



PROGRESS REVIEW(S) Planner

**According to
HEC's Manuals**

Period: June 2022 to July 2023



**Directorate of Quality Enhancement
HAZARA UNIVERSITY**

ACTION PLAN OF DIRECTORATE QUALITY ENHANCEMENT FOR “JULY 2022 TO JUNE 2023”
HAZARA UNIVERSITY MANSEHRA

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SNo.	Tasks/Actions	2022						2023					
		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
13	Finalization of Graduate S-Review (2021) Report by the Panel							By 10 Jan					
14	Approval of the Graduate S-Review (2021) Final Report from Competent Authority							By 12 Jan					
15	Preparation of Implementation Plan G- S-							By 17 Jan					
16	Circulation of Implementation Plan of G S-Review for Corrective measures to Chairpersons through Deans (Compliance)							By 25 Jan					
17	Obtaining of Compliance (Corrective Measures’)-Report of S-Graduate Review (2021) from Chairperson										By 24 April		
18	Forming of PT Teams and Notifying it Cycle 2/3	Refreshing PTs: 15 July											
19	Forming of AT Teams for Cycle 2/3		Approval of all ATs: 19 Aug										
20	Obtaining of SARs from PT teams					30 Nov							
21	Conduct of AT meetings/in case of closure sending for online analysis to experts						For all SARs by 25 Dec						
22	Finalization of SARs Reports and Executive Summaries							For all SARs by 10 Jan				10 May	
23	Approval of Executive of SARs’ Reports form CA and its Executive Summaries							By 20 Jan				20 May	
24	Implementation Plans of SARs for Compliance/Corrective actions							By 25 Jan					
25	Obtaining Compliance (Corrective Measures) Reports from Chairpersons/Deans on AT’s reports								15 Feb				

Colour Codes	
	S-IPE 2021
	S-IPE 2022
	Graduate (PhD, MPhil, MS) Self Review
	Graduate (PhD, MPhil, MS) HEC Review
	SARs-2022
	SARs-2023
	SARs Affiliated Colleges 2022
	Feedback Surveys
	Trainings/Workshops
	UPR
	IPE by HEC
	YPR

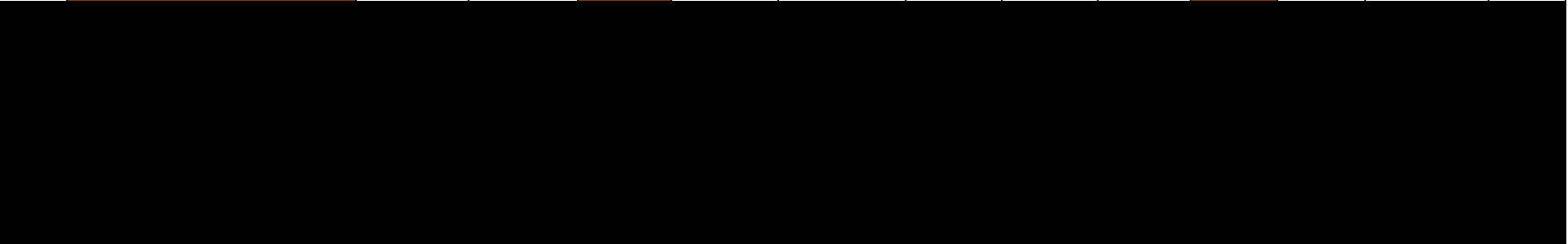
SNo.	Tasks/Actions	2022						2023					
		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
26	Checking/Reviewing CR for improvement								20 Feb				
	Meeting related to SARs and Completion of SARs of remaining BS Programs												By 15 June
27	Letters or emails to all Affiliated Colleges for formation (nomination of PT members) of PTs for SARs	By 05 Jul											
28	Follow up on SARs-reports of Affiliated Colleges	By 05 Jul					By 20 Dec		By 20 Feb				
29	Obtaining of SARs from PTs of Affiliated Colleges through their Principals/Focal Persons – Issuance of Letters/emails				By 06 Oct				By 20 Feb				
30	ATs meetings for SARs of Affiliated Colleges								By 27 Feb				
31	Implementation plans and Compliance/Corrective measures report of SARs of Affiliated Colleges									By 03 Mar			
32	Follow up colleges									30 Mar			
33	Data Collection for UPR 2021-22	By 30 July											
34	Collection of answers to questionnaire of UPR 2021-22 from Directors/Registrar		By 20 Aug										
35	Finalization of UPR – 2021-22			By 15 Sep									
36	Approval of UPR from Competent Authority			By 22 Sep									
37	Planning for next UPR for 2022-2023												By 06 June
38	Preparation of YPR 2021-22									Apr whole month	Apr whole month		
39	Discussion on YPR 2021-22 (internal DQE)											Compilation and Discussion	
40	Consenting of YPR 2021-22 from Competent Authority											By 15 May	

Colour Codes	
	S-IPE 2021
	S-IPE 2022
	Graduate (PhD, MPhil, MS) Self Review
	Graduate (PhD, MPhil, MS) HEC Review
	SARs-2022
	SARs-2023
	SARs Affiliated Colleges 2023
	Feedback Surveys
	Trainings/Workshops Conferences/Seminars
	UPR
	IPE by HEC
	YPR

SNo.	Tasks/Actions	2022						2023					
		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
41	Submission of YPR 2021-22 to HEC											By 20 May	
42	Online Clarivate International Conference/seminar/Webinar			2 nd or 3 rd week									
43	Awareness Session Training for Affiliated Colleges PTs					10 Nov							
44	Workshop on Self Review: Modern Approach						01 Dec						
45	Awareness Training on SARs for PT teams of Faculty of Science - 1						02 Dec						
46	Awareness Training on SARs for PT teams of Faculty of Arts & Social Science - 2						03 Dec						
47	Awareness Training on SARs for PT teams of Faculty of Law & Admin Scs and Faculty of Health Sciences – 3						04 Dec						
48	Training on Graduate Review for Chairpersons/HODs and Deans					15 Nov							
49	Training on Graduate Review for Departmental Focal Persons					16 Nov							
50	Training of World Universities Rankings for HODs/Chairpersons				28 Oct								
51	Training of World Universities Rankins for Departmental Focal Persons				29 Oct								
52	Training of World Universities Rankins for Selective Administrative Officers							05 Jan					
53	Training/Workshop on Journals and Research Publications								15 Feb				
54	Workshop on “ Programme Assessment: Planning and implementing Quality Enhancing Efforts of Program & Students Learning Outcomes ”					By 30 Nov (depending on coordination)							

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SNo.	Tasks/Actions	2022						2023					
		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
55	Preparing Annexing Files and On-table Files of UPR for IPE by HEC				From 03 to 20 Oct								
56	Conduct of IPE on UPR 2021-22 (Review period 01 Jul 2021 to 30 Jun 2022)				From 25 to 27 Oct								
57	Preparation of DQE Report on IPE after obtaining report from HEC					By 10 Nov							
58	Research student Progress Review Survey MS/MPhil and PhD students	By 12 July											
59	Online Teachers and Course Evaluation Surveys through CMS modules		By 17 Aug					By 20 Jan					
60	Preparing executive summary for Competent Authority and corrective measures regarding weak/poor performed teachers.			By 08 Sep					By 24 Feb				
61	Teachers Evaluation Survey and Course Evaluation Survey implementation/corrective measures plan sending to Chairperson through Dir A&R as approved by VC			By 22 Sep						By 08 Mar			



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Activity Calendar

For

June 2022 to July 2023



Directorate of Quality Enhancement HAZARA UNIVERSITY

Activity Calendar of QEC for July 2021-June 2022

Months		Activities
July 2022	1 st Week	• Obtaining the Compliance/Corrective Measures Report from Registrar regrading S-IPE 2022 held from 24 -26 Mar 2022 (due date was 25 May 2022) • Preparing and submission of Feasibility Report regarding QECACs as per HEC's demand. • Visit to NUST • QE-Monthly Review Meeting • Letter for Formation of PTs and Follow up to obtain SARs from affiliated colleges

	2nd 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
	3rd Week	- S-IPE 2020; Implementation checking/reviewing the Compliance report - Follow up of Implementation Plan - Starting of Data-Collection for UPR-2021
	4th 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)
	5th 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 2022	6th 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 Programs
	7th Week	- Due date: Completion of VC's special assignment 2557 publications verification - Training on Programme Self-Assessment - Publications data collection from ORIC - Collection back the answers to Standards' questionnaire from Directorates
	8th Week	- Online Teachers and Course Evaluation Surveys through CMS modules - Forming and Approval of ATs - PhD thesis Turnitin checking and reviewing the Graduate survey performa - Publications verification of TTS for SB
	9th Week	- Teachers and Course Evaluation Surveys modules resolving issue with DIT - Follow up for approval of "HU-Anti Plagiarism Policy" by ASRB - Project data collection from ORIC.
September 2022	10th Week	- Meeting with the Program Team members of various departments - Follow up of implementation Plans of SARs - Preparation for S-IPE and discussion on draft UPR with Vice Chancellor. - Finalizing the UPR

		- Teachers Evaluation Survey and Course Evaluation Survey – from CMS, preparing executive summary for Competent Authority and corrective measures regarding weak/poor performed teachers. - LOTUS Consortium of HED, data collection, discussion meeting with VC and submission matter i.e. compilation and submission. (Special assignment)
	11 th Week	- DQE-MRM internal meeting. Review own functions and activities. - MPhil/PhD NOCs initiation cases with HEC, for the re-structured programmes reminding to Deans and discussion with Vice Chancellor. - Finalization of UPR 2021-22 and preparing for S-IPE to be conducted in 3rd /4th week of October. - Submission of dossier of Lotus Consortium. - Visit to QA-HED and meeting with KP Quality consultant & the Director regarding Lotus Consortium. - Visit to QAA-HEC regarding IPE and other matters resolving in HEC.
	12 th Week	- Teachers Evaluation Survey and Course Evaluation Survey implementation/corrective measures plan sending to Chairperson through Dir A&R as approved by VC - Follow up of Turnitin usage by Instructors - Thesis certificates issuance - PhD Scholars papers verification in routine - VC meeting regarding UPR and IPE by HEC (New, now IPE instead of S-IPE). Obtaining expected date for conduct days from VC.
	13 th Week	- Training of Senior Administrative Officers, Deans and Chairpersons on preparation of UPR. - Training cum Orientation session of Senior Administrative Officers, Deans and Chairpersons on IPE/S-IPE, how to be conducted. - Follow up of Course new modules with DIT, download data with the help of Directorate IT and online Survey issue (resolving) - Attending online/virtual THE complimentary session “masterclass with focus on submission to THE's Impact Ranking – APAC 2023 edition”. - DQE MRM meeting - Approval of UPR from Competent Authority. - Submission of UPR to QAA-HEC (New for IPE)
	14 th	- Routine work - Attending two days online/virtual International Conference of UI Greenmetric “IWGM-2022”

October 2022	15th Week	• Obtaining expected IPE date from VC and communicating to QAA-HEC. • Preparing Annexing Files and On-table files of UPR for IPE by HEC • Faculty Course Review Survey and Report • INQAAHE membership review check • 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 • Obtaining Sustainability Report of HU-2022 from the Sustainability FP. • Times Higher Education (THE) World Universities Ranking Announcement • Coordination meeting with Directorat ORIC related to projects and its outputs
	16th Week	• Starting Entries of UI Green Metric data on Entry portal • INQAAHE membership • DG-QAA HEC preparatory ONLINE meeting related to targets 2022-23 to be held on 11 Oct 2022 at 1100hrs. • Turnitin mandatory training for T-Admin to be held online on 13 Oct 2022 (Coord HEC).
	17th Week	• Follow up of Turnitin usage and PhD-thesis checking • Conduct of IPE on UPR 2021-22 (Review period 01 Jul 2021 to 30 Jun 2022)
	18th Week	• Training related to World Universities Ranking • Conduct Training/Workshop related to Journals and publication verification process • Follow up of various Implementation plans • Follow up of Turnitin usage and MPhil/MS-thesis checking • Submission of UIGM 2021-22 data before Oct 30, 2022

Months		Activities
November 2022	19th Week	• Preparation of DQE Report on IPE after obtaining report from HEC • Publication verification – Routine. • Meeting with Directorate ORIC related to publications and projects data • Starting of THE impact Ranking data collection for apply • Preparing the implementation plan of IPE/S-IPE report and sending to Registrar for completion

	20th Week	• Turnitin mandatory Training – to attend • Consultation with departmental Focal Persons for collection of data/information related to Ranking • Finalization and submission of Impact Ranking data before Nov 12, 2021
	21th Week	• Training on Graduate Review for Chairpersons/HODs/Deans/Departmental Focal Persons • Approval of Panel to conduct Graduate Self-Review • Follow up of IPE Report implementation to obtain Compliance Report/Corrective Measures • 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 Reports review and implementation for corrective measures • Obtaining SARs from PT teams.
December 2022	23nd Week	• Obtaining Dossiers PGPR Performa and forms from Dir A&R/Depts. for Self-Graduate Review 2021-2022 • Follow up of Turnitin usage and thesis checking
	24rd Week	• Conduct Training/Workshop related to Quality Culture/SARs (Several Sessions) • Starting of AT meetings department wise (2 departments per week)
	25th Week	• Follow up of Graduate Review matters with Dir A&R • Review of Implementation plan reports of SAR 2021-22 • Starting of THE Ranking data entry for 2023-24
	26th Week	• Follow up of Implementation Plans • Follow up SARs of Affiliated college • Follow up of SARs Battagram Campus
	27th Week	• Teachers Evaluation Survey from Students • AT Reports Compilation department wise • Conduct of Self-Graduate Review 2021-2022
January 2023	28th Week	• Meeting related to SARs and Completion of SARs of remaining undergraduate Programs. • Finalization of SARs Reports and Executive Summaries • Finalization of IPE (2022) Compliance Report and submission to HEC • Finalization of Graduate S-Review (2022) Report by the Panel • Routine work • Visit to Battagram Campus

	29 th Week	• 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 2022 (January to December) • Reviewing DQE heads (Self check on 2021)
	30 th Week	• Preparation of Implementation Plan of Self -Graduate Review • Implementation Plans of SARs for Compliance/Corrective actions • Teachers Evaluation Survey and Course Evaluation Survey – from CMS • Data obtaining for QS Ranking 2023-24 • Compilation of THE Ranking data for Submission • HEC'S PROGRESS REVIEW MEETING – depending on HEC schedule within Jan to Mar
	31 th Week	• Circulation of Implementation Plan for Corrective measures (Compliance) • Circulation of Implementation Plan of Self-Graduate-Review for Corrective measures to Chairpersons through Deans (Compliance) • Data Obtaining from Alumni of the University from Registrar (updatation of emails etc)
February 2023	32 st Week	• Preparation for HEC's Annual Progress Review meeting on YPR – internal/external • Self - Annual Progress Review of DQE at HU: Meeting • Executive Summaries Preparation of SARs • Obtaining Compliance (Corrective Measures) Reports from various quarters • Checking/Reviewing the CRs for improvement • Followup SARs of Affiliated Colleges – obtaining the PT reports • Teachers Evaluation Survey and Course Evaluation Survey – from CMS, preparing executive summary for Competent Authority and corrective measures. • Training/Workshop on Research ethics/Publications – coord Director Training • ATs meetings for SARs of Affiliated Colleges • Compilation of QS Ranking data entries • Apply to QS Ranking 2023-24 for Asia & World
	33 nd Week	
	34 rd Week	
	35 th Week	
March 2023	36 th Week	• Teachers Evaluation Survey and Course Evaluation Survey implementation/corrective measures plan sending to Chairperson through Dir A&R as approved by VC • Preparation of YPR 2022-23 (Draft and data collection/entry) • Graduating student survey and Report • Implementation plans and Compliance/Corrective measures report of SARs of Affiliated Colleges

	37th Week	- Follow up of Turnitin usage - Obtaining Compliance-report upon Implementation Plans of SARs
	38th Week	Meeting with the Program Team members of HU
	39 & 40th Week	- Follow up of Course Files - Submission of THE data for final submissions/confirming online portal. - Follow up of Implementation Plans of Teacher’s survey – weak/poor teachers improvement - Follow up colleges
April 2023	41th Week	- Preparation of YPR 2022-23 (The review of draft along with its Annexes/enclosures) - Teachers Evaluation Survey from Students – opening CMS portal through Directorate IT for current (ending) semester - Routine issues resolving (if any) - Visit to Battagram Campus
	42st Week	Teachers Evaluation Survey and Course Evaluation Survey – keep watch on CMS entries completion by due date of closure
	43rd & 44th Week	- Obtaining of Compliance (Corrective Measures’)-Report of S-Graduate Review (2021) from Chairperson - Teachers Evaluation Survey and Course Evaluation Survey – completion notice - Start QEC’s Drafting of Annual Report
May 2023	45th Week	- Annual Report Preparation for HEC for annual evaluation of QEC - Compilation of Teachers Evaluation Report - Finalization of SAR AT’s Reports for YPR 2021-22 - Preparation/compiling the Annual report into a shape - Executive Summaries of SARs approval - Implementation plans of SARs completion - Discussion on YPR 2022-23 (internal DQE) - Compilation of Yearly Progress Report (YPR) of DQE for submission to QAA, HEC. - Consenting of YPR 2022-23 from Competent Authority - Submission of YPR 2022-23 to HEC
	46th Week	
	47th Week	
	48th Week	

June 2023	49th Week	• Planning for preparing of UPR 2022-23, internal meeting of DQE, collection of data/information and compilation
	50th Week	• Meeting related to SARs and Completion of SARs of remaining BS Programs. • Training or Workshop
	51st Week	• Obtaining PGPR/Forms from Dir A&R for Completion of MPhil & PhD Review Dossiers - Refresh • Letter to all Deans regarding PhD Program Review and MS/MPhil & Equivalent Program Review • Approval for Self- MPhil & PhD Program Review
	52nd Week	• Self-MPhil & PhD Program Review. • Compilation of Teacher & Course evaluation surveys • Assessment Report presentation to VC on the basis of SAR