



# HIGHER EDUCATION COMMISSION

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*Dr. S. Mahmood Raza*  
Adviser (QA & LI)

No.1-1/WCat./QEC/HEC/354  
Dated: February 24, 2011

**Subject: Quantitative Assessment of the Quality Enhancement Cell**

Dear Dr. Anees Ahmad *سید اونس احمد*,

A scorecard to enable quantitative assessment of the QECs at "WCategory" Private-sector universities has been developed in consultation with the Director QECs at the 1<sup>st</sup> quarterly meeting held on 4<sup>th</sup> October, 2010. Accordingly the 15 QECs have submitted their performance for first three quarters i.e. April 2010 to December 2010.

I am glad to inform you that the QEC established at your university has scored 80.5 out of a total of 100 on the basis of the desk monitoring through quarterly progress reports and SARs submitted by the QEC. This scoring brings your QEC among the top performers (80-100 score points). The detailed score card of your QEC is attached herewith for your review.

The Quality Assurance Agency, HEC has observed that following shortcomings can easily be improved to bring your QEC among the top performers:

1. Filling of the vacant posts i.e. Deputy Director and Data Analyst.
2. At least two Seminars/workshops per quarter.
3. Completion of Survey Proforma's for the model departments
4. Completion of Self-Assessment Report of each of the model departments
5. Improvement in Design and Content of QEC link on the website.
6. Acquiring the membership of any of the international bodies for QA like International Network for Quality Assurance Agencies in Higher Education (INQAAHE), The Asia-Pacific Quality Network (APQN), The Arab Network for Quality Assurance in Higher Education ANQAHE, Australian Universities Quality Agency (AUQA) etc.

HEC had decided that the universities developments grant/funding will now be dependent with compliance to quality standards. Therefore, it is hoped that through your personal interest the performance of the QEC can substantially be improved.

With kind regards,

Your sincerely

*S. Mahmood Raza*  
(Dr. S. Mahmood Raza)

Professor Dr. Anees Ahmad,  
Vice-Chancellor,  
Riphah International University,  
Islamabad.

CC:

1. MD, QAA
2. ES to Executive Director

**Score Card for Quality Enhancement Cell**  
**Riphah International University, Islamabad**  
**REPORTING PERIOD: April 2010 to December 2010**

<b>A. QEC SECRETARIAT ESTABLISHMENT (32 Score Points)</b>		
<b>Establishment date /notification (HEC directive In April, 2010)</b>	April-June 2010: 6	6
	July - Sep 2010: 4	
	Oct - Dec 2010: 2	
	None : 0	
<b>QEC office</b>	Permanent: 6	6
	Temporary: 2	
	None: 0	
<b>Director QEC</b>	Regular/Contractual: 5	5
	Additional Charge: 2	
	None: 0	
<b>Deputy Director QEC</b>	Regular/Contractual: 5	0
	Additional Charge: 2	
	None: 0	
<b>Data Analyst QEC / Asst. Director</b>	Regular/Contractual: 5	0
	Additional Charge: 2	
	None: 0	
<b>Procurement of Equipment</b>	Procured: 5	5
	Partly Procured: 2	
	Not procured: 0	
<b>SubTotal 32</b>		<b>22</b>
<b>B. IMPLEMENTATION STATUS OF QA MECHANISM (48 Score Points)</b>		
<b>Awareness seminars /conference workshops at university on SA/QA)</b>	<b>Target:</b> 2 per Quarter.	5 ✓
	<b>Max:</b> 6	
	1 for each	
<b>No. of Quarterly Progress Reports</b>	<b>Target:</b> 1 QPR per quarter	3 ✓
	<b>Max</b> 3 marks	
	1 for each QPR	
<b>Selection of Model Departments</b>	<b>Target:</b> 3 Model dep. to be selected.	3 ✓
	<b>Max:</b> 3	
	1 per department	
<b>Program Teams formation</b>	<b>Target:</b> 1 PT for each dept	3 ✓
	<b>Max:</b> 3	
	1 per PT	
<b>Number of Surveys/proformas completed in model departments</b>	<b>Target:</b> 10 performa each dept. Each Performa carries .5 weightage	12
	30 Performa in 3 dept: 15	
	20 Performa in 2 dept: 10	
	10 Performa in 1 dept: 5	

80-50  
5.00  
30

<b>No of SARs Completed</b>	<b>Target: 3 Complete SAR (93 Standards, 24 criteria) Each standard carries 0.161weightage</b>	14.5
	3SAR(93 Standards,24 criteria) 15	
	2SAR(62 Standards,16 criteria) 10	
	1SAR (31 Standards, 8 criteria) 05	
<b>ATs Formation</b>	<b>Target:1 AT for each dept</b>	3
	Max: 3	
	1 per AT	
<b>Sub Total 48</b>		<b>43.5</b>
<b>C. EMPOWERING THE QEC (20 Score Points)</b>		
<b>Nonvoting Membership of Statutory bodies</b>	Availed all : 5	5
	Partly availed: 2	
	Not availed: 0	
<b>HEC event attended( workshops, QEC meetings)</b>	<b>Target: Total 3 Events</b>	6
	All 3 Events: 6	
	2 Events: 4	
	1 Event: 2	
	None: 0	
<b>QEC Website / webpage</b>	<b>Target: Functional with current content &amp; elegant design</b>	4
	Functional:5(Design2&Content3)	
	Non Functional: 0	
<b>Membership of international bodies</b>	Availed: 4	0
	Not availed: 0	
<b>Subtotal 20</b>		<b>15</b>

## RATING SUMMARY

Rating	Scores	No. of Universities
W	80- 100	4
	60-79	3
Y	40-59	8
Z	UPTO 40	0

### Note:

This scorecard is published on the basis of the desk monitoring through quarterly progress reports and SARs submitted by all QECs. However, the physical monitoring will be performed soon.