

Self-Institutional Performance Evaluation (IPE) Report
Government College Women University, Sialkot
for the year 2022-23



Self-IPE Panel:

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IPE Review Dates: May 17-19, 2023

Executive Summary

The self-Institutional Performance Evaluation (IPE) review of Government College Women University, Sialkot (GCWUS) was conducted from May 17-19, 2023 on the basis of eleven IPE Standards, namely Mission Statement and Goals, Planning and Evaluation, Organization and Governance, Integrity, Faculty, Students, Institutional Resources, Academic Programs and Curricula, Public Disclosure and Transparency, Assessment and Quality Assurance, and Students Support Services. The University Portfolio Report (UPR) of GCWUS was found to be well-written and as per the Higher Education Commission (HEC) guidelines. The UPR also included series of answers to the questions related to each of the eleven standards mentioned above. During the review, the self-IPE Panel physically examined the infrastructural facilities, acquainted itself with the institutional resources and held discussions with the teaching heads, junior faculty members, administrative officials and students. As the only public/women university in Sialkot, GCWUS is found to be performing well at the moment.

The University has strengthened its teaching and research by hiring a large number of qualified and experienced PhD faculty members. Similarly, several advanced lab equipment have also been procured to further research activities. Laboratories of basic and applied sciences departments are equipped with the advanced research instruments for students. Good utilization of limited resources has also been observed during the review with respect to class rooms, labs and faculty offices etc. The University has increased its PERN bandwidth considerably to meet the needs of students and faculty members. Furthermore, an efficient security apparatus is maintained round the clock to ensure safety and security of University students. The construction of Imam Bibi Campus is currently in progress through funding from HEC and Higher Education Department (HED), Punjab.

A well-established financial assistance mechanism is available to support underprivileged and deserving students. A relatively large number of students are being facilitated through various scholarships and tuition fee assistance programs like HEC Need Based Scholarship, Ehsaas Scholarship, Pakistan Bait-ul-Mal Scholarship, Rahmatul-lil-Alameen Scholarship, Benazir Undergraduate Scholarship, Punjab Educational Endowment Fund (PEEF), and GCWUS own Financial Support Fund (FSF) etc. The meetings of various statutory bodies are conducted regularly by following their approved rules of business. The Ethical Institutional Review Board (EIRB) is monitoring the standard of research ethically while a procedure is being followed to address grievance of employees. The University has approved admissions regulations, credit transfer policy, plagiarism policy, and other related policies. The University's Office of Research, Innovation and Commercialization (ORIC) and Quality Enhancement Cell (QEC) are well-established and notified from HEC. Its QEC is consistently been ranked in X Category by the HEC. As a result, the University is consistently improving its national and international rankings for the last three years.

Key findings and recommendations of self-IPE review are as follows:



1. General Observations

GCWUS is a ten-year-old university which has adopted some good practices and/or taken steps by following the HEC guidelines and self-developed standards. Some of these practices and/or steps are following:

1. The Planning & Development Department GCWUS is currently running the following development projects at the University:
 - i. "Construction of Building of GC Women University, Sialkot on acquired piece of land at Sialkot" awarded/approved by Provincial Development Working Party (PDWP), Government of Punjab for Rs. 2946.888 million.
 - ii. "Strengthening Infrastructure and Academic Programs of GC Women University Sialkot" awarded/approved by Departmental Developmental Working Party (DDWP), HEC for Rs. 1395.133 million.
 - iii. Provision of essential facilities to GCWUS under the Project titled "Strengthening and Up-gradation of Universities of Backward Areas" awarded/approved by Central Development Working Party (CDWP), HEC for Rs. 67.450 million.
 - iv. "Construction of Students Service Centre GC Women University, Sialkot" approved by the Syndicate GCWUS for Rs. 68.829 million.
2. The recognition status of the University is available on the HEC website.
3. Admission criteria and associated policies are published in the prospectus and are also available on the University website.
4. All postgraduate programs were started after obtaining No Objection Certificate (NOC) from HEC while the undergraduate programs requiring accreditation are mostly accredited or under accreditation process.
5. All the basic and applied sciences departments have separate labs which are well-equipped and fully functional. A well-equipped "Central Research Lab" is also available and functional.
6. Trainings, academic/co-curricular events, national and international conferences, seminars, awareness campaigns, exhibitions and cultural events are organized frequently.
7. A mosque is available for the students.
8. A well-established day care center within the University premises is facilitating female employees.
9. A Psychosocial Well-being Centre (PWBC) is also functional and facilitating students.
10. The newly constructed social sciences academic block has disabled friendly facilities.
11. The construction of students' service center has recently been completed.
12. Electric water coolers are available for providing clean drinking water to the students, faculty and staff.



2. Findings

1. SOPs for avoiding conflict of interest are not properly defined at the level of statutory bodies.
2. Payment of bills and processing of salaries is not automated.
3. University lacks effective mechanism for purchasing consumable items for its teaching and research labs.
4. University has biometric attendance system but it is not linked with payroll system.
5. No mechanism exists for the maintenance/repair/replacement of damaged/defective/out-of-order lab equipment.
6. SOPs for shortlisting candidates for faculty and administrative positions are not defined for each position.
7. Induction trainings for newly hired faculty and administrative staff members are not being conducted.
8. Several additional charges/duties against different positions are being continuously assigned in the University which is affecting the performance of its various departments.
9. Children of male faculty/staff members are not being accommodated by the University Day Care Centre; extra attendants are also required at the Day Care Centre.
10. The meetings of BASR are conducted infrequently and a large number of synopses are presented in each such meeting for approval.
11. Accreditation process of programs offered by the department of education is stagnant after filing initial application.
12. No mechanism exists for assigning the courses to the faculty members.
13. Results of recent surveys of faculty satisfaction, graduate assessment, employer and alumni are missing in some of the self-assessment reports (SARs).
14. List of actions taken against the implementation plans submitted by the departments after their SAR(s) audit are lacking.
15. Record of actions taken by the departments on the findings of faculty surveys is not available.
16. Some of the departments have no computers/printers for performing official/clerical work/duties effectively.
17. Some of the departments have no access even to the shared computer labs as a limited number of computer labs are available in the University for the students.
18. Most of the specialized software required for teaching and research are not available in the University computer labs; similarly, the computers available in the University labs are also not compatible with latest/updated software.
19. Some of the departments/academic blocks have neither alternate/uninterruptible power supply/source nor standby/back-up electricity generator.
20. The standby/back-up electricity generator available in the students' hostel is used sporadically.



21. Advanced lab courses are not included in the scheme of studies of graduate programs in the faculty of Natural Sciences.
22. Multimedia projectors are not available in most of the classrooms.
23. Several of the class room white boards need cleaning/replacement.
24. Some of the classrooms do not have sufficient number of chairs.
25. A very limited number of easels, canvasses, and mannequins etc. are available for the students of department of fine arts which is affecting their studio work adversely. Similarly, no mechanism exists for using/hiring models for studio work.
26. Lockers are required in sufficient number for the students for store keeping their personal belongings during studio/lab work.
27. Some of the classrooms are not properly ventilated while ceiling fans are not working in some classrooms in old academic blocks.
28. Voltage fluctuation is common in "Science Block" which can damage the lab equipment.
29. Air conditioners are not available and/or operational in computer labs/studios/library.
30. No separate waste/garbage bins are available in female toilets to dispose of soiled sanitary napkins.
31. Dedicated classrooms/labs/work spaces are not available for graduate/research students.
32. Although University has full access to HEC digital library; however, some of the students and faculty members seem to be unaware of how to access it.
33. The library needs major upgradation as most of the library cabinets/book cupboards are rusty. Similarly, furniture available at the library also needs repairs/maintenance.
34. Updated books / manuals are lacking in the library for graduate/research students.
35. Very limited sports facilities are available for the students while no such facilities exist for the faculty and staff members.
36. Teaching workload policy is not reasonable as the same numbers of credit hours are being taught by assistant professors and lecturers.
37. Duty leaves are rarely granted to faculty and staff members for attending conferences, seminars, workshops and trainings.
38. Ex-Pakistan leave/NOC for higher studies and research is rarely granted.
39. Hostels and residencies are not available for faculty/staff members.

3. Recommendations

1. The SOPs should be developed / defined to avoid conflict of interest at the level of statutory bodies.
2. Payment of bills and processing of salaries should be managed automatically to improve efficiency. The software required for such automation should either be prepared in-house or adapted as per the University requirement.
3. An effective mechanism/schedule should be setup to purchase consumable items for its teaching and research labs. Preferable separate budget heads should be maintained in the annual budget for timely purchase of consumable items. Also, the utilization of such budget heads should be ensured to avoid bottlenecks in supplying these items to the labs.



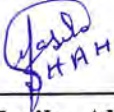
4. The University biometric attendance system should be linked with payroll system to ensure punctuality of employees and efficient disbursement of salary.
5. An effective mechanism should be setup for the periodic/scheduled maintenance/repair/replacement of damaged/defective/out-of-order lab equipment. Sufficient funds should be allocated in the annual budget to ensure functionality of the lab equipment.
6. The clear SOPs for shortlisting candidates for faculty and administrative position should be defined. Furthermore, such SOPs should be approved from the statutory bodies.
7. The induction trainings should mandatorily be conducted for the newly hired faculty and staff members to ensure that they are aware of relevant University rules and regulations. The special/separate training sessions should be arranged for employees without any prior experience.
8. Additional charges/duties against different scheduled posts should be discouraged and university should show restraint in assigning several additional charges/duties to a single person.
9. University should initiate process of hiring on vacant posts in order to improve the efficiency and outlook of the university at national and international level
10. The University should revise its policy to allow/accommodate children of male faculty/staff members in the University Day Care Centre. In this regard, a separate area/entrance should be setup as per the feasibility. Also, sufficient number of attendants should be available there and currently it needs one more attendant on priority to meet the needs of the Day Care Centre.
11. The meetings of BASR should be conducted frequently so that only a limited number of synopses should be presented in each meeting for due consideration/approval.
12. The accreditation process of programs offered by the department of education should be expedited on priority basis.
13. The mechanism/SOPs should be setup for assigning courses to the faculty members and preferably subject specialized/experienced faculty should be allocated relevant courses for teaching .
14. The results of recent surveys of faculty satisfaction, graduate assessment, employer and alumni should be included in all the SARs.
15. The departments should provide the list of actions taken against the implementation plans submitted by them after their SAR(s) audit.
16. The departments should provide the record of actions taken on the basis of findings of faculty surveys.
17. The departments should be provided computers/printers for performing official/clerical work/duties effectively.
18. The number of shared computer labs should be increased in the University. The students of all the departments should have an easy access to these shared computer labs.



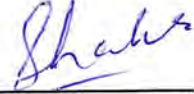
19. The latest computers should be added in the computer labs to ensure compatibility with the latest/updated software. Also, the specialized software required for teaching and research should be made available in these labs as per the requirements of departments.
20. Alternate/uninterruptible power supply/source or standby/back-up electricity generator should be available in all the departments/academic blocks.
21. The standby/back-up electricity generator of students' hostel should be used as and when needed.
22. In addition to the research work, advanced lab courses should be included in the scheme of studies (SOS) of graduate programs for the faculty of Natural Sciences.
23. The multimedia projectors should either be available in all the classrooms or the timetable is set in such a way that only the classrooms equipped with multimedia projectors are used for courses where its use is unavoidable.
24. The class white boards should be regularly cleaned and in case of any damage, it should immediately be replaced to avoid students' academic loss.
25. Classrooms should have sufficient number of chairs for the students. The timetables should be prepared by keeping in mind the chairs available in these classrooms.
26. The easels, canvasses, and mannequins along with other auxiliary items should be available in sufficient number for the students of department of fine arts to support studio work effectively. Similarly, a mechanism should be setup to use/hire models for studio work.
27. The sufficient number of lockers should be made available for the students for store keeping their personal belongings during studio/lab work.
28. A visit of all the classrooms should be conducted to ensure that the classrooms are properly ventilated while electric bulbs and ceiling/bracket fans are in working order. On the basis of this visit, a corrective action should immediately be taken on-demand.
29. Appropriate technical measures should be taken to avoid voltage fluctuation in "Science Block" to ensure safety of the lab equipment.
30. Air conditioners should be available / operational in the computer labs/studios/library.
31. Waste/garbage bins should be available inside female toilets.
32. The University should provide dedicated classrooms/labs/work spaces to the graduate/research students.
33. Additional training/awareness sessions on accessing HEC digital library should be arranged for the students and faculty members.
34. The library cabinets/book cupboards/furniture should be repaired and repainted/re-polished.
35. The updated relevant books / manuals should be provided in the library for graduate/research students.
36. The sports facilities should be provided for the students, faculty and staff members.
37. The teaching workload policy should be revised for assistant professors and lecturers by keeping in mind their research/supervisory activities.



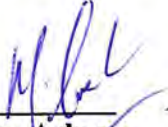
38. Duty leaves should be granted to the faculty and staff members for attending conferences, seminars, workshops and trainings.
39. Ex-Pakistan leave/NOC to pursue higher studies and research should be granted as per the service statutes.
40. The University should arrange hostels and residencies for the outstation faculty/staff members on a priority basis.



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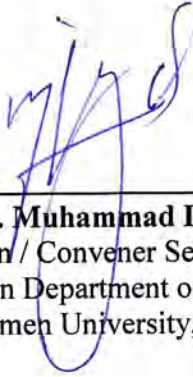
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