

Quality Policy



**Muhammad Nawaz Shareef University of
Agriculture**

Old Suhjabad Road Multan

Establishment of Quality Enhancement Cell (QEC)

Under the guidelines of the Higher Education Commission (HEC), the Quality Enhancement Cell (QEC) was established in the University in May 2016 for assuring quality standards in the University through coordination between the HEC and the University departments/offices. The main focus of QEC is the implementation of quality assurance policies of HEC and monitoring the degree programs being offered by the University, to promote outcome based learning. This helps in developing a mindset among the faculty and students for the promotion of academic excellence.

Vision of QEC

QEC aims to strengthen the higher education at MNS-University of Agriculture Multan by setting up an exemplary Quality Assurance mechanism that shall be congruent with the national and international practices.

Mission of QEC

QEC is committed to assure and enhance the quality of higher education at Muhammad Nawaz Sharif University of Agriculture, Multan with respect to good teaching strategies, sound infrastructure, and outcome based education, positive students' perception, valid programs assessment tools and a learning environment conducive to research activities.

Objectives of Quality Policy

1. Implementation of Quality Framework prescribed by the Higher Education Commission (HEC) at the University.
2. Establishment of an effective system of quality assurance and enhancement in at the University inline with the guidelines of the Quality Assurance Agency of the Higher Education Commission (HEC) of Pakistan.
3. Assure that the academic programs offered at the University meet the requirements and standards of the respective accreditation councils and the Higher Education Commission (HEC).
4. Time-to-time internal self-assessment of the academic programs offered with the purpose of quality assurance and enhancement.
5. Preparation for the external assessment of academic programs by the accreditation councils and Higher Education Commission (HEC).
6. Implementation of Anti-Plagiarism Policy of the Higher Education Commission (HEC) to save guard against plagiarism and eradicate plagiarism the scientific and scholarly work at the University.
7. Awareness and capacity of the faculty and students regarding the quality related policies and procedures framed by the University and the Higher Education Commission (HEC).
8. Coordination with various offices of the University and suggesting measures for assuring quality in University matters.

Implementation of Quality Assurance and Enhancement

Awareness in the University Community

Awareness will be created among the faculty members, students, and non-academic offices regarding the policies and activities related to quality assurance through the seminars, trainings/workshops, and meetings so that the whole campus community is on-board and can participate actively and effectively in assuring the quality at the University.

Self-Assessment

Each academic programs offered by the university shall undergo the process of self-assessment every year to evaluate if these programs are following the standards prescribed by HEC and the respective accreditation councils for assuring and improving the quality. The procedure for the self-assessment will be as follows:

- a) **Formation of Program Teams (PTs) and Assessment Teams (ATs):** The Quality Enhancement Cell (QEC), in consultation with the respective Department/Institute, will formulate the Program Teams and Assessment Teams separately for each program offered which will be notified by the Office of the Registrar after approval from the Vice Chancellor. The members of Program Teams will be 2-3 depending on the number of enrolled students in the academic program. The Assessment Team will comprised of three members, two senior faculty members from other departments, and one member from outside the University (University, research organization, or industry).
- b) **Preparation of Self-Assessment Reports (SARs):** The process of self-assessment will start from the preparation of Self-Assessment Reports (SARs). The notified Program Teams, under the supervision of respective Chairperson/Director, will prepare the SARs following the guidelines from HEC Manual. The Program Teams will coordinate with faculty members and various offices of the University for collecting data/information for preparing SARs. These SARs will be submitted to the QEC through the respective Dean.
- c) **Assessment Team Visit:**
 - The QEC will be responsible for scheduling the visit of Assessment Team after coordinating between the AT members and respective Chairperson/ Director of the department/ institute offering the academic program to be assessed.
 - The Chairperson/Director and the Program Team will be responsible for presenting all the required/ demanded documentary evidence to the AT, visit of infrastructure, and meetings with faculty and students.
 - The Assessment Teams will submit a report, indicating their findings and recommendation for improving the respective program, to the QEC. This report will be shared with the respective department/ institute.
- d) **Preparation of Implementation Plan:** The Program Teams under the guidance of the Chairperson/Director will prepare implementation plan, on a given format, in response to the assessment report submitted by the Assessment Team. This implementation plan will be submitted to the QEC.

- e) **Approval of Executive Summary:** The QEC will prepare an Executive Summary of the assessment reports and implementation plans for approval from the Vice Chancellor.

Assessment by Accreditation Councils:

The QEC will coordinate between the accreditation councils and the departments/institutes for the accreditation visits.

- a) **Preparation of Self-Assessment Reports (SARs):** The notified Program Teams, under the supervision of respective Chairperson/Director, will prepare the SARs following the guidelines from HEC Manual. The Program Teams will coordinate with faculty members and various offices of the University for collecting data/ information for preparing SARs. These SARs will be submitted to the QEC through the respective Dean that will be submitted to the respective councils along with other demanded documents.
- b) **Accreditation Team Visit:**
- The QEC will coordinate between the council and respective Chairperson/ Director of the department/ institute for finalizing the date of visit.
 - The Chairperson/Director and the Program Team will be responsible for presenting all the required/ demanded documentary evidence to the accreditation team, visit of infrastructure, and meetings with faculty and students.
 - The accreditation councils will share the visit report with the University indicating their findings and recommendation for improving the respective program. This report will be shared with the respective department/ institute.
- c) **Preparation of Implementation Plan:** The Program Teams under the guidance of the Chairperson/Director will prepare implementation plan, on a given format, in response to the assessment report submitted. This implementation plan will be submitted to the QEC.
- d) **Approval of Executive Summary:** The QEC will prepare an Executive Summary of the assessment reports and implementation plans for approval from the Vice Chancellor.

Review of Graduate Programs

All the graduate programs (PhD, MS, MSc(Hons)) will be reviewed internally every year, except the year when HEC team will review these programs, through the following procedure:

1. The departments/ institutes will provide the information on the proforma, prescribed by HEC, along with documentary evidence.
2. An internal team, comprising of 4-5 members including senior faculty members of the University and 1-2 members from outside the University, will be notified by the office of the Registrar after approval from the Vice Chancellor. In case of external review by HEC, the team will be notified by the HEC.
3. This notified team will review the graduate programs going through the information provided on various proformas and documentary evidences, visiting the infrastructure, and meetings with the faculty and students.

4. In addition to the chairpersons/directors of academic departments/institutes, the Director Graduate Studies, Controller Examinations, and Registrar will remain available with any required/demanded records.
5. After completing review, the team will submit a report that will be shared with the respective chairperson/director for preparation of the implementation plan.
6. The implementation plan will be submitted to the Vice Chancellor for approval.

Review of Institutional Performance

For the assessment of all activities (academic and non-academic), performance of the university will be reviewed internally each year except the year when external review will be conducted by the HEC Team. The procedure will be as follows:

1. Institutional Quality Circle (IQC), including all the academic and non-academic offices, will be notified after the approval of the Vice Chancellor.
2. Institutional Performance Report (IPR) will be compiled by the QEC on a prescribed format of HEC. The different standards/sections of IPR will be prepared by the relevant offices. The documentary evidences will also be collected supporting the IPR.
3. For internal review, a team of 4-5 members including 1-2 persons from outside the university will be notified by the office of the Registrar after approval from Vice Chancellor.
4. The notified team will assess performance of the university through reviewing the information provided on various proformas and documentary evidence, visiting the infrastructure, and meetings with the faculty, admin staff, and students.
5. After completing review, the team will submit a report to QEC (for internal review) OR HEC (for external review). HEC will share this report with the University.
6. The report will be presented in the meeting of IQC for information and preparation of the implementation plan in response to the findings and recommendations.
7. The implementation plan will be submitted to the Vice Chancellor for approval.

Continuous Quality Improvement (CQI)

The QEC will ensure the follow-up according to the implementation plans prepared after internal/ external assessments/reviews (SARs, GPR, RIPE etc). Actions taken reports will be prepared by the departments (SARs and GPR) and QEC (RIPE) supported with the documentary evidence. New policies/ action plans will be prepared following the recommendations of the assessment and reviews conducted for quality enhancement.

For the purpose of continuous quality improvement feedback will be invited from the students, faculty, alumni, and the employers and will be considered for improving the standards of the activities and formulating the new policies.

Review and Revision of Scheme of Studies

The schemes of studies of all academic programs will be reviewed and revised (after every three years) to make them at par with the international standards following the guidelines of HEC (Undergraduate Policy and Graduate Policy) and national curriculum revision committee (NCRC).

Plagiarism

- The university has adopted the HEC Anti-Plagiarism Policy and intends to develop a plagiarism-free culture. For this purpose seminars and trainings will be organized for the students and faculty members.
- The University has an administrative account of Turnitin and user accounts will be provided to all the faculty members with proper training to use Turnitin for determining plagiarism.
- All the synopses and theses of the graduate level students will be submitted to QEC for plagiarism checking through Turnitin before final submission to the office of DGS/ Controller Examinations. Similarity index will be evaluated in these documents and notified by the QEC and notification will be shared with the office of DGS and respective supervisors.
- The University has notified a Plagiarism Standing Committee, and the complaints of plagiarism will be processed following the procedures given in the HEC Anti-Plagiarism policy.