



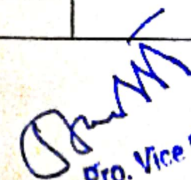
Activity Calendar of QEC for Assessment year 2023-24

• Submission of Activity Calendar 2023-24

- Each QEC needs to prepare an activity calendar for 2023-24 against the assigned targets in which activities related to all parameters need to be distributed throughout the year.
- The activity calendar needs to be submitted to QAA-HEC by 30th October 2023 after getting it approved from Head of DAI i.e. VC/Rector/President or Equivalent.
- Non-submission of activity calendar would be reflected in the assessment letter.
- It's entirely up to the QEC to map the activities in the activity calendar as per their convenience, however if there would be any major deviation from activity calendar then proper justification would be required to be submitted to QAA along with YPR.
- QEC shall assign targets to each department/Institute/Constituent unit regarding QA activities, each department needs to prepare departmental level activity calendar (QEC will give orientation where required) in which Program wise details related to SARs/Accreditation/Program Review need to be reflected.
- QEC at the end of FY shall ratify the performance of Department level QA activities.

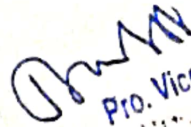
• Annual Assessment Targets

| S. No. | Parameter | Targets for YPR 2023-24 (1 st JULY 2023 to 30 th JUNE 2024) | Activity Calendar of DUET |
|--------|---|--|--|
| 1 | Orientation | Orientation for 23/F Batch | 24 th October 2023 |
| 2 | Ranking | Times Higher Education Impact Rankings | 10 th November 2023 |
| 3 | Faculty Development | Faculty Development Workshops | 20 th -27 th November 2023 |
| 4 | Progress against Program Self-Assessment | Targets of CQI (Continuous Quality Improvement) 08 marks i. Corrective actions (4 marks) <ul style="list-style-type: none">• Status of corrective actions taken on all SARs completed till 2022-23. If there are some corrective actions pending in any program, please give the reasons for not implementing the corrective actions. ii. Actions taken on the online feedback survey reports of 2022-23 (4 marks) <ul style="list-style-type: none">• All surveys must be conducted online through an effective digital platform.• All the survey results must be analyzed through effective analytical tools.• Response rate for each survey (PROGRAM WISE) for 2023-24<ul style="list-style-type: none">○ Course Evaluation by Student○ Teachers' Evaluation by Student○ Graduating Student Survey○ Alumni Survey○ Employer Survey○ Course Evaluation by Teacher• Measures taken to enhance the response rate.• Consolidated analysis report of Students satisfaction survey of 2022-23 and measures taken to address the findings of: | January 2024 |


Prof. Vice Chancellor
Dawood University of Engineering and Technology
Karachi-74800

Activity Calendar of QEC for Assessment year 2023-24

| | | | |
|---|---|--|---------------|
| | | <ul style="list-style-type: none"> • Course Evaluation • Teacher's Evaluations • Consolidated analysis report of graduating and alumni survey of 2022-23 and measures taken to address the findings of these surveys. • Consolidated analysis report of employer's survey of 2022-23 and measures taken to address the findings of these surveys for each program. • Consolidated analysis report of Teacher's evaluation of course of 2022-23 and measures taken to address the findings of these surveys | |
| 5 | SAR Reports | Training for Self-Assessment Report Preparation (Undergraduate & Postgraduate Programs) | February 2024 |
| 6 | Ph.D. Program Review and MS/M. Phil & Equivalent Program Review | <p>Self-Review All other DAIs have to conduct Self Review in 2023-24</p> <ul style="list-style-type: none"> • Updating of data related to all MS/M.Phil. / Equivalent and Ph.D. programs as per the given templates • Conduct PhD Program Review and MS/M. Phil & Equivalent Program Self Review in the same fiscal year i.e. from 1st July 2023 to 30th April 2024 (as given in the revised criteria) • If HEC has conducted the Program Review in 2022-23, then the university needs to evaluate the implementation status of that report in the Self Review and submit compliance report to HEC (along with YPR) • SPGPR report must contain the details of all MS/MPhil/PhD gone through self-review. <p>Targets of CQI (Continuous Quality Improvement) 03+03 marks</p> <ul style="list-style-type: none"> • Submission of implementation plan against PGPR report (in both cases Self-PGPR & HEC Review) • If HEC conducted the review in 2022-23, the corrective measures taken against the report of HEC and whether HEC is satisfied with compliance report or not. • If Self Review, status of corrective measures taken against the self-review report of 2022-23. | March 2024 |
| 7 | Research & Publications | <p>Research & Publication Workshops</p> <ul style="list-style-type: none"> • Patents Filing • Copyrights/Breeds • Research Commercialization | |
| 8 | Accreditation | <p>All programs offered by the university either at Main Campus, Sub Campus or any affiliated college that fall under purview of any Accreditation Council need to be accredited/reaccredited by the respective council. <i>Note: The Accreditation must be valid on 30th June 2024 for all programs</i></p> | June 2024 |


Pro. Vice Chancellor
Dawood University of Engineering
and Technology, Karachi-74800

| | | | |
|----|--|---|-----------------------------|
| 9 | <p>Launching of New PhD Programs and MS/M. Phil & Equivalent Programs after October, 2013</p> | <ul style="list-style-type: none"> • NOC must be obtained for all those programs that have been started/ launched after October 2013. • No program should be started without obtaining NOC. • The NOC must also be obtained for programs offered in any sub-campus. <p>As per HEC instructions no Affiliated College can offer any MS/M.Phil. & Ph.D. Program.</p> | |
| 10 | <p>Progress against Institutional Performance Evaluation</p> | <p>Self-RIPE by DAIs For those DAIs who would not be selected for piloting by HEC, need to conduct piloting of RIPE process by their own, for which QAA will provide detailed training and mechanism.</p> <ul style="list-style-type: none"> • Preparation and Submission of Institutional Performance Report (IPR) as per QAA guidelines (extensive training will be provided by QAA). • Conduct piloting visit as per the guidelines provided by QAA. <p>Targets of CQI (Continuous Quality Improvement) 04 marks</p> <ul style="list-style-type: none"> • Status of corrective actions taken so far for Self IPE of 2022-23 and execution plan for other corrective measures. • If HEC has conducted the IPE in 2022-23, then the university need to evaluate the implementation status of that report in the Self IPE of FY 2023-24 and submit its implementation status to HEC as part of the YPR. | <p>February 2024</p> |
| 11 | <p>Annual Report</p> | <p>QECs Annual Report (2023-24) Preparation</p> | <p>May 2024</p> |
| | | <p>Review & Approval of Annual Report</p> | <p>June 2024</p> |
| 12 | <p>Functioning of QEC Secretariat</p> | <p>For 5.1</p> <ul style="list-style-type: none"> • Total Number of Sanctioned Positions of QECs at Main Campus along with details • Total Number of Sanctioned Positions for QEC ACs unit (applicable on those universities that have Affiliated Colleges) • Total Number of Sanctioned Positions of QECs at each Sub-campus (if applicable) along with details • Details of permanently filled positions against Sanctioned Positions (for Main campus, sub campus and QEC ACs) • Details of transfers/placements/contracts against sanctioned positions • Details of Additional Charge/Current Charge/Acting Charge against sanctioned positions | <p>June 2024</p> |

- Numbers & details of non-sanctioned positions (where staff is working)

For 5.2, 5.3 as mentioned in the revised criteria.

For 5.4

5.4.1: To Conduct Awareness Seminar/Conference/Workshop on Quality Assurance by university for its QEC staff/ students/faculty involving internal resource person.

5.4.2 To Conduct Awareness Seminar/Conference/Workshop on Quality Assurance by university for its QEC staff/ students/faculty involving internal resource person.

For 5.5

Active Membership of QEC in all Statutory bodies as mentioned in the assessment criteria.

&

Evidence of Invitation & Participation of Representative of QEC in all meetings of statutory bodies (mentioned in assessment criteria 5.5) held in 2023-24.

For 5.6

5.6.1 To Contribute in a national QA related event.

5.6.2 To contribute in an international QA related event.

5.6.3 To participate in a national QA related event.

5.6.4 To participate in an international QA related event.

For 5.7, as mentioned in the revised criteria.

For 5.8:

QEC setup need to be established and functional in all Sub-Campuses

For SARs at sub-campus

SAR Target Policy for YPR 2023-24 for Main Campus, Sub-Campus and Affiliated Colleges/ Institutes for each DAI is mentioned in separate excel sheets (attached).

Accreditation is mandatory for all academic programs offered at any sub campus fall under purview of any accreditation council.

For 5.9:

QEC setup needs to be established and functional in all affiliated colleges.

For SARs at affiliated colleges

SAR Target Policy for YPR 2023-24 for Main Campus, Sub-Campus and Affiliated Colleges/

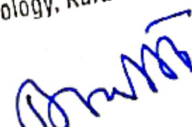

Pro. Vice Chancellor
Dawood University of Engineering
and Technology Karachi-74800

| | | | |
|----|---|---|-----------|
| | | <p>Institutes for each DAI is mentioned in separate excel sheets (attached).</p> <p>Accreditation is mandatory for all academic programs offered at any affiliated college fall under purview of any accreditation council.</p> <p>In case any campus or affiliated college is disaffiliated from the provided list of campuses or affiliated colleges of 2022-23 then proper notification of disaffiliation need to be provided</p> | |
| 13 | Implementation of HEC(QA) Polices and criteria's | <p>6.1 Plagiarism Policy 1. QEC representative in Plagiarism Standing Committee of DAI 2. Action taken against all reported cases of Plagiarism</p> <p>6.2 As already explained in the revised criteria for Assessment of QECs</p> <p>6.3 Adoption and Implementation of Graduate Education Policy (GEP-2023)</p> | June 2024 |
| 14 | Community Outreach Programs | | June 2024 |

Additional Targets (The results of these targets will be reflected in the letter of QEC performance i.e. sent to Head of DAIs)

- Frequency of meetings of statutory bodies in 2023-24 (provide the list of meetings of each statutory body)
- Number of curricula reviewed in 2023-24 (provide the evidence that results of Student course evaluation survey and teacher course evaluation survey are considered during review)
- Number of curricula revised in 2023-24 (provide the evidence that results of Student course evaluation survey and teacher course evaluation survey are considered during revision)
- QECs involvement in any international ranking in 2023-24 and outcome of the international ranking (where applicable)


Dr. Arsalan Ansari,
DIRECTOR
Quality Enhancement Cell
Dawood University of Engineering
and Technology, Karachi


Prof. Dr. Abdul Waheed
Bhutto,
Pro-Vice Chancellor,
DUET, Karachi.

Pro. Vice Chancellor
Dawood University of Engineering
and Technology Karachi-74800