

Khawaja Fareed University of Engineering & Information Technology

Abu Dhabi Road, Rahim Yar Khan



NOTIFICATION

No: KFUEIT/Estab/ 736

Dated: 07 March 2016

Subject: Establishment of the Quality Enhancement Cell (QEC)

1. With immediate effect **Quality Enhancement Cell (QEC)** is established at KFUEIT. The mission of QEC shall be to implement mechanisms and procedures to measure quality related parameters in all academic activities at KFUEIT and provide timely reports of the same to relevant stakeholders. QEC shall follow Quality Assurance guidelines provided by the Higher Education Commission (HEC) and various other accreditation/standardization bodies and undertake initiatives to implement these at KFUEIT.
2. QEC shall be headed by the **Director QEC** who shall report directly to the Vice Chancellor. Director QEC shall work in coordination with Deans of faculties and Heads of Departments (HoDs) of teaching departments at KFUEIT.
3. In order to accomplish its assigned mission the Quality Enhancement Cell will:
 - (a) conduct regular training programs to enhance awareness of quality among faculty members.
 - (b) take steps to implement **Outcome Based Education (OBE)** in all degree programs at KFUEIT.
 - (c) conduct **Mid-semester** and **End-semester Student Feedback Survey** for each course being conducted at KFUEIT and provide summary reports for the same to faculty member concerned through his/her Dean and HoD. A copy of the report shall be provided to the Vice Chancellor.
 - (d) conduct **Campus Facilities & Environment Feedback** survey once every semester and submit the report to Vice Chancellor.
 - (e) conduct **Faculty Member Course Feedback Survey** for each course conducted at KFUEIT and submit the report to the HoD concerned through the relevant Dean.
 - (f) conduct a **Faculty Satisfaction Feedback Survey** once every semester and submit the report to the Vice Chancellor and relevant Dean and HoD.
 - (g) conduct **Self-Assessment Review (SAR)** for each degree program at KFUEIT once every two years using the methodology prescribed by HEC and prepare relevant reports for the consideration of Vice Chancellor, Dean of the faculty concerned and the relevant HoD.
 - (h) conduct an **Alumni Feedback Survey** from graduates of all programs at KFUEIT at the time of degree completion and submit the report to Vice Chancellor.
 - (i) conduct an **Alumni Feedback Survey** from graduates of all programs at KFUEIT three years after graduation and submit the report to Vice Chancellor.
 - (j) provide KFUEIT quality related data to HEC as requested from time to time, in coordination with Registrar Office and Vice Chancellor.
 - (k) prepare a **Monthly Report** in written format on QEC activities and submit the same to the Vice Chancellor for his consideration.
4. Director QEC shall be a non-voting member of all Departmental Boards of Studies, Academic Council and BASR.

Athar Mahboob
Engr. Prof. Dr. Athar Mahboob, TI
Vice Chancellor

Copy to:

- All Teaching and Non-teaching Departments
- Director QEC