

**QEC Forecast of Events (July 1, 2023 to June 30, 2024)****National Defence University (NDU), Islamabad**

Sr. #	Event/Activity Description	Frequency	Scope	Date of Conduct
1.	Compilation of QEC YPR for onward submission to HEC	Annually	NDU (FCS, FSS, PNWC & C&SC)	3 – 21 Jul, 23
2.	Validation of res Pubs for Selection Board through RVC	Annually	NDU	July, 2023
3.	Prep and Sub of QEC YPR (2022-23) to HEC	Annually	NDU (FCS, FSS, PNWC & C&SC)	1 – 15 Aug, 23
4.	Uploading of Course Folders on ACADMAX software	Annually	FCS	3 – 28 Aug, 23
5.	Preparation & Finalization of Faculty Profiles of Sp-23 incl updated paper vetting status	Bi-Annually	FCS	16 – 31 Aug, 23
6.	Compilation/validation of last 3 x yrs data for MS/M.Phil & PhD Programs Review by HEC for the Academic Cohort 2023-24	Annually	NDU (FCS, FSS, PNWC & C&SC)	Sep, 23
7.	Finalization of correspondence for MS/ M.Phil & PhD Programs Review of NDU 2023-24	Annually	NDU (FCS, FSS, PNWC & C&SC)	Sep-Oct, 23
8.	MPhil UERC Meetings (F-23)	Bi-Annually	FCS	16 Oct - 17 Nov, 23
9.	PhD UERC Meetings (F - 23)	Bi-Annually	FCS	16 Oct - 17 Nov, 23
10.	Formation of PT & Prep of SARs	Bi-Annually	FCS, FSS & PNWC & C&SC	2 – 10 Nov, 23
11.	Contribution/ Participation in APQN & ASQ	Annually	QEC	Nov, 23
12.	Processing of Feedback Proformae (F-23) Pf-1: Student Course Evaluation Pf-10: Teacher Evaluation Form	Annually	FCS	15 – 30 Nov, 23
13.	Conduct of MS/ M.Phil & PhD Progrms Review by HEC 2023-24	Annually	FCS, FSS & PNWC & C&SC	Nov, 23
14.	Faculty Development Workshops	Annually	FCS	Dec, 23
15.	Preparation of Visiting Faculty Profile	Annually	FCS	Dec, 23
16.	Finalization of correspondence for AT Visits 2023-24	Annually	PNWC & C&SC	Dec, 23
17.	AT Visits			
18.	Pf-7: Alumni Survey	Annually	FCS	Dec, 23
19.	Faculty Profile (F-23)	Annually	FCS	1 - 05 Jan, 24
20.	Pf-3: Survey of Graduating Students	Annually	FCS	1– 10 Jan, 24
21.	Pf-5: Faculty Survey	Annually	FCS	2 –12 Jan, 24
22.	Pf-2: Faculty Course Review Report	Bi-Annually	FCS	10 Jan, 24
23.	Nominations /Processing of NDU Res Awards-2023	Annually	NDU	8 – 26 Jan, 24
24.	Processing & Evaluation of BUTA	Annually	NDU	21 – 31 Jan, 24
25.	Staff Development Workshops	Annually	NDU	Jan, 24
26.	Finalization of correspondence for AT Visit of (2023-24)	Annually	NDU (FCS & FSS)	Jan, 24
27.	AT Visit of NDU (FCS & FSS)	Annually	NDU (FCS & FSS)	Jan, 24
28.	Research Incentive Claims	Annually	NDU	Jan, 24
29.	Pf-8: Employer Survey	Annually	FCS	15 –28 Feb, 24
30.	5 <sup>th</sup> Annual Review / Inter-dept competition of FCS	Annually	FCS	Feb, 24
31.	Finalization of correspondence for IPE Review of NDU 2023-24	Annually	NDU (FCS, FSS, PNWC & C&SC)	Feb, 24
32.	MPhil UERC Meetings (Spr - 23)	Bi-Annually	FCS	Feb – Mar, 24
33.	PhD UERC Meetings (Spr - 23)	Bi-Annually	FCS	Feb – Mar, 24
34.	Preparation of Visiting Faculty Profile	Bi-Annually	FCS	4 – 08 Mar, 24
35.	Preparation of University Portfolio Report (UPR)	Annually	NDU (FCS, FSS, PNWC & C&SC)	Mar, 24
36.	Conduct of IPE Review of NDU	Annually	NDU (FCS, FSS, PNWC & C&SC)	25 – 29 Mar, 24
37.	Processing of Feedback Proformae (Spr – 24) Pf-1: Student Course Evaluation Form Pf-10: Teacher Evaluation Form	Bi-Annually	FCS	Apr, 24
38.	Prep of Faculty Profile of FCS, Spr - 24	Bi-Annually	FCS	17 – 28 Jun, 24
39.	Compilation of QEC YPR for onward submission to HEC	Annually	NDU (FCS, FSS, PNWC & C&SC)	17 – 28 Jun, 24
40.	Pf-2: Faculty Course Review Report	Bi-Annually	FCS	25 Jun, 24
41.	Participation in Ranking (Nat/Intl)	Quarterly	NDU	Around the Year