



# THE UNIVERSITY OF AZAD JAMMU & KASHMIR MUZAFFARABAD

ADMIN BLOCK CHELLAH CAMPUS

(ESTABLISHMENT-I)

## Order

1. In compliance with HEC letter No. 2(PSG)QAA/ HEC/ 2023/2773 dated 10-10-2023 The Vice Chancellor, has been pleased to approve the Implementation of revised quality assurance Frame Work and following Formation/ Composition of Institutional Quality Circle (IQC) of the University of Azad Jammu & Kashmir, Muzaffarabad;

a.	The Vice Chancellor	Chairman Committee
b.	The Registrar	Deputy Chairman
c.	Director QEC	Member
d.	Head of Departments	Member
e.	Student Council Representative	Members (Two)
f.	One Senior Alumnus of UAJK	Member

### 2. TERMS OF REFERENCE FOR THE INSTITUTIONAL QUALITY CIRCLE (IQC)

- 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 for assuring and enhancing the quality of students' learning experience and maintain academic standards, and to consider and manage the outcomes of these processes.
- To have oversight of the University's approach to assuring the completeness, accuracy, reliability and fitness for purpose of information provided for 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 additional, withdrawal, suspension and exceptional amendment of programmes of study of the University. This will normally be undertaken by chair's action for regular reporting to a subsequent meeting of the committee.

### 3. MANDATE OF THE IQC:

- Institutional Quality Circle (IQC) initiates the process for self-assessment and constitutes Institutional Performance Report (IPR) preparation/ updating and a follow-up committee.
- To constitutes RIPE committee by meeting the conditions below;
  - RIPE committee shall consist of five to seven members (internal and external)
  - At least one external member shall be included from HEC's pool of experts.
  - The internal members should preferably comprise seasoned and senior academic and administrative heads.
- Review the documentary evidence against the claims made in IPR for validation and list the questions/ probing questions to be asked of different stakeholders.
- Develop a roadmap with a timetable for program, departmental and institutional level self-assessment.
- Ratify the program and departmental self-assessment (In IQC), participated by all the Deans and respective departments, and Headed by the Vice Chancellor.

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