Dr. Mohammed Rafiq Baloch
Director General (Quality Assurance Agency)

No. 4(I-XII)/QAA-IQA/HEC/2017/*2572*
Dated: 27th July, 2017

Subject: **Revised Assessment Criteria for Quality Enhancement Cells**

My Dear Vice Chancellor/ Rector/ President/ Director/Principal/Chairman,

The Higher Education Commission is being striving hard to implant the Quality Culture in the Degree Awarding Institutions (DAIs). For that purpose, Quality Enhancement Cells (QECs) have been established in all DAIs to strengthen the Internal Quality Assurance (IQA) mechanism. These QECs have been annually assessed by QAA-HEC for their performance against the defined parameters. Whereas, for External Quality Assurance (EQA) different mechanisms have been devised at Institutional level as well as program level.

Till FY 2016-17 the Quality Enhancement Cells were primarily assessed on their performance of Program level self-assessment. It has been realized by concerned authorities that the assessment was not reflecting the exact picture of Quality Standing of the DAI. While considering its importance and internationally acclaimed best practices, the Quality Experts of Pakistan pointed out the need of bridging the gap between IQA and EQA by linking them along, for overall performance assessment of QECs.

In this regard, the competent authorities at Higher Education Commission are pleased to approve the Revised Assessment Criteria for Quality Enhancement Cells. The same criteria was already communicated to the Heads of QECs in the Progress Review Meetings held in April and May, 2017. (The detailed Criteria is attached)

The Quality Enhancement Cell of your esteemed Institution will be assessed on these criteria from Fiscal Year 2017-18. It is believed that through mutual coordination and cooperation the Quality of Higher Education will be enhanced.

With Warm Regards

Dr. Mohammed Rafiq Baloch

Distribution:

All Public & Private Sector DAIs of Pakistan (List attached)

CC:
- Chairman, Higher Education Commission, Islamabad
- Executive Director, Higher Education Commission, Islamabad
- All respective Director, QECs
- Office Copy

REVISED CRITERIA FOR ASSESSMENT OF QECs

Sr. No.	Activity
1- Satisfactory Progress against Institutional Performance Evaluation	
1.1	University Portfolio Report (UPR) Prepared: Yes / No
1.2	1.2.0 Institutional Performance Evaluation by HEC: Yes/No In case of Yes 1.2.1 Status of Action taken and Implementation Plan against Institutional Performance Evaluation Report
1.3	1.3.0 Institutional Performance Self Evaluation by DAI: Yes/No In case of Yes 1.3.1 Status of Action Taken and Implementation Plan against Institutional Performance Evaluation Report
2- Satisfactory Progress against Program Self-Assessment	
2.1	Self-Assessment Process for programs
	2.1.0 Total Numbers of Program Offered: 2.1.1 Total Numbers of Program Teams formed: 2.1.2 Total Number of Assessment Teams Formed: 2.1.3 Total Numbers of Programs in which Executive Summary prepared: 2.1.4 Total Numbers of Programs in which Corrective Actions have been taken 2.1.5 Total Numbers of Programs in which Implementation Plan prepared: 2.1.7 Online surveys conducted for each program 2.1.6 Total Numbers of SARs completed
3- Accreditation	
3.1	Accreditation Status
	3.1.0 Total Numbers of Programs fall under the purview of Accreditation Councils (council wise programs details): 3.1.1 Total Numbers of Programs Accredited 3.1.2 Total Numbers of In process Programs (NOCs/Green signal etc) 3.1.3 Total Numbers of not accredited Programs
4- Ph. D. Program Review and MS/M. Phil & Equivalent Program Review	
4.1	4.1.0 Review Status of Ph.D. Program
	4.1.1 Ph.D. Program Review Conducted by HEC: Yes/No In case of Yes 4.1.1.1 Total Number of Satisfactory Programs that meet HEC minimum criteria (Programs cleared by HEC) 4.1.1.2 Total Number of Un-Satisfactory Program that does not meet HEC minimum Criteria (Programs stopped/further intake stopped/halted)

	4.1.1.3 Implementation plan against HEC Review Report **4.1.2 Ph.D. Program Self Review (by DAI): Yes/No** In case of Yes 4.1.2.1 Total Number of Programs Reviewed: 4.1.2.2 Total Number of Satisfactory Programs that meet HEC minimum criteria: 4.1.2.3 Total Number of Un-Satisfactory Program that does not meet HEC minimum Criteria: 4.1.2.4 Implementation plan against Review Report
4.2	4.2.0 MS/M. Phil. Program Review Status
	4.2.1 MS/M. Phil. Program Review conducted by HEC : Yes/No In case of Yes 4.2.1.1 Total Number of Satisfactory Programs that meet HEC minimum criteria (Programs cleared by HEC) 4.2.1.2 Total Number of Un-Satisfactory Program that does not meet HEC minimum Criteria (Programs stopped/further intake stopped/halted) 4.2.1.3 Implementation plan against HEC Review Report **4.2.2 MS/M. Phil. Program Self Review (by DAI) : Yes/No** In case of Yes 4.2.2.1 Total Number of Programs Reviewed: 4.2.2.2 Total Number of Satisfactory Programs that meet HEC minimum criteria: 4.2.2.3 Total Number of Un-Satisfactory Program that does not meet HEC minimum Criteria: 4.2.2.4 Implementation plan against Review Report
4.3	**4.3.0 Launchings of New Program after October, 2013**
	4.3.1 Total Number of Ph.D. Programs Launched 4.3.2 Total Number of Ph.D. Programs that obtained NOC from HEC: 4.3.3 Total Number of MS/M.Phil. Program or Equivalent Programs Launched 4.3.4 Total Number of Ph.D. Programs that obtained NOC from HEC:
5- Functioning of QEC Secretariat	
5.1	5.1.0 Total Number of Sanctioned Positions of QEC Secretariat Staff: 5.1.1 Total Numbers of filled Positions : a. Total Numbers of Permanent Staff: b. Total Numbers of Additional Charged staff: 5.1.2 Total Numbers of Vacant Positions:
5.2	5.2.0 Budget Allocation for QEC Secretariat (Yes/No) If yes please mention the allocated budget 5.2.1 Involvement of QEC secretariat in Budget preparation 5.2.2 Budget released for QEC (mention amount) 5.2.3 Budget consumed by QEC (mention amount)
5.3	5.3.1 Memberships of International QA bodies obtained by QEC (list the names)
5.4	5.4.1 Awareness Seminar/conferences/workshops (within DAI) 5.4.2 Seminar/Conference on Quality Assurance (outside the DAI)

5.5	5.5.0 Membership of QEC in all statutory bodies	
	5.5.1 Senate or Equivalent Body: (Yes/No)	
	5.5.2 Syndicate or Equivalent Body: (Yes/No)	
	5.5.3 Academic Council or Equivalent Body: (Yes/No)	
	5.5.4 Board of Advance Studies & Research (BASR) or Equivalent Body: (yes/No)	
	5.5.5 Board of Faculty (BOF) or Equivalent Body: (Yes/No)	
	5.5.6 Board of Studies (BOS) or Equivalent Body: (Yes/No)	
	5.5.7 Finance & Planning Committee or Equivalent Body: (Yes/No)	
	5.5.8 Selection Board: (Yes\No)	
5.6	5.6.0 Contributions and Participations	
	5.6.1.0 Contributions of QEC at National Level on QA activities	
	5.6.1.1 Contributions of QEC at International Level on QA activities	
	5.6.2.0 Participation of QEC at National Level on QA activities	
	5.6.2.1 Participation of QEC at International Level on QA activities	
5.7	5.7.0 Infrastructure and Facilities	
	5.7.1 Establishment of QEC Secretariat	
	5.7.2 Availability of Adequate Facilities	
5.8	5.8.0 Establishment of QEC Setup in Sub-Campuses	
5.9	5.9.0 Establishment of QEC Setup in affiliated colleges	
6- Adaption & Implementation of HEC(QA) Polices and criteria's		
6.1	6.1.1 Plagiarism Policy	
	6.1.2 Faculty Appointment Criteria	
	6.1.3 Minimum admission criteria of MS/M.Phil. and Ph.D. Programs	