



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

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.			