

Annual work plan – Center for Quality Assurance – NISD Year 2024

(January to December)

NO	QA Activity	Month of the Year 2024											
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
01	Center for Quality Assurance												
1.1	Quality assurance in academic programs	■	■										
1.2	Enhancement of QA activities at NISD			■	■	■							
1.3	Quality assurance of non-academic staff						■	■					
1.4	Workshops/meeting on Quality Enhancement								■	■			
1.5	Workshops on SERC writing IR and PR					■	■	■			■	■	■
02	Administrative Staff												
2.1	Workshop on file handling and filing system management			■									
2.2	Workshop on office work management						■						
2.3	Outdoor training on teamwork										■	■	
2.4	Workshop on Examination Procedures, Rules and Regulations				■								
2.5	Workshop on IT skills and digital literacy for office tasks				■				■				
03	Fuculty of Social work and Social Sciences												
3.1	SERC writing – IR and PR Review	■	■	■									
3.2	Workshop on Examination Procedures, Rules and Regulations				■								
3.3	Workshop – Facilitate student centered learning including introduction of LMS including web based to increase accessibility to the knowledge.					■							
3.4	Workshop on the value of quality assurance in university teaching and learning						■						
3.5	Quality improvement in undergraduate research and Field work Training						■						

