Office of the Director QEC
FATA UNIVERSITY FR KOHAT
Khyber Pakhtunkhwa (Pakistan)
Ph: 091-5885507 E-Mail:qec@fu.edu.pk
Website: www.fu.edu.pk

No.10 /QEC/FATA-U **January 08, 2025**

Notification

Pursuant to the approval of the IQC, made in its 4th meeting held on 23.12.2025, the Vice-Chancellor, FATA University is pleased to nominate the following teachers/visiting as Program Teams/Departmental Quality Enhancement Committees (DQECs) of the respective academic departments for implementation of quality assurance policies and procedures:-

S. No	Program	Convener	Member	Member
01	BS- Pol. Science	Dr. Wajid Mehmood	Mr. Muhammad Saeed Khalil	Mr. Ibrahim Khan
02	BS-English	Dr. Akbar Ali	Dr. Muhammad Imran	Dr. Bilal Khan
03	BS-Geology	Dr. Mustafa Yar	Dr. Asad Khan	Mr. Muhammad Siddiq (Visiting)
04	BS- Computer Science	Mr. Sadiq Shah	Dr. Amir Murad	Mr. Muhammad Danyal (visiting)
05	BS-Management	Dr. Alamzeb	Dr. Adeel Rahim	Mr. Khalil Khan (visiting)
05	BS-Sociology	Dr. Fazal Hanan	Mr. Shahzeb (Visiting)	Mr. Zahid Omer (visiting)
06	BS- Microbiology	Dr. Nasir Khan	Nazish Manzoor (Visiting)	Mr. Muhammad Nouman (Visiting)
07	BS-Psychology	Ms. Shafaq Zu Fishan	Mr. Shakoor (visiting)	Ms. Nargis (visiting)
08	BS- Mathematics	Dr. Nasir Khan	Ms Shafaq Zu Fishan	Dr. Amir Murad
09	BS-Electronics	Dr. Amir Murad	Dr. Nasir Khan	Dr. Iftikar (visiting)
10.	BED (1.5)	Dr. Bilal Khan	Dr. Mir Ahmad Shah (Visiting)	Dr. Ibne Amin (Visiting)

Terms of Reference (ToRs)

1. Preparing a Self-assessment Report (SAR) about the program under consideration.
2. To certify that every standard conceived by PSG-2023/HEC is properly addressed while developing SAR of the respective program.

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3. To collect and document all the information required to fulfil the prescribed standards.
4. To conduct all surveys mandatory for the development of SAR
5. To ensure the security and confidentiality of all the documents and surveys results until and unless not communicated by QEC
6. To attend all meetings/trainings/workshops arranged by QEC for Quality Assurance.
7. To assist in collection and provision of data of the respective program/department as and when required to QEC.

Dy. Director QEC

Copy to:

1. Heads of Teaching Departments
2. All Sectional Heads
3. Controller of Examinations
4. Deputy Registrar (Academics)
5. Registrar
6. PA to Vice-Chancellor
7. Office Record

Dy. Director QEC

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No.11 /QEC/FATA-U **January 14, 2025**

Notification

On the recommendation of the IQC in its 4th meeting held on 23.12.2025, and subsequent approval of the Syndicate in its 27th meeting held on 07.01.2026, the Vice-Chancellor FATA University is pleased to nominate the following internal/external faculty members for Assessment Teams (AT) of the respective academic programs;

S.No	Program	Convener	Internal Member	External Member
01	BS- Pol. Science	Dr. Wajid Mehmood	Mr. Ibrahim Khan	Dr. Amir Razaa, Associate Professor, Deptt: of Pol. Science, UoP.
02	BS-English	Dr. Akbar Ali	Dr. Bilal Khan	Prof. Dr. Sahibzada Urangzeb, IQRA University Peshawar.
03	BS-Geology	Dr. Mustafa Yar	Dr. Asad Khan	Dr. Mumtaz Ali Khan, Associate Professor, Bahria University, Islamabad.
04	BBA	Dr. Maqsood Haider	Dr. Alamzeb Aamir	Dr. Sajad Ahmad Afridi, Hazara University, Mansehra
05	BS- Computer Science	Mr. Sadiq Shah	Dr. Nasir Khan	Dr. Muhammad Imran, Associate Professor, Agriculture University Peshawar.
06	BS- Microbiology	Dr. Nasir Khan	Dr. Nazish Manzoor (Visiting)	Prof. Dr. Ibrar Khan, Deptt: Microbiology, UoP

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Terms of Reference (ToRs)

1. To access the SARs against the standards conceived by PSG-2023/HEC of the respective program.
2. To prepare Rubric of the respective SAR.
3. To prepare implementation plan of the respective SAR.

Dy. Director QEC

Copy to:

1. Heads of Teaching Departments
2. All Sectional Heads
3. Controller of Examinations
4. Deputy Registrar (Academics)
5. Registrar
6. PA to Vice-Chancellor
7. Office Record

Dy. Director QEC

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No. 18/QEC/FATA-U February 24, 2026

The Head Department of

1. Political Science
2. English
3. Geology
4. Management Science
5. Computer Science
6. Microbiology

Subject: **4th PROGRESS REVIEW MEETING REGARDING SARs.**

Dear Sir,

I am directed to refer to this Office earlier letters No.12/QEC/FATA-U dated January 19, 2026. Followed by letter, No.13/QEC/FATA-U January 30, 2026 and letter No.14/QEC/FATA-U dated January 09, 2026 on the subject cited above and to state that the 4th Progress Review Meeting regarding SARs will be held on **Tuesday 03.03.2026 at 10:30** a.m. in the Main Committee Room, Vice Chancellor's Secretariat.

It is, there fore, requested to kindly make it convenient to attend the said meeting on the aforementioned date, time, and venue.

Dy. Director QEC

Copy to:

1. Dy. Registrar Academics
2. Controller of Examinations
3. All Heads of Teaching Departments
4. Registrar
5. PA to Vice-Chancellor
6. Office Record.

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Quality Enhancement Cell
FATA University,
Attendance Sheet
4th Progress Review Meeting Regarding SARs.

Date: 03.03.26

S.No	NAME	DESIGNATION	SIGNATURE/ CONTACT NUMBER
1	Sadiq Shah	Lecturer CS	Shah.
2	Dr. Mustafa Yar	HoD, Earth Sciences	
3	M. Saeed Khan	Lecturer Microbiology	
4	M. Imran	Lecturer English	
5	Dr. Alamzeb Aamu	Assist: Prof:	
6	Dr. Wajid Mehmood	Assistant prof	
7	M. Akbar Amin	DD. OBC	
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No.20/QEC/FATA-U **April 16, 2026**

Prof. Dr. Sahibzada Urangzeb, IQRA University, Peshawar.

Dr Akbar Ali
HoD, Department of English, FATA University.

Dr. Bilal Khan.
Department of English, FATA University.

Subject: **MEETING OF ASSESSMENT TEAM, BS ENGLISH PROGRAM**

Dear Sir,

I am directed to refer to the subject cited above and to state that a meeting of the Assessment Team (AT) for BS-English program is scheduled to be held on Tuesday, 21.04.2026 at 2:30 p.m. in the Main Committee Room, Vice-Chancellor Secretariat, FATA University.

It is, therefore, requested to kindly make it convenient to attend the said meeting on the aforementioned date, time, and venue.

Dy. Director QEC

Copy to:

1. Dy. Registrar Academics
2. HoD, Department of English
3. Dr. Muhammad Imran, Department of English is requested to attend the meeting being PT member
4. Registrar
5. Treasurer
6. PA to Vice-Chancellor
7. Office Record.

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Quality Enhancement Cell
FATA University,
Attendance Sheet

MEETING OF ASSESSMENT TEAM, BS ENGLISH PROGRAM

Date: 21.04.26

S.No	NAME	DESIGNATION	SIGNATURE/ CONTACT NUMBER
1	Dr Sahibzada Anees	Professor	03065979626
2	Dr Bilal	lecturer	
3	M. Imran	Lecturer	
4	M. Akbar Awan Bri QSR		
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Program Review for Effectiveness and Enhancement (PREE)

Rubric for Evaluation of the Self-Assessment Report (SAR) by the Assessment Team (AT)

Program Name: ~~BBA~~ English

AT Visit date: June 30, 2025

Standard 1 – Program Mission, Objectives and Outcomes		Weight = 0.05
S #	Factors	Score
1	The Program must have documented measurable objectives that support faculty / college and institution mission statements	4
2	The programme must have documented outcomes for graduating students. It must be demonstrated that the outcomes support the programme objectives and that graduating students are capable of performing these outcomes.	4
3	The results of programme's accreditation and the extent to which they are used to improve the programme must be documented.	5
4	The department must assess its overall performance periodically using quantifiable measures.	4
5	The department/programme must take deliberate steps to engage all students, individually and collectively, as partners in the assurance and enhancement of their educational experience.	5
Total Encircled Value (TV)		22
SCORE 1 (S1) = [TV / (No. of Questions * 5)] * 100 * Weight		4.40

Standard 2 – Curriculum Design and Organization		Weight = 0.20
S #	Factors	Score
1	The curriculum must be consistent and support the programme's documented objectives.	5
2	Theoretical background, problem analysis and solution must be stressed within the programme's core material.	5
3	The curriculum must satisfy the core requirements for the programme, as specified by the respective accreditation body.	5
4	The curriculum must satisfy the major requirements for the programme as specified by HEC and the respective accreditation body/councils	5
5	The curriculum must satisfy general education, arts, and professional and other discipline requirements for the programme, as specified by the respective accreditation body/council.	5
6	Information technology components of the curriculum must be integrated throughout the programme.	5
7	Oral and written communication skills of the student must be developed and applied in the programme.	4
8	Conduct feedback surveys each semester for each course from students and faculty.	5
Total Encircled Value (TV)		39
SCORE 2 (S2) = [TV / (No. of Questions * 5)] * 100 * Weight		19.50

Standard 3 – Subject Specific Facilities		Weight = 0.10
S #	Factors	Score
1	Laboratory manuals/documentation/instructions for experiments must be available and readily accessible to department and students	5
2	There must be adequate support for personnel for instruction and maintaining the laboratories.	3
3	The institution's computing infrastructure and facilities must be adequate to support the programme's objectives.	5
Total Encircled Value (TV)		13
SCORE 3 (S3) = [TV / (No. of Questions * 5)] * 100 * Weight		8.67

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Standard 4 – Students Advising & Counselling		Weight = 0.10
S #	Factors	Score
1	Modules must be offered with sufficient frequency and number for students to complete the programme in a timely manner	5
2	Modules in the major area of study must be structured to ensure effective interaction between students, department and teaching assistants.	4
3	Guidance on how to complete the programme must be available to all students and access to academic advising must be available to make module decisions and career choices.	5
Total Encircled Value (TV)		14
SCORE 4 (S4) = [TV / (No. of Questions * 5)] * 100 * Weight		14.00

Standard 5 – Teaching Faculty/Staff		Weight = 0.2
S #	Factors	Score
1	There must be enough full-time teaching staff who are committed to the programme to provide adequate coverage of the programme areas/modules with continuity and stability. The interests and qualifications of all teaching staff must be sufficient to teach all modules, plan, modify and update modules and curricula. All teaching staff should have a level of competence that would normally be obtained through graduate work in the discipline. The majority of the teaching staff should hold a PhD in the discipline and/or vocational experience in their area of expertise.	5
2	Teaching staff must remain current in the discipline and sufficient time must be provided for scholarly activities and professional development. Also, effective programmes for staff development must be in place.	5
3	All teaching staff should be motivated and have job satisfaction to excel in their profession	4
Total Encircled Value (TV)		14
SCORE 5(S5) = [TV / (No. of Questions * 5)] * 100 * Weight		18.67

Standard 6 – Institutional Policies & Process Control		Weight = 0.15
S #	Factors	Score
1	The process by which students are admitted to the programme must be based on quantitative and qualitative criteria and clearly documented.	5
2	The process of recruiting and retaining highly qualified department members must be in place and clearly documented. Also, processes and procedures for department evaluation, and promotion must be consistent with the institution mission statement. These processes must be periodically evaluated to ensure that they are meeting with their objectives.	4
3	The process and procedures used to ensure that teaching and delivery of module material to the students emphasises active learning and that module learning outcomes are met. The process must be periodically evaluated to ensure that it is meeting its objectives.	5
4	The process that ensures that graduates have completed the requirements of the programme must be based on standards, and effective and clearly documented procedures. This process must be periodically evaluated to ensure that it is meeting its objectives.	5
5	Programmes produce information for external audiences about the learning opportunities they offer that is fit for purpose, accessible and trustworthy.	5
6	Programmes produce information for students about the learning opportunities they offer that is fit for purpose, accessible and trustworthy.	5
7	Programmes are managed to high ethical standards when dealing with faculty, staff, students and other stakeholders.	4
Total Encircled Value (TV)		33
SCORE 6(S6) = [TV / (No. of Questions * 5)] * 100 * Weight		14.14

Standard 7 – Institutional Support & Facilities		Weight = 0.10
S #	Factors	Score
1	There must be sufficient support and financial resources to attract and retain high-quality teaching staff and provide the means for them to maintain competence as teachers and scholars.	5

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2	There must be an appropriate number of high-quality graduate students, research assistants and PhD students	0
3	Financial resources must be provided to acquire and maintain library holdings, laboratories and computing facilities.	5
4	The institution must have the infrastructure to support new trends in learning such as elearning.	5
5	The library must possess an up-to-date technical collection relevant to the programme and must be adequately staffed with professional personnel.	4
6	Classrooms must be adequately equipped, and offices must be adequate to enable teaching staff to carry out their responsibilities.	5
Total Encircled Value (TV)		**24**
SCORE 7(S7) = [TV / (No. of Questions * 5)] * 100 * Weight		**9.60**
Standard 8 – Institutional General Requirements		**Weight = 0.10**
S #	Factors	Score
1	**General principles:** I - Full and part-time postgraduate research programmes will only be offered where students can be expected to meet the academic Precepts the institution has set for itself, which should reflect national expectations. II - Regulations should be clearly defined, made readily available and be sufficiently comprehensive to cover the progression of research students from admission and registration through to final examination and award. III - Regulations should be subject to regular review, at local and institutional level. IV - Research should take account of regional, national and international social and industrial needs.	4
2	**The research environment:** The institution should: I - only offer research opportunities where students can be trained and supported within an environment that is supportive of research II - make sure that all publicity materials associated with postgraduate research programmes are clear, accurate and of sufficient detail to inform student choice.	5
3	**The selection and admission of students:** The institution should: I - make sure that admissions procedures are clear and consistently applied II - make sure that only appropriately qualified and/or prepared students are admitted onto research programmes III - make sure that admissions decisions involve the judgment of more than one member of the institution's staff with relevant expertise IV - make sure that admissions procedures promote equality of opportunity V - make sure that the entitlements and responsibilities of a research student undertaking a postgraduate research programme at the institution are defined and communicated clearly.	5
4	**Student information and induction:** The institution should: I - make sure that research students are provided with opportunities by the institution to enable them to commence their studies with an understanding of the academic and social environment within which they will be working.	3
5	**The approval of research projects** The institution should: I - give adequate consideration to the feasibility of both full and part-time students undertaking and successfully completing a particular research project.	4
6	**Skills training:** The institution should: I - make sure that research students have access to training sufficient to gain the skills they need to design and complete their programmes effectively and to help prepare themselves for their subsequent career.	5

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7	**Supervision** The institution should: I - make sure that supervisors possess recognised subject expertise II - make sure that supervisors have the necessary skills and experience to monitor, support and direct research students' work III - make sure that research students receive support and direction sufficient to enable them to succeed in their studies IV - make sure that the progress made by research students is consistently monitored and regularly communicated to the students.	5
8	**Assessment:** The institution should: I - make sure that postgraduate research assessment processes are communicated clearly and fully to research students and supervisors II - postgraduate research assessment processes are clear and operated rigorously, fairly, reliably and consistently Feedback, complaints and appeals III - make sure that mechanisms exist to enable open and constructive feedback to be provided by research students and their supervisors on the learning experience and support infrastructure IV - make sure that complaints and appeals procedures are fair, open and consistently applied, allowing students access to relevant information and an opportunity to present a case V - make sure that independent and formal procedures exist to deal swiftly with complaints from research students about the quality of the institution's learning and support provision VI - make sure that formal procedures exist to deal with any academic appeals made by postgraduate research students VII - make sure that the acceptable grounds for appeals are clearly defined.	5
9	**Evaluation:** The institution should:[1] I - make sure that the extent to which institutions are discharging their responsibilities for the Precepts of the research awards granted in their name, and for the quality of the education provided to enable research students to attain those Precepts, are regularly reviewed.	3
Total Encircled Value (TV)		**39**
SCORE 8(S8) = [TV / (No. of Questions * 5)] * 100 * Weight		**78.00**

OVERALL ASSESSMENT SCORE (S1+S2+S3+S4+S5+S6+S7+S8) =	**166.98**

Dr Akbar Ali
Head of Department
(Convener)

Dr. Sahibzada Aurangzeb
Professor, Iqra University
(External Member)

Dr. Bilal Khan
Lecturer Department of English
(Member)

Dr. Muhammad Imran
Lecturer Department of English
(Member)

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PREE EXECUTIVE SUMMARY

Department of English | 2024–25

	Vice-Chancellor, FATA University
ɔm	Quality Enhancement Cell (QEC), FATA University
bject	PREE Executive Summary — BS English Program (Assessment Year 2024–25)
te of Visit	

Quality Enhancement Cell (QEC) of FATA University conducted a formal Assessment Team (AT) review visit e Bachelor of Studies in English (BS English) program as part of the Program Review for Effectiveness and ncement (PREE) framework for the assessment year 2024–25. The Assessment Team comprised Dr. Akbar Head of the Department of English (Convener); Dr. Sahibzada Aurangzeb, Professor at Iqra University, awar (External Member); Dr. Bilal Khan, Lecturer, Department of English (Member); and Dr. Muhammad n, Lecturer, Department of English (Member). The team examined the Self-Assessment Report (SAR) prepared he BS English Program Team against the criteria and standards prescribed under the Higher Education mission's Precepts, Standards and Guidelines (PSG-2023). The structured review session provided a rigorous collegial platform for deliberation, and the participation of the external member ensured the objectivity and pendent academic judgement essential to a credible evaluation process.

wing a thorough review of the SAR, the Assessment Team submitted nine recommendations spanning six key s of program quality, as detailed below:

- **On governance and strategic alignment (Standards 1–1 and 1–4),** the team recommended that the Department formally document and publish measurable Program Objectives that explicitly reflect both the departmental mission and the University's institutional mission statement, and that a systematic mechanism be established for collecting and reporting quantifiable program performance indicators on an annual basis to enable evidence-based decision-making.
- **Regarding curriculum enhancement (Standard 2–7),** the team noted that while the BS English curriculum is comprehensively aligned with HEC PSG-2023 requirements across its core, major, and general education components, the integration of formal oral and written communication skills development activities should be more explicitly embedded and assessed across programme modules, given their centrality to the discipline and to graduate employability.
- **On subject-specific facilities (Standard 3–2),** the team recommended that adequately qualified support personnel be appointed or formally designated to ensure its consistent and effective utilisation in support of the program's pedagogical objectives, and that computing infrastructure be more purposefully leveraged for corpus-based language analysis and digital literacy across English courses.
- **Finally, on institutional support, research development, and general requirements (Standards 7–2, 7–5, and Standard 8),** the team recommended regular and systematic updates to the library's English language and literature holdings were recommended. The team further called upon the Department to strengthen student induction processes, ensuring research students commence their studies with a clear understanding of the academic and social environment, and to establish institutional self-evaluation mechanisms in accordance with the requirements of Standard 8.

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S English program demonstrates a sound and well-structured academic foundation, with a curriculum that is ehensively aligned with HEC standards and an assessment framework that reflects commendable attention itutional policies and process control. The above recommendations are intended as targeted opportunities for uous quality improvement rather than indicators of programmatic deficiency. The QEC will facilitate follow-up rs to monitor the implementation of these recommendations and is committed to supporting the Program in developing a practical and time-bound improvement plan.

ared and submitted by:

kbar Ali
l of Department of English
vener)

Countersigned by:

Muhammad Akbar Amin
Director QEC
FATA University

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