

QEC ACTIVITY CALENDAR 2022-23



QUALITY ASSURANCE DEPARTMENT
Beaconhouse National University, Tarogil Campus
13 Km Off Thokar Niazbeg - Raiwind Road, Tarogil, Lahore - 53700, Pakistan

July 2022

Sr.#	Activity	Organizer	Participant/Audience
1	Compiled <i>Yearly Progress Report</i> (YPR) for the year 2021-2022 for HEC.	HEC	QEC & BNU
2	Updated QA data on BNU Website (www.bnu.edu.pk).	QEC	University /Public /Students/Parents
3	Shared accumulative <i>Faculty/Course Evaluation Reports</i> of Spring-2022	QEC	Students
4	Attended the online session conducted by HEC on How to prepare YPR and its evidences.	HEC	QEC
5	Managed and updated the BNU category wise <i>Faculty's Publications List.</i>	QEC	Faculty
6	Provided support to School of Architecture for PCATP re-accreditation for their <i>Bachelor of Architecture Program.</i>	SA	QEC, RO & PCATP
7	As prescribed by HEC, recompiled documentation required for obtaining <i>NOC of Master of Art Education</i> program.	QEC	QEC & RO
8	Generated <i>Similarity Index reports</i> of Final Draft Thesis/Dissertations and Projects submitted by different Schools/Dept.	QEC	Schools/Dept.

August 2022

9	Submitted YPR 2021-2022 to HEC.	QEC	HEC
10	Provided support to School of Architecture for PCATP re-accreditation for their <i>Bachelor of Architecture Program.</i>	SA & QEC	PCATP
11	Checked Students files of <i>Master of Art Education.</i>	QEC	RO
12	Organized meeting with School of Education regarding re-accreditation of <i>M.Phil ELM</i> Program.	SE	QEC & SE
13	Data collection for NOC of two MS/M.Phil Degree Programs to be initiated.	QEC	RO & Schools/Dept.
14	Data Verification of Expected Graduates 2022 for 17 th Convocation.	QEC & Exam	QEC & Exam

September 2022

15	Shared accumulative <i>Faculty/Course Evaluation Reports</i> of Master of Art Education with Dean SVAD.	QEC	SVAD
16	Provide support to School of Architecture for PCATP re-accreditation for their <i>Bachelor of Architecture Program.</i>	SA & QEC	PCATP
17	Check files of newly admitted students in Fall'22.	QEC	RO

18	Shortlist and discuss Self Assessment Reports to be prepared for 2 nd and 3 rd Cycle for the academic year 2022-23.	QEC	Schools/Dept
19	Finalized the list of Self Assessment Reports for 2 nd and 3 rd cycle.	QEC	Schools/Dept.
October 2022			
20	A QEC discussion took place on YPR 2022-23 criteria shared by HEC and devise the activities for the year 2022-23.	QEC	QEC
21	Attended the online training of “Turnitin Pakistan HEC Institutions Mandatory Training Program” organized by Turnitin.	Turnitin Pakistan	QEC & BNU Faculty
22	Conduct the 46 th Meeting of the BNU Equivalence Committee (Credit Transfer Cases Internal & External)	QEC	Schools/Dept.
23	Organize Meeting with Schools/Dept. regarding Self Assessment Reports to be prepared for year 2022-23.	QEC	Schools/Dept.
24	Meetings with concerned Schools/Dept. Deans/HoDs regarding corrective actions on AT findings of all SARs of the year 2021-22.	QEC	Schools/Dept.
25	Updating Student Handbook for the year of 2022-23.	QEC & Exam	QEC & Exam
26	Conduct GAT for the newly admitted Graduate level students in Fall-2022 session.	QEC & Exam	SE, SMC, TFT, IP & SE
27	Attended the online Session, organized by HEC on Annual Targets for QECs-Assessment Year 2022-23.	HEC	QEC
28	Received Confirmation Email from HEC regarding MS/MPhil Review scheduled on 10-11 January, 2023 and informed the respective Schools	HEC	QEC
29	Circulate the HEC PGPR Proformas to Schools offering MS/M.Phil Programs to provide the required information.	QEC	Schools/Dept.& RO
30	Check all the PGPR performas provided by the concerned Schools.	QEC	Schools/Dept.& RO
31	Check files for Expected Graduates in 2022. (17 th Convocation)	QEC & Exam	QEC & Exam
32	Informed the Schools/Dept. to provide the corrective actions taken on MS/M.Phil Self Review Report of 2021-2022.	QEC	QEC & Schools/Dept.& RO
33	Workshops to be organized in last week of October for Schools regarding preparation of Self Assessment Reports (PT and AT formation and notifications)	QEC	Schools/Dept.
November 2022			
34	A Workshop to facilitate Coordinators and Faculty members on reviewing MS/MPhil or Equivalent Program.	QEC	Schools/Dept
35	Email to all concerned Schools/Department to provide the data required for the	QEC	Schools/All Departments

	<i>preparation of University Portfolio Report</i> 2022-23.		
36	Check files for <i>Expected Graduates</i> in 2022. (17 th Convocation)	QEC & Exam	QEC & Exam
37	Meeting with HoDs of Visual Communication Design and Visual Arts for <i>Self Assessment Report Writing</i> .	QEC	Schools/Dept.
38	Inform the Registrar Office to Update the MS/ MPhil Students files.	QEC	RO
39	An individual meeting with concerned Schools/Dept., Deans & HoD's regarding HEC MS/M.Phil Review 2022-23.	QEC	QEC & Schools/Dept.
40	Finalization of the <i>corrective actions taken on MS/M.Phil Self Review Report</i> of 2021-2022.	QEC	QEC & Schools/Dept.& RO

December 2022

41	Extend need-based help for each School in preparation of their MS/M.Phil Review files.	QEC	SVAD, SMC, IP, SE & SB
42	Render <i>Convocation Support Services</i> to Examination Department.	QEC & Exam	QEC & Exam
43	Schedule Meeting with concerned Schools/Dept. regarding <i>corrective actions for Self IPE</i> for the year of 2021-22.	QEC	Schools/Dept.
44	Update corrective actions taken for SIPE 2021-2022 received from the Deans and Heads of concerned departments.	QEC	Schools/Dept.
45	Check of the School Wise prepared files of MS/M.Phil Review 2022-23.	QEC	QEC

January 2023

46	Receive <i>HEC MS/M.Phil Review 2022-23 Activity Schedule</i> and make arrangements accordingly.	QEC	QEC
47	HEC <i>MS/M.Phil Program Review</i> for the year 2022-23 scheduled on 10 th -11 th January, 2023	QEC	HEC, SVAD, SMC, IP, SE, SB & RO
48	Update <i>University Portfolio Report</i> for the year 2022-23 in coordination with Schools/Departments.	QEC	Schools/All Departments
49	Selection of Internal and External <i>SIPE Panel members</i> 2022-23.	QEC	QEC & RO & VC
50	QEC conduct a <i>Workshop on SIPE 2022-23</i> for Schools/Departments regarding review processes.	QEC	Schools/All Departments
51	<i>Follow-up</i> of the HEC MS/M.Phil Program Review Report 2022-23.	QEC	QEC

February 2023

52	Pre- preparation Institutional Performance Evaluation Review for the year 2022-23.	QEC	Schools/All Departments
53	Share University Portfolio Report 2022-23 with Internal and External Reviewers.	QEC	SIPE Panel Members
54	Follow-up regarding Self Assessment Reports from School of Visual Arts & Design and School of Education	QEC	Schools/Dept.
55	Share accumulative Faculty Course Evaluation Reports of Fall 2022 with respective Schools/Department Deans.	QEC	Students & Faculty
56	Prepare Implementation Plan against HEC MS/M.Phil Program Review Report 2022-23.	QEC	QEC
57	Proof reading of Self-Assessment Reports received from School of Visual Arts and Design & School of Education and forwarded these reports to Assessment Teams.	QEC	Schools/Dept. and AT Members
58	Preparation of Self Institutional Performance Evaluation 2022-23 Review Activity Schedule .	QEC	QEC
March 2023			
59	Conduct Self Institutional Performance Evaluation for the year 2022-23.	QEC	QEC, Schools/All Department, RO, VC, HR, Accounts, Marketing Dept.
60	Check Students files of newly admitted students in Spring-2023.	QEC	QEC & RO
61	Preparation of Self Assessment Report final draft of corrective actions on AT findings 2021-22 with the help of concerned departments.	QEC	QEC & Schools/Dept.
62	Conduct External Academic Reviews of two Schools/Dept.	QEC & School/Dept.	QEC & Schools/Dept.
63	Update BNU Category Wise Faculty's Publications List .	Exam & QEC	Exam & QEC
April 2023			
64	Follow up of SIPE Review Report.	QEC	QEC & SIPE Panel Members
65	Send Self Assessment Report final draft of corrective actions to the department for review and feedback.	QEC	Schools/Dept.
66	Finalization of Self Assessment Report corrective actions 2021-22.	QEC	Schools/Dept.
67	Data Collection of Yearly Progress Report 2022-23 .	QEC	Schools/All Department
68	Assessment Team submission of its finding against Self-Assessment Reports.	QEC	QEC
May 2023			
69	Receive SIPE 2022-23 Report from the Reviewers.	QEC	Schools/Dept.
70	Discussion with Registrar and Vice Chancellor regarding SIPE 2022-23 Review	QEC & RO	QEC,RO,Heads & VC

	Report.		
71	Compilation of all Self Assessment Reports of the Academic year 2022-23.	QEC	Schools/Dept.
72	Preparation of Executive Summary on Self Assessment Report.	QEC	QEC
73	Follow up with Schools/Department regarding implementation plans against SARs 2022-23.	QEC	QEC & Schools/Dept.
74	Finalization of Implementation Plans and Corrective Actions for all SARs.	QEC	Schools/Dept.
June 2023			
75	Preparation of Implementation Plan for SIPE year 2022-23.	QEC	QEC, RO, Heads & VC
76	Seek approval of Vice Chancellor on required documents to be submitted to HEC.	QEC	QEC
77	Finalization of Yearly Progress Report for the year 2022-2023.	QEC	QEC & HEC

Note:

** Data may variate in special circumstances.

*** Seminars/Workshops/Conferences is a regular part of the QEC activity and well participated upon receiving different invited from organizations/institutions.

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