No. KMU/QEC/Estt-4/6719
Date: 12/07/2023

The Deans/Principals/Directors,
All Affiliated Public/Private Medical & Dental Colleges/Health Institutes
Khyber Medical University, Peshawar

Subject: <u>Deadline for Submission of Six-monthly Progress Report (SPR) 2023</u>

Respected Deans/Principals/Directors,

Greetings from QEC, KMU!!

The deadline for submission of complete SPR for activities performed from 1st Jan 2023 to 30th June, 2023 against the given targets for 2023 is **20th July, 2023**.

The SPR submitted after due date i.e., 20th July, 2023 will not be accepted. Therefore, you are requested to submit SPR 2023, within deadline.

For the purpose of further clarity on *"How to prepare SPR and its evidences",* detailed online sessions for all colleges/Institutes have been planned **on 13th July, 2023 at 12:00 O'clock noon.**

Further, it is clarified in clear terms that the activities performed within stipulated time i.e., 1st Jan 2023 to 30th June 2023 will only be counted for award of marks.

It is once again reiterated that the SPR need to be submitted on the given SPR Templates along with proper evidences (Templates attached) available on the link. The SPR need to be submitted in SOFT COPY ONLY (*NO HARD COPY WILL BE ACCEPTED / ENTERTAINED*) along with scanned copies of all relevant annexures duly labeled and accordingly mentioned in the SPR (unlabeled and unreadable evidences will not be considered).

The instructions for online submission are given below:

a) Before entering the data, every college/Institute should have activated their registration portal. https://faculty.kmu.edu.pk.
b) Download sample Targets Excel Sheet file
c) Answer each question in blank column in front of it and save it.
d) Gather all the evidences required, scan them and write a correct caption
e) Zip all evidences into one zip folder
f) Upload both the report file and zip folder below
g) If you have already submitted files, uploading again will override it with new one.
h) Last date to upload report/evidence is 20th July, 2023. On the given link as https://faculty.kmu.edu.pk/institute/qec_report

For any query or clarification please feel free to contact msohail.qec@kmu.edu.pk while keeping undersigned in loop bukhariqec@kmu.edu.pk and fazlihaq@kmu.edu.pk.

Thanks & Best Regards,

Dr. Syeda Asiyah Bukhari
Director QEC
Khyber Medical University

Copy for information to:

1. PS to Vice Chancellor, KMU
2. PS to Registrar, KMU
3. Office file