

Air University Islamabad

Student Representation Body

Air University offers a student representative body that works to actively involve students in class and on campus in order to improve their learning experience and skills.

Duties and Responsibilities of Student Representative

- Assisting the University in maintaining class discipline and establishing a positive example in both academic and non-academic areas.
- Act as a key contact between staff and the fellow class members regarding Class Health and safety, facilities and student welfare needs.
- Serve as a bridge between staff and classmates for issues relating to class health and safety, facilities, and student welfare.
- Be aware of all academic and student support policies and direct students to the appropriate departments for assistance.
- Contribution towards monitoring of learner support and needs.
- Assisting in the monitoring of learner assistance and requirements
- Maintain confidentiality and adhere to data protection of any shared information. Coordinate with office bearers of student societies
- University representatives should serve as a link between the university and students. They do not have the authority to make any formal or informal decisions on behalf of the University.

Procedure

- In the beginning of the semester, the AU student affairs department distributes a form for the selection of a Student Representative.
- They encouraged the student to complete and submit the application form to the portal.
- The Director of Student Affairs conducts an interview based on the submitted application and selects the deserving candidate for the three positions of president, vice president, and general secretary.

Institutional Quality Circle (IQC) at Air University

At Air University, fostering a strong culture of quality is a strategic priority. This is being facilitated through the **Institutional Quality Circle (IQC)**, which serves as a pivotal part of the university's quality governance framework. The IQC is chaired by the **Vice Chancellor** and supported by the **Institutional Quality Assurance Entity (IQAE)**. Its core purpose is to promote a continuous cycle of academic excellence, student satisfaction, and institutional development.

The IQC plays a **central role in embedding a culture of quality** throughout the university by not only overseeing academic policies but also ensuring that student perspectives are integrated into all quality-related decisions.

Student Involvement in IQC Processes

Air University recognizes students as key stakeholders in the learning process. Therefore, their **feedback, performance data, and participation** in relevant discussions are actively incorporated into the IQC's decision-making mechanisms. During IQC meetings—held **quarterly (four times a year)**—student input is brought forth through:

- **Student representation in relevant academic committees**
- **Institutional Performance Reports (IPR)** that reflect the **student life cycle**, from admission to graduation
- **Student feedback surveys** and quality enhancement forms
- **Reports on student satisfaction and engagement**

These sources of student data help the IQC to evaluate programs, address concerns, and recommend improvements across academic and support services.

Terms of Reference for IQC at Air University

- **Monitoring External Quality Guidelines:** Stay updated with national and international quality assurance standards, initiating responsive actions where necessary.
- **Reviewing Academic Policy and Quality Framework:** Continuously improve the university's systems and policies to enhance the student learning experience and uphold academic standards.
- **Ensuring Accuracy of Student Information:** Oversee the transparency and reliability of all information provided to current and prospective students, ensuring it is clear, consistent, and meaningful.
- **Oversight of Academic Policies:** Maintain and revise academic and student-related policies, including reviewing legislative changes in consultation with legal and regulatory bodies.
- **Program Oversight:** Review and approve the addition, suspension, or amendment of academic programs. These decisions are recorded and reviewed during formal IQC meetings.

During all proceedings, the **IQAE ensures** that the IQC's discussions and decisions are **informed by key student-related metrics** and performance indicators. This approach grounds IQC meetings in evidence-based analysis aligned with student experiences and outcomes.

MINUTES OF THE FIRST INSTITUTIONAL QUALITY CIRCLE (IQC) MEETING
HELD AT AIR UNIVERSITY ISLAMABAD DATED 11 DECEMBER 2024
FROM 1030 TO 1300 HOURS

1 .Participants

AM Abdul Moeed Khan	Director Quality
2. Air Cdre Abdul Wahab Motla (R)	Dean Graduate Studies
3. Air Cdre Ahmed Hassan (R)	Dean FASS
4. Dr. Salman Hasan Khan	Dean Engineering
5. Prof Dr. Jehanzeb Masud	Dean Faculty of Social Sciences
6. Dr. Adil Sultan	Actg. Dean AUSOM
7. Dr. Rana Iqtedar Shakoor	Dean Faculty of Computing & AI
8. Prof Dr. Wasima Shehzad	Dean Faculty of Basic & Applied Sciences
9. Dr. Habib Ahmed	Chair Deptt. Mechatronics Engineering
10. Dr. Ammar Masood	Chair Deptt. Computer Sciences
11 .Dr. Muhammad Atif	Chair Deptt. Psychology
12. Dr. Nouman Naseer	Chair Deptt. Mathematics
13. Dr. Zunera Jalil	Chair Deptt. English
14. Dr. Ansa Quratulain	Chair Deptt. Humanities
15.Dr. Iffat Zehra	Assistant Professor, FASS
16. Dr. Farzana Masroor	Chair Deptt. Creative Technologies
17. Dr. Sohaib Sultan	Chair Deptt. Computer & Electrical Engineering
18. Dr. Zahid Mehmood	Chair Deptt. of Computer Games Development
19. Dr. Imran Ihsan	Chair Deptt. Business Studies
20. Dr. Ashiq Hussain	Chair Deptt. Biomedical Engineering
21 .Dr. Hameed Ur Rehman	Chair Deptt. Physics
22. Dr. Amir Ishaque	Alumni Representative
23. Dr. Zia Mohyuddin	Student Representative
24. Dr. Waqas Khalid	Student Representative
25. Ms. Naima Mehmood	Deputy Director, QEC
26. Mr. Ehtisham Amjad	Assistant Director, QEC
27. Ms. Laiba Sabir	Data Analyst, QEC
28. Lt. Col Amir Toor (Retd.)	
29. Ms. Mehreen Ishtiaq	
30. M. Mohammad Shehryar	

1. Welcome Address

Designation

Vice Chancellor

Registrar

Director Academics



The Vice-Chancellor welcomed all esteemed members to the "First Institutional Quality Circle (IQC)" meeting. He expressed gratitude to the Higher Education Commission (HEC) for introducing the revamped Quality Framework, a forward-looking initiative aimed at enhancing the quality of academic programs and research across higher education institutions. The Vice-Chancellor underscored the critical importance of adopting globally recognized best practices to maintain competitive academic standards and ensure continuous improvement in institutional performance.

He further highlighted Air University's commitment to delivering education that meets international benchmarks while fostering an environment conducive to innovation, research, and holistic learning. The Vice-Chancellor invited the Director Quality to formally present the details of the Revamped Quality Framework with a specific focus on the IQC's role in its implementation.

2. Agenda Points. The following agenda items were tabled for discussion:-

- (a) Introduction to PSG 2023
- (b) Introduction to Institutional Quality Circle (QC), RIPE, PREE, and CPR
- (c) Comparison between IPE and RIPE
- (d) Approval of PT Teams

3. The Director Quality delivered a comprehensive presentation on the agenda items. He informed the members that the HEC's revamped Quality Framework is being implemented in a phased approach, with Air University selected as part of the pilot phase. He elaborated on the formal constitution of the IQC as required by PSG 2023, emphasizing its pivotal role in streamlining the functions of the Institutional Quality Assurance Entity (IQAE). The updated framework places a strong emphasis on fostering stakeholder collaboration and merging authority with responsibility within a cohesive and transparent system.

The Director Quality provided comprehensive insights into the framework's newly introduced components, including RIPE (Revised Institutional Performance Evaluation), PREE (Program Review and Evaluation Exercise), REQAAB (Review of Quality Assurance and Accreditation Bodies), and GPR (Graduate Program Review). He emphasized the critical role of collaboration between the Office of Director Quality, Deans, and Heads of Departments (HoDs) in ensuring effective audits and continuous process improvements.

Addressing institutional gaps, he highlighted the need to focus on SDG-aligned research and to standardize processes across departments to meet global benchmarks. He also informed the house that, as per the latest directives from HEC, all Deans and

Statutory Officers are required to be part of the Institutional Quality Circle (IQC). However, the Office of Director Quality has secured an exemption for this year, as the current IQC composition was approved based on earlier HEC guidelines. Starting next year, the IQC's composition will be updated to align with the latest requirements.

4. Discussion Points.

- (a) The Dean Graduate Studies emphasized the necessity of robust implementation of alumni and employer feedback mechanisms as essential tools for continuous quality improvement. He acknowledged the alignment of Air University's engineering programs with the Pakistan Engineering Council (PEC) guidelines but urged the identification of discrepancies between PEC requirements and HEC's revamped Quality Framework, particularly in terms of teaching methodologies, research opportunities, and institutional support systems. He further stressed that Self-Assessment Reports (SARs) must meet minimum quality standards while eliminating redundancy. By adopting globally acknowledged best practices, Air University can further enhance its quality assurance measures.
- (b) Director QEC addressed the Dean's concerns and assured the members that the QEC would prioritize reducing redundancies and improving the productivity of Self-Assessment Reports. He reaffirmed that IQC will actively identify existing gaps and propose actionable improvements, which will be presented in the 2nd IQC meeting scheduled for March 2024.
- (c) The Dean Engineering emphasized the importance of upgrading the existing automation system to streamline the collection and real-time analysis of alumni, employer, and student feedback. He highlighted that an enhanced system would provide valuable insights for continuous improvement, enhance program quality, and strengthen employer satisfaction. Establishing a centralized and efficient feedback mechanism would further solidify Air University's position as a leader in delivering quality education.
- (d) The Dean Faculty of Social Sciences appreciated the initiative and suggested developing a centralized system to ensure transparency, accountability, and consistency across departments. This system would standardize processes for managing feedback and addressing audit findings. Additionally, she recommended introducing mechanisms to monitor and evaluate the progress of MS and PhD research under the

revamped framework, ensuring timely completion and quality research output.

- (e) The Acting Dean AUSOM emphasized the importance of analyzing descriptive student feedback forms and behavioral insights to enhance teaching and learning outcomes. He proposed the development of Faculty Development Programs (FDPs) customized to faculty needs, focusing on communication, course design, teaching strategies, and student engagement. Feedback gathered from students and faculty should be systematically used to refine course content, align learning outcomes, and improve the overall learning experience. The Director Quality welcomed suggestions for revising the existing feedback forms and shared that the current forms cover institutional feedback, course content, and curriculum aspects and will be upgraded by Fall 2025.
- (f) The Dean FASS proposed granting Deans and HoDs greater authority to initiate new academic programs and approve essential actions at the departmental level. He emphasized that this empowerment would expedite decision-making, reduce bureaucratic delays, and enhance institutional efficiency. While the Director Quality appreciated the suggestion, he clarified that its implementation is currently not feasible due to several underlying factors
- (g) The HOD English Department stressed the need for targeted training sessions to equip Deans, HODs, faculty, and Program Team (PT) members with the skills to produce high-quality PREE reports. The Director Quality assured participants that dedicated training sessions would be conducted to facilitate the transition from SAR to PREE processes for all the PT team members in the coming week.
- (i) The Alumni Representative highlighted the importance of modern, well-equipped laboratories to promote hands-on learning and practical applications. Improved lab facilities, she noted, would encourage students to engage in innovative, project-based research and develop technical competencies.
- (j) Student Representative Mr. Ehtisham Amjad thanked Air University's management for providing him the opportunity to represent students on this esteemed forum. He emphasized the importance of fostering a culture of motivation and academic engagement and proposed that the management devise strategies to enhance student interest and involvement in their respective academic disciplines

- (k) Second Student Representative Ms Laiba Sabir raised concerns about the class duration, highlighting its adverse impact on student productivity and engagement. The Vice-Chancellor and Registrar explained that the decision was made after comprehensive deliberations with all stakeholders. They emphasized that the class duration was designed to align with academic objectives and operational efficiency while considering broader institutional requirements.

5. Vice-Chancellor's Directives.

The Vice-Chancellor appreciated the depth and quality of the discussions and issued the following directives:-

- (a) **Change Management:** Stakeholders must adopt and embrace the revamped framework, fostering a transition towards modern methodologies in teaching, research, and quality assurance. A one-page strategic plan will serve as a guiding document for this transformation. The credo of prevention and facilitation should be embedded as core values of Air University to reinforce this change.
- (b) **Decentralization of IQC:** Sub-IQC committees will be established within all departments to ensure the effective implementation and compliance with the new framework. These committees will also monitor academic operations to guarantee the consistent delivery of quality education. The Office of Director Quality will coordinate and anchor this initiative, including development of ToRs and ensuring its seamless execution.
- (c) **Stakeholder Engagement:** Alumni and student participation in IQC processes will be increased to ensure the representation of their perspectives, particularly regarding quality and ethical standards.
- (d) **Capacity Building:** Authority and responsibilities will be decentralized to foster accountability, efficiency, and capacity building among key stakeholders.

6. Decisions.

After extensive deliberations, the Vice-Chancellor formally approved the continuation of IQC operations under the new guidelines. It was agreed that IQC meetings will be held quarterly throughout each academic year.

7. Closing Remarks.

The Director Quality concluded the meeting by expressing sincere gratitude to all participants for their valuable contributions, active engagement, and commitment to the university's quality enhancement initiatives. There being no further items for discussion, the meeting was officially adjourned.

(Dr. alman Hasan Khan)

Director Quality
Air University, Islamabad
Extn: 289

23 December 2024

IBD/AU/941/3/QEC

Distribution: -

Academics

Dean Graduate Studies

Dean AUSOM

Dean Faculty of Computing & AI

Dean Faculty of Social Sciences

Dean FASS

Management

Vice Chancellor (for info)

Registrar

Director Academics

Director Exams

Director ORIC

6. Dean Faculty of Engineering

7. Dean Faculty of Basic & Applied Sciences

8. Chair Deptt. Mechatronics Engineering

9. Chair Deptt. Mechanical Engineering

10. Chair Deptt. Computer & Electrical Engineering

11. Chair Deptt. Computer Sciences

12. Chair Deptt. Creative Technologies

13. Chair Deptt. Computer Games Development

14. Chair Deptt. Psychology

15. Chair Deptt. English

16. Chair Deptt. Humanities and Education

17. Chair Deptt. Business Studies

18. Chair Deptt. Mathematics

19. Chair Deptt. physics

20. Chair Deptt. Biomedical Engineering



AU Clubs & Societies				
S. No.	Club/Society	President	Vice President	General Secretary
1	AU SECURITY TEAM	Raja Hassan Abdullah	Labeeb Ahmad	Ahmed Hassan
2	AU PROTOCOL TEAM	Hirra Ayub	Asif Zulfiqar	Ahmed Zainulabideen
3	AU STARTUP CLUB	Ibtisam babur	Zainab Naqvi	Usman Shah
4	AU BLOOD DONOR SOCIETY	Tayyeb ur Rehman	Sana Rizvi	Ali Raza Shaikh
5	AU THESPIAN SOCIETY	Mutahir Nisar Awan	Syed M Hussain Kazmi	NA
6	AU WRITERS CLUB	Umar Farooq	Hania Raza	NA
7	AU RAAS (Robotics And Automation Society)	M Haseeb Khan	Syed Faqeeh	Saud Hussain
8	AU ISLAMIC SOCIETY	Awwab Rafi	Sehrish	Sohaib Khan
9	AU MEDIA CLUB	Abdul basit	Fatima Khan	Bilal Yousafzai
10	AU DEBATING CLUB	Haseeb Khizar	Sameed Ahmad	Hafsa Khan
11	AU ARTS & CULTURAL SOCIETY	Abdurrehman	Abdullah Malik	NA
12	AU SHAOOR SOCIETY	Usama Bilal	Hamna Javed	Shahzaib Ali
13	AU E-GAMING SOCIETY	Ali Taqi Wajid	Awais Rizvi	NA
14	AU MUSIC SOCIETY	M Uzair Alir	Afaq Asif	M Usman
15	AIR ASTRONOMICAL SOCIETY	Iqra Nasir	Muqaddas Ashiq	M Zohaib Hassan
16	AU WOMEN IN COMPUTING ENGINEERING	Unaiza Ali	Maha Manzoor	Zameera Saleem

17	AU-CHAPTER SYNCH (Solidarity Among Young Nation for Change)	Usama bin farooq	Syed M Hussain Kazmi	NA
18	MICROSOFT LEARN STUDENT AMBASSADORS	Alisha Naqvi	Maha Manzoor	Ibrahim Wattoo
19	GOOGLE DEVELOPER STUDENTS CLUB	Hassaan Nadeem	Alisha Naqvi	Syed Ali Naqvi
20	AU SPORTS CLUB	M Huzaifa	Bilal Ahmad	Osama Jehangir






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