Beaconhouse National University
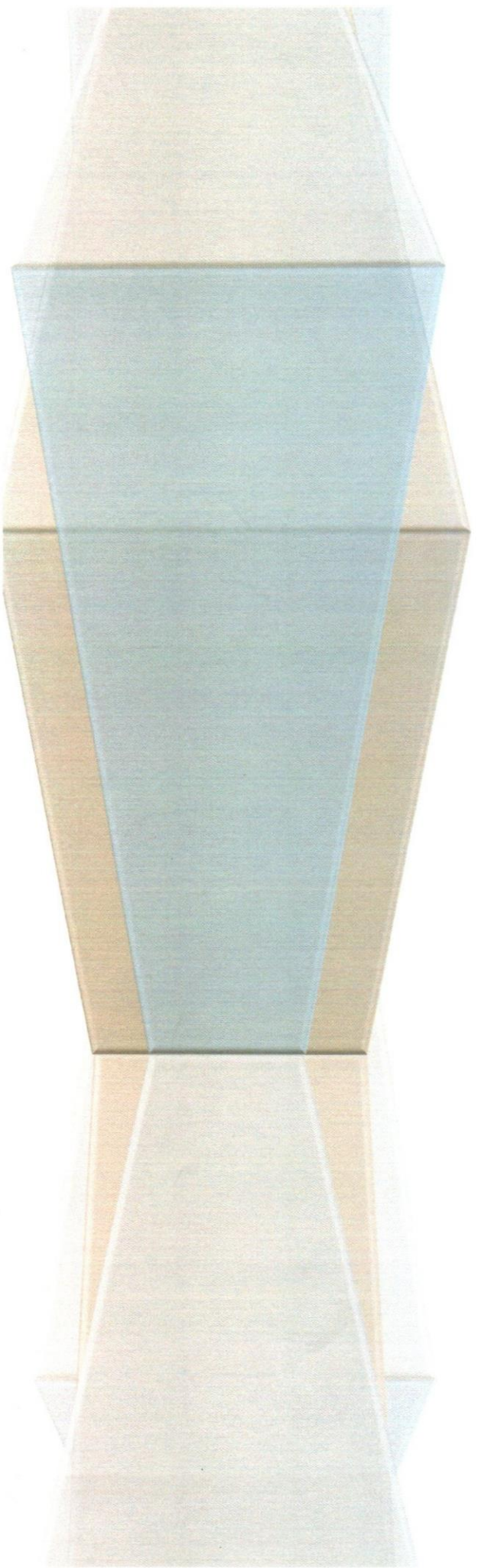13-km Raiwind Road, Lahore 54400, Pakistan
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BNU

Quality Assurance Department

Activity Calendar 2021-2022

Beaconhouse National University

BNU Activity calendar 2021-22 has been prepared and approved by the following authorities:

Prepared by:

Quality Assurance Department

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ABBREVIATIONS

Frequently used abbreviations in the activity calendar are as under:

YPR: Yearly Progress Report
SAR: Self Assessment Report
HoD: Head of Department
QEC: Quality Enhancement Cell
RO: Registrar Office
IPE: Institutional Performance Evaluation
SIPE: Self Institutional Performance Evaluation
VC: Vice Chancellor
SLASS: School of Liberal Arts and Social Sciences
SVAD: School of Visual Arts and Design
SE: School of Education
SMC: School of Media and Mass Communication
IP: Institute of Psychology
SB: School of Business
UPR: University Portfolio Report
NAHE: National Academy of Higher Education
PCATP: Pakistan Council for Architects and Town Planners
NACTE: National Accreditation Council for Teachers Education
SCIT: School of Computer and Information and Technology
NCEAC: National Computing Education Accreditation Council

Beaconhouse National University

Activity Calendar 2021-22

Sr.#	Activity	Month	Participant/ Target Audience
1	Prepared HEC *Yearly Progress Report* (YPR) for the year 2019-21.		QEC Team
	Updated all the required data on BNU Website		QEC Team
	Shared online *Faculty Course Evaluation Reports of* Spring 2021 with respective Schools/Department's Deans, HoDs and faculty members.	July 2021	Dean/HoD/Faculty Members
	Online *"Turnitin Pakistan Weekly Webinar Series"* workshop.		QEC Team
	Compile Five Year BNU Faculty's Publications List.		Departments & QEC
	Compilation of Accreditation documents before NACTE team visit.		SVAD & QEC Team
	NACTE team visit for the accreditation of *Master of Art Education program* on 29-30 July 2021.		SVAD & QEC Team
	Submitted HEC YPR 2019-2021 for review and feedback.		GM Quality Assurance
2	Online *"Turnitin Pakistan Weekly Webinar Series"* workshop.	August 2021	QEC Team
	Audit all files of newly admitted students in Fall '21.		QEC Team
	MPhil Educational Leadership and Management program re-accreditation process initiated with NACTE and started working on the documents.		School of Education & QEC Team

No.	Activity	Date	Responsible
	Shared online *Faculty Course Evaluation Reports* of Summer 2021 with respective Deans, HoDs and Faculty members.		Deans, Faculty Members & QEC Team
	Conducted 43rd Meeting of the BNU Equivalence Committee (Credit Transfer Cases Internal & External)		Schools/Dept. & QEC Team
3	Audit files of newly admitted students in Fall'21.	September 2021	QEC Team
	Finalized the list of degree programs for SAR review 2021-22 after discussing it with all concerned schools.		Schools/Dept. & QEC Team
	Shortlist and discuss SAR's to be prepared with the help of concerned Deans/HoD's		QEC Team
	Online **"Turnitin Pakistan Weekly Webinar Series"** workshop.		QEC Team
	Attended **NAHE** conference at LUMS on 23-24 September 2021.		GM Quality Assurance
	Monitoring of Examinations Conducted by School/Dept.		Exam and QEC Team
	Recruited Quality Assurance officer in the department to elevate QEC activities.		HR & QEC Department
	One day **NACTE** workshop for the accreditation of *MPhil Educational Leadership and Management program.*		QEC Team
	SE initiated data collection and documentation procedure for *MPhil Educational Leadership and Management program* with the help of QEC team. Workshops and online orientation session:		SE & QEC Team
4	• Awareness workshop on **"Self-Assessment of the Academic Programs"** hosted by *BAQAI Medical University.* • Workshop on" **Quality Assurance on Academic and Research"** hosted by *GCWUF.* • HEC online orientation session **"Impact Factor & University Ranking"** held on October 8, 2021.	October 2021	QEC Team
	Reminders to Schools/Departments for final submission SAR's for QEC proof reading. Meetings with concerned Schools/Dept. coordinators regarding corrective actions of SAR's of year 2019-21		Schools/Dept. & QEC Team

	Activity	Date	Responsibility
	Meeting with Dean/HoDs /Coordinators of SVAD regarding preparation of SARs.		Schools/Dept. & QEC Team
	Audit files of expected graduates for the year 2021.		Dean/HoDs /Coordinators & QEC Team
	Arrange school-wise meetings with Deans/HoDs to know the status of corrective actions taken on the all SARs completed in 2019-21		QEC Team
	Workshop for SVAD faculty members and coordinators on SAR report writing **for Master of Art Education**	October 2021	QEC Team
	As per BNU plagiarism policy all graduated programs thesis run in TURNITIN		Faculty members/Coordinators & QEC Team
	QA requested the Schools/Departments to submit the Credit Horus Transfer cases (Internal & External) for 44th Meeting of the BNU Equivalence Committee		QEC Team
	QA verify the recommendations of Schools/Dept. regarding internal and external credit transfer cases as per policy before the meetings.		Schools/Dept. & QEC Team
	SA submitted documents to PCATP for re-accreditation of **Bachelor of Architecture Program.**		School & QEC Team
	Audit files for expected graduates in 2021.		QEC Team
	Prepare MS/MPhil *Review Compliance Report* for the year 2019-21.		QEC Team
	Assess the status of corrective measures taken against *Self Review Report* 2019-21.	November 2021	QEC Team & Department
	Discuss the shortcomings of MS/MPhil or Equivalent Program 2019-21 with relevant Dean/HoD's		QEC Team
	Verify tentative dates with concerned schools for Program Review to schedule workshop.		MS/MPhil. Program Coordinator & QEC Team
5	QA Dept. arrange a workshop for MS/MPhil or Equivalent Program Pre-review 2021-22.		Schools/Dep. & QEC Team
	A workshop to facilitate coordinators and faculty members on reviewing MS/MPhil or Equivalent Program.		Schools/Dep. & QEC Team

Beaconhouse National University

	Activity	Month	Responsible Team
	Monitoring of Examinations Conducted by School/Dept.		Respective Faculty Members/Coordinators & QEC Team
	Pre-preparation of MS/MPhil or Equivalent program review.		QEC Team
	Conduct workshop regarding preparation of SARs.	November 2021	MS/MPhil. Program Coordinator & QEC Team
	Assess the status of SAR corrective actions taken in 2019-20 by SCIT and SLASS.		Dean/HoDs /Coordinators &QEC Team
	Conduct of UGAT for the newly admitted students.		QEC Team
	Preparing NOC document for Institute of Psychology for their PhD Programme.		School, Exam & EC Team
	Selection of approved panel members (Internal/External) for MS/MPhil program review.		IP & QEC Team
	Workshop for School of Business faculty members and coordinators on SAR Writing.		Respective Faculty Members/Coordinator & QEC Team
	Degree Supplement Forms preparation for the graduates of 2021.		QEC Team
	Follow up from NCEAC for their visit regarding accreditation of BSc (Hons.) Software Engineering and Computer Sciences programs respectively.		SCIT & QEC Team
	Assessing the status of corrective actions taken on the all SARs of IP and SE completed till 2019-21		QEC Team & All Departments
	Meeting with Dean/HoDs /Coordinators of SMC regarding preparation of SARs for 2021-22	December 2021	QEC Team & IP & SE
	Render Convocation Support Services to Examination Department.		QEC Team, SMC Faculty members & Coordinators
6	Workshop on *Self-Assessment Report Writing* for faculty members and coordinators of SMC.		RO, Examination & QEC Team
	Arrange assessment team visit for SVAD degree programs.		Respective Faculty Members
	Submission of *Assessment Team Reports* for SVAD degree programs.		

Quality Assurance Department

Beaconhouse National University

#	Activity	Timeline	Responsible
	Circulation of notice to all Schools/Departments to provide the updated data for IPE.	December 2021	QEC Team
	Meeting to finalize the corrective actions to be taken by concerned schools/departments for IPE.		QEC Team and Respective School HoDs
	Conduct MS/MPhil program review for the year 2021-22.		
	Discuss corrective action taken for SIPE 2018-19 & 2019-21 with Deans/HoDs.		QEC Team & Schools/Department
	Start pre- preparation IPE Review for the year 2021-22.	January 2022	QEC Team and Respective School HoDs/coordinators
	Update UPR for the year 2021-22 in coordination with all schools/departments.		QEC Team & Schools/Department
	Monitoring of Examinations Conducted by School/Dept.		QEC Team
	Selection of SIPE Panel members 2021-22.		QEC Team
	Share online *Faculty Course Evaluation* Report Fall-2021.		Respective Deans/HoDs and Faculty Members & QEC Team
8	Start pre- preparation IPE Review for the year 2021-22.	February 2022	QEC Team & Schools/Department
	Arrange assessment team visit for SMC and SB degree programs.		QEC Team
	SVAD will submit their SAR for review and feedback.		
	SMC and SB degree programs *Assessment Team Reports* submission.		
	Start pre- preparation IPE Review for the year 2021-22.		
9	Conduct IPE Review for the year 2021-22.	March 2022	QEC Team & Schools/Department
	Digitalize Graduating Students Survey form, Employer Form and Faculty satisfaction survey forms and make them available online for access.		VC &QEC Team
	Send SAR final draft of corrective actions to the department for review and feedback.		QEC Team

No.	Activity	Month	Responsible
	Send SAR final draft of corrective actions to the department for review and feedback.		QEC Team
	Send SAR final draft of corrective actions to the department for review and feedback.		QEC Team & Schools/Department
10	Monitoring of Examinations Conducted by School/Dept.	April 2022	QEC Team & Respective Departments
	Finalization of SAR corrective actions 2019-21.		
	Reminder to Schools/Dept. for YPR discussion and preparation for year 2021-22.		
	Prepare implementation plan for SIPE year 2021-22.		
	Compilation of all SARs		
	Proof reading of all SARs before submitting to VC for the approval		QEC Team, VC & RO
11	Finalization of Implementation Plans and Corrective Actions for all SARs.	May 2022	QEC Team
	Digitalization of Grade Analysis mechanism		
	Follow up with Schools/Department regarding implementation plans against SARs 2021-22.		QEC Team
12	Monitoring of Examinations Conducted by School/Dept.	June 2022	QEC Team
	Finalization of **YPR** for the year 2021-2022.		QEC Team

N. Lodhi