



QEC ACTIVITY CALENDAR

2023-24



October 30, 2023

Quality Enhancement Cell

National College of Business Administration & Economics, Lahore

QEC ACTIVITY CALENDAR 2023-24

Sr.#	Month	Year	Activity/task
1	July	2023	<ul style="list-style-type: none">• Preparation of Yearly Progress Report of QEC for the year 2023• Organization of training sessions on University Wide Data (UWD) to QEC focal persons of the Departments
2	August	2023	<ul style="list-style-type: none">• Preparation and submission of Yearly Progress Report (YPR) of QEC to HEC
3	September	2023	<ul style="list-style-type: none">• Preparation of PGPR visit of HEC 2023• Inspection of student, course and faculty files for HEC PGPR visit 2023
4	October	2023	<ul style="list-style-type: none">• Conduction of HEC visit to review the MPhil & PhD programs at NCBA&E
5	November	2023	<ul style="list-style-type: none">• To organize World Quality Day at main campus and Sub-campus• Planning and conduction of Alumni Survey
6	December	2023	<ul style="list-style-type: none">• To organize workshop/webinar on publications of research papers in impact factor journals• Planning and conduction of Employer Survey
7	January	2024	<ul style="list-style-type: none">• Conduction of SAR program teams (PT) training and preparation of remaining programs SARs• Planning and Conduction of Graduating Student Survey• Awareness session with QEC focal persons regarding QEC activities
8	February	2024	<ul style="list-style-type: none">• Planning and Conduction of Teacher Course Evaluation by Undergraduates and Post Graduate students• Arranging of annexures/notifications of UPR 2023-24• Preparation of Review of Institutional Performance and Enhancement Report (RIPE) 2023-24

			<ul style="list-style-type: none"> • Organization of awareness session on International day of Women and Girls in Science
9	March	2024	<ul style="list-style-type: none"> • Issuance of notification of annual IPE to internal and external members • Planning and organization of RIPE • Organization of awareness session on International Women's day
10	April	2024	<ul style="list-style-type: none"> • Preparation of implementation plan and corrective actions against findings of internal RIPE report • To organize workshop on quality assurance in higher education
11	May	2024	<ul style="list-style-type: none"> • Arranging of Annexures/Notifications of YPR 2023-24 • Organization of awareness session on fire safety
12	June	2024	<ul style="list-style-type: none"> • Preparation of Yearly Progress Report (YPR) of 2023-24 • Organization of awareness session on World Environment Day

Note:

- QEC NCBA&E has successfully organized HEC Program review in October 2023.
- Any other task assigned by Rector or HEC.

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