



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore

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Inter Office Note
(Registrar Branch)

No. ION/Reg/LGU/129-22

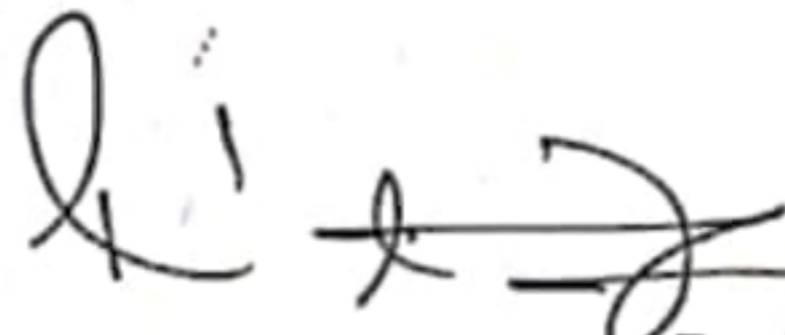
Dated: 10 May 2022

Subject: Adm Instructions - Institutional Performance Evaluation Team (IPE) Visit

1. HEC Institutional Performance Evaluation (IPE) Team is visiting Lahore Garrison University for the governance compliance audit on (Monday & Tuesday) 16 & 17 May 2022 at 0930 hrs onwards. Detailed instructions are as under: -

- a. Venue. Conf Room, Usman Shaukat Hall & Allama Iqbal Auditorium
- b. Reception. Dir QEC & Team.
- c. Bouquets. 3 hand bouquets - DR-1 (Admin)
- d. Souvenirs. 3 souvenirs - DR-1 (Admin).
- e. Programme. Attached at Annx-A
- f. Attendance. Dir (Acad), Deans, Directors, HoDs, LGU offrs and available faculty for both days, timely arrival of all is solicited.
- g. PA Eqpt/Multimedia. IT Department.
- h. Media Coverage/Photographer/LGU TV. HoD Mass Comm.
- i. Cleanliness & Generator. DR-1 (Admin).
- j. Refreshments/Hi-Tea/Lunch. Under arrangement DR-1 (Admin) in coordination with Dir QEC. Only invitees will attend. Menu attached at Anx-B.
- k. Security. DR-1 (Admin).
- l. The availability of respective allied support facilitation - DR-1 (Admin)
- m. HoDs only. Please inform the respective faculty accordingly.
- n. No official will leave the university premises before the departure of IPE team.

2. For information/necessary action, please.


Brig
Registrar
[Raheel Ashraf, SI(M), (Retd)]

To: Dir (Acad), Deans, Dirs HoDs, CoE, Treasurer, DR-1 (Admin), DR-3 (Acad)

CC: SO to VC

SIPE Two Days Programme (16-17 May 2022)

Time	Activity	Description/Guidelines
Day-1 (16 May 2022)		
09:30 am	Arrival of External Members	Reception by university, meet & greet and sitting
09:45 am	Introduction	Recitation of Holy Quran & Introduction of participants
10:00 am	Brief Presentation IPE	The Director QEC will give the presentation on the scope of the IPE/on LGU (Including Documentary)
10:30 am	Internal Meetings of Review Panels	The Conference Room will be designated as activity room may be spared for Two (02) Days for discussion of the review panels.
11:00 am	Review of Standards	The Panel will review IPE related UPR and allied documents and other files in the activity room. HODs / relevant staff may be called when required during the review of UPR.
01:15 pm		Prayer and Lunch Break
02:00 pm	Meeting with Faculty	The Panels will meet random group of Faculty in private (The IQBAL AUDITORIUM be designated the meeting place for the Panel with the Faculty); Professors, Associate Professors, Assistant Professors (excluding administrative members e.g. Deans, HODs etc.) gathered in Iqbal Auditorium Representation of all departments must be ensured.
02:45 pm	Meeting with Deans of faculties, HODs, and Heads of Research etc.	All Administrative heads of faculties, deans, head of departments, centers etc. be called by the Panel members in group or individual as required. representation of all departments must be ensured.
03:30 pm	Meeting with Students	Students to be gathered in lecture room (Ground level) having ample space to accommodate the review, representation of all departments must be ensured.
04:15 pm	Internal meeting of the Review Panels (Recording of Day 1 Report (IPE))	The activity rooms (Conference Room, Iqbal Auditorium) designated may be spared for some time for internal discussion of the review panels.
05:00 pm	End of First Day	The Panel will leave
Day -2 (17 May 2022)		
09:30 am	Review of Standards	The Panel will review IPE related UPR and allied documents and other files. HODs / relevant staff may be called when required during the review of programs / UPR.

01:00 pm		Prayer and Lunch Break
02:00 pm	Site visits of Labs, libraries, class rooms and other facilities etc.	The Panels will visit the various facilities (Labs, libraries, class rooms and other medical/allied facilities etc.) available for students.
03:00 pm	Review of Standards (Recording of Evidences)	The Panel will review IPE related UPR and allied documents and other files in the activity rooms. HODs / relevant staff may be called when required during the review of programs / UPR.
04:00 pm	Internal meeting of the Review Panel (Recording of Day 2 Reports (IPE))	The designated Conference Room may be spared for some time for internal discussion of the review panels.
04:45 pm	Exit meeting of both panels with the Vice Chancellor	Meeting with the Vice Chancellor about the IPE findings/ recommendations.
05:00 pm		Sign off & Group Photographs