

KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY  
OFFICE OF QUALITY ASSURANCE AND ACCREDITATION (OQAA)

QA Calendar/ Spring 2021

Date	OQAA Role / Activities	Objectives / Outcomes
January 10 <sup>th</sup> 2021	Management System Certification Audit Report for the Initial Audit Stage 1 to ISO 9001:2015	The audit team conducted a process-based audit focusing on the significant aspects, risks and objectives. The audit methods used were interviews, observations of activities and review of documentation and records. The onsite audit was started with an opening meeting which attended by the senior manager of the organization.
February 1 <sup>st</sup> 2021	QA workshop: Designing the Course Syllabus By Twana A. Tahir	Chairmen and faculty will design their syllabi according to KUST standard
February 4 <sup>th</sup> 2021	Finalize Syllabus submission and Approval By OQAA	Discuss with the instructors the different aspects of the course design. Suggesting minor or major modifications and approve the course syllabus.
February 8 <sup>th</sup> 2021	Student Feedback result- Fall 2020	Sharing the Student feedback result - Fall 2020 with the Chairpersons and faculty members.
February 14 <sup>th</sup> 2021	Establishing (Quality Control Unit) under the Quality Assurance Office	Establishing (Quality Control Unit) under the Quality Assurance Office, this Unit is the link with a key person from each unit to share the needed information/forms to be introduced to the units.
February 24 <sup>th</sup> 2021	Calling for filling Up the CAD and FP	Introducing the MHE requirements for new faculty members
March 3 <sup>rd</sup> 2021	First round check for Google classrooms	Checking the Google classrooms in order to pursue to improve the quality all in all.
April 8 <sup>th</sup> 2021	Second round check for Google classrooms	
May 2 <sup>nd</sup> 2021	Online session for Main Audit	Each unit should submit main ISO assessment to the External Auditor. <input type="checkbox"/> The main ISO assessment must be checked and approved by the Internal Auditor before the External Auditor. <input type="checkbox"/> Finally, the External Auditor evaluates whether we are ready for the Main Audit or we need more time for reviewing and Updating our ISO assessment.
May 17 <sup>th</sup> 2021	ICET 2021	Director of QA
May 19 <sup>th</sup> 2021	QA Assessment for faculty performance (2020-2021)	The record for the faculty's performance within a year will be evaluated by a Quality Assurance.

May 25 <sup>th</sup> 2021	NUR 2021 Online session	Quality Assurance Department had an online meeting with MHE team regarding NUR 2021 criteria.
May 27 <sup>th</sup> 2021	Calling for submitting Final Exam	<p>Each faculty should submit TWO Different Versions (A and B) of Final exam paper to the chairman of his/her department</p> <ul style="list-style-type: none"> <li>• The exam paper must be checked and approved by the chairmen before the QA deadline.</li> <li>• The Answers for both Versions should be submitted with the questions to the chairmen.</li> <li>• The form for evaluating “Course Learning Outcome Verse Exam Questions (CLOs VS Exam Questions)” has to be filled up by the faculty and submitted to the chairmen for checking and approving.</li> </ul>
July 27 <sup>th</sup> 2021	QA report for the year 2019-2020	The record for all the activities is done by the Quality control unit and Quality assurance department during the academic year
July 29 <sup>th</sup> 2021	NUR 2021 LMS evaluation	online meeting via Google Meet with MHE team regarding our learning management system which include both "Google Classroom" and " Mykomar". For your kind information.
August 11 <sup>th</sup> 2021	Main Audit for ISO	<p>Discuss External Auditor with the internal Auditors the different ISO assessments for the departments which are designed according to the ISO 9001:2015 Certification principles.</p> <p>Suggesting minor or major modifications and approving the ISO 9001:2015 Certification.</p>
August 30 <sup>th</sup> 2021	Calling for submitting Final Exam	<p>Each faculty should submit TWO Different Versions (A and B) of Final exam paper to the chairman of his/her department</p> <ul style="list-style-type: none"> <li>• The exam paper must be checked and approved by the chairmen before the QA deadline.</li> <li>• The Answers for both Versions should be submitted with the questions to the chairmen.</li> <li>• The form for evaluating “Course Learning Outcome Verse Exam Questions (CLOs VS Exam Questions)” has to be filled up by the faculty and submitted to the chairmen for checking and approving.</li> </ul>