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24/10/24



Khushal Khan Khattak University, Karak
Directorate of Quality Assurance (DQA)
Ph. 0927-291060

799
Div QEC
28/10/24

No:1097 / DQA/KKKUK/24

Dated:23/10/2024

Note Sheet

Subject: ENDORSEMENT OF SIGNATURE OF THE HON'BLE VICE CHANCELLOR ON ANNUAL ACTIVITY CALENDAR OF QUALITY ASSURANCE

Placed opposite is the Annual Activity Calendar prepared by the Directorate of Quality Assurance (DQA), and it is a prerequisite of the Quality Assurance Agency (QAA) of the Higher Education Commission (HEC), Islamabad, to be posted on the university's website.

- All relevant activities of the DQA have been reflected in the Annual Calendar to be followed in the Financial Year i.e. July 1st, 2024 to June 30th, 2025.
- As per the requirement of QAA, the annual calendar would be signed by the Hon'ble Vice Chancellor and Director of Quality Assurance.
- Submitted for approval/Signature, please.

U. Asif
23/10/2024
Deputy Director
Quality Assurance

4. Director, Please; *The worthy vice Chancellor may please sign the Activity Calendar.*

M. S. Dind
23/10/24

5. Registrar.

Para 4/1a is recommended for approval, please.

Q. Khan 24/10/24

6. Honourable Vice Chancellor please.

Approved or not
[Signature]

7. Registrar

For n.a. Q. Khan 25/10/24

8. Dir (QEC) please:



**KHUSHAL
KHATTAK
KARAK (KKKUK)**

**KHAN
UNIVERSITY,**

Activity Calendar

For

2024-2025

**DIRECTORATE OF QUALITY
ASSURANCE (DQA)**

Directorate of Quality Assurance
 Khushal Khan Khattak University,
 Karak
 Activity Calendar for FY 2024-25

| Months | Activities |
|-----------------|--|
| July, 2024 | <ul style="list-style-type: none"> • Arranging Evidences for the Preparation of Yearly Progress Report (YPR) 2023-2024. |
| August, 2024 | <ul style="list-style-type: none"> • Preparation of YPR 2023-2024 and its Submission to QAA HEC, Islamabad. |
| September, 2024 | <ul style="list-style-type: none"> • Visits to Affiliated Colleges to take them onboard regarding DQA activities for the year 2024-25. • Brainstorming and Preparation for working on Targets to be achieved regarding Quality Assurance during Assessment Year 2024-25. • Organizing an awareness workshop for the Program Team (PT) Members of the university and affiliated colleges regarding the preparation of Self-Assessment Reports (SARs). |
| October, 2024 | <ul style="list-style-type: none"> • Formation of Institutional Quality Circle (IQC), as per PSG-2023 and share the Notification with QAA. • To develop and functional of Quality related webpage. • The University's official website contain of the following. • University's Quality Policy • Institutional Quality Circle (IQC) • Annual Activity Calendar • Updated contact information of Directorate of Quality Assurance (DQA) Personnels & Focal Persons. • Preparation of Activity Calendar for Assessment Year 2024-2025, its approval from the Vice Chancellor and its further submission to HEC. • Directorate of Quality Assurance to assign targets to each department/Institute/Affiliated Colleges regarding QA activities. Each department has to prepare departmental level activity calendar in which Program wise details related to SARs (PREE for IQA)/Accreditation/Program Review will be reflected. |
| November, 2024 | <ul style="list-style-type: none"> • Work on Review of Institutional, Performance and Enhancement (RIPE). • Collection of Data for RIPE from various organs of the university. • |


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| December, 2024 | <ul style="list-style-type: none"> • Written Correspondence with concerned Heads of Academic Departments for acceleration of programs' Accreditation Process. • Conduction of Self-RIPE |
| January, 2025 | <ul style="list-style-type: none"> • Collection of Data from Academic Department for Self-Graduate Programs Review (Self-GPR). • Uploading the GPR Data on the University website and creation of web link. • Correspondence with Heads of All Academic Departments of the University and Affiliated Colleges regarding preparation of Programs' Self-Assessment Reports (SARs) as per SAR Target Policy for YPR 2024-25 for the University and Affiliated Colleges. • Correspondence with Heads of All Academic Departments of the University and Affiliated Colleges regarding preparation of Programs Teams. • Taking Approval of Programs Teams from the Vice Chancellor and their Notification. |
| February, 2025 | <ul style="list-style-type: none"> • Written Correspondence with Heads of All Academic Departments of the University and Affiliated Colleges to provide the status of corrective actions taken against the Assessment Teams (ATs) findings for all SARs completed till 2023-24. • Written Correspondence with Heads of All Academic Departments of the University and Affiliated Colleges to provide the Status Actions taken on the online feedback survey reports of 2023-24. • Outcomes of Internal & External QA Reviews and Compliance, including RIPE, GPR, Accreditation and PSARs/PREE for IQA etc. |

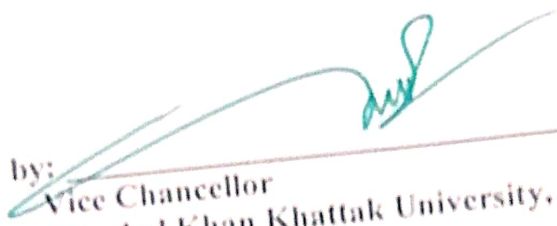
| | |
|-------------|--|
| | <ul style="list-style-type: none"> • Written correspondence with heads of departments to take measures to increase the response rate for each survey (PROGRAM WISE) for 2024-25 • Course Evaluation by Student • Teachers' Evaluation by Student • Graduating Student Survey • Alumni Survey • Employer Survey • Course Evaluation by Teacher <p>Written correspondence with the heads of departments regarding the consolidated analysis report of students' satisfaction survey of 2023-24 and measures taken to address the findings of:</p> <ul style="list-style-type: none"> • Course Evaluation • Teacher's Evaluations • Written correspondence with heads of departments about the consolidated analysis report of graduating and alumni survey of 2023-24 and measures taken to address the findings of these surveys. • Written correspondence with the heads of departments regarding the consolidated analysis report of employer's survey of 2023-24 and measures taken to address the findings of these surveys for each program. • Written correspondence with the heads of departments about consolidated analysis report of Teacher's evaluation of course of 2023-24 and measures taken to address the findings of these surveys. |
| March, 2025 | <ul style="list-style-type: none"> • Conduction of Awareness Seminar/Conference/Workshop on Quality Assurance by university for its QEC staff/ students/faculty involving Internal resource person. • Written Correspondence with concerned Heads of Academic Departments and Sectional Heads to provide status of corrective measures taken against the self-review report of 2023-24. • Written Correspondence with concerned Portfolio Managers of the University to provide status of corrective actions taken so far, for HEC based GPR of 2023-24 and execution plan for other corrective measures. |
| April, 2025 | <ul style="list-style-type: none"> • Conduction of Self-GPR (Ph. D. Program Review and MS/M. Phil & Equivalent Program Review). • Written Correspondence with Heads of All Academic Departments of the University to provide required data for conducting online surveys. • Uploading the following Proformas, having the requisite data, on the University website and creating web links for onward access to Stakeholders during surveys. <ul style="list-style-type: none"> ○ Course Evaluation by Student ○ Teachers' Evaluation by Student ○ Graduating Student Survey ○ Alumni Survey |

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|------------|--|
| | <ul style="list-style-type: none"> ○ Employer Survey ○ Course Evaluation by Teacher • Written Correspondence with Heads of All Academic Departments of the University to conduct online surveys. |
| May, 2025 | <ul style="list-style-type: none"> • Written Correspondence with Heads of All Academic Departments of the University and Affiliated Colleges to prepare Programs' Self-Assessment Reports. • Written Correspondence with Heads of All Academic Departments of the University and Affiliated Colleges to send nomination of Assessment Teams for External Evaluation of SARs. • Taking Approval of Assessment Teams from the Vice Chancellor and their Notification. • Written Correspondence with Heads of All Academic Departments of the University to submit Programs Self-Assessment Reports to the QEC. |
| June, 2025 | <ul style="list-style-type: none"> • External Evaluation of SARs by Assessment Teams. • Sharing of Assessment Teams Findings with all the Heads of Academic Departments. • Getting Compliance Implementation Plan in light of the of Assessment Teams findings from Heads of all Academic Departments. • Preparation of Executive Summary for YPR and getting it duly approved from the Vice Chancellor. |

Certain Further Details:

- We have already developed Quality related webpage at University's official website, with quick link as www.kkkuk.edu.pk/dqa/ however, we will upload the desired and required information regularly.
- Details regarding Additional Targets will be Provided in the YPR.
- We have NOCs for our all Graduate and Postgraduate Programs
- We have reflected the Functioning of Directorate of Quality Assurance in our previous YPRs and these will be again reflected in the YPR of 2024-25.
- We have no Sub-Campus
- We have established QEC Setup in all those affiliated colleges who have launched BS Programs.
- There is Active Membership of Directorate of Quality Assurance in all Statutory bodies of the University duly approved by the Syndicate.
- We have provided Evidence of Invitation & Participation of Representative of QEC in all meetings of statutory bodies of the University in our Previous YPRs and these will be again provided in the YPR of 2024-25.
- We have adopted and Implemented HEC (QA) Policies and criteria's as per the directives of QAA HEC.

Prepared by: 
Director Quality Assurance
Khushal Khan Khattak University, Karak

Endorsed/Approved by: 
Vice Chancellor
Khushal Khan Khattak University, Karak