

Annex 1: Implementation plan Urdu Dept. for IQA

UOC/URD/138
25/7/2019

Subject: Implementation Plan Summary URDU DEPARTMENT UOC

S. No	AT Findings and recommendation	Corrective Actions status	Intended Implementation Period	Responsible Body	Resources Needed
01	The department should initiate working on an HEC-approved online journal. It will require staff, finance, and IT resources for Open Journal Systems (OJS).	Working initiated on HEC approved journal under title "Matoon"	In Progress	Department & Admn	Finance Involved
02	The department and degree titles need to be reviewed.	As per instructions and guideline of Competent authority.	In Progress	Department	Nil
03	The department should also design an objective focusing the job opportunities for Urdu department like media mass communication, drama industry, news editing, and speech writing and delivering.	Department has constituted a committee to design new objectives job opportunities for Urdu deptt.	In Progress	Department	Nil
04	Each faculty member should be required to publish at least one research article per year in the designated category.	The instruction has been conveyed to all faculty members for implementation.	Already communicate for compliance.	Department	Finance involved
05	For general and compulsory courses like English and Introduction to Computers, with fewer than 15 students, cross-faculty teaching should be implemented.	The department will soon submit this suggestion to Competent Authority	In progress	Competent Authority	Nil
06	The "Fable, Wisdom Literature and Epics" course should be taught in Urdu language in all departments and should be instructed by an Urdu faculty member.	Urdu Department is already teaching this course in all other departments.	Already teaching	Department	Nil
07	Official social media platforms should be created for the department.	Request has been sent to Admn for creating central platform for the deptt.	In progress	Administration	Nil
08	Student admission campaign should be started before admission to increased department's intake.	An advertisement has been launched by department for awareness and increase in admission.	Already done	Department	Nil
09	Internees should be hired as teaching research associate in the department and University should give them incentive in form of certificate/finance.	As per requirement visiting faculty is hired for teaching.	In progress	Competent Authority	Finance involved
10	Faculty members should be given research incentives at least equivalent to the publication fees of their articles.	ORIC has already devised the policy.	In progress	ORIC	Funds required
11	All PhDs should be Assistant Professors.	As per policy of the university.	In progress	Competent Authority	Finance involved

1

12	Urdu department should be subsidized. Many postgraduate colleges offer reduced fees for this purpose. Moreover, efforts should be made on university level to contact individuals and organizations who can assist in subsidizing Urdu language programs.	Requested will be submitted to the competent authority.	In progress	WVC	Finance involved
13	Class sizes for literature courses should be kept small to ensure better learning outcomes.	Fifty seats are reserved as per university rules & regulations.	settled	Competent Authority	Nil
14	Chairperson office should be well furnished.	On completion of new block, new offices would be provided.	In progress	Admin.	Funds required
15	The department should organize at least one seminar, conference, or webinar annually, involving local literary figures.	Department has planned to organize seminars, webinars etc. time to time.	In progress	Department	Funds required
16	Short courses should be offered for media professionals around the area and students from other departments like course "Urdu for Official Use" should be offered for all faculty, administration, and staff of the university.	Request has been submitted to Registrar office for permission to conduct such courses.	In progress	Department	Nil
17	The number of Urdu books should be increased in central library and a departmental library should be established for students for easy access. Moreover, a dedicated corner in the departmental library should be created in the library for Chakwal writers to inspire local students.	A list has been forwarded to In charge Library for purchase of books and to establish a specific corner for local writers.	In progress	Librarian	Finance involved
18	The personal libraries of renowned individuals like Anwar Baig, Abid Jaffery, and Ehsan Ilahi Ehsan should be acquired for students use.	After consultation with the owners of these personal libraries, a request will be submitted to competent authority in this regard.	In progress	Department	Finance involved
19	The transportation facility for students should be improved.	University already providing transport facility on specific routes.	already providing	Admin.	Finance involved
20	Faculty Development Program should be enhanced.	University has already devised a mechanism for capacity building (CPDC)	In progress	CPDC	Finance involved
21	The academic calendar should be planned to ensure the completion of 48 credit hours per session, including mid-term exams. Additionally, the university's admission calendar should align with those of other universities admission calendar. The admission should be conducted in three	The proposal has been submitted to relevant quarters.	In progress	Competent Authority	Nil

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22	There should be departmental Alumni Office.	Request submitted in this regard.	In progress	Admin	Funds required
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Chairman's Comments:

Dr.Arshad Mehmood Assistant prof.HOD Urdu

Name and Signature

Dean's Comments:

Name and Signature

IQAE Office Comment:

Name and Signature

Findings & suggestion made by the AT should be complied as early as possible

Additional Director
Quality Enhancement Cell
University of Chakwal