SALIM HABIB UNIVERSITY

SHUQEC — Quality Enhancement Cell

Tentative QEC Activity Calendar (2023-24)

#	Activites	Start Date	Finish Date
1	**Self Review of Institutional Performance and Enhancement (RIPE for IQA - Institutional Self-Assessment)**		
1.1	Formation of Institutional Quality Circle (IQC)	01-Nov-23	07-Nov-23
1.2	Constitution of Institutional Performance Report Committee	01-Nov-23	07-Nov-23
1.3	Constitution of Follow-Up Committee	01-Nov-23	07-Nov-23
1.4	Preparation of University Wide Data - Part 01	08-Nov-23	22-Dec-23
1.5	Preparation of Institutional Performance Report	08-Nov-23	19-Mar-24
1.5.1	▷ Standard 01: Vision, mission, goals and strategic planning	08-Nov-23	15-Nov-23
1.5.2	▷ Standard 02: Governance, leadership and organisation	16-Nov-23	23-Nov-23
1.5.3	▷ Standard 03: Institutional resources and planning	24-Nov-23	01-Dec-23
1.5.4	▷ Standard 04: Audit and finance	04-Dec-23	11-Dec-23
1.5.5	▷ Standard 05: Affiliated colleges/institutions	N/A	
1.5.6	▷ Standard 06: Internationalisation of higher education and global engagement	12-Dec-23	19-Dec-23
1.5.7	▷ Standard 07: Faculty recruitment, development and support services	20-Dec-23	27-Dec-23
1.5.8	▷ Standard 08: Academic programs and curricula	28-Dec-23	04-Jan-24
1.5.9	▷ Standard 09: Academic programs and curricula	05-Jan-24	12-Jan-24
1.5.10	▷ Standard 10: Student support services	15-Jan-24	22-Jan-24
1.5.11	▷ Standard 11: Impactful teaching and learning and community engagement	23-Jan-24	30-Jan-24
1.5.12	▷ Standard 12: Research, innovation, entrepreneurship and industrial linkage	31-Jan-24	07-Feb-24
1.5.13	▷ Standard 13: Fairness and integrity	08-Feb-24	15-Feb-24
1.5.14	▷ Standard 14: Public information and transparency	16-Feb-24	23-Feb-24
1.5.15	▷ Standard 15: Institutional effectiveness, quality assurance and enhancement	26-Feb-24	04-Mar-24
1.5.16	▷ Standard 16: CQI and cyclical external quality assurance	05-Mar-24	12-Mar-24
1.6	IPR Review	13-Mar-24	19-Mar-24
1.7	Preparation of Follow-up Report	08-Nov-23	19-Mar-24
1.8	Constitution, Orientation Session and Scheduling of Self-RIPE Committee	20-Mar-24	15-Apr-24
1.9	Self-RIPE Committee Visit (Expected)	23-Apr-24	25-Apr-24
1.10	Preparation of CIP against Self-RIPE report	03-Jun-24	14-Jun-24
2	**Preperation of SARs (Target defined by HEC QAA)**		
2.1	Formation of Program Team (PT) for all Program	01-Dec-23	08-Dec-23
2.2	PT report completion and submission to QEC for review	11-Dec-23	12-Jan-24
2.3	Review all PT report by QEC.	15-Jan-24	31-Jan-24
2.4	Formation of Assessment Team (AT) for all Program.	06-Feb-24	13-Feb-24
2.5	AT Teams visit and compilation of AT reports for all non-accredited programs	20-Feb-24	08-Mar-24
2.6	Preparation of Executive Summary (All SARs)	18-Mar-24	29-Mar-24
2.7	Action taken report on previous AT observations and action plan against current AT observations	01-Apr-24	09-Apr-24
3	**Organize Self-PGPR**		
3.1	Preparation of PGPR Proformas of Postgraduate Programs	04-Dec-23	31-Jan-24
3.2	PGPR Team Visits (Expected)	12-Feb-24	16-Feb-24
3.3	Preparation of Implementation Plans	26-Feb-24	19-Apr-24
4	**Programme Review for Effectiveness and Enhancement (PREE)**		
4.1	Preparation for PREE	01-Nov-23	30-Jun-24
5	**Accreditation and Re-accreditation for Undergraduate Programs**		
5.1	**National Computing Education Accreditation Council**		
5.1.1	Pre-Visit preparation (Expected) for Submitted Application	01-Jan-24	28-Feb-24
5.1.2	Uploading NCEAC application form for Re-Accreditation	04-Mar-24	15-Apr-24
5.2	**Pakistan Engineering Council (PEC)**		
5.2.1	Coordination with Biomedical Faculty regarding submission of PEC Accreditation SAR and Compliances	01-Aug-23	29-Dec-23
5.2.2	Pre Visit preperation (expected)	02-Jan-24	31-Jan-24
5.3	**Pharmacy Council Pakistan (PCP)**		

Timeline columns (Gantt): Jul-23 through Jul-24, divided into weekly increments (w1–w8 per month as applicable).

#	Task	Start	End	Timeline
5.3.1	Coordination with Pharmacy Faculty regarding submission of PCP Accreditation SAR and Compliances	01-Aug-23	29-Dec-23	
5.3.2	Pre Visit preperation (expected)	02-Jan-24	31-Jan-24	
5.4	**National Business Education Accreditation Council**			
5.4.1	Training on NBEAC Registration and Accreditation	01-Sep-23	30-Nov-23	
5.4.2	NBEAC Registration Process and submission	04-Dec-23	31-May-24	
6	**Documents Preparation for CIEC 9th Round Visit (Excluding HEC QAA Targets)**			
6.1	MEG III - Form A (Institutional Level)	01-Jul-23	31-May-24	
6.2	MEG III - Form B (Department Level) for All Departments			
6.3	Charter Inspection and Evaluation Committee (CIEC) Team Visit (Expected)	01-Jun-24	30-Jun-24	
7	**Conducting & Developing QEC Survey, Data Analysis with MIS.**			
7.1	Course Evaluation Survey by the Students	01-Dec-23	30-Dec-23	
7.2	Faculty Evaluation Survey by the Students			
7.3	Faculty Course Review report	16-Jan-24	30-Jan-24	
7.4	Faculty Satisfaction Survey			
7.5	Students Graduating Survey	01-Feb-24	28-Feb-24	
7.6	Alumni Survey			
8	**Awareness seminars/conferences/workshops on QA**			
	Arrange at least 03 Awareness seminars/workshops on QA (Quality Assurance)			
8.1	Seminars/workshops 01	2nd week of Sep. 2023		
8.2	Seminars/workshops 02	3rd week of Dec. 2023		
8.3	Seminars/workshops 03	3rd week of May 2024		
9	**Revised QEC Membership of National / International Bodies**			
9.1	Internatinal Network for Quality Assurance Agencies in Higher Education (INQAAHE)	02-Jan-24	31-Jan-24	
9.2	Pakistan Network of Quality Assurance in Higher Education (PNQAHE)	01-Feb-24	28-Feb-24	
9.3	The Association of Commonwealth Universities (ACU)	01-Feb-24	31-Mar-24	
9.4	Any other	01-Apr-24	30-Apr-24	
10	**QEC Budget**			
10.1	Compilation and Development of Last Year Budget Utilization Report	04-Mar-24	09-Apr-24	
10.2	Preparation for next Fiscal Year Budget	15-Apr-24	30-Apr-24	
11	**YPR 2023 - 24 Preparation**			
11.1	Data gathering for YPR 2023 -24	01-Jan-24	30-Jun-24	
11.2	Compilation and submission of YPR 2023 - 24 to HEC, QAA	01-Jul-24	31-Jul-24	
12	**Working on PQR for SHU's New Programs**	04-Dec-23	31-Jan-24	
13	**Development of Faculty and Staff Database**	01-Sep-23	29-Feb-24	
14	**Follow-up on Action and Implementation plan against AT Findings for all programs**	13-Nov-23	15-Dec-23	
15	**Working on BUTA (Best University Teacher Award) Process and Submission to HEC.**	15-Nov-23	13-Dec-23	
16	**Updation of QEC Web Portal**			
16.1	Updation of QEC portal	01-Nov-23	30-Apr-24	
17	**Submission or Resubmission for NOC of MS / M. Phil / Ph.D. & Equivalent**			
17.1	NOC for MS Management Sciences	03-Jul-23	16-Oct-23	
17.2	NOC for MS Accounting and Finance	03-Jul-23	29-Dec-23	
17.3	NOC for PhD Biomedical Engineering	03-Jul-23	29-Dec-23	
17.4	NOC for PhD Management Sciences	01-Jan-24	29-Mar-24	
18	**HEC Ranking**			
18.1	Preparation and Submission of Data for HEC Ranking	01-Dec-23	30-Jun-24	

Prepared by
Director QEC & Regulatory Affairs

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