

**INTERIM VISIT FORM**

**[Please ( ✓ ) appropriate]**

*Note:*

*The Cut-off date to apply for Interim / Progress Review Visit of engineering programs (permitted through Zero Visit) is before the end of 4th Semester of first approved intake and will be conducted in 2nd / 3rd year (4th / 5th Semester) as a mandatory requirement.*

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED BY THE UNIVERSITY WITH FILLED PEC FORM ZERO/INTERIM**

|  |  |  |
| --- | --- | --- |
| 1. | Three copies of Interim Visit Form (Hard copy) |  |
| 2. | One copy of Interim Visit Form (Soft Copy on CD or Flash) |  |
| 3. | One copy of syllabus (hard copy and soft copy) for subject engineering program along with detail of credit hours, contact hours, text books, (name of author, edition number, ISBN, year of publish/print etc) included in Interim or separate |  |
| 4. | Two copies of latest prospectus of the university/Institution |  |
| 5. | Crossed pay order / draft amounting to Rs. 150,000 as fee for the subject engineering program in favor of Pakistan Engineering Council, Islamabad |  |
| 6. | Form should be duly signed by the Chairman/HoD and Dean/Principal concerned university/institution. |  |

Pakistan Engineering Council

**INTERIM VISIT FORM / REPORT (Undergraduate Program)**

Name of University/Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Engineering Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **S.No** | **Parameters** | | **To be filled in by Institution at the time of request for Visit** | **To be filled in by Experts of the Visiting Team**  **(If differ then separate report by each expert)** |
| **1.** | Date of Visit | | N.A. |  |
| **2.** | Composition of Team | | N.A. |  |
| **3.** | Name of degree awarding university | |  | N.A. |
| **4.** | Nature of linkage with the University (Affiliated or Constituent) | |  | N.A. |
| **5.** | **Management** | | | |
| a. | Type of Management (Public or Private) |  |  |
| b. | Fulfillment of legal obligations as per charter. |  |  |
| c. | Management Structure/Organogram (Separate organogram additionally be provided for remote Campus, if applicable).  (Fill in Annexure-I) |  |  |
| d. | Decentralization of Financial Powers.  (Fill in Annexure-II) |  |  |
| **6.** | **Infrastructure** | | | |
| a. | Location |  |  |
| b. | Building/Land Ownership, lease terms etc.  (if rented, then submit plan to build dedicated campus on owned land).  (Fill in Annexure-III) |  |  |
| c. | Adequacy of class rooms/lecture halls and allied facilities. |  |  |
| d. | Offices |  |  |
| **7.** | **Financial Resources** | | | |
| a. | Endowment fund, regular fund-generation and other available resources.  (min Rs. 25 M per program and half for public HEI) |  |  |
| b. | Budget allocation (if applicable):   * For last two years for University/ Institution. * Current Budget of the program |  |  |
| c. | Break-up of current budget for the Program:  (Fill in Annexure-IV) |  |  |
| d. | Break-up of projected budget for next year (operational and development):  (min Rs. 20 M per program as recurring budget and half for public HEI)  (Fill in Annexure-V) |  |  |
| **8.** | **Academic Program** | | | |
| Objectives and desired outcome of the Program: | |  |  |
| **9.** | **Curriculum** | | | |
| a. | Composition of curriculum for all semesters / years including details of credit-hours:  (Fill in Annexure-VI) |  |  |
| b. | Constraints/limitations, if any |  |  |
| **10.** | **Student Induction** | | | |
| a. | Criterion for induction of students. |  |  |
| b. | Induction weightage (%)   * Matric * F. Sc * Entry Test * Interview |  |  |
| c. | Student strength and schedule of intake (one batch per year Fall or Spring)  ***Note: Maximum allowable class size should be upto 50 students per section (maximum two sections at the stage of zero / verification visit) of the program depending upon the capacity of the class rooms, teaching-learning aids, faculty availability to maintain student teacher ratio of 20:1 and satisfying other parameters, unless specifically requested by HEI for some lower intake according to the provision of Manual 2014.***  ***However, in case the HEI applies for a change of scope to increase the students to 3 or more sections, PEC may allow only if M.Sc. and PhD programs are in place at the HEI and are running successfully with PEC/HEC recognition.*** |  |  |
| d. | Distribution into number of sections/classes |  |  |
| **11.** | **Teaching Faculty** | | | |
| a. | Requirement of faculty and its availability plan for entire program.  (Fill in Annexure-VII).   * At the verification/zero visit, 4 core faculty with HoD/Chairman (inclusive) of the department/program from core/same discipline possessing PhD in relevant engineering, plus 2 Lab Engineers. * At the start of 3rd year, another 2 faculty (06 in total), plus 2 Lab Engineers (04 in total). * At the start of 4th year, all 08 faculty members for a section of 40 students and 10 faculty members for a section of 50 students of the program as follows:   1. HoD/ Chairman with PhD in relevant Engineering discipline   2. At least 01 PhD in core/ same Engineering discipline in addition to HoD to ensure minimum 02 PhDs per Section.   3. 6/8 faculty with minimum ME/MS in core engineering discipline for section of 40/50 respectively. However, relevant engineering faculty in multi-disciplinary and emerging disciplines may be allowed. |  |  |
| b. | Present strength with relevance to the program, qualification and experience.  (Fill in Annexure-VIII). |  |  |
| c. | Expected strength of the Faculty in 3rd / 4th Year of the program |  |  |
| d. | Constraints/ limitations, if any |  |  |
| **12.** | **Student-Teacher Ratio** (For Interim Visit only): | |  |  |
| **13.** | **Teaching Load** (For Interim Visit only): | | | |
| a. | Subject-Teacher Ratio : |  |  |
| b. | Credit Hours per Week (Semester System):  (give range) |  |  |
| c. | Maintained Course Files |  |  |
| d. | Is there any assigned loading for other assignments such as administrative/ management, research projects, thesis supervision, teaching post-graduation, counseling etc. |  |  |
| **14** | **Laboratories and Allied Staff** | | | |
| a. | Number of labs dedicated to the program and projected development plan.  (Fill in Annexure-X). |  |  |
| b. | Equipment available and projected requisition plan along with documentary proof (Mention any constraints/ limitations, if applicable).  (Fill in Annexure-X). |  |  |
| c. | Existing labs to be shared with the newly-proposed program (Mention all other programs sharing the lab, and attach the lists).  (Fill in Annexure-X). |  |  |
| d. | Projected labs to be established along with time plan and availability of funds.  (Fill in Annexure-X). |  |  |
| e. | Planned number of students per workstation for each lab, considered sufficient for effective conduct of experiments. |  |  |
| f. | Provision of lab manuals for practical.  ( For Interim Visit) |  |  |
| g. | Details of Lab Staff present/ proposed/ projected.  (Fill in Annexure-X) |  |  |
| **15.** | **Examinations** | | | |
| a. | System of instructions and examination (Annual / Semester). |  |  |
| b. | Is examination based on absolute marks or relative grading (course based)? |  |  |
| c. | Examination policy i.e. number of exams, (mid-term, final, quizzes etc. and their respective weightages). |  |  |
| d. | Role of mother institution in conduct / evaluation of exam results (in case of allied campus or affiliated college). |  |  |
| e. | Does the system conform to PEC Regulations for Engineering Education? |  |  |
| **16.** | **Library** | | | |
| a. | Number of existing books related to program |  |  |
| b. | Plan to upgrade the library as per PEC/ HEC guidelines with documentary proof of resources. |  |  |
| c. | Availability of departmental library, if main library is located at a far off distance. |  |  |
| d. | Availability of Internet facility (available or planned). |  |  |
| e. | E-library access to students (available or planned). |  |  |
| f. | Reproduction facilities e.g. scanner, photocopier etc. (available or planned). |  |  |
| **17.** | **Miscellaneous**. | | | |
| a. | Sports & Other Facilities etc. |  |  |
| b. | Any other relevant supporting information. |  |  |

|  |  |  |
| --- | --- | --- |
| **Signature:** | To be Signed by The Head of Department  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Countersigned by:**  **Signature:**  To be Signed by The Dean/Principal  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Annexure-I

**Management Structure/ Organogram**

Annexure-II

**Decentralization of Financial Powers**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Authority | Financial Powers | Administrative Powers |
| 1 | Vice Chancellor/ Rector/ Commandment |  |  |
| 2 | Registrar/ Controller of Examination/ Treasurer, or similar |  |  |
| 3 | Dean/ Director |  |  |
| 4 | Concerned Head of Department |  |  |
| 5 | Any other |  |  |

Annexure-III

**Building Plan of Dedicated Campus on Owned Land**

Annexure-IV

**Breakup of the Current Budget for the Program (20\_\_\_)**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Budget Head** | **Annual Allocation (Rs)** |
| **1** | **Operational Budget** |  |
|  | **1.1** |  |
|  | **1.2** |  |
|  | **1.3** |  |
|  | **.** |  |
|  | **.** |  |
| **a. Sub-total** | |  |
| **2** | **Development Budget** |  |
|  | **2.1** |  |
|  | **2.2** |  |
|  | **2.3** |  |
|  | **.** |  |
|  | **.** |  |
|  | **.** |  |
| **b. Sub-total** | |  |
| **Total (a+b)** | |  |

Annexure-V

**Break-up of Projected Budget for Next Year (20\_\_\_\_)**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Budget Head** | **Annual Allocation (Rs)** |
| **1** | **Operational Budget** |  |
|  | **1.1** |  |
|  | **1.2** |  |
|  | **1.3** |  |
|  | **.** |  |
|  | **.** |  |
| **a. Sub-total** | |  |
| **2** | **Development Budget** |  |
|  | **2.1** |  |
|  | **2.2** |  |
|  | **2.3** |  |
|  | **.** |  |
|  | **.** |  |
|  | **.** |  |
| **b. Sub-total** | |  |
| **Total (a+b)** | |  |

Annexure-VI

**(For Semester System)**

**Composition of Curriculum for all semesters / years including details of Credit-hours**

**National/International Model being followed if any (In case of New Program):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course No.** | **Course Title** | **Knowledge Area** | **Sub Area** | **Credit Hours (Theory+Practical)** | **Contact Hours (Theory+Practical)** | **Total Credit Hours** | **Marks Theory** | **Marks Practical** |
| **Semester-I** | | | | | | | | |
| **.** |  |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |  |
| **Semester-II** | | | | | | | | |
| **.** |  |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |  |
| **Semester-III** | | | | | | | | |
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| **.** |  |  |  |  |  |  |  |  |
| **Semester-IV** | | | | | | | | |
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| **Semester-V** | | | | | | | | |
| **.** |  |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |  |
| **Semester-VI** | | | | | | | | |
| **.** |  |  |  |  |  |  |  |  |
| **Semester-VII** | | | | | | | | |
| **.** |  |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |  |
| **Semester-VIII** | | | | | | | | |
| **.** |  |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |  |

**(For Annual System)**

**Composition of Curriculum for all semesters / years including details of Credit-hours**

**National/International Model being followed if any (In case of New Program):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Course No.** | **Course Title** | **Knowledge Area** | **Sub-Area** | **Lectures Hours per Week** | **Lab. Hours per Week** | **Total Lecture Hours per year** |
| **First Year** | | | | | | | |
| **.** |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |
| **Second Year** | | | | | | | |
| **.** |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |
| **Third Year** | | | | | | | |
| **.** |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |
| **Fourth Year** | | | | | | | |
| **.** |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |

Annexure-VII

**Requirement of faculty and its availability plan for entire program**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.#** | **Subjects to be Taught** | **Faculty Designation** | **Qualification** | **Credit Hours** | | | | | | | | | | | | | | | |
| **Semester-I** | | **Semester-II** | | **Semester-III** | | **Semester-IV** | | **Semester-V** | | **Semester-VI** | | **Semester-VII** | | **Semester-VIII** | |
| **Theory** | **Pract** | **Theory** | **Pract** | **Theory** | **Pract** | **Theory** | **Pract** | **Theory** | **Pract** | **Theory** | **Pract** | **Theory** | **Pract** | **Theory** | **Pract** |
|
| **1. Core Engineering Subjects** | | | | | | | | | | | | | | | | | | | |
| **i** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ii** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2. Shared Engineering Subjects** | | | | | | | | | | | | | | | | | | | |
| **i** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ii** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3. Basic Science & Humanities** | | | | | | | | | | | | | | | | | | | |
| **i** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ii** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Annexure-VIII**

**Present strength with relevance to the program, qualification and experience**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr#** | **Name of Faculty Member** | **PEC Regn #** | **Designation** | **Joining**  **Date** | **Nature (Full time/ Part time)** | **Details of Qualifications** | | | **Specialization for each level of education** | **Experience** | | **Utilization (Dedicated/ Shared)** |
| **Qualification**  **BSc Engg**  **MSc Engg**  **PhD Engg** | **Year** | **Institution** | **Total** | **Teaching** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |
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**Annexure-IX**

**Expected strength of the Faculty in 3rd / 4th Year of the program**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of Faculty** | **Qualification (with PEC Reg #, if applicable)** | **Field of Specialization** | **Designation** | **Expected Date of Joining** | **Subject(s) to be Taught** | **Planned Work Load** | **Other Information, if any** |
|  |  |  |  |  |  |  |  |  |
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**Annexure-X**

**Number of labs dedicated/ shared/projected for the program along with Lab staff**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr#** | **Name of Lab.** | **No. of Work Stations** | **Name of equipment/workstation** | **Status of Workstation**  **(Existing/ shared/ Projected)** | **Strength of Students per Work Station** | **Status of Lab**  **(Existing/shared/ Projected)** | **Lab Staff** | | | |
| **Designation of Existing/ Projected Lab Staff** | **Qualification** | **Name**  **(For existing staff)** | **Joining Date/ Projected staff availability** |
|  |  |  |  |  |  |  |  |  |  |  |
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N. B. For projected Lab/Equipment/Lab staff, please give projected timeframe.

**Observations and Recommendations**

(To be filled by the PEC Visitation Team)

|  |  |  |  |
| --- | --- | --- | --- |
| **a. Observations:** | | | |
| Please consolidate overall assessment/ evaluation on following key parameters and give targets to be achieved within\_\_\_\_\_\_\_\_month(s)/year: | | **Remarks** | |
| **1. Legal Status** | |  | |
| **2. Adequacy of Infrastructure and Finances** | |  | |
| **3. Curriculum** | |  | |
| **4. Faculty \*** | |  | |
| **5. Students \*** | |  | |
| **6. Laboratories \*** | |  | |
| **7. Library** | |  | |
| **8. Examination** | |  | |
| **9. Major observations of last visit\*** | |  | |
| **10. Any Other Observation** | |  | |
| **b. Recommendations:** | | | |
| **For Interim Visit**  **(Tick as applicable):** | i. The observations during Zero Visit have been addressed satisfactorily. The program may proceed ahead. | |  |
| ii. The suggested improvements have not been incorporated. The institute must stop the program. | |  |
| * 1. Additional Remarks (If Any): | |  |

\* Attached as Annexure respectively at the end of the report.

**Signature:**

Name of Expert,

Institution/ Organization, and area of expertise

**Signature:**

**Signature:**

Name of Convener / Expert,

Institution/ Organization, and area of expertise

Name of PEC Rep, and office address

Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_