QEC Activity Calendar - 2023-2024

S#	Activity	Date	Category
1.	Frequent visits of different departments for course folder/file checking especially one week before final examinations	01-08-2023 till 11-08-2023	UoS/QEC-IQC
2.	Academic Audit Committee (AAC) visits to selected departments and report/minutes/recommendations submissions to QEC for review.	01-08, 2023 01-10-2023	UOS/QEC-IQA
3.	Letter/Email to Heads of departments and Deans regarding nomination of Program Team (PTs) Members for 2023-2024.	22-08-2023	SAR
4.	Program Teams Formation (PTs) after seeking nominations from Academic Heads & Vice Chancellor, UOS and approval for Capacity building Seminar with external resource person.	13-09-2023	SAR
5.	Survey Reports for all BS programs at University of Swat including Teacher evaluation and courses evaluations for Spring, 2023.	15-09-2023	YPR
6.	Approval and Sending letter /Email for writing SARs to all departments of University and Sub campuses and affiliated colleges of University of Swat.	20-09-2023	SAR
7.	Approval of QEC activity Calendar in light of QAA Targets and sharing with QAA officials and Visible Display on University QEC webpage	30-10-2023	YPR-QAA-
8.	Updated and Functional Quality/QEC related webpage with desired information such as QEC activity calendar, QEC Vision, Quality Policy, QEC Personnel information and Focal Persons, QEC-Newsletter containing outcomes of QA Reviews and compliance of IPE, PGPR, SARs, Accreditations of programs and all other initiatives year wise.	24-10-2023	PSG-2023
9.	Capacity Building Trainingon Teaching and Learning for SAR Writing Processes for Awareness of Program Team Members ofUniversity of Swat and Sub-Campuses with Internal QEC resource person as well as External Resource Person.	21-11-2023	SAR
10.	Capacity Building Training on Teaching and Learning for SAR Writing Processes for Awareness of QEC Focal Persons of affiliated Colleges of University of Swat with internal resource person(s)	22-11-2023	SAR
11.	Review the draft QA Framework available at HEC website and effectively participate in finalization of Revamped QA Framework (subject to authorization from VC).	30-11-2023	PSG-2023
12.	Assessment Teams formation (ATs) for University, Sub-Campuses and Affiliated Colleges, (Acs) University of Swat	11-12-2023	SAR
13.	Awareness Seminar for ATs Members of University of Swat, its Sub-Campuses and Affiliated Colleges (Acs)	20-12-2023	SAR
14.	Follow up awareness Webinar for Assessment Team Members of University of Swat, Sub Campuses and Affiliated Colleges	21-12-2023	SAR
15.	Approval of University Quality Policy and Visible Display on University Webpage	29-12-2023	PSG-YPR
16.	Approval of Institutional Quality Circle (IQC) as per PSG-2023 from VC, UoS to complement efforts of existing Academic Audit Committee (AACs) initiative.	29-12-2023	PSG-YPR-QEC-UoS
17.	Visits to University Sub Campus(s) as part of inspection Teams (QEC Director or his team members from QEC staff at UoS).	11-12-2023 - 03-02-2024	SAR
18.	Inspection Visits to affiliated colleges (QEC Director or his team members from QEC staff at UoS).	05-03-2024 -till- 09-04-2024	UoS-IQA-IQC
19.	Ensure the PTs and ATs processes are completed and Corrective actions suggested communicated to concerned quarters.	15-03-2024	SAR
20.	QEC Review of University Curriculum and Recommendations for revisions in light of SARs and Feedback Surveys of Past cycles and HEC directives issued from time to time.	30-03-2024	QEC-UOS-IQC
21.	Self-RIPE and Post Graduate Program Self Review or (Any other QAA directivesrelated activity in lieu of preceding ones as communicated after training of QEC staff on PSG by HEC-QAA).	16&17-04-2024	HEC-YPR
22.	Survey Reports for Fall, 2023 all departments of the University of Swat	April-May 2024	HEC-UoS-IQA
23.	Adoption and Implementation of UG, GEP, Anti-Plagiarism Policy or any other QA	15-05-2024	HEC-YPR
24.	Publication of QEC Annual Newsletter for Website Issue 2, 2023-2024	20-06-2024	UOS-IQC
25.	Compilation of YPR for HEC/PSG reports	30 June, 2024	HEC-YPR