



UNIVERSITY OF RASUL

DIRECTORATE OF QUALITY ENHANCEMENT CELL

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No. UOR/QEC/2025/03

Date: December 15, 2025

Mr. Wajid Ali
Deputy Director
Quality Assurance Agency
Higher Education Commission (HEC)

Subject: **ANNUAL ACTIVITY CALENDAR OF QUALITY ENHANCEMENT CELL (QEC),
UNIVERSITY OF RASUL FOR THE YEAR 2025-26**

As per your requirement, the annual activity calendar 2025-2026 is submitted for your consideration.

| Sr. No. | Activity | Tentative Month |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 01. | Establishment of QEC Secretariat Constitution of Institutional Quality Circle (IQC), as per PSG-2023 and share the Notification with QAA Preparation of Activity Calendar 2025-26 Submission of Activity Calendar to QAA HEC for record. Approval for nomination of Director QEC as non-voting member of all statutory bodies Constitution of Committee for Student Council and Academic Learning & Enhancement (Scale) and Selection of Lead Student Representative (LSR) for RIPE Constitution of Committee for University's Quality Policy Letter/Email to Head of Academic Departments/Faculties regarding nomination of Focal Persons for QEC First IQC Meeting | December 2025 |
| 02. | Selection and Notification of Focal Persons for QEC Letter/Email to Head of Academic Departments/Faculties regarding constitution/nomination of Program Teams (PTs) for the compilation/preparation of Self-Assessment Report (SAR) for 2025-26. Participation in Progress Review Meetings (PRM) Seminar for the training of PTs members and other faculty member for the preparation of SAR. Constitution of Institutional Performance Enhancement Report (IPER) Constitution of Review of Institutional Performance and Enhancement (RIPE) Constitution of Assessment Team Program Review for Effectiveness and Enhancement (PREE) training to focal persons and faculty. Second IQC Meeting | January 2026 |
| 03. | Letters to all Head of Academic Departments for the submission of SAR. Letters to Concerned Head of Academic Department, sensitizing them to expedite their programs Accreditation process with relevant Accreditation councils. | February-March 2026 |

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| | <p>External evaluation of SARs of each academic department through Assessment Team (ATs). Awareness seminars/conferences/workshops on QA Conduct Self-RIPE as per the guidelines provided by QAA Preparation for QEC webpage with desired functions, vision, quality policy, and capacity building trainings/awareness Seminars etc. Third IQC Meeting</p> | |
| 04. | <p>Continuous Quality Improvement Plan as per QAA guidelines against Self RIPE Frequent visits of different departments for checking course file and audit Visit by QEC Team A letter duly approved from Director Academics showing all the active programs in Academic year 2025-26 Course Evaluation survey by students Teacher Evaluation survey by students Faculty Satisfaction survey by Faculty Faculty course review report Analysis of online surveys data for the each Department. Approval of SAR Reports duly signed by the concerned PT, AT members from IQC Report regarding status of Sanctioned Positions of QEC Secretariat Staff (at least 05 positions i.e. 01 Head of QEC, 03 Officers of QECs (including 01 Data Analyst) and 01 Support Staff Budget Allocation for QEC Secretariat Infrastructure and Facilities Contributions and Participations in Academic QA activities Adaptation and implementation of Undergraduate, Anti-plagiarisms policy and Faculty Appointment Criteria of HEC. 4th IQC Meeting Compilation of Yearly Progress Report (YPR) and its submission to QAA of HEC.</p> | <p>April - June 2026</p> |

Campus Coordinator
 University of Rasul

Director QEC

The Vice Chancellor
 (The Chair IQC, UOR)