

Proposed QEC Activity Calendar

For

(2025 -2026)

**In light of Annual Targets for YPR-2025-2026 assigned
by QAA-HEC, Islamabad to University of Swat**

**Quality Enhancement Cell
UNIVERSITY OF SWAT**

Head of institution Signature & Stamp

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**Vice Chancellor
University of Swat**

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Activity Calendar of QEC University of Swat for cycle 2025- 2026

Months		Activities
July 2025	1 st Week & 2 nd Week	- Frequent Visits of Different departments for course folders checking, especially one week before final examinations. Ensuring that IQA-EQA are practices are ensured. throughout 2025-26 - The 1st Board of Studies (BoS) meeting of Hunarkada Center of Excellence for Art and Culture, University of Swat, held 2nd July, 2025.
	3 rd Week	- WURI Rankings correspondence and certificate acquisition, - Active participation in 1st Board of Studies (BoS) meeting of Hunarkada Center of Excellence for Art and Culture, University of Swat, held July, 2025.
	4 th Week	- Preparation for Compilation of Yearly Progress Report to QAA-HEC before the deadline of 15 August - The 6th Meeting of the Board of Studies (BoS), Department of Media and Communication Studies, University of Swat, held 25th July, 2025. - The 6th Board of Studies (BoS) Meeting of the Department of Law & Shariah, University of Swat, held, 31st July 2025.
August 2025	5 th & 6 th Week	- Final submission of Yearly Progress Report Before the deadline of 15 August 2025 as per part practice preferably YPR should be submitted one week ahead of deadline. - As non-Voting member the QEC Director will participate in following curriculum revisions and strive for incorporation of HEC polices in True Letter and Spirit as demanded in Targets assigned in 2025-2026 - The 6th Board of Studies (BOS) meeting of the Department of Islamic and Arabic Studies, University of Swat, held 12th August, 2025. - The 7th Board of Studies (BoS) meeting of the Center for Management and Commerce, University of Swat held, 12th August, 2025. - The 5th Board of Studies (BoS) meeting of the Center for Education and Staff Training, University of Swat held, 12th August, 2025, 2025. - The 6th Board of Studies (BoS) meeting of the Center for Animal Sciences and Fisheries, University of Swat held, 12th August, 2025. - The 6th Board of Studies (BoS) meeting of the Department of Mathematics and Statistics, University of Swat held, 15th August, 2025.
	7 th Week	The 6th Board of studies (BoS) meeting of the Department of Environmental and Conservation Sciences (DE&CS), University of Swat, held, 19th August, 2025.
	8 th Week	The 6th Board of Studies (BoS) meeting of the Center for Animal Sciences and Fisheries, University of Swat held, 12th August, 2025.

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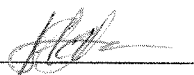


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		The 6th Board of studies (BoS) meeting of the Department of Environmental and Conservation Sciences (DE&CS), University of Swat, held, 19th August, 2025.
	9 th Week	- The 5th Board of Studies (BoS) of the Department of Psychological Studies, University of Swat scheduled to be held, 29th August, 2025. - The 5th Board of Studies (BoS) meeting of Institute of Chemical Sciences (ICS), University of Swat scheduled to be held, 28th August, 2025.
September 2025	10 th Week	The Board of Studies (BoS) meeting for Department of Home Economics, Women Campus, University of Swat, held 1st September, 2025.
	11 th Week	Seeking Approval for complete automation of conduct of feedback surveys via CMS
	12 th Week	Devise Semester Regulations for AD Programs in line with HEC policies
	13 th Week	14th Academic Council meeting participation as non-voting member - Ensuring the advisories/communication related to inclusion of Foreign Languages teaching of friendly countries, internships (structured) and mandatory certifications in UG Computer Science undergraduate degree as discussed for onward recommendation to Syndicate
October 2025	14 th Week	Participation in the 5th Board of Studies (BoS) meeting Institute of Forest Sciences, University of Swat, held 8th October, 2025 (As non-voting member)
	15 th Week	- Ensuring Participation in UI GYM Green Matric HEC organized Rankings. - ASRB participation as non-voting member of statutory bodies.
	16 th Week	Approval of Activity Calendar and sharing with QAA officials via email before 30th November, 2025 and onward shairing with QAA before 30 November 2025 upon seeking approval from IQC.
	17 th Week	Letter/Email to Heads of departments and Deans regarding nomination of PT nominations for 2025-26 of SAR & PREE writing Processes
	18 th Week	Participation by way of data submission to UIGreen metric Rankings Indonesia in line with requirements mentioned in YPR-2025-2026 assigned by QAA-HEC

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		SCALE Student council for Academic Learning and Enhancement Approval from Competent Authority
Months		Activities
November 2025	19 th Week	- Program Teams Formation (PT) after upon nominations from Academic Heads & Vice Chancellor, UOS - Periodic visit to QAA-HEC regarding any pending issues and other matters for resolving in HEC (if any reported from Acad. departments)
	20 th Week	- Conduct of 2nd IQC Meeting for Confirmation of First Heads/IQC members meeting - Seminar for PT members for university faculty on "SAR writing" for University of Swat and Sub-Campus PT members
	21 th Week & Week 22 nd	- Seminar/Training for PT Members at Sub Campuses and Affiliated Colleges faculty on "SAR & PREE writing - Seminar/Training for PT Members at Main Campus and Sub Campuses faculty on "SAR & PREE writing with external resource person - Feedback Surveys Conduct before final term examinations subject to closure of semester keeping in view the Government announcement of Winter holidays - Conduct of Survey Reports via CMS as Notified by University - Graduating Students - Alumni - Employer Survey - Faculty Course Evaluation by Teacher
December 2025	23 rd Week	Ensuring participation in WURI rankings before the deadline of 5th December 2025.
	24 rd Week	Approval of Assessment Teams Formation (Ats) at University of Swat, Sub-Campuses and Affiliated Colleges
	25 th Week	Follow up of SAR Reports submission Main Campus, Women Campus and Affiliated Colleges
	26 th Week	Follow up of SAR/PREE Affiliated Colleges via WhatsApp Groups and Letters/Email
January 2026	27 th Week	Letter for sending all SAR reports to AT focal persons
	28 th Week	Report compilation and submission of findings to VC along with Executive Summaries
	29 th Week	Research Publications data collection in coordination with ORIC Office

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	30th & 31st Week	Request for APQN Membership to Competent Authority for approval. Any other International network which satisfies QAA requirements will also be assessed
February 2026	32st Week	- Start; Preparing for next IPER for evaluation period 2025-26 - Ensuring HEC Criteria for Graduate Admissions are fulfilled before new intake ratio of supervisor to scholar is maintained by ASRB and Departmental Heads as communicated in GPR 2024-2025 reports
	33rd Week	
	34rd Week	
	35th Week	
March 2026	36th Week	- Letter to all Deans regarding PhD Program Review and MS/MPhil & Equivalent Program Review - Approval for Self- MPhil & PhD Program Review - Obtaining of GPR updated proformas from HoD/Deans - Obtaining GPR/Forms from Dir A&R for Completion of MPhil & PhD Review Dossiers - Refresh
	37th Week	- Follow up affiliated colleges for SARs and statistical data - List of Active Programs Collection from Academics duly signed by Registrar
	38th & 39th Week	- Follow up of Course Files/Graduate-supervisory files. New proformas to be used. - Submission of THE WUR data for final submissions/confirming online portal.
April 2026	40th Week	Routine Visits to Departments for checking course folders and advocating for accreditation of programs under the purview of accreditation councils to ensure their certificates of accreditation are valid by 30 June, 2025.
	41st Week	- Self-Graduate Program Review (GPR) before the deadline of 30th April, 2026 - Continuous Quality Improvement
	42rd 43th & 44th Week	- Conduct of Self RIPE with at least one external evaluator - Conduct of 3rd&4th IQC meeting
May 2024	44th & 45th Week	

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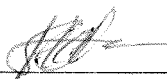


	46 th Week	- Review/Revision of Curriculum (Internal) and compilation of details/frequency of BOS, BOF, Academic Council, ASRB, F&PC, Senate, Syndicate - IPER report preparation
	47 th Week	
	48 th Week	
June 2024	49 th Week	- Feedback Surveys through CMS preferably in staggered manner - Conduct of Survey Reports - Graduating Students - Alumni - Employer Survey - Faculty Course Evaluation by Teacher
	50 th Week	Report Preparation of Feedback Surveys to inform forthcoming conduct of BOS
	51 st Week	- IQC 3rd Meeting and approval for YPR in anticipation of submission - Approval of 2nd IQC minutes and agenda items as well as any supplementary agenda as deemed anticipated in contingency planning
	52 nd Week	Publication of QEC Annual Newsletter volume 3 Issue 3 for online over University Website



Director QEC
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