



TEXTILE INSTITUTE OF PAKISTAN

HEC-IPE Compliance Implementation Plan Committee Report

Subject: Actions taken against HEC-IPE held on 30th March, 2022 submitted in the 15th Executive Council Meeting of the TIP, Tuesday, March 21, 2023

Reference: HEC IPE Observations discussed in the 15th EC Meeting

COMPLIANCE IMPLEMENTATION PLAN COMMITTEE (CIPC)

The Committee consists of the following members:

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| 1. | President TIP | – | Chairperson |
| 2. | Director QEC | – | Secretary |
| 3. | Dean TIP | – | Member |
| 4. | Program Coordinators AMM | – | Member |
| 5. | Program Coordinators FDM | – | Member |
| 6. | Program Coordinators TMM | – | Member |
| 7. | Program Coordinators TDT | – | Member |
| 8. | Program Coordinators TS | – | Member |
| 9. | Program Coordinators IMM | – | Member |

The committee may co-opt any member from respective offices.

Standard 1: Standard 1: Mission Statement and Goals		
S.#	Recommendations of IPE Report	Actions Taken/Under Process & Justifications
1.3.1	A committee comprising of faculty members, officers, alumni and industrial stakeholders may be formed to review the mission & vision. The recommendations of the committee should be shared with all stakeholders before approval from the statutory bodies.	A Committee comprising of faculty members, officers, alumni and industrial stakeholders is constituted. Reviewed & Revised Vision & Mission Statements have been prepared by the committee and submitted for approval by the BOG Annex: Standard 1.3.1
1.3.2	University to device institutional mechanism to ensure all the academic programs and institutional activities is aligned with the vision and mission.	As soon as the reviewed Vision & Mission of the TIP is approved, all academic programs would be aligned with the institute.
1.3.3	Awareness workshops should be held regularly to take all the stakeholders, including students, to on board for effective delineation of vision and mission of TIP. Statement may be installed in the main Places of the institute for information of faculty, students, staff and other persons visiting the institute.	<i>A series of awareness for all stakeholders has been planned. As soon as Reviewed V & M of TIP & Programs have been approved from the BOG.</i>
1.3.4	TIP management should consider evaluating efficacy of the current strategy and business case of TIP, and consider revising them based on evolved needs of TIPs' target market. A professional strategy committee with relevant stakeholders may be formulated. Once developed TIP strategy and business plan may be approved through BoG (Purpose, Mission, Vision, Values and Objectives, KPIs, Action plan with timeline, financial plan, etc.)	A Five- Year Strategy Plan has been prepared and submitted to the BOG for approval. Annex: Standard 1.3.4
Standard 2: Planning and Evaluation		
2.3.1	Expenditure made against unapproved budget for the year 2020-21 need to be brought to the notice of BoG for rectification.	A comprehensive list of the expenditure made against unapproved budget for the year 2022-23 has been prepared and has been forwarded for formal approval of next BOG meeting for rectification. Annex: Standard 2.3.1

2.3.2	The development plan for the institute and faculty may be prepared in consultation with all stakeholders and placed before BoG for its consideration and approval.	Please refer Annex: Standard 2.3.2. A Five- Year Strategy Plan
2.3.3	Budget should be prepared with involvement of all stakeholders including academic heads.	It indeed in practice
2.3.4	Procedure policy be reviewed and Procurement Committee may be constituted and after seeking approval of the BoG be notified.	Annex: Standard 2.3.4. Procurement Committee
2.3.5	A committee comprising of senior faculty members and officers, headed by the President should develop a long term plan to be approved by the BoG. The plan should include adding new programs, allocation of resources like hiring of new faculty Development Programs for existing faculty. Research grants and facilitating faculty to participate in national and international conferences, purchase of equipment's and lab materials, infrastructure development etc.	Long-term plans are very clear mentioned in the 5-year Strategic Plan.
Standard 3: Organization and Governance		
3.3.1	Independent of all management and administration are role of TIP may be conducted through regulator and through self-directives of TIP.	We have a GGS Committee. Being carried out on intermittent basis. Final approval by the BoG is under process
3.3.2	Endowment amount Rs.150Millian be established as per HEC requirement and separate account in Bank to be opened.	BOG has been notified Annex: Standard 3.3.2. Endowment separate account
3.3.3	TIP needs to formulate Statues, Regulations, and Rules for effective and efficient functioning.	Annex: Standard. 3.3.3. Please see Charter, Statues, Regulations & Rules
3.3.4	All Statuary bodies meeting to be conveyed timely. Minutes of statuary bodies may be circulated among the Debarments Heads and officers of the TIP.	It is in practice
3.3.5	Selection Board may be constituted and after seeking approval from BOG be notified.	Already in practice in HR Dept.
3.3.6.	Faculty consisting of different Departments be set up and Head may be designated as Dean of the Faculty.	Only one department t is there. Dean of the Faculty in place
3.3.7	All vacant positions need to be filled for the smooth and efficient functioning of the institute.	Already in place

3.3.8	Financial Affairs of the TIP should be managed by the Treasures as per relevant provision of the Act. All the assets including land and Endowment fund should be owned by TIP.	Treasure is there of the sponsoring body. Subject to BOG approval (change of nomenclature)
Standard 4: Integrity		
4.3.1	The stakeholders should be involved in developing policies as well as their implementation and should be approved by the BOG.	A committee, consisting of Dean, Director QEC & senior faculty members, has been constituted. Under Process
4.3.2	Intellectual Property Rights policy of TIP should be developed and get approved through statutory bodies.	Intellectual Property Rights policy of TIP has been developed and forwarded for formal approval from BOG. Annex: Standard 4.3.2. Intellectual Property Rights policy
4.3.3	The Conflict of Interest policy should be formulated and get approved through statutory bodies in consultation with Legal team of the TIP.	A committee & the Conflict of Interest policy has been formulated and forwarded for approval BOG. Annex: Standard 4.3.3. Conflict of Interest policy
4.3.4	The Plagiarism policy should be getting approved through statutory bodies.	The Plagiarism policy has been documented as per guidelines of the HEC and has been placed for formal approval from BOS (each program), AC and finally by the BOG. Annex: Standard 4.3.4. Plagiarism policy
4.3.5	The Faculty and officer's external consultancy services policy may be prepared, approved and implemented as per national and international practices.	Consultancy services policy Annex: Standard 4.3.5. Consultancy services policy
Standard 5: Faculty		
5.3.1	Relevant faculty should be hired and young faculty members should be encouraged to improve their academic credentials through Faculty Development Program.	Ongoing process
5.3.2	Only faculty with Master degree should be assigned undergraduate courses.	In practice
5.3.3	HEC guidelines should be followed in hiring Faculty.	HR hiring Panel/Committee already in place & in practice
5.3.4	Academic and Faculty Heads should have degree and expertise relevant to Textile programs offered by the TIP.	Being followed in letter and spirit; currently being adhered

5.3.5	Faculty should be trained by Mentors in the area of curriculum development, assessment, teaching technology and learning outcomes.	Workshops in pipeline
5.3.6	HR should develop a proper and comprehensive HR policy including service structure, medical coverage, annual appraisal, promotion criteria and job description.	Already in practice
5.3.7	HR should develop an Organogram in line with HEC guidelines and all vacant positions should be filled.	Revised Organogram has been papered, submitted for approval from the BOG. Annex: Standard 5.3.7. Revised Organogram
5.3.8	Student Teacher Ratio should be maintained as per HEC guidelines.	<i>Student Teacher Ratio has been strictly followed as per directions & guidelines of the HEC</i>
5.3.9	Faculty should be involved in decision making and given more autonomy.	In almost all academic as well as other related matters, faculty is involved.
5.3.10	Faculty should be given teaching load as per HEC guidelines.	Teaching load is as per guidelines by the HEC Annex: Standard 5.3.10. Timetable
5.3.11	TIP should formulate Harassment Policy and constitute a faculty grievance committee.	TIP has formulated Anti-Harassment Policy and constituted a faculty grievance committee including for students & staff; submitted for final approval from the BOG. Annex: Standard 5.3.11. Anti-Harassment Policy & Grievance Policy
Standards 6: Students		
6.3.1	The Academic Manual should also include policy components given in the “POLICY GUIDELINES FOR UNIFORM IMPLEMENTATION OF SEMESTER BASED EXAMINATION SYSTEM” of HEC.	It is followed as suggested. Annex: Standard 6.3.1. Prospectus 2022-23
6.3.2	TIP should prepare a comprehensive Credit Transfer Policy with due approval from the statutory body.	Under Process
6.3.3	The Student Handbook should be revised to include all the relevant policies including Harassment policy etc.	Student Handbook is available. Annex: Standard 6.3.3. Student Handbook
6.3.4	QEC to conduct mandatory surveys to seek feedback from teachers, students, alumni and employer.	All mandatory surveys are being conducted online. Annex: 6.3.4. https://tipqec.com/admin
63..5	A committee headed by a faculty member should be formed to	Survey forms including mess, canteen and cook

	oversee the cafeteria facility provided to the students.	have been prepared and are being filled at the end of final every semester. Annex: Standard 6.3.5. Canteen Survey feedback result
6.3.6	Hostel management Committee should be formed to manage the affairs of hostel.	Hostel management committee is existing Annex: Standard 6.3.6. Notification of Hostel Management Committee
6.3.7	Office of Students Affairs (OSA) headed by a faculty member should be constituted to facilitate students in sports and other extracurricular activities.	Already there Annex: Standard 6.3.7. Notification for Office of Students Affairs
6.3.8	A student counseling office to be established and faculty members should be nominated as Batch Advisors/Student Councilors.	Same as Above
6.3.9	A senior faculty member should be appointed as Director Academics to ensure a conducive and student's centric academic environment including necessary facilities (ICT, Library).	This post needs justification of resources. However, one of the senior faculty members looks for conducive and student's centric academic environment including necessary facilities.
Standard 7: Institutional Resources		
7.3.1	Institutional Resources development and utilization planning should be enhanced.	Budget in place. Annex: Standard 7.3.1. Budget 2022
7.3.2	The procurement committee should be priorities the TIP resources for effective productive utilization. The faculty wise funds and budgetary allocations to be made as per academic programs strengths and future intake and facilitations.	The procurement committee is there
7.3.3	The purchase committee is required to be revised.	The purchase committee Annex: Standard 7.3.3. Purchase Committee
7.3.4	Funds and adopting relevant quality standards should be ensured.	Compliance of Funds and adopting relevant quality standards are being ensured by the Dean Faculty as per Regulations & Rules of the institute.
7.3.5	The budget allocations and spend feedback are required for student bodies for different societies and sponsorship.	Facilitation fee is being spent & it already in practice
7.3.6	Strong collaboration with industry and academia to be established.	TIP has very strong collaboration with industries & academia

		Annex: Standard 7.3.6. MoU for collaboration with industries & academia under process
7.3.7	Library must have subscription to at least 15 International journals, as per HEC requirement.	Since ours is a DAI offering only undergraduate progress, nevertheless, TIP is planning to ensure compliance.
7.3.8	Dedicated Career Counseling officer should be appointed.	It is there as additional charge Annex: Standard 7.3.8. Notification for Career Counseling
7.3.9	Sports activities must be organized regularly. Societies of students must be active in TIP.	Sports activities are major part of extra-curriculum activities and are being carried regularly.
7.3.10	Drinking water should be should be available to all faculty/staff and students.	Clean & hygienic drinking water available to all faculty/staff and students
7.3.11	There must be a good speed Internet in whole campus including hostels.	40 MB CIR internet speed is being provided for students & faculty
7.3.12	There must be medical facility for students in campus.	24/7 days emergency facility including transportation available in the campus. In addition to that, a MoU has been signed with very near Medical Centre located on few kilometers away from the institute. Annex: Standard 7.3.12. MoU with Iftikhar Memorial Hospital
7.3.13	Hostel committee should be formed for proper function and equipping of the hostels and student representation should be ensured. There must be soaps available to student washrooms for students in campus and hostels. All facilities in hostel including iron, Microwave, Refrigerators, and kitchen facilities should be maintained on regular basis.	Most facilities are available for example, mess, lightings, cook, emergency vehicle & medical facility, security and clean water including TV, indoor sports facilities.
7.3.14	There must be working air-conditioners in all classrooms and laboratories.	Almost all classrooms, library, laboratories are centrally air-conditioned and are in practice
7.3.15	Computer systems in lab should be up to date with up to date software.	This matter has been put in the agenda of the EC Annex: Standard 7.3.15. EC Meetings
7.3.16	There must be safety and surveillance mechanism and camera installed in cafeteria and in hostel corridors.	Under process



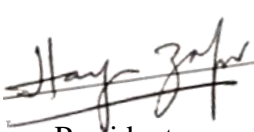
7.3.17	There must be security in hostels against lizards, mice, snakes in hostel areas. There must be safety measures.	To ensure safety and hygienic environment, fumigation is being done frequently Administration/Hostel Committee
7.3.18	Warm water must be available to students in winter in TIP hostels.	In practice
7.3.19	There must be a mosque in campus for students and faculty.	Neat, clean with complete basic requirements for offering prayers in a peaceful environment, designated prayer areas are there for all stakeholders since very beginning of the institute.
Standard 8: Academic Programs and Curricula		
8.3.1	Board of Studies need to be formed and approved by the BoG and notified its composition.	All programs have BOS and in practice
8.3.2	Board of Faculty need to be formed and approved by the BoG and notified with its composition. Board of Faculty meetings are suggested to be taken on regular basis.	Meetings in practice Annex: Standard 8.3.2. BoS meetings
8.3.3	There is a strong need to hire program related dedicated faculty and lab teachers.	Already in place
8.3.4	The scheme of studies for all programs should be approved from Board of faculty.	Approved course outlines are there & in practice
8.3.5	The institute needs serious action to formulate a formal mechanism to design /improve curriculum.	In practice
8.3.6	The institute need to make and approve a formal mechanism to include feedbacks from employers, alumni, students, faculty and stakeholders in the design and improvement in curriculum through board of studies, board of faculty and academic councils etc.	In response of feedback Alumni, new course Denim has been taken in the AC meeting and has been approved. Annex: Standard 8.3.6. AC Meetings Minutes
8.3.7	Institute needs serous effort to take Employer survey and other surveys to on regular basis.	In practice
8.3.8	There is strong need to develop program specific outcomes and approve from relevant board. These program outcomes need to display on the notice board, websites, and prospectus and in course files along with the course contents.	Program specific outcomes and approval from relevant board are in practice at the time of approval from the BOS & AC.
8.3.9	Program outcomes and objectives are suggested to be mapped	In practice, however, once reviewed & revised

	with educational objectives of the institute. In addition, mapping of educational objectives with the vision and mission should be clear and approved form relevant boards.	Vision & Mission Statements are being approved from the EC & BOG, all Faculty Coordinator will be asked to remap with educational objectives o the institute.
8.3.10	Most of the theoretical courses in all 6 programs of TIP are similar and offered in different semesters. There is no big difference in courses of all 6programs which TIP is offering. There is strong need to differentiate the courses of all 6 programs, or TIP can offer one or two degrees of broader names with elective courses for each specialization and student could be given a choice to choose their desired course for each specialization and student could be given a choice to choose their desired courses from the list of elective courses in final year.	Faculty & departments are restructured in the recently AC meeting. Once approved from the BOG, it will be reviewed and revised as suggested. Annex: Standard 8.3.10. AC Meetings minutes
8.3.11	Lab course need serious consideration for improvement and impact towards students learning. There must be separate credit hour for labs. Most of courses are theoretical and there is strong need to add relevant labs to all courses which require hands on experience for better learning of students. There must be dedicated labs and lab credits for computer based courses in all programs. In addition, there must be lab credits for engineering drawing, ergonomics, production and operation management, maintenance engineering , plant layout and design, manufacturing engineering, operation research, data mining and analysis, condition monitoring, CAD/CAM, design methodology, textile printing and coating.	Same as above
8.3.12	It is suggested to merge dissertation and design research projects as a single course constituting of lab credit hours.	It is in planning; faculty coordinator looking its viability if any, will be considered any change in the next meetings of the BoS & AC
8.3.13	It is suggested to follow HEC guidelines while designing curriculum and semester load.	Being adhered & in practice
8.3.14	It is strongly suggested to make a formal mechanism of	Constant Quality Enhancements is one of the main

	Continuous Quality Improvement (CQI) for curriculum, CQI mechanism for program and CQI mechanism at Institution level is missing and approve it from boards.	activities of the QEC with all stakeholders under the direction of the President & the Dean for a quality education being delivered in the TIP. The QEC has created nearly all of the fundamental documents for various committees, policies, SOPs, feedback, and surveys while keeping that ideology in mind.
8.3.15	It is suggested to approve Learning Outcomes from statutory bodies and must be reflected in the Curricula.	Learning Outcomes reflected in the curricula
8.3.16	It is advised that TIP should make a placement office with dedicated staff for managing internships and students job/counseling. TIP is strongly advised to make and approve a formal mechanism for student internships through placement office. In addition, there must be a formal mechanism to collect feedback to check the quality of the involvement of students in internship.	Already in place at city office
8.3.17	There is strong need to have a formal mechanism for lab assessments. Each lab must have proper rubrics for assessments and these rubrics must be known to students before performing lab experiments.	Rubrics assessments are being regularly in practice during preparation of SARs. Please refer SARs of all programs.
8.3.18	All labs must be performed based on lab manuals and students must be given lab manuals I advance while coming to labs for performing lab experiments.	Lab manuals are placed in all laboratories along with SOPs & Protocol.
8.19	Tables, list of experiments, names of lab directors, names of lab staff must be displayed in the notice boards of all labs.	Same as above
8.3.20	All TIP boards must have up to date information's and news.	Being Done by Staff Assisting the President from President Secretariat
8.3.21	Lab assessments rubrics must be displaced in labs and must be followed for grading and lab performance evaluation and assessment.	Same as above as in 8.3.17
8.3.22	It is suggested to have to have course evaluation forms from all students in the last week of every semester. This feedback should be taken into consideration in curriculum review meetings for improvement in course contents, improvement in	Already an established practice as per QAA/HEC, being done

	delivery methods etc.	
8.3.23	Student's feedback forms must be taken into consideration while assigning courses to teachers.	Already an established practice as per QAA/HEC, being done
8.3.24	TIP should make and approve an examination policy/SOP including answer sheets rechecking and exam retake.	Already in practice Annex: Standard 8.3.24. Examination Policy
8.3.25	TIP must make for faculty to show answer sheets to all students before finalizing results and grades. There must be transparent mechanism for grades and paper checking.	Already in practice & being done
8.3.26	All labs which are suggested to be offered in the courses must have at least one open ended lab for better understanding of students.	Not clear, strange observation?
8.3.27	It is suggested that there must be assessment sheets containing rubrics for assessment in all labs and theoretical courses for projects/assignments/quizzes assessment. These assessments rubric must contain elements of attributes which TIP wants to add in students during specific programs.	Again repetition
8.3.28	There is a strong need to give trainings to faculty and students on ethics to improve their effective domain.	Already being done & in practice Dean/President
8.3.29	Each program must have policy to students in a semester to study courses for improving their grades.	In practice
8.30	It is suggested that there must be a class observation policy for monitoring.	In practice
8.3.31	It is suggested that all Labs must be performed by students with hands on experience. Only demonstration is not enough in labs. All students must do it by hands and there must be small groups who come in labs to conduct experiments, if space is not enough.	Generally, the experiments are done in that way & in practice
8.3.32	TIP strongly recommended preparing up to date course folders in all semesters.	Done in all the semester, in practice
8.3.33	Curricula should be revised on regular basis with involvement of experts from relevant industry and Alumni.	In practice
8.3.34	HEC guidelines shall be followed to develop curricula.	Being followed & in practice
8.3.35	TIP may collaborate with other universities having expertise in	MOU's are in plan & in practice

	curriculum development.	All Stakeholders
8.3.36	Specialized dedicated laboratories need to establish in priority basis for providing hands on experience to students.	The Labs which are mandatory are in practice
8.3.37	NOC and required documentation from HEC and relevant professional accreditation bodies shall be obtained prior to launching a program.	Please refer Annex: 8.3.10. AC Meetings minutes
Standard 9: Public Disclosure & Transparency		
9.1	It is strongly recommended that there should be a comprehensive written policy/SOP regarding communication strategy for dissemination of regulations, rules and policies.	Prospectus is a public document & it is being done
9.2	It is recommended to have relevant offices for relevant jobs in TIP. Job description should be approved and mentioned to all faculty and staff in advertisement. Right people for right job must be practiced.	JD's of all relevant staff is being provided
9.3	TIP website should be regularly updated to disseminate and make available relevant information to the public.	Regular updates are being posted now & then & on a regular basis
9.4	TIP should have an institutional mechanism for dissemination of minutes/notifications/notices etc. and proper record should be maintained.	Please refer BOS minutes, Annex: 8.3.2. BoS meetings
Standard 10: Assessment & Quality Assurance		
10.1	It highly recommends that QEC department process all SARs and complete the other relevant formalities. Documentation is required for all processes.	The SARs for all programs have been prepared by the PTM; further process for AT visit followed by the executive summaries and implementation Plan including Actions Taken accordingly. Please refer previous YPR -2021-22
10.2	TIP must hire the QEC staff on the permanent basis.	Required staff is available. Please refer DB.No.2021-22 & current YPR 2022-23
10.3	Quality starts with commitment of top management, so it is also recommended that top management look into matters of QEC and empowers them as per HEC requirements.	Top management seriously looks into matters of QEC & response requirements when needed.
10.4	Annual budget should be allocated to for QEC.	Budget for the QEC has been proposed 2023-24, it is under process
10.5	TIP should implement faculty appointment criteria of HEC and	Again repetition, being done

	appoint relevant faculty as per HEC criteria through proper approved selection board.	
10.6	Analysis of assessments surveys should be done.	Under process regularly & followed accordingly
10.7	Quality enhancement culture should be inculcated across the TIP	It is in practice through emails/Posters/Seminars/Awareness programs
STANDARD 11: Student Support Services		
11.1	It is strongly recommended that TIP should make a career counseling office and notify it.	Repetition, in process
11.2	TIP required composing a financial committee and notifying. Further, its roles and responsibilities should be informed to all stakeholders. Further, selection criteria and rubric should be defined and communicated to all students.	Already in plan.
11.3	TIP must adopt a proper method of distribution of scholarship and arrange a session during orientation of newly inducted student to inform them about all related information of all types of scholarships.	Fully funded scholarships/Loans/Partially funded scholarships-Installments is regularly in practice.
11.4	There should be Alumni Association and their involvement in all affairs in the curriculum design and TIP matters.	It is in practice
<div style="display: flex; justify-content: space-around; align-items: flex-end; padding: 20px;"> <div style="text-align: center;">  <p>Director QEC:</p> </div> <div style="text-align: center;">  <p>Dean:</p> </div> <div style="text-align: center;">  <p>President:</p> </div> </div>		