



# Pakistan Engineering Council

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

Engineering Accreditation Department

Ataturk Avenue (East),  
G-5/2, Islamabad  
June 19, 2023

To:

**All Vice Chancellors/ Rectors/ Heads  
HEIs in Pakistan**

**Subject: Concept Clearance Performa For Launching New Engineering Program**

Dear Sir/ Madam,

In continuation to PEC letter No.PEC/EAD/107-EAB-P/CC-Form/2022 dated December 9, 2022, PEC in its 109<sup>th</sup> EAB meeting further deliberated the subject policy for prior approval of Concept Clearance for launching of new engineering program, which allows only eligibility towards submission of Zero visit request to PEC. The defined objectives should be closely related and aligned with the demographic and regional needs. Focus may be emphasized on facts and figures to elaborate/ validate the linking of proposed program with demographic needs, programs available in the area, allied industry employers at National and International level.

In this regard, it is to apprise that cut-off date to submit **Zero Visit request** for launching of new program is **January 31<sup>st</sup> of the year**, whereas the program is launched generally in Fall of the same year. Therefore, the **Concept Clearance application** should be submitted (**alongwith the mandatory processing fee of Rs.100,000/-**) well before the cut-off date for **Zero Visit request**, to properly assess and decide by PEC but not later than **June 30<sup>th</sup> of preceding year**.

Further, cut off date for delayed submission of Zero visit request (upto March 31<sup>st</sup> of same year) will remain unchanged and **double fee (i.e., Rs.1,000,000/-)** would be charged as per already approved policy.

The subject performa alongwith revised guidelines are enclosed and forwarded for your information and compliance, please.

Engr. Niaz Ahmed  
Additional Registrar/ HoD - EAD

Encl: Concept Clearance Proforma alongwith Guidelines and Timeline for Concept Clearance followed by Zero Visit Request Submission

Copy to:

- a. Convener EAB
- b. PS to Chairman/ Registrar, PEC
- c. All Section Heads EAD, PEC
- d. IT Department, PEC HQ

## **CONCEPT CLEARANCE PERFORMA FOR LAUNCHING NEW ENGINEERING PROGRAM**

(This Concept Clearance only allows eligibility towards submission of Zero Visit request to PEC)

### **1. OBJECTIVE, SCOPE AND JUSTIFICATION OF LAUNCHING NEW ENGINEERING PROGRAM**

(Please see enclosed guidelines (Annex-A) on following aspects and use additional space where needed along with necessary document(s) to support)

a. Name of the University/ College/ HEI: \_\_\_\_\_

Self

Public

Affiliated

Private

Constituent Campus

Name of Constituent Campus/ Affiliated Institute/ College (if any) \_\_\_\_\_

b. Name of the Program to be launched:

\_\_\_\_\_

c. Statutory Provision to Launch the Proposed Engineering Program:

\_\_\_\_\_

d. Proposed Year (Fall) for Launching of new Engineering Program:

\_\_\_\_\_

e. Objectives of the Program to be launched:

\_\_\_\_\_

- f. Objectives linking with **Demographic Needs**, and how to be benefitting at Regional, National and International Market (to be substantiated with relevant information/ data):
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- g. Scope and justification of the Program (with documentary evidence):
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**2. ACADEMIA – INDUSTRY INTERACTION**

(Please see enclosed guidelines (Annex-A) on following aspects and use additional space where needed along with necessary document(s) to support)

- a. Employability of the subject Program Graduates with expected employers and industry, preferably in the geographical jurisdiction of the HEI:
- 

- b. MoUs with Different Industries/ Organizations/ Relevant Entity (optional):

- i. \_\_\_\_\_  
ii. \_\_\_\_\_  
iii. \_\_\_\_\_  
iv. \_\_\_\_\_

**3. IMPACTS ON RELEVANT STAKEHOLDERS**

(Please see enclosed guidelines (Annex-A) on following aspects and use additional space where needed along with necessary document(s) to support)

- a. Social Impact of the newly launching Program: \_\_\_\_\_
- 

- b. Environment and Sustainability Impact: \_\_\_\_\_
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**4. INFRASTRUCTURE PLAN, HUMAN AND FINANCIAL RESOURCES**

(Please see enclosed guidelines (Annex-A) on following aspects and use additional space where needed along with necessary document(s) to support)

a. Infrastructure Planning (Indicative):

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b. Financial Resources (Indicative):

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c. Possible impediments for program (faculty, lab equipment etc.) and how to address for launching successful program:

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**5. Existing Engineering Programs Run by the HEI: (Yes/ No)**

(If Yes, then please fill following table)

Sr.	Program Title	Accreditation History with Level

**6. ANY OTHER POINT IN ORDER TO SUPPORT THE OVERALL EVALUATION**

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**DECLARATION**

I undersigned and undertake that Department of \_\_\_\_\_ is launching \_\_\_\_\_ discipline. I do hereby solemnly affirm and declare that any advertisement/ announcement in local or National Newspapers or through any other source of media will never be published nor the students will be granted admissions/ enrolled by the University/Institute/College in said Engineering Discipline(s) (under inspection), without prior approval/ permission taken from the Pakistan Engineering Council (PEC), precisely after the peer review assessment of above mentioned program by conducting the mandatory Zero Visit followed by PEC EAB decision.

I further undertake that if any discipline is launched before the finalization by the PEC EAB decision, will be at the risk and cost of the HEI/ University concerned.

**PREPARED BY:**

- **Concerned HoD (Name):** \_\_\_\_\_
- **Designation:** \_\_\_\_\_
- **Phone No. and Email:** \_\_\_\_\_
- **Signature with official stamp:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**VERIFIED AND RECOMMENDED BY:**

- **Head of Institution (Name):** \_\_\_\_\_
- **Designation:** \_\_\_\_\_
- **Phone No. and Email:** \_\_\_\_\_
- **Signature with official stamp:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**GUIDELINES/ INSTRUCTIONS TO FILL THE PERFORMANCE**

**1. OBJECTIVE, SCOPE AND JUSTIFICATION OF LAUNCHING NEW ENGINEERING PROGRAM**

**a. Proposed Year (Fall) for Launching of new Engineering Program:**

- i. The cut-off date to submit Zero Visit request for launching of new program is January 31<sup>st</sup> of the year, whereas the program is launched generally in Fall of the same year. Therefore, the Concept Clearance application should be submitted well before the cut-off date for Zero Visit request, to properly assess and decide by PEC but not later than June 30<sup>th</sup> of preceding year.
- ii. Double fee of Zero Visit request will be charged in case application is submitted upto March 31 of each year.
- iii. Cut-off date for fulfillment of observations for current year (July 31 of each year) failing to which the request would be considered for next year.
- iv. Maximum timeline (upto December 31 of same year) for closure of Zero Visit request after Concept Clearance, failing to which, the request would be closed/ returned.

**b. Objectives of the Program to be launched:**

Objectives of the program should be clearly defined while highlighting the needs and outcomes of the program.

**c. Objectives linking with Demographic Needs, and how to be benefitting at Regional, National and International Market:**

The defined objectives should be closely related and aligned with the demographic and regional needs. Focus may be emphasized on facts and figures to elaborate/ validate the linking of program with demographic needs, programs available in the area, allied industry/ employers at National and International level.

**d. Scope and justification of the Program:**

Scope and justification of the program with documentary evidence should be provided to justify the program scheme and specialization to be offered.

**2. ACADEMIA – INDUSTRY INTERACTION**

**a. Employability of the subject Program Graduates with indicated employers and industry:**

Perspective employers/ industry should be identified and tentative plan be devised/ formulated prior to launching of program wherein HEI/institute should figure out for likely employment of its graduates. Supply and demand analysis may also be provided in this regard.

**b. MoUs with Different Industries (optional):**

Please refer/ attach any MoU(s) if the institute has carried out with any employer/ stakeholders for employability or training of students etc.

### **3. IMPACTS ON RELEVANT STAKEHOLDERS**

#### **a. Social Impact of the newly launching Program:**

Please highlight the social impacts in connection with the new program that how it would meet the social needs or solve societal problems/ major issues identified.

#### **b. Environment and Sustainability Impact:**

Please highlight if the program has inculcated Environment and Sustainability factors.

### **4. INFRASTRUCTURE PLAN, HUMAN AND FINANCIAL RESOURCES**

#### **a. Infrastructure Planning (Indicative):**

Please provide the requisite infrastructure planning and present structure to accommodate the students, labs, faculty, allied facilities etc. Whether the planned infrastructure would be already existing or to be raised as part of PSDP/ PC-1 funding or a program as part of institutional development/ progression.

#### **b. Financial Resources (Indicative):**

Please indicate the financial resources in order to sustain the program including its operational/ recurring expenses as well as intended endowment. The sources for funding/ investment like private or public may also be indicated.

#### **c. Program with possible impediments (faculty, lab equipment etc.) and how to address for launching successful program:**

Please underline any possible hindrances in launching/ functioning of program and how to cope with the potential issues/ problems.

**Note:** The fee amounting **Rs.100,000/-** be deposited by HEIs alongwith Concept Clearance request.

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## Timeline for Submission of Concept Clearance Performance

(Approved in 109-EAB held on March 22, 2023)

Sr#	Activity	Existing Timeline	Revised/ Proposed Timeline
i.	Concept Clearance Request Submission	October 31 of preceding year	June 30 of preceding year
ii.	The meeting of the Concept Clearance Committee	-	To be held before July 31 of preceding year
iii.	<ul style="list-style-type: none"> <li>• Recommendations of Committee to be approved by Convener EAB</li> <li>• Decision to be conveyed to HEI</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>• Not later than August 15 of preceding year</li> <li>• Not later than August 31 of preceding year</li> </ul>

## Timeline for Submission of Zero Visit Request

iv.	Zero Visit Cut-off date	January 31 of each year with single fee	No change
v.	Zero Visit Cut-off date (with Double Fee)	Upto March 31 of each year with double fee	No change
vi.	Cut-off date for fulfilment of observations for current year	-	July 31 of each year, failing to which the request would be considered for next year.
vii.	Maximum timeline for closure of Zero Visit request after Concept Clearance	-	A request can be entertained due to non fulfilment of observations upto a maximum of one year (upto December 31 of same year), failing to which, the request would be closed/ returned.

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