

Quality Enhancement Cell

Report of

Workshop: “Automating and Consolidating Data in One Click”

15th January, 2026

The Quality Enhancement Cell organized a workshop titled “**Automating and Consolidating Data in One Click: Improving Academic & Administrative Efficiency**” to highlight the role of automation in strengthening academic and administrative processes within the university. The workshop was conducted by Muhammad Raza, Data Analyst, QEC. It was focused on addressing inefficiencies caused by manual data handling and fragmented reporting systems, particularly in the context of quality assurance and institutional decision-making.

The session highlighted that universities manage critical academic and evaluation-related data through manual registers and multiple spreadsheet files, often maintained by different offices. This practice results in data duplication, inconsistencies, delayed reporting, and limited management visibility. Participants were briefed on how such challenges restrict timely insight and hinder evidence-based decision-making at the institutional level.

The workshop introduced the core concept of **centralized and standardized data entry**, emphasizing that information should be entered once at the source and reused automatically for multiple purposes, including reports, dashboards, and analysis. This approach was presented as essential for ensuring accuracy, consistency, and reliability of data used in academic reviews, quality assurance processes, and management reporting.

23 participants were present in the workshop. They were informed about the methodology adopted for automation, which included centralized data collection, automated processing of evaluation and survey data, and the generation of live dashboards. The session emphasized the importance of built-in validation checks to minimize human error and enhance confidence in institutional reports.

Sno.	Names	Designation	Department
1	Syed Najeed Haider Jafri	Director, QEC	QEC
2	Syed M. Inamullah	Manager, QEC	QEC
3	Ms. Kinza Tariq	Assistant Manager, QEC	QEC
4	Mr. Muhammad Raza	Data Analyst, QEC	QEC
5	Mr. Muhammad Shoaib	Data Analyst, QEC (JMDC)	QEC (JMDC)
6	Dr. Aqsa Faiz	Chairperson	JCRS
7	Dr. Yumna Ilyas	Assistant Professor	DPT
8	Dr. Mubashara Afzal	Assistant Professor	DPT

9	Dr. Ramsha	Lecturer	DPT
10	Dr. Shabeena Hanif	Lecturer	DOT
11	Mr. Kabir Ahmed	Lecturer	BBS
12	Ms. Rafia Akhlaq	Senior Lecturer	BBS
13	Mr. Mubashir Naveed	Lab Instructor	FoMIS
14	Ms. Madeeha Zaidi	Senior Lecturer	FoMIS
15	Dr. Atiya Asim	Senior Lecturer	JCP
16	Dr. Muniba Inam	Senior Lecturer	JCP
17	Dr. Mahrukh Khan	Senior Lecturer	JCP
18	Mr. Amjad Ali	Assistant Professor & Principal	JCN
19	Ms. Subia Naz	Assistant Professor	JCN
20	Mr. Muhammad Fayyaz Awan	Assistant Professor	JCN
21	Ms. Areeba Akram	Lecturer	JCN
22	Ms. Kiran Shahzadi	Lecturer	JCN
23	Qurat-ul-Ain Agha	Biostatistician	Research Cell
24	Ms. Rukhsana Zulfiqar	Assistant Professor	JCN

The outcomes of the automated approach were discussed, highlighting a significant reduction in manual workload, instant availability of information for management through live dashboards, and improved data accuracy. Automated reports such as the **Graduating Student Survey Report** and **Faculty Satisfaction Survey Report** were referenced to demonstrate practical implementation and effectiveness.

A hands-on activity was conducted during the workshop, where participants were requested to refer to their PCs for a guided practical demonstration of the developed system. The automation workflow was demonstrated in real time, allowing participants to observe how data moves seamlessly from entry to reporting and dashboard visualization.

The workshop concluded with a question-and-answer session, enabling participants to seek clarification and discuss potential applications of automation within their respective departments. The Quality Enhancement Cell reaffirmed its commitment to leveraging automation as a strategic tool for improving institutional efficiency, strengthening quality assurance practices, and supporting informed decision-making.

Feedback:

The participants expressed strong appreciation for the workshop and found the session highly informative and engaging. The audience noted that the practical demonstration of automation and real-time reporting enhanced their understanding of data consolidation and its relevance to academic and administrative processes. Participants particularly valued the hands-on approach and clarity of the concepts presented. Many attendees recommended that similar workshops be conducted in the future to further strengthen institutional capacity, improve operational

efficiency, and promote wider adoption of automated systems across departments.



