

## Quality of Standards – SAQF

STANDARD	FACULTY IN-CHARGE
1. Mission & Goals	Dr. Reji (Head) Ms. Nehad Fagehi
2. Program Management and Quality Assurance	Ms. Nusrat Malik (Head) Ms. Fatima Saleem Ms. Rakhsheena
3. Teaching & Learning	Ms. Sana Ahmed (Head) Ms. Sreen Gul Ms. Nadira Khatoon
4. Students	Ms. Hana Kamaal (Head) Ms. Hessah Sumaili Ms Shams
5. Teaching Staff	Ms. Heena Ansari (Head) Ms. Ayesha Sherwani,
6. Learning Resources Facilities & Equipment	Ms. Nahla Naser (Head) Ms Baida Faiz

### Responsibilities and Tasks:

1. Provide assistance to the department with their assessment or accreditation activities.
2. Collect relevant data for evidence, KPIs, surveys and other relevant documents for the accreditation.
3. Support the department in monitoring progress and maintaining timelines of the accreditation activities.
4. Work closely with the General Quality Unit to monitor data collection and analysis for the department.
5. Maintain ongoing tracking and appropriate documentation on referrals to assessment/accreditation activities.
6. Help the department to prepare implementation plan based on recommendations or assessment findings.
7. Ensure availability of needed documents and review course files based on SAQF standards.
8. Collect, review and interpret department assessment or accreditation findings.