

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

1. **Concept Note** prepared by the concerned department.
2. **Internal Review** by Faculty Board and Academic Council.
3. **Evaluation by Quality Enhancement Cell (QEC)** for compliance with NQF and accreditation standards.
4. **Approval by University Syndicate/Senate.**
5. **Submission to Regulatory/Accreditation Body** (e.g., HEC, PEC, PMC).
6. **Final Notification & Admission Launch.**

3. Criteria for Establishing a New Degree Program

3.1 Strategic Relevance

- Alignment with university vision and national priorities.
- Avoidance of unnecessary duplication within the region.
- Contribution to sustainable development goals (SDGs).

3.2 Market Demand & Employability

- Evidence from market surveys, employer consultations, and tracer studies.
- Clear employability and entrepreneurship pathways for graduates.
- Endorsement by relevant industry/professional bodies.

3.3 Academic & Curricular Strength

- Defined Program Learning Outcomes (PLOs) aligned with **National Qualifications Framework (NQF)**.
- Curriculum benchmarking against leading international universities.
- Balanced structure: theory, practicals, research, internships.
- Credit hours and assessment aligned with HEC/PEC regulations.

3.4 Faculty & Human Resources

- Minimum **number of PhD faculty** in the relevant field.
- Student–faculty ratio within prescribed limits.
- Evidence of continuous faculty development and training.

3.5 Infrastructure & Facilities

- Classrooms, labs, studios, and IT facilities proportionate to student intake.
- Adequate library resources and digital access.
- Specialized equipment (where applicable) with maintenance plan.

3.6 Research & Innovation

- Research integration at undergraduate and postgraduate levels.
- Collaboration opportunities with industry and funding agencies.
- Establishment of innovation/entrepreneurship labs.

3.7 Financial Viability

- Business plan with projected revenues, costs, and break-even analysis.
- Sources of funding (tuition fees, grants, endowments, partnerships).
- Long-term sustainability without compromising academic quality.

3.8 Regulatory & Accreditation Compliance

- Adherence to requirements of **HEC, PEC, PMC, NCEAC**, or relevant accrediting authority.
- Compliance with minimum credit hours, curriculum framework, and faculty standards.
- Clear admission policy and student evaluation methods.

3.9 Quality Assurance

- Review by **Quality Enhancement Cell (QEC)**.
- System for course and program evaluation (students, alumni, employers).
- Regular review cycles every 3–5 years.

3.10 Social Impact & Inclusivity

- Program designed to benefit society and support regional development.
- Inclusive admission policy supporting underrepresented groups.
- Integration of sustainability, ethics, and social responsibility.

4. Documentation Required for Submission

1. Concept note and justification.
2. Market demand and feasibility report.
3. Detailed curriculum with PLOs, CLOs, and assessment methods.
4. Faculty list with qualifications and CVs.
5. Infrastructure and lab details.
6. Business/financial plan.
7. Endorsement by Academic Council and Syndicate.
8. QEC compliance report.

5. Post-Approval Monitoring

- First external review after **two years** of launch.
- Annual reporting on intake, graduation, employability, and quality indicators.
- Accreditation renewal after initial 3–5 year cycle.