NED University of Engineering and Technology

Activity Plan for Quality Enhancement Cell (Tentative)

For the Year 2024-2025

S.No.	Process	Acitivity	Responsible Person	Months											
				Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
1	RIPE (HEC/Self)	IQC forms two committees i. Preparation ii. Followup	IQC/Director QEC												
2		Constitution of RIPE committee by IQC	IPR Committee/Dy. Dir QEC I												
3		Orientation session by QEC for RIPE committee members	Follow Up committee/ Dy. Dir QEC I												
4		IPR committee prepares the report	Dy. Director QEC - I/Director QEC												
5		Follow up committee review the report	IQC/Director QEC												
6		QEC follow up	Director/Dy. Director QEC - I												
7		Finalised IPR and follow up with RIPE committee members	RIPE Committee/Director QEC												
8		QEC finalise the RIPE visit schedule	Dy. Director QEC - I												
9		RIPE visit and report preparation	RIPE Committee/Director QEC												
10		Follow ups on observations	Dy. Dir 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	Assessement Teams												
20		Communication of Observations to the Chairpersons	Director QEC												
21		Collection of Implementation Plan againt 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		Preapration of Implementation Plan/Rejoinders	Dy. Director QEC - II/Chairpersons												
40		Follow-ups of Corrective Actions from Implementation Plan	Dy. Director QEC - II/Deans												

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41	Master/PhD	Preparation ofMS/ PhD Programme Review	Dy. Director QEC - I												
42		MS/PhD Programme Review visit	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												
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 Assessements	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												
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		Survelliance 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		No programme is offered										
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	Statutary 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 Systems Engineering)	Registrar												
100		Board of Faculty (Chemical and Process Engineering)	Registrar												

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101		Board of Faculty (Information Sciences and Humanities)	Registrar												
102		Board of Faculty (Archetecture and Management 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 Statutary 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													
110		Formation of IQC as per PSG 2023	Dy. Director QEC - II												
111		adoption of qa frameowrk (development/modification of polciies and procedure)													
112		Website update as per PSG Annual targets	Dy. Director QEC - I												
113		Review meeting for DAI readiness regarding PSG 2023													
114		Internal Quality Audit													
115	Activity Calenda	Activity calender preapration 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: _____ 21/11/24
Dr. Faaz Ahmed
(Dy. Director QEC)

Reviewed by: _____ 21/11/2024
Dr. Muhammad Wasif
(Director QEC)

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