

Minutes of 2<sup>nd</sup> Meeting of the Institutional Quality Circle Committee

The 2<sup>nd</sup> meeting of the Institutional Quality Circle Committee vide letter No. 341/QEC/BKUC/2025 dated 07/11/2025, in compliance with the RIPE requirements (Review of Institutional Performance and Enhancement), a component of PSG 2023 Revamped Framework, Quality Assurance Agency, Higher Education Commission was held in the committee room of the Bacha Khan University, Charsadda. on 10.11.2025 at 11:30am.

The following attended the session:

1.	Prof. Dr. Khan Alam	Vice Chancellor/Chair
2.	Prof. Dr. Zahid Hussain	Dean of Arts/Member
3.	Dr. Ikram Ullah	Director, QEC/Facilitator
4.	Ms. Beenish Ali	COE/ Member
5.	Mr. Muhammad Sohail	HoD, Economics /Member
6.	Dr. Adil Khan	DD, QEC/Member
7.	Mr. Kashif Zaman	Ph. D Scholar Management Sc./Member
8.	Ms. Salma Khan	AD, QEC/Member cum Secretary

The Chair Prof. Dr. Khan Alam welcomed all the members of the committee and commenced the meeting with the request to Dr. Ikram Ullah, Director, QEC to recite few verses from the Holy Quran. Thereafter the worthy Vice Chancellor asked Director, Quality Enhancement Cell to brief the members about the agenda of the meeting. The Director, QEC briefed the meeting members about the agenda and give an overview that how the higher education felt the need for the constitution of IQC Committee. He said to the forum that Institutional Quality Circle is a forum for Quality Enhancement Cell in establishing quality culture in the university. It will monitor all relevant external guidance related to quality assurance and take appropriate actions accordingly. He further added that the PSG-2023 Revamped framework- of Quality Assurance has three main components REQAAB, RIPE and PREE. The Director, QEC then requested Dy. Director Dr. Adil Khan to give a brief overview about these components and present the agenda items one by one.

The Dy. Director, Dr. Adil Khan explained that the REQAAB review the effectiveness of Quality Assurance Agency of HEC and related accreditation councils. For the first time Higher Education Commission came up with the idea of their own quality Assurance personnel and procedure's

performance appraisal. Review of Institutional Performance Enhancement applies at institutional level and review its effectiveness. RIPE was formally known as IPE. He further explained that Self-Assessment Report document has been replaced by Program Review for Effectiveness and Enhancement. The said document applies at the program levels and reviews its effectiveness. RIPE has been introduced with some additional standards to it. These evaluation methods reflect and integrates with the evolving needs of international standards and combining with local standards and addresses solutions to the problems that HEI's faces in Pakistan.

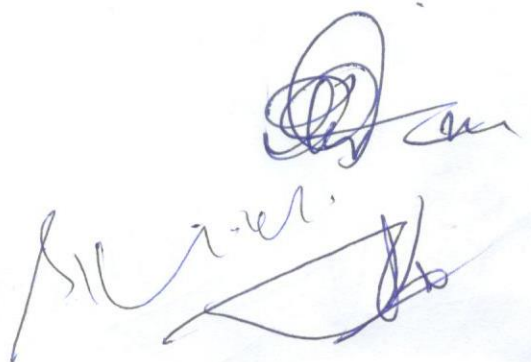
#### **Agenda Item No. 1**

##### **Discussion:**

Regarding agenda item no. 1, The Dy. Director, Quality Enhancement Cell, Dr. Adil Khan discussed the Terms of references of the committee one by one and said that it is composed of eleven numbers of university employees with the Vice Chancellor acting as the Chairman while the Pro- Vice Chancellor as the Dy. Chairman. The Assistant Director, Ms Salma Khan told the forum that this committee had been constituted in accordance with the RIPE policy and that additional members could be added if the forum considered it necessary. The worthy Vice Chancellor directed that the Director of Advance Studies and Research Board be added to the committee as Ex-officio (by designation). The Assistant Director, Ms. Salma Khan briefed the forum that in compiling documentary evidences for various standards, cooperation will require from the Registrar Section and Treasurer office, so representation from these section is necessary. The Worthy Vice Chancellor instructed that heads of those sections or their Nominees be included in the committee.

##### **Decision:**

The committee members unanimously recommended that the Director of Advance studies and research Board (ASREB), Registrar or his Nominee and Treasurer or his Nominee be added to the existing committee.





## Agenda Item No. 2

Detailed Awareness regarding PSG-2023 Revamped Framework for quality assurance was given by DD, QEC to educate the members about its importance and its accurate implementation.

## Agenda Item No. 3

### Discussion:

Dr. Adil Khan, DD, QEC has explained that the committee has been proposed in accordance with the requirements of the QA Framework PSG-2023 for the preparation of Institutional Performance Report (IPR). As per the policy this committee shall consist of at least seven numbers with additional members could be included if the forum feel necessary. Ms. Salma Khan, AD, QEC stated that the committee members for the IPR preparation committee were selected based on their expertise/experiences in the quality assurance processes. Dr. Sohail suggested including an employee from the Registrar section to provide support on matters related to data provision from the Registrar Office. Ms. Beenish Ali responded that Dr. Kaleem has been assigned the role of Dy. Registrar Establishment, so he could be reassigned from Sociology Department representation to fulfill this requirement. The Vice Chancellor Prof. Dr. Khan Alam instructed that Ms. Anum Salim would be replaced by Dr. Sajjad Ahmad, Head, Department of English as being most senior faculty member of the English Department.

### Decision:

The committee members unanimously approved the proposed Institutional Performance and Enhancement Report (IPER) preparation committee. It was also decided that Dr. Muhammad Kaleem would step in as Dy. Registrar, and Dr. Sajjad Ahmad will be added to it.

Beenish Ali  
Sohail

Sajjad

Dr. Kaleem

Dr. Sajjad Ahmad

Dr. Khan Alam

#### Agenda Item No.4

##### Discussion:

The Deputy Director, Quality Enhancement Cell briefed the committee members on the purpose of Institutional Performance and Enhancement Report (IPER) follow up committee. This committee is responsible with monitoring each standard outlined in the IPER document. The said committee will thoroughly review IPER document to ensure that all standards are accurately addressed and the required documentary evidences have been provided. This committee will prepare a comprehensive follow up report and will highlights discrepancies if any found in the document. Ms. Beenish Ali, Controller of Examinations, suggested that Dr. Sajjad Ali Shah, being the Registrar, would not be able to manage time for the said document review and should therefore be replaced. The Worthy Vice Chancellor directed that Dr. Sajjad Ali Shah be replaced by Dr. Zarbadshah. The Vice Chancellor also recommended including TTS members and senior faculty in the committee, and instructed that Dr. Saima Naz be replaced by Dr. Javed Iqbal, and Dr. Tabassum Yaseen by Dr. Hussain Gulab.

##### Decision:

All the members of the committee unanimously approved the proposed IPER Follow up report preparation committee and decided that Dr. Sajjad Ali Shah, Dr. Saima Naz and Dr. Tabassum Yaseen be replaced by Dr. Zarbadshah. Chairman, Chemistry Department, Dr. Javed Iqbal, Assistant Prof. Botany Department, Dr. Hussain Gulab, Associate Prof. Chemistry department respectively. Mr. Muhammad Sohail, Head of the Department of Economics, be included as a co-opted member to represent the field of Social Sciences.

Beenish Ali  
Sohail

Zarbadshah

Javed Iqbal

Hussain Gulab  
Tabassum Yaseen



## Agenda Item No. 5

### Discussion:

The Deputy Director of the Quality Enhancement Cell informed the forum that QEC officials have considered renaming the "Anti-Plagiarism Certificate" to "Similarity Index Certificate," because the software used for checking submissions, evaluates only one part out of its 60 components. He clarified that plagiarism is the presentation of someone else's idea or work as one's own without proper referencing, whereas a similarity score indicates the percentage of content in a submission that matches material in the EDS. The Assistant Director said that sister universities in the province have already adopted "Similarity Index Certificate" as the standard term. The Vice Chancellor, Prof. Dr. Khan Alam, explained that Peshawar University issues the document under the title "Anti-Plagiarism Certificate" and stated that sister universities should follow the mother university's formats and policies. Mr. Kashif Zaman, Representative of the Students Council, suggested that to be on the safe side, a subtitle "Similarity Index Certificate" as similar to one used by the University of Science and Technology, Kohat, could be added. Prof. Dr. Zahid Hussain, Dr. Muhammad Sohail, and Mr. Kashif Zaman raised the point that the university currently issues two types of certificates, one for synopsis and one for the final thesis, recommended that a uniform format be used for both documents. In response to these suggestions, the Vice Chancellor instructed that the Director of Advanced Studies and the Research Board will prepare/submit a proposal to the Academic Council recommending the format and title of the certificate that the concerned section issues for synopsis checks and the same will further be placed before Syndicate for approval.

### Decision:

All the members of the committee unanimously agreed upon the direction of the worthy Vice Chancellor that the Director, ASRB will initiate the process on priority basis.

Beardh Khan

Zaman

Dr. Zahid Hussain

Dr. Muhammad Sohail

## Agenda Item No.6

### Discussion:

The Deputy Director, Quality Enhancement Cell briefed on the committee proposed in accordance with directions outlined in the PSG-2023. The Assistant Director Ms. Salma Khan informed the forum that the committee will consist of at least seven members including two external members drawn from the HEC's Pool of Experts. She explained that the external members are selected for their expertise in developing and implementing quality assurance mechanisms and for their experience reviewing RIPE and PREE documents at universities across the country. The Director and Deputy Director of QEC added that the committee's responsibility is to conduct a thorough review of the Institutional Performance and Enhancement Report (IPER). The committee will identify gaps in the university's procedures and services supported by documentary evidence and make practical recommendations for improvement. It will then prepare a comprehensive review report, which will be submitted to the Institutional Quality Circle for ratification and further action. The Worthy Vice Chancellor gave instructions to add and replace certain members of the committee.

### Decision:

Upon the Vice Chancellor's suggestion, the committee unanimously approved the following changes: Prof. Dr. Zahid Hussain, Dean of AS&H, will replace Dr. Sajjad Ali Shah, Prof. Dr. Salim Shah will replace Dr. Muhammad Kaleem. Mr. Zahoor Ahmad, Director QEC, University of Peshawar, will be added to the committee. The Director ORIC will replace the Manager ORIC, and the Deputy Director/Assistant Director QEC will serve as Member-cum-Secretary.

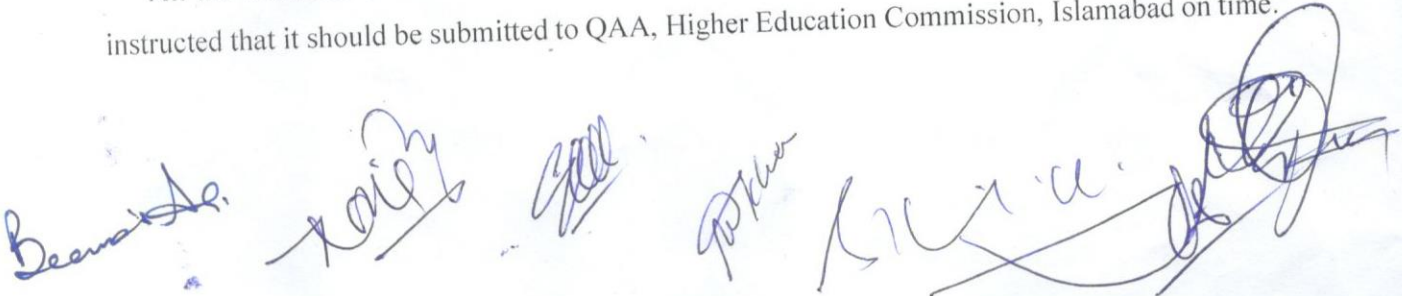
## Agenda Item No. 7

### Discussion:

The Deputy Director of the Quality Enhancement Cell briefed the committee on the purpose of developing the Annual Activity Calendar. The Assistant Director, informed the forum that this document is a required component of the Yearly Progress Report and carries marks. The Worthy Vice Chancellor instructed that these activities should be break down into an accurate timeline. He added that inspection visits should be scheduled as needed throughout the year.

### Decision:

All the members of the committee unanimously approved the Annual Activity Calendar and instructed that it should be submitted to QAA, Higher Education Commission, Islamabad on time.





The Meeting concluded with mutual vote of thanks.

Prof. Dr. Khan Alam, Chairman

Prof. Dr. Zahid Hussain, Deputy Chairman

Prof. Dr. Khalid Saeed, Member

Dr. Ikram Ullah, Facilitator

Ms. Beenish Ali, Member

Dr. Muhammad Sohail, Member

Dr. Adil Khan, Dy. Director, QEC

Mr. Kashif Zaman, SC Representative

Ms. Salma Khan, Member-cum-Secretary

OK

Absent

Beenish Ali

Adil Khan

Kashif Zaman

Salma Khan