



QEC Activity Calendar
Namal University Mianwali
FY 2024-25

QEC ACTIVITY CALENDAR 2024-25

Month	QA Activities	Details
July 2024	Teacher and Course Evaluation Spring 2024	Conduct of teacher and course evaluation survey online- Spring 2024 w.e.f June 26, 2024- July 3, 2024
	Review of Implementation Plans (Audits) conducted in Jan 2024	Review of Audits (BS & Math) department progress in light of findings of Assessment Team
	Annual Report- Academic Year 2023-2024	<ul style="list-style-type: none"> • Data requirements to be forwarded on the designed template to the concerned stakeholders • Preparation, Compilation and Reviewing of Data
	Survey of Graduating Students	Process for online conduct of survey to be initiated
Aug 2024	Teacher and Course Evaluation Spring 2024	<ul style="list-style-type: none"> • Detailed analysis of Spring 2024 Teacher and Course Evaluation (Teacher & Course Section) • Analysis and results to be shared with Rector • Faculty below 70% to be shared with department for counselling
	Annual Report- Academic Year 2023-2024	<ul style="list-style-type: none"> • Preparation, Compilation and Reviewing of Data • Submission of Annual Report to Honourable Rector
	Course Folder Spring 2024 Evaluation	QEC will carry out audit of course folders of all academic departments for Spring 2024
Sep 2024	Course Review Reports Spring 2024	<ul style="list-style-type: none"> • Departments to share Course Review Report of Instructors • Analysis by QEC and suggestions to be forwarded to department for compliance
	Review of Implementation Plans (Audits) conducted in Jan 2024	Review of Audits (BS & Math) department progress in light of findings of Assessment Team
	Annual Report- Academic Year 2023-2024	Any further improvements / changes in the report as per the directives of Honourable Rector
Oct 2024	Data Green Metric Rankings	Data against different heads to be collected for submission to Green metric rankings authorities
	Outstanding Teacher Award 2023-24	<ul style="list-style-type: none"> • Nominees for Outstanding Teacher Award 2023-24 to be forwarded by departments • Case to be processed on file for approval of Honourable Rector as per approved policy
	THE WUR Rankings Analysis 2024	Analysis to be carried out in light of report provided by THE authorities for highlighting grey areas and proposing further improvements in the future rankings

Nov 2024	Staff Satisfaction Survey	Conduct and analyze the results of staff survey
	Review of Implementation Plans (Audits) conducted in Jan 2024	Review of Audits (CS, BS, Math & QA Audit) progress in light of findings of Assessment Team and their compliance
	Outstanding Teacher Award 2023-24	<ul style="list-style-type: none"> • Ceremony of recipients of OTA 23 – 24 to be conducted • Honourable Rector will present shield and cash prizes to the recipients of OTA 2023 - 24
Dec 2024	Trainings on QAA Revised Framework	Guest Lecture/Awareness session on Quality Assurance to be conducted for Program Teams, QEC members and Faculty members
	Review of QAA Revised Framework	Progress on implementing revised QAA framework to be reviewed
	Initiation of 2 nd Cycle of External Audits Academic Year 2023-24	QEC will present detailed plan of conduct of External Audits (2023-24) along with list/pool of reviewers to be invited as External Auditor for the audits
Jan 2025	Membership of Quality Network	Case for membership of Quality Network i.e International Network for Quality Assurance Agencies (INQAAHE) to be initiated and forwarded to INQAAHE authorities for approval after seeking approval from the Honourable Rector
	Conduct of External Audit of Business Studies Department	<ul style="list-style-type: none"> • QEC will conduct the external audit of Business Studies department as per Program Review for Effectiveness and Enhancement (PREE)/NBEAC Standards • Report forwarded by the Auditors to be put up for approval of Honourable Rector in form of Action Plan • Action Plan approved by Rector to be forwarded to concerned stakeholders for compliance
	Conduct of External Audit of Mathematics Department	<ul style="list-style-type: none"> • QEC will conduct the external audit of Mathematics department as per Program Review for Effectiveness and Enhancement (PREE) • Report forwarded by the Auditors to be put up for approval of Honourable Rector in form of Action Plan • Action Plan approved by Rector to be forwarded to concerned stakeholders for compliance
Feb 2025	Teacher and Course Evaluation Fall 2024	<ul style="list-style-type: none"> • Detailed analysis of Fall-2024 Teacher and Course Evaluation Survey (Teacher & Course Section)

		<ul style="list-style-type: none"> • Analysis and results to be shared with Honourable Rector • Faculty below 70% to be shared with department for counselling
	Course Review Report Fall 2024	<ul style="list-style-type: none"> • Departments to share Course Review Report • Analysis by QEC and suggestions to be forwarded to department for compliance
	Course Folder Fall 2024 Evaluation	QEC will carry out audit of course folders of all departments for Fall 2024
	Conduct of External Audit of EE Department	<ul style="list-style-type: none"> • QEC will conduct the external audit of EE department as per PEC guidelines • Report forwarded by the Auditors to be put up for approval of Honourable Rector in form of Action Plan • Action Plan approved by Rector to be forwarded to concerned stakeholders for compliance
	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
March 2025	THE WUR Rankings	Data against different heads to be collected for submission to THE Rankings Data
	Guest Lecture/Training on Quality Assurance	Guest Lecture/Training on Quality Assurance to be conducted for Program Teams, QEC members and faculty members
	Conduct of External Audit of CS Department	<ul style="list-style-type: none"> • QEC will conduct the external audit of CS department as per NCEAC guidelines • Report forwarded by the Auditors to be put up for approval of Honourable Rector in form of Action Plan • Action Plan approved by Rector to be forwarded to concerned stakeholders for compliance
	Participation in 5 th International Conference of PNQAHE	Case to be processed by QEC for participation in the 5 th International Conference of PNQAHE
April 2025	Faculty Citizenship Survey	<ul style="list-style-type: none"> • QEC and HR in collaboration will conduct Faculty Citizenship Survey • Scores of the survey to be shared with all faculty members
	Initiation of Self PGPR- PREE	<ul style="list-style-type: none"> • QEC will start the process of conducting the Self-PGPR

		<ul style="list-style-type: none"> • Department to make necessary arrangements and preparation of Self-Assessment Report prior review
	Employer Survey	<ul style="list-style-type: none"> • Employer Survey to be conducted online • QEC will analyze the results and share for perusal of Honourable Rector
	Alumni Survey	<ul style="list-style-type: none"> • Alumni Survey to be conducted online • QEC will analyze the results and share for perusal of Honourable Rector
	Start of RIPE 24-25	<ul style="list-style-type: none"> • QEC to prepare IPR (Institutional Performance Report-IPR) • Request of data requirement from concerned stakeholders
	Membership renewal of APQN	Case to be processed by QEC for renewal of Asia Pacific Quality Network membership fee
May 2025	Faculty Satisfaction Survey 2024-25	<ul style="list-style-type: none"> • QEC will conduct Faculty Satisfaction Survey online • Analysis of the Survey to be shared with Honourable Rector
	Self PGPR- PREE	<ul style="list-style-type: none"> • QEC will conduct the Self Postgraduate Program Review (PGPR-PREE) of EE Department • Report forwarded by the Auditors to be put up for approval of Honourable Rector in form of Action Plan • Action Plan approved by Rector to be forwarded to concerned departments for compliance
	Compliance of External Audit Cycle Phase-2	QEC will monitor the progress and level of compliance of departments as per disseminated action plan
	Conduct of RIPE 24-25 as per revised criteria	Self-RIPE of the Namal University to be conducted as per HEC guidelines
June 2025	Self PGPR- PREE	<ul style="list-style-type: none"> • QEC will conduct the Self Postgraduate Program Review (PGPR-PREE) of CS & Math Department • Report forwarded by the Auditors to be put up for approval of Honourable Rector in form of Action Plan • Action Plan approved by Rector to be forwarded to concerned departments for compliance
	Guest Lecture/Training on Quality Assurance	Guest Lecture/Training on Quality Assurance to be conducted for Program Teams, QEC members and faculty members

	Review of Yearly Progress Report Activities	QEC will review the progress of yearly progress report activities
	Start of Annual Report- Academic Year 2024-2025	<ul style="list-style-type: none">• Data requirements to be forwarded on the designed template to the concerned stakeholders• Preparation, Compilation and Reviewing of Data