College Quality Report



Name of College

Directorate of Higher Education

Quality Assurance Cell

Higher Education Department, Government of Khyber Pakhtunkhwa

**Standard 1: Vision, Mission and Goals (05%)**

**1:** **College has clearly spelled out statements for describing its vision, missions, and goals.**

1.1: The college has valid evidence that clearly spells out the college's vision. provide documentary evidence of approval and notification.?

1.2: The college has valid evidence regarding the vision statement. provide documentary evidence of approval and notification.?

1.3: The college has valid evidence regarding college goals. provide documentary evidence of approval and notification.?

**2: The vision statement reflects the short-term and long-term strategies to achieve the goals/objectives of the National Education Policy.**

2.1: The vision statement reflects the ultimate goal of the National Education policy. How it was kept in consideration while formulating the vision.

2.2: The college has a short and long-term strategy in line with the vision statement. Explain in short.

**3:** **The mission statement reflects the college vision in line with the ambitions of the institution, as well as national and international goals.**

3.1: The mission statement reflects the goals in line with the institution's ambitions at the regional level. Justify the statement.

3.2: The mission statement of the college reflects the goals in line with the ambitions of the institution at the national level. Justify the statement.

 3.3: The mission statement of the college reflects the goals in line with the ambitions of the institution at the international level. Justify the statement.

**4:** **The statements of the goals are explicit and meet the requirements given in the mission statement.**

4.1: The College has an explicit statement of its goals. Justify the statement.

4.2: The goals meet the requirement given in its mission statement. Justify the statement.

**Standard 2: Academic Programs and Evaluation (10%)**

**1**: **Are the** **academic programs/curricula approved by the affiliating university/HEC?**

1.1: Provide the notification of the affiliating university approval from the concerned statutory bodies about the program/curricula.

1.2: Copies of approved Curricula (outlines of academic programs) are available for the students and faculty. (Place the copies of approved curricula on the table during the review)

**2:** **Qualified faculty to deliver the contents in the** **desired manner and support the self-learning of the learners.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Name of Faculty member | Designation | Department | Terminal Degree | Trainings/Cert |
|  |  |  |  |  |  |

**3:** **Infrastructure, lab facilities, equipment, and** **books are available to          support the learning outcomes as required for the programs’ curricula**

Provide the details as per the below tables,

**Class Rooms:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Name of Department | No of Class Rooms | Name of Program | Semester |
|  |  |  |  |  |

**Laboratories:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Name of Department | Name of Lab | Name of Program | Equipment’s | |
| Serviceable | Un serviceable |
|  |  |  |  |  |  |

**Library:**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Name of Department | Name of program | No. of Books |
|  |  |  |  |

**4:** **The college has introduced Mathematics/Science/Computer for Arts students.**

Provide the details of introducing mathematics/science/Computer courses for art students as per the following table,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Name of Department | Name of program | Name of Course introduced | Semester |
|  |  |  |  |  |

**5:** **College has an** **academic committee to select and offer the market-driven and community need-based educational programs for    the students**

Provide the details of the committee constituted for the said purpose, and also provide the evidence of notification.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Committee | Convenor | Secretary | Members |
|  |  |  |  |

**6:** **Program outcomes and student learning is assessed concerning​** ​**learning outcomes and objectives of the academic programs.**

Provide the details of the mechanism available for the assessment of program outcomes and student learning concerning the program objectives and outcomes.

**7:** **The college has a mechanism for teacher appraisal/ evaluation by students/peers.**

7.1: Provide details about the mechanism for the teacher evaluation, its documentation, analysis and uses for the improvement of faculty.

7.2: provide the details of mechanism available for an academic audit by an affiliating university/Higher Education Department of the province.

**Standard 3: Student Admission and Progression (10%)**

**​1: College follows the admission policy given/provided by the affiliating University**

Provide the approved admission policy shared by the affiliating University. (Place it as an annexure on the table)

**2:  College admissions are announced in newspapers, website as per the academic calendar of the college/affiliating University.**

2.1: The college advertises the admission in newspapers and website

(Provide here the snap of the advertisement)

2.2: The college advertises the admission as per the academic calendar of the affiliating university

(Provide here the academic calendar of the university)

**3: Students’ intake is in accordance with the College capacity, i.e., faculty, labs, library facilities, etc.**

3.1: The college has a mechanism to decide the intake number of new students

(Share the mechanism adopted for the student intake, also provide the details on given table)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Title of Program | No. of Students allowed | No. of Students Admitted | Remarks (if any) |
|  |  |  |  |  |
|  |  |  |  |  |

3.1: The intake is according to the capacity of the college, provide the details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No | Title of Program | Rooms Available | Rooms Required | Faculty Available | Faculty required | Labs Available | Labs Required |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**4: The pass rate of the college as compared with the average pass rate for the affiliating university.**

Score your college pass rate as per the below range,

|  |  |  |
| --- | --- | --- |
| 80% to 100% of average  Score = 2 | 50 to 80%  Score = 1 | < 50%  Score = 0 |
|  |  |  |
|  |  |  |

**5: Student Support Services**

5.1: Any support programs and services launched by the college for the low achievers to improve their efficiency in chasing their educational goals and expected learning outcomes.

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Student Support Services program | Beneficiaries (in numbers) | Remarks (if any) |
|  |  |  |  |
|  |  |  |  |

5.2: Provide the details of scholarships and financial aid available for deserving students in the college,

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Title of Scholarships / Financial Aid | Beneficiaries (in Numbers) | Remarks (if any) |
|  |  |  |  |
|  |  |  |  |

**Standard 4: Faculty and Non-Academic Staff (10%)**

**​1:** **Faculty members and other professionals of the college are appropriately qualified-trained and prepared to assume the assigned roles and they are adequate in numbers (student-teacher ratio).**

|  |  |  |
| --- | --- | --- |
| Indicators | Ph.D. in numbers | M.Phil. in numbers |
| Qualified Faculty |  |  |
| Student-Teacher Ratio |  | |

|  |  |  |
| --- | --- | --- |
| Indicators | Training Courses for more than 3 Months | Training Courses less than 3 months |
| Qualified and Trained Staff |  |  |
|  |  |  |

**2: What are the criteria for performance evaluation of academic and non-academic staff, provide the approved criteria?**

**3: Percentage of sanctioned posts are filled.**

|  |  |
| --- | --- |
| Filled Sanctioned Positions | Yes/No |
| 100 % of the sanctioned posts are filled |  |
| > 80% -100% of the sanctioned posts are filled |  |
| > 50% - 80% of the sanctioned posts are filled |  |
| > 40-50% of the sanctioned posts are filled |  |
| <40% of the sanctioned posts are filled |  |

**4: There is strict monitoring of adherence to attendance rules as laid down by the Government, regular class teaching, and absenteeism.**

4.1: Is there any strong mechanism in the college to check attendance/absenteeism, provide evidence of the implementation?

4.2: The percentage of the faculty remaining present in the college the whole time?

|  |  |
| --- | --- |
| Presence of the faculty in the College (Whole Time) | Score |
| > 50% = 1 |  |
| < 50% = 0 |  |

**5:  The college has a formal program of professional development for its faculty in terms of short courses, and participation in capacity-building workshops, seminars, and conferences.**

 5.1: Is there any professional development program in the college for its faculty, if yes, and then provide the evidence of the plan approval and implementation?

5.2: The Professional Development Program is being followed as Planned.

|  |  |
| --- | --- |
| Professional Development Program is being followed as Planned | Score |
| Followed 100%    = 01 |  |
| Followed 50%      = 0.5 |  |
| Followed < 50%   = 00 |  |

**6:**How many faculty members are exposed to training activities per annum, provide the details of faculty members along with training institute/center.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Name of Faculty Member | Department | Training Duration | Training Center |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Score your college participation in the training activities,

|  |  |
| --- | --- |
| Faculty Participation in Training activities | Score |
| If 10% faculty participates = 01 |  |
| If 8% faculty participates = 0.5 |  |
| If 5% faculty participates = 00 |  |

**Standard 5: Physical Infrastructure, Academic Facilities and Learning Resources (20%)**

**1:** **Adequate physical facilities/infrastructure including Lecture halls, Tutorial rooms, Laboratories, Libraries, Information Technology, recreational, sports facilities, and student affairs cell are available for the staff and students. (**Assessment is to be made based on-spot observations and scores will be given based on the extent/percentage to which facilities meet the requirements to deliver curriculum and recreational needs).

|  |  |  |  |
| --- | --- | --- | --- |
| Physical Infrastructure | Availability  Yes/No | Total Number  (Where applicable) | Remarks (if any) |
| Lecture Rooms |  |  |  |
| Tutorial Rooms |  |  |  |
| Laboratories |  |  |  |
| Libraries |  |  |  |
| Information Technology |  |  |  |
| Recreational Activities |  |  |  |
| Sports Facilities |  |  |  |
| Student Affairs Cell |  |  |  |
|  |  |  |  |

**2: The seating capacity of the library, is at least 10% of the total enrolled students.**

|  |  |
| --- | --- |
| Seating Capacity of the Library | Score |
| 10% seating capacity of the enrollment = 02 |  |
| 05% seating capacity of the enrollment = 01 |  |
| 03% seating capacity of the enrollment = 0.5 |  |
| < 03 % seating capacity of the enrollment = 00 |  |

**3: The library is being continuously improved and updated with relevant books, references, and periodicals (national and international).**

3.1: is there any annual allocation of funds for the development of the library?

|  |  |
| --- | --- |
| Title of Funds Allocation head | Amount (in Rs.) |
|  |  |

3.2: The college library updated with relevant books and periodicals, if yes provide the catalog of the books and periodicals.

3.3: The college is adding 10 books per subject to its library annually.

How many books per subject are added to the library annually? Provide the details along with documentary evidence of purchase

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Subject | Number of Books added | Remarks (if any) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4: Adequate educational/learning resources are available.**

How many learning resources are available for the students to complete their program efficiently?

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Learning Resources | Availability (Yes/No) | Remarks (if any) |
| 1 | Textbooks |  |  |
| 2 | Relevant Reading Materials |  |  |
| 3 | Software |  |  |
| 4 | Videos |  |  |
| 5 | Recordings |  |  |
| 6 |  |  |  |

**5:** **College in collaboration with the Higher Education Department and HEC is making efforts for the provision of E-library resources**

5.1: The college has any provision to access the digital library of HEC or to have correspondence for access to the digital library facility. Provide evidence of the provision or correspondence.

**6:** **The college aims to improve the learning environment for the students by regular updating and extension of the facilities to match developments in educational practices.**

**(**To be assessed by the evaluator on the spot)

**7:** **The College has appropriate rules to ensure that the learning environment is safe for staff, and students.**

7.1: Are there any documented rules/SOPs for various operations of the college? Provide documentary evidence

7.2: Does the college administration follow the documented rules or oversight the rules in daily routine matters. (The evaluator will assess it during the activity)

**8: The college has a policy that addresses the effective use of information and communication technology in the educational program. The computer lab should include broad-band internet for self-learning, accessing information, and managing teaching and learning situations. College is providing training to its faculty for use of the internet and ICT for their professional development.**

Provide the availability of the following components of information technology and communication facility/infrastructure,

8.1: The college has a proper computer lab and multimedia facilities in classrooms.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | IT Components | Availability (Yes/No) | Total Numbers | Remarks (if any) |
| 1 | Computer Lab |  |  |  |
| 2 | Multimedia Facility |  |  |  |

8.2: The computer lab of the college has a broadband internet facility.

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | IT Components | Availability (Yes/No) | Remarks (if any) |
|  | Broadband Internet Facility |  |  |

8.3: Is there any mechanism for the training of faculty members regarding information technology components, if yes, provide the schedule and evidence of such trainings?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Title of IT Training | From | To | Remarks (if any) |
|  |  |  |  |  |
|  |  |  |  |  |

**9: The College in collaboration with affiliated universities and the department of higher education has a policy on the use of educational expertise in curriculum planning and the development of teaching methodologies.**

9.1: Provide the schedule of training for the faculty members,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Title of Training schedule | From | To | Remarks (if any) |
|  |  |  |  |  |
|  |  |  |  |  |

 9.2: Provide the details of conducted trainings for the faculty members.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Title of Training conducted | From | To | Remarks (if any) |
|  |  |  |  |  |
|  |  |  |  |  |

**Standard 6: Organization, Governance and Financial Management (20%)**

**1: Organization & Governance**

1.1: provide valid evidence of college organization.

1.2: Responsibilities of college governance/leadership are clearly documented.

|  |  |
| --- | --- |
| S.No | Responsibilities |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

1.3: Is there any mechanism to evaluate the college leadership/governance concerning the achievement of objectives and annual targets of the college? Provide evidence of the mechanism.

1.4: List of cases in which emergency power used during the last two years

Provide the details in the below-given format,

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Case | Date | Remarks (if any) |
|  |  |  |  |
|  |  |  |  |

1.5: Is there any assessment carried out periodic/annual to evaluate the effectiveness of the college and its governance, provide the report of assessment?

1.6: What mechanisms are used to assess the academic and non-academic staff performance? Provide the final assessment report.

1.7: List of the college bodies and their TORs: Academic Committee, Financial Committee, Discipline Committee, Internal Examination Committee, and Extracurricular activities Committee

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Title of Statutory Committee | Availability (Yes/No) | Remarks (if any) |
| 1 | Academic Committee |  |  |
| 2 | Financial Committee |  |  |
| 3 | Discipline Committee |  |  |
| 4 | Internal Examination Committee |  |  |
| 5 | Extracurricular activities Committee |  |  |

1.8: Governance bodies/committees have representation from academic staff, students, parents, and civil society/community

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Category of Representation | Title of Committee | Remarks (if any) |
| 1 | Academic Staff |  |  |
| 2 | Students |  |  |
| 3 | Parents |  |  |
| 4 | Civil Society |  |  |
| 5 | Community |  |  |

1.9: Copies of meetings’ notification

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Title of Meeting | Date | Remarks (if any) |
|  |  |  | Annex Notification |
|  |  |  |  |

1.10: Agenda of last two meetings

Provide the agenda of the last two meetings (Place the agenda on the table during evaluation)

1.11: Minutes compliance report

Provide evidence of compliance with the decisions of various committee meetings.

1.12: Minutes of last two meetings

Provide the minutes of the last two meetings (Place the minutes on the table during evaluation)

**2: Financial Management**

2.1: Annual budget copy/record

Provide the budget details on the given format, also provide documentary evidence of the budget

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Title of Account | Amount | Remarks (if any) |
| 1 | Pupil Fund |  |  |
| 2 | Any other |  |  |

2.2: Are there any documented financial rules and regulations available in the college, if yes, provide the documentary evidence?

2.3: Maintaining a financial record

How financial records are maintained in the college, and who is responsible for the management? Provide evidence and notification.

2.4: Information/knowledge of financial rules & regulations, receipt & payments, procurement rules, budget, internal & external audit

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Title of Information/Knowledge | Availability (Yes/No) | Remarks (if any) |
|  |  |  | If yes, provide documentary evidence |
|  |  |  |  |
|  |  |  |  |

2.5: Qualified/trained/skilled finance-related staff

 Provide the details of qualified and trained finance-related staff in the given below format,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Name of Staff | Designation | Qualification | Remarks (if any) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Standard 7: Research (02%)**

1: **Colleges are encouraged to promote an environment of research, provide the publication details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No | Title of Research paper | Name of Author | Name of Journal | Category | Year of Publication | Volume | Issue |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

2: Is there any funding opportunity available for the students and faculty, provide the details?

|  |  |
| --- | --- |
| Title of Funds | Amount |
|  |  |

3: Facilitating faculty scholarship by developing faculty research mentorship program, if any provide the details and evidence of commencement.

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Title of Scholarship | Amount | Remarks (if any) |
|  |  |  |  |

4: Providing participation opportunity and recognition at national and international research conferences/seminars/workshops/trainings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Title of Seminar/Conference/Training | National/International | Date | No of Participation | Remarks (if any) |
|  |  |  |  |  |  |

**Standard 8: Public Disclosure and Transparency (08%)**

**1:** **Initiatives: Public Disclosure and Transparency**

1.1: The website of the college is developed, maintained, and updated to meet the requirements of the public. Provide the snaps of the updated webpage of the college, and also share the link to the page.

1.2: How the college advertises the admission, notice, and other relevant stuff related to the public in print and electronic media? Explain the process.

1.3: What is the public disclosure policy of the college regarding students and parents to help them in taking informed decisions regarding their education? Provide the evidence.

1.4: What communication strategies are adopted for the convenience of the public like students and the community? Provide the evidence.

1.5: The College is responsive to inquiries about college, students, teachers, staff, facilities, and its programs (average response rate). Provide the evidence.

 1.6: What is the mechanism of college to handle the feedback from the community, students, and parents? Provide the evidence.

1.7: Is there any mechanism to publish the total cost of an academic program and the availability of financial aid? Provide the evidence.

1.8: Provide evidence of the provision of accessibility of the college budget/finances and expenditures to the stakeholders.

1.9: Provide evidence of the availability of academic and non-academic staff strength on the website and in the annual report. Also, provide the details in the table,

Academic Staff:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Designation | Sanctioned Positions | Filled Positions | Remarks (if any) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Non-Academic Staff:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Designation | Sanctioned Positions | Filled Positions | Remarks (if any) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**2: Announcement for admission, merit lists, and examination through electronic and print media**

 2.1: Provide the evidence of the last two years' advertisement for the admissions.

2.2: Provide the evidence of the last two years' merit lists for the students’ admissions.

 2.3: Provide the evidence of the last two years' internal and external examination results.

2.4: Provide evidence of the internal and external examination results shared with the students and parents.

**3:** **Communication strategy developed for dissemination of regulations/rules and policies**

3.1: Is there any documented policy available for communication strategy? Provide evidence of the policy.

3.2: Provide evidence of the notifications/list of the events during the last two years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Title of Event | From | To | Remarks (if any) |
|  |  |  |  |  |
|  |  |  |  |  |

3.3: The College prepares annual progress report each year; if yes provide evidence of the report?

3.4: How many open days are initiated in the college during the last three years? Provide the evidence.

**Standard 9: Community Link and Outreach (05%)**

**1:** **Linkage with the Community**

1.1: Is there any plan executed by the college based on the social needs and educational issues of the community? Provide evidence of the project.

1.2: What is the role of the community members in planning and outreach of the project, explain the role of each member?

1.3: How much involvement of the staff, teachers, and students are there in community development and outreach project.

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Cadre | Level of active Role/Participation | Remarks (if any) |
| 1 | Teacher |  |  |
| 2 | Staff |  |  |
| 3 | Students |  |  |

1.4: Are the designed project activities is used to support and improve the academic programs of college, provide the evidence?

**2: Supporting an Equitable and Fair Community**

 2.1: What are the impartial and supportive policies regarding gender or minorities? Provide the evidence.

2.2: Justify and explain that the designed project for the community links and outreach is conducive, harmonious, and free of discrimination.

**Standard 10: Quality Assurance Mechanism (10%)**

**1: Establishment of Quality Enhancement Cell**

1.1: Focal Person and relevant staff nominated/appointed

Provide the details of the staff in the given table,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Name of Employee | Designation | Email Address | Remarks (if any) |
|  |  |  |  |  |
|  |  |  |  |  |

1.2: Well-furnished office is reserved for the QEC staff.

|  |  |  |  |
| --- | --- | --- | --- |
| Office Facility | Availability (Yes/No) | Quantity | Remarks (if any) |
| Rooms |  |  |  |
| Office Table |  |  |  |
| Chairs |  |  |  |
| Computer/Laptop |  |  |  |
| Printer |  |  |  |

**2: Self-Assessment of program is initiated**

2.1: Has the college initiated the Self-Assessment process of programs (Provide Notification)

2.2: How many SARs are completed, provide evidence of the completion

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Name of Program | SAR Status | Remarks (if any) |
|  |  |  |  |
|  |  |  |  |

2.3: How many Implementation plans are prepared and executed for the implementation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Name of Program | Implementation Plan Status | Implementation Plan Execution status | Remarks (if any) |
|  |  |  |  |  |
|  |  |  |  |  |

**3: Feedback mechanism is initiated**

3.1: Has the college initiated five survey forms (provide the evidence)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Survey Forms | Initiated (Yes/No) | Semester  (Spring/Fall) | Remarks (if any) |
| 1 | Teacher Evaluation by Students |  |  |  |
| 2 | Student Course Evaluation |  |  |  |
| 3 | Faculty Course Review |  |  |  |
| 4 | Survey of Graduating Students |  |  |  |
| 5 | Faculty Satisfaction Survey |  |  |  |

3.2: The responses to all the feedback proformas are submitted to the QAC office. (Provide the evidence)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Survey Forms | Submitted (Yes/No) | Submission Date | Remarks (if any) |
| 1 | Teacher Evaluation by Students |  |  |  |
| 2 | Student Course Evaluation |  |  |  |
| 3 | Faculty Course Review |  |  |  |
| 4 | Survey of Graduating Students |  |  |  |
| 5 | Faculty Survey |  |  |  |

**4: Governance and file management system is implemented**

 4.1: Students' file is properly managed according to the checklist

(Evaluation committee will check it physically for validation)

4.2: The course file is properly managed according to the checklist

(Evaluation committee will check it physically for validation)

4.3: The program file is properly managed according to the checklist

(Evaluation committee will check it physically for validation)

4.4: The faculty/Teacher file is properly managed according to the checklist

(Evaluation committee will check it physically for validation)

**5: College portfolio report is completed in all aspects.**

5.1: All the standards of the College Portfolio Report are addressed properly. Provide the college portfolio report.