

## Annual Activity Calendar 2024-25

### Quality Enhancement Cell (QEC)

#### Government College University, Hyderabad (GCUH)

This activity calendar serves as a detailed roadmap for the QEC at GCUH, outlining the key activities and tentative timelines to achieve the annual targets set by the Higher Education Commission (HEC) for the fiscal year 2024-25. It is designed to ensure a systematic approach to quality assurance, aligning with the HEC's PSG-2023 framework.

S. No.	Activity	Tentative Week/Month	Responsible Person/Office
<b>A. Transition &amp; PSG-2023 Implementation</b>			
1.	Formation of the <b>Institutional Quality Circle (IQC)</b> as per PSG-2023.	July 2024 (1st week)	Head of QEC, VC's Office
2.	Notification of the IQC to HEC QAA and updating university's records.	July 2024 (2nd week)	Head of QEC, Registrar's Office
3.	Development and launch of the dedicated QEC webpage with all required content (Quality Policy, IQC, Annual Calendar, Review Outcomes, etc.).	July - August 2024	Head of QEC, IT Department, University Administration
4.	Ensure readiness for effective implementation of PSG-2023.	Ongoing, with a focus on pre-July 2025 readiness.	Head of QEC, All Departments & Statutory Bodies
<b>B. Planning &amp; Submission</b>			
5.	QEC assigns QA targets to each department.	August 2024	Head of QEC, Departmental Focal Persons



6.	QEC provides orientation/training to departments on preparing their departmental activity calendars.	August - September 2024	Head of QEC, QEC Officers
7.	Departments prepare and submit their activity calendars to QEC.	September - October 2024	All Departmental Heads, Departmental Focal Persons
8.	QEC compiles, finalizes, and gets approval for the university-wide Annual Activity Calendar for 2024-25.	November 2024 (1st-3rd week)	Head of QEC, Vice Chancellor
9.	<b>Submission of Annual Activity Calendar to HEC QAA.</b>	November 30, 2024	Head of QEC, VC's Office
<b>RIPE (Institutional Review)</b>			
10.	Preparation and submission of the <b>Institutional Performance Enhancement Report (IPER).</b>	October - December 2024	Head of QEC, University Administration, Focal Persons
11.	Conduct of <b>Self-RIPE</b> (if not selected by HEC), including arranging external evaluators (if possible).	January - March 2025	Head of QEC, IQC, External Evaluators
12.	Preparation of the <b>CQI Implementation Plan</b> based on RIPE findings.	March - April 2025	Head of QEC, IQC, Relevant Departments



<b>PREE (Program Self-Assessment)</b>			
13.	Formation of <b>Program Teams</b> and <b>Assessment Teams</b> for selected programs (at least one per faculty).	July - August 2024	QEC, Deans of Faculties, Departmental Heads
14.	Conduct of online feedback surveys ( <b>Course, Teacher, Graduating Student, Alumni, Employer</b> ).	October 2024 (for previous academic year), March - May 2025 (for current year).	Head of QEC, Data Analyst, Departmental Focal Persons
15.	Analysis of survey results and preparation of consolidated reports.	November 2024, May 2025	Head of QEC, QEC Data Analyst, Departmental Focal Persons
16.	Preparation of <b>SARs, Executive Summaries, and Implementation Plans</b> for programs under PREE.	November 2024 - February 2025	Departmental Program Teams, QEC
17.	Take <b>Corrective Actions</b> on all SARs completed by the end of 2023-24.	January - March 2025	Departmental Heads, Relevant University Departments
<b>Accreditation</b>			
18.	Review and ensure all programs falling under accreditation councils have valid accreditation status.	Ongoing, with a final check in June 2025	Head of QEC, Relevant Departmental Heads, Registrar's Office
<b>GPR (Graduate Program Review)</b>			
19.	Updating data for all MS/M.Phil./Ph.D.	July - August 2024	QEC, Directorate of Postgraduate Studies



	programs as per HEC templates.		
20.	Conduct of <b>Self-Graduate Program Review (SGPR)</b> for all MS/M.Phil./Ph.D. programs.	January - April 2025	Head of QEC, Relevant Departmental Heads
21.	Submission of the SGPR report to HEC.	April 30, 2025	Head of QEC, Vice Chancellor
22.	Submission of <b>implementation plans</b> and <b>compliance report</b> against the previous year's GPR.	May 2025	Head of QEC, Relevant Departments
<b>QEC Secretariat &amp; HEC Policies</b>			
23.	Ensuring the QEC Secretariat is adequately staffed and has a proper budget.	Ongoing	Head of QEC, Registrar, Finance Department
24.	Head of QEC's participation in all statutory body meetings (Senate, Academic Council, etc.).	Ongoing, as per meeting schedule	Head of QEC
25.	Organize awareness seminars/workshops on QA (internal and external).	Quarterly, throughout the year	Head of QEC, QEC Staff
26.	Review and implement HEC's Plagiarism, Faculty Appointment, and Graduate Education policies.	Ongoing	All Departmental Heads, Head of QEC
<b>Final Reporting &amp; Year-End Activities</b>			



27.	QEC ratifies the performance of departmental QA activities.	May - June 2025	Head of QEC, IQC
28.	Finalization and submission of the <b>Yearly Performance Report (YPR)</b> for 2024-25 to HEC.	June 2025 (by the end of the month)	Head of QEC, Vice Chancellor