Activity Calendar of QEC for the year 2023-24, LCWU for HEC

Activity	Expected Timeline
MS/ M. Phil & PhD Review	
Compilation and Submission of Admission Report for MS/MPhil and PhD programs of LCWU for Fall Semester.	(September 2023 - October2023)
Compilation and Submission of Admission Report for MS/MPhil and PhD programs of LCWU for Spring Semester.	(January 2024 - February 2024)
Conducting MS and PhD Review Visit	(December 2023 - March 2024)
Finalizing the Review Visit Reports	(January 2024 - May 2024)
Implementation plans and Corrective actions	(January 2024 - May 2024)
Review of Institutional Performance and Enhancement (RIPE)	
Compilation of Institutional Performance Report (IPR)	(December 2023- February 2024)
Notification of Review Panel	(February 2024)
Conduction of self-RIPE Visit	(March 2024 - April 2024)
Finalizing self-RIPE Visit Report, Preparation of Implementation Plan and Report Status of Corrective Actions.	(April 2024 - May 2024)
Self-Assessment Process	
Constituted Program Teams for preparation of SARs of Programs of LCWU given in the target of HEC along with 17 programs of Samnabad College (Affiliated Colleges).	Notified on May/June 2023
Receiving and Finalizing of SARs	(November 2023-February 2024)
Conducting Assessment Team Visits	(February2024-March 2024)
Preparing Executive Summaries and finalizing Implementation Plans	(April-May 2024}
Corrective Actions of implementation Plans of due Programs	(May-June 2024)
Follow up- procedures required for Accreditation in 03 Affiliated Colleges.	Round the year 2023-24
Conduction of Surveys	
Initiation of following surveys and compiling of analysis reports as per received data:	
Course Evaluation by Student	(December 2023 — April 2024)
Teachers' Evaluation by Student	(December 2023 — April 2024)
Graduating Student Survey	(October 2023 - May 2024)
Alumni Survey	(October 2023 - May 2024)
Employer Survey	(December 2023 - April 2024)
Course Evaluation by Teacher	(December 2023 — April 2024)
EXCAC	
Look after the academic quality of affiliated colleges	Round the year 2023-24
Additional Tasks as given by the University Competent Authority	
Participation in the meetings of statutory bodies i.e., Syndicate, ASRB, Academic Council, Finance & Planning, BOF & BOS.	Round the year 2023-24
As convener University Ranking Committee Director QEC is working on data required for National and International Rankings	Round the year 2023-24
Preparation of Yearly Progress Report (YPR) for HEC	July 2024

Preparing University Annual Report	As per University requirement
Participation as convener/member/secretary in working of different committees i.e., University Ranking Committee, implementation of undergraduate policy committee, Grievance committee, scholarship committee, Plagiarism Standing Committee, Examination committee, Committee for allocation of course codes, Committee for revising examination regulations, committee for recommendation of best university teacher award/civil awards, Workload committee, and Affiliation committee, etc.	Round the year 2023-24
Preparation of HEC Statistics	As per HEC requirement
Conducting Seminars/Workshops etc.	Round the year 2023-24
Compilation of data for Pakistan Bureau of Statistics	As per PBS requirement
Vetting policies of research journals of LCWU for approval from statutory bodies.	Round the year 2023-24
Timetable Management	Round the year 2023-24
MS and PhD Admission Reports before Admission	Before the beginning of Fall and Spring semesters.
Facilitation in accreditation/re-accreditation of programs with concerned accrediting councils	Round the year 2023-24
Facilitation in submission of NOC application for new MS/PhD programs	Round the year 2023-24

NOTE: *Please note that the above timeline of defined activities is tentative and can be adjusted asper circumstances.*

Verified by

30/10/23
Dr. Arham Shabbir
Director QEC

Vice Chancellor