University of Azad Jammu and Kashmir, Muzaffarabad
Quality Enhancement Cell

QEC Activity Calendar 2023-24

S. No.	Parameter	Targets for YPR 2023-24 (1st JULY, 2023 to 30th JUNE, 2024)	Time frame
1	Progress against Institutional Performance Evaluation	**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. • Preparation and Submission of Institutional Performance Report (IPR) as per QAA guidelines (extensive training will be provided by QAA).	February 01, 2024 Depends upon extensive training by QAA
		• Conduct piloting visit as per the guidelines provided by QAA	Before March 10, 2024
		Targets of CQI (Continuous Quality Improvement) 04 marks • Status of corrective actions taken so far for Self IPE of 2022-23 and execution plan for other corrective measures	February 15, 2024
		• 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.	N/A
2	Progress against Program Self-Assessment	As per attached SAR Target Policy 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)	June 30, 2024
		Targets of CQI (Continuous Quality Improvement) 08 marks i. **Corrective actions (4 marks)** • Status of corrective actions taken on the 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	January 15, 2024

		ii. **Actions taken on the online feedback survey reports of 2022-23 (4 marks)** • Response rate for each survey (PROGRAM WISE) for 2022-23 o Course Evaluation by Student o Teachers' Evaluation by Student o Graduating Student Survey o Alumni Survey o 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 : o Course Evaluation o 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 employers 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	June 30, 2024
3	Accreditation	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 from the respective council. ***Note: the Accreditation must be valid on 30th June, 2024 for all programs***	June 30, 2024
4	Ph. D. Program Review and MS/M. Phil & Equivalent Program Review	**Program Review by HEC** HEC will conduct Program Review of selected DAIs (55 DAIs for which letters have already been sent to Head of DAIs) for which the DAIs have been informed accordingly (list of 55 DAIs attached). • Any DAI who has been selected for Program Review and its Review not conducted due to delays at the DAI end, then it would get ZERO marks out of 14. • However, if any DAI cannot be evaluated by HEC till 30th June, 2024, i.e. HEC communicated the dates of Program Review after mutual consent and couldn't conduct due to any reason then all the 08 marks of Review i.e. 4 each for MS/M.Phil. Review and Ph.D. Review will be normalized. **Self-Review** All other DAIs have to conduct Self Review in 2023-24 • 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)	HEC will review the university 2023-24 and tentative date for PGPR December 10, 2023

		• 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/P.h.D gone through self-review.
		Targets of CQI (Continuous Quality Improvement) 03+03 marks
		  • If HEC conducted the review in 2021-22, 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
		For those DAIs that have sub-campuses that are offering MS/M.Phil./Equivalent and/or Ph.D. programs need to perform the self-Review at each sub campus separately and share separate reports. Marks will be divided equally to Main campus and to all applicable campuses.
			March 20, 2024

	Launching of New PhD Programs and MS/M. Phil & Equivalent Programs after October, 2013	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	30 June, 2024
5	Functioning of QEC Secretariat	**For 5.1** • Total Number of Sanctioned Positions of QECs at Main Campus along with details • Total Number of Sanctioned Positions of QECs at each Sub-campus (if applicable) along with details • Details of permanently filled positions against Sanctioned Positions • Details of transfers/placements/contracts against sanctioned positions • Details of Additional Charge/Current Charge/Acting Charge against sanctioned positions Numbers & details of non-sanctioned positions (where staff is working) **For 5.2, 5.3 & 5.4, as mentioned** **in the revised criteria 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 2022-23 **For 5.6 & 5.7, as mentioned** **in the revised criteria For**	30 June, 2024

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		5.8: QEC setup need to be established and functional in all Sub-Campuses **For SARs at sub-campus** SAR Target Policy for YPR 2022-23 for Main Campus, Sub-Campus and Affiliated Colleges/ Institutes for each DAI is mentioned in separate excel sheets (attached)	February 01, 2024
		For 5.9: QEC setup need to be established and functional in all affiliated colleges **For SARs at affiliated colleges** SAR Target Policy for YPR 2022-23 for Main Campus, Sub-Campus and Affiliated Colleges/ Institutes for each DAI is mentioned in separate excel sheets (attached) **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**	June 30, 2024
6	Implementation of HEC(QA) Polices and criteria's	**6.1** As already explained in the revised criteria for Assessment of QECs **6.2** As already explained in the revised criteria for Assessment of QECs **6.3** Adoption and Implementation of Graduate Education Policy (GEP-2023)	30 June, 2023

Other activities performed by QEC, UAJK

Sr. No.	Activity	Description	Time frame
1.	Verification of publication	Verification of publication of all faculty (BPS, TTS)	Complete FY
2.	Plagiarism check	All faculty and students of University research data	Complete FY
3.	Involvement of QEC in different committee	QEC is involvement in all committees of the university and performed their duties	Complete FY
4.	Director QEC additional assignments	Director QEC involvement in different additional assignments like projects etc	Complete FY

Prof. Dr. Ayaz Arif Khan
Director