

Quality Assurance Activities Calendar for the Academic Year 2025-2026

(First Semester)

Nb	Name of the Document	Responsible	Submission to	Deadline
1.	Students and Faculty Orientation	DSA in collaboration with all colleges and units	Evidence to the: Quality Files Submission Portal	(1 to 18)/09/2025 (Annual)
2.	Maintaining Gradebook and Attendance on Moodle	Faculty members	Moodle	Throughout the semester
3.	Class Schedules with Office Hours	Faculty members	Deans, Faculty office door, and Course Portfolio Portal	21-09-2025
4.	Course Coordinators' Meeting Minutes (if applicable)	Course coordinators	Department Chair/College QA representative	18-09-2025
5.	Submission of Course Specifications and Course Syllabus	Course Coordinators	Course Portfolio Portal and Assessment Portal	21-09-2025
6.	Submission of Course Portfolios for Undergraduate and Postgraduate Programs Offered in the Second Semester of the Academic Year 2024–2025	Course Coordinator	Course Portfolio Portal	30-09-2025
7.	Professional Development Plan	Colleges/DQAAA/HR	Quality Files Submission Portal	30-09-2025 (Annual)
8.	Risk Management Plan	Different Sectors (Unit, Centers) in the FBSU and DQAAA	Quality Files Submission Portal	TBD (Annual)
9.	Submission of New PLOs Assessment Plans (if any) for Undergraduate and Postgraduate Programs that have completed the cycle of their PLOs assessment	College QA Committee	Quality Files Submission Portal	23-10-2025
10.	Submission of Periodic Reports on the University's Adherence to Institutional Accreditation Recommendations for the Academic Year 2024–2025 (required by NCAAA)	DQAAA	NCAAA	25-10-2025
11.	Submission of the Action/Operational Plan for the Strategic Plan (2025–2026 cycle)	Different Sectors (College, Unit, Centers) in the FBSU	SP submission portal	30-10-2025 (Annual)

12.	Submission of the Annual Program Report for the Academic Year 2024–2025	Department Chair	Annual Program Report Portal	30-10-2025 (Annual)
13.	Submission of the Inflation/Deflation Consolidated Report	Department Chair	Quality Files Submission Portal	(8-22)/01/2026
14.	Submission of the Post-Moderation Implementation Report	Department Chair	Quality Files Submission Portal	(8-22)/01/2026
15.	Submission of the Pre-Moderation Implementation Report	Department Chair	Quality Files Submission Portal	(8-22)/01/2026
16.	Submission of the Consolidated Course Student Survey Report	Department Chair	Quality Files Submission Portal	(8-22)/01/2026
17.	Submission of the Student Course Evaluation Survey Analysis Reports for Fall 2025–2026	Department Chair	Quality Files Submission Portal	18/01/2026
18.	KPI measurement and KPI analysis report for the academic year 2024–2025	Departments/colleges/institute	Quality Files Submission Portal	02/10/2025 (Annual)
19.	Preparing students for the readiness Exam	Department Chair	-----	(01/09-01-12)-2025
20.	Post Training Evaluation Form for the PDP	Department Chair	Quality Files Submission Portal	Throughout the semester
21.	Institutional Committee's meetings	Chair of the committee	FBSU Committees System	Throughout the semester
22.	Departmental and colleges Committee's meetings	Chair of the committee	FBSU Committees System	Throughout the semester
23.	Departmental council meetings	Department Chair	FBSU Committees System	Throughout the semester, conducted at least once per month.
24.	College council meetings	Dean assistant for QA	FBSU Committees System	Throughout the semester, conducted at least once per month.

(Second Semester)

Nb	Name of the Document	Responsible	Submission to	Deadline
1.	Maintaining Gradebook and Attendance on Moodle	Faculty members	Moodle	Throughout the semester
2.	Class Schedules with Office Hours	Faculty members	Deans, Faculty office door, and Course Portfolio Portal	18 - 22/01/2026
3.	Course Coordinators' Meeting Minutes (if applicable)	Course coordinators	Department Chair/College QA representative	18-01-2026
4.	Submission of Course Specifications and Course Syllabus (Spring)	Course Coordinators	Course Portfolio Portal and Assessment Portal	21-01-2026
5.	Submission of Course Portfolios for Undergraduate and Postgraduate Programs Offered in the First Semester of the Academic Year 2025–2026	Course Coordinator	Course Portfolio Portal	29-01-2026
6.	Submission of the Student Course Evaluation Survey analysis reports for Fall (2025–2026)	Department Chair	Quality Files Submission Portal	29/01/2026
7.	Submission of the Curriculum modification based on outcome assessment trends (if applicable) (2025–2026)	Department Chair	Quality Files Submission Portal	18-06-2026
8.	Submission of documented feedback analysis from surveys, including any resulting changes in teaching and learning (2025–2026)	Department Chair	Quality Files Submission Portal	18-06-2026
9.	Submission of the Inflation / Deflation Consolidated Report	Department Chair	Quality Files Submission Portal	18-06-2026
10.	Submission of course portfolios for undergraduate and postgraduate programs offered in the second semester of the academic year 2025–2026	Faculty members	Course Portfolio Portal	28/06/2026
11.	Submission of the Student Course Evaluation Survey analysis reports for Spring 25-26	Department Chair	Quality Files Submission Portal	28/06/2026
12.	Submission of the Post Moderation Implementation Report	Department Chair	Quality Files Submission Portal	28/06/2026

13.	Submission of the Pre Moderation Implementation Report	Department Chair	Quality Files Submission Portal	28/06/2026
14.	Submission of the Consolidated Course Student Survey Report	Department Chair	Quality Files Submission Portal	28/06/2026
15.	Post-Training Evaluation Form for PDP	Department Chair	Quality Files Submission Portal	Throughout the semester
16.	Minutes of the Institutional Committee Meetings	Chair of the committee	FBSU Committees System	Throughout the semester
17.	Minutes of the Departmental and College Committees Meetings	Chair of the committee	FBSU Committees System	Throughout the semester.
18.	Minutes of the Departmental Council Meetings	Department Chair	FBSU Committees System	Throughout the semester, conducted at least once per month.
19.	Minutes of the College Council Meetings	Dean assistant for QA	FBSU Committees System	Throughout the semester, conducted at least once per month.
20.	Submission of the Bachelor's Learning Outcomes Measurement Plan	Department Chair	Quality Files Submission Portal	18-06-2026 (Once)
21.	Submission of the Incorporating Community Engagement into Learning Outcomes report (2025–2026 if applicable)	Department Chair	Quality Files Submission Portal	18-06-2026
22.	Submission of the Community Service Impact Report	Dean/Assistant Dean for QA	Quality Files Submission Portal	18-06-2026 (Annually)
23.	Submission of the LO & Graduate Attributes Assessment Results for year (2025–2026)	Department Chair/DQAAA	Quality Files Submission Portal	18-06-2026
24.	Submission of the Quality Assessment and Review Report	Department chairs	Quality Files Submission Portal	18-06-2026 (Annually)
25.	Submission of the Annual Student Feedback Digest Report	Department Chair	Quality Files Submission Portal	18-06-2026 (Annually)
26.	Submission of the Faculty Member Annual Appraisal Form	Department Chair	Quality Files Submission Portal	18-06-2026 (Annually)
27.	Submission of the Recruitment and Retain of Faculty Members Forms	Department Chair	Quality Files Submission Portal	18-06-2026 (Annually)
28.	Submission of the Annual students Satisfaction Survey feedback report per program	Department Chair	Quality Files Submission Portal	18-06-2026 (Annually)

29.	Submission of the Annual students Mid Program Survey (PES) feedback report per program	Department Chair	Quality Files Submission Portal	18-06-2026 (Annually)
30.	Submission of the Annual students Exit (Experience) survey feedback report per program (25-26)	Department Chair	Quality Files Submission Portal	18-06-2026 (Annually)
31.	Submission of the Program Improvement Plan	Department Chair	Quality Files Submission Portal	18-06-2026 (Annually)
32.	Submission of the KPIs Analysis Report (Program) (25-26)	Department Chair	Quality Files Submission Portal	18-06-2026 (Annually)
33.	KPI analysis report for the academic year 2025–2026	Colleges/institute	Quality Files Submission Portal	18-06-2026 (Annual)
34.	Submission of the KPIs for Student Development Activities (25-26)	Department Chair	Quality Files Submission Portal	18-06-2026 (Annually)
35.	Submission of the Infrastructure Quality Assurance (QA) Checklist & Review Process	Department Chair/ Facilities units	Quality Files Submission Portal	25-06-2026 (Annually)
36.	Submission of the Annual Alumni survey feedback report	Department Chair	Quality Files Submission Portal	28/06/2026 (Annually)
37.	Submission of the Annual Employer survey feedback report (Program)	Department Chair	Quality Files Submission Portal	28/06/2026 (Annually)
38.	Submission the progress report of action/operational plan of the strategic plan for 2025-2026 cycle	Different Sectors (College, Unit, Centers) in the FBSU	SP submission portal	28/06/2026 (Annually)
39.	Committee evaluation Form	Chair of the committee	FBSU Committees System	28/06/2026 (Annually)
40.	Preparing students for the readiness Exam	Department Chair	Departments	----

(End of the Year)

No	Name of the Document	Responsible	Submission to	Deadline
1.	Submission of Field Experience Report for the summer (2025-2026)	Department/ Filed training committee	Department	30/08/2026
2.	Committee Evaluations Form	Chair of the committee	FBSU Committees System	28/06/2026
3.	Recruitment Report	HR	Quality Files Submission Portal	30/08/2026
4.	Extracurricular/events consolidated Report	Student Affairs and The Consultative Center for Studies and Community Service	Quality Files Submission Portal	30/08/2026
5.	Community Service Report	The Consultative Center for Studies and Community Service	Quality Files Submission Portal	30/08/2026

Appendix

Meetings					
Activity	Monthly	Beginning of the term (During first two weeks)	End of the term (During last two weeks)	Annually	Every five years
Departmental Committee's meetings	✓				
Institutional Committee's meetings	At least one per semester				
Departmental council meetings	✓				
College council meetings	✓				
Advisory committee meetings				✓	
Pre-Term, course coordinators meeting		✓			
Post-Term, course coordinators meeting			✓		
Reports					
Activity	Monthly	Beginning of the term (During first two weeks)	End of the term (During last two weeks)	Annually	Every five years
Course report			✓		

KPIs report				✓	
Operational plan report				✓	
Stakeholder's surveys report				✓	
PLOs assessment report				✓	
Annual program report				✓	
Self-Study Report					✓
Review of program and course specifications report				✓ (Internal review for minor change)	✓ (External review for major changes)
Review of mission, vision, and graduates' attributes					✓
SWOT analysis report					✓
Self-evaluation scales report				✓	✓
External review report					✓
Facilities and assessment report				✓	
Surveys					
Activity	Monthly	Beginning of the term (During first two weeks)	End of the term	Annually	Every five years

Course Evaluation Survey			✓		
Student Experience Survey				✓	
Program Evaluation Survey				✓	
Alumni Evaluation Survey				✓	
Faculty Satisfaction Survey				✓	
Employee Satisfaction Survey				✓	
Community Service Survey				✓	
Mission, and vision Survey					✓