



# CONTENT REPORT

**SKANS School of Accountancy**  
**F-8 Campus Islamabad**

**Content Report on**  
**ICAP-AFC-September-**  
**Session-2021**

**ISSUED BY THE EXAM DEPARTMENT (CA)**

**VERSION: AFC-SEP-2021**

**ISSUED ON: OCTOBER 27<sup>TH</sup> 2021**

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## COVER LETTER

To,  
The Management,  
SKANS Schools of Accountancy.

This AFC September 2021 Session content report contains comprehensive performance review of coordination and student's affairs department, exam department, IT department, Accounts department, academics department/teaching faculty and Governance department.

In this session, we have only one batch i.e., batch#4. So, it appeared in ICAP AFC September 2021 exam.

Batch#4 was started on 12<sup>th</sup> April, 2021 and initially classes were conducted physically at campus. However, due to restrictions imposed by Govt. of Pakistan, classes were shifted online from 20<sup>th</sup> April, 2021 to 6<sup>th</sup> May, 2021. Once, the restrictions were eased out, we shifted towards physical classes and for **most part of the session, this batch studied at campus**. However, during the session, on two separate occasions, we had to shift again towards online mode from 7<sup>th</sup> June, 2021 to 12<sup>th</sup> June, 2021 due to Govt. orders and 7<sup>th</sup> September, 2021 to 11<sup>th</sup> September, 2021 **due to ACCA CBTs**.

We had total **32 students enrolled in Batch#4**. However, in the **start of session**, Miss Faiza Malik left SKANS due to financial/family reasons and hence did not continue studies. Her case was dealt as per SOPs and **timely adjustments** were made in the database. So, **active** students were **31**.

Further, **Miss Seemab Massey got injured** due to an accident and had to **defer for December, 2021** attempt, Mr. **Ubedullah** just attended few classes of QMS and **became Ghost**, and Mr. Talha Khan got sick due to COVID and after recovery, he opted for self-study from home during the second half of session.

Only **Mr. Talha Khan was a fee defaulter in September 2021 session and has Rs. 3,200/-** balance amount. Coordinators did follow-ups for fee recovery but as he was doing self-study at home, he did not join campus again and did not submit remaining fee.

The coordinators, teachers, exam department and Governance department made strong follow-ups (mainly through WhatsApp and SKANS Mobile App messages). To make sure the presence of students in the classes as well as in tests. In total, 2,368 system-based absentee's messages (Source report name: Absent student follow-up) were sent to the parents (April 12<sup>th</sup> 2021 to May 25<sup>th</sup> 2021), and for test absentee's, 405 system-based test absentee's messages (Source report name: SMS Log) were sent to the parents (April 27<sup>th</sup> 2021 to September 15<sup>th</sup> 2021).

Despite COVID issues and certain limitations, as per instructions of top management, physical PTMs were conducted for batch#4 (31<sup>st</sup> August and 1<sup>st</sup> September, 2021). The coordinators timely intimated and invited Parents through SKANS Mobile App regarding PTM three days before the event date and parents' feedback was taken through system. Specifically for this batch, 27 parents attended the meeting and provided system-based feedback (Source report name: Parents Feedback-Details). Further, system-based Teacher evaluation was also conducted on 5<sup>th</sup> August 2021. Overall, satisfactory response was received for all teachers. Teacher evaluation summary-overall is presented in admissions and students affair section and teacher wise evaluation is presented in teaching faculty section against each teacher of batch#4.

At least 7-8 Tests of each AFC subject were conducted for this batch and strong follow-ups were made as discussed above to ensure higher presence rate in tests/Mocks. To increase participation rate, tests were re-uploaded upon teachers request so that absent/fail students can attempt it. For most part of the session, class attendance and test participation remained good around 85% students participated in each test on average. However as mentioned above, test participation rate was low in the last few weeks as syllabus was completed by that time (around 31<sup>st</sup> August 2021) and students opted for self-preparation from home.

As syllabus was mainly completed for all AFC subjects around 31<sup>st</sup> August, 2021, so, students opted for self-study and thus, in the last few weeks of the session, attendance (class and tests) was reported low.

Some technical issues related to testing application/portal were reported by the students and Exam department, which were timely discussed with the IT department and efforts were made to improve the application and technical issues. However, one issue still exist i.e., difference in number of questions for students of same batch/subject in each test.

Total 109 papers were enrolled for September 2021 attempt (31 students). However, out of these, 102 papers (94%, 29 students) were attempted in September attempt. The remaining 2 students

(6%, 7 papers) did not appear in exams due to different reasons which are mentioned above. Further, an overall average pass percentage of 83% (90 papers out of 109) was achieved (as per Mr. Qasim Shuja formula, an overall 88% overall pass percentage was achieved), and only 12% (12 out of 102 attempted papers) students failed in September 2021 ICAP exams. Overall, out of 31 students, 25 students cleared AFC (81%) and out of these around, 60% students have enrolled for CAF subjects. However, an increase is expected in this figure as AFC result has been recently announced.

Further, in September 2021 session, all problematic students were timely identified and dealt as per SOPs and adjustments were made accordingly in database for left student. Moreover, despite several reminders from coordinators, one student i.e., Mr. Talha Khan, did not submit his remaining dues of Rs. 3,200/-. Except this student, September 2021 Session-Batch#4 receivables are zero.

## KEY POINTS

- A) Coordinators were in close loop with the students and strong follow-ups has been made to increase class attendance by coordinators and also supported by the teachers (Through WhatsApp Messages and SKANS Mobile App). Further, governance department also supported in follow-up process by sending system-based SMS to absent students (class and test).
- B) At least 7-8 Tests (plus re-tests/re-upload) were uploaded for each subject, however students' participation was around 80%: Intimation and reminders were given to the students/parents by respective teachers and coordinators (through WhatsApp), and exam department and governance department (through SKANS Mobile App).
- C) Lack of technical knowledge at student end: They were guided
- D) Health issues of students: Uncontrollable factor
- E) System based physical PTMs were conducted, and parents' participation rate was very high.
- F) System based teacher evaluation was conducted, however, participation from students was low. Lack of students interest and lack of supervision/follow-up from coordinators was the main reason behind this issue.
- G) Database is up to date and all required adjustment are already made.
- H) Only one fee defaulter case (Receivables)
- I) Overall results are satisfactory especially for BC. However, FE, QMS and IT result should be improved around 90% in future.

- J) Around 6 (out of total 12 fail papers) students are marginally fail like 22/23/24 marks (in FE, BC or IT) and 46/47/48 marks (in QMS) etc.
- K) Limited problematic variables in the September Session 2021.
- L) AFC September 2021 Session Batch#4 was properly closed at system.
- M) Some technical issues related to difference in number of questions for students of same batch/subject in each test.
- N) Disturbance in schedule of tests/mocks due to ACCA CBTs.

**Mr. Imran Sohail**  
**Vice Principal/HOA**  
**SKANS F-8 Campus**  
**Islamabad**  
**Dated: 25/10/2021**

## 1. STATEMENT OF COMPLIANCE FROM AFC SUPERVISOR

**From,**

**Mr. Raees Khan**

AFC Supervisor

CA Department

Date: 20-10-2021

**Subject: AFC SEPTEMBER 2021 SESSION-SKANS F-8 CAMPUS, ISLAMABAD**

AFC September 2021 session was started with batch#4 which consisted of total 32 students, however, one student left in the start of session and thus, active students were 31. The coordinators and teachers were advised to do a strong follow-up for absent students. Further, some students were consistently absent in tests, so, teachers and testing department were advised to strictly instruct students to ensure their presence in tests. WhatsApp follow up and SKANS System based SMS App was used with due diligence in this session.

Most of the enrolled students appeared for ICAP September Exam and only one student deferred for December 2021 attempt. All courses were completed in time for batch 4 around 31<sup>st</sup> August, 2021, and teachers has efficiently performed through the syllabus and completed on time. However, the on-campus Mocks exams were disturbed due to the 10 days session of ACCA CBTs from the first week of September 2021.

The overall result of AFC September 2021 Session for SKANS F-8 campus was satisfactory. However, improvements can be made by following:

- A) Although students were advised to do online practice of questions through SKANS portal but participation was low. So, it is recommended to increase students' participation in online practice as well. Similarly, teachers should conduct practice sessions mostly within their classes and supervise it.
- B) Coordinators were in close loop with the students (Through WhatsApp Messages, Calls and SKANS Mobile App) but still improvements are required in order to decrease the low attendance issues that were reported during the session by conducting Monthly PTMs of weak and irregular students (physical or online).



## 2. STATEMENT OF COMPLIANCE FROM ACCOUNTS DEPARTMENT

15-10-2021

Dear Sir,

I hereby confirm that SKANS policies and regulations were duly complied with while settling dues of Batch # 4, Sep 2021 session with reference of all variables as identified in the Content Report. September 2021 session receivables are zero except for Rs. 3,200/- which could not be recovered from Mr. Talha Khan.

All discounts and installments cases (if any) were dealt as per SOPs and favors (if any) has been given with formal approvals.

Sincerely,

Shuja Ali Khan

Director Governance

On behalf of Accounts and Finance Department

### 3. STATEMENT OF COMPLIANCE FROM IT DEPARTMENT

15-10-2021

Dear Sir,

I hereby confirm that SKANS policies, SOPs, directives and regulations were duly complied with while making adjustments in the database relating to drops- freeze, left cases and input, output ratios of all papers of Batch #4 for session Sep-2021 except otherwise stated in the “Content Report” for the period under review.

	<b>Papers</b>	<b>Report name from data-base</b>		
Paper Strength	112	paper strength report		
Left	3	one student Status Main left from data-base -Faiza Malik	1	Faiza Malik
<b>Input</b>	<b>109</b>			
Pass	90	Int Test Teacher wise summary -sep-2021-batch4		
Fail	12	Int Test Teacher wise summary -sep-2021-batch4		
Deferred	4	Int Test Teacher wise summary -sep-2021-batch4	1	Seemab
Drop	3	Int Test Teacher wise summary -sep-2021-batch4	1	Ubedullah
Balance	0			
<b>Output</b>	<b>109</b>	<b>Int Test Teacher wise summary -sep-2021-batch4</b>		

Sincerely,

**Shuja Ali Khan**

Director Governance

On behalf of IT and Database Administrator

## **4. STATEMENT OF COMPLIANCE ON ADMISSIONS AND STUDENT AFFAIRS**

**From,**

**Miss Mehak Iqbal**

**Quality Manager**

CA Department

Date: 20-10-2021

### **Subject: AFC JUNE 2021 SESSION-ADMISSIONS AND STUDENT AFFAIRS**

SKANS F-8 CA department offered 1 batch for AFC September 2021 attempt i.e., Batch#4. In total, we had 112 enrollments (papers) in different AFC subjects. However, 1 student, Miss Faiza Malik (3 papers) left SKANS due to financial issues, so, active students were 31 (109 papers). Some students from Batch#4 had exemptions in Functional English (FE) subject. That's why total enrollment (17 students) was comparatively low in FE subject as compared to other AFC subjects (total 31 students).

For AFC Batch#4 September, 2021, classes were mainly conducted physical at campus. Overall, students' attendance in physical classes were satisfactory around 80%. However, some students had high absence ratio at the end of session. Coordinators were in contact with students/parents through WhatsApp messages, calls and SKANS Mobile App. In total, 2,368 messages were sent to parents of absent students in class (Source report name: Absent student follow-up) (April 12<sup>th</sup> 2021 to May 25<sup>th</sup> 2021), and for test absentee's, 405 system-based test absentee's messages (Source report name: SMS Log) were sent to the parents (April 27<sup>th</sup> 2021 to September 15<sup>th</sup> 2021).

AFC syllabus of September 2021 session batch was covered timely. At least 7-8 Tests for each subject (mainly chapter wise) plus Mocks (after completion of syllabus/section) were conducted. However, due to CBTs in the first week of September, tests scheduled was disturbed. In online testing, some students had internet connection problems at their end, so they faced problems and thus could not attempt tests/Mocks. Strong follow-ups (at teachers end, at coordinators end, at exam department end and at Governance end) were made to increase participation in tests/Mocks and same practice should be followed in future as well.

With prior intimation through SKANS Mobile App, formal system based physical PTMs on 31<sup>st</sup>

August, 2021 and 1<sup>st</sup> September, 2021 were conducted to share progress of students with their parents. 27/31 parents came for physical PTM (Source report name: Parents Feedback-Details). System based teacher evaluation was also conducted on 5<sup>th</sup> August 2021 (Source report name: Teacher Evaluation). Overall, positive feedback was given by the students. Teacher evaluation statistics have been presented in next section.

Overall, AFC September, 2021 session result is satisfactory (CEO 83% and Mr. Qasim Shuja 88%) However, efforts should be made to achieve 100% result in all subjects and 90%-95% pass percentage should be the minimum acceptable level at SKANS. Further, ICAP overall result statistics are not available till 27<sup>th</sup> October 2021 so comparison with overall ICAP result can't be made.

AFC September 2021 Session batch#4 syllabus was timely completed and it was properly closed at system. Overall, 25/31 students cleared AFC and an overall, 60% conversion rate has been achieved and it is expected that it will further increase to 80% as result has been recently announced and students are coming for enrollment in CAF. Moreover, we are in contact with the deferred case and advised her to visit campus for any guidance and system-based practice.

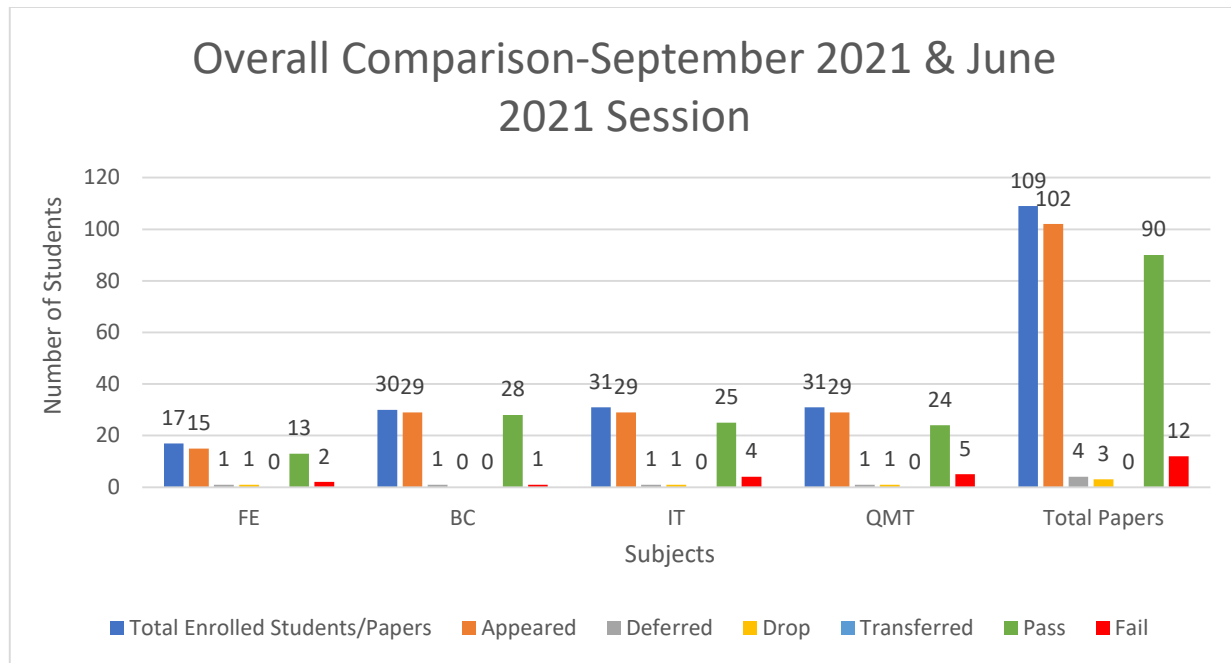
All discounts and installments cases (if any) were dealt as per SOPs and no favors has been given without formal approvals.

## 4.1 ADMISSION, COORDINATION AND STUDENT AFFAIRS SECTION

### 4.1.1 AN OVERVIEW

Batch#4 September 2021 session was started on 12<sup>th</sup> April, 2021 which consisted of total 32 students (112 papers). However, in the start of session, Miss Faiza Malik left studies due to personal reasons/financial issues and thus, active students were 31 (109 papers). Some students from this batch had exemptions in Functional English (FE) subject. That's why total enrollment was comparatively low in FE subject (only 17) as compared to other AFC subjects (total 31). During September 2021 session, 1 student (Miss Seemab Massey) got injured due to an accident and thus deferred for December attempt and 1 student (Mr. Talha Khan) got COVID positive and upon recovery, opted for self-study and did not visit campus again to attend classes. He has pending balance of Rs. 3,200/- which could not be recovered despite several reminders from coordinators. Further, 1 student (Mr. Ubedullah) was a repeater and became ghost in the start of session.

AFC BATCH-4 STUDENTS SUMMARY							JUNE SESSION 2021 SUMMARY
Particulars	FE	BC	IT	QM T	Total Papers	Overall Percentage	Overall Percentage
Total Enrolled Students/Papers	17	30	31	31	109	100%	100%
Appeared	15	29	29	29	102	94%	82%
Left student information missing (Faiza Malik)							
Deferred	1	1	1	0	3	3%	10%
Drop	1	0	1	1	3	3%	6%
Transferred	0	0	0	0	0	0%	2%
Pass	13	28	25	24	90	83%	85%
Fail	2	1	4	5	12	11%	15%
Pass Percentage (CEO)	76%	93%	81%	77%	83%	83%	70%
Pass Percentage (SIR QASIM)	87%	97%	86%	83%	88%	88%	85%



Only 1 student (out of total 31 students of September 2021 session), Mr. Talha Khan did not submit Rs. 3,200/- of fee. Coordinators contacted him several times, advised him to clear fee, but he did not. He was COVID positive, opted for self-study and thus, did not visit campus again. He was the only fee defaulter in September 2021 session. Otherwise, **receivables are zero.**

As, September 2021 session was **mainly physical**, so **physical/formal PTMs** were conducted. Further, coordinators were also in communication with the parents through WhatsApp about progress of students like their class attendance, test attendance and test performance etc.

In September 2021 session, **system-based Teacher Evaluation** was conducted to increase participation rate from students. **Overall, good response was received for all AFC teachers.**

#### 4.1.2 ABSENT STUDENTS FOLLOW-UPS (% information is irrelevant-shuja comments)

Student Name	Class Attendance Percentage (Present)			
	IT	BC	QMS	FE
Batch#4				
Abdullah Qadir	77.78	73.17	91.01	76.19
ABDULLAH SHAHZAD	86.11	76.83	91.01	EXEMPT
Ahtisham UI Haq	92.59	92.54	94.59	EXEMPT
ASHBAIL ASLAM	94.44	93.90	97.75	96.43
FAIZA MALIK	16.13	7.25	18.67	EXEMPT
Haramain Zahir	58.33	67.07	85.39	59.52
Hassan Ali	94.44	91.46	100.00	EXEMPT
Jam Muhammad Tahir	75.00	64.47	78.31	57.69
Maha Ejaz	50.00	48.84	80.52	EXEMPT
Muhammad Farooq	80.56	78.05	77.53	EXEMPT
Muhammad Hamza	72.22	71.95	85.39	EXEMPT
Muhammad Moin Yousaf	55.56	64.63	69.66	EXEMPT
Muhammad Moosa	83.33	86.54	94.64	82.69
Muhammad Muneeb Shahid	59.26	69.84	85.29	61.90
MUHAMMAD SAAD ALI	58.97	46.59	72.41	41.67
Muhammad Shan	71.88	68.42	80.72	62.82
Muhammad Waleed	88.89	69.51	97.75	EXEMPT
Noor Ul Aimen	69.57	72.55	81.82	64.71
OSAMA ZUBAIR	69.44	75.61	82.02	77.38
Qasim Qureshi	80.00	94.34	94.74	88.68
Sara Ishrat Jarral	86.11	81.71	96.63	EXEMPT
Seemab Massey	44.44	60.98	44.94	47.62
Shah Abdul Momin	75.00	83.75	95.40	82.93
Shahab Ahmad	91.67	91.46	97.75	EXEMPT
Sonia Abbas	86.11	76.83	85.39	77.38
Syed Qasim Shah Al Mosvi	94.44	95.12	98.88	94.05
Talha Khan	41.67	EXEMPT	49.44	EXEMPT
Ubedullah	8.33	12.94	39.33	21.00
Umar Hassan	58.33	39.02	86.52	38.10
WASIQ NASEEM	77.78	84.15	93.26	EXEMPT
Zia Uddin	83.33	92.68	95.51	EXEMPT
Zunaira Malik	77.78	82.93	95.51	EXEMPT

(Source Report Name: Result Profile Batch Wise)

During the period under review, SMS were sent to parents through SKANS Mobile App (**Governance department**) and WhatsApp (coordinators). Extensive follow ups in this regard were carried out by coordinators through WhatsApp and WhatsApp calls, and those who didn't respond to our messages and calls, we have done calls through SKANS official PTCL and mobile number. Additionally, we were tracking the students and ensuring their regular present by keeping eyes on such students.

Furthermore, teachers personally during class as well as on WhatsApp group frequently asked the students to make sure their presence. In this regard, **Mr. Raheel**, Mr. Raees, Mr. Umair and Mr. Hamid were actively in contact with the students. Collectively, we have worked to make it more effective. **(where is Dr mahzar for QMS TEACHER OF BATCH #4?)**

**Governance department** also supported actively in student's follow-up process. **SMS were actively** sent to all those students who were absent in classes through SKANS Mobile App. Same procedure was also applied for those students who were absent in tests.

For September 2021 Session, in total, 2,368 system-based absentee's messages (Source report name: **Absent student follow-up**) were sent to the parents **(April 12<sup>th</sup> 2021 to May 25<sup>th</sup> 2021)**. However, **this number also includes absent SMS sent to other batches enrolled in September 2021 session.**

Details are provided in the below table:

Particulars	Category	Quantity
System Based SMS	Class Absent Intimation	2,368

(Source report name: Absent student follow-up)

### 4.1.3 DEFERRED STUDENTS FOLLOW-UPS

During the period under review, **one student i.e., Miss Seemab deferred for December** attempt due to health issues. Coordinators and teachers are in contact with her and provided her guidance. Further, as classes are physical, so, she has been offered to visit campus and attempt practice/tests for her revision. Coordination and student's affairs department is taking due care of deferred case with the support of teachers and testing department.

#### 4.1.3.1 SUGGESTIONS FOR FUTURE FOLLOW-UPS

Keeping in view the positive and effective response of WhatsApp follow-up, it is suggested to adopt it in future as well. However, it will be required to align WhatsApp with the system/database. So, it is suggested to IT department to work on this aspect to see how we can align WhatsApp with system so that communication record can be available in system for future reference purpose.

#### 4.1.4 PTMs

As the session under review was mainly physical, so, prior intimation was provided to parents regarding schedule of PTM through SKANS Mobile App SMS and then, **formal physical PTMs**



were conducted at campus (31<sup>st</sup> August 2021 and 1<sup>st</sup> September 2021). So, coordinators and teachers met with the parents/students at campus, discussed progress of their child and took their feedback. 27/31 parents of btach#4 students attended the PTMs (Source report name: Parents Feedback-Details) and filled the feedback form. Overall, parents provided positive feedback about AFC teaching faculty and course progress.

Student Name	Did you visit voluntarily or on request from management?	Did you receive SMS in case of student's absence?	Did you visit your child's SKANS Portal prior to coming to the meeting?	Did you know your child's ICAP's selected paper choices?	Overall Feedback
ABDULLAH SHAHZAD	On Request	Yes	Yes	Yes	Almost Satisfied
Ahtisham Ul Haq	On Request	Yes	Yes	Yes	2 to 3 hours daily.
ASHBAIL ASLAM	On Request	Yes	Yes	Yes	He is hard working for his
FAIZA MALIK	On Request	Yes	Yes	Yes	She is good in studies at
Haramain Zahir	On Request	Yes	Yes	Yes	My child gave time to stud
Hassan Ali	On Request	Yes	Yes	Yes	Satisfied
Jam Muhammad Tahir	On Request	Yes	Yes	Yes	Almost satisfied
Maha Ejaz	On Request	Yes	Yes	Yes	Satisfied
Muhammad Hamza	On Request	Yes	Yes	Yes	He is hard working in stud
Muhammad Moin Yousaf	On Request	Yes	Yes	Yes	Hard working
Muhammad Moosa	On Request	Yes	Yes	Yes	He is good in studies.
Muhammad Muneeb Shahid	On Request	Yes	Yes	Yes	3 to 4 hours studying at h
MUHAMMAD SAAD ALI	On Request	Yes	Yes	Yes	Well satisfied with his studies
Muhammad Waleed	On Request	Yes	Yes	Yes	He is always concentrate on studies
Noor Ul Aimen	On Request	Yes	Yes	Yes	Satisfied
OSAMA ZUBAIR	Voluntarily	Yes	Yes	Yes	Very obedient with his studies
Qasim Qureshi	On Request	Yes	Yes	Yes	Good in studies at home.

Sara Ishrat Jarral	On Request	Yes	Yes	Yes	She is very good in studies
Seemab Massey	On Request	Yes	Yes	Yes	Satisfied with her studies
Shah Abdul Momin	On Request	Yes	Yes	Yes	He is studying 5 to 6 hours
Sonia Abbas	On Request	Yes	Yes	Yes	Satisfied with her studies
Syed Qasim Shah Al Mosvi	Voluntarily	Yes	Yes	Yes	Better in studies at home
Talha Khan	On Request	Yes	Yes	Yes	Satisfied
Ubedullah	On Request	Yes	Yes	Yes	good in studies at home.
Umar Hassan	On Request	Yes	Yes	Yes	He is always concentrating on studies
WASIQ NASEEM	On Request	Yes	Yes	Yes	Good performance for studies
Zia Uddin	On Request	Yes	Yes	Yes	Studying 5 hours daily at home

(Source report name: Parents Feedback-Details)

#### 4.1.4.1 SUGGESTIONS FOR FUTURE PTMs

Keeping in view the prevailing COVID situation, it is strongly advised to conduct physical system-based PTMs as well as online PTMs i.e., **two physical meetings** (one during session and **one before end of session**) **plus monthly online PTMs through Zoom Meetings**, and then **keep proper record** of those meeting in the form of **Audio/Video recordings**. It can be very effective and also very productive as live communication can be made from both sides and Parents can share their concerns as well. Further, these **recording may be uploaded at SKANS portal for future reference**.

These online PTMs may also be conducted after COVID phase as these are online and convenient for Parents to attend. Further, group PTMs could be very productive for identifying common issues and solving them.

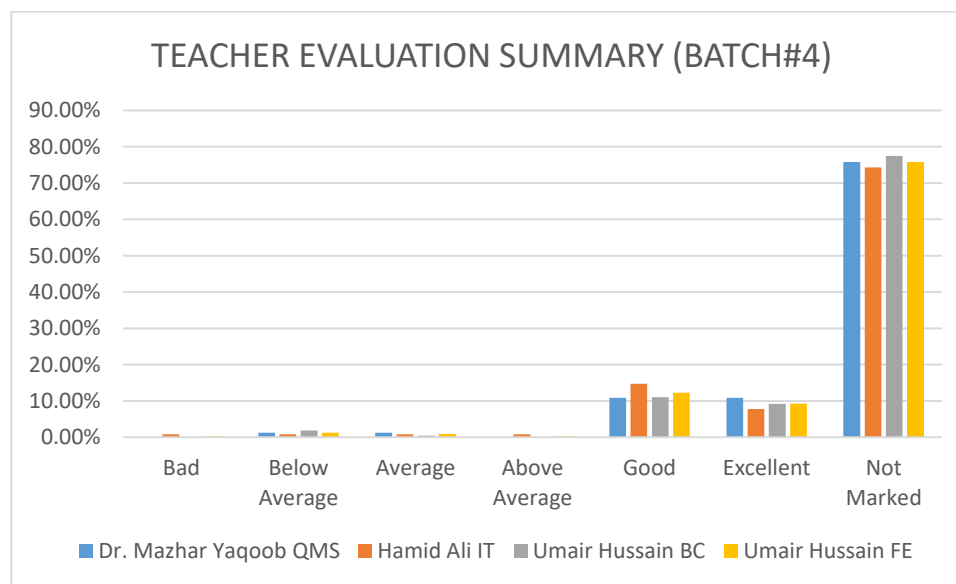
**To make PTMs more systematic, schedule may be shared with students/parents at the time of starting the respective batch.**

## 4.1.5 TEACHERS EVALUATION

As this session was mainly **physical**, so, teacher evaluation was conducted at campus through system on 5<sup>th</sup> August 2021.

F8-CA - Sep 2021-08/05/2021		TEACHER EVALUATION SUMMARY (BATCH#4)							
Teacher Name	Subject	Bad	Below Average	Average	Above Average	Good	Excellent	Not Marked	Total
Dr. Mazhar Yaqoob	QMS	0.00%	1.30%	1.30%	0.00%	10.82%	10.82%	75.76%	100.00%
Hamid Ali	IT	0.82%	0.82%	0.82%	0.82%	14.69%	7.76%	74.29%	100.00%
Umair Hussain	BC	0.00%	1.84%	0.46%	0.00%	11.06%	9.22%	77.42%	100.00%
Umair Hussain	FE	0.29%	1.30%	0.87%	0.29%	12.27%	9.24%	75.76%	100.00%

(Source report name: Teacher Evaluation Summary)



However, this evaluation activity was **identified ineffective as most of** the students of batch#4 did not perform this activity (very high absent rate in teacher evaluation). **This issue of low participation in teacher evaluation has also been reported in the last session as well (June 2021).**

Teacher evaluation summary of each subject is presented in faculty section against relevant teacher.

### 4.1.5.1 IDENTIFICATION OF PROBLEM

Although system-based teacher evaluation was conducted for batch#4, however, participation rate from students was low. The real purpose of teacher evaluation could not be achieved with low

participation from students. So, it is grey area and need serious attention of coordinators and management. However, suggestions for immediate implementation are provided in the below section.

#### 4.1.5.2 FUTURE RECOMMENDATIONS ON TEACHER EVALUATION

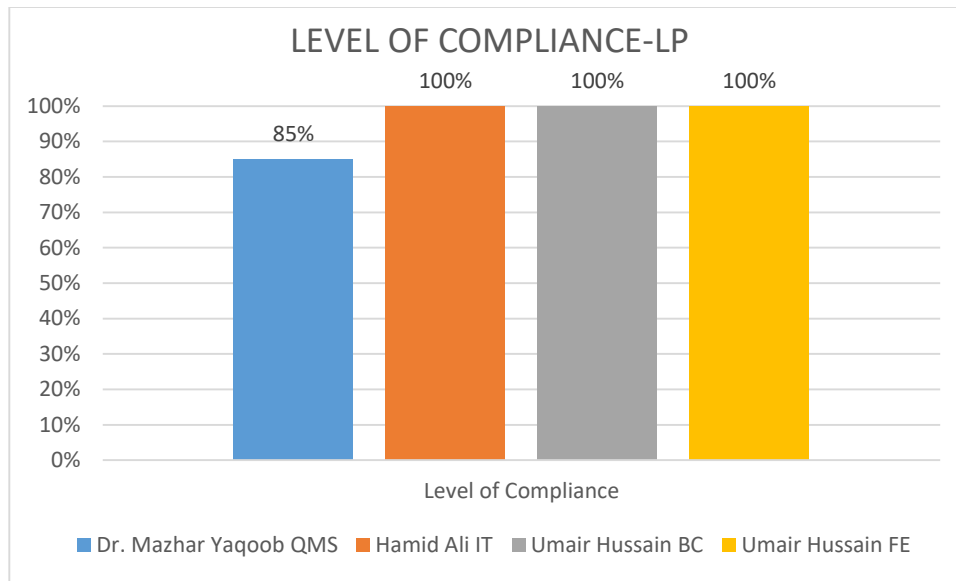
The high absence rate **indicates lack of supervision from coordinators** end during this activity. The coordinators need to make sure that all active students must submit teacher evaluation i.e., in case on a day if one student did not submit it, he/she must be instructed to do it next day. All students should be advised to take this activity seriously and participate.

To counter low attendance issue in teacher evaluation activity, **prior intimation and strong follow ups** should be made. It can be very effective and also very productive. It is also strongly advised to inform students **about Teacher Evaluation through SKANS Mobile App at least 3 days** before so that they can do the needful at the scheduled day and time. Similarly, reminder may also be sent in this regard to increase participation rate.

**To make Teacher Evaluation more systematic, schedule may be shared with students at the time of starting the respective batch.**

#### 4.1.6 LECTURE PLAN (LP)

LECTURE PLAN COMPLIANCE SUMMARY			
Teacher Name	Subject	Level of Compliance	Completion Date As per System
Dr. Mazhar Yaqoob	QMS	85.00%	5th October 2021
Hamid Ali	IT	100.00%	1st July 2021
Umair Hussain	BC	100.00%	16th July 2021
Umair Hussain	FE	100.00%	12th August 2021

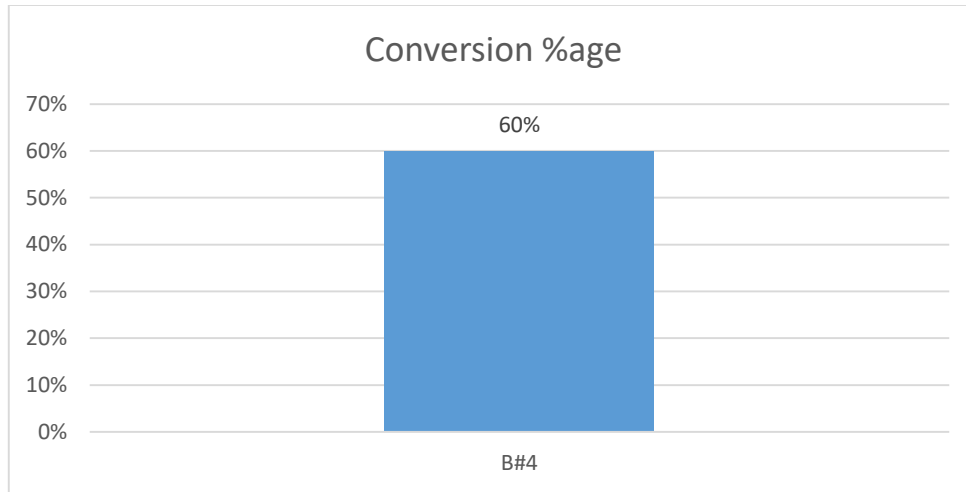


The LPs for batch#4 were properly followed with very little deviation by the respective teachers especially for BC and FE, and IT. However, for QMS, course was covered a bit late, in the first week of September, 2021. Further, the uploaded LP was not locked and shows completion date of 5<sup>th</sup> October, 2021 which is few weeks later than their exam date. Therefore, there was a little deviation from planned LP in respect of QMS.

#### 4.1.7 CONVERSION RATE

AFC September 2021 Session batches was properly closed at system. Overall, 25/31 students cleared AFC and an overall, 60% conversion rate was achieved. However, this figure is expected to increase to 80% in upcoming days as coordinators are in contact with the students who were waiting for AFC result declaration.

Conversion Details	B#4
Conversion % age	60%



## 5. STATEMENT OF COMPLIANCE ON TESTS/MOCKS

**From,**

**Mr. Hamid Ali**

Exam Manager

CA Department

Date: 20-10-2021

### **Subject: AFC SEPTEMBER 2021 SESSION-TESTS/MOCKS DETAILS**

The session under review was **primarily physical**, so, tests/mocks were conducted at campus. Teachers were advised to give prior intimation to the testing department to upload tests and students were also informed by teachers in advance during their classes and also on tests day through WhatsApp messages. All students were properly guided about the procedure to attempt tests. Further, individual guidance was also provided to those students who had very limited technical knowledge.

**At least 7-8 Tests for** each subject (mainly chapter wise) **plus Mocks** (after completion of syllabus/section) were conducted. Overall, students' attendance and performance in tests was satisfactory. Strong follow-ups (at teachers end, at coordinators end and at exam department end) were made to increase participation in tests/Mocks.

However, as discussed in above sections, some students opted for self-preparation at the end of session, so, did not join campus to attempt test/Mocks. They were instructed to attempt tests/Mocks online but they reported internet problems at their end and thus could not attempt tests/Mocks.

**System generated tests statistics** are available at the end of this report. Further, WhatsApp communication with the students regarding prior intimation of tests, intimation after uploading tests, and reminders to attempt tests/re-tests are also available if required. Moreover, system-based SMS were also sent to all absent students by head of governance department. Its record is also available in system and presented in next section.

Some new reports at portal should be developed to fulfill the requirements of this comprehensive session report. As, at present, so much work has to be done manually. Further, it is also suggested

to IT department to work on the technical issues in SKANS testing App. Two major issues are (i) **Server Error** and (ii) **Significant difference in number of questions for each student of same batch/subject**. These issues have been reported to IT department (Sir Aamir and Sir Salman) and they are working on it. **However, second issue is creating a big problem as Testing App/portal displays large number of questions above 100/200/300/400 etc.** which of course can't be attempted in one hour time/in one class and thus, students attempt maximum possible questions but system **mark them fail by calculating percentage** of marks with respect of total questions.



## 5.1 TESTING SECTION

### 5.1.1 AN OVERVIEW

For the period under discussion, strong efforts were made in terms of ‘Testing’ in order to follow LP testing schedule. For the record, testing was done **at 100% level of effort at departmental** level. Teachers tested the students as per LP and retests (re-uploading) were conducted accordingly. Students were intimated by the respective teachers (during classes) at least one day before the conduction of test and then, on test day, students were again informed and instructed to attempt test (in class as well as through WhatsApp). The efficiency of these tests at student level was at an **approximate 80% (It would** be higher if we exclude the student who deferred for December attempt or who missed tests at the end of session after completion of syllabus. This is due to the fact that students opted for self-preparation at the end of session.

### 5.1.2 IDENTIFICATION OF PROBLEMS

It was mentioned in the last session (June Session 2021) content report that new web-based testing application/portal was developed which required low internet speed to operate smoothly. However, once the testing requirements increased, some technical issues were reported by students which were brought into notice of IT department.

**First issue was an error named as “Server Error” and second error was related to difference in number of questions for each student of same batch/subject. The first error was considered as real/run time error and resolved immediately by the IT department whenever this error was reported to them.**

**However, the second error was a major concern for all as Testing App/portal displays large number of questions above 100/200/300/400 etc. which of course can’t be attempted in one hour time/in one class and thus, students attempt maximum possible questions but system mark them fail by calculating percentage of marks with respect of total questions.**

**So, it is a grey area and need serious attention of IT department. They are making sincere efforts to resolve this issue but it still exists.**

### 5.1.3 PRIOR INTIMATION TO STUDENTS

We made efforts to contact students and urged them to participate in testing through follow-ups at teacher level (Through WhatsApp Messages and Calls) and at department level as well (Through SKANS SMS Application as messages were sent to all absent students in Tests).

Students were informed by the respective teachers in advance about upcoming tests as per Lecture Plan during their online classes and then, on the test day, when tests were uploaded, a message

was again sent to the students by respective teacher through WhatsApp to attempt it as soon as possible.

In this session, with the support of Governance department, Exam department sent prior intimation to parents for Mocks Schedule. Exam department conducted Mocks between 11<sup>th</sup> September to 15<sup>th</sup> September 2021 and intimation was sent through SKANS Mobile App on 10<sup>th</sup> September 2021 regarding Mocks schedule to all parents (Batch#4 students).

### 5.1.3.1 RE-TESTS/RE-MOCKS

Exam department re-uploaded the tests/mocks as and when required. Mainly, teachers were advised to ask exam department for re-uploading of tests/mocks which they did and all absent students were instructed to attempt it. This helped to increase students' participation in tests/mocks.

### 5.1.3.2 STRONG FOLLOW-UP

Head of Governance, Mr. Qasim Shuja also actively sent messages through SKANS Mobile Application to absent students in each test (same day, night time) or next day (in morning time). This also helped to increase students' participation in tests. 405 system-based test absentee's messages (Source report name: SMS Log) were sent to the parents (April 27<sup>th</sup> 2021 to September 15<sup>th</sup> 2021).

Students were strictly advised by the respective teachers to attempt all tests. Re-Tests were allowed and absent students were again advised to attempt tests.

Details of system-based SMS sent to absent students in tests are presented below:

Particulars	Category	Quantity
System Based SMS	Test Result Intimation	405

(Source report name: SMS Log)

### 5.1.3.3 DEVELOPMENT OF NEW COMPREHENSIVE REPORTS

Exam department and governance department has given input to IT department to develop new system-based reports where comparative analysis can be made about different dimensions like admissions comparison between different sessions, exam results comparison between different sessions, tests comparisons etc. At present, with our input, few reports have been developed but still due to absence of other required reports, so much work has to be performed manually.

### **5.1.4 MAJOR FINDINGS**

Despite the efforts from teachers, exam department and head of governance, some students did not appear in tests/Mocks due to different reasons like internet issues and health issues etc. Interestingly, most of the students who had low attendance in class and tests, have failed in ICAP Exam. Moreover, most of them have failed marginally like with a difference of 2/3/4 marks. So, low attendance in online classes and tests lead to low performance in ICAP Exam. It signifies that if they had attended classes properly and attempted tests/Mocks, they would have achieved better results. Details are available in the Excel file.

Testing ratio of this session at conduction level 100% whereas student's attendance in testing was around 80%. Therefore, it is recommended that management or exam department take serious steps and carry out strong timely follow ups through calls to students/parents.

### **5.1.5 INPUT FOR FURTHER IMPROVEMENT IN TESTING/REPORTING**

Low students' participation in tests suggest that more efforts are required from coordinators, teachers and exam department.

It is also strongly advised to inform Parents/students about upcoming tests at least 2 days before the test date through SKANS Mobile App. Similarly, reminder may also be sent in this regard to increase participation rate.

Further, at present, system-based reports does not fulfill all the requirements of this comprehensive session report and so much work has to be done manually. So, it is strongly advised to IT department to develop all related reports as discussed in the above section. We can significantly increase the efficiency of our Portal by developing new reports as data is already available in the system, we just need to extract data through reports in appropriate format and then perform, required analysis.

## 6. STATEMENT OF COMPLIANCE ON VARIABLES IDENTIFICATION & RESULT COMPILATION

**From**

**Hamid Ali**

Exam Manager

CA Department

Date: 25-10-2021

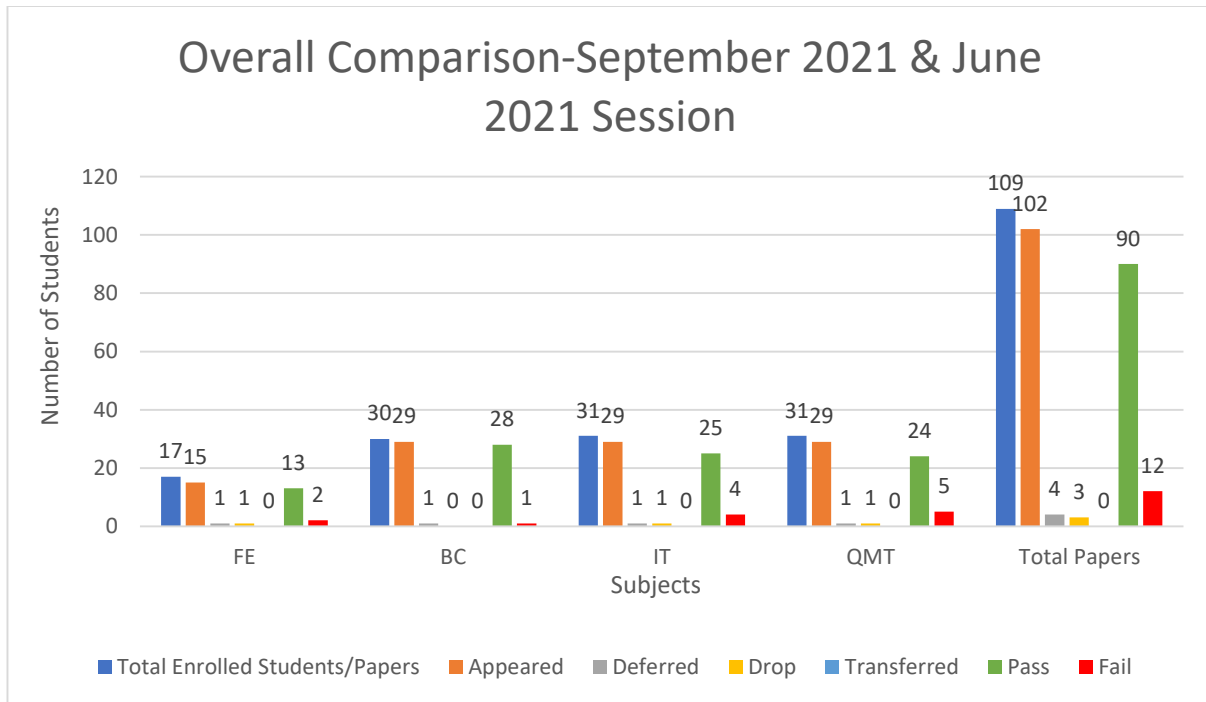
**Subject: AFC RESULT SEPTEMBER 2021 SESSION-SKANS F-8 CAMPUS,  
ISLAMABAD**

ICAP exams for AFC September 2021 session were held from **September 18, 2021** to September 28, 2021. The result of this exam was declared by **ICAP on 12<sup>th</sup> October, 2021**. To compile the results for session September-2021, two sources were mainly used to extract results related data i.e., ICAP PDF result file (main result file) and **ICAP E-Sheets** (to check students marks in fail subjects).

During the result review of the session under consideration, four categories of variables i.e., Drop, Defer, Pass, and Fail, were identified. The relative number of variables identified along with their percentages can be seen in the table/graph presented below:

AFC BATCH-4 STUDENTS SUMMARY							JUNE SESSION 2021 SUMMARY
Particulars	FE	BC	IT	QM T	Total Papers	Overall Percentage	Overall Percentage
Total Enrolled Students/Papers	17	30	31	31	109	100%	100%
Appeared	15	29	29	29	102	94%	82%
Deferred	1	1	1	0	3	3%	10%
Drop	1	0	1	1	3	3%	6%
Transferred	0	0	0	0	0	0%	2%
Pass	13	28	25	24	90	83%	85%
Fail	2	1	4	5	12	11%	15%
Pass Percentage (CEO)	76 %	93 %	81 %	77%	83%	83%	70%

Pass Percentage (SIR QASIM)	87 %	97 %	86 %	83%	88%	88%	85%
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The result summary presented above depicts that total 109 papers were enrolled for September 2021 attempt (31 students). However, out of these, 102 papers (94%, 30 students) were attempted in September attempt. The remaining 2 students (6%, 7 papers) did not appear in exams due to different reasons which are mentioned in the previous sections. Further, an overall average 83% (90 papers out of 109) pass percentage was achieved and only 17% (12 out of 109 papers) students failed in September 2021 ICAP exams. Overall, out of 31 students, 25 students cleared AFC (81%) and an overall, 60% conversion rate was achieved.

AFC September 2021 session overall result is satisfactory as it is above than 80% in aggregate. However, efforts should be made to achieve 100% result in all subjects and 90%-95% pass percentage should be the minimum acceptable level at SKANS.

Relevant supporting evidences can be found in the file/Database reports. All these procedures and evidences are being documented in Internal ICAP Result KPIs file for the session September 2021 attempt for future reference and guidelines.

Academic and Administrative issues are also addressed in different sections of this report along with future directions. Moreover, this report is available for session end academic audit by an external party if required. All under review session results have been discussed with the relevant

teachers. Our teachers or relevant subject team can discuss results with Principal if required for discussion and input regarding result session under review and suggestions for improvements in the upcoming sessions.

### 6.1 COMPARISON OF DIFFERENT PROBLEMATIC VARIABLES IN SEPTEMBER 2021 AND JUNE 2021 SESSION PAPERS (OTHER THAN PASS & FAIL)

<b>PAPERS</b>			
<b>Variables</b>	<b>Sep-2021</b>	<b>June-2021</b>	
<b>Absent</b>	<b>0</b>	<b>0</b>	Controllable
<b>Deferred</b>	<b>4 Papers (1 Student)</b>	<b>34 (9 Students)</b>	Uncontrollable, Health Issues
<b>Ghost Student/Drop</b>	<b>3 Papers (1 Student)</b>	<b>0</b>	Controllable
<b>ICAP Paper Cancelled</b>	<b>0</b>	<b>0</b>	Uncontrollable
<b>Invalid CRN</b>	<b>0</b>	<b>0</b>	Controllable
<b>Transferred</b>	<b>0</b>	<b>8 (2 Students)</b>	Uncontrollable
<b>Left</b>	<b>3 Papers (1 Student)</b>	<b>20 (5 Students)</b>	Uncontrollable
<b>Not Eligible</b>	<b>0</b>	<b>0</b>	Controllable
<b>Password Changed</b>	<b>0</b>	<b>0</b>	Controllable
<b>TOTAL OF PROBLEMATIC VARIABLES</b>	<b>10 Papers (3 Students)</b>	<b>62 (16 Students)</b>	
<b>Total PAPERS</b>	<b>112 (32 Students)</b>	<b>350 (95 Students)</b>	
<b>PROBLEMATIC VARIABLES (%)</b>	<b>9%</b>	<b>18%</b>	

## 6.2 RESULT SUMMARY

ICAP-AFC-SEP-2021 F-8 CAMPUS BATCH #4									
SUBJECT	TEACHER NAME	BATCH	Deferred	Drop	Fail	Pass	Total	CEO	SHUJA
BC	Umair Hussain	4	1	0	1	28	30	93%	97%
FE	Umair Hussain	4	1	1	2	13	17	76%	87%
IT	Hamid Ali	4	1	1	4	25	31	81%	86%
QMS	Dr. Mazhar Yaqoob	4	1	1	5	24	31	77%	83%
<b>TOTAL</b>			<b>4</b>	<b>3</b>	<b>12</b>	<b>90</b>	<b>109</b>	<b>83%</b>	<b>88%</b>
			<b>Papers</b>	<b>Papers</b>	<b>Papers</b>	<b>Papers</b>	<b>Papers</b>		
Source: Int Test Result Teacher wise summary									

### Functional English (FE) Subject:

Total enrolled students in FE subject were 17. However, out of these, 15 appeared in the ICAP September 2021 Exam. 1 student (Seemab Massey) deferred due to health issues as she got injured. Similarly, 1 student (Ubedullah) dropped 3 papers.

Overall, 13 students passed (out of 15 appeared) FE exam and only 2 students failed in FE from this batch. They both had low attendance problem. Details of these two fail students are available in the last sections. An overall 87% pass percentage (13% fail) was achieved in FE paper.

### Business Communication (BC) Subject:

Total enrolled students in BC subject were 30. However, out of these, 29 appeared in the ICAP September 2021 Exam.

Overall, 28 students passed (out of 29 appeared) BC exam and only 1 student failed in BC from this batch. Details of that one fail student is available in the last section. An overall 97% pass percentage (3% fail) was achieved in BC paper.

### Introduction to Information Technology (IT) Subject:

Total enrolled students in IT subject were 31. However, out of these, 29 appeared in the ICAP September 2021 Exam.

Overall, 25 students (out of 29 appeared) passed IT exam and only 4 students failed in IT from this batch. Details of these 4 fail students are available in the last section. An overall 86% pass percentage (14% fail) was achieved in IT paper.

**Quantitative Methods (QMT) Subject:**

Total enrolled students in QMT subject were 31. However, out of these, 29 appeared in the ICAP September 2021 Exam.

Overall, 24 students passed (out of 29 appeared) QMT exam and only 5 students failed in QMT from this batch. Details of these 5 fail students are available in the last section. An overall 83% pass percentage (17% fail) was achieved in QMT paper.

**Overall AFC Pass:**

25 students (out of 29 appeared) of Batch-4 has passed overall AFC exam i.e., 86% students of Batch-4 cleared AFC.

**Conversion Status:**

Batch-4 has 60% conversion rate in CAF-1.



## 7. AFC FACULTY

### 7.1 SIR UMAIR HUSSAIN

**Permanent Faculty Member-CA**

**Subjects: Business Communication & Functional English (AFC)**

**Major Achievement: Overall Excellent Result in BC and FE (97% & 87%)**

#### 7.1.1 PROFILE

Mr. Umair Hussain was appointed as a Lecturer at SKANS School of Accountancy, F-8 Markaz, Islamabad in August, 2020. As, his specialty is English Linguistics and Literature, so, for September 2021 session, he was assigned FE and BC for batch#4. His overall result (June 2021 Session) was quite satisfactory which can be verified by evaluating the previously submitted content report and he achieved good results again in September, 2021 session.

He completed all assigned courses in the September 2021 timely, even with the uncertain prevailing adversities of the pandemic of COVID-19. He accomplished majority of the assigned courses through physical classes.

#### 7.1.2 TEACHER EVALUATION-FUNCTIONAL ENGLISH

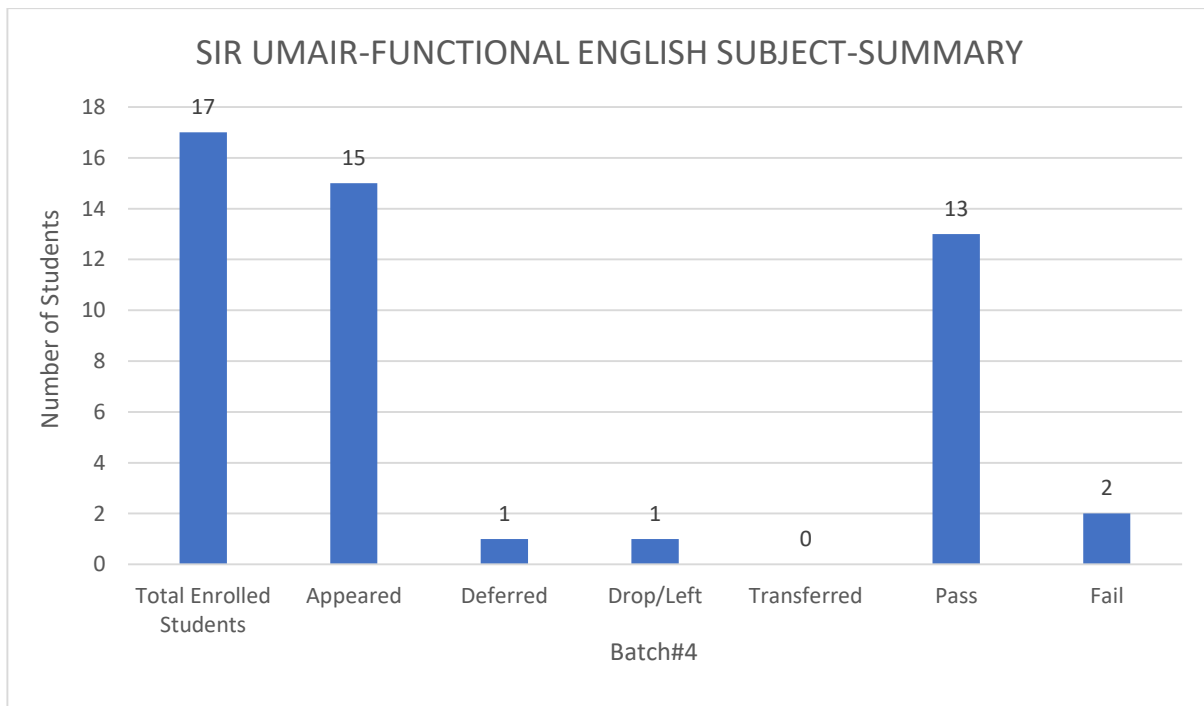
Statements	Average	Good	Excellent	Not Marked	Total
Are the tests up to mark?	0.00%	6.25%	25.00%	68.75%	100.00%
Command on the subject	0.00%	18.75%	12.50%	68.75%	100.00%
Do you well understand his/her lectures?	0.00%	6.25%	25.00%	68.75%	100.00%
Encourages questioning and responds to your question	0.00%	6.25%	25.00%	68.75%	100.00%
Punctuality (w.r.t Class Timings)	0.00%	6.25%	25.00%	68.75%	100.00%
Would you opt online classes for next session	18.75%	12.50%	0.00%	68.75%	100.00%
Would you recommend this teacher to your friend?	0.00%	6.25%	25.00%	68.75%	100.00%
<b>Total</b>	<b>2.68%</b>	<b>8.93%</b>	<b>19.64%</b>	<b>68.75%</b>	<b>100.00%</b>

(Source report name: Teacher Evaluation)

### 7.1.3 FUNCTIONAL ENGLISH SUBJECT-SUMMARY

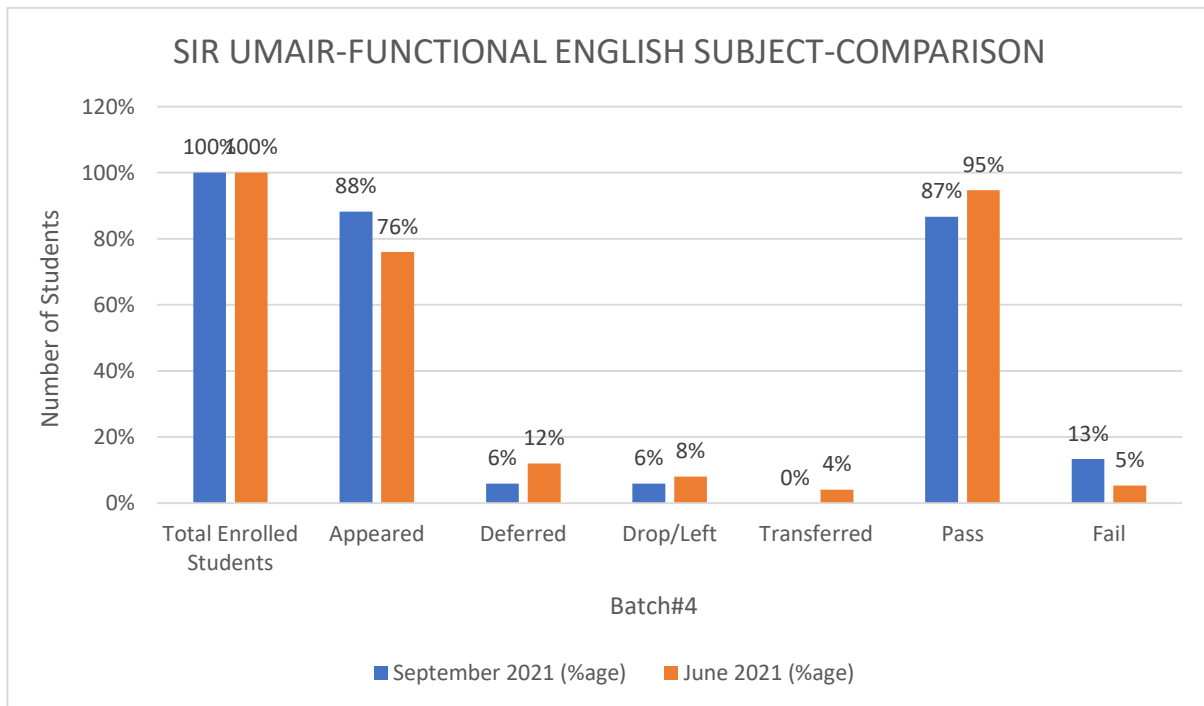
His batch#4 performance in FE is presented in below table and chart.

SIR UMAIR-FUNCTIONAL ENGLISH SUBJECT-SUMMARY		
Particulars	Total	%age
Total Enrolled Students	17	100%
Appeared	15	88%
Deferred	1	6%
Drop	1	6%
Transferred	0	0%
Pass	13	87%
Fail	2	13%
Pass Percentage (CEO)	76%	----
Pass Percentage (MR. QASIM SHUJA)	87%	----
ICAP Pass Percentage	N/A	----



### 7.1.4 COMPARISON WITH JUNE 2021 SESSION

SIR UMAIR-FUNCTIONAL ENGLISH SUBJECT-SUMMARY			JUNE 2021 SESSION-SUMMARY	
Particulars	Total	%age	Total	%age
Total Enrolled Students	17	100%	50	100%
Appeared	15	88%	38	76%
Deferred	1	6%	6	12%
Drop/Left	1	6%	4	8%
Transferred	0	0%	2	4%
Pass	13	87%	36	95%
Fail	2	13%	2	5%
Pass Percentage (CEO)	76%	----	72%	----
Pass Percentage (MR. QASIM SHUJA)	87%	----	95%	----
ICAP Pass Percentage	N/A	----	70%	----



### 7.1.5 TEACHER EVALUATION-BUSINESS COMMUNICATION

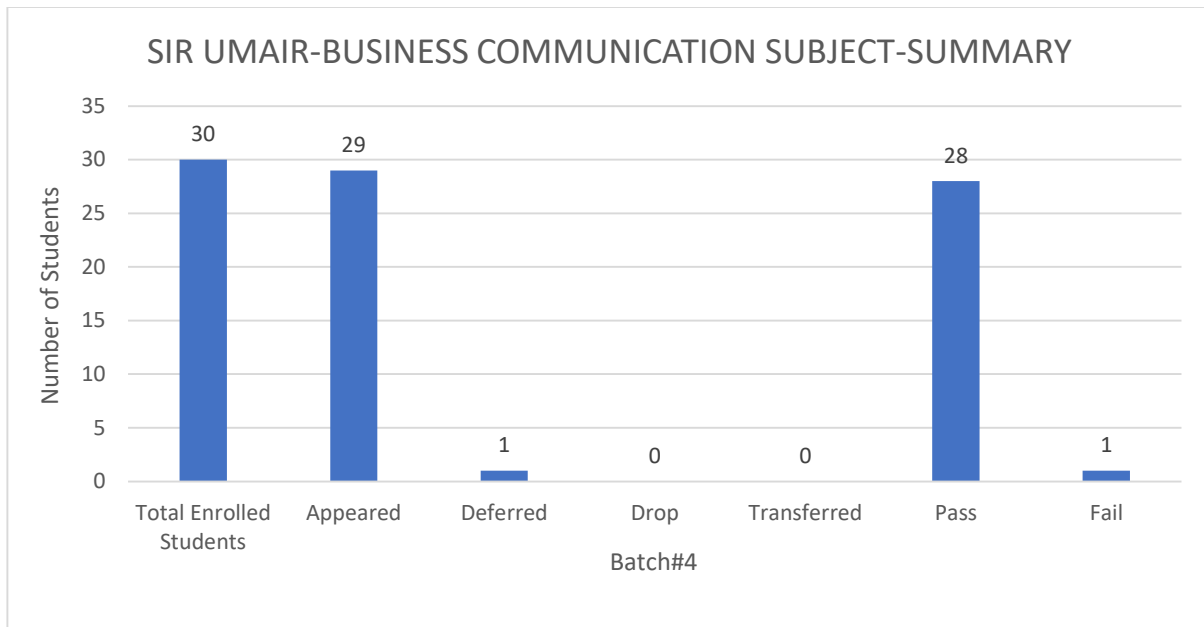
Statements	Below Average	Average	Good	Excellent	Not Marked	Total
Are the tests up to mark?	0.00%	0.00%	9.68%	12.90%	77.42%	100.00%
Command on the subject	0.00%	0.00%	19.35%	3.23%	77.42%	100.00%
Do you well understand his/her lectures?	0.00%	0.00%	12.90%	9.68%	77.42%	100.00%
Encourages questioning and responds to your question	0.00%	0.00%	9.68%	12.90%	77.42%	100.00%
Punctuality (w.r.t Class Timings)	0.00%	0.00%	6.45%	16.13%	77.42%	100.00%
Would you opt online classes for next session	12.90%	3.23%	6.45%	0.00%	77.42%	100.00%
Would you recommend this teacher to your friend?	0.00%	0.00%	12.90%	9.68%	77.42%	100.00%
<b>Total</b>	<b>1.84%</b>	<b>0.46%</b>	<b>11.06%</b>	<b>9.22%</b>	<b>77.42%</b>	<b>100.00%</b>

(Source report name: Teacher Evaluation)

### 7.1.6 BUSINESS COMMUNICATION SUBJECT-SUMMARY

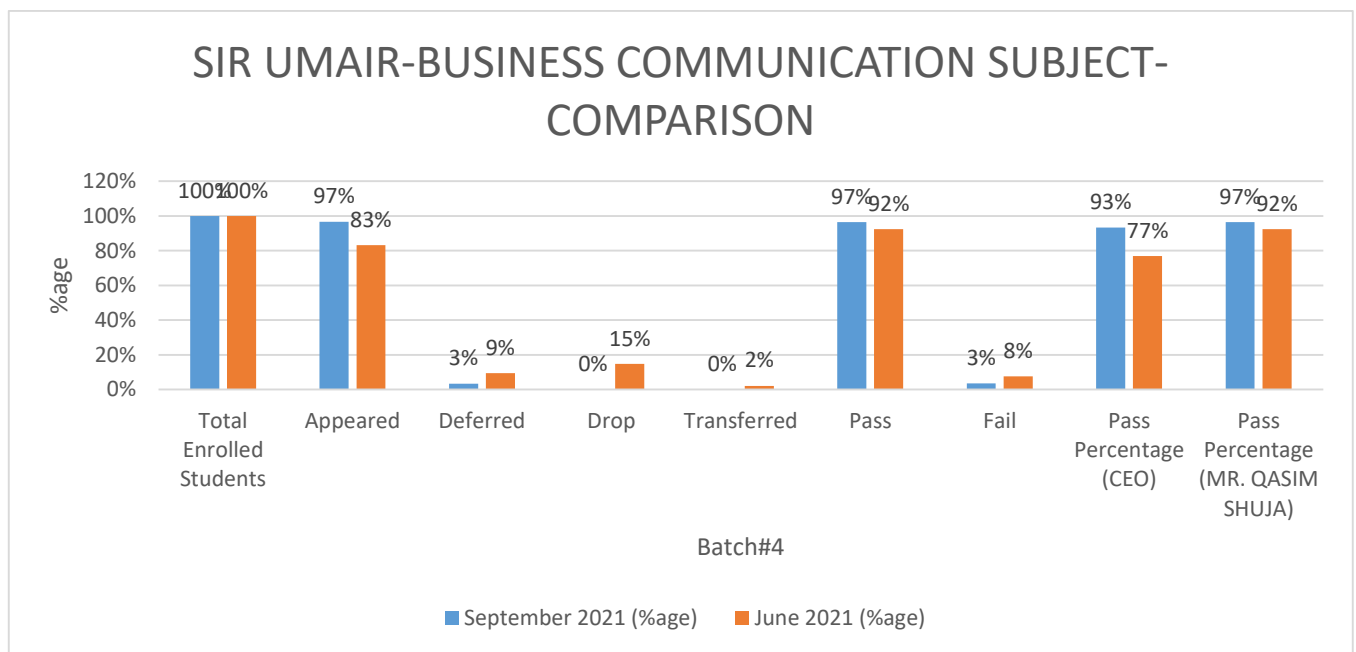
Sir Umair batch#4 performance in BC is presented in below table and chart.

<b>SIR UMAIR-BUSINESS COMMUNICATION SUBJECT-SUMMARY</b>		
<b>Particulars</b>	<b>Total</b>	<b>%age</b>
Total Enrolled Students	30	100%
Appeared	29	97%
Deferred	1	3%
Drop	0	0%
Transferred	0	0%
Pass	28	97%
Fail	1	3%
Pass Percentage (CEO)	93%	----
Pass Percentage (MR. QASIM SHUJA)	97%	----
ICAP Pass Percentage	N/A	----



### 7.1.7 COMPARISON WITH JUNE 2021 SESSION

SIR UMAIR-BUSINESS COMMUNICATION SUBJECT-SUMMARY			JUNE 2021 SESSION-SUMMARY	
Particulars	Total	September 2021 (%age)	Total	June 2021 (%age)
Total Enrolled Students	30	100%	95	100%
Appeared	29	97%	79	83%
Deferred	1	3%	9	9%
Drop/Left	0	0%	14	15%
Transferred	0	0%	2	2%
Pass	28	97%	73	92%
Fail	1	3%	6	8%
Pass Percentage (CEO)	----	93%	----	77%
Pass Percentage (MR. QASIM SHUJA)	----	97%	----	92%
ICAP Pass Percentage	N/A	----	82%	----



### 7.1.8 TEACHER REMARKS

#### 7.1.8.1 GENERAL REMARKS

I completed my assigned course timely. I accomplished majority of my assigned course through physical classes. I am pretty much optimistic that the concerned authorities of the organization will

commence providing me a very constructive platform to enable me prove my potentialities with the same zeal and zest.

### **7.1.8.2 SUGGESTIONS FOR IMPROVEMENT**

Strong follow-up should be made of irregular students. All efforts must be made to ensure higher participation of students in online Practice and Tests. Students may be strictly advised to attempt Tests/Mocks from Campus.

## 7.2 SIR HAMID ALI

### Permanent Faculty Member-CA

**Subjects: Introduction to Information Technology (AFC)**

**Major Achievement: Overall Good Result in IT Subject (86%)**

#### 7.2.1 PROFILE

Mr. Hamid Ali has been teaching in SKANS Rawalpindi and Islamabad Campuses since June 2008. He started as a teacher at SKANS Rawalpindi campus for I.Com/B.Com related subjects and also taught different computer related short courses. Then, he was transferred in Islamabad in 2014 to provide his services in SKANS F-8 campus. In 2019, he was assigned IT subject by CA department of SKANS F-8 campus. In his first session with CA department, he achieved Merit Certificate in IT subject. He has always produced satisfactory results for all assigned batches and his achieved results are mostly above ICAP pass percentage. He is very committed and hardworking teacher. He taught batch#4 of AFC September 2021 attempt. His overall results for September 2021 session are 86%.

#### 7.2.2 TEACHER EVALUATION-INFORMATION TECHNOLOGY SUBJECT

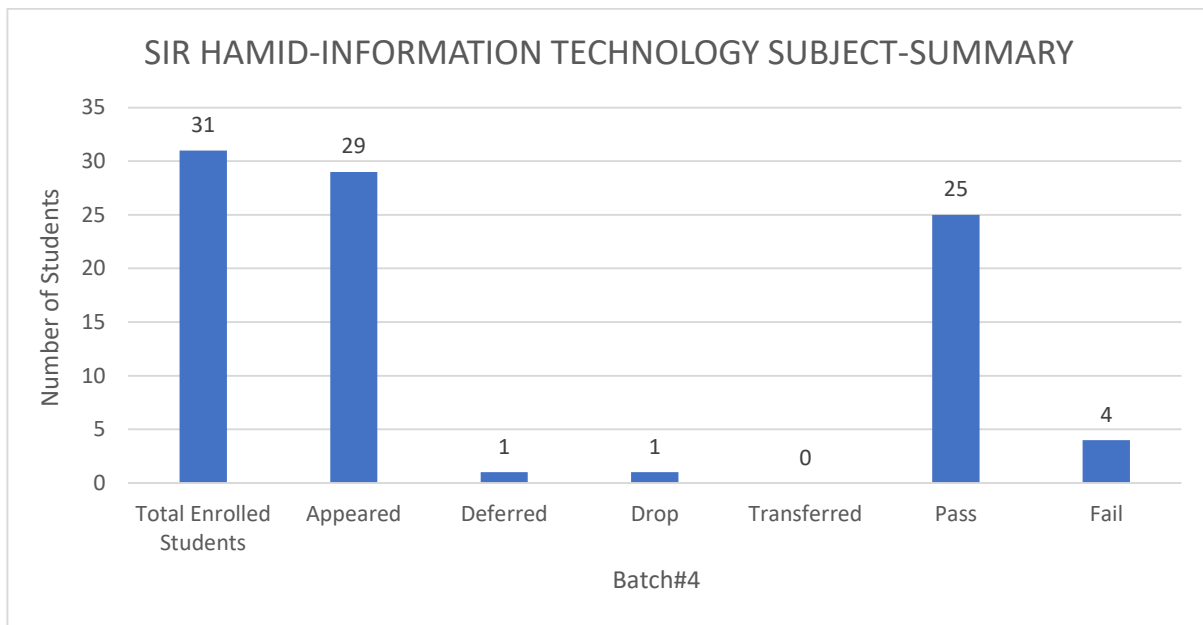
Statements	Bad	Below Average	Average	Above Average	Good	Excellent	Not Marked	Total
Are the tests up to mark?	0.00%	0.00%	0.00%	0.00%	11.43%	14.29%	74.29%	100.00%
Command on the subject	0.00%	0.00%	0.00%	0.00%	17.14%	8.57%	74.29%	100.00%
Do you well understand his/her lectures?	0.00%	0.00%	0.00%	0.00%	17.14%	8.57%	74.29%	100.00%
Encourages questioning and responds to your question	0.00%	0.00%	0.00%	0.00%	11.43%	14.29%	74.29%	100.00%
Punctuality (w.r.t Class Timings)	0.00%	0.00%	0.00%	5.71%	20.00%	0.00%	74.29%	100.00%
Would you opt online classes for next session	5.71%	5.71%	5.71%	0.00%	8.57%	0.00%	74.29%	100.00%
Would you recommend this teacher to your friend?	0.00%	0.00%	0.00%	0.00%	17.14%	8.57%	74.29%	100.00%
<b>Total</b>	<b>0.82%</b>	<b>0.82%</b>	<b>0.82%</b>	<b>0.82%</b>	<b>14.69%</b>	<b>7.76%</b>	<b>74.29%</b>	<b>100.00%</b>

(Source report name: Teacher Evaluation)



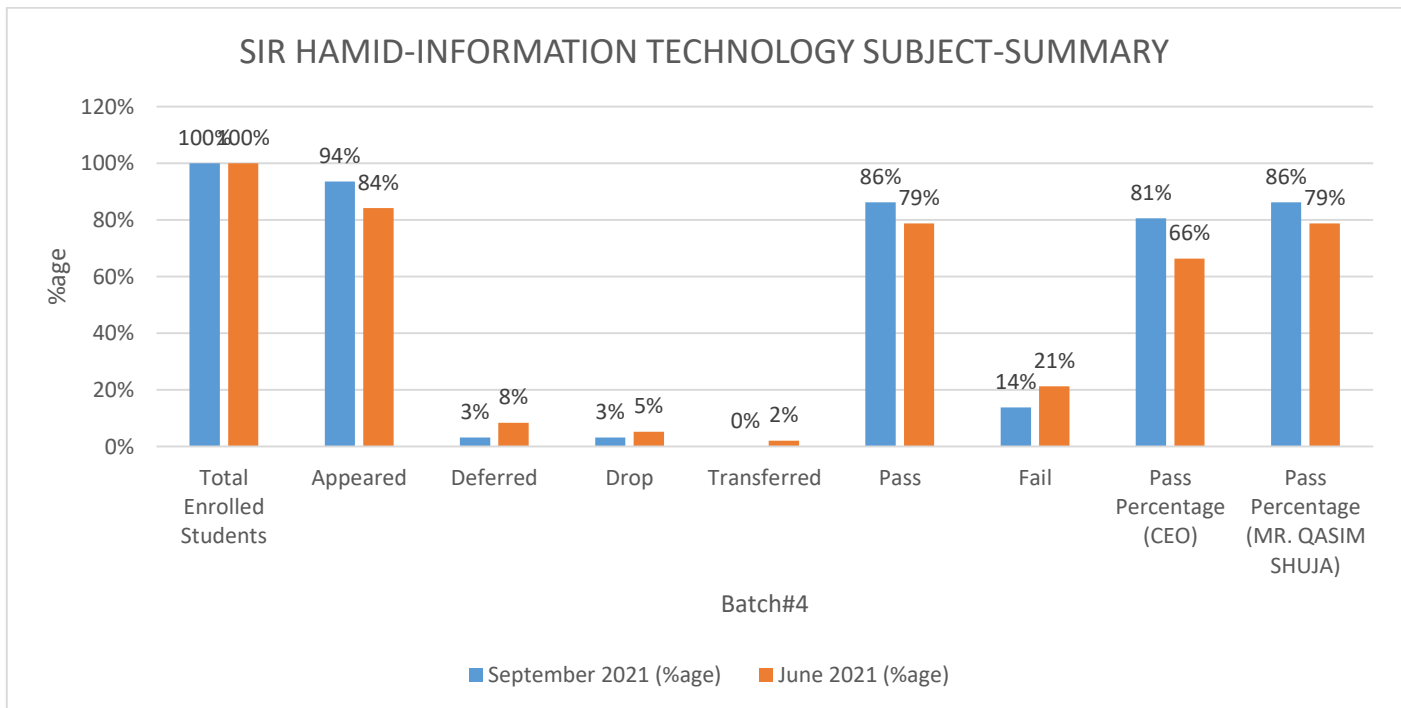
**7.2.3 INFORMATION TECHNOLOGY SUBJECT-SUMMARY:**

<b>SIR HAMID-INFORMATION TECHNOLOGY SUBJECT-SUMMARY</b>		
<b>Particulars</b>	<b>Total</b>	<b>September 2021 (%age)</b>
Total Enrolled Students	31	100%
Appeared	29	94%
Deferred	1	3%
Drop	1	3%
Transferred	0	0%
Pass	25	86%
Fail	4	14%
Pass Percentage (CEO)	81%	----
Pass Percentage (MR. QASIM SHUJA)	86%	----
ICAP Pass Percentage	N/A	----



## 7.2.4 COMPARISON WITH JUNE 2021 SESSION

SIR HAMID-INFORMATION TECHNOLOGY SUBJECT-SUMMARY			JUNE 2021 SESSION-SUMMARY	
Particulars	Total	September 2021 (%age)	Total	June 2021 (%age)
Total Enrolled Students	31	100%	95	100%
Appeared	29	94%	80	84%
Deferred	1	3%	8	8%
Drop	1	3%	5	5%
Transferred	0	0%	2	2%
Pass	25	86%	63	79%
Fail	4	14%	17	21%
Pass Percentage (CEO)	----	81%	----	66%
Pass Percentage (MR. QASIM SHUJA)	----	86%	----	79%
ICAP Pass Percentage	N/A	----	65%	----



## 7.2.5 TEACHER REMARKS

### 7.2.5.1 GENERAL REMARKS

In September 2021 session, batch#4 classes were conducted mainly physical and thus, overall class attendance was satisfactory around 80%. However, due to govt. restrictions, for 15-20 days, we conducted online classes for batch#4 as well. In that specific period, most of the students took classes

through Mobiles because they did not have laptop/systems or could not arrange it. Therefore, they could not could not practice what they learned in class which is essential for IT subject. So, when they joined again for physical classes, revision classes were given to students to cover the deficiencies.

#### **7.2.5.2 SUGGESTIONS FOR IMPROVEMENTS**

Strong follow-up of irregular students. All efforts must be made to ensure higher participation of students in online Practice and Tests. Most importantly, students may be allowed to attempt Tests/Mocks from Campus to ensure their participation in Tests.

### 7.3DR. MAZHAR YAQOOB

**Visiting Faculty Member-CA**

**Subject: QMT**

**Major Achievement: Overall Good Result in IT Subject (83%)**

#### 7.3.1 PROFILE



Dr. Mazhar Yaqoob has been teaching for the last 30 years and joined SKANS as a visiting faculty member CA in July 2006. He started off as a teacher for QMT (Quantitative Methods). After his excellent performance during the first session, he was handed over opportunity to teach maximum batches as well and always shown best results in the subject (around 80%). Further, he is very influential in students' retention for CAF-I and he always actively supports in conversion process.

For September 20201 Session, he taught QMT to batch#4 and achieved good results (around 83%).

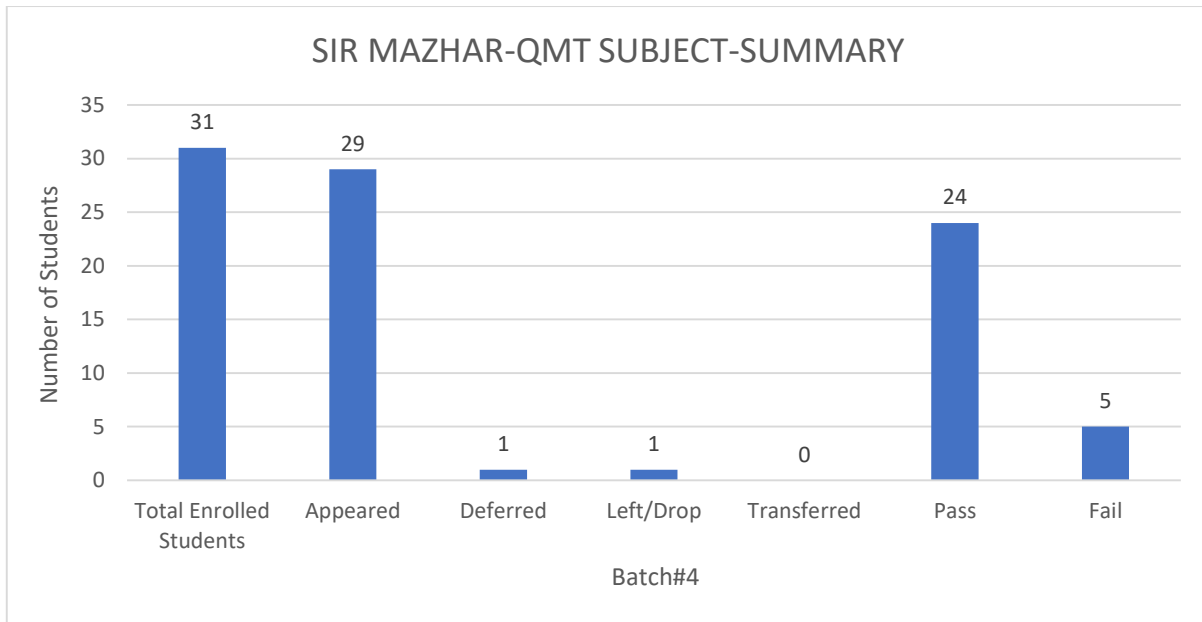
#### 7.3.2 TEACHER EVALUATION-QMT SUBJECT

Statements	Below Average	Average	Good	Excellent	Not Marked	Total
Are the tests up to mark?	0.00%	0.00%	9.09%	15.15%	75.76%	100.00%
Command on the subject	0.00%	0.00%	15.15%	9.09%	75.76%	100.00%
Do you well understand his/her lectures?	0.00%	0.00%	9.09%	15.15%	75.76%	100.00%
Encourages questioning and responds to your question	0.00%	6.06%	9.09%	9.09%	75.76%	100.00%
Punctuality (w.r.t Class Timings)	0.00%	0.00%	12.12%	12.12%	75.76%	100.00%
Would you opt online classes for next session	9.09%	3.03%	12.12%	0.00%	75.76%	100.00%
Would you recommend this teacher to your friend?	0.00%	0.00%	9.09%	15.15%	75.76%	100.00%
<b>Total</b>	<b>1.30%</b>	<b>1.30%</b>	<b>10.82%</b>	<b>10.82%</b>	<b>75.76%</b>	<b>100.00%</b>

(Source report name: Teacher Evaluation)

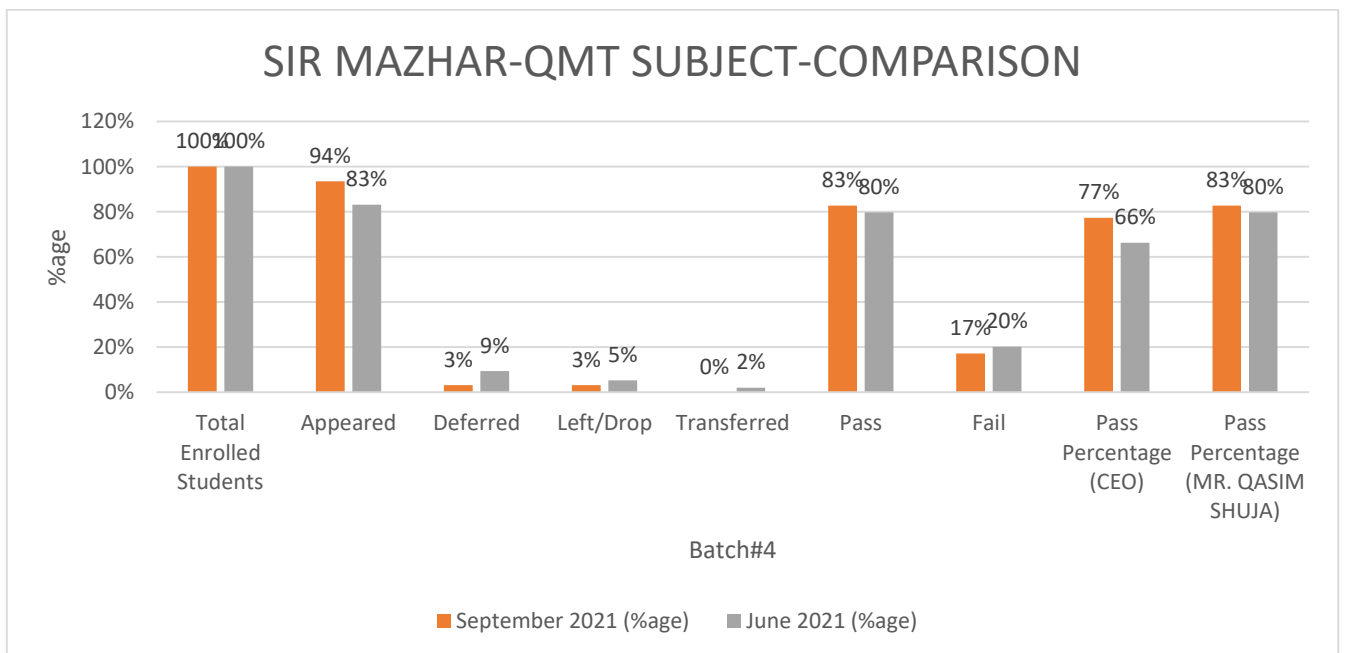
### 7.3.3 QMT SUBJECT-SUMMARY

SIR MAZHAR-QUANTITATIVE METHODS-SUMMARY		
Particulars	Total	%age
Total Enrolled Students	31	100%
Appeared	29	94%
Deferred	1	3%
Left/Drop	1	3%
Transferred	0	0%
Pass	24	83%
Fail	5	17%
Pass Percentage (CEO)	77%	----
Pass Percentage (MR. QASIM SHUJA)	83%	----
ICAP Pass Percentage	N/A	----



### 7.3.4 COMPARISON WITH JUNE 2021 SESSION

SIR MAZHAR-QUANTITATIVE METHODS-SUMMARY			JUNE 2021 SESSION-SUMMARY	
Particulars	Total	September 2021 (%age)	Total	June 2021 (%age)
Total Enrolled Students	31	100%	95	100%
Appeared	29	94%	79	83%
Deferred	1	3%	9	9%
Left/Drop	1	3%	5	5%
Transferred	0	0%	2	2%
Pass	24	83%	63	80%
Fail	5	17%	16	20%
Pass Percentage (CEO)	77%	----	----	66%
Pass Percentage (MR. QASIM SHUJA)	83%	----	----	80%
ICAP Pass Percentage	N/A	----	65%	----



### 7.3.5 TEACHER REMARKS

Overall, I am satisfied with the results. However, it is very clear that low attendance students fail in ICAP exams. So, coordinators must ensure strong follow-up to increase students’ attendance in class as well as in tests.

### **7.3.6 INPUT FOR IMPROVEMENTS**

Strong follow-up of irregular students. All efforts must be made to ensure higher participation of students in online Practice and Tests.

## 8. FAIL STUDENTS' DETAILS

StdName	Reg No	FE	BC	IT	Q M T	AFC RESULT REMARKS	Class Attendance	Test Statistics (Fail Subject)
Muhammad Hamza	129003	Exempt	PASS	21	PASS	M.Hamza failed IT by 4 marks.	72%	Pass (2)+Fail (1)+Absent (4)
Muhammad Moin Yousaf	130210	Exempt	PASS	PASS	48	Moin Yousaf failed QMS by 2 marks	70%	Pass (1)+Fail (0)+Absent (9)
Muhammad Moosa	130503	PASS	PASS	24	PASS	M.Moosa failed IT by 1 mark.	83%	Pass (4)+Fail (0)+Absent (3)
Muhammad Muneeb Shahid	130034	PASS	PASS	PASS	40	M. Muneeb failed QMT by 10 marks.	85%	Pass (5)+Fail (0)+Absent (5)
Muhammad Shan	129989	FAIL	FAIL	FAIL	FAIL	M. Shan performed poorly in classes as well as in exams.	80%	Pass (4)+Fail (0)+Absent (6)
OSAMA ZUBAIR	129728	PASS	PASS	20	40	Osama failed IT by 5 marks whereas QMT by 10 marks.	82% (QMS) 69% (IT)	Pass (0)+Fail (2)+Absent (8) Pass (3)+Fail (3)+Absent (1)
Talha Khan	130104	Exempt	Exempt	23	35	Talha failed IT by 2 marks and QMT by 15 marks. He was irregular student followup was taken but student was not happy about it.	49% (QMS) 69% (IT)	Pass (1)+Fail (0)+Absent (9) Pass (3)+Fail (3)+Absent (1)
Ubedullah	128615	Dropped	Exempt	Dropped	Dropped	Ubedullah was nowhere to be seen in class during his session, his statement is attached with the report.	Dropped	Dropped
Umar Hassan	120720	20	PASS	PASS	PASS	Umar failed FE by 5 marks.	38%	Pass (0)+Fail (0)+Absent (6)
Zunaira Malik	129107	Exempt	PASS	PASS	FAIL	Zunaira failed QMT.	95%	Pass (5)+Fail (1)+Absent (4)

(Source report name: Result Profile Batch Wise)



## 9. INTERNAL TESTS STATISTICS

### 7.1 IT

Student Name	Pass	Fail	Absent	Total
Abdullah Qadir	5	0	2	7
ABDULLAH SHAHZAD	7	0	0	7
Ahtisham Ul Haq	4	0	3	7
ASHBAIL ASLAM	7	0	0	7
<b>FAIZA MALIK</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>7</b>
Haramain Zahir	4	0	3	7
Hassan Ali	5	0	2	7
Jam Muhammad Tahir	3	0	4	7
Maha Ejaz	3	1	2	7
Muhammad Farooq	2	1	4	7
Muhammad Hamza	2	1	4	7
Muhammad Moin Yousaf	2	2	3	7
Muhammad Moosa	4	0	3	7
Muhammad Muneeb Shahid	3	1	3	7
MUHAMMAD SAAD ALI	5	0	2	7
Muhammad Shan	1	1	5	7
Muhammad Waleed	7	0	0	7
Noor Ul Aimen	3	0	4	7
OSAMA ZUBAIR	3	3	1	7
Qasim Qureshi	5	0	2	7
Sara Ishrat Jarral	7	0	0	7
<b>Seemab Massey</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>7</b>
Shah Abdul Momin	5	0	2	7
Shahab Ahmad	7	0	0	7
Sonia Abbas	3	1	3	7
Syed Qasim Shah Al Mosvi	6	0	1	7
<b>Talha Khan</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>7</b>
<b>Ubedullah</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>7</b>
Umar Hassan	3	1	3	7
WASIQ NASEEM	7	0	0	7
Zia Uddin	7	0	0	7
Zunaira Malik	3	1	3	7

(Source report name: Result Profile Batch Wise)

**7.2 BC**

Student Name	Pass	Fail	Absent	Total
Abdullah Qadir	5	1	5	11
ABDULLAH SHAHZAD	8	2	1	11
Ahtisham Ul Haq	8	0	3	11
ASHBAIL ASLAM	8	1	2	11
FAIZA MALIK	0	0	11	11
Haramain Zahir	5	0	6	11
Hassan Ali	8	0	3	11
Jam Muhammad Tahir	5	0	6	11
Maha Ejaz	5	0	6	11
Muhammad Farooq	5	1	5	11
Muhammad Hamza	1	4	6	11
Muhammad Moin Yousaf	2	1	8	11
Muhammad Moosa	4	0	7	11
Muhammad Muneeb Shahid	6	0	5	11
MUHAMMAD SAAD ALI	9	1	1	11
Muhammad Shan	1	3	7	11
Muhammad Waleed	8	0	3	11
Noor Ul Aimen	7	0	4	11
OSAMA ZUBAIR	1	3	7	11
Qasim Qureshi	6	0	5	11
Sara Ishrat Jarral	10	0	1	11
Seemab Massey	3	0	8	11
Shah Abdul Momin	7	0	4	11
Shahab Ahmad	8	0	3	11
Sonia Abbas	6	0	5	11
Syed Qasim Shah Al Mosvi	10	0	1	11
Ubedullah	0	1	10	11
Umar Hassan	9	1	1	11
WASIQ NASEEM	10	0	1	11
Zia Uddin	9	0	2	11
Zunaira Malik	7	0	4	11

(Source report name: Result Profile Batch Wise)

**7.3 FE**

Student Name	Pass	Fail	Absent	Total
Abdullah Qadir	2	1	3	6
ASHBAIL ASLAM	4	0	2	6
Haramain Zahir	0	0	6	0
Jam Muhammad Tahir	3	0	3	6
Muhammad Moosa	0	0	6	6
Muhammad Muneeb Shahid	2	0	4	6
MUHAMMAD SAAD ALI	3	0	3	6
Muhammad Shan	0	2	4	6
Noor Ul Aimen	3	0	3	6
OSAMA ZUBAIR	1	2	3	6
Qasim Qureshi	2	0	4	6
Seemab Massey	1	0	5	6
Shah Abdul Momin	3	0	3	6
Sonia Abbas	2	0	4	6
Syed Qasim Shah Al Mosvi	4	1	1	6
Ubedullah	0	0	6	6
Umar Hassan	0	0	6	6

(Source report name: Result Profile Batch Wise)

## 7.4 QMS

Student Name	Pass	Fail	Absent	Total
Abdullah Qadir	8	0	2	10
ABDULLAH SHAHZAD	9	0	1	10
Ahtisham Ul Haq	1	0	9	10
ASHBAIL ASLAM	9	0	1	10
FAIZA MALIK	0	0	10	10
Haramain Zahir	0	0	10	10
Hassan Ali	8	1	1	10
Jam Muhammad Tahir	5	0	5	10
Maha Ejaz	4	1	5	10
Muhammad Farooq	1	0	9	10
Muhammad Hamza	2	1	7	10
Muhammad Moin Yousaf	1	0	9	10
Muhammad Moosa	1	1	8	10
Muhammad Muneeb Shahid	5	0	5	10
MUHAMMAD SAAD ALI	4	0	6	10
Muhammad Shan	4	0	6	10
Muhammad Waleed	10	0	0	10
Noor Ul Aimen	5	2	3	10
OSAMA ZUBAIR	0	2	8	10
Qasim Qureshi	5	0	5	10
Sara Ishrat Jarral	10	0	0	10
Seemab Massey	1	0	9	10
Shah Abdul Momin	8	0	2	10
Shahab Ahmad	10	0	0	10
Sonia Abbas	6	0	4	10
Syed Qasim Shah Al Mosvi	7	0	3	10
Talha Khan	1	0	9	10
Ubedullah	0	1	9	10
Umar Hassan	4	0	6	10
WASIQ NASEEM	8	1	1	10
Zia Uddin	10	0	0	10
Zunaira Malik	5	1	4	10

(Source report name: Result Profile Batch Wise)

Dear Sir,

**Review on Sept-2021 F8-AFC ICAP Result.**

1. Gap between benchmark set by the CEO for AFC result i.e. 91% still exists. (Current Sept-2021 ICAP result 83% (CEO)-86%(Shuja)).
2. Late submission of **“The Content Report Sept-2021 AFC-ICAP-Results”**.
3. No submission of Content Report on **“Expected ICAP Result-Sept-2021”**.
4. Low Conversion 60% but hope for 80% as they discussed in the content report Sept-2021.
5. Low attendance in Teacher evaluation.
6. Low frequency of Teacher evaluation (only one time 5<sup>th</sup> Aug-2021). **(3 to 4 times in a session)**
7. Less frequency of PTM. **(only one time)**
8. Wrong timing of PTM. **(at the end of session i.e. 30<sup>th</sup> Aug,2021)**
9. **“Invitation message”** for monthly **“PTM”** is missing. (wording approved by Sir Sadiq-ref in old content reports)
10. Section **“about the report”** is missing. (ref RAR-content report as shared with Sana ITD) (in future applicable for three campuses)
11. Section **“Back flash review”** is missing. (ref RAR-content report as shared with Sana ITD) (in future applicable for three campuses)
12. Non- disclosure of Batch #5 information.
13. Model form of **“Content Report”** is missing. **(very important and technical point)** (ref CAF march-2021 f-8 and RAR-AFC sept-2021).
14. Re-submission of report as per Model if possible/feasible.

**Recommendation by Shuja:**

- 1) Meeting recommended for positive orientation and further strengthen or mature the Idea/Concept. [Option # 1]
- 2) OR Only review remarks of Sir Sadiq **[Option #2]**
- 3) OR share the review points of Shuja along with remarks of Sir Sadiq. **[Option # 3]**

**Note:** Miss. Zartashai, please arrange the meeting after Sir Sadiq’s approval and distribute the agenda.

Please upload Sir Sadiq remarks on the portal along with the content report after final review.

Regards,

Shuja Ali khan

Dated: 28/10/2021

Copy to: internal Audit dept.



## Back Flash of Last Session Review

### Shuja Remarks on ICAP F-8 AFC Result –June-Session:

My findings concerning review of the AFC result F 8 Campus are detailed as under:

#### Good Points about the Report So far:

- 1) Overall Good Presentation of Report. (same for the sept.2021)
- 2) Good Team work. (same for the sept.2021)
- 3) 100% Independent work of F-8 Team. (90% independent +10% Shuja input for sept 2021)
- 4) **“Satisfactory result”** as reported by the Management F-8. **(86% on Net result basis) (Pass/Pass+ Fail)**  
**(83% on net basis as per CEO and 86% as per Shuja)**
- 5) **“Unstructured” “AFC Conversion Status”** for all type of categories in the excel file as given. **(Better to provide each category wise as referred in CAF-F8 March 2021 ICAP content “Report-Teacher wise result report Section”)** (management ignored again this theme in sept-2021 result).

**Needs to Improve/recommendations:**

- 1) CEO point of view was missing as defined in the policy (Pass/Total) while computing the % in all tables. **(OK now)**
- 2) Reconcile the papers (350 papers) as reported by the management in the “**Manual Excel Working**” (Ref: page # 59 of the report **AFC JUNE 2021 SESSION RESULT AT GLANCE** June 2021 session result details and summary are available in the following excel workbook) and Data-base final output file (Report name “**Intel Test Teacher Wise Summary**”) on Actual ICAP result June AFC 2021. **(Ref: as per appendix “A”)** **(OK Now for sept-2021)**
- 3) Please provide “**Statement of Compliance**” from Accounts departments on the total students and total papers and dues for the session. **(OK Now but next time all three campus SOC by relevant department for December 2021 attempt-2021 AFC)**
- 4) Please provide “**Statement of compliance**” from IT-Data base admin on the reliability of the STEPS that have been followed in data-base adjustments as per policies/SOPs/directives. **(left cases, drop-freeze cases, drop cases etc.) (reconciliation of papers) input/out- put numbers of papers.** **(OK Now but next time all three campus SOC by relevant department for December 2021 attempt-2021 AFC)**
- 5) Please provide reference for each report/workings. (Data-base or Manual working). **(Good Given)**
- 6) It must be system based ICAP result report. **(OK Good Given)**
- 7) “**Expected result**” must be accounted for as per policy/SOPs and must be reviewed by the Principal **before the relevant ICAP exams.** **(Good Given but the Content report on that was not submitted next time please submit)**
- 8) **Separate list/disclosures** should be provided for the reconciliation of papers (350 papers whereas in data base result has been accounted for 324 papers): **(Provided Good for 112 papers for the session under review)**
- 9) Drop/freeze students
- 10) Drop students during the session
- 11) Left students during the session etc.
- 12) Transfer students
- 13) Increase the relevancy of information in absolute terms (ATTENDANCE etc. for all categories of identified variable. ref CAF March 2021 ICAP content report). **(Still Missing must follow the model of CAF-MARCH 2021 F-8 CONTENT REPORT + RAR CONTENT REPORT FOR THE PERIOD SEPT-2021 FOR FUTURE REF BOTH F-8 AND ST CAMPUS)**
- 14) Difference of variables exist as per this content report and system-based ICAP result report. **OK**
- 15) Improve the Transparency by referencing the data-base table and report name wherever possible. **Ok**
- 16) Poor level of comparability. (STILL MISSING)
- 17) Provide check lists. (Ref: CAF-F8 March 2021 ICAP content report) (STILL MISSING)
- 18) Final Remarks of CEO IN PROCESS
- 19) Place all relevant files/reports on the portal for future reference (separate folder for each campus). (DONE ZARTASAH I PLEASE LOOK INTO IT)
- 21) Reliance on system based methods e.g. TE, SMS 4 types (Daily attendance, tests result + testing information +PTM) (DOING I THINK)
- 22) Develop Parent Portal.
- 23) Design System-based “Follow Up System”. (Data-Base at fraction adjustment Approach + 3 SMS model Approach)

**Note:**

**The management F 8 campus be advised to incorporate changes / recommendations made in foregoing para enabling me to carry out formal review and onward submission for your consideration.**

Shuja Ali Khan

Dated: 13-8-2021