PAK-AUSTRIA FACHHOCHSCHULE: INSTITUTE OF APPLIED SCIENCES AND TECHNOLOGY

QUALITY ENHANCEMENT CELL PAF-IAST

MEETING MINUTES

Quality Assurance and Implementation Committee (QAIC)

Date	Monday, 22nd June 2026
Time	10:00 AM
Venue	Board Room, PAF-IAST
Committee	Quality Assurance and Implementation Committee (QAIC)
Attendant by	1. Prof. Dr. Mohammad Mujahid (convener) 2. Prof. Dr. Sharifullah Khan 3. Prof. Dr. Arshad Hussain 4. Prof. Dr. Najam us Sahar Sadaf Zaidi (Excused) 5. Dr. Dil Nawaz Khan 6. Prof. Dr. Azhar Hussain 7. Dr. Abdul Mateen 8. Dr. Zahidullah Khan 9. Dr. Fazli Wahid 10. Prof. Zafar Iqbal 11. Dr. Asim Farooq 12. Dr. Aftab Akram 13. Dr. Rizwan Ahmad 14. Dr. Haider Khalil 15. Dr. Amjad Saleem 16. Dr. Rashid Naseem 17. Dr. Amir Muhammad 18. Dr. Fida Hussain 19. Dr. Saad Qayum 20. Dr. Amirzeb Khan 21. Dr. Sajjad ullah Jan 22. Dr. Muhammad Nauman Habib (Secretary) 23. Mr. Yasir Iqbal 24. Mr. Safi ur Rehman Shah 25. Ms. Ayehsa Nadeem (on behalf of Dr. Haris Sheh Zad) 26. Mr. Muhammad Sohail
Absent	1. Dr. Abdul Hamid 2. Dr. Abdul Ghafoor 3. Mr. Muhammad Ishfaq Khattak 4. Dr. Rana Muhammad Asad Khan 5. Mr. Attaullah Khan

AGENDA ITEMS

S.No.	Agenda Item
1	CQI Mechanism for PAF-IAST
2	Lead Student Representative (LSR) —QAIC Members
3	Approval of the Assessment Teams (ATs) for PREE
4	Adjunct Faculty OBE Results and Course Folders Issue
5	Approval of the IPR (Institutional Performance Report 2025–26)
6	Compliance Report — Status of RIPE 2024–25
7	Approval of Surveys for the Sections / Support Services
8	Central Data Repository
9	Internet Issue

Items & Decision
1. **CQI Mechanism for PAF-IAST:** • Continuous Quality Improvement (CQI) at institutional level is requirement as per HEC's PSG-2023. • CQI policy was recommended by the review panel during RIPE 2024-25 institutional review. • 15th ACM agenda item #1 approved the QEC Manual and suggested, "the CQI portion of the said manual should be enhanced" • As per the guidance of the Rector PAF-IAST, QEC prepared CQI policy framework for academic departments (Annex-1A) and non-academic departments/sections (Annex-1B). • All Deans, Dr. Zahidullah and Dr. Saad Qayum were engaged in the framework design and development of the CQI policy for PAF-IAST. • The policy draft was shared with all heads for review and feedback via email dated 15th June 2026. • Agenda is place for the kind approval. **Discussion:** The Rector stressed on the importance of CQI in every aspect of PAF-IAST. Therefore, CQI mechanism is proposed for all academic and non-academic departments of PAF-IAST. Dr. Sharifullah suggested to add the meetings in academic calendar while Rector proposed that all departments shall prepare their own semester-wise calendar and share it with Dean for approval prior to the commencement of the semester. Dr. Nauman shared with the board that quality structure was approved in 2022 and subsequently the QEC Manual was approved from ACM in the 15th meeting. The structure is in place; however, some departments are lacking effective implementation and conduct of meetings as per TORs. Dr. Arshad Hussain suggested that instead of two separate committees of NAAC and IAAC at institutional level, it can be merged. Dr. Rizwan proposed that the CLO/PLO attainment will be presented in both DQAC and BoS. Dr. Saad presented the indigenous platform for OBE and it was decided to discuss with CMS team for integration and a detailed session to be conducted for the faculty during summers. **Decision:** **a) The CQI framework for academic and non-academic department is recommended and will be presented in the next ACM for statutory approval.**

b) All departments are directed to comply with the requirements of the framework and present activity calendar for the meetings in every semester. The activity calendar will be approved by respective Deans and implemented.

c) Integration of the OBE module in CMS for avoiding duplication of efforts.

2. Appointment of Lead Student Representative (LSR) —QAIC Members

- Student Council for Academic Learning and Enhancement (SCALE) was constituted as per the guidelines of HEC PSG-2023.
- Subsequently, the 1st SCALE members were selected and notified on 14th January 2026 (Annex-2).
- As per the HEC guidelines, one student from undergraduate and graduate program is appointed as LSR to represent student body in QAIC.
- The following students are nominated as LSR;
  Ms. Ghaada Qamar (B23S0389AI027), BS-AI (CGPA 3.52)
  Mr. Abdul Rahman (M25S0001EPS001), MS-EPS (CGPA 3.67)

Agenda is place for the kind approval.

Discussion:

Dr. Nauman presented the agenda and provided the background of SCALE and purpose of LSR. The selection process of SCALE and LSR were discussed.

Dr. Azhar inquired about the appointment period of LSR.

Decision:
a) The board approved appointment of LSR for the period of one year.

3. Approval of the Assessment Teams (ATs) for PREE

- Program Review for Effectiveness and Enhancement (PREE) based self-assessment for all programs is conducted as per the PSG-2023 guidelines for Internal Quality Assurance (IQA) and External Quality Assurance (EQA).
- Under the IQA cycle for 2025-26, fourteen BS programs were selected.
- Under the EQA cycle for 2025-26, nineteen MS and PhD programs were selected for self-assessment.
- The PREE based self-assessment reports (SARs) were prepared and submitted by program teams (PTs).
- SARs were reviewed by QEC and discussed with the department in DQAC meeting.
- In the final stage of PREE, Assessment Teams (ATs) were nominated by the departments and endorsed by respective Deans.
- All external experts nominated are at least Associate Professors and subject experts in the nominated programs. List attached as Annex-3

Agenda is place for the kind approval.

Discussion:

The ATs' external examiners/members were suggested by the departments as per the requirements of PAF-IAST and PSG-2023 guidelines.

Decision:
a) Nominations for the Assessment Teams (ATs) are approved.

4. **Adjunct Faculty OBE Results and Course Folders Issue**

- During the DQAC meeting with engineering departments, it was observed that the OBE based results and course folders of the adjunct faculty are missing. The adjunct faculty after completing other semester activities receive clearance from other departments and process their payments. However, the HoPs and OBE coordinators do not get the required OBE result or course folders. Due to which, the PEC requirements and OBE-based results/PLO attaining sheets remain incomplete (Example Annex-4)

Agenda is place for discussion and actions to ensure completion of all requirements.

Discussion:

The committee was briefed regarding the challenges faced in acquiring OBE result and course folders. Dr. Sharifullah suggested that we can add mechanism that include HoPs in the clearance process while the Rector suggested that CMS should include the adjunct faculty clearance mechanism.

Decision:
a) Dr. Sharifullah and academic section will devise a mechanism to ensure that all semester activities are complete before clearance and payment to the adjunct faculty.
b) TVF faculty clearance on CMS to ensure clearance from all HoPs.

5. **Approval of the IPR (Institutional Performance Report 2025–26)**

- As per the annual targets from QAA-HEC, section C(1), "Progress against Review of Institutional Performance and Enhancement (RIPE)" containing 16 marks requires;
- A) Preparation and Submission of Updated Institutional Performance Enhancement Report (IPER) as per PSG 2023 guidelines. (06 marks)
- Corrective Action Report against the Implementation Plan of RIPE 2024-25 (10 marks)
- The IPR report is being prepared and updated by the IPR Committee (see Annex-5a)
- The follow-up committee compiled a compliance report as per the implementation plan (see Annex-5b)

Approval of the committee is requested for onward submission.

Discussion:

Dr. Nauman presented agenda and presented the case for approval.

Decision:
a) updated IPR report for 2025-26 is approved for onward submission.
b) Corrective action report is approved.

6. **Compliance Report — Status of RIPE 2024–25**

- The follow-up committee complied a compliance report on the action plan prepared as per the recommendations of RIPE 2024-25.
- 41 recommendations were suggested by the Self-RIPE committee.
- Status of action on the recommendations is presented in the table below.

Status	**No Action**	**In-process**	**Completed/Achieved**
Achievement	16/41 (39.02%)	14/41 (34.15%)	11/41 (2683%)
Reference S.No.	1,2,5,9,10,15,16,21,22, 24,26,27,31,32,35,36	3,4,8,11,12,13,17,20,25, 33,34,38,39,40	6,7,14,18,19,23, 28,29,30,37,41

(see Annex-6 for detailed progress)

Discussion:

Dr. Nauman presented the summary of corrective actions and compliance report submitted by the follow-up committee chaired by Prof. Dr. Arshad Hussain.

Rector inquired about the reasons of no-action items and in-process items.

Decision:
a) Rector suggested to send emails to all concern departments for status update and justification on no-action and in-process recommendations. Follow-up committee is responsible for the task.

7. **Approval of Surveys for the Sections / Support Services**
   - As per the requirement of RIPE standard guidelines and recommendation in RIPE report 2024-25, all non-academic departments/sections will have a feedback mechanism.
   - Standard 2 of RIPE, EOI#12 expects to, "have well-defined institutional mechanism to make each non-academic/service departments - including Registrar's office, library, examination department, student affairs, career counselling, IT department, transportation department, hostel management, cafeteria management - conduct well-structured surveys to get students and faculty feedback and to improve their services based on the feedback provided by the stakeholders"
   - Surveys for all support services has been designed and approved by the Rector (Annex-7).
   - Individual QR codes will be displayed in prominent places with an open link to provide feedback.
   - Feedback link will be shared with all head of sections for monitoring and regular review and CQI.

Approval of the committee is requested for implementation.

Decision:
a) QR codes to be generated and placed outside the office in a prominent placed. Proper display is recommended.
b) Link to the surveys will be made available on the website.

8. **Central Data Repository**

- At present there is no central data repository which affects the process of gathering information, data finding and validation.
- The information and record is kept decentralized and only available in the respective department.
- Acquisition of data and repeatedly approaching the departments increases work burden and often results in delays.
- A central data repository may resolve the issue.
- Agenda presented for deliberation and direction.

Discussion:

Manager IT shared with the committee that it is doable and can be managed easily.

Dr. Sharifullah suggested that D-Space open-source software can be used. Furthermore, it requires proper indexing and folders.

Rector discussed the matter of data entry and access.

Decision:
a) Dr. Sharifullah, Manager IT and Manager QEC will arrange meetings to formalize and implement the CDR.

9. Internet Issue Across Campus

- Every stakeholder (student, faculty, and staff) has been facing internet issue.
- The internet services acquired from NTC and PERN is having 2GB bandwidth.
- Despite the excessive bandwidth, internet issue remains unresolved.
- It has an adverse effect on the quality of work and education.

Agenda is placed before the QAIC for deliberation and necessary direction.

Discussion:

Dr. Nauman presented the issue and concerns on behalf of students, faculty, and staff.

Manager IT shared the status and presented the case that more access points are required due to increase influx of the users.

Rector inquired about the assessment of the existing status of IT infrastructure.

Dr. Haider and Dr. Azhar also highlighted the issue in C2 and C1 buildings.

Decision:
a) Manager IT to conduct survey and assessment during summers and propose the requirement of IT infrastructure.
b) Manager IT to identify hot spots based on the heat map within summer semester.
c) Manager IT and works department to identify the areas where there should be uninterrupted power supply and internet.

The Rector PAF-IAST at the end of the meeting congratulated all participants and commended their efforts on achieving 1st rank in emerging category and 3rd in the overall universities ranking 2026. The Rector requested all participants to convey appreciation and good wishes to all PAF-IAST family.
The Rector acknowledged efforts of everyone and stressed on achieving excellence in quality education at par with international HEIs in general and specifically as per the partner Fachhochschules.

Manager QEC
(Secretary QAIC)

Rector PAF-IAST
Convener QAIC