## **NED University of Engineering & Technology**

## **Activities Tracker**

								Fall S	Semet	er 20	025									S	pring Se	mest	er 2026					
S. No.	Activity	Responsible Person		1   2	<b>ul</b> 3   4	Aug	3 4 1					1 1 2	Nov	4 1	<b>Dec</b> 2 3	4 1	Jan 2 3	4 1	<b>Feb</b>	4 1	Mar 2 3 4	4 1	Apr 2 3 4	4 1	May 2 3	4 1	Jun 2 3	4
Under	graduate Programmes Activities																		1 - 1 -	- 1 - 1								
1	Development and approval of Academic Calendar	Deans/PVC/VC	Planned																				$\sqcup \bot$	Ш				Ш
		, , , .	Actual							_	++		$\perp$			ш		_					$\vdash$				_	Н
1	Admission Criteria/Acad/Regulations/Admission Process	Deans/PVC/VC	Planned							-	++		+					-					$\vdash$		_		-	Н
			Planned								++							+					++	+		++	-	Н
2	Preparation of Teaching Load	Chairperson	Actual										+										$\vdash$			+	-	П
			Planned																					+		$\top$	_	П
3	Finalization and Communication of Teaching Load	Chairperson	Actual																									П
4	Reviewing and Updation of Workbooks	Faculty Members	Planned																									
· .	<b>0</b>		Actual																				ш					Ы
5	Proposal and approval of Visiting Faculty	Chairperson	Planned							-	++		+					-					$\vdash$		_		-	+
			Actual Planned			+				-	++			-				+					++	$\dashv$	$\rightarrow$	++	-	Н
6	Consultation for shared courses/ codes	Chairperson	Actual			+				+	++	++	Т	-				+					$\vdash$	+	++	++	+	Н
_	Appointment of Class Advisors /		Planned								+													-		+	_	П
7	Project Coordinators	Chairperson	Actual																									П
8	Preparation of Time Tables, Approval and Display	Class Advisors	Planned																									П
	Treparation of Time Tables, Approvariant Display	Class / lavisors	Actual													ш							Ш					Ш
9	Registration of Students	Class Advisors	Planned	$\vdash$			+	$\vdash$	$\sqcup$	+		+	+	$\perp$	$\vdash$		$\sqcup \sqcup$	+	+			-	++	+	$\dashv$	$\dashv \downarrow$	+	$\vdash$
-			Actual								+							+					$\vdash\vdash$	-		+		H
10	Orientation for the first year students	Chairperson	Planned							-	+		+					+					++	+	_	+	+	Н
			Planned								+							+					$\vdash$	+		+	+	П
11	Assignment of Final Year Projects (FYP)	Project Coordinator	Actual																								_	П
12	12 Display of FYP Titles & FYP Orientation	Project Coordinator	Planned																									
12	Display Of The Titles & The Orientation	1 Toject Coordinator	Actual																				Ш	Ш				Ш
13	Finalization and display of Book Bank Schedule	Class Advisors	Planned								$\perp \perp$							_					Ш.			$\perp \downarrow \downarrow$	_	Ш
			Actual Planned							-	++		+					-					$\vdash$		_		-	Н
14	Updation of list of text books	Deptt. Incharge Library	Actual								++							+					++	+		++	-	H
-			Planned										+										$\vdash$			+	-	П
15	Book Festival & Need Assessment	Deptt. Incharge Library	Actual				П																	+		$\top$	_	П
16	Submission of Course Plans / Review Course Profile	Faculty Members	Planned																									
10	Submission of Course Flans / Neview Course Frome	r acutey interribers	Actual																				ш					
17	Commencement of academic sessions	Class Advisors/Faculty Members	Planned								ш													4		4	_	Ш
-			Actual Planned								+												$\vdash\vdash$	-		+		H
18	Introducation of OBE System to students	Faculty Members	Actual							_	+		+										++	+	_	+	+	Н
	Communication of Course Profiles /		Planned								+												H	+	$\rightarrow$	+	_	П
19	Sessional Marks and Consulting Hours to students	Faculty Members	Actual																					11		$\exists \exists$	_	П
20	Review of students' attendance	Chairperson/ Class Advisors	Planned																									
20	never of stadents attendance	Chairpersony class havisons	Actual								ш												ш					Ш
21	BOS Meetings/ Followups of KPIs	Chairperson/ Area Coordinator	Planned							_	_		$\perp$											4			_	Н
-			Actual Planned								+							+					$\vdash\vdash$	-		+		H
22	Mid-Term FYDP	Chairperson/ Class Advisors	Actual								++							+					$\vdash$				+	Н
	Conduct of Allifornia and		Planned																					+			_	П
23	Conduct of Midterm exams	Chariperson/Factotum	Actual																									П
24	Assessment and communication of	Faculty Members	Planned																									П
24	Midterm results to students	racatey members	Actual								ш												ш					Ш
25	Short of Attendance Letters to Parents	Chairperson/ Class Advisors	Planned								ш							_						4			_	Н
	Dead of Francisco to Controller of		Actual Planned																				+++	+			-	Н
26	Panel of Examiners to Controller of Examinations (COE)	Chairperson	Actual		H	+			+		$+\tau$	+	+		$\vdash$	$\vdash$	$\vdash$	+			$\vdash$	+	++	+			+	Н
			Planned			$\dashv$			$\dagger \dagger$	+			+		$\vdash$			1						+			+	П
27	Communication of Internships to students	Class Advisors	Actual			11		LT	Ţ∥													╧	ШΤ	∄		III	J	П
28	Preparation of Exam Time Table and	Chairperson	Planned																									П
20	communicate to COE	pc.5011	Actual		Ш	$\perp \! \! \perp \! \! \perp$				_			$\bot$	_			Ш	_	$\sqcup \sqcup$			1	$\sqcup \!\!\! \perp$	$\perp \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	$\perp \perp$	$\bot$	4	Ш
29	Display of Sessional Marks	Faculty Members	Planned		$\square$	+	+	$\vdash$	+	_		+	+		$\vdash$		$\vdash\vdash$		+				++	+	$\dashv$	#	+	Н
-			Actual Planned	$\vdash$	$\vdash\vdash\vdash$	+	++	+	+	+	+	+	+	-			$\vdash\vdash\vdash$	+	+				++	+	$\dashv$	+	+	Н
30	Assignment of invigilation duties	Chairperson	Actual		$\vdash$	+	++	+	+	+	+	+	+	+		$\vdash$	H	+	+			+	++	+	+	+	4	$\Box$
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S. No.	Activity	Responsible Person		J	Jul		Au	<b>g</b> 3 4	,	Sep		0	3 4		Nov	/		Dec			an		F	eb		N	/lar		<b>A</b> p	r		Ma	1		Jun	
				1 2	3	4 1	2	3 4	1 2	2 3	4	1 2	3 4	1	2 3	3 4	1	2 3	4	1 2	3	4	1 2	3	4	1 2	3	4	1 2	3 4	1	2 3	<i>i</i> 4	1	2 3	4
31	Students' Feedback Survey (Online)	Chairperson/ Area Coordinator	Planned				+			_	+											_					1		$\perp$	_		₩			4	4
			Actual																													$\perp \perp$		Ш		
32	Faculty, employer and alumni surveys	Chairperson	Planned																																	
32	active, employer and diamin surveys	chan person	Actual																																	
22	End of classes and submission of online	Chairperson/ Class Advisors	Planned																																	
33	Faculty Course Review Reports	Criair person/ class Advisors	Actual																																Т	П
			Planned				m																				T						_			
34	OBE Data Submission to OBE Cell	Faculty Members	Actual				T				11			11			_	_						+			+		$\pm$			H	+	П	_	+
			Planned		+		++			_				+			_										+			-		$\vdash$	+	一		
35	OBE CQI Activity	OBE Trained Faculty	Actual	-	+	-	+		-	+	+	_		+	-	-		-		-		+		-		_	+		+	+	+	+	+	╁	╼	#
				-	-	-	+		-	+	+	_		+		_		_		_		_				_	+	-	+	_	_	+	+-	₩	+	_
36	Condonation of attendance cases	Chairperson/ Class Advisors	Planned				+			+	-			-	_			4				_		-			-			4		$\vdash$	₩	Н-	-	
			Actual				$\perp$											_												_		ш	!	Щ	_	$\perp$
37	Conduct of Examination	Chairperson/ Class Advisors	Planned					$\perp$		$\perp$	Ш																	Ш			1	ш				
			Actual		L.		Ш				Ш			Ш		Ш								L	Ш		L	Ш			L	Ш		Ш		
38	Timely assessment of scripts and submission to COE	Faculty Members	Planned				П			T	П							T		Т						Τ		П		T		П		П		
38			Actual																																	П
39	Timely assessment of scripts by the ERC	Chairperson	Planned																														$\top$			
			Actual							T								$\top$				_		Т			T			$\top$		П	+	Ħ	$\pm$	一
	Communication of Final Year		Planned		+		+		-	+	++			+	+					_		$\dashv$		-			+		+	+	+	+	+	$\vdash$	-	-
40	Project Examination Schedule to COE	Chairperson	Actual	-	+	-	+			+	+	_		+	-	-		-		-		+		-		_	+	-	+	+	+	+	+	++	╼	4
	Troject Examination Schedule to COE		Planned		+		+	_		-	+			+		_		_		_		_		-			+		+	_		+	+-	$\vdash$	+	+
41	Assessment of Final Year Projects	Chairperson		-	-	-	+		-	+	+	_		+		_		_		_		_				_	+	-	+	_	_	+	+-	₩	+	_
			Actual		$\perp$		$\perp \perp$	$\perp$					$\sqcup \bot$	$\perp$		$\perp$									ш		<u> </u>	$\perp \perp$	$\perp \perp \perp$			ㅗ		щ	ㅗ	ш
Postg	raduate Programmes Activities																															4	4		щ	
1	Admission Process / Application /	Chairperson/ Coordinator	Planned																													$\perp \perp$		Ш		
_	Merit List / Registration	champerson, coordinator	Actual																																	
2	Teaching Load Finalization and Communication	Chairperson/ Coordinator	Planned																																	
	reaching toad Finalization and Communication	Chairperson/ Coordinator	Actual																																	П
			Planned																														7			Ħ
3	Time Tables Finallization and Display	Chairperson/ Coordinator	Actual				1																				T						$\top$	Ħ		$\top$
	Course Plans Preparation and Submission /		Planned	+	+	+			_	+	+	+	H	+	$^{+}$	+	+	$^{+}$	+	+	Ħ			1	$\forall$		+	t	$\pm$	$^{+}$	$\dagger$	Ħ	+	Ħ	+	+
4	Course Profile	Chairperson/ Coordinator	Actual	+	+	+	╁		-	+	+	_	H	+	+	+	-	+	+	+	+	-		+	H	+	╁	+	+	+	+	+	+	+	+	+
-					+		+			+	+	-	$\vdash$	+	+	+	-	+	+	+	$\vdash$	-		+	H	+	╁	++	+	+	+	+	+	+	+	+
5	Conduct of Classes	Chairperson/ Coordinator	Planned		+		₩			+	+	_		+	+	-	-	+	+	+	+	-		+	H	-	╄	$\vdash$	+	+	+	+	+-	+	+	+
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6	Mid-Term Assessment & Evaluation	Chairperson/ Coordinator	Planned		$\perp$		ш	$\perp \!\!\! \perp \!\!\! \perp \!\!\! \perp$		_	Ш			ш	_	Ш		_	Ш		Ш				Ш		1			_	1	₩.	44	Ш	4	Ш
<u> </u>			Actual		$\perp$		Ш				Ш														Ш			Ш				Ш		ш		Ш
7	Attendance Display (For at Least One Week)	Chairperson/ Coordinator	Planned		L.		Ш																	L			L					Ш		ш		Ш
'	Accendance Display (FOI at Least Offe Week)	Chairperson/ Coordinator	Actual								П														П						1				T	П
			Planned		$\Box$		П				Πİ			П										l								П	T			П
8	Students' Feedback Survey (Online) for each Semester	Area Coordinator	Actual		Ħ		T	$\top$		Ť	$\top \uparrow$			T	T	$\top$					Ħ	T		1	Ħ		T	TT	$\Box$	T	T	Πİ	$\top$	П		Ħ
			Planned	+	+	+	$\dagger \dagger$	$\pm$	_	+	+	+	H	+	$^{+}$	+		$^{+}$	+	+	Ħ	$^{+}$		1	$\forall$		+	t	$\pm$	$^{+}$	$\dagger$	Ħ	+		+	+
9	Examination Time Table Proposal sent to COE	Chairperson/ Coordinator	Actual	+	+	+	+	+	-	+	+	_	H	+	+	+		+	+	+	+	+	+	+	H	+	╁	+	+	+	+	+	+	一	+	+
-			Planned	-	+	-	+	+		+	++	-	$\vdash$	+	+	+			+	+	+	+	+	+	H	+	╫	++	+	+	+	+	+		+	$\blacksquare$
10	Conduct of Examinations	Chairperson/ Coordinator	l +	_	+	_	+	+		+	+			+	+	+				-	+	-	-	1	$\vdash$	+	╄		+	+	+	+	+-		4	4
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Copy to: All Concerned

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