

# Annex 1: Implementation plan Urdu Dept. for IQA

UOC/URD/138  
25/7/2014

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 |

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| 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

*(Handwritten signature)*  
**HOD**  
 Department of Urdu  
 University of Chakwal

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*

*(Handwritten signature)*  
**Additional Director**  
 Quality Enhancement Cell  
 University of Chakwal