Indus Medical College, Tando Muhammad Khan

QUALITY ASSURANCE POLICY DOCUMENT

1. Establishment

The Quality Assurance (QA) at Indus Medical College was established with the approval of the Vice Chancellor.

2. Aim

The aim of the QA at Indus Medical College is to determine and maintain the standard of teaching, examinations, and research in undergraduate and postgraduate teaching through a structured improvement plan, evaluation, and continuous monitoring.

3. Role of Quality Assurance

The QA is an internal quality assurance mechanism designed to build and ensure a quality culture at the institutional level. It includes appropriate structures and processes to meet the diverse needs of stakeholders.

4. QA Responsibility

The QA's functions include but are not limited to:

- Evaluation of each taught course
- Program assessment
- Faculty evaluation
- Student surveys
- Campus reviews
- Review of postgraduate programs concerning teaching, research publications, and compliance with HEC minimum guidelines

5. QA Activities

i. Develop coordination among departments for smooth QA activities.

ii. Conduct feedback surveys from students, faculty, alumni, and employers.

iii. Prepare summary reports on feedback and submit them to relevant heads for action.

iv. Conduct self-assessment of all academic programs.

v. Sensitize students and faculty by conducting workshops, seminars, and conferences on quality assurance and self-assessment.

vi. Attend and contribute to workshops, seminars, and conferences at national and international levels for capacity building.

vii. Arrange visits for evaluating Self-Assessment Reports (SAR) prepared by program teams.

viii. Follow-up with departments on implementation plans and remedial actions based on evaluation findings.

ix. Implement QA criteria as proposed by the Higher Education Commission (HEC).

x. Compile and update the Institute Portfolio Report (UPR) annually.

xi. Organize visits of HEC teams for institutional performance reviews and postgraduate program reviews, and follow up on remedial actions.

xii. Conduct Institutional Performance Self-Evaluation (IPSE) and follow up on remedial actions.

xiii. Sensitize concerned heads about program accreditations.

xiv. Manage No Objection Certificate (NoC) matters with HEC.

xv. Collect and provide Institute statistics/data for national/international ranking.

6. QA Setup at Main Campus

The structure of QA at the main campus includes the following permanent positions:

1. Director QA
2. Deputy Director
3. Assistant Director
4. Data Analyst
5. Support Staff

7. QA Setup at Campuses

As per HEC requirements and to ensure smooth functioning across the Institute , full-fledged QA setups at campuses will include:

1. Deputy Director (QA Head for Campus)

2. Assistant Director/Data Analyst

3. Support Staff

8. Membership on Statutory Bodies of the Institute

The Director QA is a non-voting member of all statutory bodies of the Institute and attends meetings regularly.

Statutory Bodies as per Indus Medical College Act:

1. Board of Governors
2. Academic Council
3. Boards of Faculty
4. Boards of Studies
5. Selection Board
6. Board of Advanced Studies & Research
7. Finance & Planning Committee
8. Discipline Committee
9. Affiliation Committee

9. Continuous Quality Improvement (CQI)

CQI is achieved through continuous follow-ups on progress against corrective actions based on:

- Feedback from students, faculty, alumni, and employers
- Self-assessment of degree programs
- Program accreditation
- Review of institutional performance
- Review of postgraduate programs

10. Feedback Surveys

To ensure continuous quality improvement and enhance the standard of faculty, services, and academic programs, feedback is collected from multiple stakeholders. Summary reports are prepared and submitted to higher authorities for necessary actions. The list of feedback forms along with their timelines and responsibilities is as follows:

S#	Questionnaire Name	Filled by	Filling stage/ time	Responsibility
1	Teacher Evaluation **(Online)**	Conducted by each students	Near semester end	QA
2	Course Questionnaire **(Online)**	Conducted by each students	Near semester end	QA
3	Faculty Course Review Report	Concerned Faculty Member (One Proforma for each course/ subject)	After submission of Students' feedback report	QA
4	Survey of Graduating Students **(Online)**	Final semester/ year students	Near semester end	QA
5	Research Student Progress Review Form	Students of Masters/ M.Phil/ PhD	Near semester end	Director Research
6	Faculty Survey	Each faculty member	June	QA
7	Survey of Department Offering PhD Program	Departmental Head/ Director PG/ Research	December	QA
8	Alumni Survey	Alumni	December	Alumni Association
9	Employer Survey	Employers, where TUMS Graduates are working	December	Alumni Association
10	Faculty Resume (Updated)	Each Faculty	December	Head of the Department

11. Self-Assessment

Assessment is a systematic process of gathering, reviewing, and using data and information from multiple sources about educational programs to improve student learning and evaluate academic and learning standards. The Self-Assessment Report (SAR) is a significant tool for maintaining and enhancing academic quality.

12. Self-Assessment Process

The SAR manual by HEC is used as a guiding document for preparing SARs of all unaccredited academic programs. The QA is responsible for planning, coordinating, and following up on self-assessment activities as per the manual.

a. Program Team (PT) and its Role

The PT is a team of faculty members nominated by the Head of Department (HoD) responsible for preparing the SAR. Their responsibilities include attending training sessions, implementing self-assessment mechanisms, collecting and documenting information, and preparing drafts of the SAR.

b. Assessment Team (AT) and its Role

The AT is a group of professionals nominated by the Vice Chancellor who review the SAR and provide findings in a report. Their responsibilities include ensuring the completeness of the SAR, verifying data, confirming feedback summaries, and conducting rubric evaluations.

13. Postgraduate Program Review

The QAA of HEC ensures quality standards in degree programs through criteria and standards development, processes and capacity building, and monitoring and evaluation. Each program is reviewed by a committee of experts to ensure compliance with HEC's guidelines.

14. Institutional Performance Evaluation

HEC evaluates HEIs based on performance evaluation standards to achieve excellence through continuous improvements. These evaluations are conducted through on-site evaluations and IPE reports. The standards include mission and goals, planning and evaluation, organization and governance, integrity, faculty, students, institutional resources, academic programs and curricula, public disclosure and transparency, assessment and quality assurance, and student support services.

15. Self-Review of MS/M.Phil or Equivalent and PhD Degree Programs

In compliance with HEC's revised criteria, the Institute arranges self-reviews of MS/M.Phil or equivalent and PhD programs based on HEC guidelines if HEC has not scheduled a review. These reviews are reported to HEC in yearly progress reports.

16. Obtaining No Objection Certificate (NoC) from HEC

For all MS/M.Phil or equivalent and PhD programs starting from fall 2013, HEC approval is mandatory. Cases are prepared by the concerned department head as per HEC guidelines and routed through QA.

17. Anti-Plagiarism Protocol

As per Institute regulations, the text of dissertations is submitted to anti-plagiarism software. The Director Research or an authorized person checks the similarity index using Turnitin software. PhD and Masters theses/dissertation drafts are checked before sending to evaluators and after the final defense, ensuring the similarity index is within acceptable limits.

Director
Quality Assurance (QA)