



*Quality is Everyone's Responsibility*

**HEALTH SERVICES ACADEMY, ISLAMABAD**

**QEC ACTIVITY PLAN for YEAR 2023 – 24**

QEC ACTIVITY PLAN 2023 – 24			
	Task Name	Start	Finish
1	<b>HEC Yearly Progress Report Submission (2022)</b>	<b>Jul-23</b>	<b>Aug-23</b>
2	<b>Curriculum Review BS, MS and PhD public Health</b>	<b>Oct-23</b>	<b>Oct-23</b>
2.1	Formation of Members, notification and invitation	Oct-23	Oct-24
2.2	Curriculum Review	Oct-24	Oct-24
2.3	Report Preparation	Oct-24	Oct-24
3	<b>Self-Assessment Cycle 2023-24</b>	<b>Nov-23</b>	<b>Jan-24</b>
3.1	Formation of PT Members, notification and meeting	Nov-23	Nov-23
3.2	SARs Standard Training	Nov-23	Nov-23
3.3	Self-Assessment Reports (Meeting for report Compilation)	Nov-23	Nov-23
3.4	Finalize Assessment Team and send Invitation and fix date	Nov-23	Nov-23
3.5	Assessment Team Visits & Report	Dec-23	Dec-23
3.6	Executive Summary by QEC	Dec-23	Dec-23
3.7	Implementation Plan by PT Members	Dec-23	Jan-24
4	<b>Survey and Reports</b>	<b>Jan-24</b>	<b>Jan-24</b>
4.1	Student Course Evaluation	Jan-24	Jan-24
4.2	Faculty Course Review Report	Jan-24	Jan-24
4.3	Survey of Graduating Students	Jan-24	Jan-24
4.4	Alumni Survey	Jan-24	Jan-24
4.5	Teacher Evaluation Form	Jan-24	Jan-24
4.6	Employer Survey	Jan-24	Jan-24
4.7	Faculty Satisfaction Survey	Jan-24	Jan-24
5	<b>University Portfolio Report &amp; Institutional Performance Evaluation</b>	<b>Feb-24</b>	<b>Apr-24</b>
5.1	IPE-Panel formation	Feb-24	Feb-24
5.2	Review by Assessment Committee & Observation	Feb-24	Feb-24
5.3	University Portfolio Report Compilation	Mar-24	Mar-24
5.4	IPE External Panel Visit/ Self IPE Review	Mar-24	Mar-24
5.5	Preparation of Report	Mar-24	Apr-24
5.6	Executive Summary	Apr-24	Apr-24
5.7	Implementation Plan	Apr-24	Apr-24



**QUALITY ENHANCEMENT CELL**  
Health Services Academy  
Government of Pakistan



Quality Enhancement Cell  
"Set to Achieve Excellence"  
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6	<b>HEC MS/ M.Phil. &amp; PhD Program Review</b>	<b>Apr-24</b>	<b>Jun-24</b>
6.1	Data Collection	Apr-24	May-24
6.2	Report Preparation	Apr-24	May-24
6.3	HEC Program Review Visit / Self Program Review Visit	May-24	May-24
6.4	Review Report Preparation	Jun-24	Jun-24
6.5	Implementation Plan	Jun-24	Jun-24
7	<b>QEC Activities (Seminars &amp; Workshops)</b>	<b>Jul-23</b>	<b>Jun-24</b>
7.1	Professionalism in an Educational Institute - Workshop	Aug-23	Aug-23
7.2	Work Ethics, Teaching Responsibilities & Methodologies - Seminar & Webinar	Oct-23	Oct-23
7.3	Training for Development of SARs for Faculty - Workshop	Nov-23	Nov-23
7.4	Preparation of Annual Activity Plan 2024-25	Jun-24	Jun-24
	<b>HEC Yearly Progress Report Submission (2023)</b>	<b>Jul-23</b>	<b>Aug-24</b>
8			
8.1	YPR Submission to HEC (2023-24)	Jul-24	Aug-24
	<b>QEC Miscellaneous Tasks</b>		
9			
i	Acquire Membership of different QA bodies.		
ii	QEC Director/ Deputy Director/Staff Participation and contribution in Activities National/International.		
iii	Campuses NOCs Accreditation Follow-up & Coordination		
iv	Plagiarism Counter Verification		
v	QEC Staff Profile maintenance.		
vi	QEC documentation and files maintenance.		
vii	HEC Meetings arrangements.		
viii	Overseeing of course file at department and affiliated institutes.		
ix	Class monitoring.		
x	Coordination within DAI and outside Institutes.		
xi	Provision of data HEC.		
xii	Coordination with affiliated institutes		

**DIRECTOR QEC**

**NADEEM SAJJAD**  
Director

Health Services Academy  
Ministry of Health & Family Welfare, Government of Pakistan



**VICE CHANCELLOR**

**Prof. Shahzad Ali Khan**  
MBBS, MBA, MPH, PhD FFPH (UK)  
Vice Chancellor, HSA

