



**MIRPUR UNIVERSITY OF SCIENCE TECHNOLOGY (MUST),
MIRPUR-10250 (AJK), PAKISTAN
QUALITY ENHANCEMENT CELL (QEC)**

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QEC Activities Calendar 2024-25


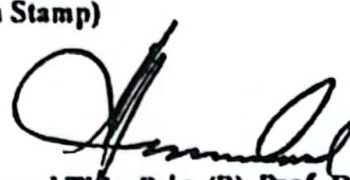
S. #	Parameter	Activity	Tentative Time Frame
1.	Progress against Institutional Performance Evaluation	Targets for RIPE	
	1.0	Preparation and Submission of YPR 2023-24 to HEC	1 Jul-23 15 Aug 2024 (Submitted to HEC on 13 th Aug. 2024)
	1.1	Preparation of Institutional Performance Enhancement Report (IPER) as per QAA guidelines 2024-25	December. 2024
	1.2	Meetings with faculty members regarding the Spring 24 evaluation score below 75%	16-30 Sep 2024
	1.3	Preparation of consolidated analysis report (PROGRAM WISE) of Student Course Evaluation, Students Teacher's Evaluation, and Faculty Course Review Report	Oct 2024
	1.4	Meeting with Affiliated Colleges regarding Online Survey Form Submission	16-30 Sep 2024
	1.5	Affiliation Committee visits	23 Sep 2024 to 10 Oct 2024
	1.6	IQC Meeting	December 2024
	1.7	Submission of RIPE to External, with request of RIPE visit)	Depends on the availability of the external
	1.8	Revisit/corrective actions taken against Self IPE 2022-23 and self-RIPE of 2023-24	Oct. Jan 2025
	1.9	Review Evidence preparation for 16 Standards of RIPE	Nov. 2024

	1.10	RIPE Review Committee Meeting	1 st Nov to 15 th Nov. 2024
	1.11	Preparation of RIPE Compliance Report 2023-24 after Self Review visit	Depending on Visit
	1.12	IQC Meeting	May-June 2025
2	Progress against Program Self-Assessment	Targets for SARs	
	2.1	SAR preparation on PREE request to concerned departments	Sep 2024
	2.2	Nominations of ATs and PTs through departments of Main Campus and Affiliated Colleges	last week of Oct. 2024
	2.2	Approval of ATs and PTs of Main Campus and Affiliated Colleges	2 nd and 3 rd week of Nov. 2024
	2.3	Corrective Actions for all SARs completed till 2023-24	Dec. 2024
	2.5	Review of SARs of different programs of Main Campus and affiliated colleges	Dec. 2024
	2.6	AT visits of SARs for different programs of Main Campus and affiliated colleges	01 Jan to 15-Feb 2025
	2.7	Preparation of executive summaries and implementation plan	15-Feb -15 Mar 2025
	2.8	Graduating Student surveys, Alumni surveys and Employer surveys	Open from Nov. 2024 to Mar 2025
	2.9	Course Evaluation by Students, Teacher's Evaluation by Students and Faculty Course Review Report	Last week of semester Fall 2024
	2.10	Meetings with faculty members regarding the Fall 24 evaluation score below 75%	Mar 2025
	2.11	Preparation of consolidated analysis report (PROGRAM WISE) of Student Course Evaluation, Students Teacher's Evaluation, and Faculty Course Review Report	Within One month after the announcement of Terminal result of the semester Fall 2024
	2.12	Preparation of consolidated analysis report (PROGRAM WISE) of Graduating Student Survey, Alumni Survey, and Employer Survey	
	2.13	Measures taken to address the findings (including enhancement of response rate) of the following Surveys (2021-22): Graduating Student Survey	Till May 30, 2025

		Alumni Survey Employer Survey Student Course Evaluation Student Teacher Evaluation Course Evaluation by teachers	
3.	Accreditation	Targets for Accreditation	
	3.1	Meetings with HoDs for all those programs offered by the university either at Main Campus or affiliated colleges that fall under purview of any Accreditation Council for accreditation / reaccreditation from the respective council	15/11/24 - 15/12/24
	3.2	Accreditation / Reaccreditation Council visit for respective programs	Depends on the response of respective council
4.	Ph. D. Program Review and MS/M. Phil & Equivalent Program Review	Targets for PhD and M. Phil. (or equivalent) Review	
	4.1	MS / MPhil & PhD Review committee meeting	Oct. 2024
	4.2	Preparation/Review of files of students and faculty within departments offering MS / MPhil & PhD programs	Dec 2024
	4.3	MS/MPhil & PhD programs Internal Review	2-10 Dec. 2024
	4.4	Revisit/corrective actions taken against the HEC-review report of 2023-24	10-20 Oct. 2024
	4.5	Request to External Member for Self-MS / MPhil & PhD programs Review visit	Dec. 2024
	4.6	Updating/Initiating NOC records for the programs launched after 2013 (all campuses)	Nov. 2024
	4.7	Self-Review visit for MS / MPhil and PhD Programs	As per Communication with the external member
	4.8	Preparation of Compliance Report and Implementation Plan after Self- MS / MPhil & PhD programs Review Visit	Depends on the dates of visit
5.	Functioning of QEC Secretariat	Targets for Functioning of the QEC Secretariat	
	5.1	Trainings/workshops by QEC for the preparation of SAR on PREE	15-Nov to 31 st March

		of PT members of Main Campus and Affiliated Colleges	2025
	5.2	Participation and Contribution of Representative of QEC in all meetings of statutory bodies held in 2021-22	Continuous process
	5.3	Participation & Contribution in different meetings /seminars and workshops at National and International level	Continuous process
	5.4	Chasing membership of International QA bodies	Continuous process
	5.5	Meeting / Training with representatives of QEC Setup in Affiliated Colleges	February 21-25, 2025
	5.6	Preparation of QEC budget for next fiscal year	April 2025
	5.7	Participation in different National International Conferences/Workshops/Webinars	Continuous process
6.	Implementation of IEC (QA) Policies and criteria's	Targets for the Implementation of IEC (QA) Policies and criteria's	
	6.1	Meetings with Deans/HoDs/Director AS&RB/Director ORIC about IEC plagiarism policy	May 2025
	6.2	Meetings with Deans/HoDs/Director AS&RB/Director ORIC about Faculty Appointment and Admission Criteria of MS/M.Phil. and PhD	May 2025
7.	Additional Targets	Additional Targets that QEC Addresses	
	7.1	Higher Education Statistics 2023-24	Depends on the directions received from the Concerned Authority
	7.2	Submission of the Data for the UI- Green Metric University Ranking 2023-24	31 st October 2024
	7.2	Submission of the Data for the THE Impact Ranking 2023-24	11 th Nov. 2024
	7.3	Key Performance Indicators and Targets for 2023-24 to 2025-26	Depends on the

		directions received from the Concerned Authority
7.4	• QEC internal departmental meetings (time to time)	As /when required
7.4	• QEC Annual Meeting	20 th June 2025

<p style="text-align: center;">  Signature of the Director QEC (with Stamp) </p> <p style="text-align: center;"> Director Quality Enhancement Cell Univ of Sc. & Tech </p>	<p> Signature of the Vice-Chancellor (with Stamp) </p> <p style="text-align: center;">  </p> <p style="text-align: right;"> Vice Chancellor Mirpur University of Science & Technology (MUST), Mirpur </p> <p> Name and Title: Brlg. (R). Prof. Dr. Muhammad Younus Javed S.L (M) </p> <p> Address: Mirpur University of Science and Technology (MUST), Mirpur Jari-Kas Campus (AJ&K) Phone: 05827-961034 Email: vc@must.edu.pk </p>
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