



Policies & Procedures Manual

UIT University

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Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

Policy for Program, Curriculum, and Course Review

1. Purpose

- 1.1 This policy establishes a structured and collaborative framework to ensure the quality and relevance of academic programs and courses at UIT University.
- 1.2 It governs the review of programs, curricula, and course outlines to ensure alignment with institutional goals, national standards set by the Higher Education Commission (HEC) and other accreditation bodies, and international best practices.

2. Scope

- 2.1 This policy outlines the responsibilities, timelines, and roles of the Program Review Committee and Cluster Committees in maintaining academic excellence and ensuring compliance.

3. Committees and Responsibilities

3.1 Program Review Committee (PRC):

- 3.1.1 The Program Review Committee is responsible for overseeing the quality of academic programs and curricula by conducting comprehensive reviews to ensure alignment with institutional objectives and regulatory standards.

Committee Composition	Responsibilities
Dean of Faculty (Chair)	Final approval and decision-making
Head of Department (Co-Chair)	Operational oversight
Program Coordinators	Ensure implementation
One PhD Faculty Member	Academic quality and research alignment
Industry Professional	Provide market and industry insights
Focal Person for Accreditation (2 or more lecturers)	Reporting, documentation, and compliance

3.1.2 Functions:

- 3.1.2.1 PRC evaluates program objectives and learning outcomes to ensure alignment with institutional goals.
- 3.1.2.2 PRC assesses the curriculum for relevance, innovation, and compliance with HEC and accreditation standards.
- 3.1.2.3 PRC differentiates undergraduate and graduate programs, addresses gaps identified through stakeholder feedback, and benchmarks programs against leading national and international universities.
- 3.1.2.4 PRC moderates course content, examinations, and assessments for quality and coverage, integrates interdisciplinary and elective courses, and forwards recommendations to the Board of Studies (BoS).

3.1.3 Meeting Frequency and Quorum

- 3.1.3.1 PRC convenes once per semester or as required by urgent regulatory needs, with a quorum of 75% attendance.

3.2 Cluster Committees (CC)

- 3.2.1 Cluster Committees are responsible for reviewing course outlines within specific subject areas to ensure academic rigor and alignment with program objectives.

Committee Composition	Responsibilities
Cluster Head (Nominated by HoD) (Chair)	Leadership and coordination
Supporting (shared) Faculty	Assist in evaluations and course moderation

Internal Faculty Members	Provide course-level expertise
External Industry Experts (Two or more)	Offer industry insights and trends

3.2.2 Functions:

- 3.2.2.1 CC reviews course content and delivery methods and identifies gaps on a semesterly basis.
- 3.2.2.2 CC moderates course outlines, examinations, and assessments to ensure academic rigor proposes improvements and revisions before BoS meetings and ensures alignment of courses with national standards and international best practices.
- 3.2.2.3 CC eliminates content overlapping across courses and ensures laboratory sessions are integrated and synchronized with corresponding theory courses.

3.2.3 Meeting Frequency and Quorum

- 3.2.3.1 CC meets once per semester, requiring a minimum of 75% attendance to constitute a quorum.

4. Program and Curriculum Review

4.1 Objective

- 4.1.1 The objective of the program and curriculum review is to ensure that academic programs and their curricula remain relevant, innovative, and aligned with academic, market, and regulatory standards, while achieving the University's vision and mission.

4.2 Process

- 4.2.1 The review process encompasses a needs assessment, stakeholder engagement, gap analysis, evaluation of program and curriculum structure, data-driven benchmarking, and a comprehensive review with recommendations.
- 4.2.2 The PRC conducts a needs assessment by collecting feedback from stakeholders, including faculty, students, alumni, and industry professionals. A gap analysis is performed through surveys and performance evaluations to identify areas for improvement.
- 4.2.3 PRC evaluates the program structure, including credit hours, duration, course distribution, and curriculum content, to ensure compliance with HEC and accreditation standards. It reviews course content and structure for redundancies, innovation, and integration of interdisciplinary and elective courses.
- 4.2.4 Additionally, the PRC benchmarks its programs against those of leading national and international universities, incorporating feedback from employers and alumni to assess effectiveness.
- 4.2.5 Course examinations are moderated for content coverage, relevance, and quality. Recommendations are compiled and forwarded to the Board of Supervisors (BoS) for approval.

4.3 Timeline

Steps	Responsible Committee	Timeline
Stakeholder Feedback	Program Review Committee	5 weeks before the semester starts
Benchmarking	Program Review Committee	4 weeks before the semester starts
Program and Curriculum Structure Review	Program Coordinators	3 weeks before the semester starts
Final Approval	Dean and Board of Studies	End of Semester

5. Course Outline Review

5.1 Objective

- 5.1.1 The course outline review ensures that course outlines effectively contribute to program learning outcomes and are consistently delivered with academic rigor and integrity.

5.2 Process

- 5.2.1 The review process includes pre-semester review, moderation and peer review, and

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documentation. Faculty members draft course outlines, specifying objectives, outcomes, and teaching methods, two weeks prior to the start of the semester.

- 5.2.2 CC conducts peer reviews and moderations of outlines to assess content relevance, delivery methods, and standardization, ensuring alignment with national and international standards.
- 5.2.3 CC identifies gaps, eliminates content overlapping, and verifies the integration of laboratory sessions with theory courses.
- 5.2.4 Finalized outlines are submitted to the Quality Enhancement Cell (QEC) for record-keeping and audit purposes one week prior to the start of the semester.

5.3 Timeline:

Steps	Responsible Committee	Timeline
Draft Course Outlines	Faculty Members	2 weeks before the Semester starts
Peer Review	Faculty Members sharing courses	2 weeks before the Semester starts
Moderation of course outlines	Cluster Committee	1 week before the Semester starts
Moderation of Examinations	Cluster Committee	2 weeks before the start of mid-term and final examination
Submission to QEC	HoDs	1 week before the Semester starts

6. Timelines and Responsibilities:

6.1 The following table outlines the tasks, responsible units, and frequency of reviews:

Task	Responsible Unit	Frequency
Program Review	Program Review Committee	Every 3 years
Curriculum Review	Program Review Committee	Twice a year
Course Outline Review	Cluster Committees, Faculty Members	Every Semester
Moderation of Assessments	Cluster Committees	Midterms/Finals
Stakeholder Feedback	QEC Team	Annually

7. Review and Amendments

- 7.1 This policy will be reviewed after 2 years or as needed to address changes in regulatory guidelines or institutional requirements. Amendments will be approved by the Vice Chancellor and communicated to all employees.

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