



PIMSAT

INSTITUTE OF HIGHER EDUCATION

Policies & Procedures Manual Preston Institute of Management Science and Technology

Title of Policy:	Quality Assurance Policy
Revision Date (if any):	NIL
Policy Area: Quality Assurance	Policy Number: PIMSAT/P/GEN/005
Approved by Competent Authority	
Total Pages: 04	

Policy Statement

PIMSAT's policy is to set up a quality management system that satisfies the high requirements our stakeholders have for us. To achieve this, PIMSAT management has committed to constant improvement across every domain of operation.

QUALITY ASSURANCE POLICY

1. Preamble

Preston Institute of Management Science and Technology (PIMSAT) since its establishment has been successfully imparting quality education and is continuously striving for quality enhancement in all areas of activities. Quality Enhancement Cell was established in 2005 to develop an effective quality management system for PIMSAT. As continual effort for establishing a quality culture at PIMSAT a formal Quality Assurance Policy of PIMSAT has now been prepared

2. Introduction

The purpose of quality assurance policy is to describe procedures and actions necessary to ensure that quality is being maintained and enhanced at PIMSAT in accordance with the standards defined by Higher Education Commission (HEC) and the accreditation councils.

3. Policy Objectives

- 3.1. Implementation of Quality Assurance (QA) framework at Institution level will be ensured. The Higher Education Commission (HEC) has defined Standards of performance at institutional level. These Standards will be implemented in letter and spirit.
- 3.2. Implementation of QA framework at Program level will be made certain. Compliance to Standards / Criteria specified by relevant accreditation bodies will be ensured. Accreditation of all PIMSAT programs will be obtained from the respective councils that are approved / established by HEC.
- 3.3. Internal and external assessment mechanisms will be implemented in order to evaluate and monitor performance against parameters defined by HEC / Accreditation Councils. The findings and recommendations of the performance evaluation reports will be part of Continuous Quality Improvement (CQI) efforts at PIMSAT.
- 3.4. Implementation of policies and criteria defined by HEC (QA) such as faculty appointment criteria, admission criteria of students, plagiarism policy etc. will be ensured.
- 3.5. Strategic and financial plans at the institute level as well as at the departmental level will be developed. Policies that inculcate a quality culture at PIMSAT will be developed.
- 3.6. Efforts will be made to increase involvement of students, faculty and staff of the institute in implementing the Quality Assurance mechanism.

4. PIMSAT Mission & Quality Policy

a. PIMSAT MISSION:

To deploy the best possible teaching practices and pursue excellence to produce professional graduates in an ethical environment for the development of prosperous society.

b. PIMSAT QUALITY POLICY:

1. At Preston Institute of Management Science and Technology, we have a clear vision that will help us be the best at providing high-quality education in the engineering and technology fields.
2. The institution will advance through the successful implementation of a quality management system and its ongoing improvement, review and development of the infrastructure, capacity building inculcating an effective and advanced academic system, and meeting societal expectations by flourishing as an exemplary institution.

6. Responsibilities of Quality Enhancement Cell (QEC)

Quality Enhancement Cell (QEC) has been established at PIMSAT and is headed by a director. The ownership of QA policy lies with QEC. QEC assists the Institute management in implementing the QA policy objectives. For this purpose, the Director QEC reports directly to the Rector and is also to the Competent Authority.

The Vision and Mission statements of QEC guide the cell in fulfilling its responsibilities and are stated below:

Vision:

To be a quality institute committed to excellence for producing professional graduates and potential leaders to serve the humanity and contribute to socioeconomic development through their knowledge and skills.

Mission:

To deploy the best possible teaching practices and pursue excellence to produce professional graduates in an ethical environment for the development of prosperous society

7. Policy Implementation Procedure

7.1 QA at Institutional Level

- a. According to HEC's manual for "Institutional Performance Evaluation" (IPE), quality of performance at institutional level can be assessed by evaluating performance in eleven (11) areas defined as "Standards" in the HEC's manual. Each standard has a number of criteria that are stated in form of relevant questions to be answered by the institute. The response to these questions is to be supported by documentary evidence. Additionally, statistical data about the students & faculty is also required to ensure quality. All of the information/data will be compiled in form of "Institute Portfolio Report (UPR)" by QEC. This report will be updated annually.
- b. The performance evaluation will cover all areas of operation in the institute as defined in the HEC's IPE manual. Active participation and providing evidence of compliance to the minimum standards set by HEC by all departments will be essential. The coordination will be done by QEC the activities.

- c. QEC will be responsible for preparing the schedule of performance evaluation and for initiating the process of preparation of UPR with the approval of Vice Chancellor. All relevant departments will provide the required data to QEC for incorporation in UPR.
- d. In the next step evaluation will be carried out by a “Review Panel” according to the procedure/schedule outline in HEC’s manual. The Review Panel will provide its findings and recommendations in form of a report to Vice Chancellor and QEC.
- e. On the basis of the recommendations given by the Review Panel, QEC will prepare a Corrective Implementation Plan (CIP) duly approved by the competent authority.
- f. Progress report on compliance of Implementation Plan will be submitted to Vice Chancellor by QEC.

7.2 QA at Program Level

- a. Parameters/Standards of quality at program level are defined by the respective accreditation councils. The departments running the programs will be responsible for implementing the instructions/guidelines of their respective accreditation councils.
- b. Self-Assessment Reports (SAR) for accreditation purpose will be prepared by the respective department. QEC will coordinate the accreditation process.
- c. For the programs that are not accredited by any council the Self-Assessment mechanism outlined in HEC’s manual will be implemented for development of SARs, appointment of Program/Assessment Teams (AT & PT), preparation of Executive Summary and Corrective Implementation Plan. QEC will be responsible for implementing the Self-Assessment mechanism.

7.3 Implementation of rules and regulations

The rules and guidelines of HEC and accreditation bodies will be incorporated in the institute’s rules and policies. The implementation of HEC’s minimum criteria for appointment of Faculty Members and for Admission of Students will be ensured. The rules stated in HEC’s “Policy Guidelines for Implementation of Uniform Semester System in HEIs of Pakistan” will be incorporated in statutes/ rules of PIMSAT.

7.4 Development of Policies

All departments will develop policies required by HEC and accreditation bodies. The respective departments will obtain approval of competent authorities prior to their implementation. The relevant policies will be included in the Student Handbook and the Faculty Handbook. The approved policies will be communicated to QEC for maintaining them in a “Policies and Procedure Manual”.

7.5 Seminars and Workshops

QEC will organize seminars and workshops for improvement of quality of teaching and research at the institute. Quality Awareness Seminars will also be organized for the faculty, students and staff for creating awareness about quality standards and inculcating a quality culture.