

Standard Operating Procedures (SOPs)

Pakistan Qualification Register

1. Entry of Campus/College in IPFU

The entry of a Campus/Sub-Campus/Area Study Center/Center of Excellence/Constituent or Affiliated College in the Internal Portal for Universities will be managed by the Accreditation Section, A&A Division, HEC.

Process:

1. The designated focal person of the Higher Education Institution (HEI) shall complete the Campus/equivalent entity's Entry and submit it through email at amanzoor@hec.gov.pk along with the required information and supporting documents.
2. The Accreditation Section will process the case for approval of the campus or equivalent entity in accordance with its approved SOPs.

2. Entry of Department into IPFU

The designated focal person of the HEI shall complete the IPFU Search Department Form and submit the required information. After submitting the form on IPFU, the focal person is required to share supporting documents via email to pqr@hec.gov.pk.

Supporting Documentation:

1. Accreditation Letter from A&A Division, HEC.
2. Approval of the Department by the University's statutory body (e.g., Academic Council, Syndicate).
3. For change in nomenclature or establishment of new departments: Approval from the University's statutory body.

Process Flow:

1. **Submission by HEI:**
 - Focal person submits the completed form and shares documents via email to pqr@hec.gov.pk.
2. **Preliminary Review by HEC:**
 - Documents are reviewed for completeness and compliance.
3. **Decision on Entry:**
 - If complete and in order → Department is approved in IPFU and becomes available in PQR for program entry.
 - If deficient → Entry is rejected, and reasons for rejection will be communicated via email.
4. **Resubmission (if applicable):**
 - HEI may address deficiencies and resubmit for reconsideration along with the supporting documents via email at pqr@hec.gov.pk

3. Entry of Degree Programs in PQR

Responsibility:

The designated focal person of the HEI shall complete the PQR Form and submit it with supporting documents via email to **pqr@hec.gov.pk**.

Required Documentation:

1. Program Registration Form duly signed by the HOD
2. Approval of the Degree Program by the University's statutory body (e.g., Academic Council, Syndicate).
3. Advertisement of the first batch of the program.
4. In case of old programs (started before 2013) where Approval & advertisement is not available, Please provide Notification signed by the Registrar of the University, stating the title of the program, its department, start date, current status of program. In case of closed program end date of program.
5. NOC from HEC for Level 7 & 8 programs initiated after November 7, 2013.
6. Accreditation Letter for professional degree programs (where applicable).
7. If discontinued: End date of the program (as per University or HEC notification).
8. For migrated programs: Initial approval of the Degree Program by the University's statutory body, along with revised approval for transfer to the new department.

Process Flow:

1. **Submission by HEI:**
 - Focal person submits the completed PQR Form and shares supporting documents via email to **pqr@hec.gov.pk**.
2. **Preliminary Review by HEC:**
 - Documents are reviewed for completeness and compliance.
3. **Decision on Entry:**
 - If complete and in order → Program is approved into PQR.
 - If deficient → Entry is rejected, with reasons recorded in the system.
4. **Resubmission (if applicable):**
 - HEI may rectify deficiencies and resubmit for reconsideration along with the Required documents via email at pqr@hec.gov.pk