



Capital University of Science and Technology

Islamabad Expressway, Kahuta Road, Zone-V, Islamabad

Phone: +92 51 111 555 666, Fax: 92 51 4486705

Email: info@cust.edu.pk, Website: <http://www.cust.edu.pk>

QEC Activity Calendar 2023-24

Months	QEC Activities
JULY	Yearly Progress Report (YPR), 2022-2023
	Graduating Students Exit Survey Report — Spring 2023
	Course & Teacher Evaluation Survey Data Analysis – Spring 2023
	Professional development Workshop on “How to conduct a scientific Research”
	41 st QAC Meeting
	Participation in Board of Studies meeting
	Participation in Academic Council meeting
AUGUST	Yearly Progress Report (YPR), 2022-2023
	Course & Teacher Evaluation Data Analysis and Report Preparation – Spring 2023
	HEC – National Ranking Data Collection
	Workshop on Role of SDGs in development of PLOs and CLOs
	Workshop on Preparation of Self-Assessment Report (SAR)
	Participation in BASR meeting
SEPTEMBER	Initiate SAR 1st Cycle of Academic Programs
	Initiation of SARs Action Taken and Updating Process 2 nd Cycle
	Review the Implementation Status of Corrective Actions as per IPE/PGPR Implementation Plan
	Initiate Faculty Satisfaction Survey – 2023
	HEC – National Ranking Data Collection
	Workshop on the subject of Effective Teaching Methodologies
	Workshop on Preparation and Evaluation of Self-Assessment Report (SAR)
	Participation in Board of Studies meeting
	Participation in Academic Council meeting
	Participation in Board of Faculty meeting
	Participation in Executive Committee meeting

October	Freshman Survey Data Collection Fall – 2023
	Freshman Survey Data Analysis and Report Compilation– Fall – 2023
	Data collection for Times Impact Ranking – 24
	Submission of Data for HEC – National Ranking
	Workshop on Continuous Quality Improvement (CQI)
	Quality Assurance Sub-Committee (QAC) Meeting
	Participation in Board of Studies meeting
	Review and brief of HEC’s revamped QA Framework to all members of QEC Department
NOVEMBER	Preparation plan of Self-Institutional Performance Evaluation (IPE)
	Preparation of Self Postgraduate Program Review (PGPR)
	Data Compilation of QEC Annual Report
	Faculty Satisfaction Survey Data Collection – 2023
	Submission of data on Times Higher Education portal for Times Impact Ranking – 24
	Capacity Building Workshop for Faculty on Pedagogy
	QAC Sub-committees’ meetings on Institutional teaching and learning Quality Framework and Ph.D. Graduate Quality Framework
	Briefing session on “PSG-23 HEC Quality Framework” with Vice Chancellor
	Preparation Plan of Program Self-Assessment Document and Institutional Self-Assessment Document
DECEMBER	Action Taken Report 2 nd cycle
	Preparation of Self-Institutional Performance Evaluation (IPE)
	Preparation of Self Postgraduate Program Review (PGPR)
	Faculty Satisfaction Survey Analysis and Report Preparation–2023
	Data Preparation for QS Ranking
	Capacity Building Session for Administrative Staff on Office Management
	43 rd Quality Assurance Committee (QAC) meeting
	Initiation of preparation for Program Self-Assessment Document and Institutional Self-Assessment Document
	Institutional Performance Report (IPR) preparation and follow up committee proposal
	Developed and functional Quality related webpage at University’s official website with QEC personnel and focal persons

JANUARY	Submission of SAR 1 st cycle
	Review of Action Taken Report 2 nd Cycle
	Report Compilation and Approval of Self-Institutional Performance Evaluation (IPE)
	Report Compilation and Approval of Self-Postgraduate Program Review (PGPR)
	Preparation of QEC Annual Report
	Graduating Students Exit Survey Data Collection— Fall 2023
	Data collection process initiation of Alumni Survey 2023 in coordination with Career Service Office (CSO)
	Data collection process initiation of Employer Survey 2023 in coordination with Career Service Office (CSO)
	Presentation to Vice Chancellor on the Data Prepared for QS Ranking
	Proposal for notification of IQAE Office and IQC as official independent bodies of CUST with Terms of references and guidelines according to the HEC's revamped QA Framework
	Preparation of University's Quality Policy
	Session for Brief of Revamped QA Framework to proposed Institutional Quality Circle (IQC); Deans, HODs and Student representatives
FEBRUARY	Assessment Team (AT) Meetings for 1st Cycle
	Implementation Plan against Self IPE and Self PGPR
	Exit Survey Data Analysis and Report Preparation – Fall 2023
	Action Taken Reports against Exit Survey-Spring 2023
	Course and Teacher Evaluation Survey Data Collection – Fall 2023
	Participation in QS Ranking Year 2024 Cycle
	Participation in National QA Event
	Professional Development session for faculty
	Preparation of Program Self-Assessment Document Standards and Expectations
	Preparation of Institutional Self- Assessment Document Standards and expectations
	Proposal for notification of IPR Preparation Committee, IPR Follow-up Committee and RIPE Committee

MARCH	Preparation of AT Report and Executive Summary for 1 st Cycle
	Implementation of Self – IPE and Self – PGPR Findings as per Implementation Plan for compliance
	Collection of Departmental CRC Action Taken Reports
	Freshman Survey Data Collection– Spring – 2024
	Course and Teacher Evaluation Survey Data Analysis and Report Compilation – Fall 2023
	Departments to Submit Action Taken Reports Against Alumni and Employer Survey – 2023
	Departments to Submit Action Taken Reports Against Exit Survey – Fall 2023t
	Administrative Staff Capacity Building Session
	RIPE committees’ orientation by IQAE on QA Framework
	Preparation of Program Self-Assessment Document Standards and Expectations
	Preparation of Institutional Self- Assessment Document Standards and expectations
APRIL	Share AT Report and Executive Summary of 1 st cycle with Department
	Report preparation of YPR 2023-24
	Freshman Survey Data Analysis and Report Collection– Fall 2022
	Preparation of Program Self-Assessment Document Standards and Expectations
	Preparation of Institutional Self- Assessment Document Standards and expectations
	Departments to Submit Action Taken Reports Against Alumni and Employer Survey – 2023
MAY	Review of YPR 2023-2024 (Completion)
	Capacity Building Session on CQI with Department of English – 2nd Session
	Preparation of Program Self-Assessment Document Standards and Expectations
	Preparation of Institutional Self- Assessment Document Standards and expectations
JUNE	Initiation of SAR 3 rd Cycle
	Departments to submit Action Taken Report on 1 st cycle SAR
	Yearly Progress Report (YPR) FY 2023-2024 (Approval)

	Course & Teacher Evaluation Survey Data Collection – Spring 2024
	Exit Survey Data Collection – Spring 2024
	45 th Quality Assurance Committee (QAC) Meeting
	Preparation of Program Self-Assessment Document Standards and Expectations
	Preparation of Institutional Self- Assessment Document Standards and expectations