

Student Union Voting System through Institutional Quality Circle (IQC) – Air University

Air University Student Union (Aligned with HEC Institutional Quality Circle – IQC Framework)

Air University has established a **Student Union (Student Representative Body)** to actively engage students in academic and campus life. The Union serves as a structured platform to enhance student learning experience, leadership skills, and participation in institutional development processes.

In alignment with the **Higher Education Commission (HEC) Institutional Quality Circle (IQC) framework**, the Student Union functions as a **key stakeholder mechanism** for promoting transparency, accountability, and continuous improvement in academic and administrative practices.

1. Role of Student Union under IQC Framework

Under the IQC system, the Student Union is recognized as a **formal student engagement and feedback body** that contributes to institutional quality enhancement by:

- Providing structured student feedback on academic delivery and campus services
- Supporting transparent communication between students and university administration
- Assisting in identifying gaps in student support services
- Contributing to continuous improvement of teaching, learning, and campus environment
- Acting as a **consultative stakeholder group within IQC discussions**

This ensures that students are not only participants in academic life but also **active contributors to institutional quality assurance processes**.

2. Duties and Responsibilities of Student Union Representatives

Student Union representatives play a vital role in maintaining discipline, supporting student welfare, and strengthening institutional feedback systems.

Core Responsibilities:

- Assist the University in maintaining class discipline and promoting positive academic and behavioral standards
 - Serve as a **communication bridge** between faculty, administration, and students
 - Report issues related to:
 - Health and safety
 - Academic facilities
 - Student welfare and support services
 - Guide students regarding academic policies and refer them to relevant support departments
 - Contribute to monitoring learner support needs and student experience
 - Coordinate with student societies and ensure alignment with university policies
 - Maintain confidentiality and comply with data protection regulations
 - Ensure that representatives do not hold decision-making authority on behalf of the University
-

3. Student Union as Part of IQC Quality Feedback System

To align with the IQC framework, the Student Union functions as a **structured quality feedback mechanism**, ensuring that student voices are formally integrated into institutional improvement processes.

IQC Integration Features:

- Regular collection and reporting of student feedback to IQC forums
- Participation in consultations on academic and administrative quality issues
- Reporting of student concerns related to:
 - Teaching quality
 - Campus facilities
 - Student support services
- Contribution to IQC documentation and quality enhancement reports
- Collaboration with faculty and administration for improvement planning

This structure strengthens **evidence-based decision-making and institutional responsiveness**.

4. Procedure for Selection of Student Union Representatives

The selection process is designed to ensure transparency, merit, and fairness:

- At the beginning of each semester, the Student Affairs Department issues application forms for Student Union positions
- Students are required to submit applications through the official university portal
- Applications are reviewed based on eligibility and leadership potential
- The Director Student Affairs conducts structured interviews
- Final selection is made for the following positions:
 - President
 - Vice President
 - General Secretary

Selected representatives are formally inducted into the **Student Union–IQC Engagement Framework**.

5. Governance and Limitations

- The Student Union serves in an **advisory and representational capacity only**
- It does not hold administrative or decision-making authority on behalf of the University
- All recommendations and feedback are routed through IQC and relevant institutional bodies
- Final decisions rest with the competent University authorities

AU Clubs & Societies Executive Council 2025	
S. No.	Club/Society
1	AU SECURITY TEAM
2	AU PROTOCOL TEAM
3	AU STARTUP CLUB
4	AU BLOOD DONOR SOCIETY
5	AU THESPIAN SOCIETY
6	AU WRITERS CLUB
7	AU RAAS (Robotics And Automation Society)
8	AU ISLAMIC SOCIETY
9	AU MEDIA CLUB
10	AU DEBATING CLUB
11	AU ARTS & CULTURAL SOCIETY
12	AU SHAOOR SOCIETY
13	AU E-GAMING SOCIETY
14	AU MUSIC SOCIETY
15	AIR ASTRONOMICAL SOCIETY
16	AU WOMEN IN COMPUTING ENGINEERING

17	AU-CHAPTER SYNCH (Solidarity Among Young Nation for Change)
18	MICROSOFT LEARN STUDENT AMBASSADORS
19	GOOGLE DEVELOPER STUDENTS CLUB
20	AU SPORTS CLUB

1. Purpose

Air University establishes a transparent, merit-based, and accountable **Student Union Voting System** under the framework of the **Higher Education Commission (HEC) Institutional Quality Circle (IQC)**. The purpose of this system is to ensure fair student representation, strengthen participatory governance, and integrate student voices into institutional quality enhancement processes.

The voting system is designed to promote **democratic participation, transparency, integrity, and accountability** in the selection of student representatives.

2. Scope

This policy applies to:

- All enrolled students of Air University
- Student Affairs Department
- Institutional Quality Circle (IQC) committee
- Election/voting supervisory panel
- Selected student societies and representatives

It governs the selection process of:

- President
- Vice President

- General Secretary
- Class and departmental representatives (where applicable)

3. Policy Framework and IQC Alignment

In alignment with the **HEC IQC framework**, the Student Union Voting System ensures that:

- Students participate as **key stakeholders in quality assurance and governance**
- Election processes are **transparent, fair, and evidence-based**
- Student representation is integrated into **IQC feedback and monitoring mechanisms**
- Institutional decision-making benefits from **structured student input**
- Accountability and ethical standards are maintained throughout the process

The Student Union thus functions as a **student-led quality feedback and representation mechanism within IQC governance structure**.

4. Governance Structure

The voting and selection process is supervised by:

- Director Student Affairs (Chief Election Coordinator)
- IQC Representative Committee
- Faculty Supervisory Panel
- IT & Portal Management Team
- Election Scrutiny Committee (if required)

IQC ensures that the entire process remains aligned with **quality assurance, transparency, and institutional integrity standards**.

5. Eligibility Criteria

Students are eligible to participate in voting and/or candidacy if they:

- Are currently enrolled at Air University
- Maintain satisfactory academic standing

- Have no record of disciplinary action
- Are active participants in academic or co-curricular activities
- Meet any additional criteria defined by Student Affairs or IQC

6. Voting Procedure (Digital IQC-Based System)

Step 1: Announcement of Elections

- Student Affairs Department announces election schedule at the beginning of the semester.
- Information is circulated through official university channels and IQC notice system.

Step 2: Nomination Process

- Interested students submit nominations via the official online portal.
- Each nomination includes academic record, statement of purpose, and student profile.

Step 3: Scrutiny by IQC & Student Affairs

- IQC and Student Affairs verify eligibility.
- Shortlisted candidates are officially approved for election participation.

Step 4: Campaign Period

- Candidates are allowed a structured campaign period under university guidelines.
- Ethical campaigning rules must be followed (no coercion, no misinformation).

Step 5: Online Voting System

- Voting is conducted through a **secure digital IQC-integrated portal**.
- Each student is assigned a unique login credential.
- Voting is:
 - Anonymous
 - Time-stamped
 - Tamper-proof
 - Auditable by IQC system administrators

Step 6: Vote Counting and Verification

- Votes are automatically counted through the system.
- IQC oversight committee verifies results for integrity and accuracy.

Step 7: Announcement of Results

- Results are officially announced by Student Affairs under IQC supervision.
- Election results are published on official university platforms.

7. Role of IQC in Voting System

The Institutional Quality Circle ensures:

- Transparency and fairness in election procedures
- Monitoring of digital voting integrity
- Resolution of disputes or complaints
- Documentation of election data for quality assurance reports
- Integration of student leadership outcomes into institutional planning

IQC acts as the **quality assurance and governance oversight body** for the Student Union Voting System.

8. Ethical Standards and Code of Conduct

All participants must adhere to the following principles:

- No manipulation or coercion during voting
- No misuse of institutional resources for campaigning
- Respect for diversity and inclusion
- Maintenance of academic environment during elections
- Compliance with IQC ethical governance standards

Violation of rules may result in disqualification or disciplinary action.

9. Complaint and Grievance Redressal

- All complaints related to elections are submitted through the IQC complaint mechanism
- A review committee investigates grievances transparently

- Final decisions are made jointly by IQC and competent authority
- Decisions are binding and documented

10. Transparency and Record Keeping

- Complete election data is securely stored in the IQC database
- Reports are generated for institutional quality reviews
- Election outcomes are used for continuous improvement of governance processes

IBD/AU/943/2/QEC

April, 2026

•
•
•


(DR. SALMAN HASAN KHAN)
Director Quality
Air University, Islamabad

(Dr. Salman Hasan Khan)
Director Quality
Air University, Islamabad
Tel# +92519153289