



## ACTION PLAN OF QUALITY ENHANCEMENT CELL DOW UNIVERSITY OF HEALTH SCIENCES FOR THE YEAR July 2016 – June 2017

The action plan of Quality Enhancement Cell (QEC) of Dow University of Health Sciences (DUHS) is consisted of two parts:

- 1 **Main Targets;** that are directly related with provided major objectives/ guidelines of Quality Assurance Agency (QAA) of HEC.
- 2 **Quality Based Actions and Initiatives;** that supports the Quality measures of DUHS in achievement of minor objectives as set by DUHS in relation to HEC.

### 1 MAIN TARGETS\*

| S. No. | Main Targets  | Working Time Line for the Year 2016-2017 |  |                    |     |                    |   |     |     |     |     |     |     |
|--------|---|--|--|--------------------|-----|--------------------|---|-----|-----|-----|-----|-----|-----|
|        |   | July                                     | Aug  | Sep                | Oct | Nov                | Dec   | Jan | Feb | Mar | Apr | May | Jun |
| 1.     | Nomination of Program Team members for the new programs.  |  | Nomination of PT members will be done in this time range |                    |     |                    |   |     |     |     |     |     |     |
| 2.     | Orientation Sessions for Program Team members of various departments/institutes regarding the Self-Assessment procedures. |  |  |                    |     |                    | Training session will be conducted in this time range |     |     |     |     |     |     |
| 3.     | Conduction of Teacher's Evaluation and Course Evaluation by students & faculty course review report.                      | In this time range                       |  | In this time range |     | In this time range |   |     |     |     |     |     |     |

|    |   | July | Aug                | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr  | May                | Jun |
|----|---|------|--------------------|-----|-----|-----|-----|-----|-----|-----|--|--------------------|-----|
| 4. | <b>Analysis of Data by QEC team, received from the various departments/ institute of DUHS</b> |      | In this time range |     |     |     |     |     |     |     |  |                    |     |
| 5. | <b>Review of SAR Draft received from the various departments/ institutes of DUHS</b>          |      |                    |     |     |     |     |     |     |     | Review will be done in this time range       |                    |     |
| 6. | <b>Constitution of Assessment Team to evaluate the SAR and AT Visits.</b>                     |      |                    |     |     |     |     |     |     |     | AT formation will be done in this time range |                    |     |
| 7. | <b>Implementation plan finalization</b>   |      |                    |     |     |     |     |     |     |     |  | In this time range |     |
| 8. | <b>Executive Summaries and rubric checklists</b>  |      |                    |     |     |     |     |     |     |     |  | In this time range |     |

## 2 QUALITY BASED ACTIONS AND INITIATIVES\*

| S. No. | Main Targets   | Working Time Line  |     |                    |     |                    |     |                    |     |     |                    |     |                    |
|--------|--|--------------------|-----|--------------------|-----|--------------------|-----|--------------------|-----|-----|--------------------|-----|--------------------|
|        |  | July               | Aug | Sept               | Oct | Nov                | Dec | Jan                | Feb | Mar | Apr                | May | Jun                |
| 1.     | <b>Conduction of Internal Quality Audit (IQA) 2016-17 of DUHS.</b>       |                    |     | In this time range |     |                    |     |                    |     |     |                    |     |                    |
| 2.     | <b>DUHS QMS Surveillance Audit 2016-17.</b>                              |                    |     |                    |     | In this time range |     |                    |     |     |                    |     |                    |
| 3.     | <b>Participation in University's Statutory Bodies Meeting as member.</b> | In this time range |     |                    |     |                    |     | In this time range |     |     | In this time range |     | In this time range |

|    |   | July               | Aug                | Sept | Oct                | Nov                | Dec | Jan                | Feb                | Mar                | Apr                | May | Jun |  |
|----|---|--------------------|--------------------|------|--------------------|--------------------|-----|--------------------|--------------------|--------------------|--------------------|-----|-----|--|
| 4. | <b>Facilitation of DUHS Students for foreign Electives.</b>   | In this time range |                    |      |                    | In this time range |     |                    |                    |                    |                    |     |     |  |
| 5. | <b>Trainings of QEC officials, regarding their participation in relevant workshop/conferences/seminars.</b> |                    | In this time range |      |                    |                    |     | In this time range |                    |                    |                    |     |     |  |
| 6. | <b>Facilitating students regarding Global Health Learning Opportunities (GHLO).</b>                         |                    |                    |      |                    |                    |     | In this time range |                    |                    |                    |     |     |  |
| 7. | <b>Updating the QEC website of DUHS.</b>  |                    |                    |      | In this time range |                    |     |                    | In this time range |                    | In this time range |     |     |  |
| 8. | <b>Conduction of Internal Quality Audit (IQA) 2016-17 of DUHS.</b>  |                    |                    |      |                    |                    |     |                    |                    | In this time range |                    |     |     |  |
| 9. | <b>Acquiring membership(s) from international Quality Assurance Agencies</b>                                |                    |                    |      |                    |                    |     | In this time range |                    |                    |                    |     |     |  |

Effective from: *11<sup>th</sup> July 2016.*

**\*Note:** Time range i.e., time length increase / decrease in any single or more activity could be possible with reference to its accomplishment.