



# LAHORE COLLEGE FOR WOMEN UNIVERSITY

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VC/LCWU/100A  
Dated: 22-07-2024

## MINUTES OF MEETING

**Subject:** Meeting of HESSA Core Planning Team  
**Chair of the Meeting:** Prof. Dr. Shagufta Naz, Vice Chancellor, LCWU  
**Day and Date:** Thursday & 18<sup>th</sup> July, 2024  
**Venue:** Syndicate Hall, LCWU  
**Minutes Taker:** Ms. Mehreen Altaf, Secretary to Vice Chancellor, LCWU  
**Attendees:** All the Members of HESSA Core Planning Committee along with Participants of Summit under HESSA Component C: Student Support Services

A meeting of HESSA Core Planning Team of LCWU was held on 18<sup>th</sup> July, 2024 at 2 pm in the Syndicate Hall. The worthy Vice Chancellor chaired the meeting. The purpose of the meeting was to discuss the overall Implementation Plan assigned to Registrar for HESSA strategic planning process which includes the five plans which is already proposed by the following members.

1. Academic Planning----- Prof. Dr. Uzma Quraishi, Dean, Faculty of Education
2. Infrastructure development Plan-----Prof. Dr. Attiq-ur-Rehman, HOD, CRP Department
3. Financial Planning-----Mr. Abdul Ghaffar, Director UA&FA
4. Engagement Plan-----Prof. Dr. Muhammad Afzal, Dean, FASS
5. Student Facilitation-----Dr. Sumaira Sajjad, Director Student Affairs

Moreover, all the participants of HESSA Component C were also invited to share the learning experience of the recent HESSA's Student Support Services Summit held at PC Bhurban on July 8-11, 2024 and to share their future plans.

The meeting started with the recitation of few verses from Holy Quran. The Chair welcomed all the members in the meeting. Then she asked all the participants of HESSA's Student Support Services Summit to brief all the Committee members about their learning experience and to share their proposed future plans for the University.

All the following participants briefly updated the HESSA Core Committee about the learning outcomes of the Summit and share their future action plan. All the members emphasized that the main focus of the Summit was on the Soft Skills integration across all the Student Support services segments. Manager CCJP shared that all the participants of Component C of HESSA Project need to work collaboratively on the integration of the following soft skills, which are as follows:

- Communication
- Team work
- Adaptability

The Chair appreciated all the participants for their active participation and emphasized them to replicate their learning on their designated job / duties at campus. Then, she asked Registrar to update about the implementation plan for HESSA Strategic process. The Registrar updated all the members that he need to finalize the implementation plan and then will share it in next meeting. Moreover, he added that all the registrars of Partner's Universities under HESSA project have been engaged to develop a standard document / Policy guidelines which will be useful document for all the Universities. He further briefed we have been assigned to prepare two chapters under heading External Pressures. One chapter is Networking which is assigned to me and the other chapter: Legal issues has been assigned to Mrs. Uzma Batool, Additional Registrar. He briefed that we are working on these chapters in consultation with HESSA representatives and will share its initial draft with all the members of HESSA planning team very soon.

The following decisions were taken in the meeting with the mutual consent of all the members:


1. The Chair directed Director BIC to prepare a standard marketing model to share with student for their research/ entrepreneurial projects. She emphasized on specifying the target audience of the projects in the marketing model.
2. The Chair directed Director BIC to share the success stories of the students working under BIC for HESSA page on the official website of LCWU.
3. The Chair directed Dr. Afifa, Alumni Relation officer at LCWU to collaborate with IT department to get Alumni portal linked with LinkedIn. She emphasized that through this social media platform we can have easy access to our professional Alumni community.
4. The Chair emphasized on following "Alumni from Day One" Strategy in order to enhance and transform Alumni engagement. She directed that Alumni Office of LCWU should participate in first-year student Orientation. This is a strategic step in raising awareness of the institution's alumni activity.
5. The Chair directed Director Financial Aid to prepare Fund Raising Project to propose to NGOs. She directed him to share the initial draft of fund raising project with the HESSA Planning Committee of LCWU before sending it to the HESSA Project Representatives.
6. The Chair directed Alumni Office to establish Alumni Chapters throughout the world. These chapters will provide our graduates with opportunities to network, socialize, assist their local communities, and recruit top LCWU students. Whats-app group should also be initiated to enhance networking.
7. It was unanimously suggested that the students who admitted at LCWU on the basis of fully-funded scholarships; they must be required to learn some technical skills at LCWU to increase their employability.

8. The Chair directed Dr. Sumaira, Sajjad, Director Student Affairs to share Climate Survey with VC Office which she done previously. Also she directed to share questionnaire/ layout of Student Climate survey with the Vice Chancellor in order to get it approved prior conducting the next survey.
9. The Chair emphasized that student remarks/ feedback should be shared with the concerned Dean, HOD and faculty member in order to ensure improvement.
10. The Chair directed Ms. Samina Uzair, Clinical Psychologist to share the activities conducted by her under HESSA Project from July, 2023 till to date with the VC office and also get it updated on the LCWU official website. She directed her to share detailed report on activities along with all data / statistics.
11. The Chair directed Director Student Affairs, Manager CCJP and Clinical Psychologist to prepare proposal along with specific layout of their respective segments for inclusion in the overall Campus Management System (CMS) of LCWU.
12. The Chair directed Registrar to prepare and finalize the overall Implementation Plan by including all the five proposed plans and submit its initial draft to VC office within one week. She further directed him to prepare a presentation of the final plan to present it to all members of HESSA Core Committee in the next meeting.

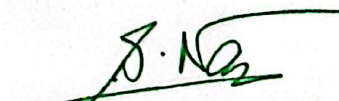
At last, the worthy Vice Chancellor thanked all the members of the HESSA Planning committee for their valuable contribution towards the development of the University.

**The meeting concluded at 4 pm with the vote of thanks to Chair.**

**Prepared By:**

  
Secretary to VC

**Approved By:**

  
VICE CHANCELLOR