



*Khushal Khan Khattak University, Karak*  
*Directorate of Quality Assurance (DQA)*  
*Ph. 0927-291060*

No. 057/DQA/KKKUK/24  
Dated: 13/03/2024

1. The Registrar (or his nominee),
2. The Controller of Examinations,
3. The Head of Department, Computer Science & Bioinformatics,
4. The Head of Department, Management Sciences,
5. The Head of Department, Education & Research,
6. Deputy Registrar (Academics),  
Khushal Khan Khattak University, Karak.

Subject: **MEETING REGARDING ACCREDITATION OF ACADEMIC PROGRAMS**

With reference to the letter No.4(1-XII)/QAA-IQA/HE/2024/2792 dated 12-02-2024 received from Director General, Quality Assurance Agency, Higher Education Commission, Islamabad regarding Annual Performance Assessment of QECs against Yearly Progress Report 2021-22, it is to inform you that a meeting has been scheduled on 14-03-2024 (Thursday) at 11:00 AM at Committee Room, Vice Chancellor's Secretariat, Khushal Khan Khattak University, Karak.

You are therefore, requested to make it convenient to attend the meeting as per schedule mentioned above.

Director (QEC)

**Copy to:**

1. PS to Vice-Chancellor
2. PA to Registrar
3. Office Copy



# KHUSHAL KHAN KHATTAK UNIVERSITY KARAK

Khushal Khan Khattak University, Karak  
27200, Karak, Khyber Pakhtunkhwa, (Pakistan)

14<sup>th</sup> March 2024

## MINUTES OF FIRST MEETING OF THE ACCREDITATION OF UNIVERSITY ACADEMIC PROGRAMS WITH ACCREDITATION COUNCILS




### **Background**

A Letter No: 4(I-XII)/QAA-1QA/HEC/2024/2792 Dated 12<sup>th</sup> February 2024 was received from the Higher Education Commission, Islamabad regarding Annual Performance Assessment of QECs against Yearly Progress Report 2021-22 wherein Higher Education Commission has asked the universities regarding progress on accreditation of academic programs from the respective accreditation council (where applicable).


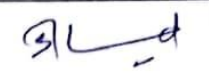
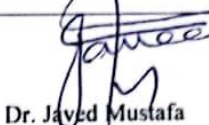
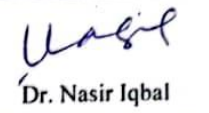
In the aforementioned context, the case was initiated by the director of quality enhancement cell through call for a meeting in which the heads of relevant academic departments along section heads from the office of Registrar, Directorate of Academic & Research, and Controller of Examinations were invited to discuss the modalities for successful completion of the process of accreditation of academic programs from the accreditation council (where applicable).

### **Proceeding of Meeting**

The following attended the Meeting:

1)	Registrar (or his nominee) Khushal Khan Khattak University Karak.	Mr. Abdus Salam	
2)	Controller of Examinations, Khushal Khan Khattak University Karak.	Mr. Muhammad Rahim	
3)	Director, Quality Enchantment Cell, Khushal Khan Khattak University Karak.	Dr. Muhammad Anwar	
4)	Director, Academics and Research, Khushal Khan Khattak University Karak.	Dr. Anwar Khan	

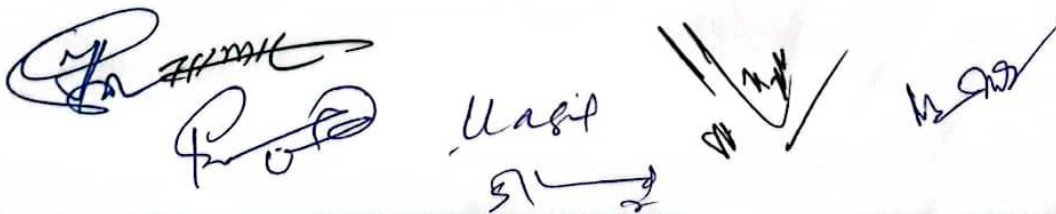


5)	Head of Department, Department of Management Sciences, Khushal Khan Khattak University Karak.	 Dr. Faqir Sajjad ul Hassan
6)	Head of Department (or his nominee) Department of Computer Sciences & Bio-Informatics, Khushal Khan Khattak University Karak.	 Mr. Shad Muhammad
7)	Head of Department, Department of Education & Research, Khushal Khan Khattak University Karak.	 Dr. Javed Mustafa
8)	Assistant Director, Quality Enchantment Cell, Khushal Khan Khattak University Karak.	 Dr. Nasir Iqbal

The meeting started with the recitation of a few verses from the Holy Quran. Afterwards, Director, Quality Enchantment Cell, Khushal Khan Khattak University Karak briefed the participants about the agenda of meeting. The agenda of the meeting was:

- 1) In light of the directives of the Higher Education Commission, review the progress of steps taken regarding accreditation of various academic programs in the three academic departments of the university. These departments include the Department of Management Sciences, the Department of Computer Sciences & Bio-Informatics, and the Department of Education & Research.
- 2) To propose a mechanism of follow-up and pursue the progress of accreditation in the concerned departments. This will allow for ongoing evaluation and improvement of the accreditation process. Additionally, it will ensure that departments are meeting the necessary standards and requirements for accreditation as required in the QEC ranking of university.

The Head of the Department of Management Sciences was first invited to talk on the progress of the accreditation process with NBEAC. The Head of the Department highlighted that the "zero visit," by NBEAC had been conducted, during which several requirements were identified that must be met. Furthermore, it was mentioned that unofficial visits were made to other universities that have completed the accreditation process with NBEAC. These visits provided valuable guidelines for their own accreditation



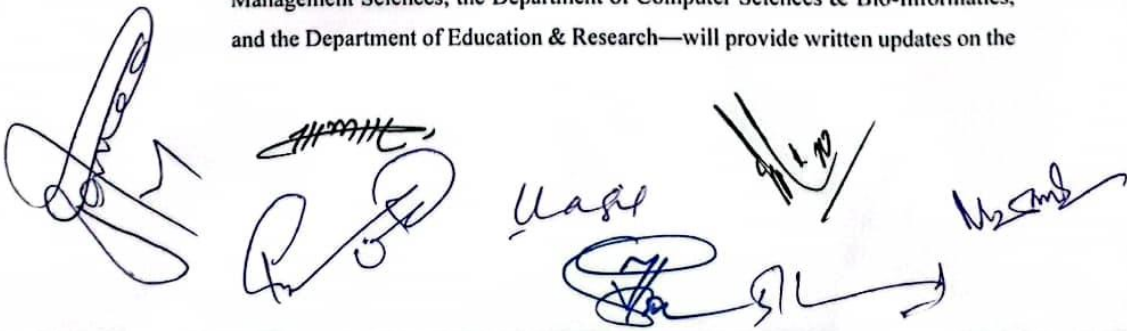
process. Accordingly, the Department of Management Sciences have initiated the formalities to meet NBEAC requirements.

Next, the representative from the Department of Computer Sciences & Bio-Informatics was called upon to provide an update on the accreditation process with NCEAC. Mr. Shad Muhammad, the appointed nominee, informed the members that the department is currently in the preparatory phase for the "zero visit." However, he emphasized the need for additional staff to input the data of over 250 students into the NCEAC portal. In response, the Director of Quality Enhancement Cell and the Director of Academic & Research proposed a solution. They suggested that four to five outgoing students from the Department of Computer Sciences & Bio-Informatics be selected through proper channel. These students would then collaborate with Mr. Shad Muhammad to facilitate the preparation for the "zero visit." As an incentive, the department would grant these students a certificate of accomplishment for their contributions to this task.

Finally, the Head of the Department of Education and Research was called upon to update the members on the progress of accrediting their academic programs with the National Accreditation Council for Teacher Education. The Head mentioned that case has already been initiated for the "zero visit" of the National Accreditation Council for Teacher Education. However, he assured that the department will expedite work on this task. Furthermore, he proposed a solution to address staffing needs, suggesting that the university may consider hiring adjunct faculty from nearby universities. These adjunct faculty members could contribute not only to the accreditation process but also to the MPhil and PhD programs within the department. In response to this proposal, the Deputy Registrar (Meeting) recommended the formulation of a procedure for hiring adjunct faculty. This procedure will be ultimately approved by relevant bodies. Subsequently, both the Director of Quality Enhancement Cell and the Director of Academic & Research agreed to collaborate on formulation of these procedures for hiring adjunct faculty.

At the end of meeting all participants mutually agreed on following points:

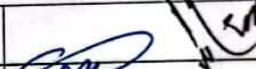
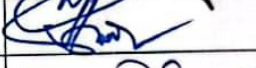

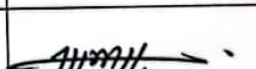
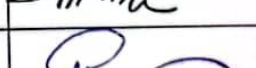



- 1) Each of the three relevant academic departments—namely, the Department of Management Sciences, the Department of Computer Sciences & Bio-Informatics, and the Department of Education & Research—will provide written updates on the



accreditation status of their academic programs. Specifically, they will present their progress in tabular format, using either MS Word or MS Excel.

- 2) The concerned academic departments may conduct unofficial visits to other universities that have successfully completed the accreditation process with relevant accrediting bodies. These visits will offer valuable insights and guidance for their own accreditation endeavors. Following these visits, each department will be required to submit a tabular report either MS Word or MS Excel detailing the activities relevant to accreditation and proposing a course of action.
- 3) Both the Director of the Quality Enhancement Cell and the Director of Academic & Research will serve as liaison officers, responsible for overseeing every activity related to the accreditation of the university's academic programs. Additionally, they will provide ongoing follow-up throughout the accreditation process.

The meeting ended with bilateral votes of thanks from both sides.

1)	Registrar (or his nominee) Khushal Khan Khattak University Karak.	
2)	Controller of Examinations, Khushal Khan Khattak University Karak.	
3)	Director, Quality Enchantment Cell, Khushal Khan Khattak University Karak.	
4)	Director, Academics and Research, Khushal Khan Khattak University Karak.	
5)	Head of Department, Department of Management Sciences, Khushal Khan Khattak University Karak.	
6)	Head of Department (or his nominee) Department of Computer Sciences & Bio-Informatics, Khushal Khan Khattak University Karak.	
7)	Head of Department, Department of Education & Research, Khushal Khan Khattak University Karak.	
8)	Assistant Director, Quality Enchantment Cell, Khushal Khan Khattak University Karak.	



**DIRECTORATE OF QUALITY ASSURANCE**  
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**Attendance Sheet: MEETING REGARDING ACCREDITATION OF ACADEMIC PROGRAMS Held on Dated 14-03-2024**

S.No.	Name	Designation	Signature
1.	Abdus Salam	Registrar (or his nominee) Khushal Khan Khattak University, Karak	
2.	M-Rahim	Controller of Examinations	
3.	Shad Muhammad	Head of Department Computer Science & Bioinformatics, Khushal Khan Khattak University, Karak	SHAD M. 
4.	Dr. Faeiz Saffat	Head of Department Management Sciences, Khushal Khan Khattak University, Karak	
5.	Dr. Javed Mustafa	Head of Department Education and Research, Khushal Khan Khattak University, Karak	
6.	Anwar Khan	Director Academics & Research Khushal Khan Khattak University, Karak	
7.	Dr. Muhammad Anwar	Director, QEC	
8.	Dr. NASIR IQBAL	Assistant Director QEC	