



Capital University of Science and Technology

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1st Meeting of Institutional Quality Circle (IQC)

Minutes of Meeting held on October 8th, 2024

- The 1st Institutional Quality Circle (IQC) meeting was held on Tuesday, October 8th, 2024 in Conference Room, D-Block (Ground - Floor).
- The following were present: -
 - Professor Dr. Muhammad Mansoor, Vice Chancellor Chairman
 - Dr. M. Abdul Qadir, Dean FOC Deputy Chairman
 - Dr. Imtiaz A/ Taj, Dean FoE Member
 - Dr. Arshad Hassan, Dean FMSS Member
 - Dr. Muzaffar Abbas, Dean FoP Member
 - Dr. Sahar Fazal, Dean FHLS Member
 - Dr. Muhammad Sagheer, Director Student Affairs Member
 - Mr. Malik Arshad Mehmood, Registrar Member
 - Mr. Fida Hussain, Director QEC Member
 - Mr. Khalid Mehmood, Director Graduate Studies Member
 - Dr. Maria Mashkoor, (CUST Alumni) Member
 - Dr. Muhammad Usman Farooqi, CUST Alumni Member
 - Dr. Sehrash Sabir Deputy Director, QEC
- Prof. Dr. Mansoor Ahmad, Chairman - Institutional Quality Circle (IQC), chaired the meeting.
- All of the members of IQC were present at the meeting.
- Meeting started with the recitation of the Holy Quran. The chair welcomed all the committee members. The 49th Executive Committee meeting minutes were displayed as a reference point, wherein the concept of PSG-2023 QA Framework developed by HEC was approved and adopted in principle and IQC was established and duly notified.

- The chair briefed the IQC regarding the PSG-2023 QA Framework and the Quality Assurance processes being currently practiced at CUST. He invited Director QEC to brief the forum regarding the agenda items.
- Subsequently, the following agenda items were taken for discussion.

Item # 1 PSG-2023 QA Framework Brief

The Director QEC explained the concept of PSG-2023 QA Framework and related interlinked processes associated with the PSG-2023 QA Framework.

Decision:

The committee reaffirmed the CUST commitment towards implementation of PSG-2023 QA Framework in the real letter and spirit and hoped that through the implementation of the said policy, the QA processes of CUST would be improved and it would achieve top status amongst the HEIs of the country.

Item # 2 CUST Quality Policy

Action By

Director QEC shared a brief regarding major components of the proposed CUST Quality Policy.

Registrar Office and
IQC Sub-committee

He presented structure of the policy document and informed the committee members that the policy document should reflect CUST Vision, Mission in consideration of the six principles of PSG 2023 QA Framework. Moreover, he suggested that the CUST policy document would be prepared on the basis of three sub-areas related to Student Engagement, Academics and Continuous Quality Improvement (CQI). The components of the three sub-areas were also discussed and it was suggested that a sub-committee will be formulated to develop CUST Quality

policy document within next three months which would be presented in the next IQC meeting.

Decision:

A sub-committee consisting of following six members was constituted and would be notified by Registrar office.

Dr. Ishtiaq Hassan, Professor	Civil Engineering Dept.
Dr. Amir Qayyum, Professor	Computer Sciences Dept.
Dr. Omer Farooq, HoD	English Dept.
Dr. Maria Mashkoor, Assistant Professor	Management Sciences Dept.
Mr. Fida Hussain, Director	Quality Enhancement Cell

Moreover, to support the student engagement policy as per HEC QA Framework, the forum unanimously agreed to establish Student Support Office at CUST. Registrar office was directed to notify the Student Support Office.

Item # 3 Review of Institutional Performance and Enhancement (RIPE)

Action by:

Director QEC shared the prominent features of Review of Institutional Performance and Enhancement (RIPE) including its process, structure of the Institutional Performance Report (IPR) and its standards. He informed the members regarding the actions to be taken to initiate RIPE which includes the formal approvals of the RIPE process initiation and constitution of RIPE Preparation committee. The members also provided their valuable opinions on the RIPE preparation committee. The IQC proposed a sub-

Registrar Office and
RIPE Preparation
Committee

committee for the preparation of Institutional Performance Report on the basis of 16 standards of PSG-2023 QA Framework.

Director QEC also informed the forum that QEC will arrange orientation session for the RIPE Preparation Committee.

Decision: The IQC forum unanimously agreed and approved the following Preparation Committee of IPR:

Dr. M. Sabeel Khan, Associate Professor, Mathematics Dept.	Convener
Dr. Zeeshan Ahmed Assistant Professor, A&F Dept.	Member
Muhammad Musharaf Deputy Registrar	Member
Deputy Director, QEC	Member/ Secretary

The Registrar office was requested to notify the RIPE Preparation Committee. It was also decided that the committee will complete the document till January, 2025.

Item # 4 Program Review for Effectiveness and Enhancement (PREE)

Action by:

Director QEC briefed the PREE process for Self-Assessment Reports (SARs) of twenty-two programs entering the third cycle, scheduled to be completed before 31st July, 2025. Director QEC informed the IQC forum regarding the major changes and the process of PREE along with the structure of Self-Assessment Reports (SARs) according to PSG 2023 QA Framework. He also presented the program Team nominations as received from the departments which were approved by the forum with few changes.

QEC and Program
Teams

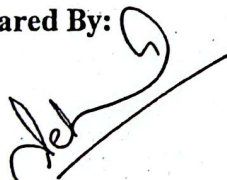
The Director QEC also presented tools which could be used for gathering information regarding administrative staff and institutional support as indicated in the PSG-2023 QA Framework as sources of information. The chair suggested that the instruments shall be shared with Dr. Arshad Hassan, member IQC, for review and further refinement. The same will be then presented in the subsequent IQC meeting.

Decision:

It was decided that CUST should initiate SARs for the 3rd cycle programs, as listed, in coordination with the respective departments. The approved list of Program Teams will be notified by QEC. The Program Teams will complete the preparation of SARs within one semester time and submit the same to QEC for the initial review till February, 2025.

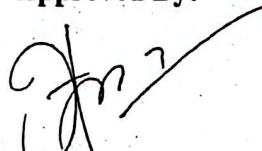
- The meeting ended with a note of thanks to the chair and all the members.

Prepared By:



Dr. Sehrash Sabir
Deputy Director, QEC

Approved By:



Mr. Fida Hussain
Director, QEC

Approved


10/10/24