



# PROGRAM PROFORMA

Quality Assurance Agency

Higher Education Commission, Government of Pakistan

Sector H-9, Islamabad, Pakistan

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 (Web link of the relevant page of Act/Charter)	
6.	YEAR OF COMMENCEMENT (Web link of notification)	
7.	NOC STATUS FROM HEC (Web link of NOC and also attached documents provided to seek NOC)	
8.	Students' Admission Rate (admitted students/total applications) (Web link of approved policy)	
9.	Students' dropout rate (total students failed to complete degree/total admissions)	
10.	WHAT IS STATUTORY REQUIREMENT OF FREQUENCY OF BASR/ACADEMIC COUNCIL/BOS/BOF MEETINGS (Web link of relevant page of Act/Charter and dates of meetings)	

11.	TOTAL NO. OF PH.D. FACULTY (Web link of details as per template-A)	
12.	TOTAL NO. OF M.S./M.PHIL. FACULTY (Web link of details as per template-B)	
13.	TOTAL NO. OF ENROLLED STUDENTS (for Ph.D. program use template-C : for M.Phil./MS program use template-D)	
14.	PLAGIARISM POLICY (Web link of approved policy)	
15.	EXAMINATION POLICY (Web link of approved policy)	
16.	PUBLICATION POLICY FOR DEGREE COMPLETION (Web link of approved policy)	
17.	TOTAL NUMBER OF PUBLICATIONS IN LAST ONE YEAR (Web link of publication list of faculty & students)	
18.	EVALUATION OF THESES (Web link of approved policy)	
19.	NUMBER OF DEGREES AWARDED (Annex details as Template-E)	

Note: All policies should be available on the website and the link should be readily available for the public and reviewers.

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Registrar

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Director QEC

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VC/Rector/Head of Institute