



Activity Calendar

For

June 2021 to July 2022

Directorate of Quality Enhancement
HAZARA UNIVERSITY

QEC Activity Calendar (Planer Chart) for Year 2021-22

Months/Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
July 2019																															
August 2019																															
September 2019																															
October 2019																															
November 2019																															
December 2019																															
January 2022																															
February 2022																															
March 2022																															
April 2022																															
May 2022																															
June 2022																															



----- Training/Workshops/Seminar



----- IPE



----- QEC Website Update



----- Public holidays

----- ISO/THEQS Rankings



----- Sat-Sunday



----- MS/M.Phil and PhD Review



----- Office Work



----- Self-Assessment Reports



----- Surveys

QEC Activity Calendar (Planer Chart) for Year 2021-22



----- HEC Activities

Activity Calendar of QEC for July 2021-June 2022

Months		Activities
July 2021	1 st Week	- Obtaining the Compliance/Corrective Measures Report from Registrar regrading S-IPE 2020 - Preparing and submission of Feasibility Report regarding QECA as per HEC's demand. - Visit to NUST - QE-Monthly Review Meeting - Follow up to obtain SARs from affiliated colleges
	2 nd Week	- Obtaining the Dossiers for MPhil/PhD Review from Directorate Academics and Research - Research student Progress Review Survey MS/MPhil and PhD students - Refreshing the Program Teams - Reviewing the Corrective Measures Report (S-IPE 2020) and noting the Improvements
	3 rd Week	- S-IPE 2020; Implementation checking/reviewing the Compliance report - Follow up of Implementation Plan - Starting of Data-Collection for UPR-2021
	4 th Week	- Office normal Schedule and attending HU Steering Committee meeting - Meeting/briefs on progress, with Vice Chancellor related: Special assignment of publication verification of advertisement – 2019 & 1/2021 - Arranging online Training for the faculty on Turnitin - Follow up of Turnitin usage. - Data collection for UPR-2021 (Continue)
	5 th Week	- Distribution of Standards' questionnaire for obtaining answers from relevant Directorates - QE-Monthly Review Meeting - Work/Meeting of QE Officers on Turnitin Guideline Booklet for 'Turnitin-Admins'
August 2021	6 th Week	- Employer Survey obtaining lists from Registrar's office and working on it - Follow up of PhD/Review Dossier (Visit to Directorate A&R) - Refreshing the PTs and forming new PTs for new programmes
	7 th Week	- Due date: Completion of VC's special assignment 2557 publications verification - Training on Programme Self-Assessment - Collection back the answers to Standards' questionnaire from Directorates
	8 th Week	- Teachers and Course Evaluation Surveys, modules preparation for DIT/CMS - Forming and approval of ATs
	9 th Week	- Teachers and Course Evaluation Surveys modules resolving issue with DIT - Follow up for approval of "HU-Anti Plagiarism Policy" by ASRB
September 2021	10 th Week)	- Times Higher Education (THE) World Universities Ranking Announcement - Meeting with the Program Team members of various departments - Follow up of implementation Plans of SARs
	11 th Week	- DQE-MRM meeting - MPhil/PhD NOCs initiation cases with HEC, for the re-structured programmes of Biotechnology & Genetics Engineering, Telecommunication and Agriculture - Follow up for approval of "HU-Quality Assurance Policy" by Competent Authority - Finalization of UPR-2021
	12 th Week	- Comments on assignment of VC's "Draft HEC-Plagiarism Policy" - Online Clarivate International Conference/Seminar/Webinar

		- Follow up of Turnitin usage by Instructors - Thesis certificates issuance - PhD Scholars papers verification in routine
	13th Week	- Follow up of Course new modules with DIT and online Survey issue (resolving) - Attending online meeting of VC's Committee meeting as per HEC's directives, meeting date 04-10-2021 - DQE MRM meeting
	14th	Routine work
October 2021	15th Week	- Approval of UPR from Competent Authority - INQAAHE 30th celebration meet and General Assembly attendance 08-10-2021 - Obtaining information from Academic Section related to new HU-Academic Calendar and presentation for the newly admitted students and course Instructors - Obtaining SARs from Affiliated Colleges/letter - Arrangement of meeting with QAA and QAD HEC related to YPR matters - Finalization of Sustainability Report of UIGM 2021
	16th Week	- Faculty Course Review Survey and Report - INQAAHE membership and voting for new president & next conference in Kazakhstan - Entries rankings - Starting Entries of UI Green Metric data on Entry portal
	17th Week	Follow up of Turnitin usage and PhD-thesis checking
	18th Week	- Training related to World Universities Ranking - Conduct Training/Workshop related to Journals and publication verification process - Follow up of Implementation plans - Follow up of Turnitin usage and MPhil/MS-thesis checking - Submission of UIGM 2021-22 data before Oct 30, 2021

Months		Activities
November 2021	19th Week	- National level online webinars Session - Starting of THE impact Ranking data collection for apply
	20th Week	- Training on Ranking for HODs and Chairmen - Training on Ranking for the Departmental Focal Persons - Finalization and submission of Impact Ranking data before Nov 12, 2021
	21th Week	- Training on Graduate Review for Chairpersons/HODs and Deans - Training on Graduate Review for Departmental Focal Persons - Approval of S-IPE and Graduate Review Panels from Competent Authority - Workshop on "Programme Assessment: Planning and implementing Quality Enhancing Efforts of Program & Students Learning Outcomes" - Completion of PT process and its Reports of all departments
	22st Week	- Graduating student survey and Report - Obtaining of SARs from PT teams

December 2021	23 rd Week	- Conduct of S-IPE - Conduct of Graduate Review - Follow up of Turnitin usage and thesis checking
	24 rd Week	- Conduct Training/Workshop related to Quality Culture/SARs (Several Sessions) - Starting of AT meetings department wise (2 departments per week)
	25 th Week	- Follow up of Graduate Review matters with Dir A&R - Review of Implementation plan reports of SAR 2020-21 - Starting of THE Ranking data entry for 2022-23
	26 th Week	- Follow up of Implementation Plans - Follow up SARs of Affiliated colleges
	27 th Week	- Teachers Evaluation Survey from Students - AT Reports Compilation department wise
January 2022	28 th Week	- Meeting related to SARs and Completion of SARs of remaining BS Programs. - Finalization of SARs Reports and Executive Summaries - Finalization of S-IPE (2021) Report by the Panel - Finalization of Graduate S-Review (2021) Report by the Panel – [OK BY HEC PANEL TO BE ON 10-11 JAN 2022] - Routine work - Visit to Battagram Campus
	29 th Week	- Approval of the S-IPE (2021) Final Report from Competent Authority - Approval of the Graduate S-Review (2021) Final Report from Competent Authority - Approval of Executive of SARs' Reports form CA and its Executive Summaries - Looking back on 2021 - Reviewing DQE heads (Self check on 2021) [GRADUATE PROGRAMME REVIEW HELD BY HEC PANEL ON 10-11 JAN 2022]
	30 th Week	- Preparation of Implementation Plan of S-IPE 2021 - Preparation of Implementation Plan of Graduate S-Review - Implementation Plans of SARs for Compliance/Corrective actions - Teachers Evaluation Survey and Course Evaluation Survey - Data obtaining for QS Ranking 2022-23 - Compilation of THE Ranking data for Submission [DUE DATE RECEIVED IS 30 MAR 2022] [HEC'S PROGRESS REVIEW MEETING HELD FROM 26-28 JAN 2022 AT UNIVERSITY OF PESHAWAR]
	31 th Week	- Circulation of Implementation Plan for Corrective measures (Compliance) - Circulation of Implementation Plan of G S-Review for Corrective measures to Chairpersons through Deans (Compliance) - Teachers Evaluation Survey and Course Evaluation Survey - ISO Dossier preparation meeting - Data Obtaining from Alumni of the University
February 2022	32 st Week	- Preparation for HEC's Annual Progress Review meeting on YPR - Self - Annual Progress Review of DQE at HU: Meeting - Compilation of Teachers Evaluation Report - Executive Summaries Preparation of SARs - Obtaining Compliance (Corrective Measures) Reports from - Checking/Reviewing the CRs for improvement - Followup SARs of Affiliated Colleges - Training/Workshop on Journals and Research Publications - Compilation of QS Ranking data entries - Apply to QS Ranking 2022-23 for Asia & World
	33 rd Week	
	34 rd Week	
	35 th Week	

March 2022	36 th Week	- Preparation of YPR 2021-22 - Graduating student survey and Report
	37 th Week	- Follow up of Turnitin usage - Obtaining Implementation Plan of SARs
	38 th Week	Meeting with the Program Team members of HU
	39 & 40 th Week	- Follow up of Course Files - Submission of THE data for final submissions. - Follow up of Implementation Plans
April 2022	41 th Week	- Preparation of YPR 2021-22 - Teachers Evaluation Survey from Students - Routine issues resolving (if any) - Visit to Bhattagram Campus
	42 st Week	Teachers Evaluation Survey and Course Evaluation Survey
	43 rd & 44 th Week	- Obtaining of Compliance (Corrective Measures')-Report of S-Graduate Review (2021) from Chairperson - Teachers Evaluation Survey and Course Evaluation Survey
May 2022	45 th Week	- Annual Report Preparation for HEC for annual evaluation of QEC - Compilation of Teachers Evaluation Report - Finalization of SAR AT Reports for YPR 2021-22 - Preparation of - Executive Summaries of SARs approval - Implementation plans of SARs completion - Discussion on YPR 2021-22 (internal DQE) - Compilation of Yearly Progress Report (YPR) of DQE for submission to QAA, HEC. - Consenting of YPR 2021-22 from Competent Authority - Submission of YPR 2021-22 to HEC
	46 th Week	
	47 th Week	
	48 th Week	
June 2022	49 th Week	Planning for of UPR 2022-23, meeting
	50 th	- Meeting related to SARs and Completion of SARs of remaining BS Programs. - Training or Workshop
	51 th	- Completion of MPhil & PhD Review Dossiers to conduct Self-MPhil & PhD Review. - Letter to all Deans regarding Ph. D. Program Review and MS/M. Phil & Equivalent Program Review - Approval for Self- MPhil & PhD Program Review
	52 nd	- Self-MPhil & PhD Program Review. - Compilation of Teacher & Course evaluation surveys - Assessment Report presentation to VC on the basis of SAR

June, 2021	1st Week	• Compilation of UPR 2020-21 • Teacher & Course evaluation surveys
	2nd Week	• Completion of SARs of remaining BS Programs. • Compilation of Yearly Progress Report (YPR) of DQE for submission to QAA, HEC. • Letter to All Chairpersons/HoDs for Training Workshop on ""
	3rd Week	• Training Workshop on "" • Compilation of Yearly Progress Report (YPR). • Completion of MPhil & PhD Review Dossiers to conduct Self-MPhil & PhD Review. • Letter to all Deans regarding Ph. D. Program Review and MS/M. Phil & Equivalent Program Review • Approval for Self- MPhil & PhD Program Review
	4th Week	• Self-MPhil & PhD Program Review. • Compilation of Teacher & Course evaluation surveys • Assessment Report presentation to VC on the basis of SAR
	5th Week	• Preparation of Self-MPhil & PhD Program Review Report. • Updating QEC Website