

Tutorial
HEI University Side

Online Compliance Readiness Assessment

For QAA / HEC

Version V 1.0.0

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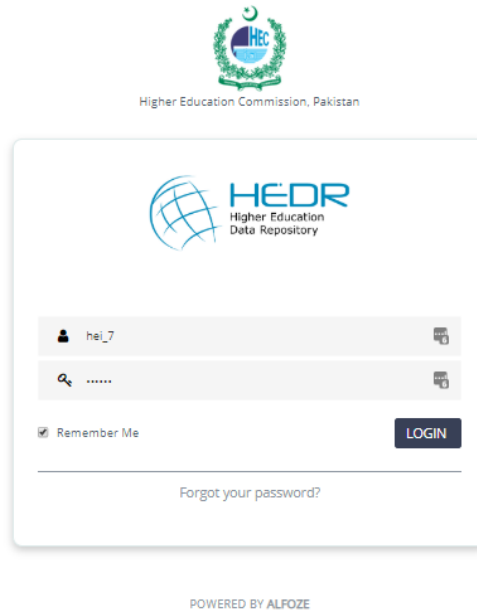
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1. University view (HEI View)

Step 1: LOGIN

Login to the system using Director QEC login ID and password.



Step 2: View Form

Click on the data collection tab and university can see the Online Compliance Readiness Form.

Activity Information	User Info	Date / Time
Document status set to Un Verified	QAA	28th May 2020 06:05
Document status set to Submitted	QEC Training	21st May 2020 08:05

Step 3: Data View and Updating Information

My clicking on the view button the detailed form can be viewed. This window provide the information related to university, the status of the form and the details of the authority who is providing information.

Date View: When we scroll the page down we can view the complete form. All the forms and the data entered can be viewed.

When we click the update button we will enter the data editing mode.

ALFOZE UNIVERSITY

< Online Compliance Readiness Assessment COMPLETE ENTRY ENTER DATA / UPDATE

25% Complete

Alfoze University Alfoze University
Islamabad
Not Applicable

Document Status
Ready For Entry

Authority Providing Information
N/A

A1. Adoption of Policy	Attachments [0] Guidelines Unapproved KPI: 1
Has the University formally adopted a policy for approval of courses that can be delivered online?	Yes Comments 0
A2. Adoption of SOPs	Attachments [0] Guidelines Unapproved KPI: 1
Has the University formally adopted standard operating procedures (SOPs) for the approval of courses	Yes Comments 0
A3. Establishment of OAC	Attachments [0] Guidelines Unapproved KPI: 1
Has the University notified a governing system responsible	No Comments 0
A4. Operationalization of LMS	Attachments [0] Guidelines Unapproved KPI: 1
Does the University have an operational Learning Management System (LMS)?	Yes Comments 0

Update/Edit: In data editing mode, firstly the information on the person entering the data needs to be entered. My clicking on each form the information

HEDR Higher Education Data Repository

ALFOZE UNIVERSITY

< Online Readiness VIEW

100% Complete

YEAR: 2020-21

UNIVERSITY / HE: Alfoze University

DOCUMENT STATUS: Published

1 Information Authority | 2 University Readiness | 3 Course Readiness | 4 Faculty Readiness | 5 Technology Readiness | 6 Library Readiness | 7 Student Readiness | 8 Evaluation Readiness | 9 Laboratory Readiness

Name: Andleeb Ismail | Designation: Director QEC | Office Phone: 051-1234567 | Cell: 0321-1234567 | Email: andleeb.ismail@alfoze.com

1 Information Authority | 2 University Readiness | 3 Course Readiness | 4 Faculty Readiness | 5 Technology Readiness | 6 Library Readiness | 7 Student Readiness | 8 Evaluation Readiness | 9 Laboratory Readiness

University Readiness

A1. Adoption of Policy Attachments [0] Guidelines Unapproved KPI: 1

• Has the University formally adopted a policy for approval of courses that can be delivered online?

Yes (selected) | No | Yes

0 Comments

A2. Adoption of SOPs Attachments [0] Guidelines Unapproved KPI: 1

• Has the University formally adopted standard operating procedures (SOPs) for the approval of courses?

Yes

0 Comments

1 Information Authority 2 University Readiness 3 Course Readiness 4 Faculty Readiness 5 Technology Readiness 6 Library Readiness 7 Student Readiness 8 Evaluation Readiness 9 Laboratory Readiness

Laboratory Readiness

H1. Has the university coordinated with professional councils on possible and permissible alternative modes of delivering psychomotor information, e.g., with regard to laboratory requirements? Attachments [0] Guidelines Unapproved KPI: 1

• Please Choose 0 Comments

Step 3: Stages of Approval


On the first stage after data entry the data will be sent for approval.

After status that the status is changed to complete entry. The said status will be confirmed from the data entry person.

alfoze ALFOZE UNIVERSITY


< Online Compliance Readiness Assessment COMPLETE ENTRY UPDATE

100% Complete

 Alfoze University Islamabad Computer Sciences & IT http://www.au.edu.pk	Document Status Ready For Entry	Authority Providing Information Andieeb Ismail Director QEC 051-1234567 0321-1234567 andieeb.ismail@alfoze.com
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After the data entry is complete the Director QEC can view the filled information and based on it, he can either approve or unapproved the form.

100% Complete

 **Alfoze University** Alfoze
Islamabad
Not Applicable


Document Status
Entry Completed

Authority Providing Information

- Ghaz
- AD
- 05165738829
- 03344474473
- mgbhatti@hec.gov.pk

Once it's been approved from HEI, the status will change to submit. After clicking the submit button the data will be transferred from HEI to HEC administration side. The status is also changing in the Document status as well.

100% Complete

 **Alfoze University** Alfoze
Islamabad
Not Applicable

Document Status
HEI Approved


Authority Providing Information

- Ghaz
- AD
- 05165738829
- 03344474473
- mgbhatti@hec.gov.pk

Finally, the status is now changed to submitted with HEI approval.

< Online Compliance Readiness Assessment

100% Complete

 **Alfoze University** Alfoze
University
📍 Islamabad
📄 Not Applicable

Document Status
Submitted
HEI Approved

Authority Providing Information

- 👤 Ghaz
- 👤 AD
- 📞 05165738829
- 📠 03344474473
- ✉️ mgbhatti@hec.gov.pk

Note: One the date is submitted, HEI will not be able to edit it.