



HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan) Phone: (051) 90802750, Fax: (051) 90802753
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Muhammad Ismail
Consultant (Quality Assurance Division)

No. Consultant/QA/HEC/NOC/Gen/2016/239
Date: May 13, 2016

Subject: NOC PRIOR TO LAUNCHING NEW MS/MPHIL/PHD/EQUIVALENT PROGRAMMES AT UNIVERSITIES/DAIs.

Dear Sir/Madam,

Assalam-o-Alaikum,

I. In continuation of HEC letters No. DG-QA/HEC/Gen/2013/1214 dated November 07, 2013 and DG (QAA&QA)/HEC/NOC/2015/548 dated October 28, 2015 (**copies enclosed**), it is reiterated that NOC from HEC must be obtained prior to the launch of any MS/MPhil/PhD or equivalent program. Therefore, any such program started after November 7, 2013 without getting NOC from Higher Education Commission, Islamabad shall not be recognized and relevant degrees awarded shall not be attested by HEC. In this context, following information / documents are required to be provided to HEC to seek the approval of each program, separately:-

- a. Act/Charter of the university allowing to offer a program
- b. Approval of the university statutory body to start/launch program
- c. NOC of accreditation council to launch a professional program (if applicable)
- d. Curriculum of program in line with the HEC guidelines
- e. Exact title of the program that will appear on relevant degree
- f. Brief introduction of program and date of its commencement
- g. Objectives of the program
- h. Scope regarding market, social and employment perspective of program
- i. Entry/admission requirement of program
- j. Duration of the program and semester-wise break-up of workload/ credit hours.
- k. PhD thesis review policy (by two foreign experts from technologically / academically advance countries and one local reviewer /committee.)
- l. Policy for publication of research papers in HEC recognized journals {only published (not the accepted) papers shall be considered to the credit of PhD scholar}
- m. 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/ equivalent program). Please provide copies of following documents in respect of each PhD faculty member:-
 - i. Appointment order/ notification
 - ii. Joining report along with current status
 - iii. CV along with one recent passport size photograph



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- iv. PhD degree and its translation in English (if required)
- v. Transcript of grades
- vi. Equivalence certificate in case of foreign degree (if applicable)
- vii. Area of specialization in PhD
- viii. Copy of CNIC

2. In view of above said, you are requested to advise the relevant officials for seeking NOC before launching of any new MS/MPhil/PhD or equivalent program prior to advertising the admissions.

With kind regards,

Muhammad Ismail
(Muhammad Ismail)

The Vice-Chancellor/ Rector/President

All Public/ Private Sector Universities

Copy for Information:

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



HIGHER EDUCATION COMMISSION

NOC Prior to Launching New MS/MPhil/PhD/Equivalent Programs at Universities/DAIs

Any MS/MPhil and PhD program or equivalent started after October, 2013 must seek NOC from HEC Prior to launch of program. In this context, following information/documents are required to be sent to HEC to seek the approval for initiating each program;

- ✦ Evidence for Provision in Act/Charter of the University to offer the said program
- ✦ Approval of the University statutory body to start/launch new program
- ✦ Exact title of program that will appear on the degree
- ✦ Brief Introduction of Program
- ✦ Objective to offer Program
- ✦ Entry requirement of Program
- ✦ Scope regarding market, social and employment perspective of program
- ✦ Curriculum of the program
- ✦ Duration of the program and semester-wise course breakdown
- ✦ CVs, Copies of PhD Degrees and Transcripts of faculty members clearly indicating their areas of specialization along with their joining reports in the department/University
- ✦ NOC of Professional Councils (if applicable)

For any query, please Contact:

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