



## Terms of References (TORs) for IPE Review Panel Members/Head

The Objective of the IPE review process is to evaluate HEIs' against the given standards as given in the IPE Manual provided by the Higher Education Commission. Accordingly, in order to achieve this objective, the Review Panel Head/ Member (RPH/RPM) will be responsible for the following:

1. The designated head will be the Chair/Head of the Review Panel (RP).
2. The Chair/head will lead all the activities during the Review Visit, including:
  - a. Meeting with the Head of the Institution.
  - b. Meeting with the Administrative Heads of all Teaching & Non-Teaching Departments
  - c. Meeting with the representatives of students/students
  - d. Separate meetings with any official as per requirement
  - e. Physical Visit of each department to assess the adequate facilities
  - f. Physical verification of documentations of policies, their relevant approval and compliance with HEC guidelines.
  - g. Exist meeting with the Head of Institution
3. All the members/head will participate in all the activities during the Review Visit
4. The head of the Review Panel will ensure the visits as per the given process on the specified schedule as communicated by QAA and timely completion of Review Process.
5. All members /head will conduct the review process professionally beyond personal and professional prejudices. Should there arise any sort of conflict of interests, the head of the review panel will ensure to make decisions on merit.
6. Every Panel member prepare initial report of against the respective standards evaluated by him/her. And will facilitate the Review Panel Head (RPH) of the Panel in compiling and consolidating the Draft Review Report of that visit on the given format.
7. The Head of the Review panel should compile and consolidate the Review Reports with the consensus of all Review Panel members of that visit. The Electronic + Hard copy of the Finalized IPE report duly signed, must be handed over to the Review Coordinator/HEC Representative on the last day of visit before exit meeting.
8. None of Review Panel Head/Reviewers and/or their immediate family should have any association with the university under review. If there is any such potential conflict of interest, the reviewer must disclose the same well before the visit and refrain participation in that Review.
9. Accepting participation as Review Panel Head or Member, you have accepted the TORs and related HEC Policy, rules and regulations.