



SOHAIL
UNIVERSITY

Policies & Procedures

SOHAIL UNIVERSITY

SOP Title: Review of Institutional Performance and Enhancement (RIPE) Cycle	
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	Designation	Date
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1. Purpose

To establish a standardized procedure for conducting the **Review of Institutional Performance and Enhancement (RIPE)** in accordance with **HEC Quality Assurance Agency (QAA) – PSG-2023**, ensuring institutional quality assurance, governance effectiveness, and continuous quality improvement (CQI).

2. Scope

This SOP applies to the entire university including:

- Academic departments
- Faculties / institutes
- Administrative departments
- Quality Enhancement Cell (QEC)
- Institutional Quality Circle (IQC)
- External reviewers appointed by **HEC QAA**

3. Frequency of RIPE

Review Type	Frequency
Internal RIPE	Annually
External RIPE	Every 4–5 years

4. Responsibilities

Entity	Responsibilities
QEC	Coordinate RIPE cycle, issue templates and schedule
Vice Chancellor	Institutional leadership and oversight
Registrar	Institutional records and governance documentation
Deans / Directors	Faculty-level coordination

Administrative Departments	Provide institutional data and reports
IQC	Institutional quality monitoring
HEC QAA	External evaluation and compliance verification
External Review Panel	Independent institutional assessment

5. Procedure for Internal RIPE Cycle

Step 1 – RIPE Planning

The **Quality Enhancement Cell (QEC)** prepares:

- RIPE calendar
- Institutional review templates
- Evidence checklist aligned with **PSG-2023 standards**

These documents are circulated to all faculties and departments.

Step 2 – Formation of Institutional Review Committee

The Vice Chancellor forms an **Institutional Review Committee (IRC)** consisting of:

- Director QEC
- Deans / Directors
- Registrar
- Finance representative
- Senior faculty members

Step 3 – Institutional Data Collection

Relevant departments provide institutional evidence such as:

- Strategic plans
- Academic program performance
- Student enrollment statistics
- Faculty qualifications
- Research output

- Financial resources
- Infrastructure and facilities
- Stakeholder feedback

Departments involved:

- Registrar Office
- Admissions Office
- Examination Department
- HR Department
- Finance Department
- Library
- IT Department

Step 4 – Institutional Self-Assessment Report (ISAR)

The Institutional Review Committee prepares an **Institutional Self-Assessment Report (ISAR)** evaluating institutional performance against **PSG-2023 standards**, including:

1. Institutional governance and leadership
2. Strategic planning and management
3. Academic programs and curriculum
4. Teaching and learning environment
5. Research and innovation
6. Student support services
7. Infrastructure and learning resources
8. Financial sustainability
9. Quality assurance mechanisms
10. Continuous quality improvement (CQI)

Step 5 – Internal Review and Gap Analysis

The Institutional Review Committee conducts meetings to:

- evaluate institutional performance
- identify strengths and weaknesses
- determine improvement actions

Step 6 – Submission to QEC

The Institutional Self-Assessment Report is submitted to **QEC**.

QEC performs:

- compliance verification
- documentation review
- evidence validation

Step 7 – IQC Evaluation

The **Institutional Quality Circle (IQC)** reviews the institutional performance report and provides recommendations to the **Academic Council**.

Step 8 – Implementation of CQI Plan

The university implements improvement actions such as:

- policy revisions
- governance improvements
- infrastructure development
- faculty development initiatives

QEC monitors the implementation of corrective actions.

6. Procedure for External RIPE Cycle (HEC QAA)

External RIPE is conducted periodically by **HEC Quality Assurance Agency (QAA)**.

Step 1 – Submission of Institutional Documents

The university submits to HEC QAA:

- Institutional Self-Assessment Report (ISAR)

- strategic plan
- quality assurance documentation
- institutional performance data

Step 2 – Formation of External Review Panel

HEC QAA appoints an **External Review Panel** consisting of:

- senior academic experts
- quality assurance specialists
- industry representatives

Step 3 – External Review Visit

The panel conducts an institutional visit including:

- meetings with university leadership
- discussions with faculty and students
- evaluation of institutional facilities
- verification of documents and evidence

Step 4 – External Review Report

The panel prepares an **External RIPE Report** containing:

- institutional strengths
- areas of improvement
- compliance level with PSG-2023
- recommended corrective actions

Step 5 – Submission of Report

The report is submitted to:

- HEC Quality Assurance Agency
- Vice Chancellor

- Quality Enhancement Cell

Step 6 – Institutional Improvement Plan

Based on the review findings, the university prepares an **Institutional Improvement Plan** including:

- corrective actions
- implementation timeline
- responsible departments

Step 7 – Monitoring and CQI

QEC monitors implementation and reports progress to:

- IQC
- Academic Council
- HEC QAA

RIPE Cycle under HEC PSG-2023 (Internal and External)

