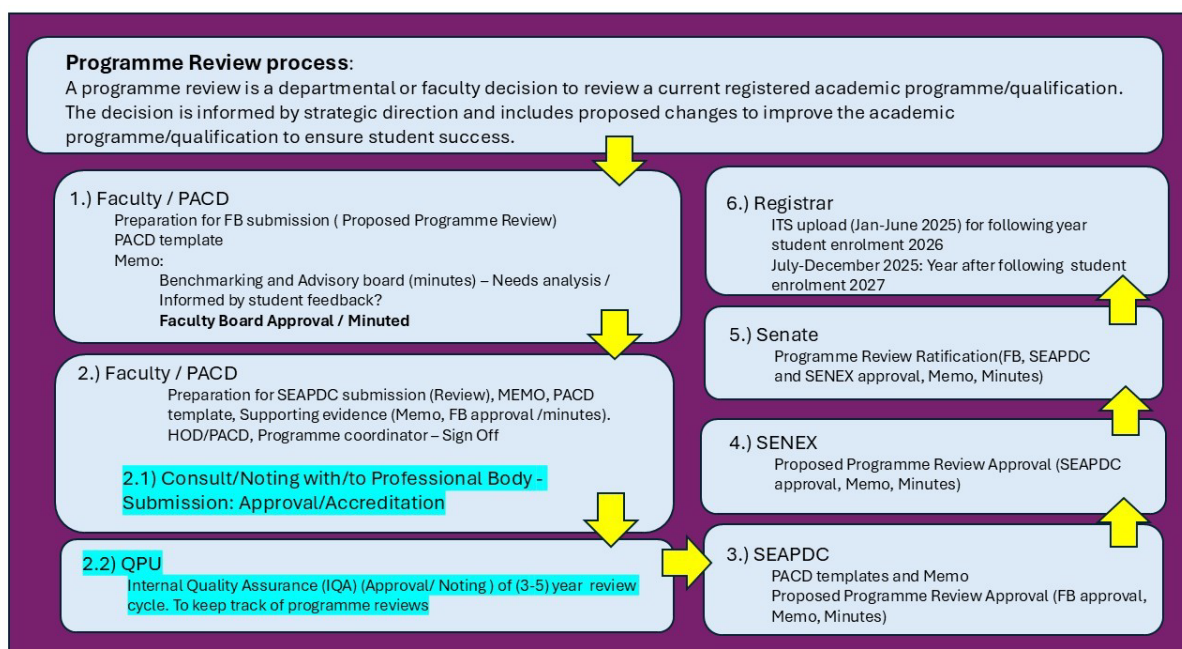


## PACD -Programme Review

A **programme review** is a formal faculty or departmental decision to assess and enhance an existing academic qualification. It is guided by strategic objectives and aims to ensure continued student success.

### IMPLEMENTATION PLAN OF THE SOP FLOWCHART: PROGRAMME REVIEW



## Programme Review Summary

A **programme review** is a formal faculty or departmental decision to assess and enhance an existing academic qualification. It is guided by strategic objectives and aims to ensure continued student success.

### ◆ Steps in the Programme Review Workflow:

#### 1. Faculty / PACD

- ☐ Prepare submission using the PACD template.
- ☐ Include memo with benchmarking, advisory board input, needs analysis, and student feedback.
- ☒ ☐ Faculty.Board.Approval.(minuted);

#### 2. Faculty / PACD

- ☐ Prepare submission for SEAPDC, with memo, supporting evidence, and sign-off from HOD and coordinator.
- ☐ **2.1 Consult with Professional Body** (required for endorsement-approval-accreditation);

### 3. QPU (Step 2.2)

- ☐ Internal Quality Assurance (IQA).
- ☐ Noting/approval for inclusion in 3–5-year review cycle.

### 4. SEAPDC

- ☐ Approves the proposed review using PACD template, memo, and minutes.

### 5. SENEX

- ☐ Reviews and approves the SEAPDC-approved proposal.

### 6. Senate

- ☐ Final ratification of the programme review.

### 7. Registrar (Senior Deputy Registrar Office)

- ☐ Uploads updates to the ITS system:
  - ☐ **Jan–June 2025:** For 2026 student enrolment
  - ☐ **July–Dec 2025:** For 2027 student enrolment

### Key Highlights:

- All reviews must include **consultation with the professional body** before continuing.
  - Internal IQA (via QPU) tracks all programme reviews and ensures review cycle adherence.
8. The process culminates in updates to student systems managed by the **Senior Deputy Registrar Office**