



NED University of Engineering and Technology
Activity Plan for Quality Enhancement Cell
 For the Year 2023-2024

S.No.	Process	Activity	Responsible Person	Months												
				Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	
1	Institutional Performance Evaluation (IPE)	Preparation of University Portfolio Report (UPR)	Dy. Director QEC - I													
2		Preparation of Institutional Performance Evaluation by HEC	Dy. Director QEC - I													
3		Institutional Performance Evaluation by HEC	Director QEC/QEC Team													
4		Preparation of Implementation Plan	Dy. Director QEC - I													
5		Collection of University-wide Data for all campuses, and affiliated colleges	Director/Dy. Director QEC - I													
6		Preparation of University Portfolio Report (UPR)	Director/Dy. Director QEC - I													
7		Status of Action taken and Implementation Plan for the Self-IPE 2022-2023	Director/Dy. Director QEC - I													
8		Preparation of Self-Institutional Performance Evaluation	Dy. Director QEC - I													
9		Formation of Self-IPE Evaluation Team (including one external)	Director QEC													
10		Self-Institutional Performance Evaluation	Director QEC/QEC Team													
11		Preparation of Implementation Plan	Dy. Director QEC - I													
12		Status of Action taken against IPE Report	Director/Dy. Director QEC - I													
13	Self-Assessment Review (SAR)	Preparation of Self-Assessment Review Plan	Dy. Registrar (Trainings)													
14		Formation of Programme Teams (PTs)	Chairpersons													
15		Training of Programme Teams (PTs)	Director QEC													
16		Formation of Assessment Teams (ATs)	Deans													
17		Training of Assessment Teams (ATs)	Director QEC													
18		Preparation of Self-Assessment Reports (SARs) by the PTs	Programme Teams													
19		Self-Assessment Reviews by the ATs	Assessment Teams													
20		Communication of Observations to the Chairpersons	Director QEC													
21		Collection of Implementation Plan against the Reviews	Dy. Registrar (Trainings)													
22		Preparation and Approval of Executive Summary	Dy. Registrar (Trainings)/VC													
23		Follow-ups of Corrective Actions from Implementation Plan	Dy. Registrar (Trainings)													
24		UG Students' Feedback (Course/Teacher/Resource Evaluation)	Dy. Registrar (Statistics)													
25		UG Course Survey Report Preparation and Review (Course Evaluation)	Dy. Registrar (Statistics)													
26		Masters Students' Feedback (Course/Teacher/Resource Evaluation)	Dy. Registrar (Statistics)													
27		Masters Course Survey Report Preparation and Review (Course Evaluation)	Dy. Registrar (Statistics)													
28		PhD Students' Feedback (Course/Teacher/Resource Evaluation)	Dy. Registrar (Statistics)													
29		PhD Course Survey Preparation and Review (Course Evaluation)	Dy. Registrar (Statistics)													
30	Graduating Students' Survey	Chairpersons														
31	Graduating Students' Survey Report Preparation and Review	Dy. Registrar (Statistics)/Director QEC														
32	Employer Survey	Chairpersons														
33	Employer Survey Report Preparation and Review	Dy. Registrar (Statistics)/Director QEC														
34	Alumni Survey	Chairpersons														
35	Alumni Survey Report Preparation and Review	Dy. Registrar (Statistics)/Director QEC														
36	Accreditation	Gathering Status of Accreditation of Programmes	Dy. Director QEC - II/Dy. Registrar (Academics)													
37		Preparation and Submission of SAR/Accreditation Report	Dy. Director QEC - II/Chairpersons													
38		Evaluation of Programmes by Accreditation Bodies	Dy. Director QEC - II/PEC/PCATP/NCEA of HEC													
39		Preparation of Implementation Plan/Rejoinders	Dy. Director QEC - II/Chairpersons													
40	Follow-ups of Corrective Actions from Implementation Plan	Dy. Director QEC - II/Deans														
41	PHD Programme Evaluation	Preparation of PhD Programme Review by HEC	Dy. Director QEC - I													
42		PhD Programme Review by HEC	Dy. Director QEC - I													
43		Preparation of Implementation Plan	Dy. Director QEC - I													
44		Follow-up of Action taken on Implementation Plan	Dy. Director QEC - I													
45		Preparation of Self-PhD Programme Review	Dy. Director QEC - I													
46		Formation of Self-PhD Prog. Evaluation Team (including one external)	Dy. Director QEC - I													
47		Self-PhD Programme Review	Dy. Director QEC - I													
48		Preparation of Implementation Plan	Dy. Director QEC - I													
49		Follow-up of Action taken on Implementation Plan	Dy. Director QEC - I													
50	Masters Programme Evaluation	Preparation of Masters Programme Review by HEC	Dy. Director QEC - I													
51		Masters Programme Review by HEC	Dy. Director QEC - I													
52		Preparation of Implementation Plan	Dy. Director QEC - I													
53		Follow-up of Action taken on Implementation Plan	Dy. Director QEC - I													
54		Preparation of Self-Masters Programme Review	Dy. Director QEC - I													
55		Formation of Self-Masters Prog. Evaluation Team (inc. one external)	Dy. Director QEC - I													
56		Self-Masters Programme Review	Dy. Director QEC - I													
57		Preparation of Implementation Plan	Dy. Director QEC - I													
58	Follow-up of Action taken on Implementation Plan	Dy. Director QEC - I														

Not Applicable due to HEC visit for the year 23-24

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				Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24		
59	NOC	Assessments of Programmes offered in the University	Dy. Director QEC - III														
60		Applying for NOC for the new Programmes	Dy. Director QEC - III														
61	QEC Budget	Development of QEC Budget	Director QEC														
62		Approval of QEC Budget	Vice Chancellor														
63		Consumption of QEC Budget	Director QEC														
64	Trainings	Training Needs Assessments	Deputy Registrar (Trainings)														
65		Development of Training Plan	Deputy Registrar (Trainings)														
66		Awareness seminars/conferences/workshops on QA	Deputy Registrar (Trainings)														
67		Seminar/Conference on Quality Assurance (involving External)	Deputy Registrar (Trainings)														
68		Conduct of Trainings as per Training Plan	Deputy Registrar (Trainings)														
69		Feedback of Training	Deputy Registrar (Trainings)														
70		Final Report of Training	Deputy Registrar (Trainings)														
71	Meetings and Reports	Contribution in National Level Conference	Dy. Director QEC - I/Director QEC														
72		Contribution in International Level Conference	Dy. Director QEC - I/Director QEC														
73		Participation in National Level	Dy. Director QEC - I/Director QEC														
74		Participation in International Level	Dy. Director QEC - I/Director QEC														
75		Board of Review (Department Level)	Dy. Director QEC - II														
76		Board of Review (University Level)	Dy. Director QEC - I														
77		Submission of Quarterly Progress Report to HEC	Director QEC														
78		Submission of Yearly Progress Report to HEC	Dy. Director QEC - I														
79		News gathering for QEC Newsletter and HEC-News and Views	Dy. Director QEC - II														
80	Compliance Audits	Internal Quality Audit for ISO 9001:2015	Director QEC														
81		Surveillance Audit for ISO 9001:2015	Director QEC														
82		Audit for the compliance of QEC requirement in City Campus	Director QEC														
83		Audit for the compliance of QEC requirement in LEJ Campus	Director QEC														
84		Audit for the compliance of QEC requirement in TIEST Campus	Director QEC														
85		Audit for the compliance of QEC requirement in GCT (affiliated college)	Director QEC														
86		Audit for the compliance of QEC requirement in IIEE (affiliated college)	Director QEC														
87		Audit for the compliance of QEC requirement in PMA (affiliated college)	Director QEC														
88		Audit for the compliance of QEC requirement in UIT (affiliated college)	Director QEC														
89	Statutory Bodies Meetings	Senate	Registrar														
90		Syndicate	Registrar														
91		Academic Council	Registrar														
92		Affiliation Committee	Registrar														
93		Selection Board/Departmental Selection Committee	Registrar														
94		Finance Planning Committee (FPC)	Registrar														
95		University Development Working Party (UDWP)	Registrar														
96		Advanced Study and Research Board (ASRB)	Registrar														
97		Board of Faculty (Civil and Petroleum Engineering)	Registrar														
98		Board of Faculty (Mechanical and Manufacturing Engineering)	Registrar														
99		Board of Faculty (Electrical and Computer Engineering)	Registrar														
100		Board of Faculty (Chemical and Process Engineering)	Registrar														
102		Board of Faculty (Architecture and Sciences)	Registrar														
103		Board of Studies (all teaching departments)	Chairpersons														
104	Meeting of Library Committee	Librarian															
105	Targets	Review of Curriculum	Dy. Director QEC - I														
106		Revision of Curriculum	Dy. Director QEC - I														
107		Approval from the Statutory Bodies	Dy. Director QEC - I														
108	Implementation of PSG 2023	Review of QA framework draft	Dy. Director QEC - II														
109		Training for the QA framework	Dy. Director QEC - II														
110		Formation of IQC as per PSG 2023	Dy. Director QEC - II														
111		Adoption of QA framework (development/modification of policies and procedure)	Dy. Director QEC - II														
112		Website update as per PSG Annual targets	Dy. Director QEC - I														
113		Review meeting for DAI readiness regarding PSG 2023	Dy. Director QEC - I														
114		Internal Quality Audit	Dy. Director QEC - I														
115		Activity Calender	Activity calender preparation and submission to QAA HEC	Dy. Director QEC - II													
116			Coordination with departments for preparation of their activity calender	Dy. Director QEC - II													
117			QEC ratification of department level activities as per activity calender	Dy. Director QEC - I													

Prepared by: Dr. Faaz Ahmed Butt
(Dy. Director QEC)

Reviewed by: Dr. Muhammad Wasif
(Director QEC)

Approved by: Dr. Sarosh Hashmat Lodi
(Vice Chancellor)