



Quality Enhancement Cell



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D. No. GCUF/QEC/24/ 2166

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Notification for Establishing Departmental Quality Circle

According to the "Pakistan Percepts, Standards, and Guidelines for Quality Assurance in Higher Education (PSG-2023)," the Institutional Quality Circle (IQC) was established on August 15, 2024. The first meeting of the IQC was held on October 14, 2024. In alignment with the PSG-2023 guidelines, it was decided to establish departmental chapters of the Quality Enhancement Cell (QEC) to replace the previous practice of appointing a program team member (PT) and two assessment team members (AT) from each department. The departmental QEC chapters will be named "Departmental Quality Circle" (DQC), for example, "Departmental Quality Circle - Chemistry." A sample notification draft is attached for your reference.

You are requested to constitute your DQC and share its notification with QEC no later than November 15, 2024, to initiate the work on the annual targets for the Quality Enhancement Cell's (QEC) Yearly Progress Report (YPR) for 2024–2025.

Regards,

Prof. Dr. Asim Mansha
Director QEC, GCUF

Copy of Information:

1. PS to Vice Chancellor
2. PA to registrar
3. All Deans / Directors / Chairpersons
4. Office Record



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Ref No. GCUF/Department/Number

Date: _____

Notification of Departmental Quality Circle – [Department Name]

In accordance with the recommendation of the Director of the QEC and with reference to the approval from the Institutional Quality Circle (IQC) meeting held on October 14, 2024, the chairperson of the Department of [Department Name] is pleased to constitute the following Departmental Quality Circle (DQC) within the department to foster a quality culture at the departmental level.

1. **Principal/Director/Chairperson/In-Charge/Coordinator** – Convener
2. **Professor/Associate Professor/Assistant Professor** – Member (AT)
3. **Assistant Professor/Lecturer** – Member (PT)
4. **Assistant Professor/Lecturer** – Secretary/Member

Note: The AT member should preferably be a professor or Associate Professor, though an Assistant Professor may also serve. If departmental strength does not permit four members, the DQC may consist of three members.

Terms of Reference for DQC:

- Provision of Data for all International and National Rankings
- Preparation of the DQC Activity Calendar for 2024–2025
- If your department comes under accreditation council, then timely process of accreditation
- Curriculum revision periodically through BOS and its information to QEC
- Preparation of the Departmental Performance Report/Self-Assessment Report
- Provision of data according to the standards of Program Review for Effectiveness and Enhancement (PREE)
- Submission of Corrective Actions reports as part of Continuous Quality Improvement (CQI)
- Compilation of dossiers according to the standards of Graduate Program Review (GPR)
- Conducting two seminars on quality improvement in collaboration with the QEC
- Submission of Higher Education Statistics (HES) data in the required format
- Reporting on measures taken for Teacher/Course evaluation
- Monitoring of regular class and examination conduct
- Addressing any additional matters related to the QEC as shared periodically