Governance of the College / Institution

Program File for each Academic Program

Every Head of Department/AD/BS Coordinator shall maintain a Program File for each Academic Program (AD/BS/BBA etc.). The Program File check list must contain the following documents;

College Name:				
Name of Program: (e.g. AD in Arts, AD in Science, BBA, BS Physics, BS Urdu, BS Economics etc.)				
S No	**Name of Documents Attached**	**Yes**	**No**	**N/A**
1	Copy of initial approval of A.D / B.S Programme by the affiliating university and subsequent changes, if any			
2	Copy of approval from B.S Committee of Directorate / D. G Commerce office			
3	Scheme of studies/detailed curriculum of the AD/ BS Programme including:			
	(i) Total number of credit hours along with semester wise and subject wise break up of credit hours			
	(ii) Programme Mission, Objectives, and Learning Outcomes			
	(iii) Course contents/syllabi of all subjects taught during four/ eight semesters and lab/field work, if any			
4	List of students registered in the programme from semester 1 to 4/8			
5	List of teachers involved in the programme along with their status (permanent/ hired/visiting), highest qualification and length of experience			
6	List of teachers involved in programme along with their workload			
7	Parent department of BS programme exist in affiliating university			
8	In case of BS programme affiliated outside jurisdiction of concern university, N.O.C is obtained to get affiliation outside jurisdiction as per HED policy			
9	Semester wise break up of enrolled students in programme			
10	Copies of semester wise students' results in the programme			
11	Record of dropped out students and cases on probation in the programme			
12	Programme Evaluation Report previously carried out by graduating students if any			
13	Programme Evaluation Report currently carried out by graduating students of AD/BS programme			
14	Implementation Plan & Rubric Form of Self-Assessment Report of the Programme if any			
15	Feedback to the relevant university and their response about difficulties or problems faced in completion of AD/BS programme			