



Terms of Reference (ToR) Quality Enhancement Cell (QEC)

Reference

These Terms of Reference (ToR) were presented in the 1st Academic Council Meeting held on 31st October 2018 and subsequently ratified in the 2nd Board of Governors Meeting held on 15th March 2019.

1. Purpose

The Quality Enhancement Cell (QEC) at Sohail University is established to develop, implement, monitor, and improve academic quality standards in line with the policies and guidelines of the Higher Education Commission Pakistan.

2. Objectives

The QEC shall:

- Ensure implementation of quality assurance policies across all academic programs
- Promote quality culture through **University Progress Reports (UPRs)**
- Monitor teaching, learning, and assessment practices
- Strengthen institutional performance through evaluation-based improvements

3. Scope of Work

The QEC will cover:

- All academic programs (undergraduate & postgraduate)
- Teaching, research, and academic support services
- Internal quality assurance processes including:
 - **University Progress Reports (UPRs)**
 - **Follow-up implementation reports**

4. Key Functions and Responsibilities

4.1 Quality Assurance Implementation

- Develop QA policies, manuals, and SOPs
- Coordinate with departments for SAR implementation

4.2 Program Evaluation & Review (SAR-Based)

- Facilitate formation of **Program Team & Assessment Team (PT & AT)** in departments
- Conduct **Progress Reports** for each program
- Ensure evaluation of:
 - Program Mission & Objectives
 - Curriculum structure
 - Faculty performance
 - Student learning
- Monitor implementation of **Action Plans** from UPR findings

4.3 Institutional Review

- Prepare institutional quality reports based on SAR outcomes
- Support external reviews and accreditation visits
- Maintain institutional performance records

4.4 Surveys & Feedback Management

- Design, administer, and analyze:
 - Student Course Evaluations
 - Teacher Evaluations
 - Alumni Surveys
 - Employer Feedback
- Ensure confidentiality and reliability of data

4.5 Data Collection, Analysis & Reporting

- Maintain centralized database of quality-related data
- Compile:
 - University Progress Reports
 - Program Evaluation Reports
 - Annual Institutional Reports

4.6 Quality Improvement (Action Plan Monitoring)

- Identify gaps based on SAR findings
- Develop **Action Plans for improvement**
- Monitor implementation status of recommendations
- Ensure follow-up through periodic reviews

4.7 Capacity Building & Training

- Conduct workshops on:
 - University Progress Reports (UPRs)
 - Teaching & assessment techniques
 - QA documentation practices
- Train faculty on UPRs preparation

4.8 Coordination & Liaison

- Coordinate with:
 - Academic Departments
 - Deans and HoDs
- Liaise with:
 - Higher Education Commission Pakistan
 - Accreditation bodies

5. Organizational Structure

The QEC shall consist of:

- **Director QEC** – Head of the Cell
- **Deputy Director / Manager QEC**
- **Quality Assurance Officers**
- **Data Analysts / Support Staff**

The QEC will work in coordination with:

- Deans, HoDs, and Program Coordinators

6. Reporting Mechanism

- QEC reports to Vice Chancellor
- Reports submitted to:
 - Academic Council
 - Board of Governors
- UPRs summaries shared with HEC