



OFFICE OF THE QUALITY ENHANCEMENT CELL,  
Faisalabad Medical University, Faisalabad



Ref. No.

QEC/FMUF

Dated:

**MEETING: IPER (INSTITUTIONAL PERFORMANCE  
EVALUATION REPORT) & CQI (CONTINUOUS QUALITY  
IMPROVEMENT)**

|                      |                                                                                                                                                                                                     |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date</b>          | 29 <sup>th</sup> June 2026                                                                                                                                                                          |
| <b>Time</b>          | 10:00 am                                                                                                                                                                                            |
| <b>Venue</b>         | Conference Room Admin Block, FMU                                                                                                                                                                    |
| <b>Chair</b>         | Honorable Vice Chancellor<br>Pro-Vice Chancellor                                                                                                                                                    |
| <b>AGENDA ITEMS:</b> |                                                                                                                                                                                                     |
| 10:00 AM             | Recitation from the Holy Quran                                                                                                                                                                      |
| 10:05 AM             | Welcome Remarks by Director, Quality Enhancement Cell (QEC)                                                                                                                                         |
| 10:10 AM             | Opening Address by the Honorable Vice Chancellor                                                                                                                                                    |
| 10:20 AM             | Remarks by the Pro Vice Chancellor                                                                                                                                                                  |
| 10:30 AM             | Brief Introduction to IPER and CQI Frameworks director QEC                                                                                                                                          |
| 10:50 AM             | Review of Previous Quality Improvement Initiatives <ul style="list-style-type: none"><li>• Status of implemented actions</li><li>• Outcomes and lessons learned</li></ul> By Miss Zunera Mazhar     |
| 11:20 AM             | Discussion and Finalization of CQI Action Plans <ul style="list-style-type: none"><li>• Identification of improvement opportunities</li><li>• Proposed corrective and preventive measures</li></ul> |
| 11:45 AM             | Assignment of Responsibilities and Timelines <ul style="list-style-type: none"><li>• Allocation of tasks</li><li>• Establishment of implementation deadlines</li></ul>                              |
| 11:55 AM             | Any Other Business (AOB)                                                                                                                                                                            |
| 12:00 PM             | Concluding Remarks by the Vice Chancellor and Closing of Meeting                                                                                                                                    |

**OFFICE OF THE VICE CHANCELLOR  
FAISALABAD MEDICAL UNIVERSITY,  
FAISALABAD**

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No. 7833-41 /FMU

Date. 20-06 /2026

To

**Prof. Dr. Aamir Shoukat,**  
Pro-Vice Chancellor,  
Faisalabad Medical University, Faisalabad.

**Internal Evaluator**

**Prof. Dr. Aamir Hussain,**  
Head of Medical Unit-II  
FMU/ Allied Hospital, Faisalabad

**Internal Evaluator**

**Prof. Dr. Hooria Aamir**  
Head of Physiology Department,  
PMC/ FMU, Faisalabad

**Internal Evaluator**

**Prof. Dr. Zobia Mushtaq**  
Head of Community Medicine Department  
PMC/FMU, Faisalabad.

**Director QEC**

**Dr. Muhammad Owais Fazal**  
Associate Professor of Medicine  
PMC/FMU, Faisalabad.

**Director Research**

**Dr. Tahir Bashir**  
Associate Professor of Oncology Department,  
PMC/FMU, Faisalabad.

**Chairman ORIC**

**Dr. Ghulam Mahboob Subhani**  
Controller of Examination,  
Faisalabad Medical University, Faisalabad.

**Internal Evaluator**

**Prof. Dr. Amir Choudhary**

**External Evaluator**

**Mr. Mian Muhammad Khalid,**  
Treasurer,  
PMC/FMU, Faisalabad.

**Director Finance**

Subject: **MEETING NOTICE**

A meeting regarding **RIPE (Review of Institutional Performance Evaluation)** of Faisalabad Medical University, Faisalabad is scheduled to be held on 29.06.2026 (Monday) at 10:00 AM under chairmanship of Vice Chancellor, Faisalabad Medical University, Faisalabad, in the conference room of Faisalabad Medical University, Faisalabad.

You are requested to attend the meeting on scheduled date, time & venue.

Issued with the approval of competent authority.

  
**PRINCIPAL STAFF OFFICER**

Endst. No.

/FMU/2026,

Dated

/2026

Copy to:-

1. The Vice Chancellor, Faisalabad Medical University, Faisalabad.
2. The Registrar, Faisalabad Medical University, Faisalabad.
3. P.A to Vice Chancellor.
4. Master File.

  
**PRINCIPAL STAFF OFFICER**



QUALITY ENHANCEMENT CELL,  
FAISALABAD MEDICAL UNIVERSITY.



Audit Attendance Sign-in Sheet

Department Name:

Program Name: CQI 2025-2026

Date & Time: 29 June 2026

| Sr | Name               | Designation       | Department | Signature   |
|----|--------------------|-------------------|------------|-------------|
| 1  | Prof. Amir S. Khan |                   | FMU        | In          |
|    | Prof. Amir Hussain | REGISTRAR         | FMU        | Amir        |
|    | Dr. Owais Javed    | Director Research | FMU        | Owais       |
|    | Amir Ali           | Professor         | UMDC       | Amir        |
|    | Prof. Hooria Amir  | DEAN              | FMU        | Hooria      |
|    | Prof. Dr. Zaidia   | Professor         | //         | Dr          |
|    | Dr. Tooba Obeid    | AP Psychiatry     | ' "        | Tooba       |
|    | Dr. Rehman Piaz    | Demonstrator      | HPERD      | Rehman Piaz |















# **Faisalabad Medical University** **Quality Enhancement Cell (QEC)**



## **Continuous Quality Improvement (CQI) Meeting** **Executive Report & Minutes of Meeting** **(Prepared as per HEC Yearly Performance Report (YPR)** **Requirements)**

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### **1. Executive Summary**

The Directorate of Quality Enhancement Cell (QEC) successfully convened a Continuous Quality Improvement (CQI) Meeting during the academic year 2025–2026 to review institutional quality performance, evaluate progress against HEC RIPE standards, and monitor the implementation status of corrective actions identified through Internal Program Effectiveness Reviews (IPER), academic audits, stakeholder surveys, and departmental assessments.

The meeting provided a structured platform for reviewing key quality indicators, discussing institutional challenges, identifying improvement opportunities, and approving action plans for continuous enhancement. Representatives from academic departments, administrative offices, and quality assurance committees participated actively in deliberations and agreed upon measurable improvement targets.

The CQI Committee reaffirmed its commitment to strengthening quality culture through evidence-based decision-making, continuous monitoring, stakeholder engagement, and compliance with Higher Education Commission (HEC) quality assurance requirements.

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### **2. Meeting Information**

**Meeting Title:** Continuous Quality Improvement (CQI) Meeting

**Organized By:** Directorate of Quality Enhancement Cell (QEC)

**Academic Year:** 2025–2026

**Venue:** Conference Room, Admin Block

**Date:** 29 JULY 2026

**Time:**10 AM

**Chairperson:** Vice Chancellor

**Secretary:** Director, Quality Enhancement Cell

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### **3. Participants**

- Vice Chancellor (Chair)
  - Pro. Vice Chancellor
  - Registrar
  - Director QEC
  - Dean Basic Sciences
  - Heads of Departments
  - Director ORIC
  - Controller of Examinations
  - Treasurer
  - Student Affairs Representative
  - Academic Representatives
  - QEC Staff Members
- 

### **4. Meeting Objectives**

The meeting was organized to:

- Review institutional quality performance.
  - Evaluate implementation status of previous CQI decisions.
  - Review Internal Program Effectiveness Review (IPER) findings.
  - Review academic audit outcomes.
  - Discuss stakeholder survey reports.
  - Monitor compliance with HEC RIPE Standards.
  - Identify gaps and prioritize improvement initiatives.
  - Approve corrective and preventive actions.
  - Strengthen institutional quality assurance mechanisms.
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### **5. Agenda Items**

1. Recitation from the Holy Quran
2. Welcome by the Chair
3. Confirmation of previous meeting minutes

4. Review of Action Taken Report (ATR)
  5. Presentation of IPER findings
  6. Academic Audit findings
  7. Student Satisfaction Survey results
  8. Faculty Satisfaction Survey results
  9. Alumni Employability Survey
  10. Employer Feedback Review
  11. Progress against HEC RIPE Standards
  12. Departmental Quality Indicators
  13. Discussion on Corrective Actions
  14. Approval of Continuous Improvement Plan
  15. Any Other Business
  16. Closing Remarks
- 

## **6. Minutes of Meeting**

- **Agenda Item 1**

The meeting commenced with the recitation of the Holy Quran.

- **Agenda Item 2**

The Chair welcomed all participants and emphasized the importance of maintaining quality assurance practices in accordance with HEC quality standards.

- **Agenda Item 3**

The minutes of the previous CQI meeting were reviewed and unanimously confirmed.

- **Agenda Item 4**

The Director QEC presented the Action Taken Report. Members appreciated the progress made by various departments while identifying pending actions requiring further monitoring.

- **Agenda Item 5**

IPER reports of academic programs were presented. The committee discussed strengths, identified improvement opportunities, and approved recommended corrective actions.

- **Agenda Item 6**

Academic audit findings highlighted improvements in curriculum documentation, assessment practices, laboratory facilities, and departmental record management.

- Agenda Item 7

Student Satisfaction Survey analysis indicated overall satisfaction exceeding institutional benchmarks. Improvement areas included digital learning resources, student counselling, and infrastructure enhancement.

- Agenda Item 8

Faculty Satisfaction Survey findings demonstrated positive feedback regarding academic governance while recommending additional faculty development opportunities.

- Agenda Item 9

Alumni Employability Survey reflected satisfactory graduate employment outcomes consistent with HEC expectations. Recommendations focused on strengthening industry linkages and internship opportunities.

- Agenda Item 10

Employer feedback highlighted graduates' professional competence while recommending enhanced communication, leadership, and problem-solving skills.

- Agenda Item 11

The committee reviewed progress against HEC RIPE Standards and acknowledged departmental efforts toward continuous quality enhancement.

- Agenda Item 12

Departmental Quality Indicators were reviewed, including student progression, faculty qualifications, research productivity, accreditation status, stakeholder satisfaction, and quality initiatives.

- Agenda Item 13

Members approved corrective and preventive actions with clearly assigned responsibilities and implementation timelines.

- Agenda Item 14

The Continuous Quality Improvement Plan was unanimously approved for implementation across all academic and administrative departments.

- Agenda Item 15

No additional agenda items were raised.

- Agenda Item 16

The Chair thanked all participants for their valuable contributions and emphasized sustained commitment towards institutional excellence and continuous quality improvement.

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## **7. Major Decisions**

- Approved implementation of departmental CQI plans.
  - Approved monitoring of corrective actions every quarter.
  - Directed departments to submit evidence of compliance.
  - Approved enhancement of stakeholder feedback mechanisms.
  - Recommended faculty capacity-building programmes.
  - Approved periodic academic audits.
  - Strengthened documentation for HEC compliance.
  - Approved annual monitoring of Key Performance Indicators (KPIs).
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## **8. Continuous Quality Improvement (CQI) Action Plan**

| Improvement Area       | Action Required                      | Responsible Office     | Timeline   | Status      |
|------------------------|--------------------------------------|------------------------|------------|-------------|
| Curriculum Enhancement | Periodic curriculum review           | Academic Departments   | Quarterly  | Ongoing     |
| Teaching Quality       | Faculty development workshops        | QEC & HR               | Biannual   | Ongoing     |
| Assessment Practices   | Standardize assessment methods       | Examination Department | Quarterly  | In Progress |
| Research Quality       | Promote publications & grants        | ORIC                   | Annual     | Ongoing     |
| Student Support        | Strengthen counselling services      | Student Affairs        | Quarterly  | Ongoing     |
| Alumni Engagement      | Improve graduate tracking            | Alumni Office          | Annual     | Ongoing     |
| Employer Engagement    | Increase industry collaboration      | Departments            | Annual     | Planned     |
| Quality Documentation  | Maintain evidence for HEC compliance | QEC                    | Continuous | Ongoing     |

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## **9. Conclusion**

The Continuous Quality Improvement Meeting demonstrated the University's commitment to institutional excellence and quality enhancement through systematic monitoring, evidence-based decision-making, and stakeholder participation. The approved corrective actions and improvement plans will be regularly monitored by the Quality Enhancement Cell to ensure effective implementation and compliance with HEC Yearly Performance Report (YPR) requirements. The meeting reinforced the University's culture of continuous improvement and sustainable quality assurance.

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### **Prepared by**

Directorate of Quality Enhancement Cell (QEC)

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Director QEC



**PROF. DR. ZOBIA MUSHTAQ**  
DIRECTOR QUALITY ENHANCEMENT CELL,  
DEPARTMENT OF PHARMACOLOGY, FMU.

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### **Approved by**

Vice Chancellor



**VICE CHANCELLOR**  
Faisalabad Medical University,  
Faisalabad

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