

## **STUDENT UNION**

### **Institutional Quality Circle (IQC) at Air University**

- The Institutional Quality Circle (IQC) is a vital component of the revised quality assurance framework introduced by the Higher Education Commission (HEC). It is designed to ensure continuous improvement in academic standards and institutional performance, with a significant emphasis on student involvement in the quality enhancement process.
- At Air University, the development of a strong, quality-driven culture is a strategic priority. The IQC, chaired by the Vice Chancellor and supported by the Institutional Quality Assurance Entity (IQAE), plays a central role in fostering this culture. The committee ensures that quality assurance is not only an administrative function but also a participatory process where students contribute directly to the enhancement of academic practices and policies.

### **Student Involvement in IQC Processes**

As part of the HEC's updated guidelines, students are now seen as active contributors to academic development. Air University embraces this vision by empowering students to participate in shaping their educational journey. The university ensures that student voices are heard and valued in decision-making processes through the following mechanisms:

- Representation in Academic Committees: Students are included in discussions on curriculum development and academic policies.
- Institutional Performance Reports (IPRs): Student-related data across the academic lifecycle—from admission to graduation—is utilized to assess institutional performance.
- Feedback Mechanisms: Regular surveys and quality enhancement forms collect student input on teaching quality, facilities, and services.
- Satisfaction and Engagement Reports: Students' academic experiences and engagement levels are systematically monitored and reviewed to inform decisions.

This approach ensures that student perspectives directly influence the evaluation and improvement of academic programs, services, and the overall learning environment.

### **IQC Terms of Reference at Air University**

- Monitor External Quality Standards: Stay aligned with evolving national and international quality benchmarks and take appropriate action.
- Review and Update Academic Policies: Regularly assess and improve policies to enhance the student learning experience and maintain academic integrity.

- **Ensure Information Accuracy:** Oversee the clarity and reliability of information provided to students, ensuring it is comprehensive and transparent.
- **Maintain Oversight of Academic Legislation:** Evaluate and implement changes in student-related academic policies in line with institutional goals and legal guidelines.
- **Program Evaluation and Approval:** Review and decide on the addition, modification, or suspension of academic programs, ensuring quality and relevance.

**The IQAE ensures that all IQC decisions are guided by data-driven insights rooted in the student life cycle. This enables evidence-based improvements that are aligned with both institutional goals and student expectations, reinforcing Air University's commitment to delivering high-quality education.**

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**

- ☐ 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.

A handwritten signature in blue ink, appearing to read "Dr. Salman Hasan Khan".

(DR. SALMAN HASAN KHAN)  
Director Quality  
Air University, Islamabad

**Director Quality**  
(Dr. Salman Hasan Khan)  
**Air University Islamabad**