



MINUTES OF MEETING

Subject: Meeting of HESSA Planning Committee regarding Strategic Planning preparation
Chair of the Meeting: Prof. Dr. Shagufta Naz, Vice Chancellor, LCWU
Day and Date: Tuesday & 13th February, 2024
Venue: Syndicate Hall, LCWU
Minutes Taker: Ms. Mehreen Altaf, Secretary to Vice Chancellor, LCWU
Attendees: All the Members of HESSA Core Planning Committee

An online meeting of Dr. Barber with HESSA Core Planning Team of LCWU was held on 13th February, 2024 at 9:30 am in the Syndicate Hall of LCWU. The worthy Vice Chancellor chaired the meeting and all the members of HESSA Planning Committee attended the meeting. The Agenda of the meeting was to discuss the Strategic Planning preparation and further action plan for developing vision of LCWU.

The Chair welcomed Dr. Barber and all the members of HESSA Planning Committee. Then she shared that HESSA Planning team has successfully develop the Vision 2040 of LCWU by engaging all the stakeholders of the University. She briefed that the entire senior administration, Deans of Faculties, Directors of Institutes, HODs, student representatives, Alumni of LCWU have been engaged in the process of developing LCWU Vision 2040. She further shared that we are going to place this vision in our upcoming meeting of Syndicate and once it's approved by the syndicate, we will disseminate it all official forums of LCWU including website, digital media and will placed framed Vision notice boards at the visible spots of the University.

The Chair also declared that we have divided the process of Strategic Planning of the University into six areas and one member has been deputed from the HESSA Core Team to be responsible for each area.

1. Academic Planning –Prof. Dr. Uzma Quraishi, Dean, Faculty of Education & Director DFDI
2. Financial Planning –Mr. Abdul Ghaffar, Director University Advancement & Financial Aid
3. Implementation & Digitization—Prof. Dr. Shagufta Naz, Pro-Vice Chancellor & Dean, Faculty of Science and Technology
4. Engagement Plan— Prof. Dr. Muhammad Afzal, Dean, Faculty of Arts and Social Sciences
5. Infrastructure development planning—Prof. Dr. Attiq-ur Rehman, Chairperson City and Regional Planning
6. Student Facilitation—Dr. Sumaira Sajjad, Director Student Affairs

Dr Barber appreciated the team for conducting this exercise. He emphasized that this process should be transparent and should engaged all the stakeholders. He asked about next steps to expedite the process of strategic planning.

Prof. Dr. Uzma Quraishi, Dean Faculty of Education briefed that after getting the final approval from Syndicate for LCWU Vision 2040, we will share that vision with all the HODs, and asked them to develop their own departmental vision and mission statements which should be aligned with the overall vision of the varsity. She further declared that all the Deans, Directors, Alumni, Students will be engaged in this process and all the members of HESSA Planning team will facilitate them. She further declared that as per the direction of the worthy Vice Chancellor, all the HODs will be required to do a SWOT analysis of their departments and on the basis of that analysis they will develop their departmental vision and mission. They will also share their departmental Business Plans.

Dr. Barber acknowledged the efforts of HESSA Planning Team of LCWU for smoothly running the process of strategic planning at the varsity. He also shared that he will be visiting Lahore, Pakistan in the month of May or April, 2024. Then, he will visit LCWU too to have a face to face meeting with the senior administration, Deans, Directors and HODs and to get engaged with them to ensure facilitation for the strategic planning process.

The Chair thanked Dr. Barber for sharing his views and offering his expertise to the faculty of LCWU. Then, the Chair gave the following directions to all the members in the meeting, with the mutual consent of all the members.

- The Chair directed Prof. Dr. Uzma Quraishi, Dean, Faculty of Education to expedite the process of Academic Planning. The Chair emphasized that all the HODs should be asked to share a report on SWOT analysis along with their departmental business plans within next two weeks. She further emphasized that the process of developing vision and mission statements of all the departments should be completed till 1st week of March, 2024.
- The Chair directed Director DFDI to share a report on their Training impact evaluation within next week.
- The Chair directed Prof. Dr. Uzma Quraishi, Dean, Faculty of Education to convene a meeting of her faculty / HODs along with Deans, Directors on 19th February, 2024 for group discussions and to share their deliberations on developing their departmental vision and mission statements, SWOT analysis and proposing effective Business plans for their departments. Alumni, students and specialists from industry may also be engaged in this exercise for sharing their thoughts and inputs.
- The Chair directed Director Financial Aid to develop a feasible Financial Plan of the University as per LCWU Vision 2024.
- The Chair directed Prof. Dr. Attiq-ur Rehman, Chairperson City and Regional Planning to engage all Deans, directors and HODs and develop a physical infrastructural plan for LCWU. This plan should must cater the needs of upcoming years and possible challenges faced by the University. Purposefulness of the buildings should must be ensured in the plan for future enhancement of the campus. Both short term and long term plans should be developed and shared till 15th March, 2024.
- The Chair directed that Director Student Affairs to expedite and complete the process of Registration of Student Societies of LCWU till 3rd week of February, 2024. She further directed her to complete student climate survey at the earliest.

- The Chair directed that Director Student Affairs to propose a feasible and workable Student Facilitation plan aligned with the vision 2040 of LCWU.
- The Chair directed Prof. Dr. Afzal, Dean, Faculty of Arts and Social Sciences to prepare Student and Alumni Engagement Plan which should be aligned with the LCWU vision 2040 and share it till 2nd week of March, 2024.

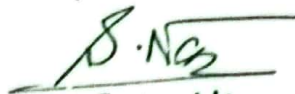
At last, the worthy Vice Chancellor emphasized that all the members of the HESSA Planning committee should work with mutual cooperation and facilitate and guide the HODs / faculty for the timely completion of strategic planning of LCWU.

The meeting concluded at 11 am with the vote of thanks to Chair.

Prepared By:


Secretary to VC

Approved By:


15.2.24
VICE CHANCELLOR