



## Activity Calendar of QEC for the year 2024 - 25, LCWU for HEC



Activity	Expected Timeline
<b>Graduate Program Review (GPR)</b>	
Compilation and Submission of Admission Report for MS/MPhil and PhD programs of LCWU for Fall Semester.	(September 2024 - October 2024)
Compilation and Submission of Admission Report for MS/MPhil and PhD programs of LCWU for Spring Semester.	(January 2025 - February 2025)
Conducting MS and PhD Review Visit	(December 2024 - March 2025)
Finalizing the Review Visit Reports	(January 2025 - May 2025)
Implementation plans and Corrective actions	(January 2025 - May 2025)
<b>Review of Institutional Performance and Enhancement (RIPE)</b>	
Compilation of University Portfolio Report (UPR)	(December 2024 - February 2025)
Notification of Review Panel	(February 2025)
Conduction of self-RIPE Visit	(February 2025 - April 2025)
Finalizing self-RIPE Visit Report, Preparation of Implementation Plan & Report Status of Corrective Actions.	(April 2025 - June 2025)
<b>Program Review for Effectiveness &amp; Enhancement (PREE)</b>	
Constituted of Program Teams for preparation of at-least one Self-Assessment Report (SAR) based on the PREE standards, for one program from each faculty of LCWU, given in the target of HEC for the year 2024-25.	Notified in Nov/Dec 2024
Receiving and finalizing of SARs	(December 2024 - February 2025)
Conducting Assessment Team Visits	(March 2025 - April 2025)
Preparing Executive Summaries and finalizing Implementation Plans	(April - May 2025)
Corrective actions report for all SARs completed by the end of the 2023-24 academic year.	(May-June 2025)
Follow up- procedures required for Accreditation in all Affiliated Colleges of LCWU.	(Round the year 2024-25)
<b>Conduction of Surveys</b>	
Initiation of following surveys and compiling of analysis reports as per received data:	
Course Evaluation by Student	(September 2024 — February 2025)
Teachers' Evaluation by Student	(September 2024 — February 2025)
Graduating Student Survey	(December 2024 - April 2025)
Alumni Survey	(December 2024 - April 2025)
Employer Survey	(December 2024 - April 2025)
Course Evaluation by Teacher	(December 2024 — April 2025)
<b>Quality Enhancement Cell, Affiliated Colleges (QEC AC)</b>	
Look after the academic quality of affiliated colleges	Round the year 2024-25
<b>Additional Tasks as given by the University Competent Authority</b>	
Participation in the meetings of statutory bodies i.e., Syndicate, ASRB, Academic Council, Finance & Planning, BOF & BOS.	Round the year 2024-25
As convener University Ranking Committee Director QEC is working on data required for National and International Rankings	Round the year 2024-25
Preparation of Yearly Progress Report (YPR) for HEC	July 2025


Preparing University Annual Report	As per University requirement
Participation as Convener/Member/Secretary in working of different committees i.e., University Ranking Committee, Faculty / Administrative Grievance Committee, University Scholarship committee, Plagiarism Standing Committee, Committee for recommendation of Best University Teacher Award/Civil Awards, Workload Committee, University Affiliation Committee and Rationalization Committee.	Round the year 2024-25
Preparation of HEC Statistics	As per HEC requirement
Conducting Seminars/Workshops etc.	Round the year 2024-25
Compilation of data for Pakistan Bureau of Statistics	As per PBS requirement
Research Publication Verification	Round the year 2024-25
Timetable Management and Monitoring of Class Conduction	Round the year 2024-25
MS and PhD Admission Reports before Admission	Before the beginning of Fall and Spring semesters.
Facilitating LCWU departments in accreditation/re-accreditation of programs with concerned accrediting councils	Round the year 2024-25
Facilitating LCWU departments in submission of NOC application for initiation of new MS/PhD programs	Round the year 2024-25

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

Verified by

  
Hadi Iqtadar 19-11-24  
Director QEC

Approved By:

  
Prof. Dr. Uzma Qureshi  
Vice Chancellor, LCWU

VICE CHANCELLOR  
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