

Description of MS / M.Phil. Review Process

Step 1. The DAIs is asked to provide data (within two weeks) on prescribed proformas

The Quality Assurance Agency, HEC will send letters along with MS / M.Phil. & Equivalent Program Review Proformas to all degree awarding institutions offering MS / M.Phil. & Equivalent programs and intimate them to submit the completed proformas along with necessary documents within two weeks period

Step 2. Initial scrutiny of data at MS / M.Phil. Review Secretariat (up to 1 week)

Quality Assurance Agency will initially scrutinize the data provided by the DAIs. This procedure will take up to one week after reception of the required data.

Step 3. DAI asked to clarify, if needed or to provide additional data (1 week time)

After the initial scrutiny, if it is found that some data is missing or incomplete; the same will be asked from the concerned DAI to provide within one week.

Step 4. Selection of review panel from pool (2 weeks prior to the visit)

The Review panel will be selected from the existing pool of reviewers for the visit of concerned DAIs of the region. The same will be approved from the competent authorities before intimating to the DAI.

The review panel will be informed regarding the date of review visits for taking their final consent.

Step 5. The DAI is informed about its MS / M.Phil. Review Visit (1 week prior to the visit)

Once the visit is finalized, the DAI will be informed about the visit along with review panel, schedule and other relevant details (if needed)

Step 6. Visit of DAI (up to 2 days depending on departments)

The review panel will visit the DAI as per the given schedule. The duration of the review visit will be dependent upon

- Number of departments in which MS / M.Phil. & Equivalent is being offered.
- Total number of MS / M.Phil. & Equivalent enrolment.

The schedule of the visit will contain

- Meeting with the Vice Chancellor/Head of the institution.
- Meeting with the Deans/HoDs of all the departments that are offering MS / M.Phil. & Equivalent programs.
- Separate meeting with each HoD/Dean along with prominent faculty members of the department.
- Visit of each department to assess the adequate facilities required for MS / M.Phil. & Equivalent program.
- Rap up meeting with Vice Chancellor/Representative of vice Chancellor.

Step 7. Submission of initial report (within 1 week after visit)

After the completion of review visit, the review panel will submit the review report within one week of visit to the MS / M.Phil. Review secretariat, QAA, HEC on the prescribed format.

Step 8. Finalization of DRAFT Report (within 2 weeks after visit)

The MS / M.Phil. Review secretariat will scrutinize the report and if needed the clarification/comments will be taken from the review panel. The review report will be finalized within two weeks of visit.

Step 9. DRAFT report sent to Head of the DAI for comments (2 week time for response)

The DRAFT Report will be sent to the Vice Chancellor/ Head of the DAI for comments, the DAI will be given 2 week time period to submit the comments.

Step 10. Submission to Competent Authority for approval (after 1 week of Visit)

The comments of the DAI will be reviewed, and if deemed appropriate, after incorporating the valid comments the finalized report will be submitted to competent authorities of HEC for their approval. If there are some suggestions/clarification required the same will be seek from review panel/MS / M.Phil. Review secretariat as per the requirement.

Step 11. Final Report with recommendation Conveyed to the DAI (with in 1 month of Visit)

The DAI will be informed by QAA HEC regarding the recommendations/ suggestions (if any).