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**GIFT University**

**Policy & Process for**

**Approval of New Programs**

**Quality Enhancement Cell**

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**PREAMBLE**

GIFT University is a prestigious seat of higher education. It is a leading University in the region and is rapidly growing to meet the diverse needs of students, industry and society. As part of its expansion and growth, the University considers to offer new degree programs every year. The purpose of this document is to ensure that the most desirable, high-quality, and sustainable programs are offered by the University.

This new program approval process provides a rational and effective process for program development, consideration, and approval that will ensure that the University is making coordinated decisions for program development, resource allocation, and external regulatory compliance. This document provides a structure to guide the planning and approval process of new academic degree programs. By requiring specific data and background information, the procedures ensure appropriate consistency and care in designing and presenting new academic program proposals. They also clarify the institutional procedures that govern internal and external approvals and thereby eliminate confusion and unnecessary delays.

**OBJECTIVES**

The purpose of this document is to ensure that only those degree programs are approved and offered which satisfy the following criteria:

1. The program is compatible with the Mission, Vision and Values of GIFT University.
2. Satisfies some distinct need(s) of the students, industry, and/or society.
3. There is a significant demand of program amongst students and sustainable need of graduates in the industry.
4. The required resources are available or can be arranged within the desired time frame and finances.
5. Satisfies the quality standards and curriculum guidelines established by HEC and/or the relevant Council/regulatory authority.
6. Meets the University’s expectations for academic quality and standards.

**PROCESS**

1. An academic department identifies the need for offering a new program. The sources for identifying this need may include;
	1. Employers Survey
	2. Alumni Survey
	3. Corporate Relationships
	4. Industrial linkages
	5. Program Offering by other institutions
	6. Market Developments
	7. Others
2. The Department prepares a feasibility report for the proposed program including the following.
	1. Brief introduction of the program
	2. Target market of the program
		1. Profile of the target students.
		2. The number of target students available in the market every year.
		3. Profile and number of target employers.
		4. Anticipated demand of the graduates i.e., the number of job opportunities for graduated every year.

(Possible sources of information are survey of employers and targets student)

* 1. Major Competitors
		1. The number and profiles of competitors
		2. Historical intake in the program at competitor institutions
		3. Fee Structure
		4. Employment history of alumni
		5. Average salary obtained
	2. Analysis of strengths of the proposed program
	3. Analysis of challenges that will be faced by the proposed program
	4. Programs compatibility with GIFT University’s Mission, Vision and Goals
	5. Estimates of Students Intake
	6. Details of fee charged
	7. Impact (positive or negative) on other University Programs
	8. Information on accreditation and approvals, if required
	9. Resources needed, including labs, human resource, reading material, equipment (including IT or any other), space, etc.
	10. Projected revenue and expense budget for the first 3 years
	11. Financial Budget of the Program (please refer to Financial Budget Document, Annexure 1)

(Departments can seek help from Marketing and Treasurer Office for preparing the

feasibility)

1. The department present feasibility study of program to Rector and Chairman for approval.
2. Once the program is approved by the Rector & Chairman, relevant department can proceed to obtain academic approval for the program.

1. The first step in the academic approval process is to prepare the program curriculum as per GIFT University approved format. See Annexure 2.
2. After developing the curriculum, a copy is sent to QEC for review and comments. QEC reviews the curriculum and sends its recommendations to the relevant Dean and HoD (if any). The objectives of QEC review are to ensure the following:
	1. The curriculum is prepared as per the approved format.
	2. The curriculum satisfies the guidelines given by HEC and accreditation body (if relevant)
	3. The curriculum meets the University standards and requirements, such as University core.
3. The department concerned may modify and revise the curriculum as per the recommendations by QEC.
4. The proposed program and its curriculum are then presented in the Board of Faculty (BoF) and Board of Advanced Study and Research – BASR (for post graduate degrees only i.e., MS/MPhil/PhD, etc.) for review, recommendations, and approval.
5. The curriculum may be amended or revised as per the recommendations made in BoF and BASR meetings.
6. The minutes of BoF and BASR are circulated to all members of the boards within 15 days of the meeting for review and approval.
7. The final minutes of meetings are issued by the concerned Dean/HoD within 30 days of the meeting.
8. The program and its curriculum is then presented in the Academic Council Meeting for approval.
9. The minutes of meeting are circulated to all member of Academic Council by Registrar Office within 15 days of the meeting for review and approval.
10. Registrar Office issues the final minutes of Academic Council Meeting along with notifications for approval of the curriculum within one month of the meeting.
11. For programs requiring NoC or Accreditation from the relevant Council, the Dean/HoD applies to the Council for issuance of NoC/Accreditation to start the program. A formal application for award of NoC/Accreditation is made as per the process approved by the council.
12. For post-graduate programs (i.e., MS, MPhil, and PhD), the concerned Dean/HoD applies to HEC for issuance of NoC to start the program. The request for grant of NoC is accompanied by the completed NoC Checklist issued by HEC and all supporting documents. A copy of the current NoC Checklist is attached as Annexure-3.
13. Once the approval process is complete, Dean/HoD send program description to Marketing Department (through Registrar Office) for inclusion in the prospectus and website.
14. The program is offered in the upcoming semester as per approval by Rector and Academic Council.
15. The concerned Dean/HoD make all the necessary arrangements for start of the program (i.e., faculty, labs, equipment, space, etc.) at least one month before start of the semester.