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BACHELOR OF ELECTRICAL ENGINEERING TECHNOLOGY DEPARTMENT  
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No. GCT/PESH/BSC/ELECTRICAL/OBE/

Dated: \_\_/\_\_/2024

Subject: **DEPARTMENTAL OBE MEETING HELD ON 03/09/2024 AT 10:00 AM.**

A meeting of the DOBE committee was held in OBE Committee Room on 03-09-2024 at 10:00 AM.

The following agenda items were discussed deliberately in the meeting and the decisions taken are as under:

**AGENDA ITEM NO. 1: CONFIRMATION OF MINUTES OF PREVIOUS OBE MEETING**

The Minutes of the informal Meeting to be discussed/approved.

**Decision Required:** *Approval of Previous Minutes*

**AGENDA ITEM NO. 2: RECOMMENDATION ON RECTIFICATION OF WEAK AREAS IDENTIFIED BY THE NTC IN THE LAST ACCREDITATION VISIT ON 19TH AND 20TH OCTOBER 2023**

The National Technology Council (NTC) has been established under the ambit of the Higher Education Commission (HEC) to regulate technology programs offered by universities and Higher Education Institutions (HEIs), including GCT Peshawar. Graduates of these programs are registered by the NTC as Engineering Technologists, similar to the registration of engineers by the Pakistan Engineering Council (PEC).

All Engineering Technology programs offered by HEIs, including GCT Peshawar, are required to be accredited by NTC in order to maintain quality and standards.

In this regard, NTC conducted an accreditation visit on **19th and 20th October 2023**, during which it identified several weak areas in the Electrical Engineering Technology Department offering the B.Sc. Electrical Engineering Technology program. The NTC, in the next visit, along with the Self-Assessment Report (SAR), will need the actions taken to address these weak areas.

**Weak Areas Identified by NTC & Required Deliberation:**

1. **Program Educational Objectives (PEOs):**
    - Revisiting and remapping of PLOs and CLOs accordingly.
  2. **Adoption of Revised Curriculum 2022:**
    - i. Advance identification of selective subjects.
    - ii. Revisiting of all subject CLOs (if required).
    - iii. Comprehensive mapping of PLOs, and CLOs of all semester subjects.
  3. **Laboratory Equipment:**
    - Shortage of equipment for **Switchgear and Protection** subject.
  4. **PBL and Open-Ended Labs:**
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- Identification of subjects for inclusion of **Problem-Based Learning (PBL)** in each semester.
- Introduction of **open-ended labs** in each subject.
- 5. **Assessment Mechanism:**
  - Reduction of quizzes and assignments from 4 to 2 per course.
- 6. **SIT Documentation:**
  - Improvement and standardization of Supervised Industrial Training records.
- 7. **Tutorials and Problem-Solving Sessions:**
  - Personalized support sessions for students.
- 8. **CQI Process and Corrective Measures:**
  - i. Proper assessment cycles.
  - ii. Standardization of OBE assessment sheets.
  - iii. Identification of root causes of deficiencies.
  - iv. Implementation of corrective measures.
- 9. **Faculty Development:**
  - Training workshops/seminars for capacity building.
- 10. **Committees Establishment:**
  - Formation of **IAB (Industrial Advisory Board)**, **IAC (Internal Assessment Committee)**, and **ILO (Intended Learning Outcomes) Committee**.

**Decision Required:** *NTC Weak area needs deliberation and task need to be assigned*

**AGENDA ITEM NO. 3: DELIBERATION ON **FALL 2024** EXAMINATION GRADE AND BE RESULT.**

The **Fall Semester 2024** is scheduled to be completed next month. Timely submission of grade-based results is necessary to identify failures and to arrange summer semester offerings accordingly.

Similarly, OBE-based results are also required to determine which Course Learning Outcomes (CLOs) and the corresponding Program Learning Outcomes (PLOs) have not been achieved at both the individual and cohort levels, so that Continuous Quality Improvement (CQI) processes can be initiated.

**Decision Required:** *1. Discussion on Timely submission of fall Semester Examination grade sheet and further compilation by COE (Degree Programme).*

**AGENDA ITEM NO. 4: RECOMMENDATION ON ADOPTION OF REVISED NTC CURRICULA 2022.**

The college had previously adopted NTC Revised curricula 2016 from the session 2020. The NTC has now designed a revised curricula in 2023 based on Outcome Based Education (OBE). The NTC has advised to adopt the new curricula in all of Higher Education Institutions (HEIs).

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**Decision Required:** 1. *Approval for adoption of new NTC curriculum 2022*  
2. *Decision for Selection of Elective Subjects*

**AGENDA ITEM NO. 5: APPROVAL OF REVISED CLOS and COURSE MAPPING  
FOLLOWING THE ADOPTION OF THE REVISED CURRICULA**

As discussed under Agenda Item No. 4, the National Technology Council (NTC) has recommended the adoption of the revised 2022 curriculum for the BS. Electrical Engineering Technology program.

Following this adoption, it is imperative that the revised Course Learning Outcomes (CLOs) and the corresponding CLO-to-Program Learning Outcomes (PLO) course mapping may be approved to ensure alignment with the updated curriculum structure and OBE standards.

**Decision Required:** *Assigning Relevant Faculty Member for their Subjects for CLOs and PLOs redefining & Mapping*

**AGENDA ITEM NO. 6: Establishment and implementation of lab manuals in line with the revised NTC curricula 2022**

Following the adoption of the revised NTC Curricula 2022, it has become essential to develop, standardize, and implement updated laboratory manuals that align with the new course structures and prescribed learning outcomes. These lab manuals will serve as structured guides for practical sessions, ensuring that the laboratory component is fully consistent with Outcome-Based Education (OBE) standards.

- Ensure practical exercises are directly mapped to the Course Learning Outcomes (CLOs).
- Support students in strengthening their problem-solving, critical thinking, and hands-on technical skills.

By aligning lab activities with the revised curricula, these manuals will act as a bridge between theoretical knowledge and practical application, thereby enhancing the quality of technical education and ensuring graduates are well-prepared to meet industry demands.

**Decision Required:** 1. *Approval of the development and adoption of lab manuals in accordance with the revised NTC Curricula 2022.*

2. *Mechanism for periodic review and updating of lab manuals in line with OBE and industry feedback.*

**AGENDA ITEM NO. 7: ARRANGEMENT OF ORIENTATION SESSION FOR STUDENTS OF OBE.**

During the last NTC visit, the expert advised that orientation sessions on Outcome-Based Education (OBE) should be organized for students to familiarize them with the spirit and implications of OBE.

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The orientation will cover the purpose of OBE, its key components such as Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs), and how these align with teaching methods and assessment strategies.

**Decision Required:** *Assigning of Orientation sessions to relevant Faculty Member and surprise follow-up by Director OBE*

**AGENDA ITEM NO. 8: ARRANGEMENT OF REFRESHER TRAINING ON OBE FOR FACULTY.**

Since the last OBE (Outcome-Based Education) training session held for the staff, there have been new faculty transfers in the Department of BS. Electrical Engineering Technology. Therefore, a refresher OBE training session needs to be organized.

**Decision Required:** *Arrangement of Refresher training by Director OBE*

**AGENDA ITEM NO. 9: RECOMMENDATION ON CQI FOR CLOS AT THE END OF SEMESTER.**

As the Spring Semester 2024 is coming to an end, Continuous Quality Improvement (CQI) for the assessment of Course Learning Outcomes (CLOs) must be conducted. This process aims to identify CLO achievements and failures at both the individual student and cohort levels.

**Decision Required:** *Initiation of OBE and CQI to share the OBE result to director OBE for onward submission to Director QEC for necessary action at their end.*

**AGENDA ITEM NO. 10: CONDUCTION OF EXIT SURVEY FORM PASSING OUT GRADUATES.**

As the students of Batch 2020 are going to graduate this year, an exit survey must be conducted as per the requirements of NTC in relation to Continuous Quality Improvement (CQI) at the Program Learning Outcomes (PLOs) level.

This survey will collect valuable feedback from students about their academic experience. This survey form will also calculate the attainment of PLOs which will be helpful in performing CQI for PLOs. The responses will help the college identify its strengths, address weaknesses, and improve programs.

**Decision Required:** *Task need to be assigned for Designing of Exit Survey Form for implementation at the end of first batch passed out.*

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**AGENDA ITEM NO. 11: RECOMMENDATION ON CQI FOR PLOs.**

As the first batch on OBE Batch #01(2020-24) is going to be graduate this year, an exit survey form will be designed in spirit of OBE to conduct survey on passing out students. The survey form will target all PLOs mentioned in NTC accreditation manual. The responses from the exit survey forms will help in calculating attainment of PLOs.

A Continuous Quality Improvement (CQI) process must be initiated in order to assess the attainment of PLOs. This will help identify the strengths, weaknesses and areas of improvement in the department.

***Decision Required:*** *Conduction of Exit Survey and Report by Director QEC*

**AGENDA ITEM NO. 12: CONDUCTION OF TRIAL EMPLOYER AND ALUMNI FEEDBACK SURVEY.**

As per the Continuous Quality Improvement (CQI) process, an employer survey and alumni feedback survey must be carried out to assess the attainment of PEOs. This survey is normally conducted after 3 years of graduation of a batch. Currently the first batch on OBE system is going to graduate in the current year. As per the CQI mechanism, the survey is supposed to be conducted in 2027.

The members of the college council, in a combined meeting with departments of Electrical, Electrical and Mechanical Engineering technology, have concurred to conduct an employer survey and an alumni survey from the passing out batch on trial basis after one year. The college council also agreed to conduct CQI (that too on trial basis) from the responses generated from the surveys.

As this is the inception of conducting such surveys, this will help the concerned departments familiarize with the process of conducting surveys and performing CQI for attainment of PEOs.

***Decision Required:*** *Conduction of Trial Employer Survey and Alumni by Department and VC&JP officer*

**AGENDA ITEM NO. 13: COMPLETION OF SUMMER SEMESTER 2024**

As the summer semester announced and three subjects were announced, the semester had started in July 2024. The summer semester is going to be completed at the end of August. The result of the summer semester should be compiled well in time.

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**Decision Required: Compilation of Summer Semester Result**

**AGENDA ITEM NO. 1 – Confirmation of Minutes:**

**Decision/Action Matrix**

| Task / Agenda Point          | Responsible Person/Committee | Timeline               | Status  |
|------------------------------|------------------------------|------------------------|---------|
| Approval of previous minutes | Chairman, OBE Coordinator    | During current meeting | Pending |

**AGENDA ITEM NO. 2 – NTC Weak Areas Rectification:**

**Decision/Action Matrix**

| Task / Agenda Point                               | Responsible Person/Committee          | Timeline                    | Status  |
|---------------------------------------------------|---------------------------------------|-----------------------------|---------|
| Revisiting and remapping of PEOs, PLOs, CLOs      | OBE Coordinator & Faculty             | Before next NTC visit       | Pending |
| Adoption of Revised Curriculum 2022               | Chairman & Curriculum Committee       | Before start of next batch  | Pending |
| Laboratory Equipment (Switchgear & Protection)    | Lab In-charge & Procurement Committee | Immediate (budget approval) | Pending |
| PBL & Open-Ended Labs                             | Faculty & Lab In-charge               | Next semester               | Pending |
| Assessment Mechanism (reduce quizzes/assignments) | Examination Committee & Faculty       | From current semester       | Pending |
| SIT Documentation                                 | Industrial Training Coordinator       | Before SAR submission       | Pending |
| Tutorials & Problem-Solving Sessions              | Faculty                               | Ongoing                     | Pending |
| CQI Process & Corrective Measures                 | Director OBE & QEC                    | Each semester               | Pending |
| Faculty Development                               | Principal & HR/Training Committee     | Annually                    | Pending |
| Committees Establishment (IAB, IAC, ILO)          | Chairman & Academic Council           | Immediate                   | Pending |

**AGENDA ITEM NO. 3 – Spring 2024 Results**

**Decision/Action Matrix**

| Task / Agenda Point                    | Responsible Person/Committee | Timeline           | Status  |
|----------------------------------------|------------------------------|--------------------|---------|
| Submission of Spring 2024 grade sheet  | Controller of Examinations   | Within 1 week      | Pending |
| Compilation of OBE results for CLO/PLO | OBE Coordinator & Faculty    | Before CQI meeting | Pending |





#### **AGENDA ITEM NO. 4 – Adoption of Revised Curriculum 2022**

##### **Decision/Action Matrix**

| Task / Agenda Point                 | Responsible Person/Committee | Timeline             | Status  |
|-------------------------------------|------------------------------|----------------------|---------|
| Approval of new NTC curriculum 2022 | Academic Council             | Immediate            | Pending |
| Selection of elective subjects      | Curriculum Committee         | Before next semester | Pending |

#### **AGENDA ITEM NO. 5 – Approval of CLOs and Mapping**

##### **Decision/Action Matrix**

| Task / Agenda Point           | Responsible Person/Committee | Timeline              | Status  |
|-------------------------------|------------------------------|-----------------------|---------|
| Redefinition/approval of CLOs | Faculty & OBE Coordinator    | Before semester start | Pending |
| CLO-to-PLO mapping            | Faculty Members              | Before semester start | Pending |

#### **AGENDA ITEM NO. 6 – Lab Manuals**

##### **Decision/Action Matrix**

| Task / Agenda Point        | Responsible Person/Committee    | Timeline              | Status  |
|----------------------------|---------------------------------|-----------------------|---------|
| Development of lab manuals | Faculty & Lab In-charge         | Before semester start | Pending |
| Approval of lab manuals    | Chairman & Curriculum Committee | Current semester      | Pending |
| Review/update mechanism    | Director OBE & QEC              | Annual                | Pending |

#### **AGENDA ITEM NO. 7 – Orientation Sessions**

##### **Decision/Action Matrix**

| Task / Agenda Point              | Responsible Person/Committee | Timeline          | Status  |
|----------------------------------|------------------------------|-------------------|---------|
| Orientation session for students | OBE Coordinator & Faculty    | Start of semester | Pending |
| Follow-up mechanism              | Director OBE                 | Ongoing           | Pending |

#### **AGENDA ITEM NO. 8 – Refresher Training**

##### **Decision/Action Matrix**

| Task / Agenda Point            | Responsible Person/Committee     | Timeline      | Status  |
|--------------------------------|----------------------------------|---------------|---------|
| Refresher training for faculty | Director OBE & HR/Training Comm. | This semester | Pending |

#### **AGENDA ITEM NO. 9 – CQI for CLOs**

##### **Decision/Action Matrix**

| Task / Agenda Point                  | Responsible Person/Committee | Timeline        | Status  |
|--------------------------------------|------------------------------|-----------------|---------|
| CQI for CLOs                         | OBE Coordinator & Faculty    | End of semester | Pending |
| Sharing OBE result with Director QEC | OBE Coordinator              | After CQI cycle | Pending |

#### **AGENDA ITEM NO. 10 – Exit Survey**



#### **Decision/Action Matrix**

| Task / Agenda Point                  | Responsible Person/Committee   | Timeline              | Status  |
|--------------------------------------|--------------------------------|-----------------------|---------|
| Design/implementation of Exit Survey | Director QEC & OBE Coordinator | End of semester       | Pending |
| Calculation of PLO attainment        | Director QEC                   | After survey analysis | Pending |

#### **AGENDA ITEM NO. 11 – CQI for PLOs**

#### **Decision/Action Matrix**

| Task / Agenda Point       | Responsible Person/Committee   | Timeline        | Status  |
|---------------------------|--------------------------------|-----------------|---------|
| Conduction of Exit Survey | Director QEC & Department      | End of semester | Pending |
| CQI for PLOs              | Director QEC & OBE Coordinator | After survey    | Pending |

#### **AGENDA ITEM NO. 12 – Employer & Alumni Survey**

#### **Decision/Action Matrix**

| Task / Agenda Point      | Responsible Person/Committee | Timeline      | Status  |
|--------------------------|------------------------------|---------------|---------|
| Employer Feedback Survey | Industrial Liaison Committee | 2025 (trial)  | Pending |
| Alumni Feedback Survey   | Alumni Committee             | 2025 (trial)  | Pending |
| Trial CQI implementation | Director OBE & QEC           | After surveys | Pending |

#### **AGENDA ITEM NO. 13 – Summer Semester 2024**

#### **Decision/Action Matrix**

| Task / Agenda Point                | Responsible Person/Committee | Timeline        | Status  |
|------------------------------------|------------------------------|-----------------|---------|
| Compilation of Summer 2024 results | Controller of Examinations   | End of semester | Pending |