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.

Scanned with CamScanner

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

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

Scanned with CamScanner

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.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

Scanned with CamScanner

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

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

Scanned with CamScanner

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.

Scanned with CamScanner

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	
8			
9			
10			
11			
12			
13			
14			

Scanned with CamScanner

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.24QEC/FATA-U **April 16, 2026**

Prof. Dr. Ibrar Khan
Department of Microbiology,
University of Peshawar.

Dr. Nasir Khan
Department of Mathematics,
FATA University.

Ms. Saima (visiting Faculty)
Department of Microbiology

Subject: **MEETING OF ASSESSMENT TEAM, BS-MICROBIOLOGY 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-Microbiology 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 Microbiology
3. Registrar
4. Treasurer
5. PA to Vice-Chancellor
6. Office Record.

71

Scanned with CamScanner

Quality Enhancement Cell
FATA University,
Attendance Sheet

MEETING OF ASSESSMENT TEAM, BS-MICROBIOLOGY PROGRAM

Date: 21.04.26

S.No	NAME	DESIGNATION	SIGNATURE/ CONTACT NUMBER
1	Dr. Ibrar Ichan	Professor	Ibrar 0331-581873
2	Dr. Nasir Khan	Assistant professor	DR 0343-5723713
3	Mohd Akbar	Dir QEC	
4	M. Saeed Khan	Lecturer	
5	Saima Khan	Lecturer	
6			
7			
8			
9			
10			
11			
12			
13			

Scanned with CamScanner

Program Review for Effectiveness and Enhancement (PREE)

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

Program Name: Microbiology

AT Visit date: 6 May, 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	5
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.	5
3	The results of programme's accreditation and the extent to which they are used to improve the programme must be documented.	0
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.	4
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.	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.	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.	4
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)		**38**
SCORE 2 (S2) = [TV / (No. of Questions * 5)] * 100 * Weight		**19.00**

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	0
2	There must be adequate support for personnel for instruction and maintaining the laboratories.	0
3	The institution's computing infrastructure and facilities must be adequate to support the programme's objectives.	4
Total Encircled Value (TV)		**4**
SCORE 3 (S3) = [TV / (No. of Questions * 5)] * 100 * Weight		**2.67**

Scanned with CamScanner

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	0
2	Modules in the major area of study must be structured to ensure effective interaction between students, department and teaching assistants.	3
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.	4
Total Encircled Value (TV)		**7**
SCORE 4 (S4) = [TV / (No. of Questions * 5)] * 100 * Weight		**4.67**

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.	0
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.	0
3	All teaching staff should be motivated and have job satisfaction to excel in their profession	0
Total Encircled Value (TV)		**0**
SCORE 5(S5) = [TV / (No. of Questions * 5)] * 100 * Weight		**0.00**

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.	0
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.	3
5	Programmes produce information for external audiences about the learning opportunities they offer that is fit for purpose, accessible and trustworthy.	0
6	Programmes produce information for students about the learning opportunities they offer that is fit for purpose, accessible and trustworthy.	3
7	Programmes are managed to high ethical standards when dealing with faculty, staff, students and other stakeholders.	4
Total Encircled Value (TV)		**19**
SCORE 6(S6) = [TV / (No. of Questions * 5)] * 100 * Weight		**8.14**

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.	3

Scanned with CamScanner

2	There must be an appropriate number of high-quality graduate students, research assistants and PhD students	2
3	Financial resources must be provided to acquire and maintain library holdings, laboratories and computing facilities.	2
4	The institution must have the infrastructure to support new trends in learning such as elearning	3
5	The library must possess an up-to-date technical collection relevant to the programme and must be adequately staffed with professional personnel	3
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)		**18**
SCORE 7(S7) = [TV / (No. of Questions * 5)] * 100 * Weight		**6.00**

	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.	3
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.	4
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.	3
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.	3

Scanned with CamScanner

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.	3
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.	3
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.	3
Total Encircled Value (TV)		**29**
SCORE 8(S8) = [TV / (No. of Questions * 5)] * 100 * Weight		**6.44**

OVERALL ASSESSMENT SCORE (S1+S2+S3+S4+S5+S6+S7+S8) =	**50.52**

Dr. Nasir Khan
HOD (Microbiology)
(Convener)

Dr. Ibrar Khan
Professor, University of Peshawar
(External Member)

Dr. Muhammad Akbar Amin
Director of QEC
(Member)

Mr. Saeed Khan
lecturer, Fata university
(Member)

Miss Saima
lecturer, Fata university
(Member)

Scanned with CamScanner

PREE EXECUTIVE SUMMARY

Microbiology program | 2024-25

To	Vice-Chancellor, FATA University Sciences, Peshawar
From	Quality Enhancement Cell (QEC), FATA University
Subject	PREE Executive Summary — Microbiology Program (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 Bachelor of Microbiology program on May 06, 2026, as part of the Program Review for Effectiveness and Enhancement (PREE) framework for the assessment year 2024-25. The Assessment Team comprised Dr Nasir Khan (HOD, Department of Microbiology, FATA University) (Convner), Dr Ibrar Khan (HOD, Department of Microbiology, University of Peshawar), Muhammad Akbar Amin (Director of QEC, FATA University) (member) Miss Saima (Lecturer (Visiting), Department of Microbiology, FATA University), Mr Saeed khan (Lecturer (Visiting), Department of Microbiology, FATA University). The team examined the Self-Assessment Report (SAR) prepared by the Microbiology Program Team against the criteria and standards prescribed under HEC's Precepts Standards and Guidelines (PSG-2023). The session, held at the QEC Office from 10:30 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 ten recommendations spanning five key areas of program quality as below:

- The department operates under a structured 8-semester framework totaling 135 credit hours (revised to a 136 CH benchmark for batches from 2023 onward). The curriculum is strictly benchmarked against the Higher Education Commission (HEC) Undergraduate Policy 2023 and the National Qualifications Framework of Pakistan. Breakdown consists of General Education (34 CH), Allied Courses (12 CH), Major Core Courses (84 CH), Field Experience or Internship (3 CH) and Capstone Research Project (3 CH).

- The curriculum integrates theory, problem-solving, and solution design across critical domains such as Medical, Environmental, and Industrial Microbiology. Recent positive adjustments include the introduction of a mandatory 6-to-8-week professional internship to maximize graduate employability, and the inclusion of Fehm-E-Quran-I as a general education requirement.
- The department is spearheaded by an Assistant Professor/Head of Department, Dr. Nasir Khan, who coordinates academic and structural administration. The core subject-specific microbiology and biotechnology modules are driven by three visiting lecturers (Mr. Muhammad Saeed Khan, Ms. Saima Khan, and Ms. Asiya Sadiq) who hold MS/MPhil degrees, two of whom are currently pursuing PhDs.

- Driven by a current cohort enrollment of 130 active students, the student-to-faculty ratio stands at 1:43.3.

- Student cohorts showcase standard 4-year completion lifecycles. Academic honors are robust, with a substantial percentage of students maintaining strong CGPAs (e.g., up to 20%

Scanned with CamScanner

achieving Honors with a CGPA of 3.75+ in 2025). The attrition (drop-out) rate across the last three years has stabilized effectively between 10% and 12%.

- The Quality Enhancement Cell (QEC) reporting highlights key institutional vulnerabilities tha restrict the program's optimal execution:

- The department operates within a severely resource-limited footprint, possessing only 3 classrooms and 1 primary laboratory. There is an immediate need to transition from basic teaching equipment to advanced infrastructure (microscopes, incubators, autoclaves, biosafety cabinets, and laminar flows).

- The departmental library is significantly constrained with just over 300 reference books and lacks advanced research journal access. Furthermore, computing facilities are currently insufficient or completely unavailable, and inconsistent internet connectivity presents a hurdle for students utilizing digital research tools in remote regional areas.

- Persistent poverty and cultural taboos in the region present socio-economic challenges to student retention, occasionally creating enrollment and safety barriers for female students.

- Implements robust, semester-based continuous assessment protocols involving pre- and post-midterm tests, presentation evaluations, and mandatory laboratory practical logs.

- Conducts mandatory internal teacher evaluation surveys every single semester under the guidance of the QEC to monitor pedagogy standards.

- Actively prioritizes merit-based, equal opportunities for female students in science to empower future healthcare leaders in the merged districts.

The Microbiology program demonstrates a sound academic foundation, and 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 Concerned

Countersigned by:

Muhammad Akbar Amin
Director QEC
FATA University

Scanned with CamScanner

Department of Microbiology
FATA University

Program Review for Effectiveness and Enhancement (PREE)
Year 2024-25

Department	Microbiology
Program	BS Microbiology (4 Years)
Submission	May 6, 2026

Implementation Plan for BS Microbiology

his Implementation Plan has been developed in response to the recommendations identified in the Programme Review r Effectiveness and Enhancement (PREE) 2024-25 for the BS Microbiology programme, Department of Microbiology, ATA University. The plan specifies, for each recommendation, the concrete actions to be taken, the responsible persons offices, and the proposed timeline for completion. Progress against each action will be monitored by the Quality nhancement Cell (QEC) and reported in the subsequent PREE cycle.

AT Recommendation Reference	Recommendation	Action(s) to be Taken	Responsibility & Timeline
1-1 (Standard 1)	The programme's mission statement may be formally reviewed and approved by the relevant statutory body to ensure alignment with institutional and programme objectives.	1. Draft revised BS Microbiology mission statement incorporating HEC Undergraduate Policy 2023. 2. Present to Board of Studies for formal approval. 3. Incorporate approved statement in course outlines, student handbook, and PREE documentation.	**Responsibility:** HoD / Programme Team **Timeline:** 3 months
1-2 (Standard 1)	Alumni and Employer Surveys may be conducted regularly to measure the attainment of Programme Learning Outcomes (PLOs).	1. Design graduating student, alumni, and employer survey instruments aligned with PLOs. 2. Coordinate with QEC for distribution and data collection. 3. Analyse results biannually and incorporate findings in programme review cycle.	**Responsibility:** QEC / HoD **Timeline:** Biannually
1-3 (Standard 1)	A formally documented Strategic Plan may be developed to operationalise the programme's mission, objectives, and outcomes through measurable targets and timelines.	1. Convene faculty consultation meeting to draft a 3-year Departmental Strategic Plan.	**Responsibility:** HoD / Programme Team / QEC **Timeline:** 4 months

Scanned with CamScanner

Department of Microbiology

SAYA University

Program Review for Effectiveness and Enhancement (PREE)

Year 2024-25

	Microbiology
Program	BS Microbiology (4 Years)
Submission	May 6, 2026

Implementation Plan for BS Microbiology

This Implementation Plan has been developed in response to the recommendations identified in the Programme Review for Effectiveness and Enhancement (PREE) 2024-25 for the BS Microbiology programme, Department of Microbiology, SAYA University. The plan specifies the actions to be taken, the responsible persons or offices, and the timelines for completion. Progress against each action will be reviewed during the next Programme Enhancement Cell (PEC) and reported in the subsequent PREE cycle.

Area/No.	Recommendation	Action Required	Responsibility & Timeline
1-1 (Standard 1)	The programme's mission statement may be formally reviewed and approved by the relevant statutory body to ensure alignment with institutional and programme objectives.	1. Draft revised BS Microbiology mission statement incorporating HEC Undergraduate Policy 2023. 2. Present to Board of Studies for formal approval. 3. Incorporate approved statement in course outlines, student handbook, and PREE documentation.	Responsibility: HoD / Programme Team Timeline: 3 months
1-2 (Standard 1)	Alumni and Employer Surveys may be conducted regularly to measure the attainment of Programme Learning Outcomes (PLOs).	1. Design graduating student, alumni, and employer survey instruments aligned with PLOs. 2. Coordinate with QEC for distribution and data collection. 3. [illegible]	Responsibility: QEC / HoD Timeline: Biennially
1-3 (Standard 1)	A formally documented Strategic Plan may be developed to operationalize the programme's mission, objectives, and outcomes through measurable [illegible]	1. Convene faculty consultation meeting to draft a 5-year Department Strategic Plan.	Responsibility: HoD / Programme Team / QEC Timeline: [illegible]

Scanned with CamScanner

AT Recommendation Reference	Recommendation	Action(s) to be Taken	Responsibility & Timeline
		2. Define measurable KPIs for research output, enrolment, attrition, and PLO attainment. 3. Submit plan to Academic Council for endorsement and integrate with QEC monitoring cycle.	
2-1 (Standard 2)	Annexures pertaining to curriculum evidence (Programme Development Policy, approved curriculum, theory-practice balance, NQF mapping, and defined SLOs) may be compiled and attached to the PREE document.	1. Compile Board of Studies approval minutes, scheme of study, and course outlines. 2. Prepare NQF mapping matrix aligning 135 CH curriculum with national qualification descriptors. 3. Attach complete annexure package to next PREE submission.	**Responsibility:** Programme Team / QEC **Timeline:** 3 months
3-1 (Standard 3)	Subject-specific laboratory facilities may be inventoried, formally documented, and a phased procurement plan may be developed to address critical equipment gaps.	1. Conduct a full inventory of existing Microbiology laboratory equipment and consumables. 2. Prepare a prioritised procurement list (microscopes, autoclave, biosafety cabinet, centrifuge, media preparation facilities, etc.). 3. Submit procurement proposal to administration with budget estimates for phased acquisition. 4. Update Standard 3 annexures with inventory records and usage logs each semester.	**Responsibility:** HoD / Lab Technician / Administration **Timeline:** 6 months (inventory: 1 month; Procurement Plan: 3 months)
3-2 (Standard 3)	Student feedback on subject-specific facilities may be collected annually and used to guide infrastructure improvement decisions.	1. Develop a facility feedback questionnaire for students. 2. Administer survey at end of each academic year via QEC. 3. Analyse results and present recommendations to	**Responsibility:** QEC / HoD **Timeline:** Annually

Scanned with CamScanner

AT Recommendation Reference	Recommendation	Action(s) to be Taken	Responsibility & Timeline
		HoD and administration.	
5-1 (Standard 5)	The department currently relies exclusively on visiting faculty. A plan for recruiting permanent, PhD-qualified Microbiology faculty may be developed and submitted to the administration.	1. Prepare a faculty need assessment document specifying required specialisations. 2. Submit formal request to Vice Chancellor for advertisement of permanent Microbiology faculty positions. 3. Facilitate and support ongoing PhD enrolment of current visiting faculty (Muhammad Saeed Khan and Ms. Saima Khan).	**Responsibility:** HoD / Registrar Office / Vice Chancellor **Timeline:** 6 months (Proposal: 2 months; Advertisement: subject to approval)
5-2 (Standard 5)	Faculty Satisfaction Surveys may be conducted annually. Results should be documented and utilised for informed decision-making and faculty development initiatives.	1. Design faculty satisfaction survey instrument covering workload, facilities, professional development, and institutional support. 2. Administer annually through QEC. 3. Compile report and implement improvements based on feedback.	**Responsibility:** QEC / Registrar Office **Timeline:** Annually
5-3 (Standard 5)	Faculty participation in teaching staff development programmes (ORIC trainings, OBE workshops, biosafety trainings, and research methodology seminars) may be expanded to include all faculty members.	1. Map existing training completed (ORIC 2024-25 and 2025-26 by Ms. Asiya Sadiq). 2. Nominate remaining faculty for relevant ORIC, QEC, and HEC-sponsored training programmes. 3. Maintain a faculty training record and submit to QEC annually.	**Responsibility:** HoD / ORIC / QEC **Timeline:** Ongoing (Quarterly nominations)
6-1 (Standard 6)	Mechanisms for staff retention, performance appraisal, and evaluation-to-improvement linkage may be formally documented and institutionalised.	1. Develop written policies for: (i) staff retention incentives, (ii) faculty performance appraisal criteria, and (iii) process for using evaluation results to improve teaching.	**Responsibility:** Registrar Office / HoD / QEC **Timeline:** 6 months

Scanned with CamScanner

AT Recommendation Reference	Recommendation	Action(s) to be Taken	Responsibility & Timeline
		2. Submit draft policies to Academic Council for approval. 3. Implement appraisal cycle from the next academic year.	
6-2 (Standard 6)	A mechanism to identify and support students who have not fulfilled degree requirements within stipulated timeframes may be established to reduce the attrition rate (currently 10–12% annually).	1. Create a student-at-risk tracking system linked to LMS semester registration data. 2. Assign faculty advisors to flagged students for counselling and academic support. 3. Document intervention outcomes each semester and report to QEC.	**Responsibility:** Academic Advising / HoD / QEC **Timeline:** 4 months
7-1 (Standard 7)	Computing infrastructure may be established in the department to support digital learning, bioinformatics training, and student access to e-library and online research tools.	1. Submit a formal computing facility request (minimum 10 computers with internet access) to the administration. 2. Prioritise HEC Digital Library access configuration for faculty and students. 3. Develop a short Bioinformatics and Digital Research Tools module or workshop for students.	**Responsibility:** HoD / IT Department / Administration **Timeline:** 6–12 months
7-2 (Standard 7)	Library holdings may be systematically expanded to include current Microbiology, Immunology, Molecular Biology, and Bioinformatics texts, as well as access to peer-reviewed journals and laboratory manuals.	1. Prepare a faculty-endorsed booklist of priority acquisitions. 2. Allocate a dedicated annual library budget for Microbiology resources. 3. Ensure HEC e-library subscription is active and students are oriented on its use.	**Responsibility:** HoD / Librarian / Administration **Timeline:** Ongoing (Quarterly review)
7-3 (Standard 7)	Secretarial and technical support staff may be allocated to the Department of Microbiology to ensure smooth administrative and laboratory operations.	1. Identify minimum staffing requirements: (i) one lab technician and (ii) one departmental assistant. 2. Submit staffing requisition to the	**Responsibility:** HoD / Registrar Office / Administration **Timeline:** 6 months

Scanned with CamScanner

AT Recommendation Reference	Recommendation	Action(s) to be Taken	Responsibility & Timeline
		administration with justification. 3. Prioritise lab technician appointment given practical teaching requirements.	
5-1 Standard 8)	Standard 8 (Institutional General Requirements) of the PREE may be critically reviewed and contextually elaborated to ensure it addresses the specific research environment, student selection, project approval, skill training, supervision, and assessment mechanisms of the BS Microbiology programme.	1. Convene a programme team meeting to draft responses for all Standard 8 sub-sections (Research Environment, Admission, Research Approval, Skill Training, Supervision, Assessment). 2. Align responses with HEC Undergraduate Policy 2023 requirements. 3. Submit revised Standard 8 documentation to QEC for review before next PREE cycle.	**Responsibility:** Programme Team / QEC **Timeline:** 3 months

r. Nasir Khan
oD, Department of Microbiology
ATA University

Director QEC
FATA University

Scanned with CamScanner