



Pir Mehr Ali Shah
ARID AGRICULTURE UNIVERSITY RAWALPINDI
Department of Horticulture



No. PMAS-AAUR/HORT/ 411

Date: 19/07/2023

Subject: **MINUTES OF 44th MEETING OF BOARD OF STUDIES**

The 44th meeting of the Board of Studies, Department of Horticulture was held on 13th July 2023 at 02:00 pm in the Office of the Chairman, Department of Horticulture. The following were the participant in the meeting:

Prof. Dr. Muhammad Azam Khan	Chairman
Dr. Imran Hassan	Member
Dr. Touqeer Ahmad	Member
Dr. Mehwish Liaquat	Member
Dr. Muhammad Tahir Akram	Member
Dr. Usman Ali Abbasi	Member
Dr. Umer Habib	Member
Mr. Usman Shoukat Qureshi	Member
Dr. Naveed Ur Rehman	Member/Secretary

The Chairman welcomed all the faculty members for sparing their time to attend the meeting of the Board of studies: -

The following agenda items were discussed one by one in detail.

Item No. 1: Admission for Fall semester 2023-24

For admission in the fall semester 2023-24 following Ph.D. (Horticulture) and M.Sc. (Hons.) Agriculture test committees were finalized.

Ph.D. (Horticulture) Admission test Committee

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| 1. | Prof. Dr. Muhammad Azam Khan | Convener |
| 2. | Dr. Imran Hassan | Member |
| 3. | Dr. Muhammad Tahir Akram | Member |

M.Sc. (Hons.) Agriculture (Horticulture) Admission test Committee

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| 1. | Dr. Imran Hasan | Convener |
| 2. | Dr. Naveed Ur Rehman | Member |
| 3. | Dr. Usman Ali Abbasi | Member |

Item No. 2: Course Allocation for Summer 2023

The Chairman informed the house that according to DAS notification (No. PMAS-AAUR/DAS/498 dated 21 July 2023), all the post graduate students are allowed to enroll in the Summer Semester as per university rules except Ph.D. However, master's and undergraduate students can avail themselves of the summer session. The house agreed that habitual absentee students must not be allowed to sit in the final exam and strict action should be taken according to the rules and regulations. Following courses will be offered during the summer session 2023:

S. No.	Course Code	Credit Hours	Course Title	Teacher Name
1.	HORT-301	3(2-2)	Introductory Horticulture	Dr. Imran Hassan
2.	HORT-302	3(2-2)	Horticultural Crop Production	Dr. Imran Hassan
3.	HORT-510	3(2-2)	Medicinal and Aromatic Plant	Dr. Mehwish Liaquat
4.	HORT-512	3(3-0)	Business Management	Dr. Touqeer Ahmad
5.	HORT-514	3(2-2)	Indoor Plant Culture & Scaping	Dr. Usman Ali Abbasi
6.	HORT-507	3(1-4)	Propagation and Nursery Management (for SST students)	Dr. Mehwish Liaquat

In addition to this, field of interest regarding internship may be asked from students during the fall semester. Further, appropriate places (government, semi government, or private organizations) may be allocated for internship considering the subject choice of students.

Item No. 3: Preparation of Upcoming Accreditation 2023

The Chairman stressed on the teamwork for the smooth process of accreditation. House suggested that accreditation process require lot of documentations hence following responsibilities may be allocated to concerned faculty members or staff office:

S. No.	Accreditation Preparation	Nomination
1.	Complete profile of teaching faculty including visiting/contract faculty	Each Faculty member
2.	Detail of on-going and completed (last three years) research projects	Dr. Touqeer Ahmad



3.	Teaching learning approaches adopted by the faculty	Dr. Usman Ali Abbasi
4.	Student assessments by the faculty (i) Theory (ii) Practical	Dr. Usman Ali Abbasi
5.	Graduate research supervision policy	DAS
6.	Academia-industry linkages and MoUs signed so far and outcomes	Mr. Usman Shoukat Qureshi
7.	Academic collaborations (meetings, seminars, journals, research projects)	Dr. Umer Habib
8.	Lab staff and other support staff only of the concerned department showing name, designation and lab experience etc. and job descriptions	Hafiz M. Shakeel
9.	HEC curriculum adopted and scheme of studies followed for teaching (notification by registrar)	Dr. Naveed Ur Rehman
10.	Program vision, mission, objectives, learning outcome developed and displayed (evidence)	Dr. Naveed Ur Rehman
11.	Approved copy of departmental budget (attach evidence)	Treasurer Office
12.	Composition of the Board of Studies and other Statutory Bodies with evidence	Hafiz M. Shakeel
13.	Admission policy indicating eligibility criteria, merit and quota seats etc.	Hafiz M. Shakeel
14.	Annual intake, pass percentage and average CGPA	Hafiz M. Shakeel
15.	Students dropout rate and admission response	Hafiz M. Shakeel
16.	Lecture shortage rules/regulations/implementation	Hafiz M. Shakeel
17.	In-depth assessment of students course review profile for each course through QEC with evidence	Dr. Imran Hassan/ Dr. Naveed Ur Rehman/ Dr. Usman Ali Abbasi
18.	Evidence of completion of contact hours (theory and practical's)	COE
19.	Time table for all on-going semesters	Dr. Imran Hassan
20.	Detail of labs, showing lab equipment, equipment logbook, lab manual in each lab	Dr. Muhammad Tahir Akram
21.	Number of faculty offices and classrooms with teaching aids facilities like multimedia, smart board etc.	Hafiz M. Shakeel
22.	Greenhouse and glasshouse and other available research facilities (if applicable)	Dr. Umer Habib
23.	Processing hall, pack house, baking facility etc. (if applicable)	N/A

24.	Poultry farms/feed mill/hatchery/clinics (if applicable)	N/A
25.	Hostel accommodation, transport, indoor and outdoor sports	Hafiz M. Shakeel
26.	Semester-wise enrollment of students (only number) in B.Sc. (Hons) degree program	Hafiz M. Shakeel
27.	Financial support to students (merit-based scholarship, need based/any other scholarship, interest free loan)	Hafiz M. Shakeel
28.	Students internship reports (attach picture in presentation)	Dr. Umer Habib
29.	Advisory services rendered to other organizations	All faculty
30.	Strengths, weaknesses, opportunities and threats of degree programs, mechanism of ensuring merit, transparency and unbiased-ness	Dr. Umer Habib
31.	Actionable recommendations of AIC in the previous accreditation visit and actions taken so far (if applicable)	SAR report

Item No. 4: Any other point raised by the members

The Chairman asked all faculty members to fulfill the accreditation requirement of the department of horticulture. In this context, relevant documents and activities should be organized for the smooth running of the process.

Finally, house suggested the following two experts as external examiner with following details:

Name: Dr. Rashid Iqbal Khan
Designation: Scientific Officer
Organization: Fruit Crops Research Programme, Horticultural Research Institute (HRI) National Agricultural Research Center, Islamabad
Phone: +92-306-4695047
Email: rashid.khan3535@yahoo.com
Expertise: Postharvest quality management, fruits and vegetables

Name: Dr. M. Ahsan Khatana
Designation: Scientific Officer
Organization: Fruit Crops Research Programme, Horticultural Research Institute, National Agricultural Research Center, Islamabad
Phone: +92-345-6670637
Email: ahsansiddique2319@gmail.com
Expertise: Fruit production, cultivation and quality improvement.

The meeting was ended with a vote of thanks by the Chairman, the Department of Horticulture.

Confirmed by


Prof. Dr. Muhammad Azam Khan
Chairman


Dr. Naveed Ur Rehman
Assistant Professor/Secretary Board