Program File for each Academic Program

Every Head of Department shall maintain a Programme File, which must contain:

* 1. Name of the Programme (e.g. BS Physics, BS Urdu, BS Economics etc.)
	2. Dates of initial approval of each Programme by the affiliating university and subsequent changes, if any
	3. Scheme of studies/detailed curriculum of the BS Programme including:
		1. Total number of credit hours along with semester wise and subject wise break up of credit hours
		2. Programme Mission, Objectives, and Learning Outcomes
		3. Course contents/syllabi of all subjects taught during eight semesters and lab/field work, if any
	4. List of students registered in the programme from semester 1 to 8
	5. List of teachers involved in the programme along with their status (permanent/hired), highest qualification and length of experience
	6. Workload assigned to each teacher
	7. Programme Evaluation Reports previously carried out by relevant faculty and graduating students
	8. Detailed curricula of each programme.
	9. Semester wise break up of enrolled students in each programme
	10. List of teachers involved in each programme along with their workload
	11. Copies of semester wise students’ results in all programmes
	12. Record of dropped out students and cases on probation in each programme
	13. Programme Evaluation Reports of all BS programmes by teachers and graduating students
	14. Feedback to the relevant university and their response about difficulties or problems faced in completion of each programme

**COURSE FILE**

Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should contain:

1. Course Code and Title
2. Description of Course/Learning Outcomes
3. Course syllabus and changes, if any, made over at least 3 semesters
4. Weekly Teaching Schedule
5. Dates of Mid-Semester Examination
6. Grading Policy will identify each activity. such as Homework, Quizzes, Mid-Semester Examination, Final Examination and Term Papers etc
7. Copy of each Homework Assignment
8. Copy of each Quiz Assigned
9. Copy of Question Papers for Mid Semester Examination
10. Copy of Question Papers for Final/Semester End Examination
11. Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students
12. Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery
13. Course Evaluation by Students & its analysis result
14. Course Evaluation by teacher

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| **Check list for Master/MS/M.Phil. Faculty File** |
| **Teacher Name:** |  |
| **Designation:** |  |
| **Department:** |  |
| **Name of Document** | **Evidence Attached** |
| **Yes** | **No**  | **N/A** |
| Offer/Appointment/Transfer Letter |   |   |   |
| Joining Report |   |   |   |
| Detailed CV |   |   |   |
| Degree of MS/M.Phil. Or Equivalent  |   |   |   |
| Transcript of MS/M.Phil. Or Equivalent  |   |   |   |
| Equivalence of MS/M.Phil. from HEC  |   |   |   |
| Degree of Bachelors/Master or Equivalent |   |   |   |
| Transcript of Bachelors/Master of Equivalent |   |   |   |
| Semester work load |   |   |   |
| Details of courses being taught in current semester |   |   |   |

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| **Checklist for Ph.D. Faculty File** |
| **Teacher Name:** |  |
| **Designation:** |  |
| **Department:** |  |
| **Name of Document** | **Evidence Attached** |
| **Yes** | **No**  | **N/A** |
| Offer/Appointment/Transfer Letter |   |   |   |
| Joining Report |   |   |   |
| Detailed CV |   |   |   |
| Degree of Ph.D. or Equivalent |   |   |   |
| Transcript of Ph.D. or Equivalent |   |   |   |
| Equivalence of Ph.D. from HEC if required |   |   |   |
| Degree of MS/M.Phil. Or Equivalent  |   |   |   |
| Transcript of MS/M.Phil. Or Equivalent  |   |   |   |
| Equivalence of MS/M.Phil. from HEC if required |   |   |   |
| Semester work load |   |   |   |
| Details of courses being taught in current semester |   |   |   |