**QUALITY ASSURANCE CELL**

**HIGHER EDUCATION DEPARTMENT, KHYBER PAKHTUNKHWA, PESHAWAR**

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

**Email:** [**qached.kp@gmail.com**](mailto:qached.kp@gmail.com) **Phone: 091-9223086/9223087 Fax# 9223088**

**Governance of the College/Institution**

**Faculty/Teacher File**

Maintaining the Faculty/Teacher File of each teacher is mandatory for all teachers (Permanent/Hired /Visiting). It should have complete record of teacher. The Faculty File check list must contain the following documents;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of College:** | | | | |
| **Faculty/Teacher Name:** | | | | |
| **Designation:** | | | | |
| **Specialization:** | | | | |
| **Teaching to Programs:** | | | | |
| **S No** | **Name of Documents Attached** | **Yes** | **No** | **N/A** |
| 1 | Offer/Appointment/Transfer Letter |  |  |  |
| 2 | Joining Report |  |  |  |
| 3 | Detailed CV/Resume |  |  |  |
| 4 | Degree of Ph.D. or Equivalent |  |  |  |
| 5 | Transcript of Ph.D. or Equivalent |  |  |  |
| 6 | Equivalence of Ph.D. from HEC if required |  |  |  |
| 7 | Degree of MS/M.Phil. Or Equivalent |  |  |  |
| 8 | Transcript of MS/M.Phil. Or Equivalent |  |  |  |
| 9 | Equivalence of MS/M.Phil. from HEC if required |  |  |  |
| 10 | Degree of Bachelors/Master or Equivalent |  |  |  |
| 11 | Transcript of Bachelors/Master of Equivalent |  |  |  |
| 12 | Semester work load |  |  |  |
| 13 | Details of courses being taught in current semester |  |  |  |
| 14 | Additional Charge / any other portfolio/s |  |  |  |
| 15 | Any other relevant document like appreciation letter etc. |  |  |  |