



Policies & Procedures Manual

UIT University

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Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

Continuous Quality Improvement (CQI) Policy

1. Introduction

- 1.1. Continuous Quality Improvement (CQI) is a strategic policy framework that ensures the systematic evaluation of student performance and the implementation of corrective measures to achieve academic excellence. The CQI policy aligns with UIT University's institutional goals, the HEC standards, and the accreditation councils' requirements. This alignment fosters innovation, accountability, and a culture of continuous improvement within the academic ecosystem.
- 1.2. The CQI framework integrates evaluation, analysis, and enhancement strategies to maintain the highest quality standards in education and ensure that students are prepared to meet evolving industry demands and societal needs.

2. Objectives

- 2.1 Establish a systematic mechanism for assessing and improving student performance.
- 2.2 Enhance the quality and relevance of curricula through data-driven insights.
- 2.3 Ensure alignment with national quality standards and the requirements of the accreditation councils.
- 2.4 Support faculty and staff development through regular training and capacity-building initiatives.
- 2.5 Promote student-centric learning by addressing gaps in instructional methodologies and resources.

3. Rationale

- 3.1 The CQI policy addresses the need for:
 - 3.1.1 Ensuring students achieve the desired learning outcomes to meet professional and academic standards.
 - 3.1.2 Maintaining academic programs' competitiveness and relevance nationally and globally.
 - 3.1.3 Aligning educational goals with UIT University's strategic vision and mission.
 - 3.1.4 Strengthening regulatory compliance to enhance institutional credibility.

4. Evaluation Process

- 4.1 The evaluation process is the foundation of the CQI framework, encompassing:
 - 4.1.1 Academic Assessments: Regularly conducted quizzes, assignments, exams, and projects.
 - 4.1.2 Feedback Mechanisms: Structured feedback collection from students, faculty, and other stakeholders.
 - 4.1.3 Performance Metrics: Comprehensive analysis of grades, participation, attendance, and co-curricular involvement.
 - 4.1.4 Benchmarking: Comparing performance data with national and international standards to identify areas for improvement.

5. Corrective Measures

- 5.1 Corrective measures are identified based on the evaluation findings and include:

- 5.1.1 Cu rricu lu m D evelo p ment: Revising and updating course content to meet emerging trends and industry needs.
- 5.1.2 Facu lty Train in g: Organizing workshops, seminars, and certification programs to enhance teaching methodologies.
- 5.1.3 Stu d ent Sup p or t: Introducing remedial classes, peer mentoring programs, and career counseling services.
- 5.1.4 Reso u rce Opti mizati on : Enhancing library resources, laboratory facilities, and digital tools to support learning.

6. Standard Operating Procedures (SOPs)

6.1 Implementing the CQI policy is guided by well-defined SOPs to ensure consistency and accountability.

6.1.1 D ata Colle cti on

6.1.1.1 Objective: Gather data to evaluate student performance and institutional effectiveness.

6.1.1.2 Process: Utilize Learning Management Systems (LMS), surveys, and assessment records to collect comprehensive data.

6.1.2 D ata An alysis an d Rep orti n g

6.1.2.1 Objective: Transform raw data into actionable insights.

6.1.2.2 Process: Employ statistical tools and qualitative analysis methods to identify trends, strengths, and weaknesses.

6.1.3 D evelo p ment of Acti on Plan s

6.1.3.1 Objective: Formulate strategies for improvement based on analysis.

6.1.3.2 Process: Engage faculty and departmental heads in collaborative planning sessions to draft detailed action plans.

6.1.4 Imp lem entation o f Mea su res

6.1.4.1 Objective: Execute the strategies to address identified gaps.

6.1.4.2 Process: Allocate resources, define responsibilities, and set timelines for implementation.

6.1.5 Mon itor in g an d Review

6.1.5.1 Objective: Evaluate the effectiveness of implemented strategies.

6.1.5.2 Process: Conduct periodic reviews and revise action plans to ensure sustained improvement.

6.1.6 Align ment with th e Accred itati on Bod ies/ Councils

6.1.6.1 UIT University ensures its CQI policy fully complies with the Accreditation Bodies' standards and requirements.

6.1.6.2 This alignment emphasizes:

6.1.6.2.1 Regular submission of compliance reports and performance reviews to the councils.

6.1.6.2.2 Continuous updates to academic programs by the council's recommendations.

6.1.6.2.3 Adoption of cutting-edge technology for teaching, learning, and evaluation.

6.1.6.2.4 Development of programs that foster innovation and prepare students for industry challenges.

7. Review and Amendments

7.1 This policy will be reviewed after 2 years or as needed to address regulatory guidelines or institutional requirements changes. Amendments will be approved by the Vice Chancellor and communicated to all employees.

8. Appendices

8.1 Appendix A: Definitions, Interpretations, and Acronyms

8.2 Appendix B: Guidelines for Data Collection and Analysis

8.3 Appendix C: Checklist for Monitoring and Reporting

Appendix A: Definitions, Interpretations, and Acronyms

Term	Definition
CQI	Continuous Quality Improvement - A systematic approach to assessing and enhancing academic and institutional performance.
QEC	Quality Enhancement Cell - The unit overseeing the CQI implementation at UIT University.
SOPs	Standard Operating Procedures - Defined protocols for consistent implementation of CQI measures.
LMS	Learning Management System - A digital platform for managing and tracking learning and performance data.
Accreditation Bodies	Regulatory authorities ensuring academic programs meet professional, national, and international quality standards.

Appendix B: Guidelines for Data Collection and Analysis

Step	Details
Data Sources	LMS records, feedback surveys, assessment results, attendance logs, and co-curricular activities.
Data Collection Timeline	Defined collection periods corresponding to academic cycles.
Analysis Tools	Statistical software, qualitative analysis frameworks, and benchmarking tools.
Reporting Format	Comprehensive reports with visual aids, such as charts and tables, summarizing insights.
Stakeholder Involvement	Collaborative sessions with faculty, staff, and students to validate findings.

Appendix C: Checklist for Monitoring and Reporting

Task	Frequency	Responsible Party	Completion Status
Collect student performance data	Monthly	Departmental Heads	
Conduct feedback sessions	Quarterly	QEC	
Update resource availability reports	Bi-annually	Administrative Team	
Submit compliance reports to councils	Annually	QEC	
Evaluate action plan effectiveness	After implementation	CQI Review Board (IQC)	

