



Quality Department Quality Assurance Calendar AY 2025-26

Fall Semester AY2025-26

September

#	Quality Assurance Activities	Responsibility	Date
1	A welcome meeting with QA heads and QA focal points of the Branches & Head Office	QD	1st - 4th September
2	Finalize UTAS Strategic Plan Achievement Report AYs 2022-25 (SPAR)	QD	7th - 11th September
3	Conduct a workshop to present UTAS SPAR 2022-25	QD	7th - 11th September
4	Capacity building workshop by OAAAQA for GFP Quality Audit Portfolio Writing Team	QD	8th September
5	Communicate the approved Internal Quality Audit Visit Plan to the Branches & Head Office Entities	QD	14th - 18th September
6	Communicate the audit scope and schedule to VC & DVCs in the Head Office	QD	14th - 18th September
7	Submit pre-Internal Quality Audit evidence to QD	DVCs' QA focal point	21st - 25th September

October

#	Quality Assurance Activities	Responsibility	Date
8	Undertaking Internal Quality Audit Visit -Head Office	QD	1st - 9th October
9	Prepare survey administration plan	QAS/DVCs' QA focal point	2nd - 9th October
10	Meeting with QA heads and QA focal points of the Branches & Head Office	QD	2nd - 9th October
11	Communicate the audit scope and schedule to Ibra AlMusannah and Nizwa Branches	QD	2nd - 9th October
12	Conduct awareness session on Internal Audit Procedure	QD and QAS/QA focal points	12th - 23rd October
13	Submit pre-Internal Quality Audit evidence to QD	QAS -Nizwa AlMusannah Ibra	12th - 16th October
14	Conduct awareness/training sessions on Digital PMS	QD and QAS/QA focal points	26th - 30th October
15	Upload approved UTAS operational plans for AY 2025-26 on MASAR	SP Team & QD	19th - 30th October

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November

#	Quality Assurance Activities	Responsibility	Date
16	Upload final department/unit action plans for AY 25-26 (Branches and Head Office)	Heads of Units	TB Notified
17	Meeting with QA heads and QA focal points of the Branches & Head Office	QD	2nd - 6th November
18	Undertaking Internal Quality Audit visit to Ibra branch	QD	2nd - 6th November
19	Undertake Internal Quality Audit visit to AlMussanah branch	QD	9th -13th November
20	Communicate the audit scope and schedule to Rustaq Branch	QD	9th -13th November
21	Conduct relevant activities to celebrate UTAS Quality Day in the Head Office	QD	11th November
22	Conduct QA Open Day activities in the branches (International QA Day, Second Thursday of November)	QAS	13th November
23	Submit pre-Internal Quality Audit evidence to QD	QAS- Rustaq	16th - 27th November
#	Oman National Day (Tentative)	19th - 20th November	
24	Undertaking Internal Quality Audit Visit -Nizwa	QD	23rd - 27th November
25	Submit Quality Assurance Manual - Progress Report	Head of QAM Committee	23rd - 27th November
26	Update Policy Development Progress Report	QD	23rd - 27th November
27	Administer of Teaching and Learning surveys in the branches	QAS & DVCAA	23rd November - 4th December

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December

#	Quality Assurance Activities	Responsibility	Date
28	Undertaking Internal Quality Audit visit to Rustaq branch	QD	1st - 4th December
29	Meeting with QA heads and QA focal points of the Branches & Head Office	QD	7th - 11th December
30	Conduct Internal Quality Audit in the branches and Head Office	Branch QAS/DVCs QA focal point	1st - 30th December
31	Administration of other Surveys as per the survey plan		7th - 18th December

January

#	Quality Assurance Activities	Responsibility	Date
32	Meeting with QA heads and QA focal points of the (Branches & Head Office	QD	1st - 8th January
33	Communicate the audit scope and schedule to Muscat Branch	QD	4th - 8th January
34	Submit Quality Assurance Manual - Progress Report	Head of QAM Committee	4th - 8th January
35	Update Policy Development Progress Report	QD	4th - 8th January
36	Conduct Feedback Session on Quality Assurance Policy and Planning Framework	QD	4th - 29th January
#	HM Sultan Haitham's Ascension		11th January
37	Submit pre-Internal Quality Audit evidence to QD	QAS Muscat	18th - 22nd January

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February

#	Quality Assurance Activities	Responsibility	Date
38	Meeting with QA heads and QA focal points of the Branches & Head Office	QD	1st - 5th February
39	Undertaking Internal Quality Audit visit to Muscat branch	QD	15th -19th February

March

#	Quality Assurance Activities	Responsibility	Date
40	Communicate the audit scope and schedule to Salalah, Shinas, Musandam, and Sohar Branch	QD	1st - 5th March
41	Submit Quality Assurance Manual - Progress Report	Head of QAM Committee	1st - 5th March
42	Update Policy Development Progress Report	QD	1st - 5th March
43	Submit pre-Internal Quality Audit evidence to QD	QAS -Salalah, Shinas, Musandam & Sohar	8th - 31st March
44	Administration of other Surveys as per the survey plan	Branch QAS/DVCs' QA focal point	8th - 31st March
#	Eid Holiday (Tentative)		19th - 24th March

April

#	Quality Assurance Activities	Responsibility	Date
45	Conduct meeting with QA heads and QA focal points of the Branches & Head Office	QD	29th March - 2nd April
46	Communicate the audit scope and schedule to Sur & Ibri Branches	QD	5th -9th April
47	Undertaking Internal Quality Audit Visit to Salalah branch	QD	5th -9th April
48	Undertaking Internal Quality Audit Visit to Shinas branch	QD	12th - 16th April
49	Submit pre-Internal Quality Audit evidence to QD	QAS Sur & Ibri	19th - 23rd April
50	Undertake Internal Quality Audit Visit to Musandam branch	QD	19th - 23rd April
51	Administration of other Surveys as per the survey plan	Branch QAS/DVCs' QA focal point	19th - 30th April
52	Undertaking Internal Quality Audit Visit to Sohar branch	QD	26th - 30th April
53	Administer of Teaching and Learning surveys in the branches	QAS	26th April - 7th May

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May

#	Quality Assurance Activities	Responsibility	Date
54	Meeting with QA heads and QA focal points of the Branches & Head Office	QD	3rd - 7th May
55	Undertaking Internal Quality Audit Visit to Sur branch	QD	3rd - 7th May
56	Submit Quality Assurance Manual - Progress Report	Head of QAM Committee	10th -14th May
57	Update Policy Development Progress Report	QD	10th -14th May
58	Undertaking Internal Quality Audit Visit to Ibri branch	QD	17th - 21st May
59	Ensure completion of all surveys as per the survey plan	Branch QAS/DVCs QA focal point	21st May
60	Analyze annual survey results, identify gaps, and discuss Improvement plans in the Branch Council meeting.	Branch QAS & Relevant Stakeholders	17th - 31st May
#	Eid Al Adha (Tentative)	26th -30th May	

June

#	Quality Assurance Activities	Responsibility	Date
61	Meeting with QA heads and QA focal points of the Branches & Head Office	QD	1st - 5th March
62	Upload Branches and Head Office entities OPAR and SPAR for AY 2025-26 and supporting evidence on MASAR	Head of QAM Committee Head	1st - 5th March
#	Islamic Newyear (Tentative)	17th June	
63	Review and analyze the OPAR's Results 2025-26 for each entity	QAS -Salalah, Shinas, Musandam & Sohar	8th - 31st March

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July

#	Quality Assurance Activities	Responsibility	Date
64	Review and analyze the OPAR's Results for each entity 2025-26	QD	July
65	Submit Quality Assurance Manual - Progress Report	Head of QAM Committee	July
66	Update Policy Development Progress Report	QD	July

August

#	Quality Assurance Activities	Responsibility	Date
67	Review and finalize the UTAS OPAR's Results for AY2025-26	QD	August