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# 2nd Meeting of Institutional Quality Circle (IQC)

**Minutes of Meeting held on June 17th, 2025**

- The 2nd Institutional Quality Circle (IQC) meeting was held on Tuesday, June 17th, 2025 in Conference Room, D-Block (Ground - Floor).
- The following were present: -

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| • Professor Dr. Muhammad Mansoor, Vice Chancellor | Chairman |
| • Dr. M. Abdul Qadir, Dean FOC | Deputy Chairman |
| • Dr. Imtiaz Ali Taj, Dean FoE | Member |
| • Dr. Arshad Hassan, Dean FMSS | Member |
| • Dr. Muzaffar Abbas, Dean FoP | Member |
| • Dr. Sahar Fazal, Dean FHLS | Member |
| • Dr. Ishtiaq Hassan | On Invitation |
| • Mr. Malik Arshad Mehmood, Registrar | Member |
| • Mr. Fida Hussain, Director QEC | Member |
| • Mr. Khalid Mehmood, Director Graduate Studies | Member |
| • Ms. Areej Ashfaq | Research Associate, QEC |

- Vice Chancellor/Chairman of the Institutional Quality Circle (IQC), Prof. Dr. Mansoor Ahmed chaired the meeting.
- All of the members of IQC were present at the meeting. Dr. Muhammad Sagheer, Dr. Muhammad Usman Farooqi and Dr. Maria Mashkoor were absent due to their scheduled classes.
- The chair welcomed all the members to the meeting. The meeting started with the recitation of the holy Quran. The chairman IQC explained the concept of Pakistan Precepts, Standards and Guidelines (PSG-2023) QA Framework developed by HEC, QAA.
- The Director QEC, Mr. Fida Hussain presented the compliance report of the decision taken in the 1st IQC meeting. The progress regarding SARs preparation, evaluation under PREE and process to conduct RIPE was also explained. The status of Institutional Performance Report based on fifteen Standards were briefed. Participants showed their satisfaction about the standards write ups and hoped that the process of RIPE would be completed smoothly.
- Vice Chancellor applauded the efforts of all faculty members and offices who had contributed valuably in the writing of these standards.
- Dr. Ishtiaq Hassan complied the CUST Quality Policy component wise detail duly suggested by the committee and has prepared the final draft.

- Subsequently, the following agenda items were taken for discussion.

| **Item # 1 CUST Quality Policy** | **Action By** |
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| Dr. Ishtiaq Hassan explained the process through which the draft quality policy was prepared. The salient features of CUST quality policy were discussed in detail. The policy underlined the CUST inclusive governance structure in view of its Vision and Mission statements. Board of Governance being the highest body manages overall administrative, academic and financial matters and approves institutional policies. The executive body and the Academic council supervise academic and managerial affairs of the university as per act and charter provisions.<br><br>Five operational areas, highlighted in the Quality Policy under the auspices of which CUST entire quality assurance process would be practiced. The policy encompasses the CUST obligations about the adaptation of HEC, PSG-23 QA Framework under which seven important quality practices has been identified in accordance to the PSG-23 six principles. The process of curriculum development & review and assessment was emphasized in the academic component of the policy. Different statutory bodies and stakeholders' responsibilities and role in the academic development and assessment in the review process was explained in detail. The concept of academic integrity and ethics was further categorized under the title of ethical standards.<br><br>Students' engagement being considered as central theme of proposed policy in line with PSG-23 guidelines. The idea of establishment of Student Council for Academic Learning & Enhancement (SCALE) and Lead Student Representative as proposed was incorporated in the policy. The modalities about students' engagement in different statutory bodies was discussed. Different options regarding student participation in different academic and quality assurance processes were deliberated. Student role and representation in the reviews process, feedback mechanism under the office of SCALE and within departments as LSR were acknowledged.<br><br>Institutional quality assurance strategies were discussed including RIPE, PREE and PGPR as internal as external QA strategies. Quality policy implementation was discussed by | QEC/Prof. Dr. Ishtiaq Hassan |

adopting 12 standard procedures. Lastly, relevant policies were discussed.

**Decision**

The IQC appreciated the efforts of the committee and especially the work of Dr. Ishtiaq Hassan for preparing and compiling the draft QA policy. The same has been considered for further process of amendments (as listed below) and review by the IQC committee members before final approval by the committee. The amendments / minor changes suggested are:

1. A brief definition of word academic quality should be included in the preamble of the policy.
2. List of stakeholders should be added.
3. Under Curriculum development and review process, Industrial advisory board should be added in BoF and BoS.
4. Different tools identified under Student assessment and academic performance have to be rearranged under summative and formative evaluation.
5. The direct and indirect assessment tools have to be included under the process of feedback mechanisms.
6. The word Plagiarism has to be replaced with the word academic integrity.
7. The Research Ethics Policy should be added in the list of relevant policies.
8. The modalities regarding establishment of SCALE as a centralized, independent body with the objective to actively engage the students in QA activities for contributing in the management and governance processes was appreciated. It was decided that while compiling student engagement policy, students have to be included in the academic learning and quality enhancement process progressively. As a first step, the students would be made part of departmental curriculum review committee as a regular member for obtaining their feedback. The Lead Student Representative would be selected representing each department from the existing members of the departmental societies. All LSRs would be the members of SCALE and take part in all external and internal QA processes. The SCALE office will be

fully operational once the nominations of LSRs received from respective departmental heads and starts its proper functioning from next semester.

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

Subsequently, second agenda of conducting RIPE according to the HEC's PSG-23 guidelines was discussed. Director QEC gave the update about standards wise write-ups details with the committee. Out of fifteen standards of RIPE allocated to different faculty members and university offices thirteen have been completed. The remaining two would be completed within two days. The CUST Institutional Review would be conducted on 23-24 June, 2025 as per PSG guidelines. The five-member committee constituted by the competent authority including one external member would conduct RIPE review against the information/evidences provided in the IPR document.

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

The compliance status including implementation plan of 24 SARs prepared under PREE guideline received from different departments was presented by Director QEC. The committee showed their satisfaction regarding the efforts of departments and QEC in preparation and evaluation of these SARs.

After the discussion and the decision on all agenda items, the chair concluded the meeting with a note of thanks to all the members of IQC.

**Prepared By:**

Areej Ashfaq
Research Associate, QEC

**Approved By:**

20/6/2025

Mr. Fida Hussain
Director, QEC

**Vice Chancellor**

20/6/25.