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Minutes of the Meeting of Institutional Quality Circle (IQC) Held on 20.03.2025

The meeting was held in Syndicate Hall, MNSUAM on March 20, 2025 at 2:30 PM and was attended by the following:

1.	Prof. Dr. Ishtiaq Ahmad Rajwana	Vice Chancellor / Chair
2.	Prof. Dr. Irfan Ahmad Baig	Dean FSSH
3.	Prof. Dr. Shafqat Saeed	Dean FAES
4.	Prof. Dr. Umar Farooq	Dean FFHS
5.	Prof. Dr. M. Asif Raza	Dean FVAS
6.	Prof. Dr. M. Ashfaq	Director IPP
7.	Prof. Dr. Nasir Nadeem	Director Graduate Studies
8.	Prof. Dr. Mubashir Mehdi	Director BIAEC
9.	Prof. Dr. Salman Qadri	Director IOC
10.	Dr. Abdul Razzaq	Director IT
11.	Dr. H. Mohkum Hammad	Director External Linkages
12.	Prof. Dr. Tanveer ul Haq	Chairperson, SES
13.	Prof. Dr. Abdul Ghaffar	Chairperson, Agronomy
14.	Dr. M. Shahbaz	Chairperson, FST
15.	Dr. Kashif Razzaq	Chairperson, Horticulture
16.	Dr. Rana Binyamin	Chairperson, DOCE
17.	Dr. Sarfaraz Hashim	Incharge/HoD Agri. Engineering
18.	Dr. Mirza Abdul Qayyum	Hall Warden
19.	Mr. Zulfiqar Ali Tabasum	Controller Examination
20.	Dr. Maher Iftikhar Ahmad	Manager Research Development, ORIC
21.	Dr. Unsar Naeem Ullah	Additional Director Estate Management
22.	Dr. M. Arsalan khan	Director Sports
23.	Mr. M. Azeem Afzaal	Deputy Director Procurement and Inventory Control
24.	Mr. Muhammad Zakir Khan	Deputy Registrar
25.	Ms. Rubina Ahmad	Librarian
26.	Dr. M. Usman Jamshaid	Senior Tutor
27.	Dr. M. Ishtiaq	Focal Person, CDC/PB
28.	Ms. Misbah Sharif	Lecturer/Representative of Chairperson, Home Sciences
29.	Dr. Syeda Anum Masood Bokhari	Assistant Director QEC
30.	Prof. Dr. M. Hammad Nadeem	Director QEC / Secretary

The meeting started with the name of Allah Almighty, and Director QEC briefed about the formation and functions of IQC as per revised Quality Framework of HEC. The following agenda items were discussed:

1. Distribution of accreditation certificates received from NAEAC.
2. Preparation of implementation plan in response to RIPE findings and recommendations.
3. Action taken in response to implementation plan of Graduate Program Review (GPR) by HEC for year 2023-24.

1. Distribution of Accreditation certificates

The Vice Chancellor MNSUAM accompanied by the Deans and Director QEC distributed the accreditation certificates received from NAEAC for the academic programs including Food Science and Technology, Climate Change, Environmental Science, BBA Agribusiness and Horticulture.

The Vice Chancellor appreciated the efforts of all Directors/chairpersons and encouraged them to continue their good work. He further motivated them to review tasks related to the academic programs at their own and strive for improvements beyond previous evaluations.

2. Preparation of implementation plan in response to RIPE findings and recommendations

Director QEC shed light on revised Quality Framework of HEC and stated that quality assurance and enhancement is the responsibility of all academic and non-academic departments in the university. He presented the findings/ recommendations of Review of Institutional Performance and Enhancement (RIPE), and a proposed plan of assigning the tasks to different academic and administrative offices for preparing Implementations Plan for respective tasks according to the given proforma of HEC. The Standard-wise detail of decisions taken is as follows:

Standard 1: Vision, Mission, Goals, and Strategic Planning

- It was decided to Display Vision and Mission statements on key locations at the campus. The Office of the Registrar and Directorate of Estate will be held responsible for preparing the implementation plan.
- Director IT was asked to collect information from various offices and update the website of the University.

Standard 02: Governance, Leadership, and Organization

- OBE system is being followed in academic programs offered by FABSET, however, the OBE transcript is not prepared and provided by the Office of Controller Examinations. The Controller Examinations was informed to coordinate with the Incharge/HOC to prepare the OBE based transcript and display in the next EC meeting.
- The house was informed that OBE is mandatory for the programs offered by the Institute of Computing as per requirements of NCEAC. The Director IOC was tasked to prepare the implementation plan for ensuring the OBE system for all programs offered in the institute.

Standard 03: Institutional Resources and Planning

- CDC office was asked to increase the frequency of Recruitment Drives to increase the employment rate of the graduates. He was also directed to complete and maintain the data of graduates in terms of employment in public or private sectors etc.
- Director IT updated that tender for 65 computers is under process to strengthen the computer labs to cater the growing number of students.
- Director IOC and Registrar were asked to expedite the faculty recruitment process to address the challenges of student-faculty ratio in IOC.

Standard 04: Audit and Finance

- Director, Financial Assistance was asked to develop a mechanism for an efficient dissemination of information regarding the financial assistance opportunities to the students. He was also advised to set an information desk for providing guidance to the students regarding the availability of financial assistance opportunities in the University.
- ORIC was assigned the task to developing a mechanism offering incentives for faculty and students for promoting research culture at campus. It was also suggested to hold research plan competitions at department and institution levels.
- The house was informed to include the Student Council in IQC and other bodies to involve and represent the students in decision making. Director QEC informed that initial regarding the Student Council was initiated some time ago. The PO Students Affairs and team was directed to prepare the plan with SOPs and TORs for establishing and functioning of Student Council.

Standard 05: Affiliated Colleges / Institutions

Not Applicable as MNSUAM does not have any affiliated colleges/ institutions

Standard 06: Internationalization of Higher Education and Global Engagement

- While discussing the agreements and MoUs with different national and international organizations, the Director External Linkages was directed to prepare a mechanism of monitoring and reporting the activities by the respective focal persons and/or departments documented in the agreements.

Standard 07: Faculty Recruitment, Development and Support Services

- HR office was asked to prepare plans for faculty hiring and identify the challenges in the procedure for hiring faculty and solutions to address them.
- House was informed that Prof. Dr. Tanveer ul Haq had attended a course offered by NAHE on supervising graduate students. Therefore, he along with Director Graduate Studies was asked to design basic and advanced courses for the faculty to supervise MSc/MS and PhD level students following the guidelines of HEC described in Graduate Education Policy 2023.
- ORIC and CLS coordinators were asked to recruit lab engineers and to develop the SOPs for hiring research assistants for this purpose and maintenance of lab equipment.

Standard 08: Academic Programs and Curricula and Standard 09: Admission, Progression, Assessment, and Certification

- DGS office was tasked to develop admission guidebooks with clear admission policy and guidelines for students progression.
- DGS office will also prepare policy for International Student Admissions.

Standard 9: Standard09: Admission, Progression, Assessment, and Certification

- Director IT was directed to ensure the finalization of SAP for LMS and present the demo in the meeting of executive committee at the earliest.

Standard 10: Student Support Services

- Director IT was asked to develop an online portal on the University website for foreign students' applications.
- Access should be provided to student academic progress in the form of semester-wise transcripts through LMS/SAP .
- Public Health Society, Students Affairs, and HND program will prepare a plan for the counselling of students and faculty regarding maintaining their mental health avoiding depression/stress at workplace.
- Incharge CDC&PB was advised to develop an online platform on university website for connecting alumni, potential employers, and internship providers.
- Director Financial Assistance was directed to develop a Scholarship Information Desk for providing information and guidance to the students regarding the scholarships and financial assistance opportunities available for university students.
- Canteen Committee was asked to present a plan regarding the increasing variety of food items, hygiene, cleanliness, and affordable price.
- Director P&D and Director Estate Management were asked to oversee the extending the parking facilities especially for the students.

Standard 11: Impactful Teaching and Learning and Community Engagement

- Office of the Treasurer was suggested to allocate budget for Students Assistantship.

Standard 12: Research, Innovation, Entrepreneurship, and Industrial Linkage

- ORIC Office was asked to prepare and present a plan for offering research grants/funding to new faculty members. This office was also directed to organize awareness sessions for the new faculty members regarding the opportunities of funding by the University and other national and international funding agencies.

Standard 14: Public Information and Transparency

- Director IOC was directed to update the university website by making it more attractive and with updated information.
- CDC office was asked to promote alumni networking at the department and university levels and engaging them in various activities.

3. Action taken in response to implementation plan of graduate program review (GPR) by HEC

The Director QEC presented the report of actions taken according to the Implementation Plan that was prepared following findings and recommendations of Graduate Program Review held by HEC in 2023-24. He discussed with the house regarding the some information and documentary evidence to support the actions taken as per following detail:

1.0 Faculty

- DGS office was asked to provide the notification of syndicate for cross-faculty supervision.

2.0 Students

- ORIC and DGS office was asked to develop mechanism for timely awareness regarding the IRSIP opportunities to research students.
- Librarian was asked to provide notifications of seminars on use of HEC digital library after July 2024.

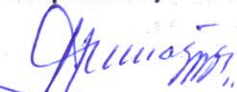
3.0 Infrastructure

- Librarian was asked to provide the data for purchase of books during the year 2024.
- Director IoC informed that faculty training is needed for new SAP implementation. However, integration issues with regulations are anticipated. He was directed to present the implementation status in EC at the earliest.

The chair advised the offices to provide the required relevant information and documentary evidence to finalize the presented reports at the earliest. He also directed QEC to develop follow-up mechanism to receive timely response from the respective offices. He reiterated the collective approach and efforts to assuring and enhancing the quality to maintain the standards set by HEC but also to meet the international standards.

The meeting ended with vote of thanks by the chair.

Prepared By:


Director QEC

Approved By:


Vice Chancellor MNSUAM