**QUALITY ASSURANCE CELL**

**HIGHER EDUCATION DEPARTMENT, KHYBER PAKHTUNKHWA, PESHAWAR**

**Address: QAC Office, H# 54, ST# 19, Shami Road Near Bilal Masjid, Peshawar**

**Email:** **qached.kp@gmail.com** **Phone: 091-9223086/9223087 Fax# 9223088**

**Governance of the College/Institution**

**Student File**

 Maintaining the Student File of each student is compulsory for all students in the department. It should have complete record of each student. The Student File check list must contain the following documents;

|  |
| --- |
| **Name of the Student:** |
| **Degree Name/Title:** |
| **Registration No:** |
| **S No** | **Name of Document Attached** | **Yes** | **No** | **N/A** |
| 1 | Secondary School Certificate or Equivalent |   |   |   |
| 2 | Mark Sheet of Secondary School Certificate or Equivalent |   |   |   |
| 3 | Higher Secondary School Certificate or Equivalent |   |   |   |
| 4 | Mark Sheet of Higher Secondary School Certificate or Equivalent |   |   |   |
| 5 | Bachelors/ AD Degree (14 year qualification) in case of joining BS in 5th semester. |   |   |   |
| 6 | Transcript of Bachelors/ AD Degree (14 year qualification) in case of joining BS in 5th semester. |   |   |   |
| 7 | Admission Form at the time of Admission by student |   |   |   |
| 8 | CNIC copy |   |   |   |
| 9 | Copy of the Merit List at the time of Admission including student name |   |   |   |
| 10 | Admission Confirmation Letter |   |   |   |
| 11 | Course Registration in 1st Semester (For AD/BS Program) |  |  |  |
| 12 | Transcript of 1st Semester duly verified by Exam  |   |   |   |
| 13 | Course Registration in 2nd Semester |  |  |  |
| 14 | Transcript of 2nd Semester duly verified by Exam  |   |   |   |
| 15 | Course Registration in 3rd Semester |  |  |  |
| 16 | Transcript of 3rd Semester duly verified by Exam  |   |   |   |
| 17 | Course Registration in 4th Semester |  |  |  |
| 18 | Transcript of 4th Semester duly verified by Exam  |   |   |   |
| 19 | Course Registration in 5th Semester (For BS Program) |  |  |  |
| 20 | Transcript of 5th Semester duly verified by Exam |   |   |   |
| 21 | Course Registration in 6th Semester (For BS Program) |  |  |  |
| 22 | Transcript of 6th Semester duly verified by Exam |  |  |  |
| 23 | Course Registration in 7th Semester (For BS Program) |  |  |  |
| 24 | Transcript of 7th Semester duly verified by Exam |  |  |  |
| 25 | Course Registration in 8th Semester (For BS Program) |  |  |  |
| 26 | Transcript of 8th Semester duly verified by Exam |  |  |  |
| 27 | Completing Degree through Thesis/ Course Work/Project if any |   |   |   |
| 28 | Copy of Degree Awarded |   |   |   |
| 29 | Copy of Transcript Awarded |   |   |   |