



Pakistan Engineering Council

(Constituted under Pakistan Engineering Council Act, 1976 enacted by Parliament)

Ataturk Avenue (East),
G-5/2, Islamabad

PEC/AD/DL-80(G)/Reforms-2017(I)

March 22, 2017

To:

(All Vice Chancellors/Rectors/Hols)

Subject: Approved Policy Reforms in Accreditation System

In continuation to PEC letter no. PEC/AD/DL-80(G)/Reforms-2017(I) dated February 27, 2017 on the subject cited above.

2. It is to inform that the cut off date for revised fee structure for all types of visit requests by an HEI was erroneously conveyed as March 31, 2017. The implementation date of revised fee structure /Honoraria for PEVs will be effective from the date of 27th Governing Body meeting decision, held on December 29, 2016, for all new requests/applications and other reforms approved, except Para 3 of the referred letter above. Following is the approved fee structure to be observed:

Sr. No	Type of Visit	Fee (Rs)
1	Accreditation/Re-accreditation Visit	300,000
2	Prior approval assessment to start a new program & verification visit	500,000
3	Confirmatory Visit	
4	Change of Scope (Nomenclature Change)	
5	Change of Scope (Increase in Intake)	150,000
6	Change of Scope (Change in Location of HEI or Campus)	
7	Appeal: Full fee (as applicable on the type of visit) should be charged to balance out the actual expenses incurred upon.	
8	Un Scheduled Visit: Actual cost of transportation and boarding/lodging.	

3. Further, all those HEIs who have submitted the applications for any type of visit after December 29, 2016 are informed to submit the difference of amount/fee as per above table, in order to process their requests accordingly, please.

With regards,

Engr. Dr. Nasir M Khan
Additional Registrar(Accr.)

Copy to:

1. Executive Director, HEC Islamabad
2. Chair/Convener & All Deputy Conveners PEC EA&QEC/EAB
3. PS to Chairman/Sr. Vice Chairman/Registrar, PEC
4. PEC Regional/Branch/Liaison Offices
5. Advisor IT, PEC HQ Islamabad (for uploading on PEC Website)
6. CFO, PEC HQ, Islamabad



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PEC/AD/DL-80(G)/Reforms-2017

February 27, 2017

To:

(All Vice Chancellors/Rectors/HoIs)

Subject: Approved Policy Reforms in Accreditation System

1. The subject matter was placed in PEC 80th EA&QEC/EAB meeting held on December 28, 2016 and decided as follows:

"After detailed deliberation, it was principally agreed that EA&QEC/EAB has already passed/approved required manual based on the OBA concept (Accreditation Manual-2014) with commitment to Washington Accord (WA) for implementation timeline upto 2016. EA&QEC/EAB decision should look into such issues to give one direction to HEIs and PEVs to shift on fast track by submission of SAR for their re-accreditation of programs. It was proposed that Accreditation Manual-2014 be implemented with two existing levels under First Schedule of PEC Act, 1976 i.e., Level-I (Non-OBA enlistment) and Level-II (OBA enlistment).

Further, the recommendations on policy reforms of Accreditation System were presented by Convener ASRC before EA&QEC/EAB and after necessary deliberation, the document was finalized which is attached at Annex-A. It was also decided that this policy reforms document will be a guidelines for all HEIs in addition to PEC Accreditation Manual-2014."

2. PEC Governing Body in its 27th meeting held on December 29, 2016 unanimously approved the above recommendations of ASRC and 80th EA&EC/EAB.

3. As per approved reforms, it is mandatory for all HEIs to submit feasibility report along with zero/verification visit form before starting/launching of new engineering programs. The competent authority has extended the submission date upto **31st March, 2017** for Fall-2017 admissions only. However, the cut-off-date for the feasibility assessment followed by submission of zero/verification visit for the year 2018 and onwards will be the same as per approved document attached. For launching a new engineering program, a prior approval by PEC is mandatory through a Verification/Inspection Visit (previously known as Zero Visit). No program shall be accredited if it is not approved by PEC in advance.

4. Further, the approved revised fee structure for all types of visit request by an HEI is given in Section 11 of attached policy reforms document, and will be effective from **March 31, 2017** for all new requests /applications received.

5. The approved reform policy document is being forwarded to all HEIs (the same will be accessible on PEC website) for information and further necessary compliance, please.

With regards,

Engr. Dr. Nasir M Khan
Additional Registrar(Accr.)

Encl: Annex-A

Copy to:

1. Executive Director, HEC Islamabad
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APPROVED POLICY REFORMS IN PEC ACCREDITATION SYSTEM

The following policies are derived from the various minutes of meetings of the Accreditation System Reforms Committee (ASRC) of Pakistan Engineering Council, through its meetings (eight in total) since 6th October 2015.

Major areas to deal with:

1. Starting of new engineering program
2. Continuous Quality Improvement by an HEI
3. Admissions process
4. Intake Management
5. Accreditation Visits
6. Appeal against the Decision of EA&QEC
7. Program Evaluators (PEVs)
8. Accreditation of a Sub Campus Program
9. Faculty Retention
10. Faculty's tax payment records & accreditation
11. New Fees for accreditation
12. Honoraria for PEVs
13. Effective management of accreditation process

[1] STARTING OF NEW ENGINEERING PROGRAM

1.1. Submission of a feasibility report (Template Need to be developed for Initial Assessment)

A detailed feasibility report must be prepared by the applicant HEI in order to start a new engineering program. All essential means and resources required and availability should be reflected in the feasibility report

1.2. Feasibility report should include

a) Curriculum and Program of study:

Information of the proposed program of study, its justification, Program Educational Objectives (PEOs) to be achieved in-line with Vision and Mission of the HEI including Program Learning Outcomes (12-Graduate Attributes) and its relevance to the local, regional, national and international needs. Curriculum shall be according to the laid down broader guidelines of HEC/PEC (NCRCs recommendations and satisfying National Qualification Framework - NQF). The curriculum should be designed in such a way that it should support the attainment of PLOs/GAs mentioned above including the Corporate Social Responsibilities (CSR) by the graduates. The whole scheme of study be approved later words by the statutory bodies of the HEI once PEC grants Green Signal. Ref: Criterion 3- Curriculum and Learning Process (Accreditation Manual - 2014)

b) Legal Requirement:

An important step for starting an engineering program is to fulfill the legal formalities. This includes the statutory approvals from within and out of HEI. These may include various forums such as Senate/Syndicate/Academic Council/Board of Governors within the HEI. It also requires necessary approval from the relevant authorities such as Federal/ Provincial Higher Education Commission/Department as per the Act of HEI (University Charter).

c) Financial Resources:

Minimum Rs.25 Million per program as endowment fund shall be created in the scheduled bank. In addition, Rs.20 Million is required to be kept in the institution account in the scheduled bank in order to sustain the program in operational/recurring expenses for one year.

Already created endowment fund for every university as part of its approval for charter by HEC / provincial HECs, additional endowment shall not be needed. The public sector universities whose 50% or more recurring budget is funded by HEC or some other agencies, their amount of Endowment fund should be 50% of this requirement.

d) Availability of Land and Building:**Land: (As per Guidelines Prescribed by HEC)**

The program can be started only if the sponsoring body of the HEI owns the land. Or if the land is leased, the lease period shall be at least 20 years. A purpose built building is required which should be according to the laid down guidelines. The building infrastructure should be sufficient for full 4 years cycle to accommodate students, faculty and other staff.

e) Faculty:

The detailed guidelines in this regard are given in the Criterion – 5 of Accreditation Manual – 2014.

The HEI shall hire the faculty based on ONE section approval as below;

- At the verification visit, 4 core faculty plus 2 Lab Engineers.
- At the start of 3rd year, another 2 faculty [06 in total].
- At the start of 4th year all 8 faculty be engaged
- Qualified faculty can conduct lab instead of Lab Engineers subject to workload being specified as per PEC criteria.

f) Labs and Equipment:

This attribute presents the necessary preparedness of the HEI in terms of the availability of the fully equipped labs as per the approved course/curriculum of the engineering program. The questions in this regards are:

- 1) Adequacy and operational status of the equipment in labs etc.
- 2) Availability & qualification of lab staff.
- 3) Availability of lab engineers.
- 4) Technical competency of lab staff

The proposed four years Infrastructure (lab & equipment) and allied requirements be arranged at the start of the engineering program.

1.3. Process of Approval by PEC

- i. PEC, after expert study, shall allow to start the project implementation. **[Not to start admissions]**. Upon 100% completion of the infrastructure and allied facilities, the HEI shall apply to PEC for visitation of expert's team to confirm the project implementation as per submitted plan / feasibility.
- ii. At least the Chairman/HoD with PhD qualification in relevant area of engineering plus three faculty members from core engineering area and 2 lab engineers must be employed at the time of submission of application for this visit.

- iii. The cut off date of any such complete application is 31st January of the year. Whereas, PEC shall ensure the inspection visit within Two Months of the application and complete the entire process of permission no later than 30 days after the visit. Only the fully completed application shall be accepted for processing. Incomplete application will be returned with specifying deficiencies with seven working days. Processing schedule time will start from the date of acceptance of complete application.
 If the case is delayed because of the late submission of visit report by the visitation team, the PEVs shall be delisted from the approved panel of PEVs/Experts.
In case it is delayed by PEC, the appropriate disciplinary action shall be taken against the responsible person.
- iv. Depending upon preparations and availability of resources, permission can be granted for no more than 2 sections of 50 students each in an engineering program.
- v. In case the HEI applies for a change of scope to increase the students to 3 or more sections, PEC may allow only if MSc and PhD programs are in place at the HEI and are running fairly successfully. Change of Scope request can only be entertained after the successful completion of First Cycle Accreditation (04 years).

NOTE: FOR STARTING A NEW ENGINEERING PROGRAM, A PRIOR APPROVAL BY PEC IS MANDATORY. NO PROGRAM SHALL BE ACCREDITED IF IT IS NOT APPROVED BY PEC IN ADVANCE

2] CONTINUOUS QUALITY IMPROVEMENT BY AN HEI

Maintaining the education quality is the primary responsibility of the HEI. So, the CQIs must be designed, planned and maintained by the HEI. The same shall be reported to the PEC along with the application of the accreditation and the visitation team shall verify the same during the accreditation visit. The requirements shall form the fundamental binding on the HEI whereas the recommendations shall be taken as suggestion for improvement. The CQI criteria be complied as given in the accreditation manual.

3] ADMISSION IN ENGINEERING PROGRAM

PEC shall fix the maximum annual intake of students in an engineering program. However the HEI shall induct students for single entry per academic year.

4] INTAKE MANAGEMENT

- i. Student's registration by PEC is the total solution of the over intake problem. PEC GB already approved the same.
- ii. HEI shall provide the student's registration data to PEC at the end of 1st Semester. Non-compliance shall attract a penalty of Rs.50,000/- per student to the HEI.
- iii. On the over intake by HEI, a penalty of Rs.100,000/- per student should be imposed on the HEI. The HEI shall de notify the excess number of students and furnish the fresh list of registered students to PEC. Only those students shall be eligible to get PEC registration to become members.

5] ACCREDITATION VISITS

Carrying out too many visits of an institution seems not sustainable for many reasons. It has not only increased the visitation workload immensely specially when PEC has very few PEVs but has also created the irritation environment in the HEIs as they have to wait for too long for a program being finally accredited. This also has created huge restlessness in the graduating students who have to wait for more than 6-8 months after completing their course work and

projects etc. Hence the PEC and an HEI should ensure that the accreditation of a program must be completed by the time students complete their degrees in an institution.

- a) HEIs receiving one year accreditation for maximum of two times should be issued notice of strict compliance (CQI) of their system satisfying the major criteria and attributes, failing which no further intake shall be allowed.
- b) Formal Continuous monitoring through unannounced periodic visits (minimum one of each program all HEIs) in replacement of interim visits will be carried out in order to address compliance / complaints.
- c) Being the process of first approval (to start the program) has been modified and an extensive commitment shall be required from the HEI before starting the engineering program. Hence there should be only final accreditation visit in the final year of the program should be carried out.
- d) In case, for a certain program, if some of the concerns are shown by the visitation team, only the confirmation can be received from the HEI instead of deploying a must visit on the name of confirmatory visit. The confirmatory visit may only be exercised in case major deficiencies or weak areas are observed. This depends upon the history of accreditation cycle and maturity of engineering programs. Accordingly, CQI report is accepted against the given observations or otherwise confirmatory visit is imposed to verify the progress for newly established programs / HEIs.
- e) The practice of Multi-program accreditation visits (up-to 4 programs at a time) will be encouraged and practiced for one HEI by detailing a bigger team of experts with a senior experience convener who is well versed on the accreditation process. Program schedule and role of team will be developed accordingly.
- f) HEIs are required to submit their SARs at least 6 months prior to the expiry of accreditation status for timely execution of the whole accreditation process before the graduation of the students.

i. **Verification Visit:**

For starting new engineering program as mentioned above

ii. **Accreditation/Re Accreditation Visit:**

To be conducted as per new guide lines as finalized by PEC after due deliberations.

iii. **Change of Scope Visit:**

To be conducted as per the provision given above in 1.3(v).

iv. **Confirmatory Visit:**

v. To be conducted as per the guidelines for un scheduled visits Ref 5(d).

vi. **Un Scheduled / Periodic Visits:**

This visit shall be conducted under the directions of the Chairman, PEC in any extraordinary circumstances being reported in writing against an HEI. The visit shall not be planned in advance and the concerned HEI shall be informed one day in advance. The Chairman PEC shall constitute the visitation team comprising of three members (one convener/expert plus 2 experts). The transportation and boarding/lodging charges shall be borne by the concerned HEI on actual basis.

The visit report shall be submitted to the Chairman, PEC no later than 24 hours after conducting the visit. Chairman, PEC shall forward this report to EA&QEC for appropriate recommendation before making any decision.

6] APPEAL AGAINST THE DECISION OF EA&QEC

In case an institution wishes to appeal for a review of the action taken by the EA&QEC on Prior Approval (Verification Visit)/ Interim / Change of Scope/ Accreditation/ Re-accreditation Visit, a written application along with the prescribed fee should be sent to the Chairman within 30 days of the date of notification of the action. On receipt of such an application, and being satisfied about its *prima facie* case, the Chairman PEC shall appoint a Special Committee, consisting of a minimum of three members including Sr. Vice Chairman or any Vice Chairman, PEC as Convener and two subject specialists as members who were not initially involved in the concerned visitation team or decision making, to conduct the appeal review. A meeting of the Committee will be convened, wherein the institution shall be invited to present their case(s). The Committee may also visit the institution, if necessary. The recommendations of this Committee will be submitted to Chairman PEC who will send to EA&QEC for their input before making final decision. The committee shall conclude its report within 30 days from the date of appointment of the committee.

7] PROGRAM EVALUATOR [PEVs]

A fresh database of PEVs shall be prepared by inviting applications on immediate basis. Following parameters needs to be considered:

i. Qualification and experience:

- a) From academia, the person must be with PhD qualification in relevant engineering specialization and having overall 10 years of teaching/research is the minimum eligibility criteria.
- b) From industry, the person with Post Graduation degree having relevant experience of overall 15 years is the minimum eligibility criteria.

ii. Knowledge of quality assurance /accreditation system:

It is desirable that the person should have involved in internal assessment pertaining to quality assurance, QEC or preparation of SAR/AC-1 Form/reports of a program for submission to PEC (external assessment/accreditation) and any other administrative activity. Attended PEC trainings / on-job training as observer.

iii. PEC Authority for Selection of PEVs pool:

A selection committee to be nominated by EA&QEC comprising of at least 3-4 members. The recommendations of the sub-committee shall be placed before EA&QEC for discussion/approval.

8] ACCREDITATION OF A SUB CAMPUS PROGRAM

- i. In case a graduate passed from a sub campus of an HEI where the same program is offered (at various locations / in another city), the HEIs shall clearly write the name of the sub campus on the transcript at appropriate place.
- ii. Issuing a transcript or a degree from an accredited program in lieu of non-accredited program is a serious concern. HEI must exercise extreme care.

9] FACULTY RETENTION

- i. PEC should register the teachers and prepare a database of faculty across the country.
- ii. A teacher moving from an HEI to another, shall be required to update his database with PEC immediately. The joining Institute should be required to provide the information about any change in faculty within 1 month of such change.
- iii. An HEI hiring a faculty member can always seek updated information from PEC.
- iv. An HEI hiring a faculty member from another HEI should seek an NOC from the previous employer.
- v. A faculty member will not be allowed to leave during a semester.
- vi. HEC/PEC criteria for appointment of faculty and promotion be preferably adopted by all HEIs.

10] FACULTY'S TAX PAYMENT RECORDS & ACCREDITATION

- i. An HEI shall keep the records of tax payment for individual faculty member.
- ii. This record shall be presented to the visitation team as a proof of employment for every faculty member.
- iii. Only such faculty members shall be counted towards calculating the Teacher Student ratio, whose tax records are provided.
- iv. The faculty count be considered if the replacement is made done before relieving the existing faculty member to ensure continuity of teaching in the semester.

11] NEW FEE STRUCTURE FOR ACCREDITATION

Sr. No	Type of Visit	Fee (Rs)
1	Accreditation/Re-accreditation Visit	300,000
2	Prior approval assessment to start a new program & verification visit	500,000
3	Confirmatory Visit	
4	Change of Scope (Nomenclature Change)	
5	Change of Scope (Increase in Intake)	150,000
6	Change of Scope (Change in Location of HEI or Campus)	
7	Appeal: Full fee (as applicable on the type of visit) should be charged to balance out the actual expenses incurred upon.	
8	Un Scheduled Visit: Actual cost of transportation and boarding/lodging	

12] HONORARIA FOR PEVs

After detailed deliberations, it is recommended that the visitation of PEVs should be taken as the professional contribution for the sake of community. However, keeping in view the increasing inflation rates over last few years, following honoraria is recommended.

Sr. No	PEV/ Expert/ PEC Staff Member	Honoraria (Rs)
1	PEVs / Expert [no more than 3 visits per year]	Rs.7,000/- per day
2	PEC Representative – Staff Member[stay in the same hotel with other members]	D/A plus Rs.3,000 as meal allowance