



# **HAZARA UNIVERSITY – QUALITY ASSURANCE’S**

## **PROGRESS REVIEW(S) PLANNER**

**According to HEC’s Manuals**

**Period: July 2023 to June 2024**



**Directorate Quality Enhancement  
HAZARA UNIVERSITY**

**HAZARA UNIVERSITY MANSEHRA**

| Colour Codes |                                             |
|--------------|---------------------------------------------|
|              | IPE 2021-22 (by HEC)                        |
|              | S-IPE 2022-23 (by HU-Self)                  |
|              | Graduate (PhD, MPhil, MS)<br>Self Review    |
|              | Graduate (PhD, MPhil, MS)<br>HEC Review     |
|              | SARs-2022                                   |
|              | SARs-2023                                   |
|              | SARs Affiliated Colleges<br>2023            |
|              | Feedback Surveys                            |
|              | Trainings/Workshops<br>Conferences/Seminars |
|              | UPR                                         |
|              | YPR                                         |

| SNo. | Tasks/Actions                                                                                                       | 2023                    |           |           |     |     |                     | 2024                |     |     |     |     |                        |
|------|---------------------------------------------------------------------------------------------------------------------|-------------------------|-----------|-----------|-----|-----|---------------------|---------------------|-----|-----|-----|-----|------------------------|
|      |                                                                                                                     | July                    | Aug       | Sep       | Oct | Nov | Dec                 | Jan                 | Feb | Mar | Apr | May | June                   |
| 15.  | Finalization of S-IPE (2022-23) Report by the Panel                                                                 |                         | 21 Aug    |           |     |     |                     |                     |     |     |     |     |                        |
| 16.  | Approval of the S-IPE (2022-23) Final Report from Competent Authority                                               |                         | By 24 Aug |           |     |     |                     |                     |     |     |     |     |                        |
| 17.  | Preparation of Implementation Plan                                                                                  |                         | By 28 Aug |           |     |     |                     |                     |     |     |     |     |                        |
| 18.  | Circulation of Implementation Plan for Corrective measures (Compliance)                                             |                         | 30 Aug    |           |     |     |                     |                     |     |     |     |     |                        |
| 19.  | Obtaining of Compliance Report of S-IPE 2022-23 from Registrar                                                      |                         |           |           |     |     |                     | On or before 05 Jan |     |     |     |     |                        |
| 20.  | Obtaining Dossiers for Graduate Review/Self Reviw-2021-22 and 2022-23, from Directorate A&R                         | Due date: 13 July       |           |           |     |     |                     | Prep.Coord. Dir A&R |     |     |     |     |                        |
| 21.  | Approval of Panel from competent Authority for Conduct of Graduate S-Review                                         | 15 July                 |           |           |     |     |                     |                     |     |     |     |     |                        |
| 22.  | Conduct of Graduate S-Review                                                                                        |                         | 15-17 Aug |           |     |     |                     |                     |     |     |     |     |                        |
| 23.  | Finalization of Graduate S-Review (2021-22 and 2022-23) Report by the Panel                                         |                         | By 24 Aug |           |     |     |                     |                     |     |     |     |     |                        |
| 24.  | Approval of the Graduate S-Review (2021-22 and 2022-23) Final Report from Competent Authority                       |                         | By 28 Aug |           |     |     |                     |                     |     |     |     |     |                        |
| 25.  | Preparation of Compliance-Implementation-Plan Self-G-2021-22 and 2022-23                                            |                         | By 31 Aug |           |     |     |                     |                     |     |     |     |     |                        |
| 26.  | Circulation of Implementation Plan of G S-Review for Corrective measures to Chairpersons through Deans (Compliance) |                         |           | On 01 Sep |     |     |                     |                     |     |     |     |     |                        |
| 27.  | Obtaining of Compliance (Corrective Measures')-Report of S-Graduate Review (2021) from Director A&R/Chairperson     |                         |           |           |     |     | On or before 15 Dec |                     |     |     |     |     | For 2023-24 by 21 june |
| 28.  | Forming of PT Teams and Notifying it Cycle 4/5                                                                      | Refreshing PTs: 15 July |           |           |     |     |                     |                     |     |     |     |     |                        |

**Colour Codes**

|  |                                          |
|--|------------------------------------------|
|  | IPE 2021-22 (by HEC)                     |
|  | S-IPE 2022-23 (by HU-Self)               |
|  | 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                                      |
|  | YPR                                      |

| SNo. | Tasks/Actions                                                                                                         | 2023      |                         |     |              |        |                              | 2024                   |           |           |     |     |            |  | Colour Codes |                                          |
|------|-----------------------------------------------------------------------------------------------------------------------|-----------|-------------------------|-----|--------------|--------|------------------------------|------------------------|-----------|-----------|-----|-----|------------|--|--------------|------------------------------------------|
|      |                                                                                                                       | July      | Aug                     | Sep | Oct          | Nov    | Dec                          | Jan                    | Feb       | Mar       | Apr | May | June       |  |              |                                          |
| 29.  | Forming of AT Teams for Cycle 4/5                                                                                     |           | Approval of ATs: 19 Aug |     |              |        |                              |                        |           |           |     |     |            |  |              | IPE 2021-22 (by HEC)                     |
| 30.  | Obtaining of SARs from PT teams                                                                                       |           |                         |     |              | 30 Nov |                              |                        |           |           |     |     |            |  |              | S-IPE 2022-23 (by HU-Self)               |
| 31.  | Conduct of AT meetings/in case of closure sending for online analysis to experts                                      |           |                         |     |              |        | Start ATs all SARs by 25 Dec |                        |           |           |     |     |            |  |              | Graduate (PhD, MPhil, MS) Self Review    |
| 32.  | Finalization of SARs Reports and Executive Summaries                                                                  |           |                         |     |              |        |                              | For all SARs by 10 Jan |           |           |     |     |            |  |              | Graduate (PhD, MPhil, MS) HEC Review     |
| 33.  | Approval of Executive Summaries of SARs' Reports form CA                                                              |           |                         |     |              |        |                              | By 20 Jan              |           |           |     |     |            |  |              | SARs-2022                                |
| 34.  | Implementation Plans (CIP) circulation of SARs for Compliance/Corrective actions                                      |           |                         |     |              |        |                              | By 25 Jan              |           |           |     |     |            |  |              | SARs-2023                                |
| 35.  | Obtaining Compliance (Corrective Measures) Reports from Chairpersons/Deans on AT's reports                            |           |                         |     |              |        |                              |                        | 15 Feb    |           |     |     |            |  |              | SARs Affiliated Colleges 2023            |
| 36.  | Checking/Reviewing CR for improvement                                                                                 |           |                         |     |              |        |                              |                        | 20 Feb    |           |     |     |            |  |              | Feedback Surveys                         |
| 37.  | Meeting related to SARs and Completion of SARs of remaining BS Programs                                               |           |                         |     |              |        |                              |                        |           |           |     |     | By 15 June |  |              | Trainings/Workshops Conferences/Seminars |
| 38.  | Letters or emails to all Affiliated Colleges for formation (nomination of PT members) of PTs for SARs                 | By 31 Jul |                         |     |              |        |                              |                        |           |           |     |     |            |  |              | UPR                                      |
| 39.  | Approval of ATs and follow up on SARs-reports of Affiliated Colleges                                                  |           | 19 Aug                  |     |              |        | till 20 Dec                  |                        |           |           |     |     |            |  |              | YPR                                      |
| 40.  | Obtaining of SARs from PTs of Affiliated Colleges through their Principals/Focal Persons – Issuance of Letters/emails |           |                         |     | Start 06 Oct |        |                              |                        | By 20 Feb |           |     |     |            |  |              |                                          |
| 41.  | ATs meetings for SARs of Affiliated Colleges                                                                          |           |                         |     |              |        |                              |                        | By 27 Feb |           |     |     |            |  |              |                                          |
| 42.  | Implementation plans and Compliance/Corrective measures report of SARs of Affiliated Colleges                         |           |                         |     |              |        |                              |                        |           | By 03 Mar |     |     |            |  |              |                                          |
| 43.  | Follow up affiliated colleges                                                                                         |           |                         |     |              |        |                              |                        |           | 30 Mar    |     |     |            |  |              |                                          |

| SNo. | Tasks/Actions                                                                                                                                                      | 2023                                                |     |                      |                                          |        |                                          | 2024                 |     |     |     |     |      |  | Colour Codes |                                             |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----|----------------------|------------------------------------------|--------|------------------------------------------|----------------------|-----|-----|-----|-----|------|--|--------------|---------------------------------------------|
|      |                                                                                                                                                                    | July                                                | Aug | Sep                  | Oct                                      | Nov    | Dec                                      | Jan                  | Feb | Mar | Apr | May | June |  |              |                                             |
| 44.  | Online Clarivate International Conference/seminar/Webinar                                                                                                          | Webinar<br>2 <sup>nd</sup> /3 <sup>rd</sup><br>week |     |                      |                                          |        |                                          |                      |     |     |     |     |      |  |              | IPE 2021-22 (by HEC)                        |
| 45.  | Awareness Session Training for Affiliated Colleges PTs                                                                                                             |                                                     |     |                      | 2 <sup>nd</sup> /3 <sup>rd</sup><br>week |        |                                          |                      |     |     |     |     |      |  |              | S-IPE 2022-23 (by HU-Self)                  |
| 46.  | Workshop on Self Review: Modern Approach                                                                                                                           |                                                     |     |                      | 2 <sup>nd</sup> /3 <sup>rd</sup><br>week |        |                                          |                      |     |     |     |     |      |  |              | Graduate (PhD, MPhil, MS)<br>Self Review    |
| 47.  | Awareness Training on SARs for PT teams of Faculty of Science - 1                                                                                                  |                                                     |     |                      | 4 <sup>th</sup> week                     |        |                                          |                      |     |     |     |     |      |  |              | Graduate (PhD, MPhil, MS)<br>HEC Review     |
| 48.  | Awareness Training on SARs for PT teams of Faculty of Arts & Social Science - 2                                                                                    |                                                     |     |                      | 4 <sup>th</sup> week                     |        |                                          |                      |     |     |     |     |      |  |              | SARs-2022                                   |
| 49.  | Awareness Training on SARs for PT teams of Faculty of Law & Admin Scs and Faculty of Health Sciences – 3                                                           |                                                     |     |                      | 4 <sup>th</sup> week                     |        |                                          |                      |     |     |     |     |      |  |              | SARs-2023                                   |
| 50.  | Training on Graduate Review for Chairpersons/HODs and Deans                                                                                                        |                                                     |     |                      |                                          | 15 Nov |                                          |                      |     |     |     |     |      |  |              | SARs Affiliated Colleges 2023               |
| 51.  | Training on Graduate Review for Departmental Focal Persons                                                                                                         |                                                     |     |                      |                                          | 16 Nov |                                          |                      |     |     |     |     |      |  |              | Feedback Surveys                            |
| 52.  | Training of World Universities Rankings for HODs/Chairpersons & departmental FPs(QA)                                                                               |                                                     |     |                      | 1 <sup>st</sup> week                     |        |                                          |                      |     |     |     |     |      |  |              | Trainings/Workshops<br>Conferences/Seminars |
| 53.  | Training of Senior Administrative Officers, Deans and Chairpersons on preparation of UPR.<br>Training of World Universities Rankins for Departmental Focal Persons |                                                     |     | 4 <sup>th</sup> week |                                          |        |                                          |                      |     |     |     |     |      |  |              | UPR                                         |
| 54.  | Training cum Orientation session of Senior Administrative Officers, Deans and Chairpersons on IPE/S-IPE, how to be conducted and Qaultiy Culture                   |                                                     |     | 4 <sup>th</sup> week |                                          |        | 1 <sup>st</sup> /2 <sup>nd</sup><br>week |                      |     |     |     |     |      |  |              | YPR                                         |
| 55.  | Training/Workshop on Journals and Research Publications                                                                                                            |                                                     |     |                      |                                          |        |                                          | 2 <sup>nd</sup> week |     |     |     |     |      |  |              |                                             |

| SNo. | Tasks/Actions                                                                                                                                            | 2023       |                     |           |     |                                          |     | 2024      |           |           |     |     |      |  | Colour Codes |                                          |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------|-----------|-----|------------------------------------------|-----|-----------|-----------|-----------|-----|-----|------|--|--------------|------------------------------------------|
|      |                                                                                                                                                          | July       | Aug                 | Sep       | Oct | Nov                                      | Dec | Jan       | Feb       | Mar       | Apr | May | June |  |              |                                          |
| 56.  | Workshop on “Programme Assessment: Planning and implementing Quality Enhancing Efforts of Program & Students Learning Outcomes”                          |            |                     |           |     | By 30 Nov<br>(depending on coordination) |     |           |           |           |     |     |      |  |              | IPE 2021-22 (by HEC)                     |
| 57.  | Preparing Annexing Files and On-table Files of UPR for IPE by HEC /S-IPE                                                                                 |            | By 02 Aug           |           |     |                                          |     |           |           |           |     |     |      |  |              | S-IPE 2022-23 (by HU-Self)               |
| 58.  | Conduct of IPE on UPR 2022-23 (Review period 01 Jul 2021 to 30 Jun 2022)                                                                                 |            | As per HEC Schedule |           |     |                                          |     |           |           |           |     |     |      |  |              | Graduate (PhD, MPhil, MS) Self Review    |
| 59.  | Preparation of DQE Report on IPE after obtaining report from HEC                                                                                         |            | Immediate as rcvd   |           |     |                                          |     |           |           |           |     |     |      |  |              | Graduate (PhD, MPhil, MS) HEC Review     |
| 60.  | Research student Progress Review Survey MS/MPhil and PhD students                                                                                        | By 12 July |                     |           |     |                                          |     |           |           |           |     |     |      |  |              | SARs-2022                                |
| 61.  | Online Teachers and Course Evaluation Surveys through CMS modules                                                                                        |            | By 17 Aug           |           |     |                                          |     | By 20 Jan |           |           |     |     |      |  |              | SARs-2023                                |
| 62.  | Preparing executive summary for Competent Authority and corrective measures regarding weak/poor performed teachers.                                      |            |                     | By 08 Sep |     |                                          |     |           | By 24 Feb |           |     |     |      |  |              | SARs Affiliated Colleges 2023            |
| 63.  | 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 |     |     |      |  |              | Feedback Surveys                         |
|      |                                                                                                                                                          |            |                     |           |     |                                          |     |           |           |           |     |     |      |  |              | Trainings/Workshops Conferences/Seminars |
|      |                                                                                                                                                          |            |                     |           |     |                                          |     |           |           |           |     |     |      |  |              | UPR                                      |
|      |                                                                                                                                                          |            |                     |           |     |                                          |     |           |           |           |     |     |      |  |              | YPR                                      |

--Sd--  
Assistant Director QE  
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Deputy Director QE  
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Director Quality Enhancement  
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Dated: 01 Jul 2023





# **HAZARA UNIVERSITY – QUALITY ASSURANCE’S**

## **Activity Calendar**

**For**

Period: **01 uly 2023 to 30 June 2024**



## Directorate of Quality Enhancement HAZARA UNIVERSITY

### Activity Calendar of QEC for July 2023-June 2024

| Months    |                      | Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| July 2023 | 1 <sup>st</sup> Week | <ul style="list-style-type: none"><li>Obtaining the Compliance/Corrective Measures Report from Registrar regrading IPE-2022 held from 25 -27 Oct 2022 (<b>due date was 30 June 2023</b>) as per CIPC.</li><li>Reviewing the Corrective-Measures-report (IPE-2021-22), noting the improvements and its submission to relevant quarter of HEC.</li><li>QE-Monthly Review Meeting and Annual Self-evaluation/review of QE matters during the period 01 Jul 2022 to 30 June 2023, to be held on 04 Jul 2023 at 1100hrs.</li><li>Reviewing the achieving of targets related to all SARs initiated and its compliance plans by the Heads of Academic departments.</li><li>Data Collection for UPR 2022-23 compilation of its tables</li><li>Collection of answers to questionnaire of UPR 2022-23 from Directors and Registrar</li><li>Preparation and Finalizing of YPR 2022-23</li></ul> |
|           | 2 <sup>nd</sup> Week | <ul style="list-style-type: none"><li>Finalization of UPR 2023-24 by 13 July and obtaining consent of Competent Authority.</li><li>Obtaining the Dossiers (PGPR &amp; Forms 2021-22 and 2022-23 <b>both</b>) for MPhil/PhD Review from Directorate Academics and Research by 13 July.</li><li>Research student Progress Review Survey MS/MPhil and PhD students.</li><li>Refreshing the Program Teams – for on campus programs for cycle 4/5 SARs.</li><li>Letter for Formation of PTs of affiliated colleges – next cycle SARs.</li><li>Approval of panel for Self-IPE 2022-23</li><li>Approval of panel for Self- Graduate Review 2021-22 and 2022-23</li><li>Discussion on YPR and its consent from Competent Authority</li><li>Research Students-progress-review Survey MS/MPhil and PhD students</li></ul>                                                                      |

|             |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             |                      | <ul style="list-style-type: none"> <li>Submission of UPR to QAA-HEC (New for IPE)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|             | 3 <sup>rd</sup> Week | <ul style="list-style-type: none"> <li>Implementation checking/reviewing the Compliance reports – all processes during FY-2022-23</li> <li>Follow up of Implementation Plan (if any remains un-attended)</li> <li>Publishing the UPR 2022-23 making hard forms for record and panel members</li> <li>Preparation of conduct of S-IPE and S-Graduate Review</li> <li>Training regarding IPE and Graduate Review for HoDs/Sectional Heads</li> <li>Follow up of PhD/Review Dossier (Visit to Directorate A&amp;R) if any information left out</li> <li>Attending online training/webinar Clarivate International by QEC staff</li> </ul>                                                                      |
|             | 4 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Follow up PTs refreshing – obtaining panels from Academic Chairpersons, its approval and issuance of notifications.</li> <li>Office normal Schedule and attending HU Steering Committee meeting</li> <li>Work on Students .....book, as forwarded by Convener of the Committee</li> <li>Meeting/briefs on progress, with Vice Chancellor related: Special assignment of publication verification</li> <li>Arranging online Training for the faculty on Turnitin</li> <li>Follow up of Turnitin usage.</li> <li>Preparation for S-IPE and S-PGPR continued.</li> <li>Letters/emails to all affiliated colleges for submission of final nominations for PTs</li> </ul> |
|             |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| August 2023 | 5 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>QE-Monthly Review Meeting</li> <li>Work/Meeting of QE Officers on Turnitin Guideline Booklet for 'Turnitin-Admins'</li> <li>Preparing ANNEXING and ON-TABLE supporting files of UPR for IPE/S-IPE</li> <li>Giving final shape to preparation for conduct of S-IPE and S-PGPR.</li> <li>Preparation for conduct of Graduate Review 2021-22 &amp; 2022-23</li> </ul>                                                                                                                                                                                                                                                                                                   |
|             | 6 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Conduct of S-IPE (11-13 Aug)</li> <li>Conduct of Self Graduate Review (15-17 Aug)</li> <li>Employer Survey obtaining lists from Registrar's office and working on it</li> <li>Forming new PTs for new Programs -Cycle 1</li> <li>Online Teachers and Course Evaluation Surveys through CMS modules</li> </ul>                                                                                                                                                                                                                                                                                                                                                        |
|             | 7 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Finalization of S-IPE (2022-23) report by the panel and its approval from Competent Authority</li> <li>Finalization of report of PGPRs and approval from Competent Authority</li> <li>Approval of ATs for various programs cycle 4/5</li> <li>Approval of ATs for programmes of Affiliated Colleges</li> <li>Training on Programme Self-Assessment</li> <li>Publications data collection from ORIC</li> <li>Collection back the answers to Standards' questionnaire from Directorates</li> </ul>                                                                                                                                                                     |
|             | 8 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Preparation of CIP of the S-IPE (2022-23)</li> <li>Online Teachers and Course Evaluation Surveys through CMS modules</li> <li>Forming and Approval of ATs</li> <li>PhD thesis Turnitin checking and reviewing the Graduate survey performance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                             |

|                |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 2023 |                       | <ul style="list-style-type: none"> <li>Publications verification of TTS for SB</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                | 9 <sup>th</sup> Week  | <ul style="list-style-type: none"> <li>Circulation of CIO of S-IPE (2022-23) to Registrar/Directors/Departments for compliance/corrective measures</li> <li>Preparation of CIP of Graduate-Review-Report</li> <li>Teachers and Course Evaluation Surveys modules resolving issue with DIT</li> <li>Follow up for approval of "HU-Anti Plagiarism Policy" by ASRB</li> <li>Project data collection from ORIC.</li> </ul>                                                                                                                                                                                                                              |
|                | 10 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Circulation of Compliance Implementation Plan of Self-Graduate Review for corrective measures/improvements to the Deans/Chairpersons/Di A&amp;R etc.</li> <li>Meeting with the Program Team members of various departments</li> <li>Collection of SARs from on campus departments</li> <li>Guidance to Registrar staff in CIP of S-IPE (if required)</li> <li>Follow up affiliated colleges for SARs issues and collection of statistics</li> <li>LOTUS Consortium of HED, data collection, discussion meeting with VC and submission matter i.e. compilation and submission. (Special assignment)</li> </ul> |
|                | 11 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>DQE-MRM internal meeting. Review own functions and activities.</li> <li>Accreditation of undergraduate programmes, reminding to Deans and discussion with Vice Chancellor.</li> <li>Collection of Publications data</li> <li>Coordinating QA-HED for SARs matters of affiliated colleges and conduct of ATs (preparation)</li> <li>Periodic visit to QAA-HEC regarding any pending issues and other matters for resolving in HEC (if any reported from Acad. departments)</li> </ul>                                                                                                                          |
|                | 12 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Teachers Evaluation Survey and Course Evaluation Survey – from CMS, preparing executive summary for Competent Authority and corrective measures regarding weak/poor performed teachers.</li> <li>Follow up of Turnitin usage by Instructors</li> <li>Thesis certificates issuance</li> <li>PhD Scholars papers verification in routine</li> <li>VC meeting regarding UPR and IPE by HEC (IPE instead of S-IPE). Obtaining expected date for conduct days from VC (if HEC intimates)</li> </ul>                                                                                                                |
|                | 13 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Teachers Evaluation Survey and Course Evaluation Survey implementation/corrective measures plan sending to Chairperson through Dir A&amp;R as approved by VC</li> <li>Training of Senior Administrative Officers, Deans and Chairpersons on preparation of UPR.</li> <li>Training cum Orientation session of Senior Administrative Officers, Deans and Chairpersons on IPE/S-IPE, how to be conducted.</li> <li>Follow up of Course new modules with DIT, download data with the help of Directorate IT and online Survey issue – follow up</li> </ul>                                                        |
| October 2023   | 14 <sup>th</sup>      | <ul style="list-style-type: none"> <li>DQE MRM meeting</li> <li>Routine work</li> <li>Collection and submission of data for UI-Greemetric Ranking</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|--|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                       | <ul style="list-style-type: none"> <li>Start - Obtaining of SARs from PTs of Affiliated Colleges through their Principals/Focal Persons – Issuance of Letters/emails</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|  | 15 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Faculty Course Review Survey and Report</li> <li>INQAAHE membership review check</li> <li>Obtaining information from Academic Section related to new HU-Academic Calendar and presentation for the newly admitted students and course Instructors</li> <li>Obtaining SARs from Affiliated Colleges/letter</li> <li>Arrangement of meeting with QAA and QAD HEC related to YPR matters</li> <li>Obtaining Sustainability Report of HU-2023 from the Sustainability FP.</li> <li>Times Higher Education (THE) World Universities Ranking Announcement</li> <li>Coordination meeting with Director ORIC related to projects and its outputs</li> <li>Awareness Session Training for Affiliated Colleges PTs</li> <li></li> </ul> |
|  | 16 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Workshop on Self Review: Modern Approach</li> <li>Starting Entries of UI Green Metric data on Entry portal</li> <li>INQAAHE membership</li> <li>DG-QAA HEC preparatory ONLINE meeting related to targets 2022-23 to be held on 11 Oct 2022 at 1100hrs.</li> <li>Turnitin mandatory training for T-Admin to be held online on 13 Oct 2022 (Coord HEC).</li> </ul>                                                                                                                                                                                                                                                                                                                                                              |
|  | 17 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Follow up of Turnitin usage and PhD-thesis checking</li> <li>Awareness Training on SARs for PT teams of Faculty of Science – 1</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|  | 18 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Awareness Training on SARs for PT teams of Faculty of Law &amp; Admin Scs and Faculty of Health Sciences – 3</li> <li>Follow up of various Implementation plans</li> <li>Follow up of Turnitin usage and MPhil/MS-thesis checking</li> <li>Submission of UIGM 2021-22 data before Oct 30, 2023</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Months        |                       | Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| November 2023 | 19 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Preparation of DQE Report on IPE after obtaining report from HEC (if IPE held instead of S-IPE)</li> <li>Publication verification – Routine.</li> <li>Meeting with Directorate ORIC related to publications and projects data</li> <li>Starting of THE impact Ranking data collection for apply</li> <li>Preparing the implementation plan of IPE/S-IPE report and sending to Registrar for completion</li> <li>Training of World Universities Rankings for HODs/Chairperson &amp; departmental FPs(QAs)</li> </ul> |

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|               | 20 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Follow up -obtaining SARs from affiliated colleges and to start their ATs.</li> <li>Turnitin mandatory Training – to attend</li> <li>Consultation with departmental Focal Persons for collection of data/information related to Ranking</li> <li>Finalization and submission of Impact Ranking data before Nov 12, 2022</li> <li>Training on Graduate Review for Chairpersons/HODs and Deans</li> <li>Training on Graduate Review for Departmental Focal Persons</li> </ul>        |
|               | 21 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Training on Graduate Review for Chairpersons/HODs/Deans/Departmental Focal Persons</li> <li>Approval of Panel to conduct Graduate Self-Review</li> <li>Follow up of IPE Report implementation to obtain Compliance Report/Corrective Measures</li> <li>Workshop on <b>“Programme Assessment: Planning and implementing Quality Enhancing Efforts of Program &amp; Students Learning Outcomes”</b></li> <li>Completion of PT process and its Reports of all departments.</li> </ul> |
|               | 22 <sup>st</sup> Week | <ul style="list-style-type: none"> <li>Graduating student survey and Reports review and implementation for corrective measures</li> <li>Obtaining SARs from PT teams.</li> <li>Start - Obtaining of SARs from PT</li> <li>Workshop on <b>“Programme Assessment: Planning and implementing Quality Enhancing Efforts of Program &amp; Students Learning Outcomes”</b></li> </ul>                                                                                                                                           |
|               |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| December 2023 | 23 <sup>nd</sup> Week | <ul style="list-style-type: none"> <li>Preparation to obtain Dossiers PGPR Performa and forms from Dir A&amp;R/Depts. for Self-Graduate Review 2023-2024 (initial six months data collection from CMS &amp; depts)</li> <li>Follow up of Turnitin usage and thesis checking</li> </ul>                                                                                                                                                                                                                                    |
|               | 24 <sup>rd</sup> Week | <ul style="list-style-type: none"> <li>Obtaining of Compliance (Corrective Measures')-Report of S-Graduate Review (2021) from Director A&amp;R/Chairperson</li> <li>Conduct Training/Workshop related to Quality Culture/SARs (Several Sessions)</li> <li>Starting of AT meetings department wise (2 departments per week)</li> <li>ATs for colleges – schedule continues</li> </ul>                                                                                                                                      |
|               | 25 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Follow up of Graduate Review matters related to compilation of dossiers with Dir A&amp;R</li> <li>Collection of six months publication statistics from Dir ORIC</li> <li>Review of Implementation plan reports of SAR 2022-23 (if any left)</li> <li>Starting of THE Ranking data entry for 2023-24/2024-25</li> </ul>                                                                                                                                                             |
|               | 26 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Follow up of Implementation Plans</li> <li>Follow up SARs of Affiliated college &amp; conduct of ATs continuation</li> <li>Follow up of SARs Battagram Campus &amp; conduct of ATs</li> </ul>                                                                                                                                                                                                                                                                                      |
|               |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| January 2024  | 27 <sup>th</sup> Week | <ul style="list-style-type: none"> <li>Obtaining of Compliance Report of S-IPE 2022-23 from Registrar</li> <li>Teachers Evaluation Survey from Students through CMS with help of Dir IT</li> <li>AT Reports Compilation department wise</li> <li>Conduct of Self-Graduate Review 2023-2024 – preparation and coordination with Dir A&amp;R for dossiers/forms</li> </ul>                                                                                                                                                  |

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|---------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |                       | <ul style="list-style-type: none"><li>• ATs of affiliated colleges continues</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|               | 28 <sup>th</sup> Week | <ul style="list-style-type: none"><li>• Meeting related to SARs and Completion of SARs of all on-campus Programs.</li><li>• Finalization of SARs Reports and Executive Summaries</li><li>• Approval of Executive Summaries of SARs' Reports form CA</li><li>• Training/Workshop on Journals and Research Publications</li><li>• Visit to Battagram Campus (coordination)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|               | 29 <sup>th</sup> Week | <ul style="list-style-type: none"><li>• implementation Plans (CIP) circulation of SARs for compliance/Corrective actions</li><li>• Approval of Executive of SARs' Reports form CA and its Executive Summaries (leftover cases if any)</li><li>• Looking back on 2023 (January to December)</li><li>• Reviewing DQE heads (Self check on 2023)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|               | 30 <sup>th</sup> Week | <ul style="list-style-type: none"><li>• Routine work</li><li>• Implementation Plans of SARs for Compliance/Corrective actions</li><li>• Teachers Evaluation Survey and Course Evaluation Survey – from CMS</li><li>• Data obtaining for QS Ranking 2023-24</li><li>• Compilation of THE Ranking data for Submission</li><li>• HEC'S PROGRESS REVIEW MEETING – depending on HEC schedule within January to March</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|               | 31 <sup>th</sup> Week | <ul style="list-style-type: none"><li>• Circulation of Implementation Plan for Corrective measures (Compliance)</li><li>• Publication verifications</li><li>• Data Obtaining from Alumni of the University from Registrar (updaton of emails etc)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|               |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| February 2024 | 32 <sup>st</sup> Week | <ul style="list-style-type: none"><li>• Obtaining Compliance (Corrective Measures) Reports from Chairpersons/Deans on AT's reports of SARs</li><li>• Checking/Reviewing CRs for improvement</li><li>• Preparation for HEC's Annual Progress Review meeting on YPR – internal/external</li><li>• Self - Annual Progress Review of DQE at HU: Meeting</li><li>• Obtaining Compliance (Corrective Measures) Reports from various quarters</li><li>• Obtaining of SARs from PTs of Affiliated Colleges through their Principals/Focal Persons – Issuance of Letters/emails</li><li>• ATs meetings for SARs of Affiliated Colleges - completion</li><li>• Teachers Evaluation Survey and Course Evaluation Survey – from CMS, preparing executive summary for Competent Authority and corrective measures.</li><li>• Preparing executive summary for Competent Authority and corrective measures regarding weak/poor performed teachers.</li><li>• Compilation of QS Ranking data entries</li><li>• Apply to QS Ranking 2023-24 for Asia &amp; World</li></ul> |
|               | 33 <sup>nd</sup> Week |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | 34 <sup>rd</sup> Week |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|               | 35 <sup>th</sup> Week |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 2024 | 36 <sup>th</sup> Week                                           | <ul style="list-style-type: none"> <li>Implementation plans and Compliance/Corrective measures report of SARs of Affiliated Colleges</li> <li>Teachers Evaluation Survey and Course Evaluation Survey implementation/corrective measures plan sending to Chairperson through Dir A&amp;R as approved by VC</li> <li>Preparation of YPR 2023-24 (Draft and data collection/entry – whole month)</li> <li>Graduating student survey and Report</li> </ul> |
|            | 37 <sup>th</sup> Week                                           | <ul style="list-style-type: none"> <li>Follow up of Turnitin usage</li> <li>Obtaining Compliance-report upon Implementation Plans of SARs</li> </ul>                                                                                                                                                                                                                                                                                                    |
|            | 38 <sup>th</sup> Week                                           | <ul style="list-style-type: none"> <li>Meeting with the Program Team members of HU</li> <li>Start; Preparing for next UPR for 2023-24 – in progress</li> </ul>                                                                                                                                                                                                                                                                                          |
|            | 39 <sup>th</sup>                                                | <ul style="list-style-type: none"> <li>Follow up affiliated colleges for SARs and statistical data</li> <li>Follow up of Course Files/Graduate-supervisory files</li> <li>Submission of THE data for final submissions/confirming online portal.</li> <li>Follow up of Implementation Plans of Teacher's survey – weak/poor teachers improvement</li> </ul>                                                                                             |
|            |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| April 2024 | 40 <sup>th</sup> Week                                           | <ul style="list-style-type: none"> <li>Preparation of YPR 2023-24 (Draft and data collection/entry – whole month)</li> <li>Preparation of YPR 2022-23 (The review of draft along with its Annexes/enclosures)</li> <li>Teachers Evaluation Survey from Students – opening CMS portal through Directorate IT for current (ending) semester</li> <li>Routine issues resolving (if any)</li> <li>Visit to Battagram Campus</li> </ul>                      |
|            | 41 <sup>st</sup> Week                                           | <ul style="list-style-type: none"> <li>Teachers Evaluation Survey and Course Evaluation Survey – keep watch on CMS entries completion by due date of closure</li> </ul>                                                                                                                                                                                                                                                                                 |
|            | 42 <sup>rd</sup><br>43 <sup>th</sup> & 44 <sup>th</sup><br>Week | <ul style="list-style-type: none"> <li>Routine work</li> <li>Graduate students publication verification</li> <li>Teachers Evaluation Survey and Course Evaluation Survey – completion notice</li> <li>Start QEC's Drafting of Annual Report</li> <li>Preparing for next UPR for 2023-24 – in progress</li> </ul>                                                                                                                                        |
|            |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| May 2024   | 44 <sup>th</sup> & 45 <sup>th</sup><br>Week                     | <ul style="list-style-type: none"> <li>Planning for next UPR for 2023-23 – in progress</li> </ul>                                                                                                                                                                                                                                                                                                                                                       |
|            | 46 <sup>th</sup> Week                                           | <ul style="list-style-type: none"> <li>Annual Report Preparation for HEC for annual evaluation of QEC</li> <li>Compilation of Teachers Evaluation Report</li> <li>Preparation/compiling the Annual report into a shape</li> </ul>                                                                                                                                                                                                                       |
|            | 47 <sup>th</sup> Week                                           | <ul style="list-style-type: none"> <li>Discussion on YPR 2023-24 (internal DQE)</li> <li>Compilation of Yearly Progress Report (YPR) of DQE for submission to QAA, HEC.</li> <li>Consenting of YPR 2022-23 from Competent Authority</li> </ul>                                                                                                                                                                                                          |
|            | 48 <sup>th</sup> Week                                           | <ul style="list-style-type: none"> <li>Submission of YPR 2022-23 to HEC - coordination</li> </ul>                                                                                                                                                                                                                                                                                                                                                       |
|            |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| June 2024  | 49 <sup>th</sup> Week                                           | <ul style="list-style-type: none"> <li>Finalizing 1<sup>st</sup>-draft of UPR 2023-24, internal meeting of DQE, collection of data/information and compilation</li> </ul>                                                                                                                                                                                                                                                                               |

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|  | 50 <sup>th</sup> Week | <ul style="list-style-type: none"><li>Meeting related to SARs and Completion of SARs of remaining BS Programs.</li><li>Training or Workshop</li></ul>                                                                                                                                                             |
|  | 51 <sup>st</sup> Week | <ul style="list-style-type: none"><li>Obtaining PGPR/Forms from Dir A&amp;R for Completion of MPhil &amp; PhD Review Dossiers - Refresh</li><li>Letter to all Deans regarding PhD Program Review and MS/MPhil &amp; Equivalent Program Review</li><li>Approval for Self- MPhil &amp; PhD Program Review</li></ul> |
|  | 52 <sup>nd</sup> Week | <ul style="list-style-type: none"><li>Self-MPhil &amp; PhD Program Review.</li><li>Compilation of Teacher &amp; Course evaluation surveys</li><li>Assessment Report presentation to VC on the basis of SAR</li></ul>                                                                                              |

--Sd--  
**Assistant Director**  
Quality Enhancement

--Sd--  
**Director**  
Quality Enhancement  
Hazara University  
Dated: 01 Jul 2023

--Sd--  
**Deputy Director**  
Quality Enhancement

