

ABOUT NAEAC

Background

National Agriculture Education Accreditation Council (NAEAC) was established in 2006 by Higher Education Commission (HEC) vide notification 1-4/AGR/QAA/2006-07 dated February 11, 2006 with the mandate to carry out a comprehensive program of accreditation of agriculture degree programs in private and public sector agriculture education institutions in Pakistan. The overall objective of accreditation is to improve the capacity of institutions in the form of academic and physical infrastructure in relation to the set targets.

Accreditation is a mandatory process for all relevant academic programs offered by public and private sector institutions. The purpose of such accreditation is to enhance recognition of the institution in the agriculture community and prospective students/employers. All institutions in Pakistan which provide a recognized agriculture degree are required to apply to the Council to have such degree programs accredited. The NAEAC is responsible for the accreditation of educational programs leading to degrees in the agriculture disciplines. All agriculture degree programs (except veterinary sciences) comprising about fifteen (15) disciplines of agriculture fall under the purview of the Council.

Functions

The major functions of the National Agriculture Education Accreditation Council are to:

- Organize and carry out a comprehensive program of accreditation of agriculture programs leading to degrees/diplomas based on approved policies, procedures and criteria, and publish a list of ranking of degree programs.
- Develop accreditation policies, processes, guidelines, and procedures for program evaluators.
- Approve the list of evaluators selected through an approved criteria to participate in the process of accreditation of academic programs and constitute Accreditation Inspection Committees (AICs) from approved list of evaluators.
- Develop program evaluator's training manual/self study material, questionnaire, forms and templates.
- Collect information and statistics on accredited programs of higher education of agriculture and its respective institutions and publish them as deemed necessary.

Secretariat

The Secretariat of NAEAC established in PARC HQ and is currently located at Crop Sciences Institute, NARC, Park Road, Islamabad with the following contact numbers and mailing address of the staff.

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ACRONYMS

EC	Executive Committee
HEC	Higher Education Commission
IHS	Institute of Horticultural Sciences
IQTM	Institute of Quality and Technology Management, Punjab University
ISES	Institute of Soil and Environmental Sciences
LOI	Letter of Intent
NAEAC	National Agriculture Education Accreditation Council
NARC	National Agricultural Research Center
NWFP	North West Frontier Province
PBG	Plant Breeding and Genetics
PMAS AAUR	Pir Mehr Ali Shah Arid Agriculture University, Rawalpindi
QAA	Quality Assurance Agency
SAU	Sindh Agriculture University, Tandojam
SOPs	Standard Operating Procedures
TA/DA	Traveling Allowance/Daily Allowance
TORs	Terms of Reference
UAF	University of Agriculture, Faisalabad
UGC	University Grants Commission

1. INTRODUCTION

National Agriculture Education Accreditation Council (NAEAC) is mandated to organize a comprehensive program of accreditation of all degree programs of agriculture education institutions. Accreditation process is carried out through transparent and participatory process based on well defined standards, criteria and procedures established by Higher Education Commission (HEC).

A key to transparent and effective accreditation is clarity of the standard criteria and procedures followed by the program evaluators. In general accreditation standards include review and assessment of the mission and purpose of the institute, academic programs, system of governance (faculty, staff, and student), quality of faculty and staff (teaching, service and research), student admissions and advisory services, library and information technology resources, physical and technological resources, financial management and quality assurance mechanisms, etc.

The process of accreditation in its own right is important for quality improvement. The assessment and accreditation processes help make institutions and their graduates competitive in the market and able to operate more effectively in today's knowledge environment.

Countries and institutions which implement significant quality improvement programs are able to make university graduates more employable and enhance their contributions to national development and well-being. There is a growing recognition in developing countries that quality assessment and improvement must be an ongoing process which includes all tertiary institutions to sustain high standard of higher education in a constantly changing environment.

2. ACCREDITATION ACTIVITIES

2.1 Degree Programs of Institute of Soil and Environmental Sciences (ISES), University of Agriculture, Faisalabad.

The National Agriculture Education Accreditation Council (NAEAC) has been mandated to organize a comprehensive program of accreditation of degree awarding programs of agriculture institutions. After standardizing the relevant procedures and criteria, the council commenced its accreditation activities from the University of Agriculture, Faisalabad (UAF) in June, 2008. Upon receiving the letter of Intent (LOI) from the Dean Faculty of Agriculture, UAF, the Chairman NAEAC constituted a three-member accreditation committee to carryout accreditation process of the degree programs of the Institute of Soil and Environmental Sciences (ISES). The accreditation committee visited the ISES from June 27-28, 2008 and focused on all the seven criteria mandatory for accreditation. The accreditation Inspection Report was shared with the host institution and major findings and recommendations were placed in the third NAEAC meeting held on January 12, 2009. The Council members appreciated the work of the expert committee and endorsed its findings and recommendations.

2.2 Degree Programs of Horticulture and Entomology Department at Pir Mehr Ali Shah Arid Agriculture University, Rawalpindi

In early April 2009, Dean Faculty of Food and Crop Sciences, Pir Mehr Ali Shah (PMAS) Arid Agriculture University, Rawalpindi offered its degree programs in the Departments of Entomology and Horticulture for external evaluation/ accreditation inspection of NAEAC and provided the relevant information and data and self-assessment reports of the academic programs. Two accreditation inspection committees of three members each were approved by the chairman NAEAC with specific terms of reference (TORs). With mutual agreement, the on-site visit was scheduled from April 13-14, 2009.

2.2.1 Entomology Department

On first day of the on-site visit, AIC was given a briefing by the Chairman, Entomology Department. He deliberated on the various aspects including faculty, students, admission policy, physical and learning resources, curriculum and research and development activities.

The Committee had a detailed visit of various facilities including class rooms, labs and library of the department. The second day was utilized to exchange views with faculty, students and the support staff. Both the students and faculty discussed various strengths,



AIC Members interviewing the Students

weaknesses and opportunities for the academic programs of the Entomology Department in a free and frank environment.

2.2.2 Horticulture Department

On first day, the Chairman of Horticulture Department gave a detailed presentation on teaching programs. While highlighting the achievements, he referred to the number of graduates produced, research projects completed as well as on-going research activities. The AIC

examined all the facilities and resources of the department and noted the quality, use level and availability of lab equipment and computers to post-graduate students. The team was also shown green houses, tunnel culture and floriculture activities. Interaction and



Meeting of AIC Members with Chairman Hort.

dialogue with faculty took place on second day. Students and support staff were also

engaged in group discussion. The Committee also visited newly acquired hydroponic culture facility of the Horticulture department at Rawat.

Both the AICs carried-out accreditation exercises in a meticulous manner. The findings of draft reports were discussed with the Dean and Senior Faculty. As a result, consensus reports were prepared and submitted to NAEAC Secretariat. The salient findings and recommendations would be submitted in the Executive Committee (EC) meeting of the Council to be held in September, 2009.

2.3 Degree Programs of the Institute of Horticultural Sciences, University of Agriculture, Faisalabad

On the invitation of Dean Faculty of Agriculture, UAF, an on-site accreditation visit was planned for the external evaluation of the degree programs of the Institute of Horticultural Sciences (IHS). An Accreditation Inspection Committee (AIC) of three experts was constituted and approved by the Chairman, NAEAC. The Experts' team



Chairman NAEAC & AIC Members with Vice Chancellor, UAF

proceeded for Faisalabad in the evening of June 21, 2009. The host Institution made accommodation and logistic arrangements. The AIC team paid a courtesy call to the Vice Chancellor and Dean, UAF along with Chairman, NAEAC on June 22, 2009. The Director of the Institute of Horticultural Sciences (IHS) gave a comprehensive presentation on activities, achievements in the area of teaching, research and community service corresponding to the set objectives of the degree programs.

On June 23, 2009 the experts visited the infrastructure and other facilities of IHS including green houses, research farms and growth chambers, etc. The AIC members also visited all the teaching and research labs and departmental library. The meetings with faculty and students as well as support staff were also organized. The

report of the Accreditation Inspection Committee (AIC) has been finalized and shall be submitted for the consideration of forthcoming Executive Committee (EC) meeting.

2.4 Degree Programs of Plant Breeding and Genetics, NWFP Agricultural University, Peshawar

The Acting Chairman, Department of Plant Breeding and Genetics (PBG), NWFP Agricultural University, Peshawar offered the degree programs of the discipline for ranking and accreditation. Three member Accreditation Inspection Committee (AIC) comprising experts in the discipline were approved by the Chairman to carryout accreditation exercise from June 29-30, 2009.



Visit of AIC Members to PBG lab

On the first day of AIC visit, Prof. Dr. Said Khan Khalil, Vice Chancellor, NWFP Agricultural University, Peshawar welcomed the Accreditation Committee Members and appreciated the PBG Department for preparing its Self-Assessment Report for accreditation by NAEAC. He hoped that this activity will



Visit of AIC Members to PBG Experimental Fields

enhance the quality and improve the standard of agriculture degree programs of the University. The Vice Chancellor assured his cooperation and support to the AIC

during the visit. Prof. Dr. Hidayat ur Rehman gave a detailed presentation about the degree programs of PBG Department. He deliberated on mission statement, program objectives and goals, annual budget, curricula summary, admission policy/grading system, faculty/support staff summary, infrastructure, student's feedback, alumni survey and parents view point.

On the second day of the visit, the AIC team visited the labs, library, classrooms and experimental fields of the department of Plant Breeding and Genetics. Dialogue with the faculty members and students were also carried out. The Committee has accomplished its task and submitted its report to NAEAC Secretariat.

3. AWARENESS SEMINARS

According to its byelaws, the NAEAC is committed to organize awareness seminars for its stakeholders. It is a regular and ongoing activity of the Council Secretariat. The overall objective of the activity is to create awareness among the stakeholders and to sensitize them regarding the significance



Awareness Seminar at Punjab University, Lahore

of Quality Assurance and Accreditation of Degree Awarding Programs. In Pakistan, there are about 17 agricultural education institutions including universities, colleges, faculties and departments. So far, six awareness seminars have been organized in six agricultural institutions. These are University of Agriculture, Faisalabad, PMAS Arid Agriculture University, Rawalpindi, NWFP Agricultural University, Peshawar, University College of Agriculture, Rawalakot, AJK; Agriculture College Depalpur (Sub-Campus of UAF) and Department of Mycology and Plant Pathology, New Campus, University of the Punjab, Lahore.

The Seminar presentations focused on the role of NAEAC and various aspects of Accreditation process. It dwelled upon the mandate, role and functions besides mission statement & objectives, TORs, scope of work and status of NAEAC. It also included definition and purpose of accreditation, accreditation– general framework, accreditation process, selection of program evaluators, and selection criteria for program evaluators, accreditation eligibility criteria. An account of internal assessment report, accreditation outcomes and general accreditation policies were also deliberated.

4. MEETINGS OF THE COUNCIL

The third meeting of the National Agriculture Education Accreditation Council was held on January 12, 2009 at 1030 hrs in the Mural Hall of Higher Education Commission, Sector H-9, Islamabad. The meeting was chaired by Dr. M. E. Tusneem, Chairman, NAEAC and attended by 16 members of the Council.



Third meeting of NAEAC in Mural Hall, HEC

The meeting commenced with the recitation from the Holy Quran. The Chair welcomed the Council Members to the third Meeting of the Council. He thanked participants for their valuable cooperation and support. The Chairman conveyed that the Council was established in September, 2006 but became operational in financial year 2007-08 with the recruitment of core staff in September, 2007. He also deliberated upon the activities and accomplishments of the Council during 2007-08 including standardization of procedures and criteria for accreditation, SOPs, self-study proformae and registration forms, NAEAC website, database and awareness seminars etc. The Chairman acknowledged the support of HEC and thanked Advisor (QA&LI) and MD (QAA) for their valuable guidance.

Prof. Dr. Riaz Hussain Qureshi, Advisor (HEC) remarked that the Council has made good progress but still has to do a lot more to achieve its goals and objectives. Recently, the University of the Punjab and the University of Karachi have setup Departments of Plant Pathology and Plant Protection, respectively. The Council is obliged to review whether the standards and criteria established by HEC are being followed by these institutions. He urged the members to attend Council meetings regularly and take effective part in the decision making process of the Council. He also appreciated the design of NAEAC website maintained by the Council Secretariat and remarked that it is a useful tool for feedback and information dissemination. A summary of issues discussed and decisions taken in the meeting is given below:

4.1 Annual Report (2007-08) of NAEAC

It is a mandatory activity of the Council to publish its Annual Report for submission to Higher Education Commission (HEC). The Annual Report 2007-08 was prepared and got printed by the NAEAC Secretariat. The report covered activities of the Council such as meetings convened, development of forms, manuals and templates for acquisition of information and standardization of procedures and criteria for accreditation process were completed. Eligibility criteria for selection of experts/program evaluators and their terms of reference were also finalized. It was presented in the third meeting of the Council held on January 12, 2009. Members appreciated the work and suggested certain improvements in the next annual report. The copies of the report were forwarded to all members of the Council besides libraries of agricultural universities and colleges.

4.2 Annual Work Plan 2008-09

National Agriculture Education Accreditation Council (NAEAC) is mandated to improve the standard and quality of education of the agriculture disciplines. It is striving to achieve the quality assurance and quality improvement of agriculture education degree awarding programs based on established standards, policies, procedures and criteria.

The magnitude of the Council activities under the annual work plan depends mainly upon the availability of the financial resources.

It was agreed that Work Plan should correspond to the Financial Resources. Only two Council meetings may be convened in a year preferably in March and August. Members agreed to the Work Plan (2008-09).

4.3 NAEAC Budget for FY 2008-09

Secretary NAEAC briefed the Council members about its budgetary requirements and current year's allocations. It was informed that out of second grant of Rs.2.00 million, a sum of Rs.1.00 million has been released as first installment while second installment of Rs.1.00 million will be released soon.

To reduce the financial liability of the Council meetings, different views were presented for payment of TA/DA to Council members for attending Council meetings. It was suggested that air travel expenses may be borne by the parent department while boarding, lodging and local travel expenditures may be met by the Council. In this regard, PEC and PVMC rules and procedures may also be consulted.

The Council Members proposed to separate the Honorarium head from TA/DA head (72-10) & (71-20) for Honorarium and cut down the TA/DA head by fifty percent for Council Members. The utilization of these funds in the heads of Meetings/Seminars (72-63) and Publicity & Advertisement (72-60) was advised. Accordingly, the budget breakup 2008-09 has been revised.

4.4 Recommendations of AIC for the Degree Programs of the ISES, University of Agriculture, Faisalabad.

The Accreditation Inspection Committee (AIC) of NAEAC conducted external review of the degree programs of the Institute of Soil and Environmental Science (ISES), UAF in the last week of June, 2008. The team submitted its recommendations for accreditation to the chairman of the Council. Salient findings of the AIC report are submitted for the consideration/approval of the Council.

The Council members reviewed the AIC findings and recommendations. They appreciated the efforts of the committee for preparing the report in a participatory and consensus mode with the teaching faculty and other stakeholders. The final recommendations of the AIC were endorsed.

4.5 Manual for Orientation of Program Evaluators

The NAEAC Secretariat prepared guidelines and procedures as well as the criteria for the selection of Program Evaluators to ensure an effective, unbiased, consistent and transparent assessment of degree programs. These are produced in the form of a Manual for the Program Evaluators/Experts. The Manual also covers the role and responsibilities of the AIC Convener, Members and Coordinators for the accreditation exercise.

As per decision of the Council, the Draft Manual for Program Evaluators was circulated to all Council Members for their views and comments. Outline of the Manual is given in Annexure II.

4.6 Constitution of Executive Committee (EC) of NAEAC

To dispose off day-to-day business of the Council expeditiously, it is proposed to set up an Executive Committee as per byelaws-14 sub-section (a) of NAEAC which stipulates that the Council may set up as many committees as may be required to perform its functions effectively. The proposal is submitted to the Council for consideration/approval.

The Council approved the formation of Executive Committee (EC) of NAEAC subject to the proposed modifications in the TORs of EC. The notification of E.C is given at Annexure I.

4.7 Review of Accreditation Fee Structure

In Pakistan, all agricultural institutions of higher learning are in the public sector. These institutions charge nominal tuition fees from students and their main source of revenue is government annual budgetary allocations. The issue of accreditation fee was discussed in the earlier meetings of NAEAC and it was agreed that there should be either no or a nominal accreditation fee for this purpose. An amount of Rs.25, 000/- was considered reasonable as one time lump-sum payment. Moreover, it is pertinent to mention that National Assessment and Accreditation Council (NAAC) of India, an autonomous body of University Grants Commission (UGC), charge no accreditation fee from public sector higher education institutions.

The Council deliberated on this issue at length. It was also agreed that Agriculture Universities may be requested to make provision for accreditation funds in their annual budgets for external evaluation /peer review. The following fee structure was approved.

- i) Accreditation fee shall be charged at the faculty level.*
- ii) Minimum of Rs.50, 000/- with at least Rs.10, 000/- per discipline.*
- iii) Maximum of Rs. 100,000/- with ten and more disciplines.*

4.8 The Chairman NAEAC urged the Council Members from agro-industry to make tangible contribution and patronize the Council activities as their valuable input and support is essential to upgrade the standard of agricultural education. Since the graduates are produced to serve the agro-industry and nation at large. Their feedback on curriculum up-gradation is necessary to make the curriculum more market oriented and enhance the quality and employability of graduates.

5. UPDATING NATIONWIDE DATATBASE OF AGRICULTURE DEGREE PROPGRAMS

The National Agriculture Education Accreditation Council (NAEAC) has been entrusted to develop database of Agriculture Education Institutions in Pakistan. Initially, minimum data needs were met through compiling data of registration forms. NAEAC forms also yielded huge amount of qualitative and quantitative information. To fill data gaps, mini-surveys are carried out for seventeen (17) Agricultural Institutions comprising 80 disciplines/departments. Data regarding enrollment, faculty, courses offered, Labs and teaching–learning facilities and resources can be accessed from the NAEAC database.

6. WEBSITE UPDATING

Council’s website has been improvised. The Council has updated the material of its website and also added new information regarding Accreditation Framework, Notification of Executive Committee, Byelaws of NAEAC, Evaluation manual, Awareness Seminars, Program Evaluators Guidelines/Manual, Faculty Profile by Qualification and by Designation, Minutes of all NAEAC meetings, Scope of NAEAC, Registration Forms, List of Agriculture Education Institutions in Pakistan,

Map showing all the Agriculture Education Institutions/Faculties in Pakistan and Degree Programs offered by various disciplines of Agriculture Education Institutions. The website address of the National Agriculture Education Accreditation Council (NAEAC) is www.naeac.org.

7. TRAINING OF PROGRAM EVALUATORS/EXPERTS

The Council has developed a roster of about 40 program evaluators/experts drawn mainly from the public sector agricultural universities and private sector. Efforts were made to represent all the disciplines of agriculture in agricultural universities. External peer review is relatively a new concept in the developing countries. Thus, orientation/ training of program evaluators are extremely important to make experts visits a success. NAEAC Secretariat tried its best to identify and engage a suitable person/ trainer for this purpose but could not succeed. Ultimately, this task was entrusted to Higher Education Commission (HEC), a controlling body of accreditation councils. HEC organized two-day workshops for program evaluators in Islamabad from June 16-17, 2009. Prof. Dr. Fred M. Hayward, a renowned accreditation specialist having Pakistan experience conducted the workshop as resource person. The workshop deliberated on several issues in an iterative mode. Participant's feedback rated the workshop proceedings as very productive and useful.

8. ROSTER OF PROGRAM EVALUATORS/EXPERTS

As per byelaws of the NAEAC, section 10 sub-section (d), it is mandatory to maintain a list of program evaluators. The Internal Assessment Report of the program prepared by the faculty would be validated by the evaluators/experts through an organized and planned on-site visit of the Accreditation Inspection Committee (AIC) constituted by Chairman NAEAC. Thus, selection of evaluators was a sensitive and difficult task. Keeping this in view, NAEAC Secretariat had developed a set of selection criteria and selection procedure of evaluators namely Evaluators Selection Criteria, Evaluators Selection Procedure, Performance Assessment Criteria for Program Evaluators/Subject Experts and presented in the second meeting of the Council for approval.

After approval from the Council members, the Council invited nominations of three reputed and highly experienced teaching faculty as experts from the VCs of each Agricultural University. At present, about 40 Program Evaluators/Experts are on the roster of NAEAC. The roster is revised and updated from time to time. Accreditation Inspection Committee (AIC) is constituted by the competent authority from the NAEAC roster of experts. Eligibility criteria for Program Evaluators was also standardized and approved by the Council.

9. PARTICIPATION IN CONFERENCES/WORKSHOPS

9.1 The Punjab University Institute of Quality and Technology Management (IQTM) organized a three-day 2nd International Conference on Assessing Quality in Higher Education from December 1-3, 2008 at Environmental Law Centre Lahore. The prominent organizers of the Conference were Prof. Dr. Abdul Raouf (SI), Founder of Quality Assurance in Pakistan, Prof. Dr. Mujahid Kamran, Vice Chancellor, University of Punjab and Prof. Dr. Niaz Ahmad, Director, Institute of Quality and Technology Management (IQTM). The key note address was delivered by Mr. Sartaj Aziz, Vice Chancellor, Beacon house National University, Lahore. As many as 150 delegates and participants attended the conference from Pakistan and abroad. The foreign paper contributors were from USA, UK, New Zealand, Australia and India. Almost all the Universities of Pakistan were represented in the conference.

9.2 The Conference spanned over ten technical sessions. The major themes covered were quality assurance in the institutions of higher learning with focus on quality assurance methodologies, case studies and QA Models. The arrangements of the Conference were satisfactory and delegates were facilitated by the volunteers of IQTM. The participants were provided a hard copy of the proceedings of the conference and a certificate of participation.

9.3 The conference participation was an excellent opportunity to share ideas and views with the participants and delegates working on quality assurance. A brain storming session was organized by Prof. Dr. Fred M. Hayward, consultant World Bank on Quality Assurance and Accreditation, Washington DC, USA which turned out to be highly rewarding. As a whole, the participation in the Conference has

broadened our vision, and insight regarding issues and approaches of quality assurance in higher education institutions of Pakistan.

9.4 The Higher Education Commission (HEC) organized a two-day workshop at the Best Western Hotel, Islamabad for the training of Program Evaluators/Experts by the foreign trainers in the third week of June 2009. The workshop was attended by the two nominated program evaluators of the Accreditation Councils and Secretaries/Registrars of the accreditation Councils.

10. EMAIL SURVEY QUESTIONNAIRE

NAEAC has initiated an email survey of Agriculture Education Institutions of Pakistan. The main objective is to update as well as enrich our database. The survey is being conducted through a two-page short questionnaire eliciting information on various aspects of Agriculture Education Institutions comprising Agricultural Universities, Agriculture Colleges, Agricultural Departments, and Agricultural Faculties in General Universities (Annexure-VI). NAEAC Secretariat would e-mail the questionnaire to seventeen agricultural institutions. These establishments would further circulate the questionnaire among the teaching departments/disciplines of agriculture faculties. Overall sample size would be 80 filled-in questionnaires from all disciplines/departments in universities and colleges, etc. Information thus received would be cleaned, sorted and edited using editing checks. Data would be tabulated and simple normative analysis will be carried out to discuss the results of the survey.

11. ANNUAL AUDIT FOR FY 2007-08 and 2008-09

The NAEAC annual accounts and financial statements for FY 2007-08 were audited by PARC Internal Audit Department. All the relevant documents and record was provided to the Auditors. The audit queries and observations were responded to in an annotated manner. PARC Internal Audit Department submitted its audit report endorsing the financial statements, but pointed-out some minor procedural irregularities and advised to rectify these in future. This audit report was forwarded to HEC for the release of second grant. For financial year 2008-09, the services of Commercial Auditors M/s Zia Masood and Co. were acquired as per HEC guidelines to carryout the audit of NAEAC accounts. A summary of the Auditor's Report is

placed at Annexure-VII. It verifies the expenditure statements of NAEAC for year ending June 30, 2009 in all material respects.

12. BUDGET FOR FY 2008-09

Higher Education Commission (HEC) being the controlling authority of the Accreditation Councils is providing the grant /financial support to its newly established Councils. A meeting was held on June 09, 2008 in HEC regarding the grant/financial support to the Accreditation Councils. It was decided that HEC will provide an amount of Rs.2.00 million as financial grant to the accreditation Councils for four years. In pursuance of the decision, HEC would release the approved grant in two equal installments of one million each. Earlier NAEAC had submitted its budget proposal of Rs.3.00 million for FY 2008-09 under different heads as recommended by the Council. NAEAC was asked to scale it down to the allocated amount of Rs. 2.00 million. Approved budget break up is given at Annexure III.

13. COLLABORATION WITH AGRICULTURAL EDUCATION INSTITUTIONS

The secretariat has developed a roster of program evaluators/experts from Agricultural Universities by following the prescribed procedure of Quality Assurance Agency (QAA), HEC. The Council is working in close collaboration with agriculture institutions through e-mail, correspondence, visits to the institutions to foster mutual trust and partnership. After the on-site visit of Accreditation Inspection Committee (AIC), the AIC report is shared with the host Institutes and their comments are sought and reflected in the final report as appropriate. This helps create an environment of teamwork and mutual understanding in the implementation of accreditation process.

14. FACULTY PROFILE OF THE AGRICULTURAL EDUCATION INSTITUTIONS

There are as many as eighty (80) teaching departments/disciplines in agricultural institutions of Pakistan. Largest numbers of disciplines are in the agricultural universities and constitute seventy percent of the total departments. Only one-fifth of departments are located in the faculties of agriculture in general universities. Similarly, there are more PhDs in the universities.

Table 1 Strength of Teaching Faculty by Qualification

Sr #	Agricultural Education Institutions	No. of Disciplines	Faculty Qualification		
			PhD	M.Phil/M.Sc	Total
i	Agriculture Universities (5)	56	286	235	521
ii	Agri. Faculties in General Universities (3)	15	38	47	85
iii	All Agriculture Colleges (6)	6	36	130	166
iv	Agri. Depts. in General Universities (3)	3	12	11	23
Total		80	372	423	795

Out of total academic staff of 795 teachers, about forty seven percent and fifty three percent are PhD and Non- PhD, respectively (Table 1). Number of PhD per discipline is more in universities (4-6/discipline) and only 2.5/discipline in the Agricultural faculties. However, number of Professor/ discipline was found more in Agricultural Colleges and Agricultural Departments in general universities (Annexure IV).

The majority of the full professors (seventy six percent) are working in the agricultural universities (Table 2). A few professors are in the agricultural colleges and departments but agricultural faculties do have sizeable number of professors. The composition of teaching faculty with regard to designation/status indicates that almost half of them are lecturers little less than one-third are either associate or assistant professors. Overall colleges have more lecturers and assistant professors compared to agricultural universities and agricultural faculties (Table 2).

Table 2 Strength of Teaching Faculty by Designation

Sr#	Agricultural Education Institutions	Faculty by Designation				
		Prof	Associate Prof.	Assistant Prof.	Other	Total
i	Agriculture Universities (5)	110	76	134	182	502
ii	Agri. Faculties in General Universities (3)	25	16	31	55	127
iii	All Agriculture Colleges (6)	6	9	42	82	139
iv	Agri. Depts. in General Universities (3)	4	0	6	17	27
Total		145	101	213	336	795

CONSTITUTION OF EXECUTIVE COMMITTEE

In pursuance of the decision of National Agriculture Education Accreditation Council (NAEAC) taken in its third meeting held on January 12, 2009 at Mural Hall, HEC, Islamabad. With a view to dispose of day-to-day business of the council expeditiously, an Executive Committee comprising the following members as per byelaws-14 sub-section (a) of NAEAC has been constituted.

1.	Dr. M.E. Tusneem Member (Agriculture & Food) Planning Commission	Chairman
2.	Prof. Dr. Riaz Hussain Qureshi Advisor (QA & LI) Higher Education Commission, Islamabad	Member
3.	Prof. Dr. Riaz Ahmed Khattak Professor of Soil Science NWFP Agricultural University, Peshawar	Member
4.	Dr. Muhammad Rasheed Director General Agriculture Research, ARI, Faisalabad	Member
5.	Mr. Naseer Alam Khan NAEAC Secretariat	Secretary

The EC shall have the following terms of reference (TORs):

- i. To review and evaluate the inspection reports of AIC for accreditation of degree programs of Agriculture Universities/Colleges.
- ii. To exercise over-sight on the activities of the council with focus on quality assurance and financial management.
- iii. To guide on financial and administrative matters and preparation of annual budgets as per HEC guidelines.
- iv. To scrutinize annual work plan of the council and to approve reallocation of funds if necessary.
- v. Monitor the updating of roster of program evaluators and subject experts.
- vi. Any other issue of day to day activities pertinent to the mandate of the Council.

MANUAL FOR PROGRAM EVALUATORS

As per TORs, NAEAC Secretariat has developed a manual for Program Evaluators to facilitate the evaluation process and ensure uniformity and transparency of evaluation. The guidelines cover a variety of aspects, including role and responsibilities of the AIC Convener, members of AIC and coordinators of this exercise.

Significance of interaction with Head of Institution (HOI), faculty, students and others has also been spelled out. The Guidelines also embody a few tips for on-site visit phase and pre-visit phase as well as code of conduct and report writing.

- 1 Introduction
- 2 Features of Program Assessment and Accreditation
- 3 Principles of Effective Assessment
- 4 Attributes of Program Evaluators
- 5 Role and Responsibilities Accreditation Inspection Committee (AIC)
 - 5.1 *Role and Responsibilities of Chairperson*
 - 5.2 *Role and Responsibilities of Team Member*
 - 5.3 *Role and Responsibilities of NAEAC Coordinator*
 - 5.4 *Role and Responsibilities of Host Institution Program Coordinator*
- 6 Interactions of Accreditation Inspection Committee (AIC) members
 - 6.1 *Important pre-requisites for effective interaction*
 - 6.2 *Interaction with Head of Institution*
 - 6.3 *Interaction with Faculty*
 - 6.4 *Interaction with Students*
 - 6.5 *Interaction with Parents and Alumni*
 - 6.6 *Interaction with Employers*
 - 6.7 *Interaction with Non- teaching staff*
- 7 Executing the Assessment Exercise
 - 7.1 *Pre-visit phase*
 - 7.2 *On-site visit phase*
 - 7.3 *Opening Meeting*
 - 7.4 *Exit Meeting*
- 8 Code of Conduct
- 9 Essentials of Good Report Writing
 - 9.1 *Features of Good Report writing*
 - 9.2 *Form and structure of Report*

BUDGET FOR FY 2008-09**(In Rupees)**

Code	Object	2008-09 Budget Allocation
71-1	Establishment Costs	1,044,000
71-20	Other Benefits (Honorarium)	325,000
72-10	TA/DA	275,000
72-13	Car rental	20,000
72-14	Transportation of Goods	5,000
72-2	Communication	40,000
72-31	Stationery & other supplies	50,000
72-32	Printing and Publications	50,000
72-37	Other Misc. Expenses	15,000
72-42	Res. Equip. & Machinery	5,000
72-43	Computer & Office equipment	15,000
72-44	Furniture & Fixtures	15,000
72-50	Audit Expenses	30,000
72-60	Publicity & Advertisement	20,000
72-63	Meetings/Seminars	65,000
72-67	Unforeseen Expenses	11,000
Total		2,000,000

STRENGTH OF TEACHING FACULTY BY QUALIFICATION**1- University of Agriculture, Faisalabad**

Sr. No.	Discipline/Department	Program Faculty		
		PhD	Non PhD	Total
1	Agri. Bio Technology	2	5	7
2	Food Technology	9	3	12
3	Agri. Extension	5	6	11
4	Plant Pathology	11	6	17
5	Agronomy	20	3	23
6	Horticulture	15	8	23
7	PBG	15	4	19
8	Soil Science	18	7	25
9	Entomology	11	10	21
10	Forestry Range Management & Wild life	6	5	11
11	Crop Physiology	4	1	5
Total		116	58	174

2- PMAS Arid Agriculture University, Rawalpindi

1	Agri. Eco/Eco	3	4	7
2	Environmental Sciences	2	2	4
3	Agri. Extension	-	-	0
4	Agronomy	9	4	13
5	Entomology	2	3	5
6	Food Technology	3	2	5
7	Horticulture	5	4	9
8	PBG	6	3	9
9	Plant Pathology	5	3	8
10	Soil Science & SWC	8	2	10
11	Forestry & Range Management	3	2	5
12	Wildlife Management	2	3	5
Total		48	32	80

STRENGTH OF TEACHING FACULTY BY QUALIFICATION

3- Sindh Agriculture University Tandojam

Sr. No.	Discipline/Department	Program Faculty		
		PhD	Non PhD	Total
1	Agronomy	4	6	10
2	Plant Pathology	1	7	8
3	Entomology	5	7	12
4	PBG	2	7	9
5	Plant Protection	2	6	8
6	Soil Science	2	6	8
7	Crop Physiology	2	5	7
8	Agri. Economics	0	7	7
9	Food Science & Technology	3	7	10
10	Agri. Education Extension	4	5	9
11	Horticulture	1	6	7
12	Biotechnology	1	3	4
Total		27	72	99

4- NWFP Agriculture University, Peshawar

1	Plant Protection	5	2	7
2	Plant Pathology	6	3	9
3	Entomology	4	2	6
4	Weed Science	13	3	16
5	Soil & Environmental Science	11		11
6	Water Management	4	5	9
7	Agri. Mechanization	1	3	4
8	Horticulture	6	6	12
9	PBG	7	3	10
10	Agronomy	11	2	13
11	Biotechnology & Genetic Engineering	3	5	8
12	Agri. Chemistry	2	6	8
13	Food Science & Technology	4	3	7
14	Human Nutrition	3	4	7
15	Animal Nutrition	4	2	6
16	Poultry Science	0	2	2
17	Rural Social Sciences	1	6	7
18	Agricultural Economics	4	1	5
19	Agri. Extension	4	5	9
20	Rural Sociology	1	5	6
Total		94	68	162

STRENGTH OF TEACHING FACULTY BY QUALIFICATION

5- University College of Agriculture, Bahauddin Zakariya University, Multan

Sr. No.	Discipline/Department	Program Faculty		
		PhD	Non PhD	Total
1	Entomology			
2	Agronomy			
3	Horticulture	16	24	40
4	P.B.G			
5	Plant Pathology			

6- The University of Azad Jammu and Kashmir (Agri. Faculty Rawalakot)

1	Soil Science	1	3	4
2	PBG	4	1	5
3	Entomology	4	1	5
4	Horticulture	3	2	5
5	Agronomy	2	2	4
6	Food Technology	2	2	4
7	Plant Pathology	1	1	2
8	Agri. Economics	-	2	2
Total		17	14	31

7- Gomal University, D.I.Khan (Agric Faculty)

1	Food Science & Technology	-	4	4
2	Horticulture	2	4	6
3	Soil Science	3	2	5
4	Entomology	2	2	4
5	PBG	3	2	5
6	Agronomy	4	3	7
Total		14	17	31

8- UAF Campus, Depalpur, Okara

1	B.Sc (Hons) Agriculture	4	11	15
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9- Islamia University, Bahawalpur

1	B.Sc (Hons) Agriculture	2	8	10
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STRENGTH OF TEACHING FACULTY BY QUALIFICATION

10- Allama Iqbal Open University, Islamabad

Sr. No.	Discipline/Department	Program Faculty		
		PhD	Non PhD	Total
1	Agri. Extension	4	4	8

11- University of Sargodha, Sargodha

1	Horticulture			
2	PBG & Molecular Biology			
3	Soil & Env. Sciences			
4	Entomology			
5	Plant Pathology	7	16	23
6	Agronomy			
7	Animal Sciences			
8	Agro- Forestry			
9	Agri. Eco. & Marketing			
10	Agri. & Extension Education			

12- Z.A. Bhutto Agriculture College Dokri

1	Agronomy			
2	Horticulture			
3	P.B.G			
4	Entomology	-	22	22
5	Soil Science			
6	Plant Pathology			
7	Plant Protection			

13- Balochistan Agriculture College

1	Agronomy			
2	Horticulture			
3	P.B.G	2	28	30
4	Entomology			
5	Soil Science			
6	Plant Pathology			

STRENGTH OF TEACHING FACULTY BY QUALIFICATION

14- Lasbela University of Agriculture, Water and Marine Sciences, Uthal

Sr. No.	Discipline/Department	Program Faculty		
		PhD	Non PhD	Total
1	Crop and Plant Sciences	1	5	6

15- College of Agriculture, D.G.Khan

1	B.Sc (Hons) Agriculture	10	37	47
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16- Punjab University, Lahore

1	Mycology & Plant Pathology Dept.	7	5	12
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17- Department of Plant Protection University of Karachi, Karachi

1	B.Sc (Hoons) Plant Protection	1	2	3
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STRENGTH OF TEACHING FACULTY BY DESIGNATION

1- University of Agriculture, Faisalabad

Sr. No.	Discipline/Department	Prof.	Associate Prof.	Assistant Prof.	Others	Total
1	Agri. Bio Technology	1	-	3	4	8
2	Food Technology	2	3	9	7	21
3	Agri. Extension	2	1	2	4	9
4	Plant Pathology	1	2	2	4	9
5	Agronomy	6	6	11	1	24
6	Horticulture	6	6	5	7	24
7	PBG	6	2	9	2	19
8	Soil Science	4	6	7	6	23
9	Entomology	2	5	6	6	19
10	Forestry Range Management & Wild life	1	2	3	5	11
11	Crop Physiology	2	-	2	2	6
Total		33	33	59	48	173

2- PMAS Arid Agriculture University, Rawalpindi

2	Environmental Sciences	1	1	1	1	4
3	Agri. Engineering	-	-	1	-	1
4	Agri. Extension	-	-	-	2	2
5	Agronomy	3	2	4	4	13
6	Entomology	1	1	3	4	9
7	Food Technology	2	-	3	3	8
8	Horticulture	1	2	3	4	10
9	PBG	2	-	3	5	10
10	Plant Pathology	2	2	2	5	11
11	Soil Science & SWC	2	3	4	3	12
12	Forestry & Range Management	1	1	2	3	7
13	Wildlife Management	1	1	1	2	5
Total		17	14	29	40	100

STRENGTH OF TEACHING FACULTY BY DESIGNATION

3- Sindh Agriculture University, Tandojam

Sr. No.	Discipline/Department	Prof.	Associate Prof.	Assistant Prof.	Others	Total
1	Agronomy	3	3	0	6	12
2	Plant Pathology	0	1	3	3	7
3	Entomology	3	2	3	4	12
4	PBG	2	1	3	5	11
5	Plant Protection	1	3	1	3	8
6	Soil Science	2	1	3	4	10
7	Crop Physiology	0	2	2	4	8
8	Agri. Economics	0	1	2	5	8
9	Food Science & Technology	1	0	0	3	4
10	Agri. Education Extension	2	1	4	2	9
11	Horticulture	1	1	3	4	9
12	Biotechnology	0	0	0	3	3
Total		15	16	24	46	101

4- NWFP Agricultural University, Peshawar

1	Plant Protection	3	-	2	1	6
2	Plant Pathology	3	1	1	4	9
3	Entomology	2	3	-	2	7
4	Weed Science	2	-	2	3	7
5	Soil & Environmental Science	7	1	-	2	10
6	Water Management	1	-	3	-	4
7	Horticulture	4	2	1	5	12
8	PBG	5	2	-	3	10
9	Agronomy	7	1	4	03+ *02	17
10	Biotechnology & Genetic Engineering	3+ **01	-	1	4	9
11	Agri. Chemistry	1	-	-	6	7
12	Animal Nutrition	1	2	1	2	6
13	Agricultural Economics	3	-	-	5	8
14	Agri. Extension	1	-	5	2	8
Total		44	12	20	44	120

5- UAF Sub Campus, Depalpur

1	B.Sc (Hons) Agriculture	0	1	5	14	20
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STRENGTH OF TEACHING FACULTY BY DESIGNATION

6- Gomal University, D.I.Khan (Agric Faculty)

Sr. No.	Discipline/Department	Prof.	Associate Prof.	Assistant Prof.	Others	Total
1	Food Science & Technology	-	-	-	3	3
2	Horticulture	-	2	2	3	7
3	Soil Science	1	1	1	4	7
4	Entomology	2	-	1	2	5
5	PBG	1	1	2	2	6
6	Agronomy	3	1	2	2	8
7	Agricultural Chemistry	2	-	-	-	2
8	Humanities Group	-	1	3	3	7
Total		9	6	11	19	45

7- The University of Azad Jammu and Kashmir (Agri. Faculty Rawalakot)

1	Soil Science	1	0	2	3	6
2	PBG	3	1	1	2	7
3	Entomology	3	1	0	2	6
4	Horticulture	3	2	0	2	7
5	Agronomy	2	1	0	1	4
6	Food Technology	0	2	2	2	6
7	Plant Pathology	1	0	0	1	2
8	Agri. Economics	0	0	1	1	2
Total		13	7	6	14	40

8- University College of Agriculture, Bahauddin Zakariya University, Multan

1	Entomology	2	0	3	3	8
2	Agronomy	1	1	2	2	6
3	Horticulture	1	0	1	4	6
4	P.B.G	1	-	1	3	5
5	Plant Pathology	-	-	2	2	4
6	Soil Science	1	-	-	3	4
7	Forestry	-	1	1	-	2
8	Food Science	-	-	1	1	2
9	Agri. Engineering	1	1	3	1	6
Total		7	3	14	19	43

STRENGTH OF TEACHING FACULTY BY DESIGNATION

9- University of Sargodha, Sargodha

Sr. No.	Discipline/Department	Prof.	Associate Prof.	Assistant Prof.	Others	Total
1	Horticulture	3	3	14	23	43
2	PBG & Molecular Biology					
3	Soil & Env. Sciences					
4	Entomology					
5	Plant Pathology					
6	Agronomy					
7	Animal Sciences					
8	Agro- Forestry					
9	Agri. Eco. & Marketing					
10	Agri. & Extension Education					
Total		3	3	14	23	43

10- Balochistan Agriculture College

1	Agronomy	1	5	10	20	36
2	Horticulture					
3	PBG					
4	Entomology					
5	Plant Pathology					
6	Soil Science					

11- Z.A. Bhutto Agriculture College Dokri

1	Agronomy	0	1	8	8	22
2	Horticulture					
3	PBG					
4	Entomology					
5	Plant Pathology					
6	Soil Science					
7	Plant Protection					

12- College of Agriculture, D.G.Khan

1	B.Sc (Hons) Agriculture	2	0	9	32	43
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STRENGTH OF TEACHING FACULTY BY DESIGNATION

13- Lasbela University of Agriculture, Water and Marine Sciences, Uthal, Balochistan

1	Crop and Plant Sciences	1	1	2	4	8
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14- Punjab University, Lahore

1	Mycology & Plant Pathology Deptt.	1	0	5	9	15
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15- Islamia University, Bahawalpur

1	B.Sc (Hons) Agriculture	2	1	2	8	13
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16- Allama Iqbal Open University, Islamabad

1	Agri. Extension	2	0	1	4	7
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17- Department of Plant Protection University of Karachi, Karachi

1	B.Sc (Hoons) Plant Protection	1	0	0	4	5
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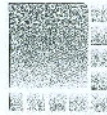
EMAIL SURYVEY QUESTIONNAIRE

University/ College _____ Discipline _____

S No	Statement	Response			
1.	Year of Establishment of the Department	Year _____			
2.	Year of Commencement of B.Sc (Hons) Classes	Year _____			
3.	Year of Commencement of M.Sc (Hons) & PhD Classes	No. _____			
4.	Total No. of B.Sc (Hons) Produced so far	No. _____			
5.	Total No. of M.Sc (Hons) Produced so far				
6.	Current Enrollment in B.Sc (Hons) 5-8 Semesters	5. ___	6. ___	7. ___	8. ___
7.	Current Enrollment in M.Sc (Hons) 1-4 Semesters	1. ___	2. ___	3. ___	4. ___
8.	Current Enrollment in PhD Program	No. _____			
9.	Number & Estimated area of Class rooms	No. _____		Area _____ Sq. ft	
10.	Number & Estimated area of Experiment-Labs	No. _____		Area _____ Sq. ft	
11.	Number & Estimated area of Computer Labs	No. _____		Area _____ Sq. ft	
12.	Number of Teaching Faculty offices	No. _____			
13.	Number of Regular Support Staff	No. _____			
14.	Average Teaching Load (Credit hrs/ Week)	Prof. _____ Associate _____ others _____			
15.	Total number of Computers	No. _____ with Internet facility _____			
	Total number of Computers for Teaching Faculty	No. _____ with Internet facility _____			
	Total number of Computers for Students	No. _____ with Internet facility _____			
16.	Number of Books in the Department Library	No. _____			
	Main Library Budget for 2008-09	Rs. _____			
	Number of Books in the Main Library	No. _____			
	Foreign Journals in the Main Library	No. _____			
	Department Operational budget for 2008-09	Rs. _____			
17.	Research Studies/ Projects completed to date	No. _____			
18.	Research Studies/ Projects underway	No. _____			
19.	HEC funded Research Projects completed	No. _____			
20.	Academic Seminars/ Workshops/ conferences Organized so far	No. _____			
21.	Number of Academic Linkages/ Collaborations	National _____			
		International _____			
22.	Foreign Journals received by the Department Library	No. _____			
23.	Local Journals received by the Department Library	No. _____			
24.	Internet & CD Rom in the Department	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
25.	Main Library fully automated with state of art facilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
26.	Students Support Programs are in place (Counseling, Scholarships, medical, Transport, Book bank etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

S No	Statement	Response	
27.	Strategy adopted to ensure avoiding in breeding in the Department	Yes <input type="checkbox"/>	No <input type="checkbox"/>
28.	Faculty development Programs (Local & Foreign Trainings) are in place	Yes <input type="checkbox"/>	No <input type="checkbox"/>
29.	Placement record of all the Graduates of the Department is maintained	Yes <input type="checkbox"/>	No <input type="checkbox"/>
30.	Alumni association at the Department level is functional	Yes <input type="checkbox"/>	No <input type="checkbox"/>
31.	Course files are adequately maintained by the faculty	Yes <input type="checkbox"/>	No <input type="checkbox"/>
32.	Course feedback is received at the end of each semester	Yes <input type="checkbox"/>	No <input type="checkbox"/>
33.	Curriculum is revised by the faculty Board regularly and is current / market demand oriented	Yes <input type="checkbox"/>	No <input type="checkbox"/>
34.	Students Assessment instruments are effective	Yes <input type="checkbox"/>	No <input type="checkbox"/>
35.	Admission & withdrawal policies are prescribed and well documented	Yes <input type="checkbox"/>	No <input type="checkbox"/>
36.	Chapters of Books written by the Faculty	Yes <input type="checkbox"/>	No <input type="checkbox"/>
37.	Lab. Staff trained & qualified	Yes <input type="checkbox"/>	No <input type="checkbox"/>
38.	Percentage utilization of allocated budget, 2008-09	Percent _____	
39.	Percentage of teachers using av-aids	Percent _____	
40.	Maintenance budget as percent of total budget of the Deptt.	Percent _____	
41.	Average pass percentage of last two years	Percent _____	
42.	Percentage faculty benefited from HEC Programs	Percent _____	
43.	Rewards received by students in sports and other activities	No. _____	
44.	Percentage of Faculty positions filled against sanctioned posts.	Percent _____	
45.	Percentage of Teachers with PhD qualifications	Percent _____	
46.	Books published by the Faculty	No. _____	

Signatures: _____
 With Seal of office



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AUDITORS' REPORT TO THE SECRETARY

We have audited the annexed receipt and expenditure statement of the National Agriculture Education Accreditation Council (NAEAC) as at June 30, 2009 together with the notes forming part thereof (here-in-after referred to as the statement for the year then ended).

It is the responsibility of the NAEAC management to establish and maintain a system of internal control, and prepare and present the statement in conformity with the cash receipt and expenditure incurred basis. Our responsibility is to express an opinion on these statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the statements. An audit also includes assessing the accounting policies used and significant estimates made by management, as well as evaluating the overall presentation of the statements. We believe that our audit provides a reasonable basis for our opinion.

In our opinion the statement presents fairly, in all material respects, the cash receipt and expenditure of the NAEAC for the year ended June 30, 2009.

ISLAMABAD
Date: August 18, 2009


ZIA MASOOD & CO.,
Chartered Accountants


Chairman MAFAC


gmn
international

PARTNERING FOR SUCCESS
GYN International is an association of
legally independent accounting firms