UOC/QEC-I/23/32   Dated: October 30, 2023

QEC ACTIVITY CALENDAR 2023-24

SNo.	Activity	Months
01.	• Preparation of Activity Calendar 2023-24 • Analysis of Online Surveys Data of each Department • Dissemination of Online Surveys analysis reports to the concerned HoDs.	July 2023

02.	• Maintain a close liaising with program teams (PTs) for SARs preparation
	• Collection and review of SARs of the following (1-10) Academic Departments
	   1. Department of Zoology
	   2. Department of Botany
	   3. Department of Law
	   4. Department of Mechatronics Engineering
	   5. Department of Electronics Engineering
	   6. Department of English
	   7. Department of Sociology
	   8. Department of Computer Science
	   9. Department of Business Administration
	   10. Department of Human Nutrition and Dietetics
	• Submission of YPR 2022-23.
		Aug 2023

03.	• Constitution of Assessment Teams of (1-10) Academic Departments • Review of SARs of (1-10) Academic Departments • Adaptation and implementation of Undergraduate Policy of HEC • Adaptation Anti-plagiarisms policy of HEC	Sept 2023

04.	• External Evaluation of SARs of (1-10) Academic Departments
	• Training of Program Teams of the following (11-20) Academic Departments regarding SARs preparation.
	   11. Department of Petroleum & Gas Engineering
	   12. Department of Pharmacy
	   13. Department of Economics
	   14. Department of Urdu
	   15. Department of Islamic Studies
	   16. Department of Physics
	   17. Department of Chemistry
	   18. Department of Mathematics
	   19. Department of International Relations
	   20. Department of Information Technology
	• Preparation of Compliance Implementation Plan in the light of AT findings and recommendations for (1-10) Academic Departments
		Oct-Nov 2023

	• Letters to all Heads of Academic Departments/Sectional Heads for updating University Portfolio Report (UPR) as per set parameters for FY 2023-24 to conduct Self-RIPE	

05.	• Apply for NOC of MPhil Programs for the following Departments
	  1. Department of Economics
	  2. Department of Urdu
	  3. Department of Islamic Studies
	  4. Department of Zoology
	  5. Department of Mathematics
	• Update QEC webpage with desired functions, vision, quality policy, and capacity building trainings/awareness Seminars etc.
	• Training of Academic Departments on the Preparation of Course Folders
	• Letters to Concerned HoDs, to expedite their Academic Programs' Accreditation process with relevant Accreditation Councils
		Dec 2023

06.	• Data collection regarding the Indicators and Parameters of HEC & Green Matrices Ranking • Apply for HEC & UI GreenMetric World University Ranking • Visits of Academic Departments for checking Course files	Jan 2024
07.	• Awareness Seminar for Heads of Academic Departments on the process of Academic Program's Accreditation • Collection of SARs of (11-20) Academic Departments	Feb 2024
08.	• Conduction of Online Surveys for Fall 2023 session • Review of SAR of (11-20) Academic Departments • Constitution of Assessment Teams of (11-20) Academic Departments	March 2024
09.	• External Evaluation of SARs of (11-20) Academic Departments by Assessment Team (ATs) • Conduction of Self-RIPE	April 2024
10.	• Sharing Self-RIPE Report with Stakeholders • Preparation of Compliance Implementation Plan and uploading it on University website • Preparation of Compliance Implementation Plan in the light of AT findings and recommendations for (11-20) Academic Departments	May 2024
11.	• Course File Audit Visit by QEC Team • Compilation of Yearly Progress Report (YPR) and its submission to QAA HEC	June 2024

Additional Director
QEC
University of Chakwal