



THE UNIVERSITY OF MODERN SCIENCES

QEC ACTIVITY CALENDAR 2025-26



Month	Planned Activities	Details
July 2025	Follow-up of first IQC meeting	Prepare Action Plan/Approval and follow-up on agenda items of first IQC meeting
	Faculty / Course Evaluation Feedback (Spring 2025)	Conduct Faculty/Course evaluation survey (<i>Online</i>)
	Monitor the Implementation Plans (External Audits of PREE/SARs) conducted in Jan-Mar, 2025	Review of Audit Reports of all academic departments progress in light of AT findings suggested corrective Action Plan
	Review of Course Folders (Spring 2025)	Evaluate the content of course folders of all academic departments and Prepare Report
	Yearly Progress Report (YPR)	Initiate the Process to collect Data from various offices
	Survey of Graduating Students (Exit Survey)	Initiate the Process to conduct the surveys in coordination with ALUMNI Office
	<i>Review of Monthly Tasks</i>	<i>Internal Meeting of QEC Department for better planning of the activities</i>
Aug 2025	UI Green Metric Rankings	Initiate the process to collect data against different heads for submission to Green metric Rankings
	Survey of Graduating Students (Exit Survey)	Analyse Data and prepare report in coordination with ALUMNI Office
	QEC Annual Progress Report / Presentation (2024-2025)	Preparation, Compilation and Reviewing of Data of Annual Report / Progress Presentation
	Submission of Yearly Progress Report (YPR) to HEC against targets with evidences [July 1, 2024 to June 30, 2025]	The Quality Enhancement Cell (QEC) is required to complete the University's Yearly Progress Report (YPR) and conduct a thorough internal review prior to its submission. The finalized YPR must be submitted to the Higher Education Commission (HEC) before the official deadline, i.e., August 15, 2025.
	2nd IQC Meeting	Prepare agenda Items/working paper for Approval of IQC meeting Prepare/communicate Minutes of Meeting with all members
	<i>Review of Monthly Tasks</i>	<i>Internal Meeting of QEC Department for better planing of the activities</i>
Sep 2025	Outstanding Teacher Award 2024-25	Nominees for Outstanding Teacher Award 2024-25 to be forwarded by departments Case to be processed for approval of Honorable VC/Chancellor.
	Follow-Up of RIPE conducted in June 2025	Review of Implementation Plan and Progress in light of findings of external evaluator
	Prepare Draft of QA Policy	Prepare draft of QA policy according to QAA - HEC revised framework
	Submission of Activity Calendar to HEC	Thorough review the activities planned and submit the calendar to HEC
	Submission of Data to UI Green Metric Ranking	Complete the Process of Data submission for Green metric ranking
	<i>Review of Monthly Tasks / Review of First Quarter Tasks</i>	<i>Internal Meeting of QEC Department for better planing of the activities</i>

Oct 2025	Training for Managers/Admin Heads of TUMS	QEC will conduct an In-house training session for capacity building and skills
	Review Accreditation Council status	Dean Academics to supervise the process
	Submission of Data to International Rankings	Explore and submit necessary data required by the criteria /standards agencies for ranking
	<i>Review of Monthly Tasks</i>	<i>Internal Meeting of QEC Department for better planning of the activities</i>
Nov 2025	Staff Satisfaction Survey	Conduct and analyze the results of staff survey
	Follow-Up of RIPE conducted in June 2025	Review of Implementation Plan and Progress in light of findings of external evaluator
	Trainings on QAA Revised Framework/Emerging Trend	Guest Lecture/Awareness session on Quality Assurance to be conducted for Program Teams, QEC members and Faculty members
	<i>Review of Monthly Tasks</i>	<i>Internal Meeting of QEC Department for better planning of the activities</i>
Dec 2025	Students Surveys (Faculty/Course Evaluation)	Initiate the Process to collect Data against different heads for submission to Green metric
	3rd IQC Meeting	Prepare agenda Item/working paper for Approval of IQC meeting Prepare/communicate Minutes of Meeting with all members Prepare/Coordinate with other offices to prepare Documents for Approval of agenda items
	Review of QEC Activities / Bi-annual Progress	Internal Meeting of QEC Department for better planning of the activities

Jan 2026	Membership of International Quality Networks	For example, Pakistan Network for Quality Assurance in Higher Education (PNQAHE)
	Follow-up of Green Metric Ranking Score	Analysis to be carried out in light of report provided by UI Green Metric for further improvements
	<i>Review of Monthly Tasks</i>	<i>Internal Meeting of QEC Department for better planing of the activities</i>
Feb 2026	Teacher and Course Evaluation (Fall 2025)	Conduct of Faculty and Course evaluation survey using online/QoBE Share Score / Detailed analysis with HoDs
	Review of Course Folders (Fall 2025)	Dean Academics will Evaluate the content of course folders of all academic departments and Prepare Report Communicate the findings to HoDs/QA Coordinators of all Departments
	Renewal of PNQAHE membership fee	Case to be processed by QEC for renewal of Pakistan Network for Quality Assurance in Higher Education (PNQAHE) annual membership fee
	<i>Review of Monthly Tasks</i>	<i>Internal Meeting of QEC Department for better planing of the activities</i>
Mar 2026	Guest Lecture/Training on Quality Assurance	Guest Lecture/Training on Quality Assurance to be conducted for Program Teams, QEC members and faculty
	Participation in International Conference related to QEC	Case to be processed by QEC for participation in the International Conference (e.g, PNQAHE)
	<i>Review of Monthly Tasks</i>	<i>Internal Meeting of QEC Department for better planning of the activities</i>

Apr 2026	Employer Survey	Employer Survey to be conducted online QEC will analyze the results and share for review of VC/IQC
	Alumni Survey	Alumni Survey to be conducted online using Google form QEC will analyze the results and share for review of VC/IQC
	Membership renewal of APQN	Case to be processed by QEC for renewal of Asia Pacific Quality Network membership fee
	Faculty Satisfaction Survey 2025-26	QEC will conduct Faculty Satisfaction Survey online Analysis of the Survey to be shared for review of VC/IQC
	4th IQC Meeting	Prepare agenda item/working paper for Approval of IQC meeting Prepare/communicate Minutes of Meeting with all members Prepare/Coordinate with other offices to prepare Documents for Approval of agenda items
	<i>Review of Monthly Tasks</i>	<i>Internal Meeting of QEC Department for better planing of the activities</i>
May 2026	Start of RIPE 24-25	QEC require to intimate IPR (Institutional Performance Report) committee to prepare RIPE standards QEC facilitate the IPR committee to collect evidances/data requirement from concerned stakeholders
	Compliance of External Audit 2025-26	QEC will monitor the progress and compliance of departments as per disseminated action plan
	Conduct of RIPE 24-25 as per revised criteria	Conduct the Self-RIPE by RIPE Review Committee (with extrenal member)
	Review of HEC Guidelines and Correspondance	QEC required to review its submissions / participation in HEC meetings etc.
	<i>Review of Monthly Tasks</i>	<i>Internal Meeting of QEC Department for better planing of the activities</i>
Jun 2026	Review the QEC Budget for 2025-26 and Propose budget for fiscal year 2026-27	Review Budget for 2025-26 and propose budget for fiscal year 2026-27 in coordination with Finance
	Report of RIPE review for compliance	QEC will analyze the report (of external reviewer) and seek approval of VC/IQC for onward dissemination to stakeholders for compliance
	Disbursement of Audit Reports of 2025-2026 to respective Departments	Presentation to Competent Authority
	Compliance Report of External Audits 2024-2025	Presentation to Competent Authority
	University Annual Report 2025-26	Initiate the process to collect data of activities from 1st July 2025 to 30th June, 2026
	<i>Review of Yearly Progress Report Activities</i>	<i>QEC will review the progress of yearly progress report / activities</i>

Remarks: Approved by the Institutional Quality Circle (IQC) of the University in its 3rd meeting held on November 13, 2025.

Prepared by,

Mohammad Nabeel Khan
Director QEC

Director QEC
The University of Modern Sciences
Tando Muhammad Khan

Approved by,

Prof. Dr. Feroz Memon
Vice Chancellor

VICE CHANCELLOR
The University of Modern Sciences
Tando Muhammad Khan