



HITEC UNIVERSITY TAXILA
DIRECTORATE OF QUALITY ASSURANCE & COLLABORATIONS

QA&C Annual Activities Calendar 2023 – 2024

Semester Activities

S. No	Description	Spring 2023	Fall 2023	Spring 2024
1	Teachers Evaluation	Completed	December, 2023	May, 2024
2	Admin Satisfaction Survey	---	December, 2023	June, 2024
3	Faculty Satisfaction Survey	Completed	January, 2024	June, 2024
4	Admin Evaluation Survey from students	---	January, 2024	May, 2024
5	University Quality Coordination Committee Meetings	May, 2023	November, 2023	April, 2024
	*meetings may be scheduled as and when required.			
6	QA&C Session with Students	---	December, 2023	June, 2024
7	Interaction of Vice Chancellor with Faculty along with Deans, Chairpersons, and Director QA&C on the analysis report prepared by QA&C on Faculty Satisfaction Survey	Completed	February, 2024	July, 2024
8	Interaction of Vice Chancellor with secretariat and academic department staff along with all Secretariat departments Head, and Director QA&C on the analysis report prepared by QA&C on Admin Satisfaction Survey	---	February, 2024	July, 2024

Annual Activities

S. No	Description	Date
1	Alumni Feedback	December, 2023
2	Employers' Feedback	Through the Year
3	MS/PhD Program Self Review Training of MS/PhD Focal Person and Departmental Coordinators	December, 2023
4	Presentation on updated framework PSG-2023, REQAAB, RIPE, PREE	December, 2023
5	Self-Assessment Process and its Compliance	December, 2023
6	Exit Survey (Graduating Students 'feedback)	May, 2024
7	MS/PhD Program Self Review	January, 2024
8	Training on Anti-Plagiarism Policy for all stakeholders	January, 2024
9	Review of Self-Assessment Reports and Updation	February, 2024
10	Training on Institutional Performance Evaluation (RIPE) for all stakeholders	March, 2024
11	Meeting of Research Award committee to review the Faculty's Research Publications	March, 2024
12	Self-Review Institutional Performance and Enhancement (RIPE)	April-May, 2024
13	Compiling Yearly Progress Report (YPR) for HEC.	May-June, 2024
14	Plagiarism Check – BS Projects & MS/PhD Theses, Research Papers.	Through the Year

(Prof. Dr. Tahir Nadeem Malik)
Director QA&C