



CHECKLIST for Data & Documents (IPE-QAA)



Data & Document Checklist:

University must keep updated university-wide Data as per details given below. This **set of data** along with a **copy of the Charter/Act/Ordinance** should be provided to QAA, HEC along with the **University Portfolio Report (UPR)**. The data and copies of the Charter must be made readily available for the Review Panel during the review visit as well.

A. University Profile

Name of Institution:		Chartered: Provincial/Federal:	
Public/Private:		Main campus Location (city)	

B. Required University-wide Data

- ☐ Faculty-Department-wise list of the academic program along with launch date
- ☐ Faculty– Department –Program- Courses– Semester Wise credit hours for each academic program
- ☐ Faculty– Department– Program– Course Wise enrolment
- ☐ Faculty– Department– Program Wise Number of Applications & Enrolment
- ☐ Faculty– Department– Program- Courses– Wise Student/faculty ratio
- ☐ Retention rate from first to the second year; second to the third year; third to the fourth year for each academic program. (All current programs)
- ☐ Faculty– Department-wise Number of full-time faculty; part-time faculty, on contract faculty, visiting faculty, and adjunct faculty with qualification and designations against sanction posts.
- ☐ Total amount of financial aid given to the students from institutional funds in last three years;
- ☐ Endowment assets per student
- ☐ Total expense per student (educational and general expenses divided by the number of full-time equivalent students)

C. Other required Documents

- ☐ An updated University Portfolio Report (UPR) has been shared/submitted to QAA-HEC Pakistan
- ☐ A copy of the Charter with amendment (if any) has been shared/submitted to QAA-HEC Pakistan
- ☐ The detailed set of data on an Excel Sheet has been shared/submitted to QAA-HEC Pakistan.