

Annual Activities Plan for Quality Enhancement Cell (QEC) For the Year 2023-2024

S#	Activity	Process	Responsible	Month-wise Plan (July, 2023-June, 2024)												
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1.	Self-Assessment Review (SAR)	1. Formation of Programme Teams Members (PTMs)	Dean													
		2. a) Awareness Training of Programme Teams Members (PTMs) b) Awareness Session for Coordinators & Stakeholders	QEC													
		3. Preparation of Self-Assessment Reports (SARs) by the PTMs	PTMs													
		4. Awareness to Students' Feedback (Course/Teacher/Resource Evaluation)	QEC													
		5. Formation of Assessment Teams Members (ATMs) through IQC	HR													
		6. Awareness Training of Assessment Teams Members (ATMs)	QEC													
		7. Self-Assessment Reviews by the ATMs	ATMs/QEC													
		8. Submission of AT Findings/Observations by the ATMs	ATMs													
		9. Preparation and Approval of Executive Summary	QEC													
		10. Follow-ups of Corrective Actions/Implementation Plan through Compliance Action Plan by the IQC	QEC													
		11. Employer Survey	IT/QEC													
12. Alumni Survey	IT/QEC															

		13.	Overall Analysis and Communication of Feedback/Survey Reports	QEC													
		14.	Status of Previous (2022-23) Actions taken and Implementation Plan of SAR Review	QEC													
2.	Self-Institutional Performance Evaluation (IPE)	1.	Preparation of University Portfolio Report (UPR-2023-24)	QEC													
		2.	Formation of Self-IPE Evaluation Team through IQC	HR													
		3.	Submission of Self-IPE Report Preparation of Implementation Plan	QEC													
		4.	Status of Actions taken against Self- IPE Report 2023-24 through Compliance Action Plan by the IQC	QEC													
		5.	Status of Previous (2022-23) Actions taken and Implementation Plan of the Self-IPE	QEC													
		6.	Status of Previous (2022-23) Actions taken and Implementation Plan of the HEC-IPE	QEC													
3.	QEC Budget	1.	Development of QEC Budget	FM													
		2.	Approval of QEC Budget	BOG													
		3.	Consumption of QEC Budget	QEC/FM													
4.	QEC Participation in Seminars	1.	Actively Participation & Organization Seminar/Conference/Workshops on Quality Assurance @ National/International levels.	QEC													

		2.	Participation in all Statutory Bodies meetings of the TIP	QEC											
5.	Participation in Academic & QAA/QEC Activities @ National Level	1.	As a resource Person for SELF-RIPE,HEC-RIPE, Self-PGPR & HEC-PGPR @ National Level	QEC											
6.	Institutional Quality Circle	1	Formation of Institutional Quality Circle(IQC)	President/Dean											
7.	QEC Webpage	1	Development of Functional Quality related Webpage	Manager IT											

Prepared by the Director QEC

Reviewed by the Academic Dean

Approved by the President