

IMS – Quality Policy

Policy Statement

IMS, (PAK-Aims) Lahore strongly believes that Quality is the shared responsibility and intends to establish a quality management system that meets the quality standards expected by our stakeholders, for which all are committed.

Preamble.

IMS since its establishment is focused to give quality education and has been successfully imparting the same and is continuously striving for quality enhancement in all areas of responsibility. As continued effort for establishing a quality culture at the institution, a formal Quality Policy has now been prepared. The purpose of quality assurance policy is to describe procedures and actions necessary to ensure that quality is being complied with in accordance with the standards defined by Higher Education Commission (HEC).

Objectives.

1. Implement Quality Assurance (QA) framework at Institution level. HEC defined Quality parameters will be implemented in letter and spirit.
2. Comply with Standards / Criteria specified by relevant accreditation bodies. Accreditation of programs will be obtained from the respective councils / bodies.
3. Establish / implement assessment mechanisms as per defined quality standards including faculty appointment criteria, admission criteria of students, plagiarism policy etc. The Evaluation reports will be formed part of Continuous Quality Improvement (CQI) efforts at IMS (PAK-Aims).
4. Develop policies that inculcate a quality culture at IMS. Strategic and financial plans both at the institutional level as well as at the departmental level will be developed.

Implementation Procedure

QA at Institutional Level. Following procedure will be followed:

- a. The annual activity calendar will be prepared by the QEC with tentative timelines.
- b. The University Portfolio Report (UPR) will be ensured to prepared / updated annually through QEC.
- c. The performance evaluation will cover all areas of operation as per defined parameters. Active participation and compliance to the minimum standards set by HEC, by all departments with guidance of QEC will be essential. QEC will be responsible for preparing the schedule of performance evaluation and initiating the process of preparation of UPR with the approval of Rector. All relevant departments will provide the requisite data to QEC for incorporation.

- d. A review panel composed of internal/external members nominated by the Dean, will conduct evaluation according to the procedure/schedule. The Review Panel will provide its findings and recommendations in the form of a report to QEC and Rector.
- e. Based on the recommendations given by the Review Panel, QEC will prepare a Corrective Implementation Plan (CIP) duly approved by the competent authority.
- f. Progress report on Compliance Implementation Plan will be submitted to Rector by QEC.

QA at Program Level. Will cover the following:

- a. The departments running the programs will be responsible for implementing the HEC defined parameters.
- b. Program Assessment Reports (SAR) for accreditation purposes will be prepared by the respective department. QEC will Assist / coordinate the accreditation process.
- c. QEC will be responsible for implementing the Self-Assessment mechanism as outlined in Self-assessment manual (for development of SARs, nomination of Program Assessment Teams, preparation of Executive Summary and Corrective Implementation Plan).

Implementation of rules and regulations

Entails the following:

- a. The HEC rules and guidelines will be incorporated in the institution regulations/policies.
- b. Statutory bodies' will be made fully functional and decisions will be sorted where necessary (in special circumstances).

Policies.

Will be developed in line with the following:

- a. All departments will develop policies as required by HEC and accreditation bodies.
- b. The respective departments will obtain approval of statutory body / competent authority prior to their implementation.
- c. The relevant policies will be included in the Student Handbook.
- d. The approved policies will be placed in the policy folder on IMS website.

Training.

IMS will hold trainings for continued QA as follow:

- a. QEC will organize seminars and workshops for awareness on Quality matters and in turn develop an environment of inculcating a quality culture.
- b. QEC will assist the academic departments in arranging FDPs (Faculty development programs) for the improvement of quality of teaching and research at the institution.