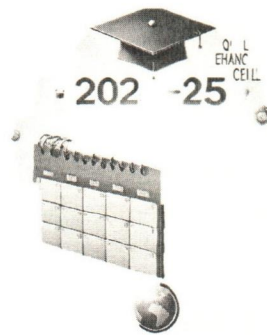




BEACONHOUSE NATIONAL UNIVERSITY

QEC Activity Calendar 2024-25



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QEC Activity Calendar 2024-25

July 2024

1. Compiled Yearly Progress Report (YPR) for the Year of 2023-24 for HEC
2. Faculty / Course Evaluation Feedback
3. Maintain Faculty Research Publications data, authentication and payment process
4. Deans Council Meeting to look at academic matters
5. Management Committee Meeting to look administrative matters
6. Monitor the implementation of action plans

August 2024

7. Final Submission of HEC YPR 2023-24
8. Start Collecting data for rankings submissions (UIGreenMetric)
9. Data Verification of Expected Graduates 2024
10. Analysis of Faculty / Course evaluation Summaries
11. Review and update quality assurance policies and procedures.

September 2024

12. Conduct orientation sessions for new students to introduce them to Beaconhouse National University's Quality Assurance (QA) policies, HEC guidelines, and academic expectations.
13. Compiling the data for rankings submissions (UIGreenMetric & Times Higher Education Impact Rankings)
14. Orientation sessions for faculty regarding QA policies

October 2024

15. Submission the data for rankings submissions (UIGreenMetric)
16. Start Working on Annual Targets received from HEC.
17. Update the Exam Rules and Regulations according to the GEP and UGEP
18. Arrange Workshop for Faculty of BNU and BSS regarding Turnitin.
19. Presented the new HEC Quality Frame Work (PSG 2023 RIPE and PREE) in Dean's Council Meeting.
20. Maintain Faculty Research Publications data, authentication and payment process
21. Preparation of the QEC Academic Clander

November 2024

22. Audit of Student Files & Transcript Verification for accuracy.
23. Begin planning for the upcoming YPR cycle 2024-25.
24. Seek the approval of Updated PHD Rules and Regulations in December 2024
25. Self-Assessment Reports (SAR): Preparation of SAR to evaluate and reflect on academic programs. Shortlist the SARs
26. PGPR/GPR/PREE review preparation
27. Started working on RIPE review
28. Monitor the implementation of action plans of PGPR and IPE

December 2024

29. 19th Convocation 2024
30. PGPR/GPR/PREE review preparation
31. RIPE review preparation
32. Meeting with Deans/HoDs regarding Self-Assessment Report for the year of 2024-25

January 2025

33. Planned Orientation Session with Coordinators & Faculty regarding Self-Assessment Report for the year 2024-25
34. Orientation Session with Program Teams regarding Self-Assessment Report for the year 2024-25
35. Start working on Accreditation: NBEAC
36. Maintain Faculty Research Publications data, authentication and payment process

February 2025

37. Conduct Review of Institutional Performance and Enhancement (RIPE)
38. Turnitin Similarity Checks for thesis submissions to maintain academic integrity.
39. Arrange training workshop for the new faculty regarding Turnitin, how to use it

March 2025

40. Conduct Post Graduate Program Review (PGPR/GPR/PREE) 2024-25
41. Faculty/Course Evaluations (Spring semester) gather insights for program improvements.

April 2025

42. Yearly Progress Report (YPR) Preparation: Documenting progress and strategies for HEC
43. Maintain Faculty Research Publications data, authentication and payment process

May 2025

44. Monitor the implementation of action plans.
45. Finalize the (Implementation Plans against RIPE, PREE, Corrective Actions)

June 2025

46. Thesis Evaluations & Turnitin Checks for the summer session.
47. Data collection for global university rankings (THE, QS).
48. Deans Council and Management Committee Meeting
49. Finalize the YPR data for 2024-25

Ongoing Activities Throughout the Year

1. Statutory Bodies Meetings (BOS, BOF, BASAR, Academic Council)

The General Manager of Quality Assurance attends all scheduled meetings for statutory bodies, including the Board of Studies (BOS), Board of Faculty (BOF), Board of Advanced Studies and Research (BASAR), Academic Council, Deans Council and Management Committee Meetings.

2. Rankings (National and International)

Continuous data collection and analysis for participation in UI GreenMetric, QS World University Rankings, Times Higher Education (THE), and HEC rankings, ensuring BNU's sustained competitiveness and compliance.

3. Turnitin Similarity Checks

Regular and ongoing Turnitin checks for theses, dissertations, and other academic work to maintain academic integrity standards.

4. Thesis/Dissertation Reviews

Continuous review of theses and dissertations as per the academic calendar to ensure quality and alignment with institutional and HEC standards.

5. Audit Support to Registrar Office and Exam Department

Provide consistent support to the Exam Department by auditing student files and verifying transcripts to uphold academic records' accuracy.

6. National and International Workshops, Seminars, Webinars, and Conferences

QA staff participate in relevant national and international events, conferences, and workshops as they are scheduled, promoting knowledge exchange and professional development.

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General Manager Quality Assurance

Beaconhouse National University