



R-IMS/NTF/2022/31
July 29, 2022

NOTIFICATION

Subject: Compliance Improvement Action Plan Committee (CIPC) - IPE -22

1. In the light of HEC Report - Institutional Performance Evaluation (IPE) of Institute of Management Sciences, Lahore dated July 21, 2022, committee is constituted as under:

- Chairman The Honorable Rector
- President Dean
- Members HoD Management Sciences
HoD Computer Sciences
Director QEC
One senior member from each department
Deputy Registrar (Secretary)

2. Committee headed by the president will ensure compliance of instructions per Para 3(ii) of subject reference letter and regularly brief the Chairman about the progress in this regard.
3. The committee will pursue the list of EOIs given under each standard and work out Compliance Implementation Plan (CIP) accordingly.
4. CIP duly approved by the Rector may be forwarded to this office by August 15, 2022 for placing on IMS website and for dispatch to HEC for information.


REGISTRAR

(Brig. Mahmud Bashir Bajwa (Retd.))

Copy to;

- All concerned

COMPLIANCE IMPLEMENTATION PLAN FOR IPE 2022

Name of Institution: The Institute of Management Sciences, Lahore

Composition of CIPC: **Chairman** - Rector
 President - Dean
 Members - HoD Management Sciences
 HoD Computer Sciences
 Director QEC
 One senior member each department
 Deputy Registrar (Sectary)

Sr. No.	Recommendations of IPE Panel	Actions to be taken	Timeline (ETC)	Focal Person
1.	A committee comprising faculty members, HoDs, Deans and other principal officers should be constituted to review the vision and mission of the Institute seeking the input from the relevant stakeholders. And, the approval of reviewed vision and mission statements should be sought from the requisite statutory forums.	Committee be constituted to review vision/Mission statement after deliberations by all stakeholders as guided by the IPE report, duly approved through requisite statutory forums.	Dec 2022	Registrar
2.	The Institution should devise a mechanism to ensure the revised missions' adoption, dissemination, and application as the core element in the <i>strategic planning process</i> . Similarly, all the academic programs and institutional activities should be	Department heads to ensure its alignment with all the academic as well nonacademic activities	Immediately after compliance on Point No.1	Registrar

	aligned with the revised vision and mission of the institution.			
3.	The Faculty members and other administrative staff members should be made to acquaint themselves with the vision, mission and core values of the institution so that the same could help them adapt to organizational culture, determine core activities, set priorities, and evaluate their effectiveness with respect to stated vision and mission of the institution.	Revised vision / mission statements be displayed on all offices/labs/classrooms and display boards to acquaint every individual of the institution.	Immediately after compliance on Point No.1	Registrar
4.	Awareness sessions for students should be arranged to educate them about the vision and mission of institution whereby instilling in them the understanding / clarification pertaining to what students can expect of their institution throughout their duration at the Institute and what is expected of them .	Department heads to arrange awareness sessions for students for better understanding/expectations of institution out of them.	Immediately after compliance on Point No.1	Registrar
5.	The Institute needs to start work on constructing its own purpose-built campus without any further delay	Master plan must be finalized ASP to proceed with construction of own purpose –built campus	June 2023	Registrar

6.	There is a need for revamping. Serious efforts shall be made for the sustainability of the Institute . The management with the support of faculty and staff should develop a long term plan in this regard.	Strategic plan development committee must finalized IMS strategic plan for sustainable institution ASP.	Mar 2023	Registrar
7.	The plan should focus on adding market based new programs , hiring new faculty, development of existing faculty, Introducing a service structure for the employees, offering research grants and purchase of equipment etc.	Initiation of new academic programs should be based on market surveys. Hiring of Faculty and benefits must be in compliance with HEC policy	Mar2023	Dean
8.	The formal approval of Institute's organogram, constitution of Academic Council and its TORS , BASR, Institutional Statutes , MS/ MPhil & PhD Regulations, other rules and regulations, and different Institutional Policies be sought from the statutory Forum i.e. Board of Governors of IMS.	All necessary documentary evidences duly processed through requisite statutory forums as per IPE /HEC guidelines.	Oct 2022	Registrar
9.	The frequency of Statutory Forums be determined and meetings should be held as per defined and approved frequency.	Relevant decisions be validated by BOG to meet HEC IPE report guidelines.	Immediate	Registrar

10.	The Registrar Office should perform documentation and notifications of all related/relevant activities in a formal and structured manner	All activities related to documentation / notifications/record keeping must be done in an organized / structured manner	Taken	Registrar
11.	A full-time CFO / Treasurer be hired / appointed to exercise the powers in terms of managing assets, liabilities, receipts of revenue and expenses, budgets, funds and investments of the Institute	Need for appointment of Treasurer in addition to Finance Manager and secretary finance be studied	Immediate	Registrar
12.	A full-time Controller of Examination be hired/ appointed to look after the matters connected with the conduct of examination, academic record, and perform such other duties as may be prescribed by the Board of Governors of IMS.	Vacant post of CoE be initiated for hiring ASP, to have better management / record keeping of examinations, like grade, answer sheets maintenance etc.	Immediate	Registrar
13.	A dedicated HR Department / Office be established to model the HR policies; assisting IMS leadership in creating and sustaining an environment through attraction, selection, development, motivating, rewarding, and retaining the finest and diversified workforce.	A formal HR office may be created to have Administrative autonomy / fulfill the needs of academic environment and better record keeping of policies / personal dossiers.	Immediate	Registrar

14.	<p>All policy documents (grievance, ethical standards, intellectual property, HEC Plagiarism Policy, conflict of interest) need to be revisited and reformulated through statutory bodies of the Institute. In the process, input should be taken from all stake holders, including input from legal counsels. Where applicable, consideration of government/ HEC policies must be addressed within the policies, along with suitable implementation and monitoring mechanism</p>	<p>All policies be revisited and established as per HEC defined guidelines duly approved through statutory bodies.</p>	Immediate	Dean
15.	<p>Pertaining to policy documents (grievance, ethical standards, intellectual property, HEC Plagiarism Policy, conflict of interest), UPR should be revised with citation/reference to statutory body minutes where its formulation is discussed and approved.</p>	-do-	Immediate	Dean
16.	<p>Membership of committees falling under framework of HEC's standard on Integrity need to be notified from time to time.</p>	-do-	Immediate	Dean

17.	In CS Department, one Lab Instructor was found to have completed MS degree while being appointed at the post of Lab Instructor. Promotion to lecturer rank may be awarded in order to improve Faculty to Student ratio (which excludes Lab Instructors).	HR with the help of Department must initiate cases as per HEC's criteria on eligibility requirements for appointment.	Dec 2022	Dean
18.	A list of HEC Approved Supervisors of the Institute should be available documented form, as well as made available on publicly accessible forums (e.g. website).	Departments must submit list of approved Supervisors duly signed by Dean or initiate action on HEC E-PORTAL for the needful.	Immediate	HoD CS
19.	The updated HEC's criteria on eligibility requirements for appointment of various faculty cadres must be adopted in letter and spirit.	Must be implemented in true letter and spirit	Immediate	HoDs
20.	For fairness, and improving faculty retention, a comprehensive service structure for faculty and staff, defined within the institutional constraints, must be formulated through statutory bodies. Survey of competition universities and Institutes should be given due consideration during the process	HR to revisit existing service structure and update the same at par with market competitiveness / inline to HEC defined criteria, duly formulated through statutory bodies	Dec 2022	Dean

21.	Faculty should be trained by relevant experts in the area of curriculum development , and pedagogical as well as andragogical skills	FDPs must include experts in area of curriculum development/other related areas / enhancing teaching skills as well as faculty career progression.	Immediate	Dean
22.	Faculty evaluation at end of year should be carried out through instruments that are equivalent to APR/ACR which is representative of the organizational structure. Student evaluations should be a small component of these instruments	HR to ensure timely initiation of ACR forms to department concern for filling / processing of Faculty/Staff ACRs.	Oct 2022	Registrar
23.	Published research of faculty/students should be documented through suitable indexing mechanisms . The indexing scheme must be able to report and present relevant statistics (e.g. papers per author, papers per department, papers per year, accumulative impact factors, etc.)	All data / record of publications be placed as per defined method.	Immediate	Dean
24.	The institution should commit some degree of financial resources for research, Innovation, and commercialization activities through a head/ledger dedicated for the purpose. The financial resources can be governed through ORIC office established for the purpose	ORIC office in coordination with departments to develop plan for necessary requirement of financial resources as defined.	Dec 2023	Dean

25.	The Institute needs to take steps for increasing enrolment in the management science programs	All concerned to focus on forth coming fall session and ensure achieve maximum possible intake in Management sciences.	Immediate	Registrar
26.	A handbook including comprehensive policies approved by the relevant statutory bodies needs to be prepared	IMS policy folder/Statutes / student handbook be updated duly approved through statutory bodies	Immediate	Registrar
27.	A dedicated Admission office should be established to manage the admission process	IMS Front desk and in charge admission to manage office affairs as guided.	Immediate	Registrar
28.	The infrastructure needs significant improvement. The building of the Institute needs to be renovated . Visible difference should be present in the upcoming visits.	Renovation plan/ Rotation policy of fixed Assets be prepared and got approved for execution on priority.	Nov 2022	Registrar
29.	Institutes these days cannot function effectively without a CMS and student portal. The Institute needs to have a CMS and student portal to effectively and efficiently run its operations	Establishment of IMS CMS and development of student portal be processed on priority	June 2023	HoD CS
30.	The computer labs need to be upgraded and the furniture in class rooms should be replaced. A rotation policy of upgradation of fixed assets should be devised.	Action as per point 28 .		Registrar

31.	The cafeteria needs immediate attention. The building should be renovated and the required facilities should be made available.	The cafeteria environment be given due attention	Immediate	Registrar
32.	It is recommended to keep the total credits for award of degree uniform across all degree programs (or at least department) for logistical reasons	Uniform credit policy be adopted across all degree programs. Departments to revisit and update it.	Oct 2022	Dean
33.	The institution must perform an internal MS/PhD program review visit to align its MS/PhD programs with HEC.	Self PGPR be conducted without any delay. Departments to make ready all required data with assistance of QEC.	Immediate	Dean
34.	Policy decisions are required to develop checks and measures that restrict undergraduate and postgraduate students from taking the same courses in general, and from taking the same exam in particular	Needful be done as specified.	Taken	Dean
35.	Evidence of approval of launch of degree programs through statutory bodies, or NOC from HEC should be furnished.	Needful be done by departments as defined.	Immediate	Registrar
36.	The selection criteria associated with each degree should be defined and mentioned within prospectus against each degree.	Needful be done as defined	Immediate	Registrar

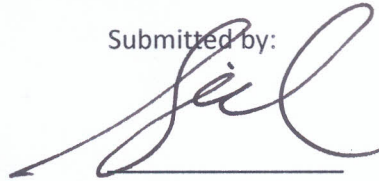
37.	Prospectus must be revised and published on a regular basis. Revisions to the prospectus should be carried out taking into account input from all stake holders.	Rules regulations / Prospectus be updated duly approved through statutory bodies.	Immediate	Registrar
38.	Curricula should be revised on regular basis with involvement of experts from relevant industry and alumni. HEC / accreditation body guidelines should be followed when formulating changes into degree programs.	Needful be done through Department curriculum review committees	Immediate	Dean
39.	Additional measures should be devised for the improved visibility of all policies . Processes, statutes, and services on the Institute's website.	All policies / statutes / support & services be placed on IMS website	Nov 2022	Registrar
40.	Information pertaining to student services, academic planning , etc, should be provided to students at the time of admission through orientation sessions	Needful be done	Taken	Registrar
41.	Admission lists , containing full details of applicants, their obtained marks (as per Institute merit criteria), and their cut-offs should be compiled by the Institute.	Needful be done	Taken	Registrar

42.	For the sake of transparency, it is recommended that the Institute may formalize a mechanism for final exam paper showing at least one day before declaration of semester results	Needful be done	Taken	Registrar
43.	The QEC should be reinforced with provision of requisite staff and office space	All measures be taken to meet QEC office requirement.	Oct 2022	Registrar
44.	The QEC should coordinate with the Dean, HoDs and faculty to put in place the mechanism for internal quality assurance and initiate SARS of all academic programs. Program Teams (PTS) should be notified as per the HEC provisions and formal trainings and awareness sessions about writing of SARS should be conducted for PT members.	Awareness and training sessions be arranged for faculty related to quality matters/HEC defined parameters and initiate SARs.	Immediate	Director QEC
45.	The QEC, as a measure of internal quality assurance, should ensure conducting of Self Post Graduate Programs Review (Self-PGPR) and Self-Institutional Performance Evaluation (Self-IPE) once annually.	Reference point 33.	Taken	Director QEC

46.	The QEC should ensure the accreditation of all of its professional programs from the relevant professional council, and in this regard should also assist the departments in accreditation application, compliance documentation, and preparation for the visit of the professional councils.	Departments must initiate required steps for conduct of relevant accreditation process with assistance of QEC.	Immediate	Director QEC
47.	The QEC should plan to conduct Awareness Sessions to orientate faculty and students about the key concepts of quality assurance, and the activities conducted on campus to ensure the same.	Reference point 44.	Taken	Director QEC
48.	A student affairs office should be established to facilitate the students in various matters	Establishment of student affairs office be ensured.	Dec 2022	Dean
49.	The placement office needs to develop strong linkages with the corporate sector and regularly conduct seminars/workshops and campus drives.	The placement office must play active role in the defined areas, this will also facilitate faculty to attend conferences and off-campus training/workshops as well.	Taken	Dean
50.	Dedicated offices for Financial Aid/Scholarships and psychological counseling should be established.	Needful be done.	Taken	Registrar

51.	A proper cafeteria having all the facilities is needed.	Reference point 31.	Taken	Registrar
52.	The Institute needs to establish an Alumni association to foster better relationship with their graduating batches. These students can facilitate the university in better management of industrial linkages and internship placement for the current students.	Alumni association be utilized in student progression through effective management.	Taken	Dean

Submitted by:



Ahmad Mujtaba Sial
Secretary – CIPC

August 16, 2022



Prof. Dr. Nisar Ahmad (Dean)
President CIPC

APPROVED BY THE RECTOR:

