



# COMSATS University Islamabad

Registrar Secretariat, Principal Seat, Islamabad

No. CUI-Reg/Notif-04/25/24

January 24, 2025

## **NOTIFICATION**

Subject: **Constitution of Institutional Quality Circle (IQC)**


In pursuance of the Review of Institutional Performance and Enhancement (RIPE) draft document 03 (2023), issued by the Higher Education Commission (HEC), Institutional Quality Circle (IQC) and its ToR are hereby notified as follows:

(i)	Rector, CUI	-	Chairperson
(ii)	Registrar, CUI	-	Member
(iii)	Directors/Incharge of CUI Campuses (or their Nominees)	-	Member
(iv)	Deans of Faculties	-	Member
(v)	Two Students Representatives	-	Member
(vi)	Incharge, Quality Enhancement Cell (QEC)	-	Member/Secretary

### **Terms of Reference**

- To monitor all relevant external guidance and requirements related to quality assurance, initiating and coordinating action as appropriate;
- To develop and keep under review the university's Academic Policy and Quality Framework, that is, the systems, policies and guidance for assuring and enhancing the quality of students' learning experience and maintaining academic standards, and to consider and manage the outcomes of these processes;
- To have oversight of the university's approach to assuring completeness, accuracy, reliability and fitness for the purpose of information provided to applicants and students;
- To maintain operational oversight of academic and student-related policy and legislation, considering proposals for minor and operational legislative changes, consulting with legal services as appropriate;
- To consider proposals for the addition, withdrawal, suspension, and exceptional amendment of programs of study of the University. This will normally be undertaken by Chair's action for regular reporting to a subsequent meeting of the committee.

This issues with approval of the Rector, CUI.

  
(Shahzad Ahmed)  
Manager/ Incharge (Management)

### **Distribution:**

- All members of the Institutional Quality Circle (IQC)

### **CC:**

- All Principal Officers
- Director Planning, Development and HRD
- SO to the Rector
- PS to the Registrar