

National Computer Education Accreditation Council NCEAC

NCEAC .DOC .004

NCEAC Secretariat
Sports Block, HRD Building, HEC H-8/1, Islamabad, 44000
Phone: 051- 9080 2771-2 (9040 2771-2)
<http://www.nceac.org/>

Filed Audit Guidelines

Audit Schedule

Time	Activity	Items of NCEAC.FORM.005 Covered
09:00 – 09:15	Meet Dean of the Program <ul style="list-style-type: none"> ▪ Explain aim of the visit ▪ Describe the audit process 	
09:15 – 09:30	Meet HOD of the program	
09:30 – 10:15	Presentation <ul style="list-style-type: none"> ▪ Program Goals ▪ Curricula Summary ▪ Faculty Summary ▪ Student Summary ▪ Infrastructure Summary ▪ Alumni Summary ▪ Q/A Members <ul style="list-style-type: none"> ▪ HOD ▪ All Faculty 	
10:15 – 11:30	Faculty Meeting <ul style="list-style-type: none"> ▪ Around 10 min per faculty ▪ Graduation ▪ Personal Background ▪ Area of Interest ▪ Perception about the program, Students and peers ▪ Opportunities for professional growth ▪ Research opportunities ▪ Salary perception ▪ Teaching Load 	
11:30 – 12:30	Infrastructure Visit <ul style="list-style-type: none"> ▪ Lab Audit ▪ Library ▪ Classrooms ▪ Faculty Offices 	
12:30- 1:30	Course Audit <ul style="list-style-type: none"> ▪ Course file ▪ Attendance ▪ Teaching Log ▪ Examination Record ▪ Sessional Record ▪ Evaluation Instruments ▪ Projects 	
1:30-2:00	Zuhar Prayer+Lunch	
2:00 – 3:00	Classroom Visit	

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	<ul style="list-style-type: none">▪ Two classrooms 30 min each▪ Student Interview▪ Student Assessment▪ Student Perception▪ Student Feedback	
3:00 – 4:00	Forms Filling	
4:00 – 4:30	Meeting with Dean / Exit Meeting <ul style="list-style-type: none">▪ Findings▪ Recommendations▪ Next Procedure	
4:30	End of Filed Audit	