


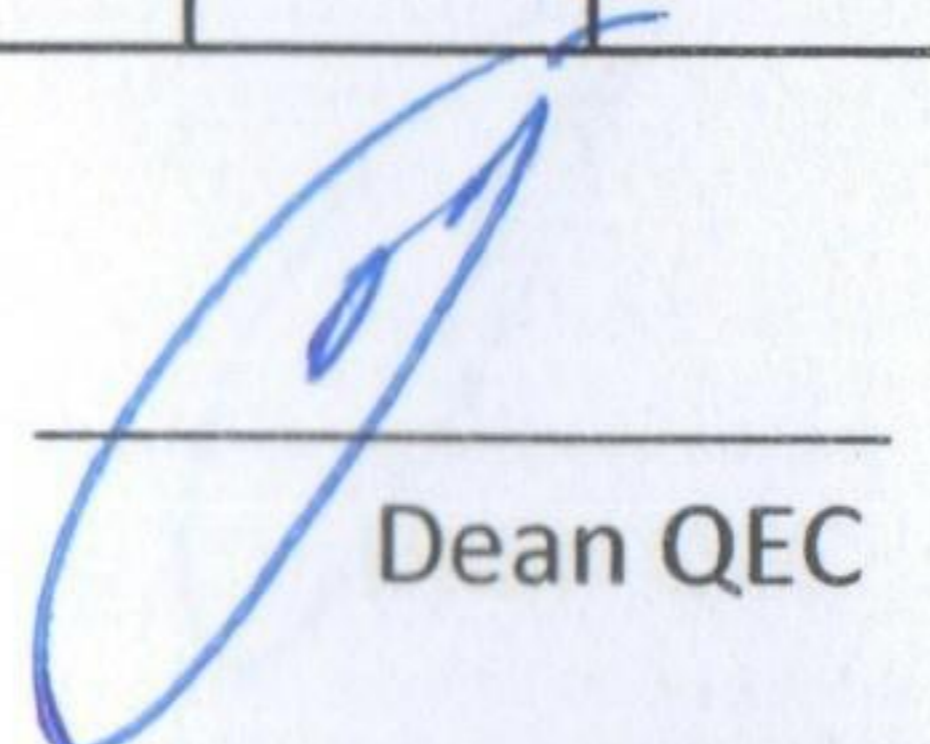
## National Textile University | Quality Enhancement Cell

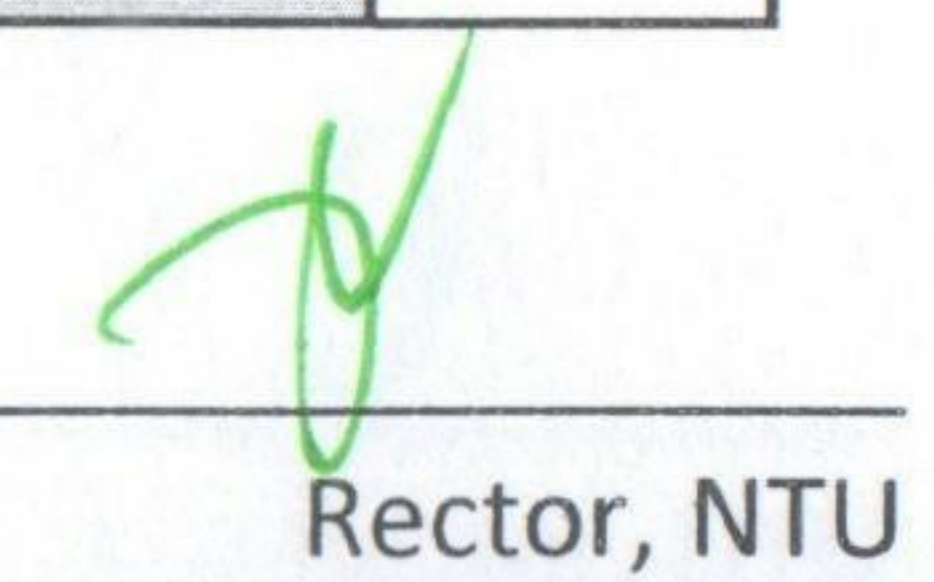
### Annual Activities Calender 2023-24 (Provisional)

Last updated: 30.10.2023

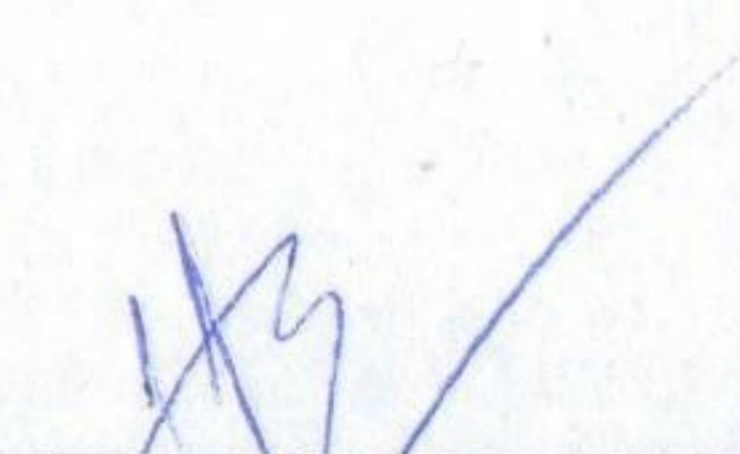
Activity		Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
	Activity Calender review and submission										
	Departmental level QA activities assign										
	Review QA Framework draft to implement PSG-2023										
<b>RIPE</b>	Update UPR (FY 2023-24)										
	Evidence Collection for UPR										
	Assess Corrective Action status (Compliance Implement.) on prv IPE										
	Conduct RIPE / Self RIPE										
	Visit Report										
	Preparation of Implementation Plan against Self RIPE 2023-24										
	Status of Corrective Action (Compliance to Implementation of IPE Rep.)										
<b>SAR</b>	SARs Target Review (which programs to prepare SAR)										
	SAR PTs Training										
	Preparation of Self-Assessment Reports (BS/MS/PhD)										
	Review of SAR first drafts										
	Review of SAR final drafts										
	ATs formtion & assessments										
	Preparation of Implementation Plan for each SAR										
	Executive Summaries										
	Follow-up of implementation Plan										
	Status of previous Corrective Actions										
<b>Surveys</b>	Awareness about evaluation process										
	Course Evaluation and Teacher Evaluation by Students										
	Course Evaluation by Teacher										
	Review of reports										
	Assess Response Rate of Surveys & take measures to enhance them										
	Consolidated Analysis Reports 2023-24										
	Measures taken to address the findings										
<b>PGPR</b>	HEC Proforma update as per given templates (latest data)										
	evaluate the implementation status of previous PGPR										
	MS/PhD Self Review in 2023-24										
	Visit Report										
	Preparation of Implementation Plan against PGPR 2023-24										
	Status of Corrective Actions (Compliance to Implementation of PGPR)										
	Data of revised Curricula										


  
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Activity		Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
YPR	YPR Planning										
	Preparation of YPR 2023-24										
	Evidence Collection										
	Data verification and completion of HEC templates										
	Report Submission to HEC										
Data collection & submit	Higher Education Statistic (HES) 2023-24 data collection & proforma filling										
	HES data verification & submission										
	HEDR and University Ranking data update and submission										
	Faculty Resume update reminder										
	TTS Faculty Dossiers Authentication										
	Collection of Ranking Data										
	QS Ranking data submission										
	THE Ranking data submission										
	Annual Report data										
	<b>Other Activities carried out time to time</b>										
Meetings, Trainings & Seminars	Academic Council Meetings (Organize, Agenda and Minutes preparation)										
	Statutory Body Meetings (attend)										
	Selection Board Meetings (attend)										
	QEC internal meetings										
	HEC meetings										
	HEC correspondence on various issues & concerns										
	Plagiarism Committee meeting										
	Organize & attend seminars/ trainings/ conferences etc.										
	Faculty Trainings										
	Awareness Sessions										
other activities	QEC website review/update										
	Maintain QEC documentaion & Record										
	PQR monitoring, update, & queries										
	NOC followups										
	Classes monitoring										
	Annual Audit of Fixed Assests of QEC										
	Coordination of activities with NTU Karachi Campus										

  
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