



ہائیر ایجوکیشن کمیشن

HIGHER EDUCATION COMMISSION

Sector H-9, Islamabad (Pakistan) Exchange: (051) 9040000

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Diary No: 8722
Dated: 20-9-17

Aqeel Akhter Khan
Director (Quality Assurance)

No. Director/QA/HEC/Gen/2017/212

Date: September 13, 2017

Subject: Launching new MS/M.Phil / PhD/Equivalent Programmes at Universities/ DAIs.

Dear Sir/Madam,

Reference this office letter No. Consultant/QA/HEC/Gen/2016/90 dated December 28, 2016. While submitting the complete case in hard copies HEIs are requested to also forward the soft copies of following documents to faizah@hec.gov.pk; and mawan@hec.gov.pk;

- Curriculum of program to be in line with HEC guidelines
- Exact title of the program that will appear on degree.
- Objectives of the program
- Entry/ admission requirement of program
- Duration of the program and semester-wise break-up of work load/ credit hours.
- There is a requirement of appointing full time relevant PhD faculty (minimum two PhDs for launching an MS/MPhil/ equivalent program and three PhDs for a PhD program). Please provide copies of following documents in respect of each PhD faculty member:-
 - (a) CV along with one recent passport size photograph
 - (b) Copies of PhD and MS/M.Phil / Equivalent degrees and their translations in English (if required)
 - (c) Copies of Transcript of grades of PhD and MS/ M.Phil /Equivalent
 - (a) Abstract of theses of PhD and MS/MPhil/Equivalent programs

To make the process efficient the relevant officers may be advised to send the NOC case(s) complete as per the requirements detailed in above referred HEC letter.

With kind regards,

Aqeel
13/9/2017

(Aqeel Akhter Khan)

The Vice-Chancellor Rector/President

All Public/ Private Sector Universities

Copy for Information:

1. The Registrar, All Public / Private Sector Universities.
2. The Director (QEC), All Public / Private Sector Universities.
3. The Chairman, HEC Islamabad.
4. The Executive Director, HEC Islamabad.
5. The Director General (A&A), HEC, Islamabad
6. The Director General (Academics), HEC, Islamabad.
7. The Director General (A&C), HEC, Islamabad.
8. Office Copy

Dir (QEC)
[Signature]
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