



## Capital University of Science and Technology

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### 1<sup>st</sup> Meeting of Departmental Quality Coordinators Committee (DQCC)

#### Minutes of the Meeting Held on September 17, 2025

- The 1<sup>st</sup> meeting of the Departmental Quality Coordinators Committee (DQCC) was held on Wednesday, September 17, 2025, in the Workshop Room, B-Block (2<sup>nd</sup> Floor).
- The following attended:
  - Mr. Fida Hussain Director QEC
  - Dr. Anam Tariq DQCC Member, A&F Department
  - Dr. Ahsan Ahmed DQCC Member, MS Department
  - Dr. Farah Haneef DQCC Member, SE Department
  - Dr. Uzma Rani DQCC Member, Psychology Department
  - Dr. Siraj Rathore DQCC Member, CS Department
  - Dr. Abid Karim DQCC Member, Mathematics Department
  - Dr. Tauseef Javed Chaudhry DQCC Member, EE Department
  - Dr. Muhammad Irfan DQCC Member, ME Department
  - Engr. Shaheed Ullah Representation, CE Department
  - Dr. Samiullah Jan DQCC Member, Bioinformatics & Biosciences Department
  - Ms. Naveeda Fazal Haq DQCC Member, English Department
  - Dr. Reem DQCC Member, Pharmacy Department
  - Ms. Naila Rafique DQCC Member, Law Department
  - Mr. Danish Hafeez Manager QEC
  - Ms. Areej Ashfaq Executive QEC
- Director QEC, Mr. Fida Hussain, chaired the meeting.
- All members of the DQCC were present, except Dr. Maria Ghufra (CE Department), who was unable to attend due to official commitments. She was represented by Engr. Shaheed Ullah.

- Meeting started with the recitation of the Holy Quran.
- Director QEC welcomed all the members to the first meeting of the Departmental Quality Coordinators Committee (DQCC). He briefed the participants about the aim and objective of the forum and explained in detail the rationale behind the constitution of this forum. The role of DQCC members in the process of External and Internal Quality Assurance (EQA & IQA) was elaborated in view of the PSG-2023 QA Framework. The forum was apprised that all DQCC members are expected to actively participate, share their perspectives, and provide constructive feedback on the QA policies and processes being implemented at CUST.
- Subsequently, the following agenda items were presented for discussion.

#### **Item # 1 Overview of PSG-2023 Framework**

- The DQCC members were briefed regarding the Pakistan Precepts Standards and Guidelines (PSG-2023). The process and procedures devised under the three domains of the PSG-2023 were discussed in detail. The progress made under PREE and RIPE, including its formal approval and adaptation through the statutory bodies of CUST, was explained explicitly.
- The role of DQCC members in implementing the IQA and EQA processes as per the PSG-2023 QA framework was highlighted. Each DQCC member is expected to act as a bridge between their respective departments and QEC in planning, execution, and monitoring of all QA relevant activities as envisaged in the PSG-2023 document.

#### **Decision**

- After detailed discussion and deliberation, all the members were convinced and showed their willingness to play an active role in improving the quality standards of teaching and research, and in the creation of an overall quality culture at CUST.

#### **Agenda Item 2: Review of Institutional Performance and Enhancement (RIPE)**

- The process of Institutional Performance, under the domain of Review of Institutional Performance and Enhancement (RIPE), was briefed. The information regarding sixteen standards of RIPE, including their expectation, expected outcome indicators (EOIs), and possible list of evidence was explained. The format of the Institutional Performance Report (IPR), as outlined by PSG-2023, was further elaborated. The IPR document



preparation process and the contribution of different CUST officials, officers, and offices were briefed.

### **Decision**

- The DQCC members applauded the joint efforts and contributions made by different offices, officers, and officials in preparing the CUST IPR document

### **Agenda Item 3: Program Review for Effectiveness and Enhancement (PREE)**

- The SAR preparation was discussed with DQCC members in detail as per the set PREE format, devised by HEC under the PSG-2023 QA framework. The guidelines duly prepared by QEC for PTs and ATs members were shared. It was explained that the PTs and ATs were already given orientation to prepare and evaluate the SARs as per the assessment rubric devised by QEC. The SAR document preparation under IQA and EQA was discussed in detail, and the role of different stakeholders, especially students, was discussed.
- The concept of student engagement and the role of Lead Student Representatives (LSRs) in the process of IQA and EQA was highlighted. It was briefed that to channelize all the activities pertaining to the student engagement would be facilitated by a central body known as the Student Council for Academic Learning & Enhancement (SCALE). The SCALE would be represented by all departmental LSRs who will be engaged in all IQA and EQA evaluation processes. The departmental LSRs would act as a bridge between QEC, SCALE office and their departmental LSRs, ensuring effective source of communication, throughout the conduct of IQA and EQA processes. The progress in establishing the SCALE office at CUST and the identification of LSRs was decided by the IQC in its second Meeting.

### **Decision**

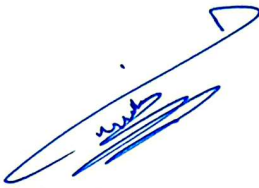
- The QEC would prepare and submit a proposal regarding the establishment of the SCALE office at CUST and seek nomination of LSRs from all departments as per the criteria decided by IQC for submission to the Competent Authority and IQC for formal approval.

**Agenda Item 5: HEC Assigned Targets for FY 2025–26**

- The DQCC Members were briefed regarding HEC Assigned Targets for the year 2025-2026. All members were informed of their role and responsibility regarding the collection and submission of the required information from their respective departments and submission to the QEC as and when required.

**Prepared By:**

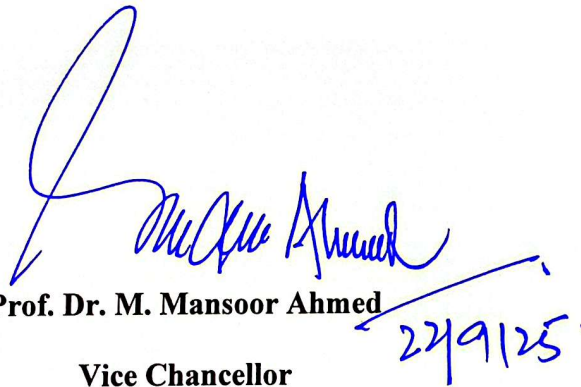
**Approved By:**



**Mr. Danish Hafeez**  
Manager QEC



**Mr. Fida Hussain**  
Director QEC



**Prof. Dr. M. Mansoor Ahmed**  
Vice Chancellor

22/9/25