



## QUALITY ASSURANCE CELL

HIGHER EDUCATION DEPARTMENT, KHYBER PAKHTUNKHWA, PESHAWAR

Address: QAC Office, H# 54, ST# 19, Shami Road Near Bilal Masjid, Peshawar

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### Governance of the College/Institution

#### Student File

Maintaining the Student File of each student is compulsory for all students in the department. It should have complete record of each student. The Student File check list must contain the following documents;

Name of the Student:				
Degree Name/Title:				
Registration No:				
S No	Name of Document Attached	Yes	No	N/A
1	Secondary School Certificate or Equivalent			
2	Mark Sheet of Secondary School Certificate or Equivalent			
3	Higher Secondary School Certificate or Equivalent			
4	Mark Sheet of Higher Secondary School Certificate or Equivalent			
5	Bachelors/ AD Degree (14 year qualification) in case of joining BS in 5 <sup>th</sup> semester.			
6	Transcript of Bachelors/ AD Degree (14 year qualification) in case of joining BS in 5 <sup>th</sup> semester.			
7	Admission Form at the time of Admission by student			
8	CNIC copy			
9	Copy of the Merit List at the time of Admission including student name			
10	Admission Confirmation Letter			
11	Course Registration in 1 <sup>st</sup> Semester (For AD/BS Program)			
12	Transcript of 1st Semester duly verified by Exam			
13	Course Registration in 2 <sup>nd</sup> Semester			
14	Transcript of 2nd Semester duly verified by Exam			
15	Course Registration in 3 <sup>rd</sup> Semester			
16	Transcript of 3rd Semester duly verified by Exam			
17	Course Registration in 4 <sup>th</sup> Semester			
18	Transcript of 4th Semester duly verified by Exam			
19	Course Registration in 5 <sup>th</sup> Semester (For BS Program)			
20	Transcript of 5 <sup>th</sup> Semester duly verified by Exam			
21	Course Registration in 6 <sup>th</sup> Semester (For BS Program)			
22	Transcript of 6 <sup>th</sup> Semester duly verified by Exam			
23	Course Registration in 7 <sup>th</sup> Semester (For BS Program)			
24	Transcript of 7 <sup>th</sup> Semester duly verified by Exam			
25	Course Registration in 8 <sup>th</sup> Semester (For BS Program)			
26	Transcript of 8 <sup>th</sup> Semester duly verified by Exam			
27	Completing Degree through Thesis/ Course Work/Project if any			
28	Copy of Degree Awarded			
29	Copy of Transcript Awarded			