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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Website: www.fu.edu.pk

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

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 Aamir	Assist. Prof.	
6	Dr. Wajid Mehmood	Assistant prof	
7	M. Akbar Amin	DD. OBC	
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No.23/QEC/FATA-U **April 16, 2026**

Dr. Muhammad Imran
Associate Professor, Department of Computer Science,
Agriculture University Peshawar.

Mr. Sadiq Shah
Department of Computer Sciences,
FATA University

Dr. Nasir Khan
Department of Mathematics,
FATA University.

Subject: **MEETING OF ASSESSMENT TEAM, BS-COMPUTER SCIENCE 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-Computer Science 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 Computer Science.
3. Registrar
4. Treasurer
5. PA to Vice-Chancellor
6. Office Record.

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DEPARTMENT OF COMPUTER SCIENCE
FATA University
Attendance (Assessment Team)

(21-04-2026)

S.no	Name	Designation	Signature
1	Dr. Muhammad Imran	Associate Professor, ICS, The University of Agriculture. Peshawar	
2	Mr. Sadiq Shah	HOD/Coordinator, Dept. of Computer Science, FATA University	
3	Dr. Nasir Khan	HOD/Maths Dept. of Mathematics, FATA University	
4	M. Akbar Amin	Dri Dec.	
5			

Mr. Sadiq Shah
HoD/Coordinator.
Dept. of Computer Science

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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: BS Computer Science

AT Visit date: 21.4.2026

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	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	1
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)		**18**
SCORE 1 (S1) = [TV / (No. of Questions * 5)] * 100 * Weight		**3.60**

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	5
8	Conduct feedback surveys each semester for each course from students and faculty	5
Total Encircled Value (TV)		**40**
SCORE 2 (S2) = [TV / (No. of Questions * 5)] * 100 * Weight		**20.00**

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	4
2	There must be adequate support for personnel for instruction and maintaining the laboratories	5
3	The institution's computing infrastructure and facilities must be adequate to support the programme's objectives.	5
Total Encircled Value (TV)		**14**
SCORE 3 (S3) = [TV / (No. of Questions * 5)] * 100 * Weight		**9.33**

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

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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.	4
3	All teaching staff should be motivated and have job satisfaction to excel in their profession	4
Total Encircled Value (TV)		**13**
SCORE 5(S5) = [TV / (No. of Questions * 5)] * 100 * Weight		**17.33**
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.	4
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)		**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
2	There must be an appropriate number of high-quality graduate students, research assistants and PhD students.	3
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.	4
5	The library must possess an up-to-date technical collection relevant to the programme and must be adequately staffed with professional personnel.	4

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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)		**26**
SCORE 7(S7) = [TV / (No. of Questions * 5)] * 100 * Weight		**10.40**

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.	2
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.	1
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.	3
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.	1
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.	1
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.	1

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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	1
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.	1
Total Encircled Value (TV)		**14**
SCORE 8(S8) = [TV / (No. of Questions * 5)] * 100 * Weight		**28.00**

OVERALL ASSESSMENT SCORE (S1+S2+S3+S4+S5+S6+S7+S8) =	**116.81**

Dr. Muhammad Imran
Associate Prof. ICS, The University of Agriculture, Peshawar
(Expert)

Dr. Nasir Khan
Assistant Professor/HoD Maths, FATA University
(Member)

Mr. Sadiq Shah
Lecturer/HoD Computer Science
(Member)

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PREE EXECUTIVE SUMMARY

BS Computer Science Program | 2024-25

To	Vice-Chancellor, FATA University FR Kohat
From	Quality Enhancement Cell (QEC), FATA University
Subject	PREE Executive Summary — BS Computer Science (Assessment Year 2024-25)
Date of Visit	

The Quality Enhancement Cell (QEC) of FATA University conducted a formal Assessment Team (AT) review visit of the BS Computer Science (BSCS) program on 21.04.2026, 2.30pm, as part of the Program Review for Effectiveness and Enhancement (PREE) framework for the assessment year 2024-25. The Assessment Team comprised of the following members;

The following members attended the meeting

1. Dr. Muhammad Imran — Convener
   Associate Professor (CS), The University of Agriculture, Peshawar
2. Dr. Nasir Khan — Member
   Assistant Prof/HoD Maths, FATA University
3. Mr. Sadiq Shah — Member
   HoD Computer Science, FATA University
4. Muhammad Akbar Amin — Secretary/Member
   Director QEC, FATA University

The meeting started with recitation of the Holy Quran. The Chair welcomed all participants and expressed gratitude to the program team for preparing and presenting the PREE document for the academic year 2024–25. The Secretary formally introduced the agenda and outlined the structure of the meeting, which centered on a comprehensive review of all eight PREE standards for the BS Computer Science program.

The Secretary / HoD CS, briefed the forum comprehensively on the Program Review for Effectiveness and Enhancement (PREE) document prepared for the Department of Computer Science, FATA University, for the academic year 2024–25. He highlighted that the document covers all eight mandatory standards as prescribed by the Higher Education Commission (HEC) of Pakistan, and that it was prepared by the program team comprising Mr. Sadiq Shah (Team Lead), Dr. Amir Murad (Member), and Mr. Bilawal Khan (Member).

The forum appreciated the detailed and structured preparation of the document and proceeded to a standard-by-standard discussion.

1. Standard 1: Program Mission, Objectives and Outcomes (PLOs)

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Discussion:
The forum reviewed the Program Mission Statement and Program Learning Outcomes (PLOs) of the BS Computer Science program. The members noted that the mission statement is well-articulated, aligning with both the institutional mission of FATA University and HEC's undergraduate computing curriculum. The forum raised the concern that students and faculty are not consistently aware of which PLO is being addressed in a given lecture or assessment activity. Another member pointed out that PLO mapping should be a structured, documented activity, not an implicit assumption and that each course outline must clearly indicate which PLOs are targeted and at what cognitive level. The Chairman strongly emphasized that PLO attainment evidence is a fundamental requirement of any quality assurance process and must be treated with full seriousness.

It was further discussed that assessment tools such as quizzes, assignments, and exams should be tagged to specific PLOs so that performance data can be aggregated at program level to demonstrate overall PLO achievement. The Secretary confirmed that this was a gap in the current implementation and committed to leading the process of updating all course outlines with explicit PLO mappings before the start of the next academic semester.

Decision / Action:

- PLO mapping must be explicitly included in all course outlines. Each topic in the weekly lecture plan should reference the PLO(s) it addresses.
- Faculty members are directed to align their lecture delivery and assessment design with documented PLOs and to maintain evidence of PLO attainment for each course.

2. Standard 2: Curriculum Design and Organization

Discussion:
The Secretary presented a detailed comparison of the Fall 2019 and Fall 2023 Schemes of Study, highlighting significant improvements including the increase in total credit hours from 130 to 135, introduction of new technology-oriented electives (Machine Learning, Data Mining, Mobile App Development), and enhanced General Education Requirements aligned with HEC Undergraduate Policy 2023. The forum acknowledged these as positive developments reflecting the department's commitment to curriculum relevance.

The discussion then turned specifically to the Associate Degree (AD) in Computer Science program. It was pointed out by the Chairman that the Associate Degree curriculum must be carefully aligned with two parallel frameworks simultaneously, namely, the HEC's prescribed curriculum for computing program and the Higher Education Department (HED) of Khyber Pakhtunkhwa's requirements for affiliated colleges and associate program. This dual alignment has not been fully achieved in the current draft, and misalignment could create difficulties for students seeking transfer to degree programs or professional recognition of their credentials.

Members discussed that the AD program should be designed as a coherent, self-standing qualification that simultaneously serves as a pathway into the BS program. It was suggested that a curriculum committee be formed specifically to map the AD curriculum against both HEC Computing Curriculum 2023 and HED KP requirements, identifying gaps and overlaps and proposing a revised course structure. The Secretary undertook to initiate this review process with the relevant stakeholders.

Decision / Action:

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- The Associate Degree curriculum shall be reviewed and revised to ensure full alignment with both the HEC Undergraduate Computing Curriculum 2023 and the HED KP Associate Degree framework.
- A curriculum alignment committee shall be constituted to complete the AD curriculum mapping within 60 days and present findings to the next Board of Studies meeting.

3. Standard 3: Subject-Specific Facilities

Discussion:
The Secretary briefed the forum on the subject-specific facilities available to the Department of Computer Science. He reported that the department currently operates four computer laboratories with a combined total of 100 desktop computers, including one Smart Lab (IoT/DLD Lab) equipped with IoT development kits and Digital Logic Design trainers. Two GPU workstations are available to support Artificial Intelligence and Machine Learning coursework. The forum acknowledged this infrastructure as a reasonable foundation for a computing department serving approximately 284 enrolled students.

However, concerns were raised regarding the ratio of computers to students. With 284 enrolled students and 100 computers, the current ratio of approximately 1:3 is adequate for scheduled lab sessions, but is insufficient if all students need simultaneous access for open-access computing or project work. It was further noted that while the IoT/DLD Smart Lab is an important asset, it needs to be expanded with additional IoT hardware kits, sensors, and embedded systems tools to fully support the elective courses in the later semesters. Members recommended that a formal laboratory utilization schedule be maintained and shared transparently.

The forum also noted that software licensing requires attention several courses now in the curriculum (including Data Mining, AI, and Machine Learning) require specialized software that may not be adequately licensed for all students. It was directed that the department prepare a complete software inventory aligned with the current scheme of study and identify gaps requiring procurement or open-source alternatives. The Secretary was asked to prepare a detailed laboratory upgrade proposal for submission to the university administration.

Decision / Action:

- A formal laboratory utilization schedule shall be maintained and displayed publicly each semester.
- The department shall prepare a software inventory aligned with the 2023 scheme of study and submit a procurement proposal for missing licensed or open-source tools.
- A laboratory upgrade proposal including additional IoT kits, networking equipment, and server resources shall be submitted to the university administration within 30 days.

4. Standard 4: Student Advising and Counselling

Discussion:
The forum reviewed the student advising and counselling mechanisms currently in place in the Department of Computer Science. The Secretary reported that faculty advisors are nominally assigned per batch for academic guidance, and that orientation sessions are conducted at the start of each academic year. However, it was noted with concern that the academic probation rate in 3rd semester is significantly higher than in the 1st and 5th semesters, suggesting that students who transition from general education courses to core computing courses in Semester 3 face a particularly difficult academic adjustment.

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Members discussed that structured peer mentoring and faculty-led academic support sessions are currently informal and inconsistent. A student representative present at the meeting confirmed that many students experiencing academic difficulty are unaware of available support mechanisms and that the probation notification process could be made more proactive. It was suggested that a formal early-warning system be established to identify at-risk students during mid-semester before results are finalized, enabling timely intervention.

The forum further discussed that counselling services at the university level are available but are not sufficiently promoted at the department level. It was agreed that the department should maintain an updated record of students under academic probation, their assigned faculty advisor, and intervention actions taken. The Secretary committed to developing a simple advising register to formalize this process and make it auditable during the next PREE review cycle.

Decision / Action:

- A formal academic advising register shall be established for each batch, documenting assigned advisors, advising sessions held, and follow-up actions.
- An early-warning system shall be implemented to identify academically at-risk students by mid-semester and trigger timely advisory interventions.
- The department shall actively promote university-level counselling services to students, particularly those placed on academic probation.

5. Standard 5: Teaching Faculty / Staff

Discussion:

The forum took up the critical issue of faculty strength in the Department of Computer Science. The Secretary informed the meeting that the department currently has only three (3) regular faculty. However, one of these regular faculty members is currently on study leave for PhD, effectively leaving only two (2) active regular faculty members and five visiting faculty to cover the full teaching load of the BS Computer Science program spanning six active semesters with approximately 284 enrolled students.

The Chairman expressed serious concern about this faculty shortage, noting that the HEC minimum standard for computing programm requires a teacher-to-student ratio of at least 1:20. With approximately 284 enrolled students and only 2 active regular faculty and five visiting faculty, the current effective ratio stands at approximately 1:142 for regular faculty, a significant and critical deviation from the HEC standard that poses a direct risk to program quality, accreditation status, and student learning outcomes. Even including visiting faculty, the ratio remains well above the 1:20 HEC benchmark.

The forum strongly recommended that the university administration take immediate steps to hire fresh faculty members on a regular or contract basis to bring the teacher-to-student ratio in line with HEC minimum requirements. The Secretary was directed to formally document this recommendation and submit a faculty requirement report to the Vice Chancellor's office.

Decision / Action:

- The forum unanimously resolved that immediate steps must be taken to hire fresh faculty members on regular or contract basis to meet the HEC minimum teacher-to-student ratio of 1:20 for computing program.

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- Until new faculty are recruited, the department shall ensure maximum use of qualified visiting lecturers as a bridging measure, while prioritizing regular appointments.

The faculty currently on study leave shall be encouraged to complete their PhD on schedule, and a handover plan shall be documented for their courses in the interim.

6. Standard 6: Institutional Policies and Process Control

Discussion:

The forum reviewed the institutional policies governing the department's academic processes, including examination policy, plagiarism prevention, credit transfer, student feedback mechanisms, and program review procedures. The Secretary confirmed that all examinations are conducted as per HEC policy with continuous assessment components (quizzes, assignments, mid-term, and final examination) and that the university has a documented plagiarism policy. However, it was noted that the plagiarism detection tools available to the department for checking student assignments and final year project reports are limited, and a more systematic approach to plagiarism prevention is required.

The discussion highlighted that teacher evaluation surveys are conducted each semester but the results are not always communicated back to faculty in a structured, developmental manner. Members suggested that a feedback-loop mechanism be formalized so that teaching quality data from student surveys directly informs faculty development activities. Furthermore, it was noted that the program review cycle should be documented as an annual or biannual process with formal sign-off by the Board of Studies, and not treated as an ad hoc activity triggered only by external review requirements.

Regarding credit transfer, the forum observed that the current policy needs to be made more accessible to students, particularly those transferring from affiliated colleges or students who completed AD program. A standardized credit transfer evaluation form and a formal review committee for credit transfer requests were recommended. The Secretary was asked to draft the required policy documents for review by the next departmental meeting.

Decision / Action:

- A formal teacher evaluation feedback loop shall be established to share anonymised student feedback with faculty and link it to individual faculty development plans.
- The department shall adopt a documented annual program review cycle, with formal Board of Studies sign-off, replacing the current ad hoc approach.
- A standardized credit transfer evaluation procedure shall be drafted and submitted for approval to the relevant university committee.

7. Standard 7: Institutional Support and Facilities

Discussion:

The Secretary presented data on institutional support and facilities available to the Department of Computer Science. It was reported that the university library holds a collection of CS and IT books, though the collection requires significant expansion to cover emerging areas such as Artificial Intelligence, Machine Learning, and Cyber security now formally included in the 2023 curriculum. Members noted that access to digital resources, including HEC Digital Library, should be made more prominent and familiar to students and faculty.

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The forum reviewed the teacher-to-student ratio data for the last three academic years. It was confirmed that the current ratio, even when including visiting faculty, does not meet the HEC minimum standard of 1:20 for computing program. The Chairman reiterated that this is the single most urgent quality concern for the department and that addressing it must be the top institutional priority in the coming semester. Members also discussed the need for technical laboratory support staff to assist with lab setup, equipment maintenance, and student technical support during lab sessions.

On the matter of graduate program, the forum noted that no MPhil or PhD program currently exists in the Department of Computer Science. It was discussed that establishing a graduate program would be an important long-term goal for the department, both to enhance research output and to create a pipeline of qualified PhD-holding faculty. However, this requires a threshold of PhD faculty that is not currently met, making regular faculty recruitment an even more pressing priority. The Secretary was asked to include graduate program development as a five-year strategic goal in the departmental plan.

Decision / Action:

- A library enhancement proposal shall be submitted to the university administration covering acquisition of new CS/IT books, subscriptions, and improved access to HEC Digital Library resources.
- Technical/laboratory support staff shall be formally requested through the university administration to support computing laboratory operations.
- Graduate program development shall be included as a formal future strategic objective in the departmental development plan.

8. Standard 8: Institutional General Requirements

i. General-Purpose Open Access Computing Lab

The forum highlighted the absence of a general-purpose computing lab for student use outside scheduled classes. With approximately 284 enrolled students, there is currently no dedicated space for assignments, self-study, internet access, or project work. This lack particularly affects students from the former FATA region who may not have access to personal computers or reliable internet.

The forum emphasized that such a lab is a basic requirement for a department of this size and would serve as an academic hub for daily student activities. It was proposed to establish a dedicated lab with at least 30 computers, reliable internet, and extended hours (8:00 AM–5:00 PM). The lab should be supervised and maintain a usage register.

ii. Specialized Research / FYP Lab

The forum strongly recommended establishing a dedicated Research and Final Year Project (FYP) Lab to support advanced courses such as AI, Machine Learning, and Data Mining. Current GPU systems are placed in teaching labs, limiting their effective use.

A separate research lab would provide uninterrupted access for final-year students and faculty, enhance research quality, and support future graduate programs. The lab should include at least 8

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high-performance GPU-enabled systems, a server, and relevant software tools. The Secretary was tasked with preparing a detailed proposal as part of the department's development plan.

iii. Departmental Assistant for HoD Office

The forum discussed the increasing administrative workload on the HoD and faculty due to growing student numbers and academic responsibilities. Currently, no dedicated administrative staff is available, forcing faculty to manage routine tasks.

It was agreed that appointing a full-time departmental assistant is essential. The assistant would handle documentation, correspondence, scheduling, and student coordination, allowing faculty to focus on teaching and research. The Secretary was directed to submit this request as an urgent requirement.

iv. Lab Attendant for Computing Laboratories

The forum noted that multiple lab-based courses are conducted without technical support, placing excessive burden on faculty. Teachers currently manage both instruction and lab operations.

A lab attendant is required to handle system setup, troubleshooting, maintenance, and record-keeping. With four labs and heavy usage, at least one full-time attendant is necessary, with the possibility of adding another in the future. The Secretary was instructed to include this position in the staffing proposal with a clear job description.

Decision / Action:

- The forum unanimously approved the establishment of a General-Purpose Open Access Lab and a Specialized Research/FYP Lab as urgent infrastructure requirements, and directed that a formal proposal with budget and space allocation be submitted to the university administration.
- It was resolved to request the appointment of a Departmental Assistant and at least one Lab Attendant to support administrative and laboratory operations, reducing the workload on faculty.

For BS Computer Science program the above recommendations are intended as targeted opportunities for continuous quality improvement rather than indicators of 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 Computer Science

Countersigned by:

Muhammad Akbar Amin
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DEPARTMENT OF COMPUTER SCIENCE
BS Computer Science

Program Review for Effectiveness and Enhancement (PREE)
Implementation Plan for BS Computer Science

Standard / Recommendation	Action(s) to be Taken	Responsibility	Timeline
Standard 1: Explicit PLO mapping in all course outlines	Revise all course outlines and weekly lecture plans to clearly map topics and assessments with relevant PLOs and maintain attainment records.	HoD CS & Faculty Members	06 months
Standard 2: Align Associate Degree curriculum with HEC 2023 and HED KP requirements	Constitute curriculum committee, conduct curriculum mapping, identify gaps and submit revised scheme to Board of Studies.	HoD and Boar of Studies	06 months days
Standard 3: Upgrade laboratories and computing resources	Prepare software inventory and submit laboratory upgrade proposal including IoT kits, networking equipment and server resources.	HoD CS & Directorate of IT	08 months days
Standard 4: Establish formal advising and early-warning system	Create advising registers, document interventions and implement mid-semester identification of at-risk students.	Academic Registrar	06 months
Standard 5: Improve teacher-to-student ratio	Submit faculty requirement report and recruit additional regular/contract faculty to meet HEC standards.	University Administration & Academic Registrar	06 months
Standard 6: Strengthen quality assurance and process control	Implement teacher feedback loop, annual program review cycle and standardized credit-transfer procedures.	QEC	6 months
Standard 7: Enhance institutional support and future development	Expand library resources, request technical support staff and incorporate graduate program development into departmental strategic planning.	University Administration, Library & Department	1 year
Standard 8: Establish Open Access Lab and Research/FYP Lab	Develop infrastructure proposals for student computing facilities and recruit departmental assistant and lab attendant support staff.	University Administration & Directorate of IT	1 year

HoD, Computer Science **Muhammad Akbar Amin, Director QEC**

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