Dadabhoy Institute of Higher Education, Main Campus
Action taken against IPE Report - 22-23 (March 20 - 22)

S#	Findings	Recommendation	Implementation	Compliance Implementation Plan (CIP) of Concerned authority	Target Period
1	Vision & Mission of the Institute are not fully reflecting the offered programs, also Faculty member even Registrar office are not aware of the Mission and Vision of the Institute	It is recommended to conduct a comprehensive review of the Institute's Vision & Mission, revise them to align with the offered programs, and implement awareness campaigns to ensure all faculty and staff are aware of and promote them.	Presented in 36th BoG held on June 29, 2018 and its minutes approved on 37th BoG held on Nov 26, 2018 It has been revised in mission and vision review committee formed by Rector dated (March 15, 2023)	QEC will spread awareness about Vision and Mission of HEI	FA23
2	The limited research output within the faculty was primarily attributed to the absence of an effective Office of Research, Innovation, and Commercialization (ORIC).	Implement initiatives to encourage and support faculty members in conducting and publishing research, such as providing research grants, fostering collaboration opportunities, and recognizing research achievements. Also, ORIC need to be established.	Underreview	Will be recommended through ECM	SP24
3	The Institute's open-door communication policy, which permits to access for all staff and students to directly meet with the Rector without considering the organizational hierarchy.	Institute may establish a clear communication policy that follows the institute's hierarchy to ensure effective and streamlined communication channels.	Implemented	Implemented	Implemented
4	The Institute's statutory bodies conducting meetings, their schedules, and the responsible office overseeing was missing.	Create a clear governance framework, document meeting schedules, appoint an oversight office, publish meeting information, and conduct regular reviews for improvement.	Already has this policy its consideration to implement it as per IPE recommendation	Board of Governors (BoG)	FA23
5	Institute's grievances committee member is very limited which comprise of only two members with limited authority, also the mechanism to resolve the grievances is missing.	Expand the Institute's grievances committee by appointing more members to ensure broader representation and perspectives. Grant the committee enhanced authority to address grievances effectively. Develop a structured mechanism for grievance resolution to facilitate a fair and transparent process.	Conidered and will implement it	Registrar Office	SP24
6	The Ethical Review Committee lacks the task of monitoring ethical standards in research and scholarly works. Additionally, the	The Ethical Review Committee is recommended to be assigned the additional responsibility of monitoring ethical standards in research and scholarly works to ensure the highest levels of integrity. Furthermore, it is crucial to develop clear and comprehensive Terms of Reference (TORs) for the committee, outlining its scope, functions, and procedures.	Faculty training workshop conducted and more will be added soon	QEC / Department	SP24
7	In DIHE, maintaining the quality of education through classroom observation and monitoring is critical. However, there is a deficiency in adhering to a suitable SOP for classroom observation, which should be regularly overseen by Heads and relevant Deans every semester.	The DIHE should prioritize maintaining the quality of education through regular classroom observation and monitoring. To address the deficiency in adhering to a suitable SOP for classroom observation, it is recommended to establish a clear and standardized SOP for the process.	Implemented	QEC Department	Implemented from FA22-SP23
8	Faculty training on syllabus writing and curriculum designing is missing and it may aligne prior to the curriculum review.	It is crucial to provide faculty training on syllabus writing and curriculum designing to ensure a well-structured and up-to-date academic program. To address this gap, it is recommended to implement faculty training workshops that focus on effective syllabus development and curriculum design methodologies. Aligning these training sessions prior to the curriculum review will equip faculty members with the necessary skills and knowledge to create relevant and engaging curricula that meet the evolving needs of students and industry demands.	Implementing faculty training on syllabus writing and curriculum designing is an essential step to ensure the effectiveness of the curriculum review process. This training will empower faculty members with the skills and knowledge required to develop well-structured syllabi and design comprehensive curricula. Training calendar will be submitted by QEC / Academic departmnet	QEC / Academic Department	SP24
9	The inclusion of faculty service to community was not present in the faculty appraisal form and also not mentioned in the statues.	To recognize and encourage faculty engagement with the community, it is recommended to update the faculty appraisal form and relevant statutes to include a dedicated section for faculty service to the community.	Adding faculty service to the community as an element in the faculty appraisal process is a valuable step toward recognizing and encouraging community engagement. Training calendar will be submitted by HR / Academic departmnet	HR / Academic Department	SP24
10	It was found that the number of admissions in BA-LLB decreased with the passage of time whereas it was noted that the visiting faculty was hired.	Over time, the BA-LLB program has experienced a decline in admissions. Concurrently, the institution has hired visiting faculty. To address this issue, a comprehensive analysis of the admission decline should be conducted, and feedback from students and alumni should be gathered.	Addressing the decrease in admissions for the BA-LLB program while also managing the hiring of visiting faculty requires a comprehensive approach that focuses on improving program quality, marketing, and faculty coordination.	Admission Team	SP24
11	Majority of scholarship awarded was irregular among the programs of DPT and LAW.	The scholarship distribution among the programs of DPT and LAW has been irregular, raising concerns about fairness and consistency. To address this issue, a comprehensive review of the scholarship policy is recommended, along with the standardization of criteria for awarding scholarships.	Addressing the irregular distribution of scholarships among the programs of Doctor of Physical Therapy (DPT) and Law (LAW) requires a structured approach to ensure fairness, transparency, and equity.	Measn Committee	SP24
12	Curriculum for Doctor of Physiotherapy (DPT) program was maintained. Only scheme of studies is shown for BA LLB program.	To meet the current demands of the industry and bridge the gap between academia and the industry, the Institute may implement a curriculum review policy. This policy may involve forming a curriculum review committee comprising subject experts and industry professionals. Additionally, the responsibility of overseeing the curriculum may be delegated to the Registrar's office and the Deans' offices to act as custodians of the curriculum.	Review report on surveys will be submitted to HoDs/Deans	QEC	SP24
12	SAR activity was not properly conducted. SARs were not evaluated by assessment teams. program objectives and learning outcomes were also not mapped, AT reports were not prepared and there was no outcome of this activity .	Curriculum review committee expertise may be considered for developing program objectives, program outcomes and their corresponding mapping.	To improve the implementation of the Self-Assessment Report (SAR) activity and ensure that it is effectively evaluated, mapped to program objectives and learning outcomes, and leads to actionable outcomes.	QEC	SP24
13	Internship and final year research projects / dissertation elements are missing in curriculum.	Internship and final year research projects / dissertation may be included in curriculum to provide students with valuable industrial exposure.	By reviewing underdauate policy will develop curriculum according to HEC requirement	Head of Teaching Department / Dean	SP24
14	Institute website has many information regarding policies, fee structure, admissions, student guidelines, however, no defined policy on scholarship and financial aid. As there is no clear policy on scholarship and financial aid, data is not categorized and sorted.	The institute may formulate well-defined policies and procedures for scholarships and financial assistance programs and make them available on their website. Doing so could potentially lead to an increase in student enrolment and institute may also perform analysis for finding trend and future projections. A budget to carry out counselling and placement activities may also be allocated and properly utilized.	Website will be updated in couple of months.	Registrar / IT Office	FA23

15	QEC Survey is not found to be outcome based.	Revise the QEC survey to adopt an outcome-based approach, focusing on measuring and improving tangible educational outcomes through KPIs, student learning experiences, and academic performance to enhance the overall quality of education provided by the Institute.	QEC survey review report will be submitted to HoDs/Deans for more effective outcomes teaching program	QEC	FA23
16	Faculty and staff grievance mechanism is not present.	Establish a faculty and staff grievance mechanism that provides a confidential, fair, and accessible process for addressing and resolving grievances.	Developing a faculty and staff grievance mechanism is crucial to ensure a healthy work environment and address concerns effectively. Faculty survey is circulated but we will take staff survey to improve quality of working environment.	QEC	FA23
17	Faculty Appraisal mechanism need review.	A thorough review of the faculty appraisal mechanism is required to ensure it aligns with Faculty's best practices, faculty development, research, and teaching methodology. Also provide constructive feedback to support continuous improvement and professional growth.	Reviewing and improving the faculty appraisal mechanism is essential for ensuring fair and effective evaluations that align with the institution's goals and faculty development.	HR	FA23
18	Policy of Monitoring of classroom is not present.	Develop and implement a policy for monitoring classroom activities to ensure quality teaching, maintain discipline, and provide support and feedback to faculty.	Class observation form is developed for Head of Teaching review. QEC will help them to generate outcome based survey results.	Head of Teaching Department / QEC	FA23
19	Undergraduate and postgraduate regulations are merged.	Clearly distinguish and maintain separate sets of regulations for undergraduate and postgraduate programs to ensure clarity in academic policies and procedures for each level of education.	We only have undergrdaute programs but in future separate handbook will be generated.	Registrar Office	FA23
20	Financial autonomy of Deans/HoDs and Rector define in Institute statutes is limited	Grant financial autonomy to Deans, Heads of Departments (HoDs), and the Rector within predefined budgetary limits to enable timely decisionmaking and foster innovation and development within their respective areas of responsibility.	As per charter, once again fuctions of every statues will be shared thorugh Registrar Office.	Registrar Office	FA23
21	CSR Activities are not found.	Collaborate with local organizations, participate in community development projects, and implement initiatives that align with the Institute's values and mission, promoting social impact and sustainability.	Activity calendar will be shared by FA23.	Admin / Finance Office	FA23
22	E-library is not available as per standards.	The enhancement of Institute's library infrastructure to meet modern standards by establishing an E-library that provides access to a wide range of digital resources, academic databases, e-books, and journals.	By the semester, E-Library system will be implemented.	Library	FA23
23	Law faculty have no access to Pakistan Law websites access	Institute may subscribe Pakistan law web site to further enhance quality teaching in Law Program	This matter will take up in weekly meeting to solve.	Law Department	FA23

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