



RASHID LATIF KHAN UNIVERSITY

Quality Enhancement Cell

Ref No. QEC-24/SDG-009

Dated: November 29, 2024

Terms of Reference (TOR)

Committee for SDG and University Rankings

1. Purpose

- a. To enhance the university's contribution towards Sustainable Development Goals (SDGs).
- b. To improve and sustain the university's performance in global, regional, and national ranking systems.

2. Scope of Work

- a. Identify areas within the university's operations, academics, and research that align with specific SDGs and propose actionable initiatives & finalize SDGs for ranking.
- b. Monitor and evaluate the university's progress in achieving SDG-related targets.
- c. Analyze the methodologies of prominent university ranking systems (e.g., Times Higher Education, QS, etc.) and recommend strategies to improve rankings.
- d. Develop and implement a framework for data collection, validation, and reporting for rankings and SDG-related activities.
- e. Foster collaborations and partnerships within different institutions of Rashid Latif Khan Group and external organizations both national and international to advance SDG initiatives.

3. Responsibilities

- a. Conduct regular assessments of SDG-related activities across departments and recommend improvements.
- b. Engage faculty, staff, and students in promoting awareness and participation in SDG-related programs.
- c. Ensure accurate and timely submission of data for university rankings and SDG impact reports.
- d. Review and benchmark the university's performance against other institutions in rankings and SDG initiatives.
- e. Organize workshops, seminars, and capacity-building sessions on SDGs and ranking methodologies.

4. Membership Composition

- a. Chairperson: Senior University Official (e.g., Vice Chancellor, Pro-Vice Chancellor).
- b. Members: Key Stakeholders of the University
- c. Secretary: Director/Head of Quality Assurance RLKU
- d. Coopted Members: The members are from RLMC, RLDC, & RLKUMC

5. Reporting and Accountability

- a. Submit monthly reports to the university leadership detailing progress on SDG initiatives and activities.
- b. Present bi-annual review of the university's achievements and challenges in the context of SDGs and rankings.

6. Frequency of Meetings

Initially, the committee will meet more frequently i.e., fortnightly and subsequently shall meet at least once in two months (*every last Thursday of a month*), with additional meetings convened as required.

7. Resources and Support

The university administration shall provide necessary resources (human, financial, and technical) to support the committee's activities.

8. Term of the Committee

The committee shall operate for a fixed term of three years, subject to renewal based on its performance, university requirements etc.

9. Amendments to ToR

The Terms of Reference may be reviewed and updated as deemed necessary by the committee and university leadership as per requirements.

Prepared by:

Secretary SDG Committee

[Ali Raza Qureshi]

Director QEC & Additional Registrar

Rashid Latif Khan University

Approved by:

Convener SDG Committee

[Prof. Dr. Rukhsana Kausar]

Pro Vice Chancellor

Rashid Latif Khan University

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RASHID LATIF KHAN UNIVERSITY

Quality Enhancement Cell

RefNo. QEC-24/SDG-010

Dated: November 29, 2024

Minutes of Meeting

Meeting Title: Sustainable Development Goals
Date: November 27, 2024
Time: 11:00 Am to 12:30 PM
Venue: RLKU Conference Hall
Organizer: Director QEC & Additional Registrar RLKU

Attendees:

- | | |
|-----------------------------|----------------------------|
| 1. Prof Dr Rehana Kausar | Pro Vice Chancellor |
| 2. Dr Shahan Mehmood Cheema | Director ORIC |
| 3. Prof Dr Mudassar Ali | Vice Principal, RLMC |
| 4. Dr Qasim Saeed | Principal, RLDC |
| 5. Dr Kainat Javed | Director Medical Education |
| 6. Prof Tazeen Shahbaz | Dean Public Health |
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1. The meeting started with the name of Allah; Director QEC shared the following agenda:

A1: Types and parameters of ranking and their learning impacts through SDGs.

A2: Methodology of the ranking and selection process of SDGs.

A3: Selection of SDGs for RLKU.

A4: Developing the cohesion between RLKGs all conglomerates.

A5: Addition of member to the committee.

A6: Creation of WhatsApp group for better communication, dissemination of documents, and TORs.

Discussion Points:

A1:

- The house was briefed on all the SDG's and Ranking parameters. The PVC further elaborates that on what basis the RLKU had selected only two Ranking parameters, i.e., THE (Impact based) and UI GreenMetric.
- The members were also briefed on the basic parameters of THE impact ranking in comparison to THE general ranking/subject/discipline based.
- The difference of Scopus and Web of Science based research parameters for the ranking was also discussed, specifically in context to the medical education offerings.
- The difference of QS ranking to THE impact ranking was also shared with the members.

A2:

- The members were shown the steps of qualification to submission of the data with THE.

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- b. The finalization of the submission of data as per three categories of "YEAR" selection was shared, and unanimously the house approves the Calendar Year, i.e. from January to December for the submission of the data to THE in the next year in November on their portal.
- c. The calculation process was also discussed and briefed.
- d. The data and documentation scoring categories were also shared with the members of the committee.

A3:

- a. Director QEC shared the complete SDG report and their Expected Outcome Indicators for their qualification.
- b. All the indicators of pre-defined SDGs were discussed, having suggestions from all the members.
- c. The pre-selected SDGs were shared one by one as follows,

i. Zero Hunger – SDG 2

1. The support from the members to add this as selected is because we have already marked number of support initiatives.
2. The RLKU group has number of facilitation points where the food is being delivered as a philanthropy.

ii. Good Health & Wellbeing – SDG 3

1. As we already have number of years' experience in promoting Health education, therefore this SDG would be the one we benchmarked.
2. It was decided that allied colleges and conglomerates will start working in promoting SDG based activities.
3. The PVC had asked all members to share their activity calendars for the year 2024, and tentative planned calendar for the year 2025.
4. PVC had also advised adding Dir QEC in the RLMC WhatsApp group, it would be in addition to having an input of SDGs to their annual activities, and supports having information, vis-vis.

iii. Quality Education – SDG 4

1. This SDG is general in standards, all the educational efforts towards quality education are subjective.
2. All the EOIs are already intact, and the SDG is selected for ranking.

iv. Gender Equality – SDG 5

1. The members in general showed acceptance in having this SDG for ranking.
2. PVC further elaborate the base selection objectivity of this SDG.
3. Further asked to review its EOI's to have clearer picture on it.

v. Climate Action – SDG 13

1. Initially it was briefed that the to be selected SDG is bit difficult in achieving the scores because of its depth of activities and involvement of NGO's and Governmental bodies.
2. PVC asked to review this SDG in detail and advised to have a session with all members again while placing EOIs in front of them.

vi. Partnerships for the Goals – SDG 17

1. Mandatory for all HEIs, therefore it is also selected.

A4:

- a. The members shared their common goals and initiatives on map with the already delivered activities.
- b. PVC advised having more collaborative sessions and interdepartmental activity sharing mechanisms.
- c. In this, Dr Mudassar, Dr Qasim, and Dr Kainat shared their work and experiences, further those were taken as leading steps towards attainment of SDGs.

A5:

- a. Dr Mudassar shared his observation regarding the committee notification, and asked to add Dr Kainat, who was already verbally nominated.

From the office of Director Quality Enhancement Cell

- b. PVC approves her nomination, and asked Registrar to share new Notification with the addition of Dr Kainat Javed – Director Medical Education and Prof Tazeem Shahbaz Dean Public Health as Coopted Member.
- c. Further to this PVC also nominated Prof Dr Sadia Qureshi Dean Faculty of Physical and Biological Sciences, RLKU as Member representing faculty.

A6:

- a. Director QEC has been directed to create a WhatsApp group of all members for better and clear communication and sharing of information.
- b. Further to this it was decided to share the THE Methodology sheet with all the members, so they can read and develop their pointers for the next meeting, tentatively going to be held on Tuesday, December 3, 2024.
- c. The Director QEC will be sharing the TORs of the SDG committee.

Summary:

1. The meeting ends at 12:30 PM, and all the members are informed about the next meeting, to finalize the SDGs and their attainment process through nomination of the Ambassadors.
2. All members are advised to start work on mapping their task with the SDGs as a draft.
3. The TORs of the committee, THE document and its parameters will be shared through QEC, for your learning and understanding.
4. Director QEC is available for all support and queries if any.

Prepared by:

Secretary SDG Committee

[Ali Raza Qureshi]
Director QEC & Additional Registrar
Rashid Latif Khan University

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