



## Policies & Procedures Manual

### Sir Syed University of Engineering & Technology

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| <b>Policy Statement</b>  |
| It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities. |

|                    | Name   | Designation                         | Date              |
|--------------------|--|-------------------------------------|-------------------|
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# **QUALITY ASSURANCE POLICY**

## **1. Preamble**

Sir Syed University of Engineering and Technology (SSUET) 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 2008 to develop an effective quality management system for SSUET. As continual effort for establishing a quality culture at SSUET a formal Quality Assurance Policy of SSUET 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 SSUET 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 SSUET 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 SSUET.
- 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 university level as well as at the departmental level will be developed. Policies that inculcate a quality culture at SSUET will be developed.
- 3.6. Efforts will be made to increase involvement of students, faculty and staff of the university in implementing the Quality Assurance mechanism.

#### **4. Quality Policy of SSUET**

We at Sir Syed University of Engineering & Technology will rise as a model institution decrypting Sir Syed’s vision leading to excellence in imparting Quality Education in the field of Engineering & Technology.

The institution will propel through effective implementation of Quality management system and its continual improvement, review and development of infrastructure, capacity building inculcating efficient and advance academic system and will meet the expectations of society flourishing as an exemplary institution.

#### **5. Mapping of SSUET Mission & Quality Policy**

| SSUET MISSION   | SSUET QUALITY POLICY   |
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| <p>To play a leading role as a University of Engineering and Technology in national socio-economic development meeting the challenges of modern time by creating alliances and partnerships between academia and industry. To focus on innovation, research and commercialization, a sense of social and moral responsibility and imbued with the Aligarh spirit.</p> | <p>We at Sir Syed University of Engineering &amp; Technology will rise as a model institution decrypting Sir Syed’s vision leading to excellence in imparting Quality Education in the field of Engineering &amp; Technology .</p> <p>The institution will propel through effective implementation of Quality management system and its continual improvement, review and development of infrastructure, capacity building inculcating efficient and advance academic system and will meet the expectations of society flourishing as an exemplary institution</p> |

#### **6. Responsibilities of QEC**

Quality Enhancement Cell (QEC) has been established at SSUET and is headed by a Director. The ownership of QA policy lies with QEC. QEC assists the University management in implementing the QA policy objectives. For this purpose, the Director QEC reports directly to the Vice Chancellor and is also member (nonvoting) of all Statuary Bodies.

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

Vision:

To plan, coordinate and follow up university’s academic and administrative programs & projects to ensure dispensation of high quality education including enhancement of student learning & research by a mechanism of overall

development and progress of SSUET particularly, in line with ideals of Sir Syed Ahmed Khan.

**Mission:**

Syed University of Engineering & Technology aims to create such environments that would blend both national and international standards of quality education with transparency, consistency of procedures and a competitive edge to meet the aspirations of stakeholders, face the challenges of modern time's progressive enhanced academic posture worldwide with Aligarh spirit.

## **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 university. 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 "University Portfolio Report (UPR)" by QEC. This report will be updated annually.
- b. The performance evaluation will cover all areas of operation in the university 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 university'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 SSUET.

### 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 university. Quality Awareness Seminars will also be organized for the faculty, students and staff for creating awareness about quality standards and inculcating a quality culture.