

**ALL ABOUT COURSE FILES!!!**

# IBA QEC

## *focus*

### WELCOME!

It is a pleasure to send you IBA QEC's first newsletter. We hope to make this a regular feature, and are really looking forward to your feedback and comments.

We will be holding an information session in the Fall semester regarding the different activities the QEC is involved in, and how you can participate in them.

### NEW LOOK!

Quality Enhancement Centre (QEC) can now be reached at: [qec@iba.edu.pk](mailto:qec@iba.edu.pk). Kindly use this email address for all queries/questions/concerns.

We can also be reached via our website: <http://qec.iba.edu.pk/index.shtml>. Kindly note that we are in the process of updating it.

### WHAT DOES THE QEC DO?

The QEC's role is much more than course files. According to the HEC, the Quality Enhancement Cell is involved in many different aspects of teaching quality. Over the coming months, we will be formulating a strategy on how best the QEC can integrate its work within IBA's existing framework. For your reference, we are including below the various aspects the HEC has already identified for the QEC's involvement:

i. QEC will be responsible for promoting public confidence that the quality and standards for the award of degrees, management and overall quality of knowledge being imparted by the institutions are enhanced and safeguarded.

ii. QEC will be responsible for the review of quality standards by auditing academic standards and the quality of teaching, learning and management in each subject area.

iii. QEC will be responsible for the review of academic affiliations with other institutions in terms of effective management of standards and quality of programs.

iv. QEC will be responsible for defining clear and explicit standards as points of reference to the reviews to be carried out. It should also help the employees to know as to what they could expect from the candidates.

v. QEC will be responsible to develop qualifications framework by setting out the attributes and abilities that can be expected from the holder of a qualification, i.e. Bachelors, Bachelor with Honors, Master, M.Phil and PhD

vi. QEC will be responsible to develop program specifications. These are standard set of information clarifying what knowledge, understanding, skills and other attributes a student will have developed on successfully completing a specific program.

vii. QEC will be responsible to develop quality assurance processes and methods of evaluation to affirm that the quality of provision and the standard of awards are being maintained and to foster curriculum, subject and staff development, together with research and other scholarly activities.

v. QEC will be responsible to ensure that the university's quality assurance procedures are designed to fit in with the arrangements in place nationally for maintaining and improving the quality of Higher Education.



## Contact Us

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ix. QEC staff will get the capacity building training from HEC on the subject of quality in higher learning and will be responsible to implement and disseminate that acquired knowledge into learning environment of the institution.

x. QEC will be Responsible to Develop Procedures for the following:

a. Improvement of existing programs and approval of new programs in consultation with already existing body responsible for the task at universities.

b. Annual monitoring and evaluation including program monitoring, faculty assessment, and students' perception.

c. Developing a data source for accurate information regarding quality assurance which will be deliverable to all stakeholders.

d. Departmental review.

e. Student feedback.

f. Employer feedback.

g. Quality assurance of Master, M Phil. and PhD degree programs.

h. Subject review.

i. Institutional audit

j. Program specifications

k. Qualification framework

l. Overall quality improvements in institutional management/leadership

## ALL ABOUT COURSE FILES!!!

### COURSE FILE SUBMISSION – NEW SOP

As you know, course files play an important role during accreditation visits, external audits, and quality checks. The QEC has been struggling to achieve 100% compliancy in course file submission, and we are now introducing a new SOP to improve this status. This SOP will be implemented from the Fall 2012 semester.

- i. The various Program Offices will forward all course outlines in electronic form to QEC two weeks after the start of the semester.
- ii. For courses where the first mid-term is being conducted, the three copies (highest, lowest, and medium) of the mid-terms along with a copy of the question paper will be sent to us 10 days after the exam.
- iii. The same process will be repeated for the second mid-term and final exam.
- iv. At the time of submission of final exam results, all remaining documents will be sent by faculty for the course file. The complete list of documents for course files can be found here: [http://iba/circulars/courses\\_offered.htm](http://iba/circulars/courses_offered.htm)

v. We prefer to receive electronic copies of documents (either via email or on disk). Only send us paper copies for documents that need to be scanned. All electronic files can be sent to our email address: [qec@iba.edu.pk](mailto:qec@iba.edu.pk).

vi. **The Chairperson/HoD is responsible for ensuring that all course files for his/her department have been submitted to the QEC.**



Click [HERE](#) for the updated list of teachers who have handed in their course files – we are very grateful to them!

Due to Eid holidays, we are extending the deadline for submitting Spring 2012 course files till 15<sup>th</sup> September 2012.

### COURSE FILE SCORECARD AND INTERNAL AUDIT

The course file system was implemented in 2009. Since then, please find our scorecard on course file submission status [HERE](#).

As you can see, we are falling short of our 100% target – the new SOP is one step in trying to increase the submission rate. New steps will be planned later.

We plan to hold an internal audit next year to assess the quality of the submitted course files.



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