4.	Mechanical & Aerospace Engineering	3	Turkey, Thailand, China
5.	Mathematics	3	Germany
6.	Computer Sciences	3	Australia, China, LUMS Lahore
7.	Physics	2	Netherlands, Canada
8.	AUSOM	3	B.Z.U Multan, Erasmus Mundus, France
9.	Humanities	1	University of IOWA
10.	FASSS	1	
	Total	31	

AU LINKAGE ABROAD

China

- Nanjing University of Sciences & Technology (NUST), China
- Beihang University (BUAA), P R China
- Northwestern Polytechnical University (NPU), China
- Nanjing University of Aeronautics & Astronautics (NUAA), China
- Shenyang Aerospace University (SAU), China
- Jiangxi University of Science and Technology, China
- South China University of Technology, China
- Shanghai University, China
- Beijing Technology and Business University
- Xinjiang Medical University, China
- Chinese Women University, China

UK

- University of Southampton, Southampton, UK
- Kingston University
- University of Bedfordshire, London, UK

USA
- Mississippi State University, USA
- National Intruments (NI), USA
- Wyne State University, School of Medicine,USA

Germany

- Institut fur Internationale Bildungskooperation (IBK) at University of Applied Sciences, Merseburg e.V., Germany

Sweden

- Blekinge Institute of Technology

Turkey

- Gediz University, Turkey
- Istanbul Medeniyet University, Turkey
- Akdeniz University, Turkey
- Mersin University Merin, Turkey
- Istanbul University, Turkey
- Anadolu University,Eskisehir, Turkey

Morocco

- Sidi Mohammed Ben Abdellah University, Fez Morocco
- Hassan II University IN CASABLANCA-Morocco

Saudi Arabia

- Prince Sultan Advanced Technologies Research Institute (PSATRI), King Saud University, Kingdom of Saudi Arabia

Malaysia

- Universiti Teknologi, Malaysia

Slovenia

- University of Nova Gorcia, Slovenia

Singapore

- National University of Singapore, Singapore

STANDARD 1

MISSION STATEMENT AND GOALS

Vision

Air University aspires to be among the leading national universities, excelling in teaching, learning, research, innovation and public service.

Mission

The mission of Air University is to achieve excellence in teaching and research for producing graduates with sound professional knowledge, integrity of character, a keen sense of social responsibility and a passion for lifelong learning. The University shall stand committed to creating an environment conducive for attracting the best students, faculty and supporting staff for contributing to the development of a prosperous, peaceful and enlightened society.

QUESTION NO. 1:

Is there any Mission / Vision statement of the institution**?**

Ans: There is a vision and mission statement which is approved by BOG and evolved through iterative process by involving faculty, chair departments, deans and all members of University Functional Committee (UFC).

(a) Annual Report

'Annual Academic Report' is prepared and presented to the Board of Governors (BOG) by Senior Dean. 'Annual Academic Reports, for the years 2010 , 2011 and 2012 were presented by senior Dean at BOG meetings held in respective years.

(b) Air University Prospectus 2011-2012 and 2012-13

Prospectus of Air University is published annually prior to launching 'Admission Campaign for Fall Semesters'. As a comprehensive document, it contains information regarding various aspects of the University, such as 'Vision' and 'Mission' statements, academic programs, details of courses, fee structure, details of faculty members; along with all offered programs .Annual prospectus contains all such information.

(c) University Catalogue / Student Handbook

Catalogue of Air University is in the form of a Students Handbook which is provided at the time of admission to each student at Undergraduate and Postgraduate level. This Handbook / Catalogue contains guidelines / policies applicable to students regarding their academic programs and is reviewed and upgraded on annual basis.

(d)   Website All vital information regarding Air University is available through University website for awareness of the general public and other stakeholders. 'Vision' and 'Mission' statements have also been uploaded on the website www.au.edu.pk .

QUESTION NO. 2:

What was the process for development of mission and its periodic review?

(a)   Members of the Committee / minutes / review reports / any record of mission development

A 'Core Defining Team' was constituted in January, 2009 for developing Vision and Mission statements. The members of team were Registrar, all Deans of faculties and DG Institute of Avionics & Aeronautics headed by the Vice Chancellor. The Vision and Mission statements were developed after consulting the vision and mission statements of renowned universities at national and international level. The efforts of the committee to develop and evolve Vision and Mission statements are recorded in the form of a document placed in standards 1 folder as Appendix-"E" which can be shown to visiting team.

(b) Approval of BOG

The Vision and Mission statement of Air University was presented by Senior Dean during 6th meeting of Board of Governors held on 31 Dec, 2009 which was unanimously approved by all members of Board. Extract from minutes of 6th BOG meeting is placed in folder of standard 1 as Appendix-"F" which can be shown to visiting team.

(C) Any Old Versions of Mission Statement

Since the University was newly established therefore, Vision and Mission statements were formulated for the first time. The same fact is stated in the standard, however this was finalized through iterative process and different mission statements presented to UFC for finalization of statement are shown in standard 1 folder.

QUESTION NO. 3:

Is mission shared within the institution and with other stakeholders publically?

(a) Avertissement copy / exhibition / catalogue etc.

The dissemination of information regarding 'Vision' and 'Mission' was carried out through AU Prospectus and website and as such is available to the major segment of the society. The Vision and Mission statements are also being published in the AU Catalogues i.e., 'Student Handbook 2012-2013' for the information of students and their parents.

(b) Copy of relevant webpage

Copy of webpage www.au.edu.pk containing Vision and Mission statement is placed in standard 1 folder and it is also shown in prospectus.

(c) Name of responsible body for public disclosure and feedback on Mission

Placement and Alumni Affairs Office is responsible for public disclosure and feedback on mission. The same fact is stated and placed as Appendix-I of this standard folder which can be shown to visiting team.

(d) Any other document to share mission with faculty, students

'Vision and Mission' statements of Air University have been displayed at all the prominent places such as Library, Notice Boards of all academic blocks, Labs, Faculty Offices, Medical Centre, Cafeteria, etc.

QUESTION NO. 4:

What is the process of integration of mission into goals and activities?

(a) Copy of mission circulation letter to all departments

The Vice Chancellor informed all departments regarding approval of Vision and Mission statements by the Board of Governors in its meeting held on 31 Dec, 2009. Accordingly all departments have made their goals which are written in respective SARs.

(b) Name of the Committee / Body for monitoring accomplishment of mission / goals

University Functional Committee (UFC) is the decision making forum responsible for taking decisions on matters pertaining to the interest of the University. It also monitors and ensures accomplishment of mission / goals in accordance with the Vision statement. Quality Enhancement Cell has been established to monitor the achievement of mission and goals and highlight weak areas to top management for making improvements.

(c) Name of responsible office / body for integration and review of mission

University Functional Committee (UFC) is the body responsible for reviewing of the mission and integration of the University activities. Minutes of UFC meetings are documented and circulated among all concerned by the Registrar Office.

STANDARD 2

PLANNING AND EVALUATION

1. Air University (AU) has a well-defined and elaborate organizational structure in the form of a number of statutory bodies / committees to plan and execute both short-term as well as long-term administrative and academic operations in conformity with the vision and mission of the University.

2.   The highest body is AU Board of Governors (BOG), where all important plans pertaining to the academics and administration of department discussed as agenda items, appropriate actions are taken on finalized points for implementation and subsequently evaluated on annual basis. Such issues, keeping in view their relevance, are most often pondered upon in bodies / committees like University Functional Committee, Finance and Planning Committee, etc., and ultimately referred to the BOG for approval in order to be implemented and executed.

3.   Financial affairs which have the highest impact on all university wide functions are looked after by Finance and Planning Committee headed by the VC. It plans annual budgets by having projections of revenues in terms of fee, which is major source of revenues at present. The budget is subsequently presented to BOG for approval. Finance and Planning Committee is also responsible for submitting audited statement of accounts to the BOG. On the other hand, long-term financial plans are considered based on existing and expected funding by the government agencies, HEC is the most important of them. If need arises, fee revision is considered and implemented after discussion in the University Functional Committee (UFC) and approval by the BOG.

4.   As far as academic planning is concerned, curriculum development, improvement or modification is carried out at department level remaining within the broader framework proposed by the concerned regulatory body such as HEC ,PEC, and other accreditation bodies , and is then presented to the Academic Council for discussion and approval. The highly selective and competitive process of hiring of faculty as per HEC criteria and university hiring policy is followed in the light of the requirement of the concerned departments which is finalized by the selection board headed by the VC. Air University, prepares Academic Calendar annually after receiving inputs from all concerned in order to ensure smooth functioning of the University for each academic year. A comprehensive annual Academic Report is presented by Senior Dean during meeting of BOG. In addition to summarizing the achievements and challenges being faced by Air University, the report also delineates future plans of the university.

5.   Directorate of Planning and Development in coordination with the Project Directorate is responsible for monitoring and evaluation of ongoing projects of civil works / infrastructure on a continuous basis whereas all such plans are approved by the BOG which is responsible for overall planning and evaluation, be it related to finance, academics or civil works.

QUESTION NO. 1:

What is the formal system of planning and evaluation?

(a) SOPs / Guidelines / Rules

The broader guidelines followed by the AU management have been formulated in the form of policies which are available with respective departments. The processes of planning and evaluation are available and shown in respective standard 2.The details are given in Appendix-"A" of folder which can be shown to visiting team.

(b) List of Departments / Committees involved in Planning

The University has 06 statutory bodies which include the following:-

    i)   Board of Governors
    ii)   University Functional Committee in lieu of Executive Committee
    iii)   Academic Council
    iv)   Faculty Board of Studies
    v)   Selection Board
    vi)   Finance & Planning Committee

The University carries out all the functions through these bodies as per their official mandate. The details regarding composition and Terms of Reference (TOR's) of only those committees which are actively involved in planning and evaluation process are given in Appendix-B to folder. Following the compositions of these committees.

Board of Governors
(Air University, Islamabad)

1.	Air Chief Marshal Mujahid Anwar Khan, NI(M) Chief of the Air Staff, PAF	**Chairman**
2.	Mr. Justice (R) Tariq Parvez Supreme Court of Pakistan	Member
3.	Air Marshal Arshad Malik, HI(M) Vice Chief of the Air Staff, PAF	Member
4.	Air Marshal Ahmer Shehzad, HI(M) Chairman PAC Board Kamra	Member
5.	Air Vice Marshal Shahid Akhtar Alvi, HI(M) Deputy Chief of the Air Staff (Training)	Member
6.	Senator Nauman Wazir Khattak Senate of Pakistan	Member
7.	Air Vice Marshal Ahmad Hassan, SI(M) Deputy Chief of the Air Staff (Engineering)	Member
8.	Dr. Tariq Banuri Chairman, Higher Education Commission	Member
9.	Air Vice Marshal (R) Faaiz Amir, HI(M), S Bt Vice Chancellor, Air University, Islamabad	Member
10.	Dr. Nabeel Hayat Malik, HI, SI Chairman NESCOM	Member
11.	Ms. Yasmin Masood Secretary, Ministry of Science and Technology	Member
12.	Mr. Akbar Hussain Durrani Secretary, Ministry of Federal Education and Professional Training	Member
13.	Prof Dr Muhammad Hafizullah Vice Chancellor, Khyber Medical University, Peshawar	Member
14.	Prof Dr Samina Amin Qadir Vice Chancellor, Fatima Jinnah Women University, Rawalpindi	Member
15.	Air Vice Marshal (R) Tubrez Asif (Retd), HI(M) President, PAF-Karachi Institute of Economics & Technology	Member
16.	Mr. Imtiaz A Rastgar Managing Director, Rastgar Engg Co (Pvt) Ltd	Member
17.	Dr Hayat M Awan Director Air University Multan Campus	Member
18.	Air Commodore Muhammad Saleem (Retd), SI(M) Registrar Air University, Islamabad	Secretary

UNIVERSITY FUNCTIONAL COMMITTEE
(Air University, Islamabad)

S No	Name	Appointment	Status in UFC
1	AVM (R) Faaiz Amir	Vice Chancellor	Chairman
2	Air Cdre (R) Muhammad Saleem	Registrar	Member
3	Prof. Dr. Zafrullah Koreshi	Senior Dean	Member
4	Maj Gen (r) Dr. Salman Ali	Principal FMC	Member
5	AVM (R) Tariq Matin	Dir Academics	Member
6	Air Cdre (R) Muhammad Azhar Rana	Director Exams	Member
7	Prof. Dr. Afzaal Malik	Advisor R&D	Member
8	Prof. Dr. Asghari Maqsood	Dean FBAS	Member
9	Prof. Dr. Wasima Shehzad	Dean FSS	Member
10	Prof. Dr. Idrees Khawaja	Dean AUSOM	Member
11	Air Cdre (R) Dr. Ghulam Mujjadid	Acting Dean FASSS	Member
12	Air Cdre (R) Abdul Wahab Motla	Dir Quality	Member
13	Air Cdre (R) Afzaal Ahmed Khan	Dir ORIC	Member
14	Air Cdre (R) Zahid Akhtar Lodhi	Dir A&D	Member
15	Gp Capt (R) Tariq Javed Kambooh	Dir Finance	Member
16	Air Cdre (R) Zaheer Mirza	Dir CPD	Member
17	Air Cdre (R) Aslam Pervez	Advisor IT	Member
18	Dr. Jehanzeb Masud	Chair DMAE	Member
19	Dr. Zareena Kousar	Chair MTS	Member
20	Dr. Shahid Baqir	Chair EE	Member
21	Dr. Kashif Kifayat	Chair CS	Member
22	Dr. Nabeela Kousar	Chair Maths	Member
23	Dr. Muhammad Atif	Chair Physics	Member
24	Dr. Israr Hussain	Chair Avionics	Member
25	Ms. Fazaila Ali Qazi	DDSA	Member
26	Mr. Amjad Mehmood	Acting Deputy Registrar	(Secretary)

ACADEMIC COUNCIL
(Air University, Islamabad)

S No	Appointment
1	Vice Chancellor
2	Registrar
3	Director Academics
4	Director Examinations
5	Director Quality
6	Senior Dean
7	Chair / Dean of All Departments
8	Faculty Member of Concerned Depts / Affiliated Colleges
9	02 External Experts of Particular Academic Program

FACULTY BOARD OF STUDIES
(Air University, Islamabad)

S.No.	Name & Designation	Role
1	Dean of each faculty	Chairman
2	Chairs of all departments within each faculty	Member
3	All Professors in the faculty	Member
4	Three faculty members in the faculty, one each from the categories of Lecturers, Assistant Professors and Associate Professors	Member

SELECTION BOARD
(Air University, Islamabad)

S No	Appointment
1	Vice Chancellor
2	Registrar
3	Director Academics
4	Senior Dean
5	HOD / Dean Concerned
6	Subject Specialist Concerned Subject
7	Manager hr

Actual Selection is made by the University Functional Committee of Air University and its constitution is as follows.

QUESTION NO. 2:

How is planning integrated with goals, achievements and future engagements?

(a) Copy of strategic / financial plans in the last two years

A list of all the projects / plans related to infrastructure development and completed during the last two years and those which are still in progress are placed as Appendix-C of this standard folder. These projects are in line with our strategic plans to achieve university mission and goals.

(b) SOPs for integration of results into planning

Progress on decisions / plans made during the previous year are discussed in BOG meetings annually. Results are subsequently integrated into new plans and lessons learned are also recorded. The same fact is expressed in Appendix-D of standard folder.

(c) Planning review reports

Planning review reports are usually in the form of progress reports presented to the BOG annually. The progress reports of the last two years are placed as Appendix-C of standard folder. These can be shown to visiting team.

(d) Event / academic calendar

Event / academic calendar is prepared annually which provides a roadmap or time table for the whole academic year. It has been provided separately with this folder.

(e) Any other related documents

Academic Report by Senior Dean

A comprehensive annual Academic Report is presented by Senior Dean during meeting of BOG. In addition to summarizing the achievements and challenges being faced by Air University, the report also delineates future plans of the university. Academic report is placed as Appendix-G of standard folder.

QUESTION NO. 3:

What is the process of approval of plans both financial and strategic?

(a) List of Committees / TORs

The list and TORs of AU committees have already been discussed in question 1(b) and the same fact is mentioned in Appendix-G of standard folder.

(b) Minutes of the Syndicate / Senate meeting in which strategic / financial plans are approved

BOG usually addresses issues of long-term significance; however it has also mandate to discuss any issue it deems appropriate and necessary to bring overall

effectiveness and efficiency in university management. Copy of the minutes of the 5th BOG meeting in which long-term projects were discussed is placed as Appendix-H of standard folder.

(c) Copy of strategic and financial plans related agenda items of Syndicate / Senate

Air University BOG discusses strategic as well as financial plans in almost every meeting. Since, AU is going through its developmental phase therefore, copies of agenda items of last two BOG meetings are placed as Appendix-I of standard folder.

(d) Copy of annual budget report

Copies of annual budget reports duly signed by the VC and DD Finance are placed as Appendix-J of this standard folder which can be shown to visiting team.

QUESTION NO. 4:

Whether budget is allocated in accordance with strategic plans?

(a) Annual Balance Sheet / review reports

Most of University budget is through student fees and funding from different government agencies. According to the availability of budget, allocations are made to execute planned projects. Copies of annual balance sheets for the last two years are placed as Appendix-K of standard folder.

(b) Minutes of review meetings / approval of Syndicate / governing body

Copy of the minutes of the meeting exclusively held for the purpose for the budget is placed as Appendix-L of standard folder.

(c) Budget allocation formulae

Budget allocation is carried out keeping in view the funds available and requirements of different departments instead of using a pre-determined formula. A list of PC-1 of ongoing projects is shown below.

STANDARD 3

ORGANIZATION AND GOVERNANCE

1. Air University has a governance system that facilitates the fulfillment of its mission and goals and strengthens institutional effectiveness and integrity. The institution creates and maintains enabling environments for teaching – learning service and scholarship that helps in developing a research culture. It assures provision of support adequate for the appropriate functioning of all programmes being offered by the University.

(a) Organization

The institutional structure facilitates the optimum use of available resources, development of an enabling learning & research environment, excellence in scholarship and quality improvement.

(b) Governance

The governance system of Air University clearly defines the rules of different tiers of the institution in policy development and decision making. The governance structure includes an effective governing body with desired autonomy to assure and further strengthen the institutional integrity and helps in the process of fulfillment of its responsibilities for policy consistency and resource development aligned with the mission of the institution. At Air University, different tiers of governance such as faculty, administration, staffs, students and the governing body support each other to achieve the institutional mission and objectives in an appropriate manner. The prevalent system encourages participatory approach that allows open discussion of the issues concerning mission, planning and resource allocation by those who assume responsibilities for respective activities.

A summary of defined parameters, for Performance Evaluation against Standard 3 (as per proforma of Criterion 3, Organization and Governance questionnaire of HEC document), is appended below:-

Questions:

Question.1   Does the Institution have published University Calendar and when published last time? .

Ans 1 (a)   Handbook

At Air University, Handbooks for students and Faculty Members have been replaced by academic regulations which is updated periodically. The academic regulation consist of all important policies, rules and regulations required to be observed during their stay at the University. This are also available on the AU website and Intranet for consultation by the users.. A copy of latest   academic regulation is placed as Appendix 'A'.

Ans 1 (b)   Guidelines etc

At Air University, Guidelines are issued in various domains and serve as Standard Operating Procedures for guidance, of all concerned to facilitate implementation of policy, rules and regulations. Some examples of laid down guidelines are mentioned below and also placed as Appendix 'B' :-

i.   **Invigilation duties during Final Examinations**

Invigilation duties are defined by the Exams Office before every Semester Final Exams. The procedure for dealing with Unfair means cases and the conduct of exams is explained in the guidelines. At Air University, the staff appointed as invigilators show zero tolerance for any unfair means case.

ii.   **Merit Scholarship/Need based scholarships**

Financial Aid and merit scholarship is provided to the deserving students. Air University awards merit scholarships to those students who take full load of subjects for the semester and fulfill the laid down criteria.

iii.   **Societies and Clubs**

The AU students get plenty of opportunities to participate in a variety of extra-curricular activities. AU societies and clubs organize activities of their choice and interest, which enhance their organizational and management skills besides creating awareness about current problems and challenges etc.

iv.   **Faculty Development Program**

At Air University, Faculty Members are provided with the opportunities to proceed for further studies like MS and PhD on the recommendation of their respective Chair Department.

Ans 1 (c)   Academic Calendar

Academic Calendar is printed on yearly basis and distributed among all the Faculty Members, staff and students of the university. This calendar covers each and every activity during the semesters. All efforts are made to strictly adhere to the scheduled activities. AU has a complete record of the Academic Calendars. On-going Academic Calendar is also uploaded on AU Website and Intranet for ready reference by all concerned. Latest Academic Calendar (2011 – 12) is placed as Appendix 'C'.

Ans 1 (d)   List of University Statutory bodies and their TORs

The University has 06 statutory bodies which include the following:-
  i)   Board of Governors
  ii)   Executive Committee / University Functional Committee
  iii)   Academic Council

iv)   Faculty Board of Studies
v)   Selection Board
vi)   Finance & Planning Committee

The University carries out all the functions through these bodies as per their official mandate. The details regarding composition and Terms of Reference (TOR's) of only those committees which are actively involved in planning and evaluation process are given in standard folder.

OFFICE RESPONSIBLE FOR ORGANIZING BOG MEETINGS

2.   Office of the Registrar is responsible for organizing the BOG meeting. Pre and post-meeting actions initiated by the Registrar Office are as follows:-

(a)   To seek a convenient date for the BOG meeting from Chairman of BOG.

(b).   Agenda points along with working papers are prepared for each agenda point and circulated to all the members.

(c)   Letters are dispatched to all BOG members, notifying date of the meeting.

(d).   Minutes of BOG meeting are prepared.

(e)   Minutes approved by Chairman BOG are circulated to all BOG members.

SOPs FOR COMPLIANCE OF MINUTES & NAME OF RESPONSIBLE OFFICE

3.   Registrar Office is responsible for monitoring and ensuring compliance of the decisions made during BOG meeting. Heads / Chairs of concerned departments are informed of the decision(s) pertaining to their area of responsibility. Subsequently, a report on progress of decisions of the last BOG meetings is issued by this office in the form of MOMs.

Board of Governors

4. The general supervision and control of the affairs of the University and the powers to lay down the policies shall vest in the Board of Governors.

(a)The Board shall consist of the following, namely:-

(i)   the Chief or the Air Staff, who shall be the *ex-officio* Chairman of the Board;

(ii)   one serving or retired judge of Supreme or High Court to be nominated by the Chief Justice of Supreme or High Court as the case may be;

(iii)   the Vice Chief of the Air Staff;

(iv)   the Deputy Chief of the Air Staff (Training);

(v)   one Principal Staff Officer or an officer of equivalent rank as approved by the Chairman of the Board;

(vi)   one Vice-Chancellor of a Public University;

(vii)   the Vice-Chancellor;

(viii)   Chairman Higher Education Commission or his nominee not below the rank of an officer in Basic Pay Scale 21;

(ix)   the Secretary, Ministry of Education. Government of Pakistan or his nominee not below the rank of an officer in Basic Pay Scale 20;

(x)   the Secretary, Ministry of Science and Technology, Government of Pakistan or his nominee not below the rank of an officer in Basic Pay Scale 20;

(xi)   three nominees from distinguished and eminent scholars or scientists as nominated by the Chairman of the Board for a period of two years; and

(xii)   Three nominees from industrial or financial sector as nominated by the Chairman of the Board for a period of two years;.

(b) The Registrar shall act as Secretary of the Board and shall be a non-voting member.

(c) The Chancellor may, in consultation with the Board, appoint any other person, including a scientist or educationist, as member of the Board.

(d) The existence of a vacancy or defect in the constitution of the Board, shall not invalidate any act or proceedings of the Board.

(e) The Chairman of the Board may direct any officer, member of faculty or any other person to be in attendance during all or any of its meetings of the Board.

(f) The Board shall lay down its own rules of procedure and may amend or modify the same from time to time.

Powers and functions of the Board –

5. Without prejudice to the generality of the provisions of this Ordinance, the Board

shall exercise the powers and perform the following functions, namely:-

(a) To hold, control and administer the property, funds and resources of the University and to borrow or raise money for the purposes of the University upon such security as may be required;

(b) to formulate or approve the principles, policies and plans governing the activities and operations of the University so as to ensure that the academic staff enjoys academic freedom in their research and educational work;

(c) to prepare or have prepared and revised from time to time rules and regulations for the efficient and effective operation of the University;

(d) to review and approve the creation of any standing component of the University, such as faculties, councils and other administrative bodies necessary to assist or improve the working of the University;

(e) to approve the plans of work and annual budget of the University submitted by the Director Finance, the budget being based on the budget prepared and submitted by the constituent or affiliated colleges or institutes;

(f) to require of and consider reports submitted by the officers of the University relating to the activities of the University and the execution of the plans of work and to direct the Vice-Chancellor to submit reports relating to any matter specified by the Board;

(g) to create such academic or administrative posts as it may consider necessary for the purposes of the University and to approve appointments recommended by the Selection Board and such of these posts as it may specify, including the posts of heads, deans, directors, professors, associate professors, assistant professors, lecturers and demonstrators;

(h) To approve selection and appointment of all administrative and academic staff of the University made by the person or body authorized to make the appointment;

(i) To approve the fixation of scales of pay, allowances and honoraria for

all the staff commensurate with their qualifications and experience, both academic and administrative, recommended by the governing bodies of constituent units in order to attract the best talent from within and outside Pakistan for the University;

(j) To fix the scales of pay, allowances and honoraria of the academic and non-academic employees deployed in the headquarters of the University;

(k) To undertake responsibility for the financial integrity of the University, including responsibility for ensuring effectiveness of its future operations and their continuity and the preservations of the autonomy of the University;

(l) To approve all affiliations and other similar arrangements through which colleges, institutions or individuals may become associated with the University within Pakistan and abroad in accordance with the rules prescribed for the purpose;

(m) To appoint from amongst its members such committees or sub-committees as may in the opinion of the Board lead to its more efficient and effective operation;

(n) To approve the recommendations of the governing bodies of constituent units submitted to it for the purpose; and

(o) To take all such initiatives as it may consider necessary or desirable for the efficient and effective management and functioning of the University.

Meetings of the Board

6. The Board shall meet at least once during a year for a regular or scheduled meeting and may meet at any other time at which the Chairman of the Board thereof may call a special meeting.

Not less than ten clear days' notice of a special meeting shall be given to the members of the Board and agenda of the meeting shall be restricted to the matters specified in the agenda to be annexed to such notice.

The quorum for a meeting of the Board shall not be less than fifty percent of its

members.

Delegation of Powers

7. The Board may, by order in writing, direct that any of its powers and functions, shall, in such circumstances and under such conditions, if any, as may be specified in the order, be exercisable also by a committee, sub-committee or the Vice-Chancellor.

Selection Board

8. The Selection Board shall be responsible for conducting interviews and organizing tests, should the need arise, for appointments determined to be in its purview by the Board including all academic positions.

(a) The Selection Board shall comprise the following, namely:-

  (i)   the Vice-Chancellor, who shall be its Chairman;

  (ii)   two subject experts in the subject concerned drawn from a list approved by the Board but not serving in the University or its constituent units. In the case of position(s) of Associate Professor(s) and Professor(s), the experts must be those to whom the research documents of candidates have been sent for assessment;

  (iii)   a nominee of the Directorate of Education, Pakistan Air Force;

  (iv)   the head of the constituent unit where the appointment is being made; and

  (v)   the Registrar who shall also serve as Secretary of the Selection Board.

Finance and Planning Committee

9. There shall be a Finance and Planning Committee which shall work under the Vice-Chancellor, and shall be responsible for framing all the financial policies and rules of the University. The Finance and Planning Committee shall approve the annual budget estimates of various constituent units and of the head office of the University. It shall also submit to the Board an annual statement of how well the constituent units are functioning. The audited statement of accounts shall also be submitted to the Board for approval after being recommended by the Finance and Planning Committee.

Executive Committee

10. There shall be a committee to be known as the Executive Committee which shall comprise the following, namely:-

  (i) The Vice-Chancellor, who shall be the Chairman of the Executive Committee;

  (ii) The Deputy Chief of the Air Staff (Training);

  (iii) a nominee of the Chairman of the Board;

  (iv) a nominee of the Higher Education Commission not below the rank of a whole-time member;

  (v) a nominee of the Ministry of Education, Government of Pakistan, not below the rank of an officer in Basic Pay Scale 19;

  (vi) a nominee of the Pakistan Air Force Directorate of Education;

  (vii) Heads of the constituent units whose presence is essential in the light of the agenda; and

  (viii) The Registrar, who shall also serve as Secretary of the Committee.

The Committee shall deliberate on various aspects related to the functioning of the University and recommend specific measures to the Board for its approval.

In particular and without prejudice to the generality of the foregoing provision, the Committee shall –

  (a) Delineate priorities for research;

  (b) recommended allocation of training and research funds to the colleges and institutions;

  (c) Guide and direct the Academic Council and the Faculty Board of Studies of each college and Institute on all matters relating to academics, including syllabi and duration of various courses;

  (d) Recommend disciplines for all academic studies in the colleges and Institutes and help in creation of necessary infrastructure for the same;

(e) Help induct highly competent scientific and technical talent into the faculty of the constituent units to enhance the quality of education and research;

(f) Prescribe guidelines for proper and efficient conduct of professional examinations at the constituent and affiliated institutions;

(g) Recommend such measures, which would foster and enhance interaction and collaboration between the University and the existing national and international organizations, institutions and research centers and the industrial bases;

(h) Recommend apportioning of the national research and development budget for the University;

(i) deliberate on, and propose affiliation measures with foreign institutions of repute;

(j) Decide methods and strategies in order to ensure the most effective scientific and technological programme;

(k) Coordinate with the relevant Ministries, Departments, Universities and the Higher Education Commission;

(l) Propose Statutes to the Board for approval; and

(m) Prepare regulations for approval by the Board.

Academic Council

11. The Academic Council headed by the Vice-Chancellor shall lay down academic policies to further the objectives and functions of the University, and for the maintenance of the excellence of its academic programmes.

(a) Heads of all constituent units and teachers of the rank of professor, shall be members of the Academic Council in addition to two eminent scholars nominated for a period of two years by the Chairman of the Board. The Director Academic Affairs and Director Examinations shall be members of the Academic Council. The Director Academic Affairs shall serve as Secretary of the Academic Council, which shall frame its own rules of business.

(b) The Academic Council shall act as any advisory as well as an implementing body for

the decisions of the Executive Committee on all matters relating to the conduct of examinations, revision and updating of courses, syllabi, quality of education and duration of all courses including conduct of postgraduate classes in specified disciplines.

(cd The Academic Council shall also help the Vice-Chancellor in evaluating the performance of constituent and affiliated institutions and recommend measures for improvement.

(5) The quorum for a meeting of the Academic Council shall be one third of the total number of members, a fraction being counted as one.

Faculty Board of Studies

12. The Faculty Board of Studies of each constituent unit shall comprise the members appointed by the governing body of the said unit, which shall also prescribe the tenure of office of the members. A nominee of the Vice-Chancellor on the Faculty Board of Studies shall represent the University in its meetings.

The Faculty Board of Studies shall:-

(a) Implement the decisions of the Board, the Executive Committee and the Academic Council on all matters relating to academic standards, examinations and research;

(b) Ensure feedback of the implemented measures on research and academic matters to the Vice-Chancellor;

(c) work out, and report to the Vice-Chancellor details of funding required for research; and

(d) prepare and submit for approval to the Academic Council, curricula, syllabi, evaluation and assessment rules and procedures and quality standards.

Meetings of the Board

13. The Board shall meet at least once during a year for a regular or scheduled meeting

and may meet at any other time at which the Chairman of the Board thereof may call a special meeting.

(b) Not less than ten clear days' notice of a special meeting shall be given to the members of the Board and agenda of the meeting shall be restricted to the matters specified in the agenda to be annexed to such notice.

(c) The quorum for a meeting of the Board shall not be less than fifty percent of its members.

Ans 1 (e) **University Act**

The University was established under the Air University Ordinance No. CVII of 2002, dated 29 October, 2002. The Ordinance provides the essential guidelines for the overall functions of the University. A copy of AU Act is placed as Appendix 'E'.

Q.2 As per statutory requirements how many meetings of the governing bodies like Senate / syndicate / BOG held annually ?

Ans 2 (a) **Copies of Meeting Notification**

All members of the Board of Governors are notified regarding the date of the meeting of the BoG through letters, copies of which are enclosed as Appendix-F to the standard folder.

Ans 2 (b) **Copy of the Statutory requirements document regarding these meetings**
Appendix-G includes extract from Air University Ordinance and Rules of Business for Board of Governors adopted by the University after BoG's approval. The aforesaid documents provide detailed statutory requirements for BoG meetings.

Ans 2 (c) **Name of the Office responsible and system for organizing these meetings**
Registrar Office is responsible for conduct of Board meetings. Appendix-H gives brief description of all the pre and post-meeting activities performed by the said office.

Ans 2 (d) **SOPs of Compliance of Minutes & Name of Responsible Office / Body**

Registrar Office is responsible for ensuring compliance of minutes of BoG meetings. Appendix-I shows the methodology through which compliance is ensured by the said office.

Ans 2 (e) **Letter of Circulation of Approved Minutes**

The copies of BoG meeting duly approved are dispatched to all the members through letters of circulation which are placed as Appendix 'J' of standard folder.

Q No 3   How much percentage of agenda items of statutory body meetings is related with Administrative as compared to academic issues?

Ans 3 (a)   Working Papers for the Last Two Meetings
Prior to the Board meeting, working papers are prepared and circulated to all members for detailed deliberations on agenda items to be discussed in the meeting. Enclosed as Appendices-K1, K2 &K3 are the working papers for the last two i.e., 6th & 7th BoG meetings.

Ans 3 (b)   Agenda of the Last Two Meetings
Appendix-L of standard folder includes agenda items discussed during the last two i.e., 6th & 7th BoG meetings.

Ans 3 (d)   Minutes Compliance Report
Prior to the forthcoming Board meeting, a report is prepared regarding progress on decisions of last meeting. The report shows the extent of progress made so far and the remaining work, if any regarding the decided points. Appendix-M of standard folder includes the copies of 'Progress on Decisions of 5th & 6th BoG Meetings'

Ans 3 (e)   Minutes of the Last two Meetings
Complete sets of minutes of the last two (6th & 7th) meetings are enclosed as Appendices-N1 &N-2 of standard folder.

Q No 4   Is there any practice of using emergency powers and how frequently it is used annually ?

Ans   Use of Emergency Powers
The Vice Chancellor is not empowered to use emergency powers. These powers have not been used in any case. Also, there is no letter or notification on record to show the use of such powers in the last two years. The University has no SOP or relevant document on this issue. The powers have not been used in respect of any committee / statutory body

STANDARD 4

INTEGRITY

In the management of its affairs, conduct of its programs and its dealing with students, faculty, governing bodies & external agencies involving the general public, the Air University adheres to high ethical standards providing support to academic freedom. The Air University makes sincere efforts to practice and exemplify the values and ethical standards articulated in its mission described below:-

- **'**INTEGRITY HAS NO NEED OF RULES'
                    <u>ALBERT CAMUS</u>

- 'REAL INTEGRITY IS DOING THE RIGHT THING, KNOWING THAT NOBODY's GOING TO KNOW WHETHER YOU DID IT OR NOT'
                    <u>PRAH WINFREY</u>

Mission

The mission of Air University is to achieve excellence in teaching and research for producing graduates with sound professional knowledge, **integrity of character**, a keen sense of social responsibility and a passion for lifelong learning. The University shall stand committed to creating an environment conducive for attracting the best students, faculty and supporting staff for contributing to the development of a prosperous, peaceful and enlightened society.

Focus on Integrity Attributes

Integrity is the defining attribute of Air University and is manifested through its conduct within each of the other standards. Air University demonstrates Integrity through the manner in which it sets its goals, selects and retains its faculty, admits students, safeguards the interests of its students, develops curricula & programmes, shows sensitivity to equity and diversity issues, pursues the research and service goals and serves the society. The University keeps its promises, commitments and represents itself truthfully. The self assessment reports developed through Quality Standards and Assessment provide the basis, for institutional performance evaluation and related improvements, in its working environments at Air University.

Fundamental Elements of Integrity

At Air University, integrity is strengthened through consistency of periodic assessments of policies & processes. The integrity is not only assured but also protected with constant improvements in systems and practices at Air University by adhering to the following fundamental attributes of integrity:

- High standard of integrity on the basis of fair, transparent and impartial practices for hiring, retention and dismissal of employees.
- An efficient and widely published system to address the grievances of students.

- Prevention of conflict of interests and if happens, and efficient system to address the conflict of interest.
- Strong ethical practices and respect for individuals.
- Equitable and appropriate treatment with all parties and individuals while considering planning and policy making.
- Inbuilt practices of safeguarding intellectual property rights.
- Enabling environments for students, faculty, administration and other university staff promoting mutual respect for each other's ideas, background and prospective etc.
- Practicing integrity and openness in public relations, announcements and all other forms of information sharing with public.
- Periodic assessment of policies, implementation processes and practices reflecting integrity and availability of factual reports.

Q.1 **Is there any committee for redressing the complaints / grievances of faculty / employees / students?**

Committees for redressing the complaints/grievances of faculty/employees/students

1)The University has a procedure for handling complaints/grievances of faculty/employees/students on matters regarding academic issues, such as grade appeals, neglect of academic duty in the class-room or during learning assignments, unfair means in an examination, or non-academic issues such as discrimination of any sort, sexual harassment or other issues within the University premises or pertaining to functions of the University.The University supports its Faculty Members to conduct academic duties in an environment which encourages academic freedom and fully empowers a FM to decide the contents of a course, in so far as it complies with the approvals of statutory bodies as determined by the concerned Chair Department, and to determine the style of teaching and imparting education to students.

At the same time, the University ensures a student-friendly environment conducive to formal learning as well as to enhance academic pursuits and extra-curricular activities that contribute to the development of a wholesome personality commensurate with the vision and mission of the University.

For all employees of the University, a fair system is ensured that permits an employee to work unhindered towards tasks assigned to him/her by the University without fear of personal security or of any action that disturbs the peace of mind during his/her time in the University.

A petitioner may lodge a formal complaint on a specified form with the concerned Chair Department and deposit a copy with the concerned Dean of Faculty; both documents bearing the name(s) of petitioners with their signatures. Unsigned or anonymous complaints may be subject to enquiry for fact-finding by the Chair Department/Dean but will not result in any charges or disciplinary action against any party.

All Complaints/Grievances will be overseen by a Standing Committee consisting of Registrar, as Chair, and Senior Dean and Director Academics, as Members.

A Complaint/Grievance will be addressed by the concerned Chair Department/Dean when it is reported by the faculty or student petitioner(s) within ten days of the concerned event. In case the complaint is lodged by an employee against another employee both of whom are not posted in any academic department belonging to any of the faculties or the Institute of Avionics and Aeronautics, the office of prime concern will be the Deputy Registrar in place of the Chair Department and the Registrar in place of the Dean. The procedure followed by the Dean will be as follows:

i) The Dean may direct the concerned Chair Department to initiate the Enquiry or may conduct the Enquiry without consultation with the concerned Chair Department.

ii) The Dean or Chair Department as the Enquiry Officer will make every effort to reach a conclusive decision within ten days of commencement of the Enquiry.

iii) The decision of the Dean will be communicated within ten days to all parties named by the petitioner.

iv) The Dean will communicate the decision to the Standing Committee at the time it is communicated to all the parties as mentioned above.

Any party in the Complaint/Grievance may appeal to the Standing Committee against the decision communicated by the Dean within five working days of the decision.

The Standing Committee is required to

i) Appoint an Enquiry Committee, when the Dean expresses inability to conduct the Enquiry, or an Appeals Committee in case of an appeal by any party in the Complaint/Grievance, within ten days of the matter being reported by the concerned Dean.

ii) Make every effort to reach a decision within one month of formation of the Committee.

iii) Communicate the decision to all parties in the Complaint/Grievance as soon as a decision is taken.

Either party in the Complaint/Grievance may appeal to the Vice Chancellor against the decision of the Standing Committee. The decision of the Vice Chancellor will be considered final.

The University encourages informal resolution where possible. Formal procedures will be brought into effect when informal resolution has failed and the complaint/grievance has been reported within ten working days of the event being reported.

Only those matters will be dealt with that are beyond the scope of statutory bodies or those appointed by the University Functional Committee (UFC) for specific purposes, such as the Faculty Board of Graduate Studies, Discipline Committee, Unfair Means

Committee, Harassment Monitoring Cell and AU Center for Counselling and Psychological Services etc.

Dealing with complaints / grievances is considered to be a centralized function at Air University and is being handled University wise by designated committees / bodies as per the nature and severity of issues / complaints / grievances of faculty / employees / students. The members of the committee conduct a detailed root cause analysis and based on the recorded evidence; make certain recommendations. A comprehensive report is prepared on the committee's proceedings and is routed to the office of Vice Chancellor for final decision. All the critical decisions attain the final status after VC's endorsement on them.

The following Committees & offices are there to redress the complaints/grievances of faculty/employees/students:-

a.   Discipline Committee
b.   Unfair Means Committee
c.   AU Harassment Monitoring Cell
d.   Center for Counseling and Psychological Services
e.   Other Offices

Discipline Committee

Serious Disciplinary matters shall be investigated by the Discipline Committee, which shall forward its recommendations to the Vice Chancellor for final approval. The Discipline Committee consists of three members nominated from among the University Staff by the Vice Chancellor/Senior Dean. The Discipline Committee shall accord full opportunity to the student to plead the case. Statements made by the student and cross examination by the Committee will be recorded and recommendation made to the Vice Chancellor/Senior Dean.

1.   Copy of notification regarding present status of Discipline Committee is attached as App '**A**'. to standard in folder

2.   Discipline Committee for dealing with students disciplinary cases.

3.   A total of 05 Disciplinary cases were reported in 2011 out of which 03 cases were referred to Discipline Committee for further investigation and 02 cases were dealt by the students affairs deptt (issued warnings).
In 2012 total 04 disciplinary cases were reported and referred to Discipline Committee.

4.   The Vice Chancellor is the final decision making body in grievance cases.

5.   Copies of decisions regarding students' disciplinary cases are attached as App '**A1**'. To standard folder.

Unfair Means Committee

A student found using unfair means or assisting another student during an examination is liable to face severe disciplinary action. If the invigilator considers a student a source of disturbance in the examination hall, the student will be asked to leave the examination hall. A student found guilty of using unfair means, will be referred to the Unfair Means Committee. The Unfair Means Committee will consist of three members nominated by the Vice Chancellor.

Composition of the Unfair Means Committee is recommended by the Senior Dean and approved by the VC.

The members remain on the Committee for a period of 01 year unless the tenure is extended by the VC. The Senior Dean may detail another Faculty Member to work temporarily in place of a permanent member if the latter is committed in another activity.

1. Copy of notification regarding present status of Discipline Committee is attached as App '**B**'of standard folder.

2. Unfair Means Committee for dealing with unfair means cases.

3. Summary of the cases for use of unfair means during Fall Semester 2012 is attached as App '**B1**'. Of standard folder.

4. The Vice Chancellor is the final decision making body in unfair means cases.

5. Copies of decisions regarding use of unfair means cases during Fall 2012 are attached as App '**B2**' of standard folder.

Air University Harassment Monitoring Cell

In order to facilitate an environment that is conductive to learning and is free from all types of harassment. AU has zero tolerance for any form of harassment that interferes with the work performance of a student or an employee. In order to prevent sexual and all other types of harassment on its campus AU has a policy, whose aim is to make the campus free from all sorts of harassment. This policy is being followed in letter and spirit and since 2011 AU has established a "Harassment Monitoring Cell". If anyone (be it a student or employee) in the AU community feels that they are being harassed, they can either approach their class advisor, department Chair/Dean or send an email to harassment.cell@mail.au.edu.pk All cases are handled and resolved in a professional manner so that the confidentiality of all parties is maintained.

Since March 2011 Air University has established a Harassment Monitoring Cell (HMC) in order to provide a safe and secure harassment free environment to all its students, faculty and staff. The HMC is run primarily by the Harassment monitoring officer (HMO) who either receives the harassment related complaints directly or such complaints are forwarded to the HMO via chair departments or concerned faculty

members of Air University. The HMO after receiving the complaint, depending on its nature coordinates with the Vice Chancellor, AU psychologist, Chair Department or any other AU employee who is in a position to resolve the complaint.

If a complaint is received by the HMC, the complaint can be resolved in an informal or a formal manner. When the complaint is resolved in an informal manner, no written evidence of the complaint is filed in order to maintain the confidentiality of both parties involved. However if the complaint cannot be resolved in an informal manner and the complainant is not satisfied with the informal resolution then the complaint is filed in a formal manner. In this case the complainant is submits a written complaint to the HMO. The complaint is then resolved formally where both parties appear in front of the hearing panel. The hearing panel after hearing out both the parties comes up with a decision that is also submitted to the HMC in writing. In case of a formal resolution of the complaint, a record of the complaint and the final decision is then retained by the HMC and is also placed in the personal files of both parties.

1. Copy of Notification and TORs: Copy of notification regarding present status of Harassment Monitoring Cell (HMC) as App 'C' of standard folder.

2. Name of dealing office / body for addressing grievances: Harassment Monitoring Cell for dealing with cases of harassment.

3. Number of complaints / problems attended during last / two years: Since the inception of this cell, 6 complaints have been received by this cell, all of which were resolved in an informal manner. Following is a summary of nature of the complaints and the action that was taken on them.

	Nature of Complaint	Complaint Resolution
1.	Teacher using examples in class that were making the female students uncomfortable	Informal: The complaint was forwarded to the concerned chair department; the concerned faculty was admonished on his behavior. No written complaint was filed and the matter was resolved in an informal manner without filing of a written complaint.
2.	Senior student (male) harassing a junior student (female)	Informal: Several meetings were held separately with the complainant and the defendant. Both parties were evaluated independently by HMO and the university psychologist. Parents of both parties were brought into picture and the complaint was eventually resolved.
3.	Two female students registered a complaint against a particular sanitary worker in the department who used to try and open the washroom door while they were using it, this	Informal: The complaint was forwarded to the concerned chair department. The students were given access to a more secure washroom. The sanitary worker was warned and assigned to an area not frequented by students.

	had happened several times.	
4.	A female student approached this office with a complaint about a male teacher using and encouraging sexist language and jokes in class.	Informal: The complaint was forwarded to the concerned chair department; the concerned faculty was admonished on his behavior. No written complaint was filed and the matter was resolved in an informal manner without filing of a written complaint.
5	A group of students (female) from the same class were receiving harassing phone after they entered their particulars in the AU placement office.	Informal: The matter was resolved by noting down the phone numbers from which the harassing phone calls were originating. Senior Manager Placement & Alumni Affairs was requested to send an official text message to the numbers, warning that if the harassment will not stop the matter will be taken up by PTA, after which the calls stopped and the matter was resolved
6	Two female students approached this office with the complaint that a group of students outside the cafeteria were harassing them and passing offensive remarks.	Informal: The harassment monitoring officer immediately accompanied the students and visited the cafeteria to note down the particulars of the students. The students however had left the scene by then. However the next day the students approached the HMO themselves and apologized for their behavior. They were issued a warning by the HMO that any future complaint of this nature will lead to serious action on behalf of Air University.

4.   Final decision making body in grievance cases: The Vice Chancellor is the final decision making body in cases of Harassment.

5.   Evidence of communication of decision on grievances: Nil.

6.   Any other related document: Policy Guidelines for Dealing with Sexual Harassment is attached as App '**C1**'of standard folder.

Center for Counseling and Psychological Services

Center of Counseling and Psychological Services, located on the ground floor, mini block, offers professional support to AU personnel (faculty members, students, and administrative staff). This center provides counselling and guidance to the individuals in dealing with their stressors as well as associated psychological distress, as stressful life and psychological distress adversely affects optimum functioning, motivational level, career goals and overall well-being. AU Psychologist, Dr. Shakira Huma Siddiqui, Flt Lt (R) is working in this center since 2007. All personal information is handled in the best professional manner and in complete confidentiality.

For bringing awareness about 'AU Center for Counseling and Psychological Services' among AU personnel (faculty members, administrative staff and students), multiple efforts have been made; e.g., AU personnel have been informed through AU Journal, AU website (AU news / AU students notice board), and AU info mobile services, that in case of facing unmanageable stress which is affecting their performance as well as previous normal functioning , appointment may be requested from AU Psychologist by sending email on psychologist@mail.au.edu.pk. Request for appointment may also be obtained by accessing 'AU Center for Counseling and Psychological Services' (on AU website) and filling the following 'counseling appointment form'.

Counselling appointment Form (confidential)
All fields are required

*Name

*Department (students should mention their class e.g., BBA-7/BBE-4)

*Email Address

*Contact Number

*Preferable time and date for consultation, please make sure that this time doesn't clash with your duty/ class timings)

*Brief Purpose of Consultation

The filled 'Counseling appointment form', when submitted, automatically reaches AU Psychologist email folder, who immediately responds to the request.

AU personnel are also encouraged to seek counseling and Psychological services, by 'just walk in' the AU Center for Counseling and Psychological services'.

Moreover, efforts have also been made to reach the AU personnel (faculty members, administrative staff and students) particularly students population, for inquiring about the stressors they are facing, the coping strategies they are using (whether effective or ineffective) and the level of distress they are experiencing. During this kind of surveys, AU personnel are also encouraged to mention, on a given performa if they need psychological consultation.

Findings of this sort of survey not only help in identifying individuals who need psychological help, but also provides direction in controlling the stressors in the external environment.

These findings are reported to the Director Students' Affairs & VC and effective measures are taken to control the stressors in the external environment, and to plan ways to develop effective stress management strategies. stress management workshops for the students, training workshops for the teachers and administrative staff have been planned/arranged under AU Center for Counselling and Psychological Services'.

Formal and informal meeting are arranged with the Director Students Affairs and Vice Chancellor for giving updates about the functioning of Counselling and Psychological Services.

AU Psychologist works in coordination with the Director Students Affairs, Discipline Committee and AU medical doctor.

Individuals needing psychiatric help are referred to the psychiatrist with the help of AU medical doctor. Those reporting harassment issues are referred to AU harassment cell.

Individuals are referred by medical doctors, Dean, HOD, Director students affairs, Chair Discipline Committee, Registrar, faculty members, students advisors etc. As emails are sent to the students advisors, HOD, and Dean for referring the ones needing psychological help.

On AU website FAQ column, the queries concerning who needs counseling, how counselling helps, the procedure of seeking appointment , the functioning of 'AU Center for Counselling and Psychological services' and the like, have been answered.

Other Offices

1.   Vice Chancellor's Complaint Box is placed in each department for easy access to the students and other employees. They can put-up their complaints or any suggestions, for improvement in the overall system, in these Complaint Boxes. These are directly handled and personally monitored by the Vice Chancellor.
2.   Open door policy for redressal of complaints and grievances is followed by all in the Administration including Vice Chancellor, Registrar, Director Examination & Student Affairs etc.
3.   At department level, complaints / grievances of the students are also handled by Program Coordinator, designated class advisor and Head of Deptt etc. Roles and functions of each office are also mentioned in the Student Handbook.

Q.2   Is there any mechanism to safeguard the conflict of interests?

Mechanism to safeguard the conflict of interest

The 'conflict of interests' is quite a generalized term and may be employed for wide ranging situations and scenarios that might arise or end up in various types of conflicts including inter-departmental or inter-university or between university or any external entity.

At Air University, various mechanisms have been devised to deal with different types of conflicting situations (pertaining to conflict of interest) at different points in time and at different levels. In an effort to protect stakeholders' interests (internal stakeholders include administration/management, faculty, students and support staff), conflict of interests are addressed/tackled in following ways:

At University level

- Issuance of and adherence to uniform, university-wise applicable policies, rules and orders
- Office of Registrar ensures and regulates the smooth, conflict-free conduct of university business
- University Functional Committee (UFC) debates specific decision-oriented issues, Deans/HODs/Functional Heads use the platform to guard the interests of their respective areas/departments by putting up logical arguments, leading to the resolution of conflicts.
- Customized, need-based mechanisms are usually developed in order to address certain conflicting situations. For example, deployment of impartial & neutral designated bodies during annual sports week, including convener, referees, observers etc., in order to tackle numerous conflicting situations efficiently & effectively, arising all week through, and safeguarding the interests of all the five participating academic departments of the university.

At Department level

- Office of the Dean, through an open-door communication policy, addresses and resolves conflict of interest cases arising between faculty and staff. Where required, the Dean and/or affected party(s) may seek VC's guidance in arriving at the final decision of the dispute / conflict.

- In case such disputed situation arises between / among the Dean and the FM(s) / staff (Dean being a party to the conflict), any of them may approach the Senior Dean or the office of Vice Chancellor.

1.   SOPs for resolving conflicting issues: System documentation is still in progress at department level. Such SOPs are being reviewed / updated and would be soon available as guiding notes.

2. List of cases received and resolved during last two years: Will be documented at university's centralized functions

3. Name of dealing office / body with conflict of interest situation: Office of Student Affairs, UFC forum, FBGS (Faculty Board of Graduate Studies), office of Registrar, office of Dean, office of Vice Chancellor, Customized teams

4. Review reports of the committees working on these situation: Will be maintained at university's centralized functions

Following are also assigned to safeguard the conflict of interest:-

a. Integrity Ensurance Committee
b. Additional Safeguards by Data Automation & HR Dept.

Integrity Ensurance Committee

The Integrity Ensurance Committee with the Senior Dean as Chair, and Director General IAA and one Senior Faculty Member appointed by the Vice Chancellor, as members, will ensure integrity by ensuring that there is no conflict of interests and that academic work is carried out and reported in a manner that complies with acceptable norms of institutions of higher education.

The committee will safeguard the interests of the University by probing into issues where there is a conflict of interests understood to be a matter generally concerning an employee of the University in a function that is not perceived to be clearly on the side of the University in any matter of academic, financial, or other matter in which the University has an interest.

The Committee will also monitor research/scholarly work to ensure that it is ethical as understood in universities worldwide.

Additional Safeguards

(i) **Inbuilt Practices of Safeguarding Management Information System of AU**

Air University (AU) recognizes that software is a major tool for all types of businesses including educational environment. Automation department is working with Air University since 2002 for the development of softwares for its all functional areas. AU Management Information System (MIS) comprising around 15 applications which are developed in-house. Certain steps have been taken to protect our investment and ensure copy right of Air University on Management Information System which are as under:

- MIS software is Air University proprietary and AU reserves its copy right

- MIS software source code is saved in various forms such as soft copies, CDs, DVDs and kept on various locations

- Only compiled form of softwares (unreadable) are used in campus and other affiliated institutes.

- Developers are not allowed to take source code/data with them or to copy on any device

- Different level of privileges and roles have been defined to access data/softwares and are strictly followed

- Roles are assigned to users for the modification and to view the data

ii. **Human Resource Department**

1. AU employment rules are attached at App '**D**' to standard folder.

Q.3   Is there any system for monitoring ethical research / scholarly works?

Plagiarism Standing Committee

Air University provides an HEC-supported in house facility for checking plagiarism. The supervisor and the Guidance and Evaluation Committee (GEC) must ensure that references in proper format are provided when citing the work done by others. Plagiarism, if detected and proved, will lead to the immediate removal of the student from the program.

Following are the points to ensure ethical research practices/scholarly works at department levels:-

- Access of turn-it-in (anti-plagiarism software) made available to the graduate research coordinator, research supervisors and all faculty members.

- Attachment of similarity Index report (Plagiarism clearance certificate) along with the submission of the final thesis report has been made a mandatory requirement for the graduate students (MBA/MS). This has now been enforced for undergraduate students as well.

- In order to inculcate ethical research practices & attitude at both, undergraduate and graduate level, the respective research advisors and supervisors play their role continuously & consistently through coaching and counselling of the young scholars/researchers during all the stages of their research. They are able to do so systematically, as the researchers / students are supposed to submit their work to the research advisor chapter wise and within the given time-lines, for which they frequently need to see and seek advice of their assigned supervisors. In doing so, lots of grey areas in their research are addressed well in time.

- A strict evaluation is exercised both at the proposal and final defense stage by the supervising committee, which also measures the quality of research work. Ethical dimension is considered to be one of the integral dimensions of 'quality'.

- Another way of making academic contribution into 'ethics' at Department of Business Administration is devised through the curriculum design. Following academic courses are offered to students at different programs (BBA, MBA etc.) both at core as well as elective level, in an effort to inculcate the element of 'integrity' in their personal as well as professional profile:

  * Self-Development
  * Business Ethics
  * Corporate Ethics
  * Leadership & Motivational Skills
  * Conflict Resolution & Management

1. Notification of implementation of HEC's Plagiarism Policy/Plagiarism Standing Committee is attached as App '**E**' & '**E1**' of standard folder.

2. Evidence of external evaluation of Ph D theses form academically advanced Countries: Ph D students are not at that stage.

3. Usage Report of turn it in anti-plagiarism for last years: Attached as App '**E2**' of standard folder.

Q.4 Is there any system of peer evaluation / QA assessment at programme or institutional level?

Different systems are available for peer evaluation/QA assessment both at institutional and programme level. Focusing on <u>programme level</u>, following mechanisms are to be considered at current:-

- QEC lead Program assessment/reviews (based on visual inspection as well as documentation review)

- Review of Quality assessment reports-SARs (being compiled programme-wise by department quality team)

- Programme performance is also measured at Deptt levels,whereby on-line feedback is collected through HEC approved, standardized Performa / feedback forms on / from the following entities:-

  * Teachers' Evaluation by students
  * Course Evaluation by students
  * Faculty Motivational Survey by FMs
  * Survey of graduating students
  * Alumni Survey

* Employer Survey

- A centralized ACR system is also in place

Self Assessment

QA assessment is done by AU QEC Office through following forms available at AU web site.

i.	Student Course Evaluation Questionnaire	;	Proforma - 1
ii.	Faculty Course Review Report	;	Proforma - 2
iii.	Survey of Graduate Students	;	Proforma - 3
iv.	Research Student Progress Review Form	;	Proforma - 4
v.	Faculty Survey	;	Proforma - 5
vi.	Survey of Department Offering Ph D Programs	;	Proforma - 6
vii.	Alumni Survey	;	Proforma - 7
viii.	Employer Survey	;	Proforma - 8
ix.	Faculty Resume	;	Proforma - 9
x.	Teacher Evaluation Form	;	Proforma -10

Self assessment reports of 14 Programs have already been written. The evidence is retained at AU QEC Office.

Accreditation

All the Engineering and Computer Sciences Programs of AU are accredited from concerned bodies. Details are mentioned below:-

Air University, Islamabad Details of Accredited Programs. Details are available on PEC website: http://www.pec.org.pk

- Bachelor of Electronics Engineering (Intake of Batch Fall 2002 only).
- Bachelor of Electrical Engineering (Electronic or Telecommunication) From Intake of Batch Fall-2003 upto 2009.
- Bachelor of Mechatronics Engineering (From Intake of Batch Fall-2003 upto 2009).
- Accreditation of BE Mechanical Engineering launched in Fall 2009 is in progress.
- Batches of 2008-2012 and 2009 -13 of Computer Sciences Programs of AU have been awarded category X (2 years) by National Computing Education Accreditation Council (NCEAC)

STANDARD 5

FACULTY

1.   The institution hires, retains, sustains and develop a faculty that is required to achieve its mission. A faculty qualification, numbers and quality oriented performance is sufficient to achieve the institution's mission and objectives. Faculty offers academic programs with competence and assumes related responsibilities.

FACULTY APPOINTMENTS AND HIRING PROCESS

2.   Air University follows the appointment criteria for selection of faculty members defined by HEC and policy of Air University. The minimum qualification for Lecturer is a 16-years MS degree. Appointments are made based on selection by the University Selection Board. The HR office of University is responsible for advertising the faculty posts in **two** national leading newspapers for two consecutive weeks. The posts advertised are clearly mentioned along with the requirements. The Air University offers competitive salary package commensurate with experience and qualification of the candidate. The applications are received by HR as per advertised time frame which is generally two weeks after the advertisement. After initial scrutiny, HR forwards the applicant details to the concerning departments. The candidates first have to appear before the technical review board at the department. Once, it is established that the candidate holds strong technical background then applicant's credentials are forwarded to the Selection Board on the request of Department Chair. The Selection Board is comprised of Vice Chancellor, Deans of faculties, Chair Departments and Registrar. When selection Board gives approval of the candidate hiring then HR department validates the originality of the applicant's documents. On clearance from HR, the meeting would be fixed with the Registrar who settles the salary package with the applicant. Upon agreement, the University intimates the applicant to join the department as per joining date. On the first day of joining, the applicant is given appointment letter.

FACULTY EVALUATION AND DEVELOPMENT

3.   Evaluation is done by Chair Departments with the support of the concerned Dean of Faculty. This is done by keeping an eye on class-room teaching, formal and informal consultations with Faculty Members and mentoring by senior FMs.In addition to this a system of evaluation of teachers have been developed through students feedback
The distribution and collection of evaluation forms is managed by the Quality Enhancement Cell. The data is transformed into graphical form and sent to Chair departments for corrective actions. This feedback is taken at the end of each semester.

Faculty teaching and training
4. Before the start of every semester, FM has to submit the course outline for each subject they are going to teach to the chair department office. The Chair department will ensure that the course outline forwarded by the FM is in line with the course planned by

HEC experts. The FMs has the authority to include some new topics with a variation of 10-15 % as per the consent of the chair department. As far as the faculty training in writing a syllabus is concerned, PCEPT courses are regularly organized at university for faculty members which includes module of curriculum development .Senior FMs and the chair departments are always there for mentoring for their colleagues and help them to improve upon teaching and make improvements in their course. Following short courses were attended by faculty members to improve upon their skills.

RESEARCH AND PROJECTS

5. Faculty members at university are engaged in research activities and papers are published in national/international journals.Few projects of high value has also been undertaken by AU faculty and few important ones are shown as below.

A. The International Strategic Partnerships in Research and Education (INSPIRE) Grant (2010-2013)

The INSPIRE Grant, a partnership between Cambridge University and Air University, is for a duration of three years and is valued at UK£ 52,363. It will facilitate adoption of Cambridge University's seven undergraduate and a graduate level engineering courses.It will also assist faculty members from all departments of AU to establish one-to-one research links with faculty members at Cambridge University. Three joint seminars will be conducted at AU by Cambridge University faculty members. It will help establish an institution level collaboration between AU and University of Cambridge by signing a MoU. The Air University Team consists of Dr. Ibraheem Haneef, Dr. Jehanzeb Masud and Dr. Khalid M. Tahir while the University of Cambridge is represented by Prof. Florin Udrea, Prof. Howard Hodson and Dr. Rob Miller.

B. Khana-Ka'aba (Masjad al Haram) Project(2011)
Crowd Dynamics Project for Masjid-E-Haram (KhanaKaba) from HajjCore 2011 *Mekka, Saudi Arabia.*

Dr. Asad Naeem, Chair Dept, Computer Science and Engineering, won a project from the Saudi government for studying crowd dynamics including crowd density and movement calculations and creating a crowd management system using videos from multiple cameras. Dr. Asad Naeem is currently working with a professor from Al-Qurrah University Mekkah, Saudi Arabia. The duration is 12 months and worth 10 million rupees. http://www.hajjcore.org/arif/index.asp.

C. Research Collaboration with University of Nottingham, UK (2010-2013)
Plant Physiology for Mutant Plants (Gene Alteration) Dr. Asad Naeem and Mr. Omer Ishaq works in close collaboration with University of Nottingham, UK on a BBSRS funded 10 million GBP plus project in order to alter plant genes to create mutants that can survive in hostile and uncultivable areas to increase earth's capacity for human population.

D. All Pakistan Innovative Research Competition (2011: ICT COMPPEC 2011)

Dr. Asad Naeem and Mr. Omer Ishaq won the 2ndand 3rd prizes consecutively for the innovative research category for two research works presented at this event. This was held at EME College at NUST 2011.

E. HEC Grant (2013)

Dr Asad Naeem, Chairman Department of Computer Science and Engineering, won a Rs 6.4 million, 24 month, HEC Award in February 2013 to investigate *Computer Aided Morphological Analysis and Classification of Human Spermatozoa Based on Novel Shape Descriptors.*

F. Department of Mechanical & Aerospace Engineering(2009-2013)

R&D projects at IAA have been in the areas of Computations of C-130 propeller wash / wake effect, refinement of JF-17 Fuel Ejector Pump, CFD analysis of basic JF-17 configuration, CFD analysis of basic JF-17 Diverter-less Supersonic Inlet (DSI), Determination of aerodynamic coefficients of howitzer shell, Cryogenic Cooler design and analysis, Design of Range Extension Kit. Projects in progress include refinement of JF-17 installed propulsion database, Computational evaluation of JF-17 range extension modification, CFD analysis different configurations of JF-17, Phase-II of CFD analysis of JF-17 Diverter-less Supersonic Inlet (DSI) with passive air bleed, Study of high failure occurrences in hydraulic system of K-8 aircraft, Aerodynamic & propulsion data refinement for JF-17 simulator, DA-20 APU exhaust temperature adjustment.

G. Department of Avionics Engineering(2009-2013)

Completed R&D projects include Piston Engine Test Bed, Universal Jet Engine Test Bed, Follow on Spectral Monitoring System, Mathematical Engine for a Generic Flight Simulator, Software Defined Jammer & Testing System, FPGA Based Radar Scan Converter, Range Extension Kit, Ballistic Trajectory Analysis , Complete automation of 503 workshop E&ME Piston Engine Test Bed, Complete automation of 503 workshop E&ME Universal Jet Engine Test Bed, Spectral Monitoring System capable of real-time tracking of a frequency hopping signal, Development of software to act as Mathematical Engine for a Generic Flight Simulator, Development of IED Jauwer, Development of FPGA Based radar scan converter, Design of Range Extension Kit, Development of Ballistic Trajectory Calculator.

In Progress R&D Projects are: Radio Data Modem for air-to-air and ground-to air data communication, Receiver for Telemetry Link, Narrow Pulse Width Generation for RF Testing, Next generation Automotive Diagnostic Tools, Machine Inspection System and Adaptive Noise Cancellation.

Faculty Qualification

H. At present 30% of the FM's hold PhD degrees and are engaged in research mainly in their own areas of interest. In most cases, the research output come from their own PhD areas which have largely been of interest to departments where their degrees have been awarded from. Thus, personal and primarily non-

funded, research is carried out by FM's. The number of papers published in quality international journals and presented at national and international conferences is shown below. Over the last three years, the emphasis has been shifting towards international journals.

Qualification-wise

PhD	:	52
MS/M Phil	:	111
Bachelor Degree	:	41
Total	**:**	**204**

Gender-Wise

Male	70%
Female	30%

A list of research publications by faculty members as well as incentives offered by the university . The incentives to FM's for research publications in quality international journals, for presenting research work at national and international conferences are substantial. The University also offers support for authoring books, undertaking consultancy work and winning research funds.

FACULTY PUBLICATIONS

I. Impact factor of journals in which FM's have published is available with the ISI Thomson Master Journal List Reports. Recently an Office of Research, Innovation and Commercialization (ORIC) has been established at the University, with Air Cdre. (Retd) Afzaal Ahmed Khan as Director, to serve as a focal point for industrial projects.

COMMUNITY SERVICES BY FACULTY MEMBERS

8.   Faculty members in general and those who following TTS in particular are encouraged to do community services. A procedure has been evolved at university to assess performance of faculty members on TTS, a weightage of 10 percent is given to community services in annual assessment . This evaluation is done at the end of each financial year (June) to award annual increment. Each faculty member on TTS has to provide data to HR department which is then forwarded to Advisor Quality for making assessment . A consolidated report of assessment is also sent to HEC.
    .

WORKSHOPS / SEMINARS

9.   Following are details of workshops /seminars conducted at University to enhance professional competency and teaching skills of faculty members:-

FACULTY PROFESSIONAL DEVELOPMENT

10.   Air university management gives top priority to develop faculty and provide opportunities to deserving candidates, A policy has been laid down to select faculty members for scholarships abroad and within country to go for advance studies, A committee comprising of Senior Dean and chair departments interview and forwarded name to UFC for final selection. PCEPT courses are also organized regularly for grooming of faculty members.

A department-wise list of faculty members , who have gone to foreign countries for higher studies during their employment in university is shown in this table.

FACULTY MEMBERS ENROLLED IN
Ph.D. PROGRAMS

Electrical Engineering	19	Air University and Abroad
Mechatronics Engineering	05	UET Taxila, NUST
Mathematics	08	Quaid-i-Azam University, COMSATS, UET Taxila, China
Physics	05	China, Canada
Business Administration	07	Air University (4), Quaid-i-Azam university, SZABIST, PIDE; France
Humanities	02	NUML

IAA	01	NUAA China
Computer Sciences	07	NUST, University of Western Ontario, University Technology PETRONAS, PERAK Malaysia, Int. Islamic university, Northwestern Polytechnic University China
Total	**54**	

PROMOTION AND TENURE

11..   The cases for promotion of AU Faculty members so far have been for Lecturer to Assistant Professor with the minimum requirement of two-years post-MS qualification, recommendation of Chair Department, one publication in the proceedings of a national/international conference and the approval of the Selection Board. Such AU FM's are required to appear together with short-listed candidates applying against advertisement for the position(s) in national newspapers.

Following faculty members are on TTS :-

S.No	Names	Designation	Department
1	Dr. Hina Ashraf	Assistant Professor	Humanities
2	Dr. Mehr Nigar	Assistant Professor	Mechanical and Aerospace Engineering
3	Dr. Nabeela Kousar	Assistant Professor	Mathematics
4	Dr. Asad Naeem	Assistant Professor	Computer Sciences
5	Dr Wasima Shehzad	Professor	Humanities
6	Dr Fouzia Nasir	Assistant professor	Physics
7	Dr. Shakeel	Assistant Professor	Mathematics
8	Dr. Umar Khan	Assistant Professor	Mechatronics Engineering
9	Dr. Shazia Nouman	Assistant Professor	Management Sciences (Directorate

			of Studies, Risalpur)
10	Dr. Tariq Nawaz	Assistant Professor	Electrical
11	Dr. Muhammad Khurram Zafar	Assistant Professor	Mathematics
12	Dr. Abdul Moeed	Assistant Professor	Mathematics (Multan campus)

MAINTAINING INTEGRITY

12. At Air university, integrity is strengthened through consistency of periodic assessment of policies and processes. The integrity is not only assured but also protected with constant improvements in systems and practices at air university by adhering to the following fundamental attributes of integrity:-

a. High standard of integrity on the basis of fair, transparent and impartial practices for hiring, retention and dismissal of employees.

b. An efficient and widely published system to address the grievances of students

c. Prevention of conflict of interest and if happens and efficient system to address the conflict of interest exists.

d. Strong ethical practices and respect of individual

e. Equitable and appropriate treatment with all parties and individuals while considering planning and policy making.

f. Inbuilt practices of safeguarding intellectual property rights.

g. Enabling environments of students, faculty ,administration and other universities staff promoting mutual respect for each others ideas, background.

h. Practicing integrity and openness in public relations, announcements and all other forms of information sharing with public

i. Periodic assessment of policies, implementation processes and practices reflecting integrity and availability of future reports

SALARIES AND BENEFITS

13. Faculty salaries and benefits are set by a committee constituted by the Vice Chancellor and approved by the Board of Governors. Salaries are comparable with those at similar HEI's in Islamabad.

PERSONNEL FILES

14. Faculty personnel files are maintained by the Human Resources Department .The CVs of faculty members are also uploaded on system and accessible to faculty members for upgrading of their data.

FACULTY SATISFACTION

15. Faculty satisfaction is continuously gauged by Chair Departments and discussed regularly with the concerned Dean. In case of any serious issue, it is brought to the notice of the Vice Chancellor who may refer it to the University Functional Committee for a broader consideration. Additionally faculty motivational level is also gauged though faculty survey proformas designed by QEC, which is filled by every faculty member on line through web. Advisor Quality compiles data and send it to Chair departments for taking corrective actions.

Q. 1.   Does the university implement faculty appointment criteria of HEC ?

Ans : Air University follows the appointment criteria for selection of faculty members defined by HEC and policy of Air University. The policy of Air University for appointment of faculty members along with criteria of HEC is placed at **Appendix 'A'**. to the standard folder.

Q. 2.   Whether faculty is qualified to teach HEC approved curricula ?

Ans : The faculty qualification for teaching a course is ensured by the departmental academic committee. The Chair department has informal interaction with each member and courses are allocated to the faculty members on the basis of their expertise in respective area. The profile of each faculty member is placed at **Appendix 'B'** in a folder, and sample of course file is placed at **Appendix 'C'** of standard folder. The course files of each semester are maintained by department coordinators.

Q.3.   Academic visits / workshops /seminars / conferences / meeting held during the year.

Ans : Each department plans visits for the students to different industrial units / companies to provide them on hand knowledge and organizes workshops / seminars regularly. The university encourages faculty members for authoring books, undertaking consultancy work and publishing papers in International / National journals / workshops and also winning research grants. Faculty members are also provided with opportunities

to participate in workshops / seminars to learn and share their knowledge and experiences..

Q.4. **How many scholarships / trainings local and foreign are offered to faculty members.**

Ans : Air University give top priority to develop faculty and provide opportunities to deserving candidates for getting higher education. A policy has been laid down to select faculty members for scholarship abroad and within country to go for advance studies. A committee comprising of senior Dean and Chair departments interview candidates and forward names to UFC for final selection. PECPT courses are also organized regularly for grooming of faculty members. A list of faculty member proceeded for advance studies abroad / within country is shown above.

Q.5. **What is role of faculty members in fund raising / research out put.**

Ans : Air University encourage faculty members to undertake projects and grants. A list of projects undertake by faculty members along with funds is placed as **Appendix 'G'** of standard folder.

Q.6. **What is the system to review / analyze the level of faculty satisfaction?**

Ans : Faculty motivational level is assessed through faculty surveys, which are conducted on annual basis through QEC proforma 5 (Faculty Survey). The analysis of these surveys is forwarded to Chair departments by Advisor Quality.

STANDARD 6

STUDENTS

The Air University desires to admit students whose academic interests, educational goals ,potential and abilities are compatible with its mission and seek to retain them through best offers and exploration for accomplishment of their goals. The institution holds integrity while interacting with its students. The best measures of universityl success is the success of its students during and after their enrollment in the Institution, as students are the prime beneficiaries of the HEIs. The institution ensures quality of admission practices for all kind of students including transfer, graduate, non-degree, part time, self-finance etc and provides additional support services to facilitate them in accomplishment of their educational goals.

QUESTION NO. 1:

Whether admission policies are developed in line with mission and available to stakeholders?

(a) Prospectus/other print/electronic media advertisement

Admission policies are formulated in conformity with the vision and mission of Air University and are shared with all stakeholders through prospectus in detail and through advertisements, in brief. Additionally, admission policies are also available at Air University website www.au.edu.pk Copy of latest prospectus are attached with standard folder.

(b) List of academic programs offered during last year

Lists of academic programs offered during last year are placed in prospectus of 2013.

(C) Evidence of merit lists display through print and electronic media

Air University (AU) has in place, a merit based and transparent system of student selection. Merit list is prepared on the basis of candidates' performance in the Entrance Test and their past academic performance however, instead of displaying entire merit list through print or electronic media, the final result is made accessible to all candidates through AU website. Successful candidates are also informed of their result individually through admission offer letter.

QUESTION NO. 2:
Is there any information displayed regarding recognition/ranking / accreditation status of the Institutions/Programmes?

(a) Website Page/ published documents like prospectus reflecting the same

Information regarding ranking of university and accreditation of its various programmes is disseminated through prospectus, website and advertisements. Air university has acquired 7th position in Pakistan in category of Engineering technology as per ranking results of HEC in year 2013 which was also displayed on AU website.

(b) Copy of accreditation/ peer review reports if any

BS Computer Science programme and all undergraduate engineering programmes which include Bachelor of Electrical Engineering, Bachelor of Mechatronics Engineering and Bachelor of Mechanical Engineering are accredited by their respective accreditation bodies.

(C) Accredited status mentioned in advertisements

Information regarding ranking of university is disseminated through advertisements however, information about accreditation status of academic programmes is published in prospectus and on website.

QUESTION NO. 3:
Is there any system of Graduate assessment / alumni survey .
(a) Alumni Contact list/ survey reports

Contacts and brief information regarding Air University alumni can be accessed at AU website using the following link: www.au.edu.pk/placement .

(b) Graduate survey reports

Placement & Alumni Affairs Office conducts graduate surveys in order to obtain information about graduate / alumni experiences regarding various facets of the university. Copy of Alumni Survey 2012 is placed as Appendix-G of standard folder

(c) Student satisfaction survey

At the end of every semester, student survey is conducted electronically to obtain students' feedback in order to gauge their satisfaction level regarding various aspects of course instructors who taught various courses during the semester. The results of survey are shared with concerned department heads and the Vice Chancellor. Complete survey reports are retained by the Quality Enhancement Cell and will be presented at the time of visit of *Institutional Performance Evaluation Review (IPER) Panel.*.

(d) SOPs for integration of Feedback

The results of alumni and student surveys are shared with all Deans of Faculties and Department Heads. Deans / HoD's take into consideration important feedback, while making decisions concerning all student related matters. Ultimately, major decisions / recommendations of Deans / HoD's regarding student related matters are discussed in University Functional Committee (UFC) and then in Board of Governors (BoG) for final approval and implementation.

QUESTION NO. 4:

Is there any mechanism of maintaining and sharing course files with students and receiving feedback?

(a) Course files   All departments maintain course files / faculty folders for courses taught by concerned faculty members. A course file mainly comprises the following:

      i)   Course outline
      ii)   Attendance
      iii)   Record of assignments / quizzes
      iv)   Marks of mid-term and final exams
      v)   Best & worst quizzes and best & worst mid-term and final exams papers

Usually the course outline is discussed with and provided to the students of all programmes in order to make changes keeping in view the students' special requirements and previous level of understanding crucial for the new course. The course files will be presented at the time of visit of *Institutional Performance Evaluation Review (IPER) Panel*.

(b) Programme / course assessment Survey

      At the end of every semester, student survey is conducted electronically to obtain students' feedback in order to gauge their satisfaction level regarding various aspects of courses studied by them during the semester. The results of survey are shared with concerned department heads and the Vice Chancellor. Complete survey reports are retained by the Quality Enhancement Cell and will be presented at the time of visit of *Institutional Performance Evaluation Review*

QUESTION NO. 5:

Whether results of examination/assessment of assignments are displayed.

(a) List of Examination Results displayed during last two years

      Result of final exams is uploaded on AU website, which is in the access of all students. Since, hard copies of results are not displayed, therefore the same cannot be provided. However as per policy, all marked Answer Booklets of final exams are shown to the students on the days scheduled in the Academic Calendar for showing of papers to the students. Moreover, all marked papers of final exams of a batch of students are retained by the Exam Dept up to two years after graduation of the batch.

(b) Percentage of marked Assignments shared with students

      As a routine practice all marked assignments and quizzes are shared and often discussed with the students because they form a very important part of the overall academic assessment of students.

(c) Percentage of marked examination papers shared with students

      As per policy, all marked papers of mid-term and final exams are shared and discussed with students. If required, marked exam papers will be presented at the time of visit of *Institutional Performance Evaluation Review (IPER) Panel*.

STANDARD 7

INSTITUTIONAL RESOURSES

The human, physical, technological, financial and information resources of Air university are appropriate, sufficient and accessible to realize its mission. The institution demonstrates effective and efficient utilization and continued development of these resources. Institutional management of resource requirement, appropriate allocation and their utilization is pivotal for planning, goals achievement, mission fulfillment and integrity. The effective use of internal and external resources play significant role in institutional performance.

LIST OF BULIDINGS: AIR UNIVERSITY

Air University Islamabad consists of 11 under mentioned buildings (1 in final stages) with a covered area of about **308,270sq ft**:

1. Administration Block	= 22,050 sq ft
2. Academic Block - A	= 40,040 sq ft
3. Academic Block - B	= 40,548 sq ft
4. Academic Mini Block	= 6,213 sq ft
5. TTI Academic Block (Business Administration)	= 10,227 sq ft
6. Industry Research Center (IRC)	= 2,787 sq ft
7. Work Shop (Work shop Technology Lab)	= 3,730 sq ft
8. Inventory Room	= 957 sq ft
9. IAA Block	= 77,002 sq ft
10. Students Services Center (In Final Stages)	= 81,391 sq ft
11. Language Training Center	= 23,325 sq ft
Total Covered Area of All the buildings	**= 308,270 sq ft**

LIBRARY RESOURCES

Print Collection   15,800
Publications   28
Non-Print Material   Wide access to 22,000 Electronic   journals available through PERN (Pakistan Educational Research Network) including 40,000 e-books
Service Hours   Mon – Sat 0830hrs – 1800hrs
- Computerized Catalogue   Available on LAN
- Current Location   Basement, Admin Block (7150 sq ft)

IT RESOURCES

- Local Area Network (LAN)
- Internet Facility
- E-mail
- Optical Fiber Network
- WIFI Hotspot
- Video Conferencing
- Management Information system

LABORITORIES AT AU

Electronics / Telecommunication
- Digital Electronics Lab
- Embedded Systems Lab (shared by Mechatronics students also)
- Communications Lab
- Digital Signal & Image Processing Lab
- Electronics Systems Lab
- Electronics Project Lab

Power Electronics & Electrical Machines Lab
- Electrical Engineering Project Lab
- Control and Instrumentation Lab
- RF and Optical Communication Lab

Mechanical / Mechatronics
- Fluid Mechanics, Hydraulics & Pneumatic Systems Lab
- Robotics & Automation Lab
- Thermo-Fluids Lab
- Thermodynamics, Heat Transfer & Refrigeration Lab
- CNC Machines Lab
- Mechanical Workshop
- Controls and Industrial Automation Lab
- Mechanics of Materials & Machine Design Lab
- Workshop
- **Physics Lab (shared by Electronics & Telecom students also)**

Computing Labs
- 09 Labs with 400 Computers

Language Lab – 40 booths with latest equipment

IAA LABORTORIES

- Aerospace Sensors and Systems Lab
- Avionics Integration Lab
- Communication Security Lab
- Computer Aided Engg Lab (CAEL)
- ECM & Radar Lab
- Electro-optics Lab
- PG Computer Lab

QUESTION NO. 1:

What is the formal system of planning, utilization of resources and evaluation in the context of mission achievements?
(a) Copy of the SOPs/Guidelines/Rules for resource allocation and utilization

Prior to holding the meeting of Finance and Planning Committee to deliberate on budget for upcoming fiscal year, inputs regarding resource requirements are obtained from various departments / offices on a prescribed proforma. Consequently, these resource requirements are given due consideration while budgeting for the next fiscal year. The SOPs for budgeting / resource allocation process and copy of proforma for departmental budget estimates are placed as Appendix-A. in standard folder

(b) Budget utilization reports / balance sheets for last two years

Copies of budget utilization reports (income & expenditure statements) and balance sheets for the last two years are placed as Appendix-B of standard folder.

(c) List of strategic plans discussed/ approved during last two years

A list of all the strategic projects / plans of different types, discussed during 8\ :sup:`th` and 10\ :sup:`th` meetings of the Air University Board of Governors (BOG) and extracts of the minutes thereof are placed as Appendix-C of standard folder,.

(d) List of the financial plans discussed/ approved in last two years)

The volatile economic conditions of the country that have held sway for the past many years and space constraint have compelled the Air University management to focus more on short term financial planning / budgeting rather than long term planning which includes expansion in terms of infrastructure and academic programmes. Hence, Finance and Planning Committee of Air University (AU) prepares annual budgets / financial plans prioritizing the urgency of needs of various departments and considering the availability of funds, subsequently approved by Air University Board of Governors (BOG).

QUESTION NO. 2:
Planning process for utilization of resources
(a) SOPs for resource need assessment under various heads

Resource need assessment is usually carried out by respective department heads, since they can best judge their current and future resource requirements, both major and minor. Thus, on annual basis, different department / office heads report their resource needs for the next year, to Finance and Planning Committee which is headed by the Vice Chancellor on a prescribed proforma.

QUESTION NO. 3:
Whether resource allocation is meeting requirements of faculty, students and staff and contributing to mission of the institution?

(a) List of representatives in resource allocation committees Budget is allocated by Finance and Planning Committee on the basis of financial position of the university and needs of various departments / offices rather than a pre-determined allocation formula. Minutes of budget committee are placed in standard folder as evidence.

QUESTION NO. 4:

Is there any Master Plan and Life Cycle Management plan of the University infrastructure?

(a) Prospectus

Prospectus of Air University is published annually prior to launching 'Admission Campaign Fall Semester'. As a comprehensive document, it contains information regarding various aspects of the University, such as 'Vision' and 'Mission' statements, academic programs, details of courses, fee structure, details of faculty members, etc. Copy of Air University Prospectus for the year 2013-2014 will accompany this folder.

(b) Any other related document

So far Air University infrastructure has been developed according to Campus Master Plan. All buildings / structures drawn with solid line are complete and fully operational at present, except SSC which is in the final stages of completion. However, construction of the basement of Academic Block C, which will house a workshop for undergraduate engineering students (drawn by broken line in the plan), is underway for which initial grant of Rs. 60 million has been received from HEC. Academic Block C will be a seven-storied building comprising class rooms, faculty offices and allied facilities envisaged to be completed within next 3 to 5 years. With the completion of the aforesaid block, present campus will be filled to capacity and for further expansion AU will have to look for the 70 acre piece of land to be purchased from CDA in sector H-11/2. In addition to developing the infrastructure in accordance the Campus Master Plan, Air University has also submitted a comprehensive document *"Air University Business Plan"* delineating progress of the University so far and its future plans, to HEC in June, 2013. The document is also available with Director P&D, Air University.

QUESTION NO 5:

Is there any system for purchase of educational item and other equipment's.

(a) List of Purchase Committee Members

Purchase / Procurement Committees are constituted by approval of VC. The lists of members of Air University Purchase Committees for purchase of equipment and stationery are placed as Appendix-M of standard folder.

(b) Items/Equipment's/Books purchased during last/current year The lists of equipment and books purchased during the last and current fiscal years are available at library and inventory manager , it can be shown to visiting team during their visit to university.

STANDARD 8

ACADEMIC PROGRAMMES AND CURRICULA

1. This standard states that the academic programmes offered by university are consistent with its mission and goals. These programs culminate in identified competencies of students and lead to degrees. The institution works effectively to plan, provide, evaluate, assure and improve the academic quality and integrity of its academic programs, curricula, credits and degrees awarded.

2. At Air University courses are designed by the departments through departmental committees, which comprises of about five senior faculty members of each academic department. These courses are designed in the light of HEC approved curricula and sent for approval of programs to academic council. The final approval of program is granted by BOG. The programs of Engineering and computer sciences are also approved by accreditation bodies like Pakistan Engineering Council (PEC) and NCEAC (Accreditation body for Computer Sciences).

3. On approval of programs by academic council, the curriculum is adopted and entered into Air University automation system. Course codes are assigned to the individual courses with credit hours along with specified pre requisite courses. All these courses are also shown in prospectus for information of all stake holders. The curriculum of each program is shown on Air University web site www .au.edu.pk

4. Charter of Academic Council

(a)The Academic Council headed by the Vice-Chancellor shall lay down academic policies to further the objectives and functions of the University, and for the maintenance of the excellence of its academic programmes.

(b) Heads of all constituent units and teachers of the rank of professor, shall be members of the Academic Council in addition to two eminent scholars nominated for a period of two years by the Chairman of the Board. The Director Academic Affairs and Director Examinations shall be members of the Academic Council. The Director Academic Affairs shall serve as Secretary of the Academic Council,

which shall frame its own rules of business.

(c) The Academic Council shall act as any advisory as well as an implementing body for the decisions of the Executive Committee on all matters relating to the conduct of examinations, revision and updating of courses, syllabi, quality of education and duration of all courses including conduct of postgraduate classes in specified disciplines.

(d) The Academic Council shall also help the Vice-Chancellor in evaluating the performance of constituent and affiliated institutions and recommend measures for improvement.

(e) The quorum for a meeting of the Academic Council shall be one third of the total number of members, a fraction being counted as one.

5. There is regular feature to get feedback from Alumni, Employers and students regarding course curriculum. Student feedback is also used as an input to update / change of course contents but curriculum can only be reviewed by departmental committee and academic council. Student feedback is taken at the end of each semester along with faculty course review reports. Faculty members can make changes in contents of course with in ten percent of total course contents but beyond this, a committee has to be formulated by Chair department to study and suggest changes and give recommendations for approval.

6. The courses of undergraduate / graduate level are defined at department level in the light of HEC guidelines. Post graduate courses are also determined by the department and reviewed by the graduate Board of Studies. The course contents of the best International / National universities are consulted for development of curricula. The course codes are assigned based on the level of curriculum. The course levels ranging from 100 – 400 are dedicated to undergraduate courses. While 500 – 700 level courses are reserved for MS programs. The MS courses are designed in such a way that their level is certainly high in learning as compared to the undergraduate courses.

Questions:

Q.1   Are the academic programs /curriculum approved by HEC.

Ans: All the programs being taught at university are HEC approved and in case of Engineering and Computer Sciences, these programs are also approved by accrediting bodies like PEC and NCEAC. Copies of approval of these courses is retained at respective department and details of each program is given in annual prospectus. A copy of prospectus 2013 is enclosed in standard folder.

Q.2   Whether faculty is qualified to deliver the contents of curricula in designed manner .

Ans: University has well qualified faculty in each discipline with PhD and MS degrees. Faculty qualification for teaching a course is ensured by the department committee. The Chair department allocates courses to faculty members on the basis of their expertise in the respective area. .

Q NO 2(a). List of faulty members with qualification/faculty profile.

Ans. A total of 204 faculty and academic support staff which includes 163 faculty members and 41 lab engineers are available at university to undertake responsibility of teaching in different departments, following is the summary and copy of their CVs is enclosed in folder of faculty standard.

Faculty & Academic Support

Qualification-wise

PhD   :   52

MS/M Phil   :   111

Bachelor Degree   :   41

Total   :   **204**

Gender-Wise

Male   70%

Female   30%

Q,NO 2(C) Course files/course outlines shared with students.

Ans Course files All departments maintain course files / faculty folders for courses taught by concerned faculty members. A course file mainly comprises the following:

  i) Course outline
  ii) Attendance
  iii) Record of assignments / quizzes
  iv) Marks of mid-term and final exams
  v) Best & worst quizzes and best & worst mid-term and final exams papers

Usually the course outline is discussed with and provided to the students of all programmes in order to make changes keeping in view the students' special requirements and previous level of understanding crucial for the new course. The course files will be presented at the time of visit of Institutional Performance Evaluation Review (IPER) Panel.

Q No 2(c)Faculty assessment by students reports /surveys

Ans. At the end of every semester, student survey is conducted electronically to obtain students' feedback in order to gauge their satisfaction level regarding various aspects of courses studied by them during the semester. The results of survey are shared with concerned department heads and the Vice Chancellor. Complete survey reports are retained by the Quality Enhancement Cell and will be presented at the time of visit of Institutional Performance Evaluation Review

Q.3 Whether infrastructure, labs, books and equipment is available?

Ans: University has fully established state of art labs, which fulfills requirement of undergraduate and graduate students. The details of labs at each department are given in respective SARs. These labs are also upgraded as and when faculty member recommends or program need arises. The details of all labs and infrastructure are given in institutional support standard

Q.4 Whether curricula/syllabus is in line with mission of University.

Ans: The course curricula have been designed in such a way that it meets requirements of Mission. The subjects to build charter and integrity of students along with core courses to enhance knowledge of program are included in curricula. The details of Mission statement and list of curriculum is placed in prospectus and

SARs of all programs contain details of curriculum and mission of department and programs.

Q.5   Whether program out comes and students learning is assessed in relation with goals and objection.

Ans: University has devised a mechanism to get feedback from Alumni and Employers through placement office and views of students through feedback at the end of each semester for teachers evaluation and students course. The form has been designed by HEC and Air University QEC. The data is compiled through automated system and compiled at placement office.The analysis of data is done by Advisor Quality,who prepares data in graphical form and dispatch to respective Chair department for taking corrective actions.

STANDARD 9

PUBLIC DISCLOSURE AND TRANSPARENCY

The Air university provides complete, accurate, accessible and adequate information to its students, prospective students, other stake holders and intended audiences to help them in making decisions regarding education. The institution informs public about its mission, objectives and expected learning outcome, requirements and procedures and policies related to admission and transfer to credit, student fees, charges and refund policies. Rules and regulations for students conduct, information relating to attending or withdrawing from institution, academic programs, courses currently offered and other available educational offerings, academic policies and procedures.

QUESTION NO. 1:

Whether institution has developed website to make documents/policies accessible to public?

(a) Website address and contents

Air University website, containing comprehensive information regarding various aspects of the University can be viewed at www.au.edu.pk.

(b) Public dealing office / responsibility

Management of all matters pertaining to admissions and provision of relevant information to potential candidates and their parents is the prime responsibility of the Admission Office. However, being the first point of contact for all stakeholders, it also serves as public dealing office.

(c) Mechanism of integration of public feedback

The feedback received by the Admission Office or even other offices, for instance VC Office, Registrar Office, etc., from the public is given due consideration and is shared with all Deans of Faculties and Department Heads. The top management, including Deans / HoD's keeps in view the important feedback, while making decisions concerning all student related matters. Ultimately, major decisions / recommendations of Deans / HoD's regarding student related matters are discussed in University Functional Committee (UFC) and then in Board of Governors (BoG) for final approval and implementation.

QUESTION NO. 2:

Whether institution makes announcement for admission, merit lists, and recruitments through electronic and print media?

Q2(a) Advertisements made during last two years for admission & recruitments

All important announcements like, admissions, recruitment, tenders, etc., are made through national dailies of major circulation. Copies of advertisements published during last two years are placed as Appendix-D of this standard folder.

Q2(b) Merit lists for students admissions published during last two years

Air University (AU) has in place, a very selective and transparent system of student selection. Merit list is prepared on the basis of candidates' performance in the Entrance Test and their past academic performance; however, instead of displaying entire merit list through print or electronic media, the final result is made accessible to all candidates through AU website.

Q2(c) Approving authority for advertisements / SOPs

Vice Chancellor is the approving authority for all kinds of advertisements to be published in national daily newspapers. The *Standard Operating Procedure (SOP)* is as follows:-

(i)The department head, according to the specific requirement of the department, such as requirement of faculty / staff, conduct of workshop or seminar, etc., the case of release advertisement is put up for approval to the Vice Chancellor through Registrar Office.

(ii)After approval of the Vice Chancellor:-

- Cases of advertisements other than those for faculty / staff hiring are forwarded to the Admission Office.
- Cases of advertisements for faculty / staff hiring are forwarded to HR Office as well as Admission Office.

(iii)   Admission Office sends the advertisement details to the advertising agency for designing of the advertisement layout.

(iv)   The layout of the advertisement is put up to the Registrar for approval.

(v)   The Registrar issues a "Release Order" authorizing the advertising agency to publish the advertisement.

(vi)   Approved advertisement layout along with "Release Order" is finally forwarded to the advertising agency for publishing in the national dailies.

QUESTION NO. 3:
Is there any communication strategy developed for dissemination of regulations/rules and policies?

Q3(a) Communication Strategy Documents / SOPs

Ans. Air University employs formal and very effective communication channels that are both horizontal and vertical, for all kind of official communication including dissemination of information regarding promulgation of new policies as well as amendment in existing policies or rules and regulations. Primarily, all letters / circulars

regarding policy matters and rules / regulations are issued by the VC Office and forwarded to the concerned departments or offices for necessary action.

Q3(b) List of events held during last two years/event calendar
Ans Event / academic calendar prepared annually provides a roadmap or time table for the whole academic year. Copies of event / academic calendars for the years 2011-2012 and 2012-2013 are placed as Appendix-H of standard folder.

Q3(c) Annual Progress Report
Ans Annual Progress Report is presented to the BOG annually. The progress reports of the last two years are placed as Appendix-I of this folder.
QUESTION NO. 4:
Whether results of examination/assessment of assignments are communicated?
Q4(a) Lists of Examination Results displayed during last two years
Ans Result of final exams is uploaded on AU website, which is in the access of all students. Since, hard copies of results are not displayed, therefore the same cannot be provided. However as per policy, all marked Answer Booklets of final exams are shown to the students on the days scheduled in the Academic Calendar. Moreover, all marked papers of final exams of a batch of students are retained by the Exam Dept up to two years after graduation of the batch.
Q4(b) Percentage of marked Assignments shared with students
Ans As a routine practice all marked assignments and quizzes are shared and often discussed with the students because they form a very important part of the overall academic assessment of students.

Q4(c) Percentage of marked examination papers shared with students
Ans As per policy, all marked papers of mid-term and final exams are shared and discussed with students. If required, marked exam papers will be presented at the time of visit of *Institutional Performance Evaluation Review (IPER) Panel*.

STANDARD 10

ASSESSMENT AND QUALITY ASSURANCE

1.   Air University is a dynamic community of students, teachers and staff committed to perform their duties at the highest standards. National and International concerns about quality of education in higher education Institutions has demanded a change from traditional modes of teaching, research, learning and management and to adopt a formal, transparent and credible systems of Quality Assurance with external verification of out comes and processes.

2.   **Quality Enhancement cell** Quality Enhancement Cell (QEC) has been established at Air University since October,2010. QEC is responsible to promote higher standards of education and research in the university and develop quality assurance processes and evaluation standards.

(a)   **Vision of QEC**

The vision of Quality Enhancement Cell is to bring excellence in all programs offered at Air University in the next five years.

(b)   **Mission of QEC**

Quality Enhancement Cell of Air University is committed to enhance the quality of education at each department by implementing effective and efficient   quality assurance system to fulfill requirements of all stake holders.

(c)   **Objective of QEC**

(i)   To bring our educational standards at par with recognized international standards.

(ii)   To implement HEC criteria for higher education and promote quality culture.

(iii)   To establish quality assurance system to fulfill requirement of all stake holders.

(iv)   To take measures for capacity building of faculty members and staff through training.

(v)   To review the quality standards by auditing academic standards and quality of teaching and learning.

(d)   **Notification of QEC:**   HEC directed Air University to establish Quality Enhancement Cell vide 8-14/QAA/HEC/201/49 dated 19 October, 2010. In the light of this letter QEC was established at Air University vide IBD/AU/136/1/Admin dated 08 November, 2010 .

(e)　**Progress Reports:** The QEC cell was established at university in November, 2010 and eleven quarterly progress reports have been submitted to HEC vide till June 2013.the details of these progress reports are available with QEC office. The details of progress reports will be provided by file no IBD/AU/941/1/QEC**.**

2**.**　**Process of Self Assessment Reports (SAR) Writing at program & Institutional Level:** To initiate the task of writing SAR, fourteen programs were selected at eight different departments in main campus at Islamabad and two departments at Multan campus. Self Assessment reports have been completed on fourteen programs and Assessment review of all fourteen programs have been completed and implemented. The SAR process started with awareness campaign to faculty members and program teams training by QEC head, The program teams (PTs) were formulated at all eight departments at main campus and two departments in Multan campus for addressing all criterions regarding their selected programs. The copies of completed SARs at each department would be made available to team during their visit.

9.　**Department / Programs Conducting SAR :** Self Assessment Reports have been completed at following eight departments for fourteen   programs:-

(a)	Administrative Sciences Department	(BBA Program)
(b)	Administrative Sciences Department	(MBA Program)
(c)	Mechanical and Aerospace Department	(MS Aerospace)
(d)	Mechanical and Aerospace Department	(BE Mechanical)
(e)	Avionics Department	(MS Avionics)
(f)	Mechatronics Department	(BE Mechatronics)
(g)	Mechatronics Department	(MS Mechatronics)
(h)	Electrical Department	(MS Electrical)
(i)	Electrical Department	(BE Electrical)
(j)	Humanities Department	(MPhil English)
(k)	Mathematics Department	(MS in Mathematics)
(l)	Computer Sciences Departments	(BS Computer Science)
(m)	Computer Sciences Departments (Multan Campus)	(BS Computer Science)
(n)	Administrative Sciences Department (Multan Campus)	(BBA Program)

10.　**Self Assessment Reports and integration of SOPs**. Air University has developed SARs for fourteen   programs at different departments to comply with HEC criterions and policies laid down in faculty and student's hand book encompassing important policies, rules and regulations related to teachers and students. This hand book is prepared on the basis of different approvals by University Functional Committee (UFC) and SOPs being followed at university.

11.　**Compliance of Mechanism on Self Assessment Reports.** Eight departments of university and two departments of Multan Campus have developed SAR's for fourteen   programs except physic department which does not have its own program for

the time being. Assessment teams were formulated and reviews were conducted to ensure compliance of programs in line with HEC guidelines to enhance quality of education. Following notifications have been issued after approval from Vice Chancellor and Chair Departments to ensure compliance:-

   (a)   Nomination of program teams

   (b)   Nomination of Assessment teams

   (c)   Training/Awareness sessions on quality enhancement of faulty members and program teams

12.   Quality Enhancement Cell has conducted the Self Assessment Reviews at each department along with specialist members of disciplines (SA teams). The observations made during Self Assessment were presented to Dean / Chair departments in the presence of faculty members for corrective actions. The results of Self assessment were presented to Vice Chancellor in the form of executive summary. Advisor Quality is responsible for implementation of SARs in coordination with Chair departments.

13.   **Process of External Quality Assurance System.** Air University has three Engineering programs and all are accredited by HEC and Pakistan Engineering Council. Similarly accrediting council has made first visit of Computer Science department to accredit BSCS program. University has well established faculty and student's feedback system to analyze the course curriculum and program out comes. Accordingly faculty and student's satisfaction level is tracked to improve upon the system.

14.   **System of Awareness on QA**. Quality Enhancement Cell has organized regular QA awareness sessions / seminar at university for faculty members and students. Following are the details of each activity

   (a)   University Functional Committee awareness on Quality Assurance and its requirements in Higher Education Institutes
   (b)   Training sessions of program teams at each department.
   (c)   Presentation on Quality awareness at each department for faculty members.
   (d)   Seminars for graduating students and faculty of Administration science

   (e)   Seminar for graduating students of Mechatronics Engineering

   (e)   Seminar for graduating students of Electrical and Telecom Engineering
   (f)   Training of PTs at Multan campus and awareness session for all fculty members
   (g)   Training of ATs at Multan campus
   (h)   Training of PTs at main campus in March 2013

15.   Advisor QEC has attended all training workshops and seminars since appointment, following are details :-

(a) A two days workshop on **"Introducing Program Self Assessment"** organized on27-28 January, 2011at HEC Regional Office Lahore

(b) **"QEC Performance Evaluation and Training"** on 9-10 July, 2010 at HEC Regional Office Karachi

(c) 3rd International Conference on "**Assessing Quality in Higher Education held at Punjab University"** on 6-8 December, 2010

(d) Seminar on **"Quality Assurance"** at KEMU Lahore on 28 December, 2010.

16. **Vice Chancellor\s Initiative on QA**. Vice Chancellor has provided all out support in the form of funds, equipment, office accommodation and guidance for execution of Quality Enhancement Program since establishment. The additional funds were particularly provided by university for the salaries of data analyst and PA to retain the best candidates during employment.

17. **System to Implement HEC Criterions on Quality**. Quality Enhancement Cell has been established at University to ensure implementation of HEC Quality criterions. Each department has prepared Self Assessment Reports regarding their programs, which are in the implementation stage. Following documents are retained for record purpose:-

(a) Copies of SAR
(b) QEC correspondence files
(c) Self Assessment Reports
(d) Compliance report at each department

18. Questions
Q(1)   What is the process of self assessment at the department level? At the institutional level , describe in detail

Answer: The self assessment reports are written by program teams(PTs) formulated at each department . Initially PTs were trained to write these reports and given guidelines, criteria's and standards laid down by HEC.QEC team provide all out support to refine theses documents. On completion of these documents   different surveys were conducted at institutional level to verify the affectivity of these criteria's , the weak areas are highlighted during Assessment reviews and   put up to Deans and Chair departments for corrective actions .At the same time these weak areas are brought into knowledge of VC through executive summary.

Q(2) Provide the notification for the establishment of QEC. Show it is in the syndicate minutes

Answer: HEC directed Air University to establish   Quality Enhancement Cell vide 8-14/QAA/HEC/201/49 dated 19 October, 2010. In the light of this letter QEC was established at Air University vide IBD/AU/136/1/Admin dated 08 November, 2010

Q(3)   What is total number of departments? SARs, AT reports and rubric reports of how many departments are completed and submitted for necessary actions

Answer: At university Islamabad campus there are nine departments, out of these Physics department does not has its own program ,remaining eight departments has prepared SARs for different programs, there are two departments at Multan campus with two programs in BSCS and BBA. Accordingly SARs have been completed at these departments as well .Assessment reviews have been conducted.

Q(4)   SARs of how many departments are completed .(provide all SARs

Answer: SARs of fourteen programs have been completed at eight departments in main campus and two departments of Multan campus.

Q(5) Executive summaries of how many departments are completed and submitted

Answer: Executive summaries of all fourteen assessment reviews have been submitted to Vice Chancellor .

Q (6)   How are the SARs used-discuss for each department/program as well as for the university as a whole. please provide the names of respective officers responsible for integrating the results of SARs

Answer: Self Assessment reports are documents, which provide systematic approach and guidelines to key staff in administration, Chair departments and faculty members in the shape of criteria's and standards to enhance quality of learning at university, It covers mission ,visions ,objectives and outcomes of each program at department level and then accordingly goals and strategic plans are established to achieve the mission and vision , The program team members at each department are responsible for integrating results .

Q(7)   What is compliance mechanism of SARs? Please provide any action taken (list/notification)

Answer: Compliance of SARs is monitored through follow up visits at departments by QEC team and then feedback is also taken from Chair departments at the end of each year on its implementation .

Q(8)   How many councils visit the university in 2009-2010,2010-2011,2011-2012

Answer: All programs of Engineering (BE Electrical , BE mechatronics and BE Mechanical) are accredited by PEC. Accreditation council for computer sciences

(NCEAC) also visited university for accreditation of BS Computer science program in 2012 .

Q(9)   List the departments /programs that has been accredited by councils

Answers: Department of Electrical Engineering, Mechanical and mechatronics are accredited by PEC. BSCS program is also accredited by NCEAC.

Q(10)Describe the process for carrying out student satisfaction surveys

Answers: There are two surveys conducted in each semester in which student feedback is taken, ie students course evaluation and teacher's evaluation. These forms have been automated and department coordinators plan feedback at the end of each semester in consultation with QEC, course supervisor, placement office and network section to get feedback. Placement office coverts data in graphical form (Pie charts and Bar graphs) and provide information to Advisor quality, who analyze it. Advisor Quality sends this analysis to respective chair departments for taking corrective actions, if deemed necessary.

Q(11) Describe the process for carrying out graduate assessment surveys

Answers: Graduating student survey feedback is taken in the last semester from graduating students. The form has been automated and department coordinators plan feedback at the end of semester in consultation with QEC, course supervisor, placement office and network section to get feedback. Placement office coverts data in graphical form (Pie charts and Bar graph) and provide information to Advisor quality ,who analysis it for week areas. Advisor Quality sends this analysis to respective chair departments for taking corrective actions, if deemed necessary.

Q(12) Describe the system for bringing into the awareness of students, faculty and staff the importance of and means of implementing quality assurance, however many and when were there conferences/workshops/seminars on QA, who and how many attended?

Answer: Regular awareness sessions are conducted to create awareness amongst faculty members and students about quality, .seminars are conducted for graduating students at the end of semester and given presentation on key concepts of quality, ie six sigma, TQM, ISO series and Quality in HEI's. Training workshops and sessions are conducted for Assessment and program team members periodically .

Q(13) Describe the initiatives of Vice Chancellor and other university officials(other than QEC) concerning quality

Answer: Vice Chancellor has provided all out support in the form of funds, equipment, office accommodation and guidance for execution of Quality Enhancement Program since establishment. The additional funds were particularly provided by university for the salaries of Assistant Director/data analyst and PA to retain the best candidates during employment. All Chairpersons take personal interest to ensure that program team

members at their department proactively address issues of quality, especially course curriculum and feedback surveys.

Q(14) In 2010-2011 what percent of budget of was allocated to QEC and what percent has been actually spent.

Answer: During FY2010-11 an amount of Rs 2.138 Mill was allocated by HEC to establish QEC under two different heads, ie operational cost and procurement of office equipment. All amounts against procurement head had been consumed, while operational budget is used for salaries of staff training workshops and visits as per actual expenditure. In year 2013 Rs 1.96Mill has been allocated by university for QEC.

Q(15) How do you ensure that the QA criteria and standard guidelines of HEC like plagiarism policy, faculty appointment criteria, MS/Mphil and PhD criteria, Tenure Track system, semester guidelines are implemented. Please provide evidence of implementation/notification/circulars/minutes

Answer: A well established mechanism exists at university to ensure that all QA criteria's laid down by HEC are followed in true letter and spirit, A committee on plagiarism has been formulated by VC ,whose head is Advisor Quality . The accounts for faculty members have been created to use turnitin software and training workshop and a seminar was conducted for faculty members in November 2012 .Policy for tenure track system has also been evolved and Advisor quality coordinates with HEC for finalization of TTS cases .University also follows laid down criteria for appointment of faculty ,MS/Mphil and PhD criteria for admissions .

Q(16) How are you integrating SOPs for QA reports into future planning .

Answer: Institutional Performance Evaluation Standards (IPEs) provide a platform to integrate and implement QA policies and SOPs by developing strategic plans for the university, All these reports aim in streamlining procedures and strengthening the system to improve upon quality of education. The main thrust is given on three things ie teaching, research and administrative support, At departmental level regular feedback is taken through students and faculty members and analyzed to make improvements in system, then weak areas are highlighted to VC for revision of policies. The processes are assessed and evaluated periodically for making improvements and then documented to ensure monitoring and control.

Q(17) Do you carry out 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

Answer: The only survey conducted at the end of program is graduating student's survey through standard form and attributes defined in the form

STANDARD 11

STUDENT SUPPORT SERVICE

The Air university as an institution demonstrates adequate and efficient student support services that enable students to achieve their educational goals directly and facilities the overall process of achieving institutional mission. The student support services model is flexible and responsive in nature to address full spectrum of diversity . The service includes registration,orientation,financialaid/scholarships,advising,counseling,child care, placement, tutoring and cultural programs and security with university mission demands. Student support at university is efficient to address the needs of diverse student community including students with disability.

QUESTION NO. 1:

Is there any system of student support services?

Q1(a) Student career counseling office

Ans   Air University has a Placement & Alumni Affairs Office. Main facilities provided by this office are mentioned in Appendix-A of standard folder. The web-link of homepage is http://www.au.edu.pk/placement/Default.aspx

Q1(b) Budget allocated/ spent on such services during last two years

Ans   Copies of budget for the last two years are placed as Appendix-B of this standard folder and the relevant head and amounts are highlighted.

Q1(c) Identified budget head for the purpose

Ans   As highlighted in copies of last two years' budget placed as Appendix-B, of standard folder. The identified budget head for the purpose of making allocation for Placement & Alumni Affairs Office is "Marketing and Placement".

Q1(d) Existence of student placement office

Ans   Student placement office, as mentioned in Appendix-A exists and is fully functional. It is managed and run by Senior Manager Placement & Alumni Affairs along with his staff.

QUESTION NO. 2:

Is there any system to inform students about these services and to identify students' needs?

Q2(a) Student offices / DSA, etc.

Ans For dealing with various student related matters there is Directorate of Student Affairs(DSA). Main responsibilities of this directorate are delineated in Appendix-C of standard folder.

Q2(b) Student bodies

Ans AU students get opportunities to participate in a variety of co-curricular activities. There are societies and clubs for students, which organize activities of their choice and interest. The University encourages students to self-manage these societies and clubs and provides the required resources and guidance. The activities organized by these student bodies also bring out their leadership, organizational and management skills. Prospectus 2013-14 contains details regarding student societies and clubs .

Q2 (c) Circulars / notification / web display / student surveys

Ans All important announcements pertaining to students are made through notices and web displays.

QUESTION NO. 3:

Is there any system of evaluation of standards of these services.

Q(a) Respective progress reports

Ans The management and staff of Directorate of Student Affairs and Placement & Alumni Affairs Office always pay heed to the suggestions, advice or feedback from within or outside the university alike, regarding the quality or level of services provided by these offices. While contemplating any changes in the services, the management of the aforesaid offices gives due consideration to the genuine feedback received from various sources and hence make necessary changes for improvement in services they offer. Since, progress on activities for improvement of services is not documented, written reports do not exist.

Q3(b) No of beneficiaries in last two years

Ans Around more than two thousand alumni of Air University have benefited from the services offered by Placement & Alumni Affairs Office. The same information is mentioned as Appendix-G of standard folder.

Q3(c) SOPs for student feedback to improve the services

Ans Information regarding student feedback is already placed as Appendix-F of folder.

Q3(d) Student satisfaction survey reports

Ans The mechanism of gauging student satisfaction about the services provided by concerned offices is gauged through graduating student,and alumni surveys.

QUESTION NO. 4:

Is there any process/offer of financial aid to students?

Q4(a) System to identify the financial needs of the students

Ans There is established mechanism which contains the information regarding different types of Financial failities granted to students and the system to assess their financial needs.

Q4(b) Establishment of financial aid office

Ans As per HEC guidelines, Air University has established a Student Financial Aid Office in order to facilitate the management of HEC Need Based Scholarships. .

Q4(c) List of financial aid / scholarship programmes offered in last 2 years

Details of financial aid / scholarships offered during last two years are placed as Appendix-J of standard folder