



Institutional Quality Assessment and Effectiveness Office (IQAE)
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No. 25 IQAE/QEC/2025

Dated: 16 / 02 /2025


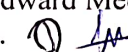
The Registrar,
King Edward Medical University
Lahore.

SUBJECT: Request for Placement of IQC Policy as agenda item in Academic Council

Respected Sir,

Please find enclosed here with IQC Policy for placement as agenda item in upcoming Academic Council meeting.

Thanking you in anticipation.


Prof. Saira Afzal
Director (IQAE / QEC),
King Edward Medical University,
Lahore. 

No: 26-27 QEC/KEMU/2024, Dated: 16 / 02 /2024.

Copy forwarded for information with request for approval of agenda item: -

1. The Vice Chancellor, KEMU, Lahore.
2. The Pro-Vice Chancellor, KEMU, Lahore.

Bylaws of the Institutional Quality Circle (IQC) at King Edward Medical University,
Lahore

Article I: Name and Purpose:

- i. The name of this body shall be the University Steering Committee on QA/Executive Committee on QA/institutional Quality Circle (IQC) at the King Edward Medical University (KEMU).
- ii. The IQC at KEMU shall serve as a strategic mechanism to improve quality of higher Education provisions and maintain and enhance quality assurance processes and Standards. The IQC shall nurture a culture of quality, fostering collective ownership and shared governable in continuous quality improvement efforts.
- iii. It will align with KEMU's mission and Pakistan's Standards and Guidelines for Quality Assurance in Higher Education (PSG-2023), following guidelines from the Quality Assurance Agency (QAA)/Higher Education Commission (HEC) from time to time.
- iv. The IQC at KEMU shall be a cornerstone for fostering a culture of quality assurance and Institutional excellence. It will facilitate discussions on quality-related issues and play a pivotal role in empowering the university to address challenges and seize Opportunities. Through shared governance and collective wisdom, the IQC will enhance KEMU's institutional capacity and contribute to resilient, inclusive, and sustainable Higher education systems.
- v. The IQC shall collaborate with 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. Their goal shall be to produce skilled graduates, conduct Impactful research, facilitate knowledge transfer, and build a robust alumni network, ensuring high stakeholder satisfaction and societal contributions.

Article II: Terms of Reference (TORs)

1. Monitoring External Guidance and Requirements:

- Regularly monitor all relevant external guidance and requirements pertaining to quality assurance
- Take proactive measures to 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 KEMU's Academic Policy and Quality Framework ensuring alignment with PSG-2023 and guidelines from QAA/HEC.
- Define comprehensive systems, policies, and guidance to ensure the enhancement of Students' Learning experiences and the maintenance of academic standards.
- Evaluate and manage the outcomes of these processes to facilitate continuous Improvement.

3. Oversight of Information Accuracy and Reliability:

- Exercise vigilant oversight over the university's processes to 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 minor and operational legislative changes, seeking appropriate Consultation With legal services as necessary.

5. Programme Management and Oversight:

- Assess proposals for the addition, withdrawal, suspension, and exceptional amendment of programs of study within KEMU.
- Undertake necessary actions for effective program management and oversight, including providing regular updates to subsequent committee meetings.

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

At King Edward Medical University (KEMU), continuous improvement shall be integral, guided by the Continuous Quality Improvement (CQI) process and the STEP Cycle framework. The University shall follow a complete roadmap with phases and milestones through organized Meetings. Aligning objectives with institutional standards to drive quality enhancement. Implementation of these strategies shall foster programmatic and institutional improvements, evaluated regularly to refine approaches based on outcomes. KEMU also employs the QUEST Method within its Institutional Quality Circle (IQC), emphasizing clear objective-setting, strategic examination of processes, rigorous evaluation of effectiveness, and proactive identification and implementation of necessary changes to ensure ongoing improvement and excellence across its operations.

These efforts are aimed at achieving tangible outputs in terms of updated policies, streamlined Standard Operating Procedures (SOPs), targeted capacity building initiatives, and the establishment of best practices. These outcomes will strengthen operational efficiency, enhance academic rigor, and contribute overall institutional effectiveness at KEMU.

Article IV: Membership

1. Chair: The Vice Chancellor of KEMU shall provide leadership and strategic direction to the IQC.
2. Deputy Chair: The Pro-Vice Chancellor of KEMU shall support the Chair in their Responsibilities.
3. Deans, Heads of- constituents Institutes: All Deans, Principals, Heads of constituent institutes as appointed by the university administration.
4. Statutory officers: Registrar, Controller of Examination, Treasurer.
5. Heads of Sections.
6. Director Quality Enhancement Cell.
7. Student Council Representatives: There shall be a lead Student representative (LSR) Representing Student Council for Academic Learning & Enhancement (SCALE)*

Article V: Secretary

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

Article VI: Meetings

1. The IQC shall convene quarterly as the ultimate authority for quality assurance Management at KEMU, actively promoting a culture of quality within the institution.
2. Additional meetings May be called by the Chair or Deputy Chair as deemed necessary.

Article VII: Amendments

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

Article VIII: Adoption

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

Article IX: Interpretation

1. In case of any ambiguity or dispute arising from these bylaws, the interpretation shall be made by the Chair of the IQC, whose decision shall be final.

Article X: Quality Assurance Principles

The IQC, in fulfilling its purpose as outlined in Article I, shall adhere to the following Quality Assurance (QA) principles:

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

These QA principles shall guide the activities and decisions of the IQC in fulfilling its terms of reference as outlined in Article II, including conducting Internal Quality Assurance (IQA) processes, self-review, and preparing the institution for External Quality Assurance (EQA). The IQC shall ensure alignment with PSG-2023 and adhere to guidelines set forth by the Higher Education Commission (HLIC) and Quality Assurance Agency (QAA) for continuous improvement and compliance.

There shall be a student council for Academic learning and Enhancement (SCALE) representing the student's voice in all quality-related matters. SCALE shall operate on principles of collegiality, professionalism, feedback, self-criticism, consistency, democratic values, inclusivity, transparency, and student co-creation. The lead Students Representative (LSR) from SCALE shall coordinate student involvement in the review of Institutional Performance and Effectiveness (RIPE), collaborate with QAA, and ensure integration of student input into decision-making process at appropriate levels.