Iqra National University, Peshawar

Bylaws of Institutional Quality Circle (IQC)

Quality Enhancement Cell

Bylaws of the Institutional Quality Circle (IQC) at Iqra National University

Articles

1. Article I: Name and Purpose
2. Article II: Terms of Reference (TORs)
3. Article III: Continuous Quality Improvement (CQI) Process and STEP Cycle
4. Article IV: Membership
5. Article V: Secretary
6. Article VI: Meetings
7. Article VII: Amendments
8. Article VIII: Adoption
9. Article IX: Interpretation
10. Article X: Quality Assurance Principles

1. Article I: Name and Purpose

1. **Name:** The name of this body shall be the University Steering Committee on QA/Executive Committee on QA/Institutional Quality Circle (IQC) at the Iqra National University.

2. **Purpose:** The IQC at Iqra National University shall serve as a strategic mechanism to improve the quality of higher education provisions and maintain and enhance quality assurance processes and standards. It shall nurture a culture of quality, fostering collective ownership and shared governance in continuous quality improvement efforts.

3. The IQC shall align with Iqra National University's mission and Pakistan's Standards and Guidelines for Quality Assurance in Higher Education (PSG-2023), following guidance from the Quality Assurance Agency (QAA)/Higher Education Commission (HEC) as needed.

4. The IQC shall act as a cornerstone for fostering a culture of quality assurance and institutional excellence, facilitating discussions on quality-related issues, and empowering Iqra National University to address challenges and seize opportunities. Through shared governance and collective wisdom, it shall enhance Iqra National University's institutional capacity and contribute to resilient, inclusive, and sustainable higher education systems.

5. The IQC shall collaborate with the Quality Enhancement Cell (QEC) to address stakeholders' needs by managing inputs such as students, curriculum, faculty, and resources. Together, they will oversee teaching, student support, research, and governance

processes, aiming to produce skilled graduates, impactful research, knowledge transfer, and societal contributions.

2. Article II: Terms of Reference (TORs)

1. **Monitoring External Guidance and Requirements:**

- - Regularly monitor all relevant external guidance and requirements pertaining to quality assurance.
- - Proactively initiate and coordinate actions in response to external guidance and requirements.

2. **Development and Review of Academic Policy and Quality Framework:**

- - Continuously develop and review Iqra National University's Academic Policy and Quality Framework, ensuring alignment with PSG-2023 and QAA/HEC guidelines.
- - Define comprehensive systems, policies, and guidance to enhance students' learning experiences and maintain academic standards.
- - Evaluate and manage outcomes to facilitate continuous improvement.

3. **Oversight of Information Accuracy and Reliability:**

- - Ensure the completeness, accuracy, reliability, and suitability of information provided to applicants and students.

4. **Operational Oversight of Academic and Student-related Policy:**

- - Maintain active oversight of academic and student-related policies and legislation.
- - Evaluate proposals for legislative changes and seek appropriate consultation with legal services as necessary.

5. **Programme Management and Oversight:**

- - Assess proposals for the addition, withdrawal, suspension, or exceptional amendment of Iqra National University programs of study.
- - Undertake necessary actions for effective program management, including regular updates to committee meetings.

3. Article III: Continuous Quality Improvement (CQI) Process and STEP Cycle

Continuous improvement at Iqra National University shall be guided by the Continuous Quality Improvement (CQI) process and the STEP Cycle framework. The university shall:

- - Follow a roadmap with phases and milestones through organized meetings, aligning objectives with institutional standards to drive quality enhancement.
- - Use the QUEST method within the IQC, focusing on objective-setting, strategic examination of processes, rigorous evaluation, and proactive changes.

- - Achieve tangible outputs, such as updated policies, streamlined SOPs, capacity-building initiatives, and best practices.
- - Strengthen operational efficiency, academic rigor, and institutional effectiveness.

4. Article IV: Membership

1. **Chair:** The Vice Chancellor of Iqra National University shall provide leadership and strategic direction to the IQC.

2. **Deputy Chair:** The Pro-Vice Chancellor or Registrar of Iqra National University shall support the Chair.

3. **Deans, Principals, and Heads of Constituent Institutes:** Appointed by the university administration.

4. **Statutory Officers:** Registrar, Controller of Examinations, Treasurer.

5. **Heads of Sections.**

6. **Director Quality Enhancement Cell.**

7. **Student Council Representatives:** A Lead Student Representative (LSR) from the Student Council for Academic Learning & Enhancement (SCALE) shall represent the student voice.

5. Article V: Secretary

1. The Director of the Quality Enhancement Cell shall serve as the Secretary of the IQC, providing essential facilitation and support to the committee.

6. Article VI: Meetings

1. The IQC shall convene quarterly to promote a culture of quality within Iqra National University and manage quality assurance processes.

2. Additional meetings may be called by the Chair or Deputy Chair as necessary.

7. Article VII: Amendments

1. These bylaws may be amended by a two-thirds majority vote of the IQC membership present at a convened meeting, ensuring consistency with PSG-2023 and relevant guidelines.

8. Article VIII: Adoption

1. These bylaws shall be adopted upon approval by the IQC membership and the relevant university authorities at Iqra National University.

9. Article IX: Interpretation

1. In case of ambiguity or dispute, the Chair of the IQC shall interpret these bylaws, and their decision shall be final.

10. Article X: Quality Assurance Principles

The IQC shall adhere to the following principles:

- 1. **Quality is everyone's responsibility:** All stakeholders are responsible for maintaining and enhancing quality across Iqra National University.
- 2. **Quality of learning opportunities:** Ensure high-quality academic learning, personality development, and character building for all students, faculty, and staff.
- 3. **Quality and contribution to society:** Evaluate higher education quality by its socio-economic impact at local, regional, national, and international levels.
- 4. **Quality and good governance:** Ensure compliance with governance standards, including transparency, accountability, and effectiveness.
- 5. **Quality and accountability:** Uphold accountability, transparency, and compliance with accreditation requirements to foster public trust.
- 6. **Quality and change:** Promote flexible, creative, and innovative education that adapts to student needs and societal expectations.

SCALE (Student Council for Academic Learning & Enhancement)
SCALE shall operate on principles of collegiality, professionalism, feedback, self-criticism, consistency, democratic values, inclusivity, transparency, and student co-creation. The Lead Student Representative (LSR) from SCALE shall coordinate student involvement in the Review of Institutional Performance and Effectiveness (RIPE), collaborate with QAA, and integrate student input into decision-making processes.