



Namal University Mianwali QEC Activity Calendar 2025-2026

Month	QEC Activities	Details
July 2025	First IQC Meeting	Prepare working paper according to agenda items for the meeting
	Faculty / Course Evaluation Survey (Spring 2025)	Conduct Faculty/Course evaluation survey and share scores/analysis with HoDs
	Follow-up the CAP/Implementation Plans (External Audits of PREE/SARs) of all departments conducted in Jan-Mar, 2025	Follow-up and Review compliance progress of Audit Reports as submitted by all academic departments in light of AT findings / suggested corrective Action Plans for 2025
	Review of Course Folders (Spring 2025)	Evaluate the content of course folders of all academic departments and Prepare Report Communicate the findings to HoDs/QA Coordinators of all Departments for Spring 2024
	Course Review Reports	Review Course Folders prepared by the Faculty Members of all Departments
	Data Compilation and preparation for Yearly Progress Report (YPR) 2025	Initiate the Process to collect Data from various offices for submission to QAA-HEC
	Preparation of CAP for RIPE 2024-25	Prepare CAP in accordance with External Evaluator's report and RIPE Review Committee
	Graduating Survey and Exit Survey 2025	Initiate the Process to conduct the surveys in coordination with SDC/APO and prepare analysis
	Review of Monthly Tasks	<i>Internal Meeting of QEC Department for better planning of the activities</i>
Aug 2025	Initiate data gathering for UI International Green Metric Rankings 2025	Initiate process to collect data against different sections for submission International Rankings
	Graduating Survey and Exit Survey 2025	Analyse Data and prepare analysis reports of both surveys
	QEC Annual Progress Report / Presentation (2024-2025)	Preparation, Compilation and Reviewing of Data of Annual Report / Progress Presentation
	Submission of Yearly Progress Report (YPR) to HEC against targets with evidences [July 1, 2024 to June 30, 2025]	QEC required to complete YPR and take thorough review pre-submission of it to HEC Submission of YPR to HEC before the Deadline i.e. 15 August, 2025
	Namal University Annual Report 2024-25	Initiation of University Activity Report 2024-25 to competent authority
	Second IQC Meeting	Prepare agenda items/working paper for Approval of IQC meeting Prepare/communicate Minutes of Meeting with all members Prepare/coordinate with other offices to prepare Documents for Approval of agenda
	Follow-up on compliance of CAPs (PREE/SARs 2025 & RIPE 2024-25)	Seek response of each academic unit regarding their progress on Audit observations. Review of compliance by departments and administrative units in the light of findings/corrective actions suggested by the Assessment Team/ External Reviewers/ CAP
		Review of Monthly Tasks
Sep 2025	Outstanding Teachers Award 2024-25	Initiate the Call for Outstanding Teacher Award 2024-25. Nominees forwarded by HoDs and proceed case for approval of Rector as per approved policy
	Revised OTA policy of Namal University Mianwali	Drafting of Policy and deliberation with stakeholders Seek Approval from IQC / Rector
	Revision of CAP for RIPE 2024-25	Seek response of each department/administrative unit regarding audit observations/findings
	Follow-Up on Compliance of PREE/SARs 2024-25	Seek response of each academic unit regarding their progress on Audit observations. Review of compliance by departments and administrative units in the light of findings/corrective actions suggested by the Assessment Team/ External Reviewers/ CAP
	Review QEC Activities according to HEC Targets for 2025-26	Thorough review the activities planned and submit the calendar to HEC according to HEC Targets for YPR of 2025-26
	Review the Data Collected for UI Green Metric Rankings 2025	Complete the Process of Data acquisition for UI Green Metric Ranking 2025
	Training for Managers/Admin Heads of Namal University	QEC will conduct an in-house training session for capacity building and skills development
		Review of Monthly Tasks / Review of First Quarter Tasks

Oct 2025	Submission of Data to UI Green Metric Rankings	Submit necessary data required by the ranking agency for the year 2025
	Submission of QEC activities to QAA-HEC for 2025-26	Submit activity calendar according to annual targets of QAA-HEC for the year 2025-26
	Facilitate in Accreditation / Pre-Accreditation Council visits	Anticipated visit of NBEAC for accreditation of BBA program
	Presentation of University Annual Report reflecting QEC Functions	Presentation to Statuary Body Meeting reflecting QEC Functions and Facilitation
	Follow-up on compliance of CAP PREE/SARs 2025	Review of compliance by departments and administrative units in the light of findings/corrective actions suggested by the Assessment Team/ External Reviewers/ CAP
	Review of Monthly Tasks	<i>Internal Meeting of QEC Department for better planing of the activities</i>
Nov 2025	Host RIPE Review Committee Meeting on CAP of RIPE 2024-25	Seek approval of RIPE Review Committee on CAP/audit observations on RIPE 2024-25 Prepare and send Minutes of Meetings with revised CAP acc. to remarks of committee
	Follow-up on compliance of CAPs PREE/SARs 2025	Seek response of each academic unit regrading their progress on Audit observations. Review of compliance by departments and administrative units in the light of findings/corrective actions suggested by the Assessment Team/ External Reviewers/ CAP
	Initiate the Nominations for HEC Best Teacher Award 2025	Circulation for nominations from departments for onward submission to HEC
	Feedback submission to HEC Policy on IQA (if asked)	Prepare and submit the draft on HEC revised framework for IQA
	Participation in International/National Workshop related to QEC	Contribution to QEC Community and well-Being by participation in any event
	Analysis of previous Surveys	Data gathering and Analysis of results of surveys related to Faculty, Staff and Students
	Review of Monthly Tasks	<i>Internal Meeting of QEC Department for better planing of the activities</i>
Dec 2025	Evaluation of Nominations for HEC Best Teacher Award 2025	Evaluation of nominations received from departments for onward submission to HEC
	Follow-up of Green Metric Ranking Score for year 2025	Analysis to be carried out in light of report provided by UI Green Metric for CQI
	Dissemination of RIPE Corrective Action Plan to all Stakeholders	QEC in loop Follow-up Committee disseminate the corrective actions
	Host a Training/ workshop on QAA Revised Framework	Training Session arranged related to RIPE and PREE preperation for RIPE committees, QEC team, Porgram Teams of all departments and nominated faculty members.
	QEC highlights in 2025 and Progress of QEC Staff overall functions/activities	Submit the desired report to Rector Office
	Meeting with Departmental QEC Members	Review consolidated compliance of SAR 2024-2025. Secondly, to get their input on QA policy of Namal University and revision of QA Surveys
	Initiate External Audits as PREE/SARs 2026	QEC will prepare and present detailed plan to conduct External Audits PREE 2026 along with list/pool of reviewers to be invited as External Evaluators
	Nominations for participation in QAA-HEC Progress Review Meeting	Process as per the guidelines of QAA-HEC notification/email for participation in event at University of Lahore.
	Review of QEC Activities / Bi-annual Progress	<i>Internal Meeting of QEC Department for better planing of the activities</i>

Jan 2026	Third IQC Meeting	Prepare agenda Item/working paper for Approval of IQC meeting Prepare/communicate Minutes of Meeting with all members Prepare/Coordinate with other offices to prepare Documents for Approval of agenda
	Initiate Survey [Course & Teacher Evaluation by Students]	Initiate the Process to collect Data, analyse results, and prepare presentation
	Mock Review of SARs (CS, Math, BBA, EE)	Internal review of SARs of all Departments
	Conduct of External Audit/PREE of Business Studies Program on 26 January, 2026	QEC will conduct the external audit of BBA as per Program Review for Effectiveness and Enhancement (PREE)/NBEAC Standards Report forwarded by the Auditors to be put up for approval of Rector/IQC Action Plan approved by Rector/IQC to be forwarded to stakeholders for compliance
	Conduct of External Audit/PREE of Computer Science Program on 29 January, 2026	QEC will conduct the external audit of BS CS as per NCEAC guidelines Report forwarded by the Auditors to be put up for approval of Rector/IQC Action Plan approved by Rector/IQC to be forwarded to stakeholders for compliance
	Conduct of External Audit/PREE of Mathematics Program on 30 January, 2026	QEC will conduct the external audit of BS Mathematics department as per Program Review for Effectiveness and Enhancement (PREE) standards Report forwarded by the Auditors to be put up for approval of Rector/IQC Action Plan approved by Rector/IQC to be forwarded to stakeholders for compliance
	RIPE Follow-up Committee Meeting on compliance of CAP 2024-25	Review response on Audit observations by departments and administrative units in the light of findings/corrective actions suggested by External Reviewers / CAP
	RIPE Preperation Committee Meeting for Updatation of RIPE 2026	Coordination with RIPE-IPR Committee Convener for Updatation of RIPE 2026 document
	Participation in QAA-HEC Annual Progress Meeting	QEC and IQC members participated in HEC meeting at Lahore
	Initiate the process for renewal of APQN Membership	For example, International Network for Quality Assurance Agencies (INQAAHE) and other agencies suitable for Namal University (APQN, Talloires Network and AQAIIW/IQA) to be initiated after seeking approval from the Rector /IQC
Review of Monthly Tasks	<i>Internal Meeting of QEC Department for better planing of the activities</i>	
Feb 2026	Analysis of Teacher and Course Evaluation (Fall 2025)	Conduct of Faculty and Course evaluation survey using online/QoBE Share Score / Detailed analysis with HoDs
	Review of Course Folders (Fall 2025)	Evaluate the content of course folders of all academic departments and Prepare Report Communicate the findings to HoDs/Folders Coordinators of all Departments
	Review of Course Reports (Fall 2025)	Review Course Coverage and Review Report submitted the Faculty Members of all deptts.
	Facilitate PEC visit/External Audit of Electrical Engineering Program	Facilitate in conduct of external audit/ PEC visit of BS EE as per PEC guidelines
	Follow-up on compliance of CAPs (SAR EE and RIPE of 2024-25)	Review of CAP of SAR of EE for compliance in Feb 2026 Review response on Audit observations by departments and administrative units in the light of findings/corrective actions suggested by External Reviewers / CAP- RIPE 2024-25
	Finalization of AT reports of PREE-2026 (BBA, BS CS, BS Math)	Presentation of AT Reports to Competent Authority and relevant stakeholders
	Follow-up of Membership of International Quality Networks, APQN	International Network for Quality Assurance Agencies (INQAAHE) and other agencies suitable for Namal University (APQN, Talloires Network and AQAIIW/IQA) to be initiated and processed the membership Fee/payments after seeking approval from the Rector /IQC
	Dissemination of SAR/PREE 2026- CAPs to all Stakeholders (Math)	QEC will share and Follow-up the complaince aligned with corrective actions
Review of Monthly Tasks	<i>Internal Meeting of QEC Department for better planing of the activities</i>	

Mar 2026	Dissemination of SAR/PREE 2026- CAP to all Stakeholders (CS, BBA)	QEC will share and Follow-up the complainece aligned with corrective actions
	Collection of Data to UI Green Metric Rankings for 2026	Collection of data and explore other agencies e.g., The Impact Rankings (UN SDGs), Round University Rankings (RUR), Webometrics, QS World, UI Green Metric) & data required by them
	Renewal of PNQAHE membership Fee	Case to be processed by QEC for renewal of Pakistan Network for Quality Assurance in Higher Education (PNQAHE) annual membership fee
	Review the QEC Budget for 2025-26 and Propose budget for fiscal year 2026-27	Review Budget for 2025-26 and propose budget for fiscal year 2026-27 to Finance Office
	Guest Lecture/Training on Quality Assurance (If needed by Departments)	Guest Lecture/Training on Quality Assurance to be conducted for Program Teams, QEC members and faculty members or Administration Officers
	Prepare QA Policy (initial draft)	Draft QA policy according to QAA - HEC revised framework
	Follow-up on compliance of RIPE 2024-25 CAP	Follow-up / Review of compliance of RIPE Corrective Action Plan 2024-25
	Follow-up on compliance of CAP of SARs / PREE 2026	Seek response of each academic unit regrading their progress on Audit observations Review response submitted by departments and administrative units in the light of findings/corrective actions suggested by External Reviewers / CAP
	Review of Monthly Tasks	<i>Internal Meeting of QEC Department for better planing of the activities</i>
Apr 2026	Follow-up on compliance of CAP of RIPE 2024-25 and SARs/ PREE 2026	Seek response of each academic unit regrading their progress on Audit observations Review response submitted by departments and administrative units in the light of findings/corrective actions suggested by External Reviewers / CAP
	Follow-up on compliance of RIPE 2024-25 CAP	Follow-up / Review of compliance of RIPE Corrective Action Plan 2024-25
	Submission of Data to UI Green Metric Rankings for 2026	Submit relevant data required by the International Ranking Agency
	Participation in International/National Conference related to QEC	Case to be processed by QEC for participation in the International Conference (e.g., PNQAHE)
	Review of HEC Guidelines and Participation in HEC event (if any)	QEC required feedback on its submissions / participation in HEC meetings etc.
	Review of Monthly Tasks	<i>Internal Meeting of QEC Department for better planing of the activities</i>
May 2026	Follow-up on compliance of CAPs PREE/SARs 2026	Seek response of each academic unit regrading their progress on Audit observations Review response submitted by departments and administrative units in the light of findings/corrective actions suggested by External Reviewers / CAP
	Follow-up on compliance of CAP of RIPE 2024-25	Follow-up / Review of compliance of RIPE Corrective Action Plan 2024-25
	Fourth IQC Meeting	Prepare agenda item/working paper for Approval of IQC meeting Prepare/communicate Minutes of Meeting with all members Prepare/Coordinate with other offices to prepare Documents for Approval of agenda
	Review of Monthly Tasks	<i>Internal Meeting of QEC Department for better planing of the activities</i>
Jun 2026	Follow-up on compliance of CAPs PREE/SARs 2026	Seek response of each academic unit regrading their progress on Audit observations Review response submitted by departments and administrative units in the light of findings/corrective actions suggested by External Reviewers / CAP
	Follow-up on compliance of CAP of RIPE 2024-25	Follow-up / Review of compliance of RIPE Corrective Action Plan 2024-25
	Initiate Data Collection for Namal University Annual Report 2025-26	Initiate the process to collect data of activities from 1st July 2025 to 30th June, 2026
	Initiate Data Collection for QAA-HEC Yearly Progress Report 2025-26	Initiate the process to collect data for YPR 2026 according to HEC-QAA targets
	Review of Yearly Progress Report Activities	<i>QEC will review the progress of yearly progress report / activities</i>

Jul 2026	Follow-up on compliance of CAPs PREE/SARs 2026	Seek response of each academic unit regarding their progress on Audit observations Review response submitted by departments and administrative units in the light of findings/corrective
	Follow-up on compliance of CAP of RIPE 2024-25	Follow-up / Review of compliance of RIPE Corrective Action Plan 2024-25
	Conduct of Survey [Faculty & Course Evaluation by Students]	Initiate the Process for Conducting Faculty and Course evaluation survey using online/QoBE
	Analysis of Teacher and Course Evaluation (Spring 2026)	Analyse results and prepare presentations/reports Share Scores and detailed analysis with HoDs
	Review of Course Folders (Spring 2026)	Evaluate the content of course folders of all academic departments and Prepare Report Communicate the findings to HoDs/Folders Coordinators of all Departments
	Review of Course Reports (Spring 2026)	Review Course Coverage and Review Report submitted the Faculty Members of all deptts.
	Preparation of RIPE report 2026-27	QEC disseminate information to stakeholders for their input on relevant standard of RIPE
	Faculty Satisfaction Survey and Staff Satisfaction Survey 2025-26	Conduct Satisfaction Surveys and do Analysis of the Surveys for review of Rector/IQC
	Faculty Citizenship Survey 2026	QEC in collaboration with HR will conduct Faculty Citizenship Survey 2026 Scores of the survey to be analyzed and shared with all faculty members
	Graduate Survey & Exit Survey 2026	Initiate the process to conduct survey through SDC/ APO and prepare analysis report
	Alumni Survey 2026	Initiate the process to conduct survey through APO and prepare analysis report
Employer Survey 2026	Initiate the process to conduct survey through Placement Office and prepare analysis report	