



HAZARA UNIVERSITY – QUALITY ASSURANCE’s

PROGRESS REVIEW(S) PLANNER

According to PSG - 2023

Period: July 2024 to June 2025



**Directorate Quality Enhancement
HAZARA UNIVERSITY**

SNo.	Tasks/Actions	2023						2024							Colour Codes	
		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
16.	Preparation of Implementation Plan		By 28 Aug													RIPE 2021-22 (by HEC)
17.	Circulation of Implementation Plan for Corrective measures (Compliance)		30 Aug	Presenting the CIP of S-RIPE to IQC												S-RIPE 2023-24 (by HU-Self)
18.	Obtaining of Compliance Report of S-RIPE 2023-24 from Registrar							On or before 05 Jan								Graduate (PhD, MPhil, MS) Self Review
19.	Obtaining Dossiers for Graduate Review/Self Review-2021-22 and 2023-24, from Directorate A&R	Due date: 01 July						Prep.Coord. Dir A&R								Graduate (PhD, MPhil, MS) HEC Review
20.	Conduct of GPR by HEC	Tentative 2 nd week as per HEC letter														SARs-2022
21.	Approval of Panel from competent Authority/IQC for Conduct of Graduate S-Review	21 July/IQC meeting														SARs-2023
22.	Conduct of Graduate S-Review (in case HEC did not conduct GPR)		15-17 Aug													
23.	Finalization of Graduate S-Review (2023-24) Report by the Panel		By 24 Aug													SARs Affiliated Colleges 2023
24.	Approval of the Graduate S-Review (2023-24) Final Report from Competent Authority		By 28 Aug													Feedback Surveys
25.	Preparation of Compliance-Implementation-Plan Self-GPR 2023-24		By 31 Aug													Trainings/Workshops Conferences/Seminars
26.	Circulation of Implementation Plan of G S-Review for Corrective measures to Chairpersons through Deans (Compliance)			On 01 Sep And Presenting the CIP of GPR to IQC												IPER
27.	Obtaining of Compliance (Corrective Measures')-Report of S-Graduate Review (2021) from Director A&R/Chairperson						On or before 15 Dec							For 2024-25 by 21 june		YPR

SNo.	Tasks/Actions	2023						2024							Colour Codes	
		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
28.	Forming of PT Teams and Notifying it Cycle 4/5	Refreshing PTs: 15 July														
29.	Forming of AT Teams for Cycle 4/5		Approval of ATs: 19 Aug													RIPE 2021-22 (by HEC)
30.	Obtaining of SARs from PT teams					30 Nov										S-RIPE 2023-24 (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														IAPER
39.	Approval of ATs and follow up on SARs-reports of Affiliated Colleges		19 Aug	Awariness Trg for PTs fol clgs.			till 20 Dec									YPR
40.	Obtaining of SARs from PTs of Affiliated Colleges				Start 06 Oct				By 20 Feb							
41.	ATs meetings for SARs of Affiliated Colleges								By 27 Feb							

SNo.	Tasks/Actions	2023						2024							Colour Codes	
		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
42.	Implementation plans and Compliance/Corrective measures report of SARs of Affiliated Colleges									By 03 Mar						RIPE 2021-22 (by HEC)
43.	Follow up affiliated colleges									30 Mar						S-RIPE 2023-24 (by HU-Self)
44.	Awareness Session Training for Affiliated Colleges PTs			2 nd /3 rd week												Graduate (PhD, MPhil, MS) Self Review
45.	Awareness Training on SARs for PT teams of Faculty of Science - 1				4 th week											Graduate (PhD, MPhil, MS) HEC Review
46.	Awareness Training on SARs for PT teams of Faculty of Arts & Social Science - 2				4 th week											SARs-2022
47.	Awareness Training on SARs for PT teams of Faculty of Law & Admin Scs and Faculty of Health Sciences – 3				4 th week											SARs-2023
48.	Training on Graduate Review for Chairpersons/HODs and Deans					15 Nov										SARs Affiliated Colleges 2023
49.	Training on Graduate Review for Departmental Focal Persons					16 Nov										Feedback Surveys
50.	Training of World Universities Rankings for HODs/Chairpersons & departmental FPs(QA)					1 st week										Trainings/Workshops Conferences/Seminars
51.	Training of Senior Administrative Officers, Deans and Chairpersons on preparation of IPER. Training of World Universities Rankins for Departmental Focal Persons			4 th week												IPER
52.	Training cum Orientation session of Senior Administrative Officers, Deans and Chairpersons on RIPE/S-RIPE, how to be conducted and Qaultiy Culture			4 th week			1 st /2 nd week									YPR
53.	Training/Workshop on Journals and Research Publications							2 nd week								

SNo.	Tasks/Actions	2023						2024							Colour Codes	
		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
54.	Workshop on “ Programme Assessment: Planning and implementing Quality Enhancing Efforts of Program & Students Learning Outcomes ”					By 30 Nov (depending on coordination)										RIPE 2021-22 (by HEC)
57.	Preparing Annexing Files and On-table Files of IPER for RIPE by HEC /S-RIPE		By 02 Aug													S-RIPE 2023-24 (by HU-Self)
58.	Conduct of RIPE on IPER 2023-24 (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 RIPE 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
																IPER
																YPR

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Dated: 01 Jul 2024





HAZARA UNIVERSITY – QUALITY ASSURANCE

Activity Calendar

For

Period: **01 uly 2024 to 30 June 2025**



Directorate of Quality Enhancement HAZARA UNIVERSITY

Activity Calendar of QEC for July 2024-June 2025

Months		Activities
July 2023	1 st Week	• Submission/obtaining of IPER by/from IPERC (due date 01 Jul 2024). • Obtaining the Dossiers (GPR & Forms 2023-24) for MPhil/PhD Review to be conducted by HEC in 2nd week of July (as per schedule letter already received). • QE-Monthly Review Meeting and Annual Self-evaluation/review of QE matters during the period 01 Jul 2023 to 30 June 2024, to be held (tentative) on 04 Jul 2024 at 1030hrs. • Finalizing of Institutional Self Assessment Document (ISAD) of the University. • Reviewing the achieving of targets related to all SARs initiated and its compliance plans by the Heads of Academic departments. • Evaluating the IPER by 08 July 2024, its compilation and conversion to book form. • Preparation and Finalizing of YPR 2023-24 • Finalization of the REVISED Quality-Assurance-Policy of Hazara University in compliance to PSG-2023 • Project data collection from ORIC • Publications (2023-24) data collection from ORIC • Revising APQN membership and fee transfer confirmation from Treasurer
	2 nd Week	• Submission of IPER to IQC/Chairman IQC for consideration/consent by 15 Jul 2024. • Research student Progress Review Survey MS/MPhil and PhD students. • Refreshing the Program Teams – for on campus programs for cycle 5/6 SARs. • Approval of panel for Self-RIPE 2023-24 • Conduct of PGR 2023-24 by HEC

		[in case of delay by HEC: Approval of panel for Self- Graduate Review 2021-22 and 2023-24] - Discussion on YPR and its consent from Competent Authority - Research Students-progress-review Survey MS/MPhil and PhD students - Forming of PT teams for next cycle of program reviews
	3 rd Week	- Making the approved IPER part of the YPR 2023-2024 for submission to HEC. - Submission of IPER to QAA-HEC (New for RIPE) Meeting of IQC (tentative 16 Jul 2024) - Approval of Panel from IQC to conduct Graduate Self-Review - Approval of Panel from IQC to conduct Self-RIPE - Consent from IQC for the revised Quality-Assurance-Policy of Hazara University in compliance to PSG-2023 - Submitting the REVISED Quality-Assurance-Policy of Hazara University to Registrar for obtaining approval of the Syndicate. - Implementation checking/reviewing the Compliance reports – all processes during FY-2023-24 - Follow up of Implementation Plan (if any remains un-attended) - Publishing the RIPER 2023-24 making hard forms for record and panel members - Preparation of conduct of S-RRRIPE and S-Graduate Review [in case HEC does not conduct the GPR] - Training regarding RRRIPE and Graduate Review for HoDs/Sectional Heads - Coordination and Follow up of PhD/Review Dossier (Visit to Directorate A&R) if any information left out
	4 th Week	- Follow up PTs refreshing – obtaining panels from Academic Chairpersons, its approval and issuance of notifications. - Office normal Schedule - Meeting/briefs on progress, with Vice Chancellor related: Special assignment of publication verification - Arranging online Training for the faculty on Turnitin - Follow up of Turnitin usage. - Preparation for S-RRRIPE continued and S-GPR (in case no PGR by HEC) continued. - Letters/emails to all affiliated colleges for submission of final nominations for PTs - Letter for Formation of PTs of affiliated colleges – next cycle SARs.
August 2023	5 th Week	- QE-Monthly Review Meeting - Preparing ANNEXING and ON-TABLE supporting files of RIPER for RRRIPE/S-RRRIPE - Giving final shape to preparation for conduct of S-RIPE and S-GPR (if HEC did not conduct GPR in July) - Preparation for conduct of Graduate Review 2023-24
	6 th Week	- Conduct of S-RIPE (11-13 Aug) - Conduct of Self Graduate Programs Review (15-17 Aug) - Employer Survey obtaining lists from Registrar's office and working on it - Forming new PTs for fresh cycle of Programs - Visit of Agriculture Council (tentative 10 Aug) - Online Teachers and Course Evaluation Surveys through CMS modules

	7 th Week	- Finalization of S-RRIPe (2023-24) report by the panel and its approval from Competent Authority - Finalization of report of GPR and approval from Competent Authority - Approval of ATs for various programs cycle 4/5 - Approval of ATs for programmes of Affiliated Colleges - Training on Programme Self-Assessment - Collection back the answers to Standards' questionnaire from Directorates
	8 th Week	- Preparation of CIP of the S-RIPE (2023-24) - Online Teachers and Course Evaluation Surveys through CMS modules – Evaluation and Action for CQI - Forming and Approval of ATs - PhD reviewing the Graduate survey performa
	9 th Week	- Circulation of CIP of S-RRIPe (2023-24) to Registrar/Directors/Departments for compliance/corrective measures - Preparation of CIP of Graduate-Review-Report 2023-24 - Starting work on revising "HU-Anti Plagiarism Policy" in view of HEC's new Plagiarism policy/GEP—2023/HU-PG-Reg-2023
September 2023	10 th Week	- IQC 2nd Meeting (tentative 04 Sep 2024) - Presenting/Reporting the CIP of the S-RIPE (2023-24) to IQC - Presenting/Reporting the CIP of GPR 2023-24 to IQC - Circulation of Compliance Implementation Plan of Self-Graduate Review for corrective measures/improvements to the Deans/Chairpersons/Di A&R etc. - Meeting with the Program Team members of various departments - Collection of SARs from on campus departments - Guidance to Registrar staff in CIP of S-RIPE (if required) - Follow up affiliated colleges for SARs issues and collection of statistics - LOTUS Consortium of HED, data collection, discussion meeting with VC and submission matter i.e. compilation and submission. (Special assignment) - Initiating internal-departmental [Admin+Acad]-QA-Audit [<i>if new HU QA Policy gets approved</i>]
	11 th Week	- DQE-MRM internal meeting. Review own functions and activities. - Accreditation of undergraduate programmes, reminding to Deans and discussion with Vice Chancellor. - Collection of Publications data - Coordinating QA-HED for SARs matters of affiliated colleges and conduct of ATs (preparation) - Periodic visit to QAA-HEC regarding any pending issues and other matters for resolving in HEC (if any reported from Acad. departments)
	12 th Week	- Teachers Evaluation Survey and Course Evaluation Survey – from CMS, preparing executive summary for Competent Authority and corrective measures regarding weak/poor performed teachers. - Follow up of Turnitin usage by Instructors - Thesis certificates issuance (obtaining record from Dir A&R and uploading on portal) - PhD Scholars papers verification in routine - Awareness Training on SARs for PT teams of Affiliated Colleges - Awareness Training on RIPE for Principals & QA-FPs of Affiliated Colleges

	13th Week	- Teachers Evaluation Survey and Course Evaluation Survey implementation/corrective measures plan sending to Chairperson through Dir A&R as approved by VC - Training of Senior Administrative Officers, Deans and Chairpersons on preparation of IPER. - Training cum Orientation session of Senior Administrative Officers, Deans and Chairpersons on RIPE/S-RIPE, how to be conducted. - Training for Administrative Officers on Rankings - Follow up of Course new modules with DIT, download data with the help of Directorate IT and online Survey issue – follow up
October 2023	14th	- DQE MRM meeting - Routine work - Collection and submission of data for UI-Greemetric Ranking - Start - Obtaining of SARs from PTs of Affiliated Colleges through their Principals/Focal Persons – Issuance of Letters/emails
	15th Week	- 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-2023 from the Sustainability FP. - Times Higher Education (THE) World Universities Ranking Announcement - Coordination meeting with Director ORIC related to projects and its outputs
	16th Week	- Workshop on Self Review: Modern Approach - Starting Entries of UI Green Metric data on Entry portal - INQAAHE membership - DG-QAA HEC preparatory ONLINE meeting related to targets 2023-24 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/obtaining certificates copies from Dir A&R - Awareness Training on SARs for PT teams of Faculty of Science – 1
	18th Week	- Awareness Training on SARs for PT teams of Faculty of Law & Admin Scs and Faculty of Health Sciences – 3 - Follow up of various Implementation plans - Follow up of Turnitin usage and MPhil/MS-thesis checking - Submission of UIGM data before Oct 30, 2024

Months	Activities
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November 2023	19 th Week	- Preparation of DQE Report on RIPE after obtaining report from HEC (if RIPE held instead of S-RIPE) - Publication verification – Routine. - Starting of THE impact Ranking data collection for apply - Preparing the implementation plan of RIPE report and sending to Registrar for completion [if report received from HEC] - Training of World Universities Rankings for HODs/Chairperson & departmental FPs(QAs)
	20 th Week	- Follow up -obtaining SARs from affiliated colleges and to start their ATs. - 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, 2024 - Training on Graduate Review for Chairpersons/HODs and Deans - Training on Graduate Review for Departmental Focal Persons
	21 th Week	- Training on Graduate Review for Chairpersons/HODs/Deans/Departmental Focal Persons - Follow up of RIPE 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.
	22 st Week	- Graduating student survey and Reports review and implementation for corrective measures - Obtaining SARs from PT teams. - Start - Obtaining of SARs from PT - Workshop on “Programme Assessment: Planning and implementing Quality Enhancing Efforts of Program & Students Learning Outcomes”
December 2023	23 nd Week	- Preparation to obtain Dossiers GPR Performa and forms from Dir A&R/Depts. for Self-Graduate Review 2023-2024 (initial six months data collection from CMS & depts) [if HEC did not conduct] - Follow up of Turnitin usage and thesis checking
	24 rd Week	- Conduct Training/Workshop related to Quality Culture/SARs (Several Sessions) - Starting of AT meetings department wise (2 departments per week) - ATs for colleges – schedule continues
	25 th Week	- Collection of six months publication statistics from Dir ORIC - Review of Implementation plan reports of SAR 2023-24 (if any left) - Starting of THE Ranking data entry for 2024-25/2025-26
	26 th Week	- Follow up of Implementation Plans - Follow up SARs of Affiliated college & conduct of ATs continuation - Follow up of SARs Battagram Campus & conduct of ATs

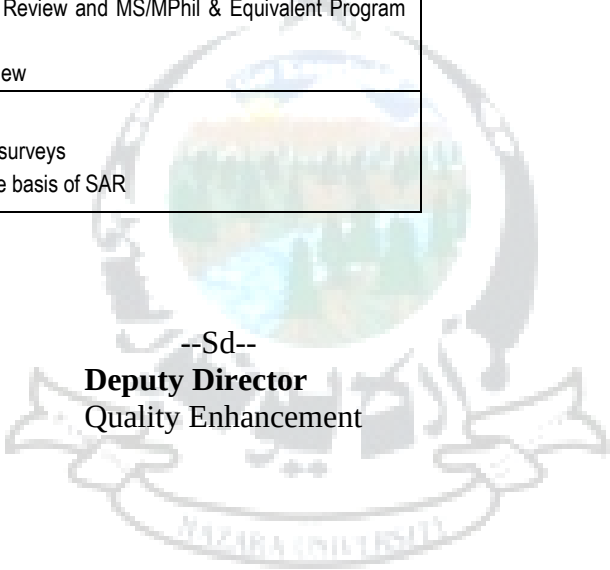
January 2024	27 th Week	• IQC 3rd Meeting • Obtaining of Compliance Report of S-RIPE 2023-24 from Registrar • Teachers Evaluation Survey from Students through CMS with help of Dir IT • AT Reports Compilation department wise • Conduct of Self-Graduate Review 2023-2024 – preparation and coordination with Dir A&R for dossiers/forms [in case HEC did not conduct GPR in July] • ATs of affiliated colleges continues
	28 th Week	• Meeting related to SARs and Completion of SARs of all on-campus Programs. • Finalization of SARs Reports and Executive Summaries • Approval of Executive Summaries of SARs' Reports form CA • Training/Workshop on Journals and Research Publications • Visit to Battagram Campus (coordination)
	29 th Week	• implementation Plans (CIP) circulation of SARs for compliance/Corrective actions • Approval of Executive of SARs' Reports form CA and its Executive Summaries (leftover cases if any) • Looking back on 2023 (January to December) • Reviewing DQE heads (Self check on 2023)
	30 th Week	• Routine work • 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 January to March
	31 th Week	• Circulation of Implementation Plan for Corrective measures (Compliance) • Publication verifications • Data Obtaining from Alumni of the University from Registrar (updating of emails etc)
February 2024	32 st Week	• Obtaining Compliance (Corrective Measures) Reports from Chairpersons/Deans on AT's reports of SARs • Checking/Reviewing CRs for improvement • Preparation for HEC's Annual Progress Review meeting on YPR – internal/external • Self - Annual Progress Review of DQE at HU: Meeting • Obtaining Compliance (Corrective Measures) Reports from various quarters • Obtaining of SARs from PTs of Affiliated Colleges through their Principals/Focal Persons – Issuance of Letters/emails • ATs meetings for SARs of Affiliated Colleges - completion • Teachers Evaluation Survey and Course Evaluation Survey – from CMS, preparing executive summary for Competent Authority and corrective measures.
	33 nd Week	
	34 rd Week	
	35 th Week	

		- Preparing executive summary for Competent Authority and corrective measures regarding weak/poor performed teachers. - Compilation of QS Ranking data entries - Apply to QS Ranking 2023-24 for Asia & World
March 2024	36 th Week	- Implementation plans and Compliance/Corrective measures report of SARs of Affiliated Colleges - Teachers Evaluation Survey and Course Evaluation Survey implementation/corrective measures plan sending to Chairperson through Dir A&R as approved by VC - Preparation draft of YPR 2024-25 and the ISAD (Draft and data collection/entry – whole month) - Graduating student survey and Report
	37 th Week	- Follow up of Turnitin usage - Obtaining Compliance-report upon Implementation Plans of SARs
	38 th Week	- Meeting with the Program Team members of HU - Start; Preparing for next IPER for 2023-24 – through the IPER Committee
	39 th	- Follow up affiliated colleges for SARs and statistical data - Follow up of Course Files/Graduate-supervisory files - Submission of THE data for final submissions/confirming online portal. - Follow up of Implementation Plans of Teacher's survey – weak/poor teachers improvement
April 2024	40 th Week	- IQC 4th Meeting - Preparation of YPR 2024-25 (Draft and data collection/entry – whole month) - Preparation of YPR 2024-25 (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
	41 st Week	Teachers Evaluation Survey and Course Evaluation Survey – keep watch on CMS entries completion by due date of closure
	42 rd 43 th & 44 th Week	- Routine work - Graduate students publication verification - Start drafting of QEC's Annual Report - Preparing for next IPER for 2024-25 – in progress through IPERC
May 2024	44 th & 45 th Week	- Planning for next IPER for 2024-25 – in progress through IPERC - Annual Report Preparation for HEC for annual evaluation of QEC
	46 th Week	- Compilation of Teachers Evaluation Report - Preparation/compiling the Annual report into a shape

	47 th Week	• Discussion on YPR 2024-25 (internal DQE) • Compilation of Yearly Progress Report (YPR) of DQE for submission to QAA, HEC. • Consenting of YPR 2023-24 from Competent Authority • Submission of YPR 2023-24 to HEC - coordination
	48 th Week	
June 2024	49 th Week	• Finalizing 1st draft of IPER 2024-25, internal guidance provision meeting with the IPERC • Collection of data/information/statistic and compilation for YPR etc.
	50 th Week	• Meeting related to SARs and Completion of SARs of remaining BS Programs. • Training or Workshop
	51 st Week	• Obtaining GPR/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
	52 nd Week	• Self-MPhil & PhD Program Review. • Compilation of Teacher & Course evaluation surveys • Assessment Report presentation to VC on the basis of SAR

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