

Quality Enhancement Cell

DRAFT ANNUAL ACTIVITY CALENDAR

1st July 2025 – 30th June 2026

Note: IQC meeting will be conducted after each quarter.

| SR NO | ACTIVITY | ACTIVITY RESPONSIBILITY | ACTIVITY COMPLETION TARGET |
|----------|---|---------------------------------------|----------------------------|
| 1 | YPR (YEARLY PROGRESS REPORT) 2024 -2025 | | |
| | YPR 2024 -2025 Compilation | QEC | 01 st July 2025 |
| | YPR 2024 -2025 Submission to HEC | QEC | As per HEC Guidelines |
| 2 | ANNUAL ACTIVITY CALENDAR 2025- 2026 | | |
| | <ul style="list-style-type: none"> • Finalization of Annual Activity Calendar • Approval of Final Annual Activity Calendar by VC/IQC • Submission to QAA-HEC | QEC | November 2025 |
| 3 | AWARENESS SEMINARS/WORKSHOPS/CONFERENCE ON QA (WITHIN DAI) | | |
| | Awareness Sessions on PSG 2023 | QEC | October/December 2025 |
| 4 | REVIEW OF INSTITUTIONAL PERFORMANCE AND ENHANCEMENT (RIPE) | | |
| | Reports Preparation/updation: <ul style="list-style-type: none"> • IPER • Follow up | IPER Committee Follow up Committee | February 2026 |
| | Report Completeness Evaluation: <ul style="list-style-type: none"> • IPER • Follow up | QEC | March 2026 |

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| 5 | PROGRAM REVIEW FOR EFFECTIVENESS AND ENHANCEMENT (PREE for IQA) | | |
| Notification of Program Teams | | | |
| | <ul style="list-style-type: none"> • B.S Fashion Marketing and Communication • B.S Fashion Design and Production • B.Des. Leather Apparel and Accessories Design • B.S Textile Design and Production • BFA Visual Arts • B.Des. Furniture Design and Manufacture | Course Coordinators | November/December 2025 |
| Request for Preparation of SAR as per Orientation/Awareness Sessions to the Program Teams | | | |
| | <ul style="list-style-type: none"> • B.S Fashion Marketing and Communication • B.S Fashion Design and Production • B.Des. Leather Apparel and Accessories Design • B.S Textile Design and Production • BFA Visual Arts • B.Des. Furniture Design and Manufacture | QEC | December 2025 |
| Submission of SAR (First Draft) to QEC | | | |
| | <ul style="list-style-type: none"> • B.S Fashion Marketing and Communication • B.S Fashion Design and Production • B.Des. Leather Apparel and Accessories Design • B.S Textile Design and Production • BFA Visual Arts • B.Des. Furniture Design and Manufacture | Program Teams | January 2026 |
| Review of SAR | | | |
| | <ul style="list-style-type: none"> • B.S Fashion Marketing and Communication • B.S Fashion Design and Production • B.Des. Leather Apparel and Accessories Design • B.S Textile Design and Production | QEC | February 2026 |

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| | <ul style="list-style-type: none"> • BFA Visual Arts • B.Des. Furniture Design and Manufacture | Quality Enhancement Cell | |
| Submission of SAR (Final Version) to QEC | | | |
| | <ul style="list-style-type: none"> • B.S Fashion Marketing and Communication • B.S Fashion Design and Production • B.Des. Leather Apparel and Accessories Design • B.S Textile Design and Production • BFA Visual Arts • B.Des. Furniture Manufacture and Design | Program Teams | February 2026 |
| Formation/Notification of Assessment Teams | | | |
| | <ul style="list-style-type: none"> • B.S Fashion Marketing and Communication • B.S Fashion Design and Production • B.Des. Leather Apparel and Accessories Design • B.S Textile Design and Production • BFA Visual Arts • B.Des. Furniture Design and Manufacture | IQC | Feb/March 2026 |
| Assessment Teams Meetings | | | |
| | <ul style="list-style-type: none"> • B.S Fashion Marketing and Communication • B.S Fashion Design and Production • B.Des. Leather Apparel and Accessories Design • B.S Textile Design and Production • BFA Visual Arts • B.Des. Furniture Design and Manufacture | QEC/ Course Coordinators | March/April 2026 |
| Exit Meetings | | | |
| | <ul style="list-style-type: none"> • B.Des. Fashion Design • B.S Fashion Marketing and Communication • B.S Fashion Design and Production • B.Des. Leather Apparel and Accessories Design • B.S Textile Design and Production • BFA Visual Arts • B.Des. Furniture Design and Manufacture | QEC | <p style="color: blue; text-align: center;">Assistant Director Quality Enhancement Cell Pakistan Institute of Fashion & Design Lahore</p> <p style="text-align: right;">March/April 2026</p> |

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| Assessment Team Reports Submission to QEC | | |
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| <ul style="list-style-type: none"> • B.S Fashion Marketing and Communication • B.S Fashion Design and Production • B.Des. Leather Apparel and Accessories Design • B.S Textile Design and Production • BFA Visual Arts • B.Des. Furniture Design and Manufacture | Assessment Teams | April 2026 |
| SAR Executive Summaries to the VC/IQC | | |
| <ul style="list-style-type: none"> • B.S Fashion Marketing and Communication • B.S Fashion Design and Production • B.Des. Leather Apparel and Accessories Design • B.S Textile Design and Production • BFA Visual Arts • B.Des. Furniture Design and Manufacture | QEC | April 2026 |
| SAR Implementation Plans Submission to QEC | | |
| <ul style="list-style-type: none"> • B.S Fashion Marketing and Communication • B.S Fashion Design and Production • B.Des. Leather Apparel and Accessories Design • B.S Textile Design and Production • BFA Visual Arts • B.Des. Furniture Design and Manufacture | Course Coordinators | April/May 2026 |
| SAR Corrective Action Status Submission to QEC | | |
| <ul style="list-style-type: none"> • B.S Fashion Marketing and Communication • B.S Fashion Design and Production • B.Des. Leather Apparel and Accessories Design • B.S Textile Design and Production • BFA Visual Arts • B.Des. Furniture Design and Manufacture | Course Coordinators | June 2026 |

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| 6 | SURVEYS | | |
| Faculty Evaluation/ Course Evaluation/ Faculty Course Review | | | |
| | Collection of Time tables / Schedules from departments | QEC | December 2025 & April 2026 |
| | Online Forms Generation for the Survey | QEC | December 2025 & April / May 2026 |
| | Compilation of Responses and Reporting | QEC | February 2026 & June 2026 |
| Alumni Survey | | | |
| | Collection of List of Students | QEC | December 2025 |
| | Online Forms Generation for the Survey | QEC | December 2025 |
| | Compilation of Responses and Reporting | QEC | January 2026 |
| Graduating Survey | | | |
| | Collection of List of Students | QEC | March 2026 |
| | Online Forms Generation for the Survey | QEC | April 2026 |
| | Compilation of Responses and Reporting | QEC | May 2026 |
| Faculty Satisfaction Survey | | | |
| | Collection of List of Faculty from HR | QEC | January 2026 |
| | Online Forms Generation for the Survey | QEC | January 2026 |
| | Compilation of Responses and Reporting | QEC | February 2026 |
| Employer Survey | | | |
| | Collection of List of Employers from Departments | QEC | January 2026 |

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| | Online Forms Generation for the Survey | Quality Enhancement Cell | February 2026 |
| | Compilation of Responses and Reporting | QEC | March 2026 |
| 7 | POST GRADUATE PROGRAM SELF REVIEW | | |
| | Graduate Program Self Review Committee Formation/Notification | IQC | December 2025 |
| | Request to HODs for Preparation of HEC Post Graduate Progress Review (PGPR) Proformas <ul style="list-style-type: none"> • M.Phil. Art and Design Education Department • Master of Design with Pathways: Fashion Design/Textile Design • Master of Science in Design Management with Pathways: Fashion/Textile • PhD in Design • PhD in Design Management | QEC | January 2026 |
| | Submission of HEC PGPR Proformas to QEC | HODs of Master/PhD Programs | February 2026 |
| | Review of HEC PGPR Proformas | QEC | February 2026 |
| | Request to HODs to Incorporate QEC Recommendations in PGPR Proformas | QEC | February 2026 |
| | Submission of HEC PGPR Proformas to QEC – Final Version | HODs of Master/PhD Programs | March 2026 |
| | Graduate Programs Self Review Committee Meeting & Reports | Graduate Program Self Review Committee | March 2026 |
| | Graduate Programs Self Review Summaries for Approval to Vice Chancellor through IQC | QEC | April 2026 |
| | Submission of Graduate Program Self Review Implementation Plan to IQC | HODs of Master/PhD Programs | April/May 2026 |
| | Submission of Corrective Action Status Reports to IQC | HODs of Master/PhD Programs | June 2026 |
| 9 | SEMINAR/WORKSHOP ON QA (INVOLVING RESOURCE PERSON FROM OUTSIDE DAI) | | |
| | Seminar by Resource Person from outside DAI | QEC | As and when the opportunity arises |

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| 10 | CONTRIBUTIONS AND PARTICIPATIONS OF QEC AT NATIONAL LEVEL | | |
| | Contribution of QEC at National Level | QEC | As and when the opportunity arises |
| | Participation of QEC at National Level | QEC | As and when the opportunity arises |
| 11 | CONTRIBUTIONS AND PARTICIPATIONS OF QEC AT INTERNATIONAL LEVEL | | |
| | Contribution of QEC at International Level | QEC | As and when the opportunity arises |
| | Participation of QEC at International Level | QEC | As and when the opportunity arises |
| 12 | HES (HIGHER EDUCATION STATISTICS) 2025-2026 DATA SUBMISSION TO HEDR – HEC | | |
| | HES 2025-2026 Data Collection | QEC | To be Announced by HEC |
| | HES 2025-2026 Data Compilation and Submission to HEDR | QEC | To be Announced by HEC |
| 13 | MISCELLANEOUS | | |
| | Publishing of QEC Activities in the Annual Report | QEC | As requested by the Communication Office |


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