



# PROGRAM PROFORMA

Quality Assurance Agency

Higher Education Commission, Government of Pakistan

Sector H-9, Islamabad, Pakistan

[slahmad@hec.gov.pk](mailto:slahmad@hec.gov.pk) : [aanwar@hec.gov.pk](mailto:aanwar@hec.gov.pk) : [mfarif@hec.gov.pk](mailto:mfarif@hec.gov.pk)

This proforma is to be filled for each degree program

S.NO.	PARTICULARS	DETAILS
1.	DEGREE PROGRAM TITLE (Annex copy of transcript & Degree)	
2.	DEPARTMENT	
3.	FACULTY	
4.	UNIVERSITY	
5.	PROVISION IN UNIVERSITY'S ACT (Annex relevant page of Act/Charter)	
6.	APPROVAL OF STATUTORY BODIES (Annex notification)	
7.	DURATION OF PROGRAM (Annex notification)	
8.	TOTAL CREDIT HOURS (Annex scheme of studies)	
9.	YEAR OF COMMENCEMENT (Annex notification)	
10.	NOC STATUS FROM HEC (Annex NOC)	
11.	ADMISSION PROCEDURE (Annex approved policy)	
12.	WHAT IS STATUTORY REQUIREMENT OF FREQUENCY OF BASR/ACADEMIC COUNCIL/BOS/BOF MEETINGS (Annex relevant page of Act/Charter and dates of meetings)	
13.	TOTAL NO. OF PH.D. FACULTY (Annex details as per template-A)	
14.	TOTAL NO. OF M.S./M.PHIL. FACULTY (Annex details as per template-B)	
15.	TOTAL NO. OF ENROLLED STUDENTS (for Ph.D. program use template-C : for M.Phil./MS program use template-D)	
16.	PLAGIARISM POLICY (Annex approved policy)	
17.	COMPREHENSIVE EXAMINATION (Annex approved policy)	
18.	PUBLICATION POLICY FOR DEGREE (Annex approved policy)	
19.	FOREIGN EVALUATION OF THESES (Annex approved policy)	
20.	NUMBER OF DEGREES AWARDED (Annex details as Template-E)	