



## **Terms of Reference 2.0**

### **Quality Enhancement Cell (QEC)**

#### **Reference**

These revised Terms of Reference (ToR) were presented in the 14<sup>th</sup> Academic Council Meeting held on 14<sup>th</sup> August 2023 and subsequently ratified in the 15<sup>th</sup> Board of Governors Meeting held on 16<sup>th</sup> August 2023.

#### **1. Purpose**

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

#### **2. Objectives**

The QEC shall:

- Ensure implementation of quality assurance policies and procedures across all academic programs
- Facilitate compliance with HEC PSG-2023 standards
- Promote a culture of Continuous Quality Improvement (CQI)
- Monitor and evaluate teaching, learning, and assessment processes
- Strengthen institutional performance through data-driven decision-making
- Promote student engagement, satisfaction, and learning outcomes

#### **3. Scope of Work**

The QEC will cover:

- All academic programs (undergraduate and postgraduate)
- Institutional quality processes including teaching, research, and services
- Internal and external quality assurance reviews such as:
  - Program Review for Effectiveness and Enhancement (PREE)
  - Review of Institutional Performance and Enhancement (RIPE)
- Student support, engagement, and feedback mechanisms (including LSR & SCALE)

## **4. Key Functions and Responsibilities**

### **4.1 Quality Assurance Implementation**

- Develop and implement QA policies, manuals, and SOPs
- Ensure alignment with HEC quality frameworks (PSG-2023)
- Integrate student-centered learning practices in QA processes
- Coordinate with departments for quality compliance

### **4.2 Program Evaluation & Review**

- Conduct PREE (Internal & External) cycles
- Monitor program performance through:
  - Course files
  - CLO/PLO attainment
  - Assessment mechanisms
- Ensure alignment of programs with student learning needs and outcomes
- Facilitate external reviewers and accreditation processes

### **4.3 Institutional Review (RIPE)**

- Conduct internal RIPE self-assessment
- Coordinate external RIPE reviews
- Prepare institutional performance reports including student experience indicators

### **4.4 Surveys & Feedback Management**

- Design, administer, and analyze:
  - Student Course Evaluations
  - Teacher Evaluations
  - Graduating Student Surveys
  - Alumni Surveys
  - Employer Surveys
- Ensure:
  - Confidentiality and anonymity of student responses
  - Data integrity and transparency
- Utilize feedback for academic and institutional improvements

### **4.5 Data Collection, Analysis & Reporting**

- Maintain centralized quality data repository
- Analyze evaluation results including student satisfaction trends

- Generate:
  - Semester Reports
  - Program Reports
  - Institutional Reports
- Present findings to IQC, Academic Council, and BoG

#### **4.6 Continuous Quality Improvement (CQI)**

- Identify gaps and areas for improvement
- Track implementation of corrective actions
- Ensure loop closure mechanism
- Monitor departmental follow-ups
- Ensure CQI is driven by student feedback and learning outcomes

#### **4.7 Capacity Building & Training**

- Conduct workshops on:
  - Outcome-Based Education (OBE)
  - Assessment techniques
  - QA processes
- Train faculty on student-centered teaching methodologies and engagement strategies

#### **4.8 Student Engagement, LSR & SCALE**

- Facilitate and monitor:
  - LSR (Learner Support Review)
  - SCALE (Student-Centered Active Learning Environment)
- Promote:
  - Student participation in QA processes
  - Awareness of evaluation systems
- Ensure timely resolution of student concerns and grievances
- Monitor effectiveness of:
  - Academic advising
  - Counseling and support services

#### **4.9 Coordination & Liaison**

- Coordinate with:
  - Institutional Quality Circle (IQC)
  - Academic Departments
  - Administrative Units

- Liaise with:
  - Higher Education Commission of 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:

- Institutional Quality Circle (IQC)
- Deans, HoDs, and Program Coordinators

## **6. Reporting Mechanism**

- QEC reports to the Vice Chancellor / Rector
- Periodic reports submitted to:
  - Academic Council
  - Board of Governors (BoG)
- Regular updates shared with Higher Education Commission of Pakistan

## **7. Meetings**

- QEC shall conduct regular internal meetings
- Participate in IQC meetings
- Arrange review meetings with departments
- Conduct LSR and SCALE review meetings

## **8. Documentation & Record Keeping**

- Maintain records of:
  - Evaluation reports
  - Survey data
  - Review outcomes
  - Student feedback and action taken reports
- Ensure proper documentation for audits and accreditation

## **9. Compliance & Accountability**

- Ensure adherence to HEC QA guidelines
- Monitor departmental compliance
- Report non-compliance with recommendations
- Ensure accountability for student-related quality improvement

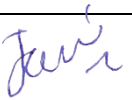


#### 10. Review of ToR

- The ToR shall be reviewed periodically to align with:
  - Updated HEC policies
  - Institutional needs
  - Student feedback and evolving learning requirements

#### 11. Authority

The QEC is authorized to:

- Request academic and administrative data
- Conduct audits and evaluations
- Recommend improvements to relevant authorities

	Initiated by	Reviewed by	Approved by
Signature			
Name	Javeria Sabir	Arshia Samin Naqvi	Prof. Dr. Hussain Mehdi
Designation	Assistant Manager, QEC	Director, QEC	Vice Chancellor