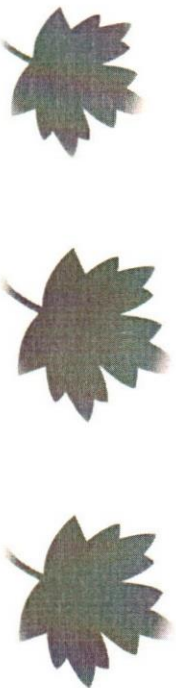# QEC ACTIVITY CALENDAR 2023-24
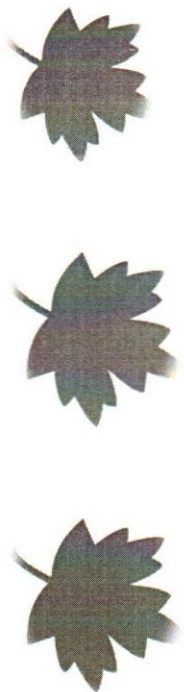
BNU

QUALITY ASSURANCE DEPARTMENT

Beaconhouse National University

Tarogil Campus 13 Km Off Thokar Niazbeg - Raiwind Road, Tarogil, Lahore - 53700, Pakistan
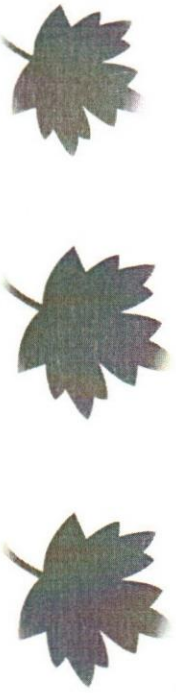Ph.: 042-38100156UAN: 042-111-BNU-LHR (042-111-268-547)

20 YEARS OF EMBRACING DIVERSITY

July 2023

Sr.#	Activity	Host Department	Participant/Audience	Status
1	Initiated the Re-accreditation Process with PCATP and NACTE through MCM discussions	PCATP & NACTE	QA, RHSA, SVAD and SE	In Process
2	Compiled the Yearly Progress Report (YPR 2022-23) for HEC.	QA	BNU	Completed
3	Digitalization of Survey Forms (Alumni, Graduating and Employer) through MCM discussions.	QA	ITRC and Students	In Process
4	Faculty / Course Evaluation Feedback Reports for Spring 2023	QA	Deans/ HoDs	Completed
5	QA starts working for International Ranking (QS University Ranking & THE Ranking).	QA	BNU	In Process
6	Provide Similarity Index Reports to Schools/Department after Turnitin check.	QA	Schools/Dept.	In Process
7	QA Staff attended workshop organized by HEC regarding HEC National Ranking 2022-2023.	HEC	QA	Completed

August 2023

Sr.#	Activity	Host Department	Participant/Audience	Status
1.	Yearly Progress Report (YPR 2022-23) for HEC.	QA	BNU	Completed
2.	Initial Working Paper for International Ranking (QS University Ranking & THE Ranking).	QA	BNU	Completed
3.	Two-day Continuing Professional Development (CPD) Program on "Cultivating Excellence through Empowering Universities' Quality Enhancement Cells" (August 09-10, 2023).	PHEC	QA	Completed
4.	Provision of QA data for Pakistan Centre for Philanthropy Certification 2023.	PCP	Accounts & Finance Dept., RO, Marketing, QA	Completed
5.	Data Compilation for HEC National Ranking.	RO & QA	BNU	Completed
6.	Shortlist and Finalize the Degree Programs selected for Self-Assessment 2023-24.	QA	BNU	Completed
7.	Working of Expected Graduates 2023.	EXAM	QA & Students	In Process
8.	Working for the Digitalization of Survey Forms with ITRC.	QA	ITRC	In Process

September 2023

Sr.#	Activity	Host Department	Participant/Audience	Status
1.	Data compilation for HEC National Ranking.	HEC	QA & RO	Completed
2.	Thesis/Dissertation Plagiarism checking in Turnitin (Master of Art Education).	QA	SVAD	Completed
3.	Faculty / Course Evaluation Feedback Reports for Summer 2023	QA	SVAD	Completed
4.	Meetup with Dr. Usman Awan from PU regarding International Ranking Consultancy.	QA	QA & VC Secretariat	Completed
5.	Updating BNU Examination Rules and Regulations for 2023-24.	Exam & QA	Exam	Completed
6.	Meeting with VC for MS/M.Phil. review 2023-24 to finalize the dates and external members names.	QA	BNU	In Process
7.	Meeting with VC for IPE review 2023-24 to finalize the dates and external members names.	QA	BNU	In Process
8.	Review the Visiting Faculty Performa according to the University Policies and HEC guidelines.	QA	HR	In Process

October 2023

Sr.#	Activity	Host Department	Participant/Audience	Status
1.	Meeting with Deans/HoDs regarding Self-Assessment Reports (SVAD, SA, SMC)	QA	SVAD, SA	In Process
2.	Render Support to School of Architecture in preparing files for PCATP visit.	SA	QA	In Process
3.	Equivalence Committee Meeting for Credit Transfer Cases (Internal and External)	QA	Exam/Schools/Dept.	Completed
4.	Organize a training session for Schools/Dept. how to prepare Self-Assessment Report (SVAD, SA, SMC)	QA	SVAD, SA	In Process
5.	Audit Files for Expected Graduates 2023 (Continued)	QA	Exam & RO	In Process
6.	Working on International Ranking (Continued)	QA	BNU, Dr Usman (Consultant)	In Process
7.	Render Support to School of Education in preparing files for NACTE visit.	SE	QA	In Process

November 2023

Sr.#	Activity	Host Department	Participant/Audience	Status
1.	Meeting with Deans/HoDs regarding Self-Assessment Reports (SLASS-DLA, SB-ECO, SCIT)	QA	DLA, ECO	
2.	Meeting with Deans/HoDs regarding MS/M.Phil. Review 2023-24.	QA	Schools/Dept.	
3.	Circulate the PGPR Proforma with concern Schools/Departments	QA	SVAD, SMC, IP, SE	
4.	Working on International Ranking (Continue)	QA	BNU	
5.	Organize a training session for Schools/Dept. on how to prepare Self-Assessment Report (SLASS-DLA, SB-ECO, SCIT)	QA	DLA, ECO	
6.	Meeting with Coordinators regarding MS/M.Phil. Review Process 2023-24	QA	Schools/Dept.	
7.	Support NCEAC Visit to SCIT	SCIT	QA, NCEAC	
8.	Audit Files for Expected Graduates 2023 (Continued)	QA	Exam & RO	
9.	Pre-Preparation for the MS/MPhil Review 2023-23	QA	SVAD, SMC, IP, SE	
10.	The QEC department along with database administrator has digitized surveys on CMS	QA	BNU	

December 2023

Sr.#	Activity	Host Department	Participant/Audience	Status
1.	Render Convocation Support Services to Examination Dept.	QA & Exam	Exam & RO	
2.	Individual Meeting with concerned Schools/Dept. regarding MS/MPhil Review 2023-24	QA	SVAD, SMC, IP, SE	
3.	Working on International Ranking (Continue)	QA	BNU, Dr Usman (Consultant)	
4.	Support the Schools/Department in Preparation of PGPR Data.	QA	SVAD, SMC, IP, SE	
5.	Working on YPR 2023-24	QA	BNU	
6.	Individual Meeting with School/ Department regarding HEC MS/MPhil Review Report 2022-23	QA	SVAD, SMC, IP, SE	
7.	Conduct Graduating Students Survey.	QA	Graduates-2023	
8.	Follow-up with Schools regarding Self-Assessment Report (SVAD, SA, SMC)	QA	SVAD, SA	
9.	Prepare Implementation Plan for MS/MPhil Review 2022-2023.	QA	SVAD, SMC, IP, SE	
10.	Initiate data collection for University Portfolio Report (UPR)-2023-24	QA	BNU	

January 2024

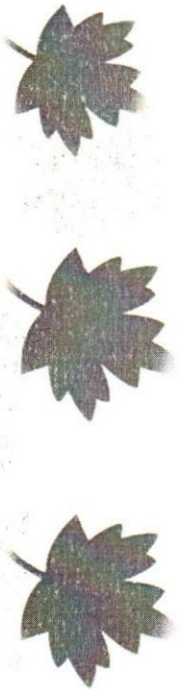| Sr.#	Activity	Host Department	Participant/Audience	Status
1.	Conduct MS/M.Phil. Review 2023-24	QA	BNU	
2.	Data Collection of the UPR 2023-24	QA	BNU	
3.	Proof-Reading of Submitted SARs (SVAD, SA, SMC) and submission to AT.	QA	SVAD, SA	
4.	Updating of Faculty Research/Publications/Conferences and Exhibitions Data.	QA	Faculty of All Schools	
5.	Compilation of University Portfolio Report 2023-24	QA	Academic & Non-Academic Dept.	
6.	Finalize Implementation Plan for HEC MS/MPhil Review 2022-23 with approval of VC	QA	SVAD, SMC, IP, SE	
7.	Working on YPR 2023-24 (Continue)	QA	BNU	
8.	Follow-up with Schools regarding Self-Assessment Report (DLA, SB-ECO, SCIT)	QA	DLA, SB-ECO	
9.	Generate Graduating Students Survey Analysis Report.	QA	VC, Registrar	

February 2024

Sr.#	Activity	Host Department	Participant/Audience	Status
1.	Working on International Ranking (Continue)	QA	BNU, Dr Usman (Consultant)	
2.	Sharing of University Portfolio Report 2023-24 with the selected Panel Members.	QA	IPE Panel Members	
3.	Faculty / Course Evaluation Feedback Reports for Fall 2023	QA	Schools/Departments	
4.	Re-accreditation of Bachelors of Architecture Program	PCATP	SA, RO, QA	
5.	Organize Workshop on Turnitin	QA	BNU	
6.	Review the observations given by the MS/MPhil Review Team.	QA	SVAD, SMC, IP, SE	
7.	Proof-Reading of Submitted SARs (DLA, SB-ECO, SCIT) and submission to AT	QA	DLA, SB-ECO	
8.	Pre-preparation of IPE Review for the year 2023-24	QA	BNU	

March 2024

Sr.#	Activity	Host Department	Participant/Audience	Status
1.	Conduct Institutional Performance Evaluation 2023-24	QA	BNU, IPE Panel Member	
2.	Schedule Meeting with concerned School/Dept. regarding corrective actions for Self IPE for the Year 2022-23	QA	Academic & Non-Academic Dept.	
3.	Working on YPR 2023-24 (Continue)	QA	BNU	
4.	Update QA Tab	QA		
5.	Organize a workshop on Blooms Taxonomy for the faculty of BNU.	QA	BNU Faculty	
6.	Schedule Meeting with concerned School/Dept. regarding corrective actions for MS/MPhil Review for the Year 2022-23	QA	SVAD, SMC, IP, SE	
7.	Generate Corrective Action Report for Self IPE 2022-23.	QA	Academic & Non-Academic Dept.	

April 2024

Sr.#	Activity	Host Department	Participant/Audience	Status
1.	Prepare SAR final draft of corrective actions status against AT Findings 2022-23	QA	SVAD, SMC, ECO	
2.	Corrective Action Follow Up for Self IPE 2022-23	QA	Academic & Non Academic Dept.	
3.	Working on International Ranking (Continue)	QA	BNU, Dr Usman (Consultant)	
4.	Compilation of SARs 2023-24.	QA	SVAD, SA, DLA, ECO	
7.	Compilation of Implementation Plans and Corrective Actions for all SARs.	QA	Concerned School/Dept	

May 2024

Sr.#	Activity	Host Department	Participant/Audience	Status
1.	Discussion on the findings of IPE 2023-24	QA	RO, VC, Heads	
2.	Prepare Implementation Plan against IPE 2023-24	QA	RO, VC, Heads	
3.	Dissemination of Implementation Plan of IPE 23-24 to all the concerned departments	QA	Concerned BNU Dept.	
4.	Preparation SARs Executive Summary 2023-24.	QA		
5.	SARs submission to VC for the approval along with Executive Summary	QA		
6.	Submission of Corrective actions status and Implementation Plans for the VC Approval	QA		
7.	Follow up of SAR corrective actions status against AT	QA	SVAD, SMC, ECO	
8.	Follow-up the Corrective actions against MS/M.Phil. review and IPE reviews.	QA	BNU	

June 2024

Sr.#	Activity	Host Department	Participant/Audience	Status
1.	Finalize Faculty Publication list before the year ends.	QA		
2.	Verification and Finalization of YPR 2023-24	QA		
3.	Working on International Ranking (Continue)	QA	BNU, Dr Usman (Consultant)	

Note:

** QEC Activity Months/Dates/Days may vary in exceptional circumstances or situations.

*** QEC, BNU participates in Seminars/Workshops/Conference upon receiving requests/invitations from different universities.

N. Lodhi

Noreen Lodhi

GM, Quality Assurance

Beaconhouse National University