

# **MONITORING, EVALUATION AND GRADING OF UNIVERSITIES/INSTITUTES CHARTERED BY GOVERNMENT OF SINDH**

## **PREFACE**

After enactment of Sindh Higher Education Commission, Sindh HEC Act No. XI of 2013, CIEC became part of Sindh HEC. Since, the CIEC has been doing its job as per the clause 10(1)(b) and 10(1)(g) of aforementioned Act of Sindh HEC, viz. monitoring, evaluation and grading of Universities / DAIs functioning in the Province of Sindh. Moreover, the cases forwarded from Sindh HEC for granting Charter, are processed with vigilance and vigor.

Monitoring, evaluation and grading of the public / private chartered institutions in the province of Sindh is one of the major responsibilities assigned to the Charter Inspection and Evaluation Committee (CIEC), Sindh Higher Education Commission, Government of Sindh. The CIEC has successfully carried out 08 rounds of visits of Private Sector Universities / DAIs chartered by Government of Sindh for 2002-2004, 2004-2006, 2006-2008, 2008-2010, 2010-2012, 2012-2014, 2016-2018 and 2018-2021. In the first round it relied upon the sole experience and wisdom of its highly experienced and distinguished members, who visited and inspected and evaluated the institutions. The overall performance and quality of education of the institutions is judged by the distinguished members of the CIEC itself, as before, a detailed evaluation at the level of the departments/disciplines/programs is caused by it through peers/experts, which helped the institutions greatly through the mutual discussion and exchange of experiences and advice rendered to them by the CIEC and the Peers/Experts at the time of their visit/inspection.

In the 9<sup>th</sup> round of visits the Sindh Higher Education Commission, as per its Act has decided to include all public & private sector Universities functioning in the Province of Sindh, in order to improve the quality of education and meet with the standards of national / international level.

For this purpose, the grading criteria, guidelines for establishing / governing the public / private sector Universities / DAIs and the MEG-Forms have also been revised. The CIEC had developed MEG-III FORM (Part A) and (Part B) - Part A contains important attributes for evaluation at the Institutional level and Part B contains these for evaluation at the Departmental level for each Department separately. The attributes are intended to advise the institutions, that there are some important areas of development, to each of which the institutions must give attention to improve.

The evaluation through the present format of MEG-III Form Part A and B is, therefore, envisaged to provide a new data and experience, which will be analyzed by the CIEC at the end of the exercise to bring about important findings/observation, which it intends to share and even correct them.

With the passage of time, by now and with consolidation of the programs by the institutions, as experienced during last inspections, in a recent meeting of the Sindh HEC and with some selected senior Experts/ Peers, some more attributes are added and others extended vertically and attached with more appropriate and different weighting.

As before, under this self-assessment scheme, the chartered institutions are required to go through different attributes in Section A for the institution and Section B for each Department separately.

These Forms i.e. Part A and Part B, duly filled, shall be sent to the office of the CIE Committee, as soon as possible. It is advised that a copy of these be kept by the institution/Department concerned with it. The CIEC after receiving back these forms (duly filled) shall institute a Peers group consisting of at least one expert for each Department and the Institution. They will visit the institution concerned and make a joint assessment with those who have filled the Form in the institution, and mark their final assessment making any correction, as observed. The visiting team would be visiting the facilities in each department which may be facilitated and may require further evidences than already sent in some cases. A brief explanation, is enclosed at the end of the Form in both the parts, as to how to fill these forms and return.

**CHAIRMAN**

Charter Inspection and Evaluation Committee (CIEC)  
Sindh Higher Education Commission,  
Government of Sindh,  
Karachi.

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**GUIDELINES / EXPLANATION TO FILL  
CIEC MEG-III FORM PART-A and B**

To fill up the CIEC MEG-III Form Parts A and B and enter the points scored through Self-Assessment (SA) for each Attribute, as given there in, would not be a difficult exercise. However, it is explained here briefly how to make assessment and enter the points scored under the “Points Scored (Through SA)” Column / Section.

An important requirement for SA under any given Attribute is the explicit or implicit evidence, on the basis of which the points shall be scored for it. For example, under the Attribute 1.1.2 of Part B, experience of the Head of the Department would be recorded, can be easily counted and filled-in. If it is, say 16 years, it will deserve to be given 15 points, as it is more than 15 years, which may be entered as shown under the “Points Scored (Through SA)” Column.

Generally, as may be observed, the achievement of each Attribute at different levels is expressed in numbers since it is easier to assess and quantify, as in case of 1.1.2 of Part B, explained above. But the achievement under some of the Attributes at different levels is not quantified and is rather described, for which a good judgment is to be exercised for assessment based again upon the record available. For example, in case of Attribute 1.5.3 (c) of Part A, it would not be difficult to judge whether the Code book has been published, or it is under compilation or no action has been taken at all. Hence, in case there is evidence that the Code book has been published 10 points shall be entered under the Column of Points Scored (Through SA), as shown.

The Institution concerned shall enter the points scored through their Self Assessment under each of the Attributes in Section A for the Institution and Section B shall be used for such purpose for each Department separately. And after their completion these will be sent to CIEC. There shall be 12 sets / copies of the MEG-III Form (Part-A) and at least 03 sets / copies of MEG-III Form (Part-B) for each

department. For example, if there is an institution having 4 departments, then 12 sets of MEG-III Form Part-B (3 copies for each department) shall be submitted to CIEC.

The receipt of these Forms A and B will be followed by a Visit of CIEC Experts Team, which will check, based on the evidence available, jointly with the staff of the Institution and the Departments, as the case may be, and enter the checked points under the Column of “Points Scored (Checked)”. It is possible that the CIEC Experts’ Team may consider reducing or increasing the points entered by the Institution through Self Assessments, when checked. It is, however, felt that the checked score shall be by and large the same as self-assessed with only slight variations, which shall be there due to some human factor and would be corrected with support of the evidence to be provided by the Institution/Department. In other case, the Team will give an explicit reason for whatever not agreed to with the self-assessment made by the Institution, which will be then resolved by the CIEC before finalization of the score by it and calculating the right weightage in context of the overall assessment, for which the Institution shall be informed accordingly.

### **Editable / Soft-copy of the MEG-Forms**

The editable copies of the MEG-Forms may be downloaded from the official website of CIEC viz. [www.ciec.gos.pk/downloads.html](http://www.ciec.gos.pk/downloads.html), or the concerned authorized person of the University / DAI may also contact this office to the editable copy of MEG-Form Part-A & Part-B. The MEG-Forms shall be filled-in and submitted to CIEC as mentioned in the letter. However, the soft-copies of the filled-in MEG forms should also be sent to this office via email to: [office@ciec.gos.pk](mailto:office@ciec.gos.pk) , [ciecommittee@yahoo.com](mailto:ciecommittee@yahoo.com).

### **Supporting Documents / Data / Evidences / Annexures**

In addition, in order to verify the assessment, there is need to enclose the documents / evidences, required in the MEG forms. For example, in section 1.5.2 of MEG-Part A, the signed copies of minutes of the meeting of Syndicate / BoG, Academic Council, Selection Boards etc. for last two years are to be attached as Annexure-I of MEG-III Form Part-A. Moreover, in case of huge data / Annexures / documents, the

authorized person of the University may contact to CIEC and as per the further guidance by CIEC, the MEG-Forms may be distributed in volumes, accordingly. Moreover, in some attributes, specific formats have been enclosed along-with the MEG Forms in the end, to provide the data accordingly.

### **Attributes only to be filled by CIEC**

In some section, the self-assessment is not to be done. As in section 3.1 the data shall be filled by the CIEC depending upon the Audit Reports and budget to be attached at Annexure-U in the MEG-Forms.

Section-II of the MEG-Form Part-A, is also to be filled by CIEC depending upon the data provided by the University / DAI as required in the MEG-Forms and verified by CIEC.

### **Attributes not applicable to the concerned University / DAI**

In the of end of Forms, the concerned university may point out the attributes / sections that are not applicable to the Concerned University with a satisfactory justification.

### **Further queries / guidance**

Please do not hesitate in seeking clarification on any point via telephone or visit. In case, it is not possible for all to make the assessment of any particular attribute, it may be skipped and marked N.A (Not Applicable / Answerable), which may further be discussed by the CIEC experts, at the time of visit of your institution.

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