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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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

18/QEC/FATA-U February 24, 2026

Head Department of

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

bject: 4th PROGRESS REVIEW MEETING REGARDING SARs.

ar Sir,

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

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

Dy. Director QEC

opy 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 Aamir	Assist: Prof;	
6	Dr. Wajid Mehmood	Assistant prof	
7	M. Akbar Amin	DD. OSC	
8			
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No.22/QEC/FATA-U April 16, 2026

Dr. Sajjad Ahmad Afridi,
Department of Management Sciences,
Hazara University, Mansehra.

Dr. Maqsood Haider
Department of Management Sciences, FATA University.

Dr. Alamzeb Amir
Department of Management Sciences, FATA University

Subject: **MEETING OF ASSESSMENT TEAM, BBA 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 BBA program is scheduled to be held on Tuesday, 21.04.2026 at 2:30 p.m. in the Senate Hall, Management Block 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 Management Sciences.
3. Dr. Adeel Rahim with the request to attend the meeting being a PT member.
4. Registrar
5. Treasurer
6. PA to Vice-Chancellor
7. Office Record.

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Department of Management Sciences

FATA University

TSD Darra Adam Khel, NMD Kohat

Website: www.fu.edu.pk

Attendance of Assessment Team (AT) for SAR Meeting on 20th April 2026

S.No	NAME	DESIGNATION	SIGNATURE/CONTACT
1	Dr. Sajjad Afridi	Associate Professor	
2	Dr. Maqsood Ahmad	HOD	
3	Dr. Alamzeb	Assistant Prof	
4	Dr. Adeel Rehan	Lecturer	
5	Dr. Syed Bilal Shah	PTFP Fellow	
6	M. Akbar Awan	Dir QEC	
7			
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9			
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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

AT Visit date: April 20, 2026

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.	2
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.	2
3	The results of programme's accreditation and the extent to which they are used to improve the programme must be documented.	2
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.	2
Total Encircled Value (TV)		12
SCORE 1 (S1) = [TV / (No. of Questions * 5)] * 100 * Weight		2.40

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.	4
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.	2
4	The curriculum must satisfy the major requirements for the programme as specified by HEC and the respective accreditation body/councils.	4
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.	5
8	Conduct feedback surveys each semester for each course from students and faculty.	5
Total Encircled Value (TV)		35
SCORE 2 (S2) = [TV / (No. of Questions * 5)] * 100 * Weight		17.50

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.	2
3	The institution's computing infrastructure and facilities must be adequate to support the programme's objectives.	5
Total Encircled Value (TV)		12
SCORE 3 (S3) = [TV / (No. of Questions * 5)] * 100 * Weight		8.00

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.	5
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)		15
SCORE 4 (S4) = [TV / (No. of Questions * 5)] * 100 * Weight		10.00

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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	5
Total Encircled Value (TV)		15
SCORE 5(S5) = [TV / (No. of Questions * 5)] * 100 * Weight		20.00

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.	5
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.	5
Total Encircled Value (TV)		35
SCORE 6(S6) = [TV / (No. of Questions * 5)] * 100 * Weight		5.00

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.	4
2	There must be an appropriate number of high-quality graduate students, research assistants and PhD students	4
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.	5
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)		28
SCORE 7(S7) = [TV / (No. of Questions * 5)] * 100 * Weight		9.33

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.	N/A

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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.	N/A
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.	NA
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.	NA
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.	NA
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.	N/A
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.	NA
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.	N/A
9	**Evaluation:** The institution should: 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.	5
Total Encircled Value (TV)		**5**
SCORE 8(S8) = [TV / (No. of Questions * 5)] * 100 * Weight		**1.11**

OVERALL ASSESSMENT SCORE (S1+S2+S3+S4+S5+S6+S7+S8) =	**83.34**

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Dr. Sajjad Ahmad
Associate Professor/Project, Hazara University
(Convener)

Dr. Maqsood Hayat
Assistant Professor/HOD, FATA University
(Member)

Dr Alamzeb Afridi
Assistant Professor, FATA University
(Member)

Dr. Abdul Rahim
Lecturer, FATA University
(Co-Opted Member)

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PREE EXECUTIVE SUMMARY

BBA Program | 2024-25

To	Vice-Chancellor, FATA University Sciences, Peshawar
From	Quality Enhancement Cell (QEC), FATA University
Subject	PREE Executive Summary — BBA Program (Assessment Year 2024-25)
Date of Visit	20th April 2026

The Quality Enhancement Cell (QEC) of FATA University conducted a formal Assessment Team (AT) review visit of the Bachelor of Business Administration (BBA) program on April 20, 2026, as part of the Program Review for Effectiveness and Enhancement (PREE) framework for the assessment year 2024-25. The Assessment Team comprises Dr. Maqsood Haider (Convener), Mahammad Akbar Amin(Director, QEC), , Dr. Sajjad Ahmad from Hazara University (External Member), Dr. Alamzeb Amir (Assistant Professor, Member), and Dr Adeel Rahim (Member). The team examined the Self-Assessment Report (SAR) prepared by the BBA Program Assessment Team (AT) against the criteria and standards prescribed under HEC's Precepts Standards and Guidelines (PSG-2023). The session, held at Senate Office from 11:00 AM to 12:30 PM, provided a structured platform for deliberation, with the external member's participation ensuring objectivity and independent academic judgement in the evaluation process.

Following a thorough review of the SAR, the Assessment Team submitted recommendations spanning key areas of program quality as below:

- On Program Mission, Objectives, and Outcomes (Standard 1.1, 1.2, 1.3 and ,,5), the team recommended that the department mission statement be formally ratified by the relevant statutory body and that a mechanism be established for systematically collecting and reporting quantifiable program performance indicators. Also, it was recommended that the outcomes must be aligned with the program's objectives. Further it was suggested that department must make efforts to engage students and teachers in enhancement of educational experiences.

- Regarding Curriculum Design and Organization (Satndard 2.1- 2.8), it was recommended that the curriculum must satisfy the core requirements as specified by respective accreditation bodies.

- On Subject Specific Facilities (Satndard 3.1-3.3), it was emphasized that there must be adequate learning facilities for students like modern computer labs and HEC digital library access.

- Concerning Students Advising and Counselling (Standard 4), the team recommended faculty members as "Batch Advisors" for students counselling. The batch advisors will advise a particular batch regarding academic matters, course selection, further studies and employment opportunities.

- Finally, on Institutional General Requirements (Standard 8), the team recommended the provision of adequate research opportunities to the students. This will help the students to be trained and supported within an environment that is supportive of research.

The BBA program demonstrates a sound academic foundation, and the above recommendations are intended as targeted opportunities for continuous quality improvement rather than indicators of

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deficiency. The QEC will facilitate follow-up reviews to monitor the implementation of these recommendations and is committed to supporting the Program Team in developing an actionable improvement plan.

Prepared and submitted by:

HoD Concerned

Countersigned by:

Dr. Sajjad Ahmad Afridi, Associate Professor, Hazara University, Mansehra / External Expert

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Program Review for Effectiveness and Enhancement (PREE)
Implementation Plan for BBA (Honours)

AT Recommendations	Action(s) to be Taken	Responsibility	Timeline
Standard 1: The Department mission statement and vision statement may be formally reviewed and approved by the relevant statutory body to ensure alignment with institutional and program objectives.	Draft revised mission statement; present to statutory body for approval.	HOD	3 months
Regarding Curriculum Design and Organization (Satndard 2.1- 2.8), it was recommended that the curriculum must satisfy the core requirements as specified by respective accreditation bodies.	Design and distribute surveys; analyze results for PLO attainment.	HOD	Biannually
On Subject Specific Facilities (Satndard 3.1-3.3), it was emphasized that there must be adequate learning facilities for students like modern computer labs and HEC digital library access.	Develop data collection framework; assign roles for analysis and reporting.	Head of the Department of Management Sciences,	6 months
On Standard 3.2 (Subject Specific Facilities) arrangements must be made to have adequate teaching staff and resource personnel for smooth learning activities	Availability of adequate teaching staff	HOD	1 month
Concerning Students Advising and Counselling (Standard 4), the team recommended faculty members as "Batch Advisors" for students counselling. The batch advisors will advise a particular batch regarding academic matters, course selection, further studies and employment opportunities.	Identify courses for AI integration; update syllabi and train faculty.	Head of the Department Program Coordinator	1 academic year
On Institutional General Requirements (Standard 8), the team recommended the provision of adequate research opportunities to the students. This will help the students to	Administer surveys; compile reports; implement	Registrar Office	Annually

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AT Recommendations	Action(s) to be Taken	Responsibility	Timeline
be trained and supported within an environment that is supportive of research.	improvements based on feedback.		

Dr. Maqsood Haider
HoD, Management Sciences

Dr. Sajjad Ahmad Afridi
Associate Professor, Hazara University, Mansehra / External Expert

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