



ACTIVITY CALANDER

FY-2024-2025

DIRECTORATE QUALITY ASSURANCE AND ACCREDITATION
Sardar Bahadur Khan Women's University Quetta

DQA&A Activity Calendar - 2024-2025

Month	Week	Activity
July 2024	1st Week	<ul style="list-style-type: none">• As per email received from HEC, Seeking Approval for Initiation of Internal Review MS/M.Phil& PhD• Letter /Email to Heads of departments and Deans for work on pre defined forms of MS/M.Phil & PhD Review
	2nd Week	<ul style="list-style-type: none">• Updation of QA&A Website• Constituteion of RAC• Letter /Email to Heads of departments and Deans for work on pre defined forms of MS/M.Phil & PhD Review
	3rd Week	<ul style="list-style-type: none">• Work on Compilation of YPR• Review the draft QA Framework available at HEC website and effectively participate in Initiation of Revamped QA Framework (subject to authorization from VC)
	4th Week	<ul style="list-style-type: none">• Letter Email to Heads of departments regarding nomination of focal persons and data submission for Teacher and Course Evaluation• Review of new QA framework point by point(Launched by HEC)
August 2024	1st Week	<ul style="list-style-type: none">• Internal office meetings on QA framwork• Collecting Indicative evidences for Teacher and Course Evaluation• Seeking approval for Provisison of Lab
	2nd Week	<ul style="list-style-type: none">• Submission of YPR 2023-2024• Seeking approval for constitution of IQC Committee
	3rd Week	<ul style="list-style-type: none">• Agenda Prepartion for IQC• Distribution of task among relevant departments for RIPE Implementation
	4th Week	<ul style="list-style-type: none">• Updating Folders of Internal MS/M.Phil&PhD Review with latest



		Information
September 2024	1st Week	<ul style="list-style-type: none"> • Time to Time Generation of Plagiarism Reports for ASRAB
	2nd Week	<ul style="list-style-type: none"> • Seeking Approval for Conduction of IQC
	3rd Week	<ul style="list-style-type: none"> • Letter/Email to Deans and Administrative Heads for initiation of RIPE
	4th Week	<ul style="list-style-type: none"> • Survey Reports for all BS programs at University including Teacher evaluation and courses evaluations for Spring, 2024
October 2024	1st Week	<ul style="list-style-type: none"> • Survey Reports for all BS programs at University including Teacher evaluation and courses evaluations for Spring, 2024
	2nd Week	<ul style="list-style-type: none"> • Review the draft QA Framework available at HEC website and effectively participate in finalization of Revamped QA Framework (subject to authorization from VC) • Session on Revamped QA Framework with Deans and Administrative HoDs
	3rd Week of October	<ul style="list-style-type: none"> • Letter Email to Heads of departments and Deans regarding nomination of Program Team (PTs) Members for 2024-2025 Program Teams Formation (PTs)
	4th Week	<ul style="list-style-type: none"> • First IQC Meeting • Letter/Email to Deans and Administrative Heads for initiation of RIPE • Awareness Session will be conducted for Deans
November 2024	1st Week	<ul style="list-style-type: none"> • Seeking approval from Vice Chancellor for Internal Review MS/M.Phil&PhD & nomination of Internal and External Members. • Capacity building Seminar will be conducted for Academic Heads
	2nd Week	<ul style="list-style-type: none"> • Awareness Sesion for HoDs Regarding RIPE • Participation in HEC RIPE Session • Conduction of Awareness Session for Academic and Administrative HoDs regarding RIPE

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		<ul style="list-style-type: none"> Seeking Approval and Sending letter /Email for writing PREE to one department from each faculty of University
	3rd Week	<ul style="list-style-type: none"> Internal MS/M.Phil&PhD Review SBKWU National Out Reach Program for Faculty Jointly Organized by HEC and Quality Assurance SBKWU from 20th November to 13th December 2024
	4th Week	<ul style="list-style-type: none"> Collection of Indicative Evidences of RIPE standard 8 Review and finalization of standard 8 by QA&A Staff Seeking Approval for 2nd IQC
December 2024	1st Week	<ul style="list-style-type: none"> IQC Meeting Capacity Building Training on Teaching and Learning for PREE Writing Processes for Awareness of Program Team Members of University and Sub-Campuses with internal DQA&A resource
	2nd Week	<ul style="list-style-type: none"> Drafting of IQC Meeting Minutes QA Internal Meeting Regarding Statistical Data
	3rd Week	<ul style="list-style-type: none"> Letter to all concern Academic and Administrative Departmes for Statistical Data
	4th Week	<ul style="list-style-type: none"> Distribution of Statistical Data Sheets
January 2025	1st Week	<ul style="list-style-type: none"> Inspection Visits to affiliated colleges (QA&A Director or her team members from QECACs staff
	2nd Week	<ul style="list-style-type: none"> Initiation of PREE at affiliated Colleges Program Team Nomination
	3rd Week	<ul style="list-style-type: none"> Collection of Indicative Evidences of RIPE standard 1-4
	4th Week	<ul style="list-style-type: none"> Review and finalization of standard 1-4 by QA&A Staff
Feburary 2025	1st Week	<ul style="list-style-type: none"> Collection of Indicative Evidences of RIPE standard 5-7 Review and finalization of standard 5-7 by

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		QA&A Staff
	2nd Week	<ul style="list-style-type: none"> • Collection of Indicative Evidences of RIPE standard 9-12 • Review and finalization of standard 9-12 by QA&A Staff • Final Submission of few Sheets of Statistical Data to HEC
	3rd Week	<ul style="list-style-type: none"> • Collection of Indicative Evidences of RIPE standard 13-16 • Review and finalization of standard 13-16 by QA&A Staff
	4th Week	<ul style="list-style-type: none"> • Final Submission of all remaining sheets of Statistical Data to HEC
March 2025	1st Week	<ul style="list-style-type: none"> • Seeking Approval for Renewal of ISO Certification • Capacity Buliding training on Quality Assurance for all stake Holders • Seeking approval from Vice Chancellor for RIPE & nomination of Internal and External Members
	2nd Week	<ul style="list-style-type: none"> • RIPE Meeting • Seeking Approval & Agenda Preparation for 3rd IQC • Followup Meeting with HoDs regarding PREE • Internal ISO Audit of Academics
	3rd Week	<ul style="list-style-type: none"> • 3rd Meeting of IQC • Visits to selected departments and report/minutes/recommendations submissions to DQA&A for RIPE
	4th Week	<ul style="list-style-type: none"> • QEC Review of University Curriculum and Recommendations for revisions in light of PREE and Feedback of Surveys • Internal ISO Audit of Administration
April 2025	1st Week	<ul style="list-style-type: none"> • Frequent visits of different departments for course folder especially one week before final examinations
	2nd Week	<ul style="list-style-type: none"> • Teacher & Course Evaluation Conduction

	3rd Week	<ul style="list-style-type: none"> Review of PREE submitted by Program Team Members
	4th Week	<ul style="list-style-type: none"> Compilation of PREE Surveys ISO Audit
May 2025	1st Week	<ul style="list-style-type: none"> Assessment Teams formation (ATS) for University, and its Sub-Campuses. Approval of University Quality Policy and Visible Display on University Webpage Approval and Notifying the Assessment Team members for PREE
	2nd Week	<ul style="list-style-type: none"> Conduction of Assessment Team Meeting Work on Executive Summeries, and consolidated reports of the PREE
	3rd Week	<ul style="list-style-type: none"> Submission of Executive Summeries for Vice Chancellor's signature in compliance with HEC Requirments Implementation Plan against RIPE Report
	4th Week	<ul style="list-style-type: none"> Implementation Plan against AT Findings Ensure the PTs and ATs processes are completed and Corrective actions are done
June 2025	1st Week	<ul style="list-style-type: none"> Frequent visits of different departments for course folder especially one week before final examinations.
	2nd Week	<ul style="list-style-type: none"> Approval of 4th Institutional Quality Circle (IQC) as per PSG-2023 from VC and Agenda Preparation
	3rd Week	<ul style="list-style-type: none"> 4th Meeting of IQC
	4th Week	<ul style="list-style-type: none"> Compilation of Minutes of 4th IQC Compilation of YPR for HEC/PSG reports
	As per HEC Instructions	<ul style="list-style-type: none"> Session on ranking and work distribution
	As per HEC Instructions	<ul style="list-style-type: none"> Letter /Email to Heads of Academic and Administrative departments regarding University Ranking FY- 2021-2022

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Director Quality Assurance
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(Signature)
26/11/2024
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Dr. Rubina Mushtaq

Vice Chancellor
SBK Women's University Quetta

(Signature)
24/11/24