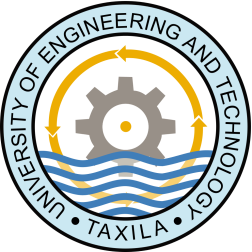
University of Engineering and Technology Taxila

Staff Development Center



Ref. No. UETT/SDC/17/-------- Date:-------------------

The Director QEC,

UET Taxila.

Subject: **Annual Progress Report of 2017-18 of Staff Development Center**

Since the establishment of Staff Development Center on 13-04-2016, various training activities for both faculty and staff were organized in 2017 and many are planned for 2018. The brief summary is attached herewith as required.

Regards

**Dr. Muzaffar Ali**

Director Staff Development

MED; Ext: 678

1- Vision

The continuous capacity building of Faculty through “Professional Development Program” to design effective teaching, creating knowledge and learning experiences to contribute to a "teaching-leadership commons"

2- Mission

The Program in Faculty Development at University of Engineering and technology Taxila UETT aims to maintain the quality education that recognizes and supports the faculty in their role as educators and knowledge creators. The university strives to provide faculty educators with the knowledge and skills to best teach our Engineering students in the classroom and outside. The array of programming provides both seasoned and novice educators with the tools they need to instruct, guide, train, facilitate and mentor. The ultimate goal of the Program is to enhance student learning and thus impact the quality of knowledge.

The program also seeks to provide faculty with a community of educators with, and from whom they can learn. To achieve this, the internal resources are utilized in the form of our talented faculty educators who share their expertise in terms of problem solving skills with their peers, and provide a central infrastructure for faculty development across the various domains of engineering departments. Additionally, the qualified professionals outside the university from various fields are also invited regularly to impart their experience, skills, and knowledge to faculty.

The program includes wide range from Discipline, Communication Skills, Social Capital, Curriculum Development, Modernization, and Modern Teaching Methodology to Management System.

**Key Features of 2017:**

* Budget allocation by UET Taxila for domestic trainings for FY-2017-18: Rs. 0.75 Million
* Budget Consumed till 31st April. 2018: approx. Rs. 0.72 Million
* Proposed HEC funding amount approx.. Rs. 0.5 Million
* **MOU For Professional Development Program “PDP” between UET Taxila & M/S MANTECH & ARC is in Progress**

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| ***Date wise Summary of Training and Workshops- 2017*** | | | |
| 01 | 26-27  January 2017 | Workshop “Research and Inferential Statistics | 35 Faculty members from all academics departments |
| 02 | 6-10 February 2017 | Human Resource Management | Mr Basharat Abbas Shah  Secretary To Vice Chancellor |
| 03 | 14-17 February 2017 | Human Resource Management in Public Sector | Mr. Khalid Mehmood  Mr. Ali Hussain Naqvi  Deputy Registrars |
| 04 | 07-10  March 2017 | Financial Management Procedures/Policies in Public Sector | Col (R) Muhammad Ali  Treasurer |
| 05 | 20-22  March 2017 | Development of Key Performance Indicators (KPls) | Mr. Tauqeer Ahmed  Lab Eng. Department of City & Regional Planning |
| 06 | 10 July To September 01 2017 | 32th Master Trainers Faculty Professional Development Program (MT-FPDP) at HEC, Islamabad | All Departments were asked to apply for this program |
| 07 | 14-15 November 2017 | In-House Training Workshop on “Professional Development Program”-Phase II | About 20 faculty members from different departments |
| 08 | 29thNovember 2017 | In-House Training Workshop on “Entrepreneurial Skills” | About 35 faculty members from different departments |

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| ***Date wise Summary of Training and Workshops- 2018*** | | | |
| 01 | 11th January 2018 | Trainng Sessions of OBA by Prof. Dr. Tanveer Hussain, Rector NTU Faisalabad | All Deans, Chairmen, and OBE focal persons of all academic department |
| 02 | 31st January 2018 | In-house training/Workshop "Know to use Latest Scientific Calculator" | 25 Faculty members/students from all academics departments |
| 03 | 01st February 2018 | In-house Training Sessions on “OBE System” by Prof. Dr. Adbul Sattar Shakir  Dean Faculty of Civil Engineering UET Lahore | Around 35 faculty members from each department |
| 04 | 6-7th February 2018 | In-house Training Workshop on “OBE/OBA System” by Ir. Prof. Azlan bin Abdul Aziz, Malaysia | Around 50 faculty members including focal persons for OBE from each department |
|  | 22nd March, 2018 | Orientation for New Faculty on “Communication Skill” conducted by Dr. Hammid Rafiq Khattak, CEO ManTech&Arc | About 30 new faculty members from different departments |
| 05 | March 26- May 10, 2018 | 35th Master Trainers- Faculty Professional Development Program by HEC | All departments were informed to send their nominations through registrar office |
| 06 | 26-27th March, 2018 | Orientation for New Faculty on “Micro-teaching” | About 30 new faculty members from different departments |
| 07 | 29th March, 2018 | Orientation for New Faculty on “Professional Ethics” | About 30 new faculty members from different departments |
| 08 | 5th April, 2018 | Educational Session on "Corporate Registry (Company Registry Process / Regulations” by SECP” | About 60 including Entrepreneurship Focal Person and 03 potential final year students from each departments |

***Punjab Higher Education Commission Lahore***

Trainings/Workshops on Andragogy/Pedagogy

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| **Sr.No** | **Date** | **Participants** | **Designations** |
| 01 | 15-17 January 2018 | Ms. Fareeha Zaheer | Assistant Professor |
| 02 | 18-20 January 2018 | Dr. Muhammad Nadeem | Assistant Professor |
| 03 | 18-20 January 2018 | Mr. Muhammad Irfan | Lecturer |
| 04 | 22-24 January 2018 | Ms. Andleeb Abbasi | Lecturer |
| 05 | 22-24 January 2018 | Ms. sabahat Jaleel | Lecturer |
| 06 | 25-27 January 2018 | Dr.Afshan Qayyum | Assistant Professor |

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| 1 | 09-10 January 2018 | Training Title “Career counseling” | Miss. Maryam Batool  Dr. Malik Sajjad Mehmood |

***Future plans HEC Funded Training Programs for Year 2018***

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| --- | --- | --- | --- | --- |
| **Sr. No** | **Date** | **Training Title** | **Participants** | **Funding amount (Rs.)** |
| 1 | 2018 | Development of Academic Professionals, Communication and Leadership | 25-30 faculty member to All department will to Participate | 172, 000 |
| 2 | 2018 | Transforming English Language Skills (TELS) Training Program | 25-30 faculty member to All department will to Participate | 233, 250 |