



HIGHER EDUCATION COMMISSION
QUALITY ASSURANCE AGENCY

Targets for QECs for Assessment year 2024-25

A. Transition towards adoption and effective implementation of PSG-2023

- Formation of Institutional Quality Circle (IQC), as per PSG-2023 and share the Notification with QAA (**Mandatory**)
- Developed and functional Quality related webpage at University's official website, with quick link as www.universityxyz.edu.pk/quality. The webpage must contain:
 - University's Quality Policy
 - Institutional Quality Circle (IQC)
 - Annual Activity Calendar
 - Updated contact information of QEC Personnels & Focal Persons
 - Outcomes of Internal & External QA Reviews and Compliance, including PIPE, GPR, Accreditation and PSARs/PREE for IQA etc.
- QEC ensure the readiness of DAI for effective implementation of PSG-2023 from 1st July 2025

B. Submission of Activity Calendar 2024-25

- Each QEC needs to prepare an activity calendar for 2024-25 against the assigned targets in which activities related to all parameters need to be distributed throughout the year.
- The activity calendar needs to be submitted to QAA-HEC by 30th November 2024 after getting it approved from Head of DAI i.e. VC/Rector/President or Equivalent.
- Non-submission of activity calendar would be reflected in the assessment letter.
- It's entirely up to the QEC to map the activities in the activity calendar as per their convenience, however if there would be any major deviation from activity calendar then proper justification would be required to be submitted to QAA along with YPR.
- QEC shall assign targets to each department/Institute/Constituent unit regarding QA activities. Each department needs to prepare departmental level activity calendar (QEC will give orientation where required) in which Program wise details related to SARs (PREE for IQA)/Accreditation/Program Review need to be reflected.
- QEC at the end of FY shall ratify the performance of Department level QA activities.

C. Annual Assessment Targets

S. No.	Parameter	Targets for YPR 2024-25 (1 st JULY 2024 to 30 th JUNE 2025)
1	Progress against Review of Institutional Performance and Enhancement (RIPE)	<p>The RIPE targets extended till June 30, 2025; marks will be normalized for YPR 2023-24 Assessment.</p> <p><u>1.1 RIPE by HEC (Total 16 marks)</u> The HEC will conduct RIPE on selected DAIs. (see attached list).</p> <p>The selected DAIs will conduct RIPE on mutually agreed dates. In case of failure to conduct RIPE, the DAI will receive ZERO marks. However, if the QAA/HEC cannot conduct RIPE in FY 2024-25 after mutual consent, the marks will be normalized</p> <p>DAI Role</p>



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		<ul style="list-style-type: none"> • Preparation and Submission of Institutional Performance Enhancement Report (IPER) as per QAA guidelines. (06 marks) • Facilitation in smooth conduct of Review, including; close coordination with QAA team, Pre visit, on-visit and Post visit support etc. (06 marks) <p>Targets of CQI (Continuous Quality Improvement) University must prepare Implementation Plan as per QAA guidelines against RIPE. (04 marks)</p> <p><u>1.2 Self RIPE by DAIs (Total 16 marks)</u></p> <p>For those DAIs who are not selected by HEC, need to conduct RIPE process by their own, for which QAA will provide training and mechanism, if required.</p> <ul style="list-style-type: none"> • Preparation and Submission of Institutional Performance Enhancement Report (IPER) as per QAA guidelines (Webinars will be conducted by QAA). (06 marks) • Conduct Self-RIPE as per the guidelines provided by QAA <ul style="list-style-type: none"> • If all evaluators are internal member (03 marks) • If at least one evaluator is external member (04 marks) <p>Targets of CQI (Continuous Quality Improvement) 06 marks</p> <ul style="list-style-type: none"> • University must prepare Implementation Plan as per QAA guidelines against Self RIPE (02 marks) • If HEC has conducted the IPE in 2022-23 or in the case where DAIs had conducted Self IPE, then the university need to evaluate the implementation status of that report in the Self RIPE of FY 2024-25 and submit its implementation status to HEC as part of the YPR. (04 marks)
2	Progress against Program Self-Assessment / Program Review for Effectiveness and Enhancement (PREE for IQA)	<p>Each DAI is required to conduct at least one Self-Assessment Report (SAR) based on the PREE standards for one program from each faculty. Additionally, a corrective actions report must be prepared for all SARs completed by the end of the 2023-24 academic year:-</p> <p>Self-Assessment process for programs: (16 marks)</p> <ul style="list-style-type: none"> • Total Number of Program Teams formed: (01 mark) • Total Number of Assessment Teams Formed: (01 mark) • Total Number of Programs in which Executive Summary prepared:(02 marks) • Total Number of Programs in which Implementation Plan prepared:(04 marks) • Total Number of Programs in which Corrective Actions have been taken: (04 marks) • Online feedback surveys conducted for each program (04 marks)



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		<p>Targets of CQI (Continuous Quality Improvement)</p> <p>i. Corrective actions</p> <ul style="list-style-type: none"> • Status of corrective actions taken on all SARs completed till 2023-24. If there are some corrective actions pending in any program, please give the reasons for not implementing the corrective actions <p>ii. Actions taken on the online feedback survey reports of 2023-24</p> <ul style="list-style-type: none"> • All surveys must be conducted online through an effective digital platform. • All the survey results must be analyzed through effective analytical tools. • Response rate for each survey (PROGRAM WISE) for 2024-25 <ul style="list-style-type: none"> ○ Course Evaluation by Student ○ Teachers' Evaluation by Student ○ Graduating Student Survey ○ Alumni Survey ○ Employer Survey ○ Course Evaluation by Teacher • Measures taken to enhance the response rate • Consolidated analysis report of Students satisfaction survey of 2023-24 and measures taken to address the findings of: <ul style="list-style-type: none"> ○ Course Evaluation ○ Teacher's Evaluations • Consolidated analysis report of graduating and alumni survey of 2023-24 and measures taken to address the findings of these surveys • Consolidated analysis report of employer's survey of 2023-24 and measures taken to address the findings of these surveys for each program • Consolidated analysis report of Teacher's evaluation of course of 2023-24 and measures taken to address the findings of these surveys
3	Accreditation	<p>All programs offered by the university either at Main Campus, Sub Campus or any affiliated college that fall under purview of any Accreditation Council need to be accredited/reaccredited from the respective council. (14 marks)</p> <p><i>Note1: The Accreditation must be valid on 30th June, 2025 for all programs</i></p> <p><i>Note2: the total marks will be equally divided amongst the respective councils under which the programs of concerned DAI fall.</i></p> <p><i>Note 3: If no program of the DAI is fall under purview of any Accreditation Council, these marks will be normalized.</i></p>
4	Graduate Program Review (GPR)/ Ph. D. and MS/M. Phil & Equivalent Program Review	<p>Program Review by HEC (11 marks)</p> <ul style="list-style-type: none"> • HEC will conduct Program Review of selected DAIs.(<i>See the attached list</i>). Any DAI who has been selected for Program Review and its Review not conducted due to delays on the part of DAI, then it would get ZERO <p>However, if any DAI cannot be evaluated by HEC till 30th June, 2025, due to any reason then all the marks of Review will be normalized.</p>



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		<ul style="list-style-type: none"> • Implementation plan against HEC Review Report (03 Marks) <p>Self-Review If the HEC does not select DAI, then all concerned DAIs must carry out a Self-Review in the 2024-25 period. (11marks)</p> <ul style="list-style-type: none"> • Updating of data related to all MS/M.Phil./Equivalent and Ph.D. programs as per the given templates • Conduct PhD Program Review and MS/M. Phil & Equivalent Program Self Review in the same assessment year i.e. from 1st July, 2024 to 30th April, 2025. • If HEC has conducted the Program Review in 2023-24, then the university needs to evaluate the implementation status of that report in the Self Review and submit compliance report to HEC (along with YPR) • Self-Graduate Program Review (SGPR) report must contain the details of all MS/MPhil/PhD gone through self-review. <p>Targets of CQI (Continuous Quality Improvement) 03 marks</p> <ul style="list-style-type: none"> • Submission of implementation plan against GPR report (in both cases Self GPR & HEC Review) • If HEC conducted the review in 2023-24, the corrective measures taken against the report of HEC and whether HEC is satisfied with compliance report or not. • If Self Review, status of corrective measures taken against the self-review report of 2023-24. <p>For those DAIs that have sub-campuses that are offering MS/M. Phil./Equivalent and/or Ph.D. programs need to perform the self-Review at each sub campus separately and share separate reports and corrective measures taken against review. Marks will be divided equally to Main campus and to all applicable campuses.</p>
	Launching of New PhD Programs and MS/M. Phil & Equivalent Programs after October, 2013	<ul style="list-style-type: none"> • NOC must be obtained for all those programs that have been started/launched after October 2013. (04 marks) • No program should be started without obtaining NOC. • The NOC must also be obtained for programs offered in any sub-campus. • As per HEC instructions no Affiliated College can offer any MS/M.Phil. & Ph.D. Program.
5	Functioning of QEC Secretariat	<p>5.1</p> <ul style="list-style-type: none"> • Total Number of Sanctioned Positions of QEC Secretariat Staff (at least 05 positions i.e. 01 Head of QEC, 03 Officers of QECs (including 01 Data Analyst) and 01 Support Staff: <ul style="list-style-type: none"> ○ Total Number of filled Positions: <ul style="list-style-type: none"> ▪ Total Number of Permanent Staff: (01 mark for Head of QEC, 03 marks for officers; 01 mark for support staff)



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		<ul style="list-style-type: none"> ▪ Total Number of Additional Charged staff: in case of additional charge, 0.25 marks will be awarded against 01 mark of respective post <p>5.2</p> <ul style="list-style-type: none"> • Budget Allocation for QEC Secretariat <ul style="list-style-type: none"> ○ Involvement of QEC secretariat in Budget preparation (1 mark) ○ Budget released for QEC (mention amount) ○ Budget consumed by QEC (mention amount) (2 marks) {(total budget consumed/total budget released)*2} <p>5.3</p> <ul style="list-style-type: none"> • Infrastructure and Facilities <ul style="list-style-type: none"> ○ Establishment of QEC Secretariat (0.5 marks) ○ Availability of Adequate Facilities (0.5 marks) <p>5.4</p> <ul style="list-style-type: none"> • Memberships of International QA bodies obtained by QEC (02 marks) (Note: Marks will be only awarded to International Bodies related to Academic QA) <p>5.5</p> <ul style="list-style-type: none"> • Membership of QEC in all statutory bodies <ul style="list-style-type: none"> ○ Senate/Syndicate/BoG or Equivalent Body: (01 mark) ○ Academic Council or Equivalent Body: (0.5 marks) ○ Board of Advance Studies & Research (BASR) or Equivalent Body: (0.5 marks) ○ Board of Faculty (BOF) or Equivalent Body: (0.5 marks) ○ Board of Studies (BOS) or Equivalent Body: (0.5 marks) ○ Finance & Planning Committee or Equivalent Body: (0.5 marks) ○ Selection Board: (0.5 marks) <p>5.6</p> <ul style="list-style-type: none"> • Awareness seminars/conferences/workshops on QA (within DAI) (01 marks) • Seminar/Conference on Quality Assurance (involving resource person/s from outside the DAI) (01 mark) <p>5.7</p> <ul style="list-style-type: none"> • Contributions and Participations in Academic QA activities: <ul style="list-style-type: none"> ○ Contributions of QEC at National Level (01 mark) ○ Contributions of QEC at International Level (02 marks) ○ Participation of QEC at National Level (0.5 marks) ○ Participation of QEC at International Level (0.5 marks) <p>5.8</p> <ul style="list-style-type: none"> • Establishment of QEC Setup in Sub-Campuses (05 marks) (Note: If a DAI has no sub-campus, these marks will be normalized) <p>5.9</p>
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		<ul style="list-style-type: none">5.9.0 Establishment of QEC Setup in affiliated colleges (05 marks) <i>(Note: If a DAI has no affiliated college, these marks will be normalized)</i>
6	Implementation of HEC(QA) Policies and criteria's	<ul style="list-style-type: none">Plagiarism Policy (03 mark)Faculty Appointment Criteria (01 mark)Graduate Education Policy (01 mark)

Kindly Note that:

- i. The results of these targets will be reflected in the QEC performance letter sent to the Heads of DAIs. Failure to submit the YPR for Assessment Period 2024-25 will be reported to all relevant forums'
- ii. The adoption and implementation of QA and all other HEC policies are mandatory. A certificate, duly countersigned by the head of the respective DAI, must be submitted along with the response to the document
- iii. Frequency of statutory body meetings in 2024-25 (provide a list of meetings held by each statutory body).
- iv. Number of curricula **reviewed** in 2024-25 (provide evidence demonstrating that the results of the Student Course Evaluation Survey and Teacher Course Evaluation Survey were considered during the review).
- v. Number of curricula **revised** in 2024-25 (provide evidence demonstrating that the results of the Student Course Evaluation Survey and Teacher Course Evaluation Survey were considered during the revision).
- vi. QEC's involvement in any international rankings in 2024-25 and the outcomes of those rankings (where applicable)