



ACTION PLAN OF QUALITY ENHANCEMENT CELL DOW UNIVERSITY OF HEALTH SCIENCES FOR THE YEAR July 2014 – June 2015

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

- 1 **Main Targets** that 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

| Time Period | Objective | Target | Target Date | Status |
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| July - September 2014 | 1. Awareness sessions for Program Team (PT) members on the preparation of SAR of Pharm D program of DCOP. | PT members' familiarization on SAR criteria for completion of SAR. | August to September 2014 | Completed |
| | 2. Awareness sessions for Program Team (PT) members on the preparation of SAR of BDS program of DIDC | PT members' familiarization on SAR criteria for completion of SAR. | August to September 2014 | Completed |
| | 3. Awareness sessions for Program Team (PT) members on the | PT members' familiarization on SAR criteria for completion | September 2014 | Completed |

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| | preparation of SAR of MBA program of IHM | of SAR. | | |
| | 4. Awareness sessions for Program Team (PT) members on the preparation of SAR of BBA program of IHM. | PT members' familiarization on SAR criteria for completion of SAR. | September 2014 | Completed |
| | 5. Nomination of Program Team (PT) members for the preparation of BDS program SAR of DDC. | Nomination of PT members | September 2014 | Completed |
| | 6. Conduction of Teachers' Evaluation and Course Evaluation by students | Evaluation of the departments of IPMR, DIMIT & NIDE | August - September 2014 | Completed |
| | 7. Conduction of Assessment Team (AT) visit at DCOP for the SAR of Pharm D program. | Smooth conduction of AT visit at DCOP | September 2014 | Target shifted to the next quarter. |
| October to December 2014 | 1. Awareness sessions for Program Team (PT) members on the preparation of SAR of Pharm D program of DCOP. | PT members' familiarization on SAR criteria for completion of SAR. | 1 st week of November 2014 | Completed |

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| | 2. Awareness sessions for Program Team (PT) members on the preparation of SAR of BDS program of DIDC | PT members' familiarization on SAR criteria for completion of SAR. | November to January 2015 | Completed |
| | 3. Awareness sessions for Program Team (PT) members on the preparation of SAR of MBA program of IHM | PT members' familiarization on SAR criteria for completion of SAR. | November 2014 to January 2015 | Completed |
| | 4. Nomination of Assessment Team (AT) members and conduction of AT visit at DCOP for the SAR of Pharm D program | Smooth conduction of AT visit at DCOP | November to December 2014 | Completed |
| | 5. Nomination of Assessment Team (AT) members and conduction of AT visit at DIDC for the SAR of BDS program | Smooth conduction of AT visit at DIDC | December 2014 | AT members were nominated while AT visit was shifted to the next quarter. |
| | 6. Preparation and facilitation of Third Party Validation (TPV) of Institutional Performance Evaluation (IPE) of DUHS. | Completion of all the relevant records and procedures required for TPV-IPE. | December 2014 | Work in process and visit is expected in the next quarter. |
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| | 7. Awareness sessions for Program Team (PT) members on the preparation of SAR of BDS program of DDC. | PT members' familiarization on SAR criteria for completion of SAR. | December 2014 | Completed |
| | 8. Follow up for the corrective actions to be taken after the completion of SAR for which implementation plans have been prepared. | Programs in which SAR is completed | December 2014 | Completed |
| | 9. Conduction of Teachers' Evaluation and Course Evaluation by students | Evaluation of the departments of DIR, IHM, DIDC, DIMC, DMC | October - December 2014 | Completed |
| January - March 2015 | 1. Smooth conduction and facilitation of Third Party Validation (TPV) of Institutional Performance Evaluation (IPE) of DUHS. | Completion of all the relevant records and procedures required for TPV-IPE. | January 2014 | Completed |
| | 2. Conduction of Assessment Team visit at DIDC for the SAR of BDS program. | Smooth conduction of AT visit at DIDC | February 2015 | In - process |

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| | 3. Awareness sessions for Program Team (PT) members on the preparation of SAR of M.Sc Diabetes program of NIDE. | PT members' familiarization on SAR criteria for completion of SAR. | February to March 2015 | In - process |
| | 4. Awareness sessions for Program Team (PT) members on the preparation of SAR of BDS program of DDC. | PT members' familiarization on SAR criteria for completion of SAR. | February to March 2015 | In - process |
| | 5. Nomination of Program Team (PT) members for the preparation of MBBS program SAR of DMC. | Nomination of PT members | February 2015 | In - process |
| | 6. Awareness sessions for Program Team (PT) members for the preparation of MBBS program SAR of DMC. | PT members' familiarization on SAR criteria for completion of SAR. | March 2015 | Expected |
| | 7. Nomination of Assessment Team (AT) members and conduction of AT visit at IHM for the SAR of MBA program. | Smooth conduction of AT visit at IHM | March 2015 | Expected |

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| | 8. Nomination of Assessment Team (AT) members and conduction of AT visit at IHM for the SAR of BBA program. | Smooth conduction of AT visit at IHM | March 2015 | Expected |
| | 9. Follow up for the corrective actions to be taken after the completion of SAR for which implementation plans have been prepared. | Programs in which SAR is completed | March 2015 | Expected |
| | 10. Conduction of Teachers' Evaluation and Course Evaluation by students | Evaluation of the departments of ION, SPH, DCOP, DDC | January - March 2015 | Feedback Evaluation in ION is completed. While in other institutes activity is in process |
| April - June 2015 | 1. Awareness sessions for Program Team (PT) members for the preparation of MBBS program SAR of DMC. | PT members' familiarization on SAR criteria for completion of SAR. | April – June 2015 | Expected |
| | 2. Awareness sessions for Program Team (PT) members for the preparation of SAR of M.Sc Diabetes program of NIDE. | PT members' familiarization on SAR criteria for completion of SAR. | April – June 2015 | Expected |

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| | 3. Nomination of Assessment Team (AT) members and conduction of AT visit at DDC for the SAR of BDS program. | Smooth conduction of AT visit at DDC | May - June 2015 | Expected |
| | 4. Follow up for the corrective actions to be taken after the completion of SAR for which implementation plans have been prepared. | Programs in which SAR is completed | May – June 2015 | Expected |
| | 5. Conduction of Teachers' Evaluation and Course Evaluation by students | Evaluation of the departments of IBMS, DIKIOHS | May – June 2015 | Expected |

2 QUALITY BASED ACTIONS AND INITIATIVES

| Time Period | Proposed Actions | Concerned Office | Partners to consult / engage | Target Date | Status |
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| | 1. Transformation of manual evaluation towards Online conduction of Teacher' evaluation and Course evaluation by faculty and students in all programs | QEC DUHS | IT department of DUHS | By the end of August 2014 | Successfully achieved |

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| July - September 2014 | 2. Conduction of Internal Quality Audit (IQA) 2014 of DUHS. | QEC DUHS | PIQC and all the relevant department of DUHS | Aug-Sept 2014 | Successfully completed |
| | 3. Conduction of Surveillance Quality Audit by Vincotte 2014 of DUHS. | QEC DUHS | Vincotte Auditors, PIQC and all the relevant department of DUHS | Sep 2014 | Successfully completed |
| | 4. Participation in University's Statutory Bodies Meeting as member. | Director QEC DUHS | Dow University of Health Sciences | July - September 2014 | Participated in the relevant meetings. |
| | 5. Participation in National / International Events | QEC DUHS | Others | July - September 2014 | Participated in the relevant meetings. |
| | 6. Facilitation of DUHS Students for foreign Electives. | QEC DUHS | Students and Collaborated Universities of Abroad | July - September 2014 | Work in process |
| October to December 2014 | 1. Publicize QEC activities through print / electronic media for the said period (minimum target of two news at least). | QEC DUHS | Media Coordination department of DUHS | October to December 2014 | Target achieved. |
| | 2. Participation in University's Statutory Bodies Meeting as member. | Director QEC DUHS | Dow University of Health Sciences | October to December 2014 | Participated in the relevant meetings. |
| | 3. Participation in National / International Events | QEC DUHS | Others | October to December | Participated in the relevant meetings. |

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| | 4. Trainings of QEC officials, regarding their participation in relevant workshop / conferences / seminars. | QEC DUHS | Others | October to December 2014 | Trainings attended by QEC officials. |
| | 5. Perusing the International membership of Global Health Learning Opportunities (GHLO). | QEC DUHS | GHLO | October to December 2014 | Case registered and work is in process. |
| | 6. Facilitation of DUHS Students for foreign Electives. | QEC DUHS | Students and Collaborated Universities of Abroad | October to December 2014 | Work in process |
| January - March 2015 | 1. Participation in the awareness session of University Budget Allocation. | QEC DUHS | Finance Department of DUHS | January – March 2015 | In-process |
| | 2. Participation in University's Statutory Bodies Meeting as member. | Director QEC DUHS | Dow University of Health Sciences | January – March 2015 | In -process |
| | 3. Participation in meeting/ events organized by QAA of HEC. | Director QEC DUHS | HEC | January – March 2015 | In-process |
| | 4. Updating the QEC website of DUHS. | QEC DUHS | IT Department of DUHS | March 2015 | In-process |
| | 5. Perusing the International membership of Global Health Learning Opportunities (GHLO). | QEC DUHS | GHLO | January – March 2015 | Membership fee has been paid. |

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| April - June 2015 | 1. Involvement in the preparation of financial allocation of QEC in University recurring budget. | QEC DUHS | Finance Department of DUHS | April – June 2015 | Expected |
| | 2. Conduction of Internal Quality Audit (IQA) 2015 of DUHS. | QEC DUHS | PIQC and all the relevant department of DUHS | May – June 2015 | Expected |
| | 3. Conduction of 2 nd Surveillance Quality Audit of DUHS by the auditors of Vincotte International in 2015. | QEC DUHS | Vincotte Auditors, PIQC and all the relevant department of DUHS | June 2015 | Expected |
| | 6. Participation in National / International Events. | QEC DUHS | Others | April – June 2015 | Expected |
| | 7. Publicize QEC activities through print / electronic media for the said period (minimum target of two news at least). | QEC DUHS | Media Coordination department of DUHS | April – June 2015 | Expected |
| | 8. Facilitation of DUHS Students for foreign Electives. | QEC DUHS | Students and Collaborated Universities of Abroad | April – June 2015 | Work in process |

Effective from: **11th July 2014.**