

## **Roles / Responsibilities**

### **Director Local Quality Enhancement Cell (DLQEC)**

1. Establishment of Quality Enhancement Cells (QECs) in Higher Education Institutions (HEIs) is a mandatory requirement of HEC to ensure implementation / conformance of HEC policies. HEC has provided Guidelines for establishing QECs in HEIs and also defined their responsibilities. The same are attached as **Annex 'A'** for guidance of the institutions.

2. Quality Assurance Directorate (QA Dte) has been established in NUST in compliance with HEC instructions / guidelines to ensure implementation / conformance of HEC policies at university level. NUST Quality Assurance Policy approved in 47<sup>th</sup> ACM provides guidelines for implementation of QA policies in the university/constituent institutions. Quality Assurance Policy is attached as **Annex 'B'**. Local Quality Enhancement Cells (QECs) have been established in all NUST Institutions as extension of QA Dte. LQECs are responsible to implement the instructions / guidelines / policies issued by QA Dte for implementation of Quality Assurance Policies and Programs at the respective institutions. All NUST institutions are required to appoint / designate a Director as head of LQEC. Responsibilities / tasks of DLQEC are as under: -

a. **Self Assessment of Programs**

- (1) Assessment is a systematic process of gathering, reviewing and using important quantitative and qualitative data and information from multiple and diverse sources about educational programs, for the purpose of improving student learning, and evaluating whether academic and learning standards are being met. The process culminates when assessment results are used to improve student learning. HEC requires universities to conduct periodic self-assessment for its academic programs in order to improve them and ensure high academic standards. Self-assessment is an important tool for academic quality assurance and provides feedback for faculty and administration to initiate action plans for improvement.
- (2) To achieve above mentioned objectives, Self-Assessment Report (SAR) pertaining to each program is initiated in the light of HEC Self-Assessment Manual (copy attached at **Annex 'C'**).
- (3) Self-Assessment Procedure specifying responsibilities of DLQEC is attached as **Annex 'D'**.

b. **Continuous Quality Improvement (CQI) / Feedback Surveys**

Continuous Quality Improvement (CQI) is a continuous and ongoing effort to achieve measurable improvement in quality of education. It helps in improving efficiency, effectiveness, performance and accountability. Feedback surveys are an essential element of CQI. DLQEC is responsible to conduct and carry out analysis of following Feedback Surveys which are mandatory part of SAR:

- (1) Course Evaluation by Students / Student Course Feedback
- (2) Teacher's Evaluation by Students / Student Faculty Feedback
- (3) Survey of Graduating Students
- (4) Teachers' Evaluation of Course / Faculty Course Review Report
- (5) Faculty Survey
- (6) Alumni Survey
- (7) Employer Survey

c. **Awareness Seminar / Conferences / Workshop** DLQECs are also required to contribute / participate in Awareness seminars / conferences / workshops on QA held at National / International level as per the criteria laid down by HEC for Annual Assessment of QECs.

d. **Institutional Performance Evaluation.**

As per HEC Criteria of QEC Assessment, Institutional Performance Evaluation (IPE) is carried out once an year either by HEC or institution itself (Self IPE). In case of HEC evaluation, IPE Team is detailed by HEC. For Self IPE, team comprises 1 x external evaluator and 3 x internal members. The university is required to prepare "University Portfolio Report (UPR)" as per IPE Manual issued by HEC. (Manual of IPE attach as **Annex 'E'**). DLQEC is responsible for the following:

- (1) Acts as focal person during the conduct of the visit.
- (2) Ensure preparation of all documents regarding IPE visit.
- (3) Coordinate with QA Dte for conduct of IPE visit of the institution.

e. **MS/PhD Program Review Visit**

As per HEC Criteria of QEC Rating, PhD/MS Program Review is conducted once an year. As per format provided by HEC, folders pertaining to faculty and students are prepared/maintained by institutions. DLQEC is responsible for the following:

- (1) Acts as focal person during the conduct of the visit.
- (2) Ensure preparation of all documents, students and faculty folders for Program Review Visit.
- (3) Coordinate with QA Dte for conduct of MS/PhD Program Review visit of the institution.

f. **Re-Accreditation of Under Graduate (UG) Programs**

All UG programs are accredited from their respective accreditation councils. Reaccreditation of programs is conducted after the completion of accreditation period which differs from program to program. DLQEC ensures:

- (1) Timely submission of SARs with complete documents to QA Dte.
- (2) Coordinate with QA Dte for conducting Accreditation/Re-accreditation visit of respective accreditation bodies.

g. **NOCs of New Postgraduate (PG) Programs**

As per HEC directive, all new PG programs launched by any HEI require NOC from HEC. HEC issues NOCs after scrutiny of requisite documents. DLQEC ensures timely submission of requisite documents of new MS/PhD program after approval from ACM.

h. **Internal Academic Quality Audit**

Internal Academic Quality Audit is a regular activity undertaken every year to improve the quality standard of education and to prepare all NUST institutions for external audit/Accreditation by PEC/HEC. DLQEC is responsible for the following:

- (1) Prepare all types of the documents for conduct of Internal Quality Academic Audit as mentioned in QA Policy Annex 'B').
- (2) Coordinate with QA Dte during the audit visit.
- (3) Provide data regarding Institutions, Students, Faculty and Programs as and when required by QA Dte for submission to HEC, PEC, NCEAC, NBEAC, PCATP, PBC etc.