



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore
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Inter Office Note (Registrar Branch)

ION/Reg/LGU/ 337/2023


Dated: 17 Oct 2023

Subject: Adm Instructions – HEC GPR Visit 2023-24 – Three (03) Days Activity

1. The HEC GPR team is visiting Lahore Garrison University from **18 - 20 Oct, 2023** at **0930 hrs** onwards for the Program's Review audit. Details are as under:-

- a. Reception of Team. Registrar, and Director QEC Team
- b. Bouquets. DR-Admin (5 Hand Bouquets)
- c. Souvenirs. DR-Admin (5 Souvenirs)
- d. Programme. GPR Programme Attached as per **Annex-A**
- e. PA Eqpt/Multimedia. IT Department/Mass Communication Department
- f. Attendance. All Deans, Directors, HoDs, LGU Officers, Faculty & PG Students (be available for respective days, timely arrival of all is solicited)
- g. Cleanliness & Generator. DR-Admin
- h. Caretaker. The availability of respective allied support facilitation to DR-Admin
- i. Refreshments/Hi-Tea/Lunch. Under arrangement DR-Admin in coordination with Dir QEC. Only invitees will attend (**Annex- B**)
- j. Conference Room, Usman Shaukat Hall, & Iqbal Auditorium will remain available on 18-20 Oct 2023 for HEC GPR Team.
- k. No official can leave University premises before the departure of HEC GPR Team
- l. Files Arrangement. All Current enrolled student files / Policy folders will be placed in Conference Room on table decorated with green cover sheet.
- m. Visitors Book. Visitors Book will be placed at Reception Area. (DR-Admin)
- n. Directors/Deans/HoDs. Please inform all respective members accordingly

2. For information / compliance, Please.


Brig
Registrar
[Adnan Ahmed Khan, SI(M), (Retd)]

To: All Deans, HoDs, Dirs, CoE, Treasurer and DRs (Admin & Acad)

CC: SO to VC



HEC GRADUATE PROGRAMME REVIEW (GPR)**18 – 20 OCTOBER, 2023****DAY – 1 PROGRAMME - (18 OCT, 2023)**

Time	Activity	Description/Guidelines
09:30 am	Arrival of External Members	Reception by university, meet & greet with Vice Chancellor in VC Office
09:45 am	Introduction	Recitation of Holy Quran & Introduction of participants
10:00 am	Brief Presentation Graduate Programme	The Director QEC will give the presentation 20-30 minutes on the Graduate Programmes in Conference Hall (Including Documentary)
10:30 am	Reviewer's Own Meeting	The Reviewers' own meeting will conduct in Conference Room.
1:00 am	Review of Files/Folders and Standards (Student, Faculty, & PGPR Forms)	The Panel will review Graduate Proforma and allied documents with all student/faculty files in the Conference Room (Usman Shaukat Hall in parallel). HODs / relevant staff may be called when required during the review of GPR.
01:15 pm	Prayer and Lunch Break	
02:00 pm	Meeting with Faculty	The Reviewers will meet the faculty of respective programmes (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 and HODs	The Reviewers will meet Deans and HODs in Iqbal Auditorium.
03:30 pm	Meeting with PG students	The Reviewers will meet PG Students in Iqbal Auditorium
04:15 pm	Reviewers' Own Meeting	The Reviewers' own meeting will conduct in Conference Room.
05:00 pm	End of the Day 1	Sign off

DAY – 2 PROGRAMME - (19 OCT, 2023)

Time	Activity	Description/Guidelines
09:30am	Start of the Day 2	Internal Meeting Review
10:00 am	Review of Files/Folders and Standards (Student, Faculty, & PGPR Forms)	The Panel will review Graduate Proforma and allied documents with all student/faculty files in the Conference Room (Usman Shaukat Hall in parallel). HODs / relevant staff may be called when required during the review of GPR.
01:00 pm	Prayer and Lunch Break	
02:00 pm	Site Visits of Labs, Library, Classrooms and Other Facilities etc	Reviewer Panel will visit Labs, Library, Classrooms and other facilities. Representation of all departments/offices must be ensured
04:30 pm	Reviewers' Own Meeting	Internal Meeting Review
05:00 pm	End of the Day 2	Sign off

DAY – 3 PROGRAMME - (20 OCT, 2023)

Time	Activity	Description/Guidelines
09:00 am	Review of Files/Folders and Standards (Student, Faculty, & PGPR Forms)	The Panel will review Graduate Proforma and allied documents with all student/faculty files in the Conference Room (Usman Shaukat Hall in parallel) . HODs / relevant staff may be called when required during the review of GPR.
10:00 am	Compilation of Review Report by Panel	The Review Report will compiled by the Panel members at Conference Room .
01:00 pm	Prayer and Lunch Break	
02:00 pm	Exit Meeting with Vice Chancellor	Exit Meeting with Vice Chancellor in VC Office
03:30 pm	Group Photographs & Review Session Ends	

FOR Departmental Heads

1. Prepare all documents as suggested via email, notification shared and verbal discussions.
2. Make possible arrangements in having all MS/MPHIL and PHD students for meeting with the HEC Team on Day 1 as stated above.
3. For further do refer the attached document as guideline in re-verification of your documents.
4. **Coordinating staff**. One member from each department designated for visit Days 18-20 Oct, 2023. (In coordination with Deputy Registrar Academics)
5. The departments who have not submitted their compliance, must share the document by tomorrow.

FOR Media Head

1. Kindly share the updated LGU documentary for opening session.

