



## TQA Calendar

Process	Date
Beginning of TQA calendar	<b>1<sup>st</sup> September</b>
Uploading syllabus onto PIS system	<b>15<sup>th</sup> October (first semester) 15<sup>th</sup> February (second semester)</b>
Submitting list of internal seminars	<b>31<sup>st</sup> October</b>
Evaluating course syllabus	<b>30<sup>th</sup> November</b>
Submitting CAD points for first semester	<b>15<sup>th</sup> January</b>
Online student feedback	<b>1<sup>st</sup> – 31<sup>st</sup> Jan (first semester)</b>
	<b>1<sup>st</sup> – 31<sup>st</sup> May (second semester)</b>
Analysis of student feedback results	<b>Second week of February (first semester)</b>
	<b>Second week of June (second semester)</b>
Teacher self-assessment	<b>1<sup>st</sup> – 15<sup>th</sup> June</b>
Evaluation of Teacher Portfolio	<b>1<sup>st</sup> – 15<sup>th</sup> June</b>
Uploading and updating CAD points and proofs	<b>Regularly through the QA e-system</b>
Verification of CAD points	<b>15<sup>th</sup> – 30<sup>th</sup> June</b>
Internal Quality Review	<b>15<sup>th</sup>-30<sup>th</sup> June</b>
End of TQA calendar	<b>31<sup>st</sup> August</b>
Evaluation of overall academic performance of last year (appreciation or warning letters)	<b>1<sup>st</sup> – 15<sup>th</sup> Sep</b>