

Framework for Establishing a New Degree Program

(For Existing Universities / Institutions)

1. Introduction

This framework outlines the policy, procedures, and quality benchmarks for initiating a new degree program in an existing university. The objective is to ensure academic relevance, regulatory compliance, financial sustainability, and societal impact.

2. Approval Process (Internal Process of the University, Pre-Requisite for NOC application)

	Approval Process (Internal Process of the University, Pre-Requisite for NOC application)	Required Documents
2.1	Concept Note prepared by the concerned department.	1. Concept note and justification
2.2	Internal Review by Faculty Board and Academic Council.	1. Minutes of the meeting and approval letters/notifications from the Faculty Board and academic council.
2.3	Evaluation by Quality Enhancement Cell (QEC) for compliance with NQF and accreditation standards.	1. Evaluation reports by Quality Enhancement Cell (QEC) for compliance with NQF and accreditation standards 2. System for course and program evaluation (students, alumni, employers). 3. Regular review cycles every 3–5 years.
2.4	Approval by University Syndicate/Senate.	1. Minutes of the meeting and approval letter from the University Syndicate/Senate
2.5	Submission to Regulatory/Accreditation Body (e.g., HEC, PEC, PMC).	1. Adherence to requirements of HEC, PEC, PMC, NCEAC , or relevant accrediting authority. 2. Compliance with minimum credit hours, curriculum framework, and faculty standards. 3. Clear admission policy and student evaluation methods
2.6	Final Notification & Admission Launch.	After obtaining NOC from Sindh HEC.

3. Mandatory Requirements for Establishing a New Degree Program

	Mandatory Requirements for Establishing a New Degree Program	Required Documents
3.1	Need Assessment	
3.1.1	Market Demand & Employability Chances	
	Evidence from market surveys, employer consultations, and tracer studies.	<ol style="list-style-type: none"> 1. Market survey reports/Tracer study reports 2. Industry feedback forms or surveys
	Clear employability and entrepreneurship pathways for graduates.	<ol style="list-style-type: none"> 1. Job placement reports 2. Entrepreneurship success stories/ Alumni testimonials or success stories 3. Industry partnerships or MOUs
	Endorsement by relevant industry/professional bodies	<ol style="list-style-type: none"> 1. Letters of endorsement from industry associations or professional bodies 2. Membership certificates or proof of affiliation 3. Industry expert feedback or validation
	Avoidance of unnecessary duplication within the region.	<ol style="list-style-type: none"> 1. Comparative analysis of existing programs in the region 2. Justification for introducing a new program 3. Data on market demand and supply of graduates in the region
3.2	Financial Viability	
	Business plan with projected revenues, costs, and break-even analysis.	<ol style="list-style-type: none"> 1. Detailed business plan with financial projections (5-10 years) 2. Revenue and expense projections 3. Break-even analysis report 4. Cash flow statements
	Sources of funding (tuition fees, grants, endowments, partnerships). Long-term sustainability without compromising academic	<ol style="list-style-type: none"> 1. Funding proposals or agreements 2. Grant award letters or contracts 3. Endowment agreements or MOUs 4. Partnership agreements or MOUs 5. Tuition fee structure and justification 6. Budget allocation for academic activities
3.3	Faculty & Human Resources	
	Minimum number of PhD faculty in the relevant field.	As per the requirements of relevant accreditation councils and HEC/Sindh HEC
	Student–faculty ratio within prescribed limits.	As per the requirements of relevant

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3.4	Infrastructure & Facilities	
	Classrooms, labs, studios, and IT facilities proportionate to student intake.	1. Infrastructure and lab details.
	Adequate library resources and digital access.	1. Library collection reports (books, journals, databases) 2. Digital access plans (e.g., online databases, e-books) 3. Library budget allocation
	Specialized equipment (where applicable) with maintenance plan	1. Inventory of specialized equipment

4. Program Design and Impact Criteria

4.1	Strategic Relevance	Required Documents
	Alignment with university vision and national priorities.	1. University Strategic Plan or Vision Document
	Contribution to sustainable development goals (SDGs).	2. DG Mapping Document or Report
4.2	Academic & Curricular Strength	
	Defined Program Learning Outcomes (PLOs) aligned with National Qualifications Framework (NQF) .	1. Detailed curriculum with PLOs, CLOs, and assessment methods.
	Curriculum benchmarking against leading international universities.	2. Benchmarking Report or Comparative Analysis Document
	Balanced structure: theory, practicals, research, internships.	3. Curriculum Structure Document or Program Outline
	Credit hours and assessment aligned with HEC and other accreditation councils' regulations.	4. Credit Hour and Assessment Policy Document
4.3	Research & Innovation	
	Research integration at undergraduate and postgraduate levels.	1. Research Integration Plan
	Collaboration opportunities with industry and funding agencies.	2. Industry Partnership or Collaboration Agreement
4.4	Social Impact & Inclusivity	
	Program designed to benefit society and support regional development.	1. Program Impact Assessment Report
	Inclusive admission policy supporting underrepresented groups.	2. Admission Policy Document
	Integration of sustainability, ethics, and social responsibility.	3. Course Syllabus or Module Outline showing integration

5. Post-Approval Monitoring

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	First external review will be conducted after two years of launch.
	Annual reporting on intake, graduation, employability, and quality indicators.
	Accreditation will be renewed after initial 3–5 year cycle.