**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**

**Program File for each Academic Program**

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| --- | --- | --- | --- | --- |
| **College Name:** | | | | |
| **Name of Program:** (e.g. AD in Arts, AD in Science, BBA, BS Physics, BS Urdu, BS Economics etc.) | | | | |
| **S No** | **Name of Documents Attached** | **Yes** | **No** | **N/A** |
| 1 | Copy of initial approval of A.D / B.S Programme by the affiliating university and subsequent changes, if any |  |  |  |
| 2 | Copy of approval from B.S Committee of Directorate / D. G Commerce office |  |  |  |
| 3 | Scheme of studies/detailed curriculum of the AD/ BS Programme including: |  |  |  |
| **(i)** Total number of credit hours along with semester wise and subject wise break up of credit hours |  |  |  |
| **(ii)** Programme Mission, Objectives, and Learning Outcomes |  |  |  |
| **(iii)** Course contents/syllabi of all subjects taught during four/ eight semesters and lab/field work, if any |  |  |  |
| 4 | List of students registered in the programme from semester 1 to 4/8 |  |  |  |
| 5 | List of teachers involved in the programme along with their status (permanent/ hired/visiting), highest qualification and length of experience |  |  |  |
| 6 | List of teachers involved in programme along with their workload |  |  |  |
| 7 | Parent department of BS programme exist in affiliating university |  |  |  |
| 8 | In case of BS programme affiliated outside jurisdiction of concern university, N.O.C is obtained to get affiliation outside jurisdiction as per HED policy |  |  |  |
| 9 | Semester wise break up of enrolled students in programme |  |  |  |
| 10 | Copies of semester wise students’ results in the programme |  |  |  |
| 11 | Record of dropped out students and cases on probation in the programme |  |  |  |
| 12 | Programme Evaluation Report previously carried out by graduating students if any |  |  |  |
| 13 | Programme Evaluation Report currently carried out by graduating students of AD/BS programme |  |  |  |
| 14 | Implementation Plan & Rubric Form of Self-Assessment Report of the Programme if any |  |  |  |
| 15 | Feedback to the relevant university and their response about difficulties or problems faced in completion of AD/BS programme |  |  |  |

Every Head of Department/AD/BS Coordinator shall maintain a Program File for each Academic Program (AD/BS/BBA etc.). The Program File check list must contain the following documents;