Minutes of the 27th Meeting of the General Council of the
National Computing Education Accreditation Council, HEC, Islamabad

The 27th meeting of NCEAC (National Computing Education Accreditation Council) was held on Thursday, 19th October 2017 in Mural Hall, HEC, H-9, Islamabad.

The following attended:
1. Dr Mohammad Ayub Alvi, Chairperson NCEAC
2. Dr Shoab Ahmad Khan, Vice Chairperson, NCEAC

3. Dr Aasia Khanum, Associate Professor, Forman Christian College, Lahore
4. Dr Faisal Ahmad Khan Kakar, Dean (Faculty of Sciences) BUITEMS, Quetta
5. Dr Jamil Ahmad, Vice Chancellor, Kohat University of Science &Technology, Kohat
6. Dr Manzoor Ilahi Tamimy, Associate Professor, CIIT, Islamabad
7. Dr Muhammad Ali Maud, Professor (CS & E Department), UET, Lahore
8. Dr Muhammad Jamil Sawar, Consultant, MTBC, Rawalpindi
9. Dr Sayeed Ghani, Associate Dean, IBA, Karachi
10. Dr Zartash Afzal Uzmi, Assoc. Prof., LUMS, Lahore

11. Mr Abdul Haleem Asghar, Joint Electronic Advisor,
12. Mr Syed Ali Abbas Hasani, Director Operations, PSEB, Islamabad
13. Mr Fahad Saeed Warsi, VC Engineer, Ministry of IT, Sindh
14. Mr Syed Iftikhar H Shah, Director (IT), Ministry of IT & Telecom, Islamabad
15. Mr Rana Sukhera, Project Manager, Ministry of IT & Telecom, Islamabad
16. Mr Syed Mansoor Ahmed, Manager IT, Ministry of IT & Telecom, Islamabad

17. Mr Anwaar Saeed Assistant Professor, VU
18. Mr Arshad Ali, Business Head, Code Informatics
19. Mr Asim Ghaffar, Vice President R&D, LMKR
20. Mr Khurram Mujtaba, CEO, Moftak Solutions
21. Mr Malik Imran Ijaz, VP Operations & Strategies, TechAccess
22. Mr Muazzam Bhatti, CEO, Alfoz
23. Ms Nadia Mehreen, Program Manager, Code Informatics

The following could not attend:
1. Dr Rafiq Baloch, DG, QAA, HEC
2. Chairman, Punjab IT Board, Lahore
3. President PASHA, Karachi
4. Secretary Ministry of Education, Gilgit-Baltistan
5. Secretary Ministry of Science and Technology, Islamabad
6. Secretary Information Technology Dept. Govt. of Balochistan, Quetta
7. Director, IT Dept. Govt. of KPK, Peshawar

Meeting of the General Council started with recitation of verses from Holy Koran by Dr Sayeed Ghani.

Chairperson NCEAC welcomed and thanked the members for attending this meeting.

Agenda Item no. 1   Approval of Minutes of the 26th Meeting

There were no observations on recording of minutes of the 26th Meeting of NCEAC, and these were unanimously approved.

Agenda Item no. 2   Action Report - Implementation status of the decisions of 26th General Council Meeting of NCEAC held on March 31, 2017

Implementation status of the decisions of the 26th meeting of NCEAC was noted with satisfaction:

Agenda Item	Decision in 26th meeting	Action/Decision Taken
Item No. 4: Service Structure of NCEAC Secretariat	It was decided that the 3-members committee, formed in the 25th General Council meeting, will further deliberate on this matter. Its recommendations should be presented in the next meeting of NCEAC.	No further meetings were held of this 3-members committee due to the expiration of NCEAC member's tenure.
Item No. 5: Bank Account	It was decided that NCEAC will request the 'A' or 'AA' rated banks for their rates of profit on fixed deposit. The General Council authorized the Chairman to select a bank on the basis of profit rate and rating of the bank.	Letters sent to Allied Bank (AA+), Askari Bank (AA+), Bank Alfalah (AA) & Citibank N.A (A1) for their profit rates.
Item No. 8: Awareness Seminars	It was decided that the "Awareness Seminars" will be conducted for those universities/ institutes, who have yet to submit their computing programs to NCEAC for accreditation.	NCEAC has requested the HEC to provide funding to conduct twenty awareness seminars in the year 2017-18.
Item No. 9: Disposal of NCEAC Old Record	It was decided that, as per the rules of Govt. of Pakistan, official record which is older than 5 years can be disposed-off. It was also decided that, the attachments submitted along with Accreditation Application can be disposed-off after one year. Accreditation Applications (excluding attachments) should be retained for five years.	Non-essential annexures, sent by the universities along with their accreditation applications, were disposed-off.

Agenda Item no. 3   **Approval of Minutes of the 22ⁿᵈ Meeting of Accreditation and Standards Committee (ASC) of NCEAC**

A report on the forty (40) recently evaluated programs was presented, along with recommendations of the 22ⁿᵈ meeting of ASC (Accreditation and Standards Committee), which was held earlier on the same day. The following decisions were taken on the recommendations of ASC:

Programs, Universities and the Category Approved by NCEAC General Council:

Program(s)	Name of University	Recommended by Accreditation Inspection Committee	Recommended by Accreditation Standards Committee	Category Approved by NCEAC General Council
1. BS (Computer Science)	Air University, Islamabad	X	X	**X**
2. BS (Computer Science)	Army Public College of Management & Sciences (APCOMS), Rawalpindi	X	X	**X**
3. BS (Computer Science)	Center for Advanced Studies in Engineering, Islamabad	X	W	**W**
4. BS (Software Engineering)	Comsats Institute of Information Technology, Attock	X	Y	**Y**
5. BS (Computer Science)	Comsats Institute of Information Technology, Islamabad	W	W	**W**
6. BS (Software Engineering)	Comsats Institute of Information Technology, Islamabad	W	W	**W**
7. BS (Computer Science)	Comsats Institute of Information Technology, Sahiwal	X	Y	**Y**
8. BS (Software Engineering)	Comsats Institute of Information Technology, Sahiwal	Y	Y	**Y**
9. BS (Software Engineering)	Comsats Institute of Information Technology, Wah	X	W	**W**
10. BS (Software Engineering)	Dir College of Engineering and Computing Sciences, Dir	Zero Visit	Pending till affiliation confirmation from HEC	**Pending till affiliation confirmation from HEC**

#	Program	Institution			
11.	BS (Computer Science)	Dr A Q Khan Institute of Computer Science & IT (KICSIT), Kahuta	Y	Y	**Y**
12.	BS (Computer Science)	Forman Christian College, Lahore	W	W	**W**
13.	BS (Computer Science)	Information Technology University of the Punjab, Lahore	X	W	**W**
14.	BS (Computer Science)	International Islamic University, Islamabad	X	X	**X**
15.	BS (Software Engineering)	International Islamic University, Islamabad	X	X	**X**
16.	BS (Computer Science)	Lahore University of Management Sciences, Lahore	X	W	**W**
17.	BS (Computer Science)	Mohammad Ali Jinnah University, Karachi	X	X	**X**
18.	BS (Software Engineering)	Mohammad Ali Jinnah University, Karachi	X	X	**X**
19.	BS (Software Engineering)	Preston University, Karachi	Y	Y	**Y**
20.	BS (Computer Science)	The University of Lahore, Islamabad Campus	Y	Y	**Y**
21.	BS (Software Engineering)	The University of Lahore, Lahore Campus	W	Pending for further deliberation	**Pending for further deliberation**
22.	BS (Computer Science)	University of Engineering & Technology, Lahore	X	W	**W**
23.	BS (Computer Science)	University of Gujrat, Hafiz Hayat Campus, Gujrat	X	Pending for further deliberation	**Pending for further deliberation**
24.	BS (Software Engineering)	University of Gujrat, Hafiz Hayat Campus, Gujrat	W	Pending for further deliberation	**Pending for further deliberation**
25.	BS (Information Technology)	University of Gujrat, Hafiz Hayat Campus, Gujrat	W	Pending for further deliberation	**Pending for further deliberation**
26.	BS (Computer Science)	University of Gujrat, Lahore Sub Campus	Y	Y	**Y**
27.	BS (Software	University of Gujrat,	Y	Y	**Y**

No.	Program	Institution			
	Engineering)	Lahore Sub Campus			
28.	BS (Information Technology)	University of Gujrat, Lahore Sub Campus	Y	Y	**Y**
29.	BS (Computer Science)	University of Sargodha, Faisalabad Campus	Y	Y	**Y**
30.	BS (Software Engineering)	University of Sargodha, Faisalabad Campus	Y	Y	**Y**
31.	BS (Information Technology)	University of Sargodha, Faisalabad Campus	Y	Y	**Y**
32.	BS (Computer Science)	University of Sargodha, Mandi Bahauddin Campus	X	Pending for further deliberation	**Pending for further deliberation**
33.	BS (Software Engineering)	University of Sargodha, Mandi Bahauddin Campus	X	Pending for further deliberation	**Pending for further deliberation**
34.	BS (Information Technology)	University of Sargodha, Mandi Bahauddin Campus	X	Pending for further deliberation	**Pending for further deliberation**
35.	BS (Software Engineering)	Foundation University, Rawalpindi Campus	Y	Y	**Y**
36.	BS (Computer Science)	Bahauddin Zakariya University, Multan	Y	Y	**Y**
37.	BS (Computer Science)	University of Malakand, Malakand	Y	Y	**Y**
38.	BS (Information Technology)	University of Malakand, Malakand	Y	Y	**Y**
39.	BS (Computer Science)	University of Wah, Wah	X	Y	**Y**
40.	BS (Computer Science)	Lahore Garrison University, Lahore	X	Y	**Y**

Agenda Item no. 4   Service Structure of NCEAC Secretariat

Council decided to consult with the HR department of HEC regarding the service structure of NCEAC staff.

Until the final decision, council approved the rules attached as annex 'A'.

Agenda Item no. 5   Accreditation of Passed-out Batches

Council decided that, NCEAC will consider accreditation of only those graduated batches, whose previous and later batches were or are accredited.

NCEAC will not entertain applications for accreditation of the already graduated batches.

Agenda Item no. 6   Appeal cases received.

Appeals to upgrade the category awarded to them were received from the following three institutions.
1. Sukkur IBA, Sukkur
2. Iqra National University, Peshawar
3. National University of Computer and Emerging Sciences-FAST, Lahore Campus

These were discussed; and the Council decided as follows:
- Council upheld the categories awarded to the three institutes, in its previous (26th) meeting. Council reiterated that category is decided on the basis of assessment by its Program Evaluators, based on the observations and evidence noted at the time of their visit.
- Council noted and appreciated the improvements made by these institutes, after the Accreditation visit.

Agenda Item no. 7   Composition of Accreditation Inspection Team

Representatives of the IT industry, who were attending this meeting, desired to be included in the NCEAC accreditation teams visiting the universities.

The Council decided that initially a local industry representative will be invited to accompany NCEAC Accreditation Inspection Committee (AIC) visiting universities located in Islamabad, Lahore and Karachi. The Council will then discuss the impact of presence of industry representative in the AIC in its meeting.

Agenda Item no. 8   Revision of Accreditation Fee

After detailed discussion, it was decided that the accreditation fee for a single program will be increased from Rs. 150,000 to Rs. 200,000, for applications received on or after 1st January 2018.

Agenda Item no. 9   Revision of Honorarium

Council decided no increase in current honorarium of Rs. 10,000.

Agenda Item no. 10   One time Accreditation (PNEC, Karachi)

After detailed discussion it was decided that the BS (Management Information System) program of the Pakistan Navy Engineering College (PNEC), Karachi which is currently accredited by NCEAC will not be entertained in future for accreditation, because of the following reasons:

a) HEC has not prescribed curriculum for such a program.

b) This program may be under the purview of National Business Education Accreditation Council (NBEAC).

Agenda Item no. 11   Any new matters with the permission of Chair

a. It was decided that if an institute apply for more than one program at a time then different teams will visit the institute for different programs at the same time.

b. It was suggested that institute may offer a course to industry rep to produce linkage between academia and industry.

c. It was suggested that the personal information of the Students and Faculty will not be uploaded for general public.

Agenda Item no. :   **Employment Conditions of NCEAC staff**

Employment of the following staff of NCEAC is proposed to be regularized with effect from the date of their joining.

Name	Designation	Date of Joining
Ms Sumaira Hafeez	Office Secretary	01-Nov-2011
Mr Jawad Hussain Bokhari	Coordinator	16-Jul-2012
Mr Muhammad Tanveer	Office Attendant	09-May-2016

They shall be governed by the following rules and regulations, subject to any revision, from time to time.

LEAVE RULES

1. Staff salaries shall be subject to renewal **every year on 1st January**, to be decided on the basis of their performance, and increase in cost of living.
2. Staff shall be entitled to 12 (twelve) days of casual leaves in each calendar year.
3. Staff shall be entitled to 12 (twelve) days of medical leaves in each calendar year.
4. Those joining the organization during the year shall be entitled to pro-rata number of leaves.
5. Staff shall be entitled to 15 (fifteen) days of earned leaves upon completion of each year of service. Earned leaves can be accumulated for a maximum of 45 days. Earned leave will not be granted for less than seven days (one week).
6. Additional leaves shall be without pay.

GRATUITY

7. Staff shall be entitled to gratuity upon leaving NCEAC, which shall be equal to one month's salary for each completed year of service. For the purpose of working out the gratuity, monthly salary shall be the average of salary paid for the most recently completed twelve months.
8. Gratuity becomes payable at the time of separation from services which could be:
    i.   by resignation by the employee,
    ii.   termination of services by employer due any reason other than misconduct (in case of proved misconduct employer is not bound to pay gratuity),
    iii.   in case of death, and
    iv.   retirement or superannuation of employee
9. Gratuity shall be paid upon clearance of all matters with NCEAC.