



SOHAIL
UNIVERSITY

Policies & Procedures

SOHAIL UNIVERSITY

SOP Title: Program Review for Effectiveness and Enhancement (PREE) Cycle	
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To be implemented by: Quality Enhancement Cell and other departments of Sohail University	
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	Designation	Date
Prepared by: Muhammad Raza <i>Muhammad Raza</i>	Data Analyst, QEC	<i>Muhammad Raza</i> 25/9/2026
Reviewed by: Syed Najeeb Haider Jafri Sign: <i>[Signature]</i> 25/9/2026	Director QEC	<i>[Signature]</i> 25/9/2026
Approved by: Prof. Dr. Saeed Quraishy Sign: <i>[Signature]</i>	Vice Chancellor	<i>[Signature]</i>

1. Purpose

To establish a standardized procedure for conducting Program Review for Effectiveness and Enhancement (PREE) in accordance with HEC Pakistan Quality Assurance Agency (QAA) – PSG-2023, ensuring continuous quality improvement (CQI) of academic programs.

2. Scope

This SOP applies to:

- All undergraduate and graduate programs of the university
- Academic departments
- Quality Enhancement Cell (QEC)
- Institutional Quality Circle (IQC)
- External reviewers nominated by HEC QAA

3. Frequency of PREE

According to HEC PSG-2023:

Type Frequency

Internal PREE Every year

External PREE Every 4–5 years

4. Responsibilities

Entity	Responsibilities
QEC	Issue PREE schedule, templates, coordination
Dean / HoD	Program level execution
Programme Review Committee (PRC)	Prepare Self-Assessment Report
Registrar	Provide academic data
Exams Department	Provide results and progression data
Admissions	Enrollment statistics

Finance	Budget and resource allocation
Library / IT	Learning resources
External Reviewers	Independent program evaluation
Academic Council	Approval of improvement actions

5. Procedure for Internal PREE Cycle

Step 1 – PREE Planning

QEC issues:

- Annual PREE calendar
- SAR templates aligned with PSG-2023 standards
- Evidence checklist

Step 2 – Formation of Programme Review Committee (PRC)

HoD constitutes PRC consisting of:

- Program Coordinator
- 2–3 faculty members
- External industry representative (optional)

Step 3 – Data and Evidence Collection

PRC collects evidence including:

- Program Learning Outcomes (PLOs)
- Course Learning Outcomes (CLOs)
- Assessment results
- Student feedback
- Faculty evaluations
- Graduate employability
- Facilities and resources

Sources:

- Registrar
- Exams department
- Admissions office
- Library / IT
- HR department

Step 4 – Preparation of Self-Assessment Report (SAR)

SAR includes evaluation against PSG-2023 standards, such as:

1. Program Mission and Objectives
2. Curriculum Design
3. Teaching and Learning
4. Student Assessment
5. Faculty Qualifications
6. Learning Resources
7. Governance and Administration
8. Continuous Quality Improvement

Step 5 – Internal Review Meeting

PRC conducts:

- Program review meeting
- Gap analysis
- Identification of improvement actions

Step 6 – Submission to QEC

Department submits:

- SAR
- Supporting evidence ;
- CQI plan

QEC performs:

- compliance review
- documentation verification

Step 7 – IQC Evaluation

Institutional Quality Circle (IQC):

- reviews program performance
- recommends improvements
- submits report to Academic Council

Step 8 – Implementation of CQI Plan

Departments implement improvement actions such as:

- curriculum revision
- faculty training
- lab upgrades
- teaching improvements

6. Procedure for External PREE Cycle (HEC QAA)

External PREE is conducted periodically by external experts or accreditation panels.

Step 1 – Submission to HEC QAA

University submits:

- Program Self-Assessment Report (SAR)
- Institutional Profile
- Evidence documentation

Step 2 – External Review Panel Formation

HEC QAA appoints:

- Subject experts

- Industry representatives
- Academic reviewers

Step 3 – External Evaluation Visit

Review panel conducts:

- program presentation
- meetings with faculty and students
- facility inspection
- document verification

Step 4 – External Review Report

Panel prepares:

- strengths of program
- weaknesses
- compliance with PSG-2023
- improvement recommendations

Step 5 – Submission to QAA and University

The external report is submitted to:

- HEC Quality Assurance Agency
- Vice Chancellor
- QEC

Step 6 – Institutional Action Plan

University prepares:

- improvement plan
- corrective actions
- implementation timeline

Step 7 – CQI Monitoring

QEC monitors:

- implementation progress
- compliance with recommendations

PREE Cycle under HEC PSG-2023 (Internal + External)

