



## ***ACTIVITY CALENDAR 2025 - 26***



**ECOSMART  
CAMPUS**

*Pakistan's First WWF-Certified EcoSmart Campus*

***Beaconhouse National University***

**Quality Assurance Department**

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## **QEC Activity Calendar (July 2025 - June 2026)**

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### **Summary of Major QEC Activities & their Timeline**

<b>Major Activities</b>	<b>Timeline</b>
International Rankings	Throughout the Year
International Awards	June, August, Sept & Oct
QEC Activity Calendar	Oct-Nov
Review of Institutional Performance and Enhancement (RIPE)	Dec- May
Self-Assessment of Undergrad Programs on PREE Standards	Nov - April
PGPR/GPR Review	Nov – Jan
Conduct / Attend/Participation of QA Activities at National (HEC) & International Level i.e Guest Lectures, Seminars, Webinars etc	Throughout the Year
Conduct of Institutional Quality Circle Meetings	Quarterly/BI-Annual basis
Attending Statutory Bodies Meetings i.e BOS, BOF, BASAR, ACM	Throughout the Year
Attending Deans Council and Management Committee Meetings	Throughout the Year
Equivalence Committee Meetings	As per requirement (normally once in a semester)
Processing of Faculty Incentive Framework Cases	Throughout the Year
Turnitin Similarity Check for Theses	Sept, Oct & Feb
Support to Examination Department	Throughout the Year
Facilitation and Support in Accreditation Activities & HEC NOC cases	As per requirement
Student Feedback about (Teacher & Course) and its Analysis	Every Semester
Feedback Mechanism i.e Alumni, Employer & Faculty Feedback Survey (Course Review)	Once in Financial Year

**Month wise details of the activities are as under:**

Month	KPIs
<b>July 2025</b>	<ul style="list-style-type: none"> <li>• Conduct of Self – RIPE (Review of Institutional Performance and Enhancement) 2024 – 25 as per PSG 2023 guidelines</li> <li>• Tracks research productivity and ensures recognition of faculty efforts</li> <li>• GM, QA representation in Dean Council (DC) Meeting to deliberate and review matters pertaining to academics.</li> <li>• Institutional Quality Circle (IQC) meeting to deliberate and review matters pertaining to academic and administrative matters</li> <li>• Compilation, Finalization and Submission of Yearly Progress Report (YPR) 2024 – 25 to HEC QAA</li> <li>• Processing of Faculty Incentive framework cases i.e Newspaper Articles, Books, New Courses Developed, Research Publications etc</li> <li>• Faculty / Course Evaluation Feedback of Spring 2025 semester</li> <li>• Conducted a meeting with Mr. Rami Awad, Regional Manager, QS Rankings to deliberate on BNU prospects with respect to QS Subject Rankings</li> </ul>
<b>August 2025</b>	<ul style="list-style-type: none"> <li>• Collection of data for International Rankings (UI Green Metric) i.e Identifying Stakeholders</li> <li>• Review of International Rankings Progress and Way Forward</li> <li>• Data Verification of Expected Graduates 2025</li> <li>• Collection of data and coordination with concerned stakeholders for QS Impact Awards</li> <li>• Detailed Analysis of Faculty/Course Evaluation of Spring 2025 semesters summaries</li> <li>• Analysis of Faculty Scoring (Top and Below Scorers) for the Session of Spring 2025 as per BNU policy</li> <li>• Overview and revision of QA policies and procedures implementation at BNU</li> <li>• Prepare Self-evaluation report for the monitoring of the shortcomings and planning to overcome the issues in the next academic year with respect to Program Review for Effectiveness and Enhancement (PREE) and Review of Institutional Performance Enhancement (RIPE).</li> <li>• Policy formulation and defining processes for the submission and evaluation of thesis for graduate programs across the respective schools</li> <li>• Processing of Faculty Incentive framework cases i.e Newspaper Articles, Books, New Courses Developed, Research Publications etc</li> </ul>

<p><b>September 2025</b></p>	<ul style="list-style-type: none"> <li>• Submission of QS Impact Awards 2025</li> <li>• Data Collection, Coordination with stakeholders, Preparation and Compilation of UI Green metric Rankings 2025</li> <li>• Call for Nominations of THE Asia Awards 2026</li> <li>• Conduct, Preparation of Minutes and Dissemination of Decisions of Equivalence Committee Meetings as per requirement to the schools/departments</li> <li>• Review of Faculty Incentive Framework implemented in Fall 2024</li> <li>• Turnitin Similarity Checks for Theses</li> <li>• Processing of Faculty Incentive framework cases i.e Newspaper Articles, Books, New Courses Developed, Research Publications etc</li> </ul>
<p><b>October 2025</b></p>	<ul style="list-style-type: none"> <li>• Preparation of Annual QEC Activity Calendar 2025 – 26 and its approval from the Institutional Quality Circle (IQC) i.e Requirement of HEC QAA</li> <li>• Prioritizing the Annual HEC Targets (2025-26) i.e Preparation of Institutional Performance Report (IPR), conduct of Self-Assessment of undergrad programs, preparation and conduct of Self MS/M.Phil review, monitoring of Accreditation Activities, Conduct of Guest Lecture by External and Internal QA on Quality Assurance etc</li> <li>• Coordination with concerned stakeholders and submission of THE Asia Awards 2026 nominations</li> <li>• Submission of International Ranking data (UI Green Metric) 2025 to the Green Metric Ranking Authorities.</li> <li>• Finalization of THE Impact Ratings 2026 indicators, Coordination with concerned stakeholders &amp; collection of data for Times Higher Education (THE) Impact Ratings 2026</li> <li>• Collection, Coordination and Meeting with schools for updated data of QS Rankings (Academic Reputation Survey and Employer Reputation Survey)</li> <li>• Processing of Faculty Incentive framework cases i.e Newspaper Articles, Books, New Courses Developed, Research Publications etc</li> <li>• Discussion on the inclusion of Student Representation in Institutional Quality Circle (IQC) i.e Requirement of HEC QAA</li> <li>• Call for Nominations of Global Distinguished Innovator (GDI) Awards 2025</li> </ul>
<p><b>November 2025</b></p>	<ul style="list-style-type: none"> <li>• Audit of Student Files &amp; Transcript Verification</li> <li>• Submission of QEC Activity Calendar 2025-2026 to HEC QAA</li> <li>• Review for carrying out activities of YPR 2025-26 data</li> <li>• Conduct a training workshop on preparation of Self-Assessment Report (SAR) as per PREE standards by the External Facilitator/Trainer with the program teams and SAR coordinators of all nominated schools</li> </ul>

	<ul style="list-style-type: none"> <li>• Self – Assessment Reports (SARs) on PREE Standards of following undergraduates’ programs for 2025 – 26 to be prepared by school i.e BS Management and Business Computing (MBC) - SCIT, BDES Textile, Fashion and Accessories Design- SVAD, BS in Applied Psychology – IP, BBA (Hons) (SMS), BS Communication and Immersive Media (SMC)</li> <li>• Initiation of PGPR/GPR Review 2025 – 26 i.e Coordination with the Schools/Department, Filling of the data as per proformas, External Reviewer Nomination, Approval from the IQC</li> <li>• Submission of Times Higher Education (THE) Impact Ratings 2026</li> <li>• Collection of updated data for QS Rankings pertaining to the faculty, student and internationalization parameters from the concerned stakeholders</li> <li>• Monitoring of Implementation Plan (Self – RIPE 2024 – 25) progress i.e Observations identified and their implementation progress</li> <li>• Coordinate and Liaison with concerned stakeholders (DSAER, Schools &amp; ITRC) for conduct of Alumni and Employer Survey</li> <li>• Processing of Faculty Incentive framework cases i.e Newspaper Articles, Books, New Courses Developed, Research Publications etc</li> <li>• Uploading of QS Academic Peer List and Employer List on QS Portal</li> </ul>
<b>December 2025</b>	<ul style="list-style-type: none"> <li>• Render support services to the Examination Department for conduct of BNU’s 20th Convocation (2025)</li> <li>• Initiation of preparing updated Institutional Performance Enhancement Report (IPER) 2025 – 26 i.e Identifying the stakeholders for collection of data, coordination with the stakeholders Schools and Administrative Departments, covering the deficiencies of IPER 2024-2025 etc</li> <li>• Meeting with Deans/HoDs for SAR 2025-26 planning</li> <li>• Coordination with concerned stakeholders and submission of Global Distinguished Innovator (GDI) Awards 2025 nominations</li> <li>• Monitor Implementation of PGPR &amp; PREE Action Plans 2024 – 25 i.e Observations identified and their implementation progress</li> <li>• Training workshop by QA team on orientation of PGPR data as per developed proformas</li> <li>• Processing of Faculty Incentive framework cases i.e Newspaper Articles, Books, New Courses Developed, Research Publications etc</li> </ul>
<b>January 2026</b>	<ul style="list-style-type: none"> <li>• Accreditation Activities Coordination and Facilitation (i.e NCEAC, NBEAC, PCATP etc)</li> <li>• Conduct of Self PGPR / GPR Review 2025 – 26 after seeking approval from Institutional Quality Circle (IQC) i.e Requirement of HEC QAA</li> <li>• Opening of Faculty and Course Evaluation Feedback by Student (Fall – 2025)</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintaining record of Faculty Research Publications</li> <li>• Compilation and Submission of QS World University Rankings 2026 data to QS Rankings Authority</li> <li>• Collection and Coordination with concerned stakeholders of data for QS Sustainability Rankings</li> <li>• Processing of Faculty Incentive framework cases i.e Newspaper Articles, Books, New Courses Developed, Research Publications etc</li> </ul>
<b>February 2026</b>	<ul style="list-style-type: none"> <li>• Review Implementation Plan of Self – RIPE 2024 – 25 i.e Observations identified and their implementation progress</li> <li>• Turnitin Similarity Checks for Theses</li> <li>• Conduct, Preparation of Minutes and Dissemination of Decisions of Equivalence Committee Meetings as per requirement to the schools/departments</li> <li>• Training / Workshop on Quality Assurance for the Faculty by inviting the external trainer (outside BNU)</li> <li>• Compilation of QS Sustainability rankings data</li> <li>• Processing of Faculty Incentive framework cases i.e Newspaper Articles, Books, New Courses Developed, Research Publications etc</li> <li>• Review and analyze the Faculty/Course Evaluation for the Session of Fall-2025</li> </ul>
<b>March 2026</b>	<ul style="list-style-type: none"> <li>• Analysis of Faculty Scoring (Top and Below Scorers) for the Session of Fall-2025 as per BNU policy.</li> <li>• Review Implementation Plans of PREE/GPR/PGPR 2024 – 2025 cycle</li> <li>• Submission of QS Sustainability rankings data to QS Ranking Authorities</li> <li>• Coordination and Collection of Times Higher Education (THE) World University Rankings data</li> <li>• Processing of Faculty Incentive framework cases i.e Newspaper Articles, Books, New Courses Developed, Research Publications etc</li> <li>• Review of International Rankings Progress and Way Forward</li> </ul>
<b>April 2026</b>	<ul style="list-style-type: none"> <li>• Conduct of Program Review for Effectiveness and Enhancement (PREE) on the basis of the Self – Assessment Reports submitted by the school’s 2025-26 as PREE manual through External Reviewers i.e Subject Specialists</li> <li>• Maintaining Faculty Research Publications Data</li> <li>• Coordination with schools and administrative departments for the collection of data including evidence for Institutional Performance Enhancement Report (IPER) 2025 -26 from the concerned stakeholders</li> <li>• Compilation and Submission of Times Higher Education World University Rankings data</li> </ul>

	<ul style="list-style-type: none"> <li>• Processing of Faculty Incentive framework cases i.e Newspaper Articles, Books, New Courses Developed, Research Publications etc</li> </ul>
<b>May 2026</b>	<ul style="list-style-type: none"> <li>• Approval of Self PGPR 2025 – 26 &amp; PREE implementation Plans from Institutional Quality Circle (IQC) i.e Requirement of HEC QAA</li> <li>• Compilation of Institutional Performance Enhancement Report (IPER) 2025 -26</li> <li>• Coordinate and Liaison with concerned stakeholders (Schools &amp; ITRC) for conduct of Faculty Course Review/Course Satisfaction Survey</li> <li>• Processing of Faculty Incentive framework cases i.e Newspaper Articles, Books, New Courses Developed, Research Publications etc</li> <li>• Facilitation in HEC NOC cases to schools/departments</li> </ul>
<b>June 2026</b>	<ul style="list-style-type: none"> <li>• Approval of Institutional Performance Enhancement Report (IPER) 2025 -26 from Institutional Quality Circle (IQC) i.e Requirement of HEC QAA</li> <li>• Thesis Evaluations &amp; Turnitin Checks (Master of Art Education Program)</li> <li>• Data Collection for Global Rankings (QS, UI Green metric)</li> <li>• Deans Council (DC) &amp; Management Committee Meetings (MCM) to deliberate and review academic and administrative matters</li> <li>• Review the data progress of YPR 2025-26 i.e as per indicators of the HEC QAA YPR</li> <li>• Processing of Faculty Incentive framework cases i.e Newspaper Articles, Books, New Courses Developed, Research Publications etc</li> <li>• Call for Nominations of QS Impact &amp; Reimagine Education Awards</li> </ul>

**Note**

The KPIs summarized month wise are tentative and their completion may vary