



UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, LAHORE

Tel. Off. 042-99213683 (042-99211449-50 Ext. 207, 270), E-mail: qec@uvas.edu.pk

Directorate of Quality Enhancement Cell (QEC)

No. QEC/ 313
Dated 25-11-24

To,

The Vice Chancellor
UVAS, Lahore

Subject: Activity Calendar of QEC for the Year 2024-25

Respected Sir,

Please find enclosed herewith "Activity Calendar of QEC for the year 2024-25"
for approval to submit in QAA, HEC, Islamabad.

Dr. Dawar Hameed Mughal
Director



ACTIVITY CALENDAR OF QEC 2024-2025



**UNIVERSITY OF VETERINARY AND
ANIMAL SCIENCES, LAHORE**

QUALITY ENHANCEMENT CELL, UVAS, LAHORE

ACTIVITY CALENDAR OF QEC FOR THE YEAR 2024-2025

Months		Activities
October, 2024	1 st Week	- Propose IQC Committee to Vice Chancellor - Approval of IQC Committee - Approval from IQC/Worthy Vice Chancellor of UVAS for the initiation of Self-Assessment Process based on Programme Review for Effectiveness and Enhancement (PREE).
	2 nd Week	- Approval from IQC for the initiation of Review of Institutional Performance and Enhancement for the year 2024-25 - Session for QEC Focal Persons on Preparation of Self-Assessment Reports using PREE Standards - Session on the "Review of Institutional Performance and Enhancement" to all concern stakeholders - Verification of Plagiarism reports of PhD students - Verification of Research Publication
	3 rd Week	- Letters to concern Heads of Institutes/Departments regarding submission of Self-Assessment Reports for the year 2024-25. - E-mails/Letters to concern Heads of Administrative and Academic Departments/Institutes regarding data submission of Review of Institutional Performance and Enhancement for the year 2024-25. - Emails to All QEC Focal Persons for data submission for QS Rankings (2025) - Participation in Two Days Workshop for Head of QECs on RIPE, IPER Manual - News on THE World University Rankings 2025 - Data collection for QS Rankings 2025. - Verification of Plagiarism Reports of PhD Students - Verification of Research Publication
	4 th Week	- Submit data related to UVAS Annual Report for the Year 2023-24 - Submit data regarding Key Performance Indicator (2024-25 to 2026-27) - Updating of QEC Webpages - Program Teams Notifications for the year 2024-25 - Verification of Plagiarism reports of PhD students - Budgetary Allocation for Special Initiatives - Verification of Plagiarism Reports of PhD Students - Updating QEC Website - Conduction of QEC Student Survey forms - Verification of Research Publication
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November, 2024	1 st Week	Collect data for Review of Institutional Performance and Enhancement for the year 2023-24
	2 nd Week	- Collect Self-Assessment Reports for the year 2024-25 - Reviewing/Correction/Compiling of data of Review of Institutional Performance and Enhancement for the year 2024-25. - Letters to concern Heads of Departments/Institutes for Accreditation of Programs from their concerned accredited councils.

		• Emails to QEC Focal Persons for Counseling sessions on "Online Evaluations and Quality Assurance activities" for 1st semester Students • Verification of Plagiarism Reports of PhD Students
		• Verification of Research Publication • Updating QEC Website
	3 rd Week	• Letters to the concerned Head of Departments regarding Provision of data for Higher Education Statistics for the year 2024-25. • Review Self-Assessment Report under the guidelines provided in PREE
	4 th Week	• Approval of Assessment Teams for the Evaluation of Self-Assessment Reports for the year 2024-25 • Counseling sessions on "Online Evaluations and Quality Assurance activities" for 1st semester Students • Send material related to Self-Assessment Report to the Assessment Team • Facilitate department and assessment team during the self-assessment process • Compiling RIPE for the year 2024-25 • Verification of Plagiarism Reports of PhD Students • Verification of Research Publication • Updating QEC Website
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December, 2024	1 st Week	• Collect Assessment Team Reports from the Convener of Assessment Team regarding findings related to the concerned degree program • Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Students • Executive Summaries on the Assessment Team (AT) findings as and when received • Approval of Executive Summaries of concerned degree programs from the worthy Vice Chancellor • Follow up of documentary evidences regarding corrective actions of previous years corrective actions • Verification of Plagiarism Reports of PhD Students • Verification of Research Publication • Updating QEC Website
	2 nd Week	• Letters to concern Heads of Institutes/Departments regarding submission of Implementation Plans on the findings of the Assessment Teams • Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student • Consult External member for the conduction of Institutional Performance Self Evaluation 2024-25. • Notification of RIPE Committee for conducting Self-Review of Institutional Performance and Enhancement for the year 2024-25 • Receiving and compiling data regarding Higher Education Statistics for the year 2024-25. • Approval of conduction Self-Review of Institutional Performance and

		- Enhancement from the Worthy Vice Chancellor - Circulate Schedule regarding conduction of Self-Review of Institutional Performance and Enhancement (2024-25)
		- Verification of Plagiarism Reports of PhD Students - Verification of Research Publication - Updating QEC Website
	3 rd Week	- Conduction of Self-Review of Institutional Performance and Enhancement (2024-25) with external member - Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student - Receiving Implementation Plans against Self-Assessment Reports - Approval of Implementation Plans from Pro Vice Chancellor submitted by the concerned departments/institutes regarding Self-Assessment Reports for the year 2024-25 - Verification of Plagiarism Reports of PhD Students - Verification of Research Publication - Updating QEC Website - Follow up of corrective actions against QEC Student Survey forms
	4 th Week	- Submission of RIPE report to Vice Chancellor for Approval - Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student - Letters to concerned Institutes/Departments regarding submission of Implementation Plans on the findings of the RIPE Team. - Verification of Plagiarism Reports of PhD Students - Verification of Research Publication - Updating QEC Website
January, 2025	1 st Week	- Letters to concerned Departments/Institutes for submission of corrective actions to QEC on the basis of Implementation Plans regarding Self-Assessment Reports - Approval for Initiation of GPR(Graduate Program Review) for M. Phil and PhD Programs - Consult with External Member for Graduate Program Review - Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student - Receiving Implementation Plans against RIPE Team Report by the departments - Verification of Plagiarism Reports of PhD Students - Verification of Research Publication
	2 nd Week	- Letters to concern HODS/Directors for submission of data related to M. Phil/ Ph. D Program Review - Approval of Implementation Plans of RIPE by the Worthy Vice Chancellor/IQC - Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student - Receiving corrective actions against the implementation plans of Self-Assessment Reports

		- Letters to concerned Departments/Institutes for submission of corrective actions to QEC on the basis of Implementation Plans regarding RIPE - Verification of Plagiarism Reports of PhD Students
		Verification of Research Publication
	3 rd Week	- Data Submission related to Higher Education Statistics - Approval of the GPR committee by Vice Chancellor/IQC - Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student - Receiving corrective actions against the implementation plans of Self-Assessment Reports - Verification of Plagiarism Reports of PhD Students - Verification of Research Publication
	4 th Week	- Notification of GPR Committee - Receiving corrective actions against the implementation plans of RIPE by the concern departments - Receiving corrective actions against the implementation plans of Self-Assessment Reports - Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student - Verification of Plagiarism Reports of PhD Students - Verification of Research Publication - Updating QEC Website
Months		Activities
February, 2025	1 st Week	- Receiving Data related to GPR(Graduate Program Review) for M. Phil and PhD - Receiving corrective actions against the implementation plans of RIPE by the concern departments - Receiving corrective actions against the implementation plans of Self-Assessment Reports - Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student - Follow up of corrective actions against Implementation Plans of Self-Assessment Reports - Verification of Plagiarism Reports of PhD Students - Verification of Research Publication
	2 nd Week	- Reviewing data of GPR for M. Phil and PhD - Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student - Follow up of corrective actions against Implementation Plan of RIPE (2024-25) - Follow up of corrective actions against Implementation Plans of Self-Assessment Reports - Conduction of QEC Student Survey forms - Verification of Plagiarism Reports of PhD Students - Verification of Research Publication

	3 rd Week	• Approval of Visit Schedule for Graduate Program Review for M. Phil and PhD • Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student • Follow up of corrective actions against Implementation Plan of RIPE (2024-25) • Follow up of corrective actions against Implementation Plans of Self-Assessment Reports • Conduction of QEC Student Survey forms • Verification of Plagiarism Reports of PhD Students • Verification of Research Publication
	4 th Week	• Circulate Review Visit Schedule to the concern departments/Institute • Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student • Follow up of corrective actions against Implementation Plan of RIPE (2024-25) • Follow up of corrective actions against Implementation Plans of Self-Assessment Reports • Verification of Plagiarism Reports of PhD Students • Verification of Research Publication • Updating QEC Website
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March, 2025	1 st Week	• Visits of departments/institute for reviewing data of Graduate Program Review for M. Phil Ph. D programs for the year 2024-25. • Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student • Follow up of corrective actions against Implementation Plan of RIPE (2024-25) • Follow up of corrective actions against Implementation Plans of Self-Assessment Reports • Verification of Plagiarism Reports of PhD Students • Verification of Research Publication
	2 nd Week	• Visits of departments/institute for reviewing data of Graduate Program Review for M. Phil Ph. D programs for the year 2024-25. • Report of visits send to Departments/Institutes for making implementation plans on the findings of the Review team of GPR for M. Phil/ Ph. D Program (2024-25) • Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student • Follow up of corrective actions against Implementation Plan of RIPE (2024-25) • Follow up of corrective actions against Implementation Plans of Self-Assessment Reports • Verification of Plagiarism Reports of PhD Students • Verification of Research Publication
	3 rd Week	• Submission of GPR for M. Phil and Ph. D programs report to Vice Chancellor /IQC for approval • Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student • Follow up of corrective actions against Implementation Plan of RIPE (2024-25) • Follow up of corrective actions against Implementation Plans of Self-Assessment

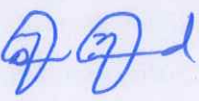
		- Reports • Verification of Plagiarism Reports of PhD Students • Verification of Research Publication
	4 th Week	• Receiving Implementation Plans against GPR Report from the departments • Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student • Follow up of corrective actions against Implementation Plan of RIPE (2024-25) • Follow up of corrective actions against Implementation Plans of Self-Assessment Reports • Verification of Plagiarism Reports of PhD Students • Verification of Research Publication • Updating QEC Website
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April, 2025	1 st Week	• Receiving Implementation Plans against GPR Report from the departments • Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student • Follow up of corrective actions against Implementation Plan of RIPE (2024-25) • Follow up of corrective actions against Implementation Plans of Self-Assessment Reports • Verification of Plagiarism Reports of PhD Students • Verification of Research Publication
	2 nd Week	• Receiving Implementation Plans against GPR Report from the departments • Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student
	3 rd Week	• Follow up of corrective actions against Implementation Plan of RIPE (2024-25) • Follow up of corrective actions against Implementation Plans of Self-Assessment Reports
	4 th Week	• Follow up of corrective actions against Implementation Plan of RIPE (2024-25) • Follow up of corrective actions against Implementation Plans of Self-Assessment Reports • Verification of Plagiarism Reports of PhD Students • Verification of Research Publication • Updating QEC Website
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May, 2025	1 st Week	• Follow up of corrective actions against Implementation Plans of GPR • Counseling sessions for Online Evaluations and Quality Assurance activities for 1st semester Student
	2 nd Week	• Follow up of corrective actions against Implementation Plan of RIPE (2024-25)
	3 rd Week	• Follow up of corrective actions against Implementation Plans of Self-Assessment Reports
	4 th Week	• Verification of Plagiarism Reports of PhD Students • Verification of Research Publication • Updating QEC Website
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June, 2025	1 st Week	• Scanning of all material regarding University Yearly Progress Report for the year

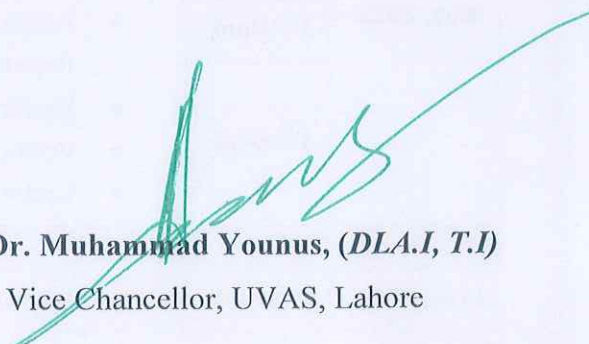
	2 nd Week	2024-25
	3 rd Week	• Compilation of the annual report of QEC, proof reading and submission to Pro-Vice Chancellor
	4 th Week	• Submission & Presentation of Annual Report of QEC to Pro-Vice Chancellor • Verification of Research Publication • Updating QEC Website

OTHER ACTIVITIES PERFORMED BY THE QUALITY ENHANCEMENT CELL (QEC)

- Pakistan Citizen Portal Complaint resolution
- Participation in all Statutory Bodies Meetings
- Processing of Best University Teacher Award
- Data Collection and Submission for QS World University Rankings
- Data Collection and Submission for THE World University Rankings
- Data Collection and Submission for THE Impact Rankings
- Member of Grievance Committee to settle disputes regarding all kinds of procurements for UVAS and all its campuses
- Member of Evaluation and Technical Scrutiny Committee
- Participation in National /International Conferences/Workshops/Meetings as and when required.


Mubashra Aftab
Deputy Director, QEC


Dr. Dawar Hameed Mughal
Director, QEC


Prof. Dr. Muhammad Younus, (DLA.I, T.I)
Vice Chancellor, UVAS, Lahore