NATIONAL TECHNOLOGY COUNCIL
ZERO VISIT CHECKLIST

B.Sc. _____ Engineering Technology Degree Program

Sr. No	Documentary Requirements for Application of Zero Visit		YES/NO
1	Undertaking by Degree Awarding Institution (DAI) / Higher Education Institute (HEI) for Launching New Engineering Technology Program		
2	Three copies of Zero Visit Form (Hard copy)		
3	One copy of Zero Visit Form and Syllabus (Soft Copy on CD or Flash Drive)		
4	One copy of syllabus (hard copy and soft copy) for subject Engineering Technology 4 years degree program in line with HEC Guidelines and along with details of credit hours 130 min (of which core technology subjects credits hours are 70% and related subjects credits hours are 30%).		
5	Two copies of latest prospectus of the University/Institution		
6	Demand Draft/ Pay Order amounting to Rs.400,000/-as Zero VisitFee per EngineeringTechnology Program in favor of "Accreditation -National Technology Council"		
7	Form should be duly signed by the Chairman/HoD and Dean/Principal of concerned University/Institution		
8	Program Objectives		
9	Program Outcomes		
10	Faculty / Student Ratio -- (It should be 1:20 or better)	Zero Visit – (Expected Ratio)	

Note: All above observation must be satisfied (Yes) before the submission of Application

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UNDERTAKING BY THE UNIVERSITY/INSTITUTE/COLLEGE

We undersigned undertake that Department of *_____**_____ is launching ***BSc._____Program. We hereby solemnly affirm and declare that any advertisement/announcement in local or National Newspapers or through any other source of media will not be published nor the students will be granted admissions/enrolled by the University/Institute/College in said Engineering Technology Discipline(s) (under inspection), without prior approval/permission taken from the National Technology Council (NTC), precisely after the peer review assessment of above mentioned program by conducting the mandatory Zero Visit followed by NTC's decision.

We further undertake that if any discipline launched before the finalization by the NTC's decision, will be at the risk and cost of the Department/University.

Signed by the Following:

Head of Department Dean / Principal

Legend:

* Name of Department
** Name of University/College/Institute
*** Name of Engineering Technology Program

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Name of University/Institution: _____

Name of Engineering Technology Program: _____

Sr. No	Parameters	To be filled in by DAI / HEI at the time of request for visit	To be filled in by Experts of Visitation Team (If Differ then use separate report by each expert)
1	Date of Visit	**NA**	
2	Name of Degree Awarding University		**NA**
3	Nature of linkage with the University (Affiliated or Constituent)		**NA**
4	Composition of NTC Visitation Team	**NA**	
5	**Management:**		
5.1	Type of Management (Public or Private)		
5.2	Fulfillment of legal obligations as per charter		
5.3	Management Structure/Organogram (Separate organogram additionally be provided for remote Campus, if applicable). (Fill in Annexure-I)		
5.4	Decentralization of Financial Powers (Fill in Annexure-II)		

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Sr. No	Parameters	To be filled in by DAI / HEI at the time of request for visit	To be filled in by Experts of Visitation Team (If Differ then use separate report by each expert)
6	**Infrastructure:**		
6.1	Location		
6.2	Building/Land Ownership, lease terms etc. (If rented, then submit plan to build dedicated campus on owned land and give tentative date of completion). (Fill in Annexure-III)		
6.3	Adequacy/size of class rooms / lecture halls, Labs and allied facilities		
6.4	Offices		
7	**Financial Resources:**		
7.1	Endowment fund, regular fund-generation and other available resources	**RS (Million)**	**RS (Million)**
7.2	Budget allocation: a. For last three years for University/ Institution (if applicable) b. Current Budget of proposed program		

Sr. No	Parameters	To be filled in by DAI / HEI at the time of request for visit		To be filled in by Experts of Visitation Team (If Differ then use separate report by each expert)	
7.3	Break-up of current and next year budget for the Program: a) Current program b) Planned program (Fill in Annexure-IV)	**Current Year**	**Next Year**	**Current Year**	**Next Year**
8	**Academic Program:**				
8.1	Program Education Objectives: a) Describe the Program Education Objectives and state where they are published b) Describe how the DAI/HEI ensures achievement of Program Education Objectives				
8.2	Desired outcome of the Program: a) List down the Program Learning Outcomes related to the program objectives b) Describe how the program outcomes relate to the				

Sr. No	Parameters	To be filled in by DAI / HEI at the time of request for visit	To be filled in by Experts of Visitation Team (If Differ then use separate report by each expert)
	program objectives c) Describe the materials, including students work and other tangible materials that demonstrate achievement of the program outcomes		
9	**Curriculum:**		
9.1	Composition of curriculum for all semesters / years including details of credit-hours. Mandatary Ratio: Technical Subjects = 70% Related Subjects = 30% Credit Hours = 130-140 for 4 years degree program including Supervised Industrial Training. (Fill in Annexure-V)		
9.2	If a new program (first in Pakistan), give details of curriculum, if any International model being followed along with justification, and faculty, resource availability.		
9.3	Constraints/limitations, if any		

Sr. No	Parameters	To be filled in by DAI / HEI at the time of request for visit	To be filled in by Experts of Visitation Team (If Differ then use separate report by each expert)
10	**Student Induction:**		
10.1	Criterion for induction of students For all Technologies: • Minimum 50% marks in F.Sc. or Equivalent Qualification / ICS / DAE / B.Sc. (Excluding sports and Hafiz-e-Quran) • Qualifying the Entry Test		
10.2	Induction weightage (%) a) F. Sc. Or Equivalent / ICS / DAE / B.Sc. (70%) b) Entry Test (30%) Student should have at least 50% overall adjusted admission marks computed from above ratios		
10.3	Is admission on open Merit?		
10.4	Proposed strength and schedule of intake (one/two batches per year)		
10.5	Proposed distribution into number of sections/classes (40-45 Students per Section)		

Sr. No	Parameters	To be filled in by DAI / HEI at the time of request for visit	To be filled in by Experts of Visitation Team (If Differ then use separate report by each expert)
11	**Teaching Faculty:**		
11.1	Requirement of faculty and its availability plan for entire program. (Fill in Annexure-VI)		
11.2	Present strength with relevance to the proposed program, qualification and experience. (Fill in Annexure-VII)		
11.3	Expected strength one month prior to commencement of the program along with documentary proof. (Fill in Annexure-VIII)		
11.4	Constraints/ limitations, if any		
12	**Student-Teacher Ratio** (Give expected student teacher ratio)		
13	**Laboratories and Allied Staff:**		
13.1	Number of labs dedicated to the program and projected development plan. (Fill in Annexure-IX).		

Sr. No	Parameters	To be filled in by DAI / HEI at the time of request for visit	To be filled in by Experts of Visitation Team (If Differ then use separate report by each expert)
13.2	Equipment available and projected requisition plan along with documentary proof (Mention any constraints/ limitations, if applicable). (Fill in Annexure-IX)		
13.3	Existing labs to be shared with the newly-proposed program (Mention all other programs sharing the lab, and attach the lists). (Fill in Annexure-IX).		
13.4	Projected labs to be established along with time plan and availability of funds. (Fill in Annexure-IX).		
13.5	Planned number of students per workstation for each lab, considered sufficient for effective conduct of experiments.		
13.6	Details of Lab Staff present/ proposed/ projected. (Fill in Annexure-IX)		
14	**Examinations:**		
14.1	System of instructions and examination (Annual / Semester).		

Sr. No	Parameters	To be filled in by DAI / HEI at the time of request for visit	To be filled in by Experts of Visitation Team (If Differ then use separate report by each expert)
14.2	Is examination based on absolute marks or relative grading (course based)?		
14.3	Examination policy i.e. number of exams, (mid-term, final, quizzes, assignments etc. and their respective weightages). (Attach policy)		
14.4	Role of mother institution in conduct / evaluation of exam results (in case of allied campus or affiliated college).		
14.5	Does the system conform to NTC Regulations for specific Engineering Technology Degree Program?		
15	**Library:**		
15.1	Number of existing books related to program		
15.2	Plan to upgrade the library as per NTC/ HEC guidelines with documentary proof of resources.		
15.3	Availability of departmental library, if main library is located at a distance.		

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Sr. No	Parameters	To be filled in by DAI / HEI at the time of request for visit	To be filled in by Experts of Visitation Team (If Differ then use separate report by each expert)
15.4	Availability of Internet facility (available or planned).		
15.5	E-library access to students (available or planned).		
15.6	Reproduction facilites i.e. scanner, photocopier etc. (available or planned).		
16	**Miscellaneous.**		
16.1	Safety and Security measures, Internet/Wifi, auditorium, seminar hall, Sports Facilities, hostel, dispensary, associate hospital and transport etc.		
16.2	Any other relevant supporting information.		

Signature:

_____

To be Signed and Stamped by The Head of Department

Name:_____

Dated: _____

Countersigned by:

_____

To be Signed and Stamped by The Dean/Principal

Name:_____

Dated: _____

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Annexure I

Please attach List of following

1. **Board of Governors**
2. **Management Structure/ Organogram**
3. **Bodies to monitor/upgrade curriculum of program**

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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		

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Annexure III

Plan to Build Dedicated Campus on Owned Land

(If Applicable)

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Annexure IV

Breakup of the Two years Budget for the Program
Current and Next year

Budget Heads Revenue & Capital	Current year		Next year
	Allocation Rs (Million)	Expenditure Rs (Million)	Estimated Expenditure Rs (Million)
1. Salaries			
2. Scholarships			
3. Library			
4. Laboratories addition/expansion			
5. Lab Equipment			
6. Teaching Aids			
7. Seminars			
8. CPD			
9. Training			
10. Field visits			
11. Extra-curricular activities			
12. Cost per student			
13. Launching of New program (If planned)			
14. Others			
G. Total			

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Annexure V

(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):

HEC Guideline: 70% Technical Subjects and 30% related Subjects
130-140 Credit Hours including Industrial Training

1st Semester

Sr. No	Course Code	Subject	Nature	Credit Hours		Weekly Contact Hours	
				Theory	Practical	Theory	Practical
1.							
2.							
3.							
4.							
5.							
6.							
Total							
Grand Total							

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Annexure V

(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):

HEC Guideline: 70% Technical Subjects and 30% related Subjects
130-140 Credit Hours including Industrial Training

2nd Semester

Sr. No	Course Code	Subject	Nature	Credit Hours		Weekly Contact Hours	
				Theory	Practical	Theory	Practical
1.							
2.							
3.							
4.							
5.							
6.							
Total							
Grand Total							

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Annexure V

(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):

HEC Guideline: 70% Technical Subjects and 30% related Subjects
130-140 Credit Hours including Industrial Training

3rd Semester

Sr. No	Course Code	Subject	Nature	Credit Hours		Weekly Contact Hours	
				Theory	Practical	Theory	Practical
1.							
2.							
3.							
4.							
5.							
6.							
Total							
Grand Total							

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Annexure V

(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):

HEC Guideline: 70% Technical Subjects and 30% related Subjects
130-140 Credit Hours including Industrial Training

4th Semester

Sr. No	Course Code	Subject	Nature	Credit Hours		Weekly Contact Hours	
				Theory	Practical	Theory	Practical
1.							
2.							
3.							
4.							
5.							
6.							
Total							
Grand Total							

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Annexure V

(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):

HEC Guideline: 70% Technical Subjects and 30% related Subjects
130-140 Credit Hours including Industrial Training

5th Semester

Sr. No	Course Code	Subject	Nature	Credit Hours		Weekly Contact Hours	
				Theory	Practical	Theory	Practical
1.							
2.							
3.							
4.							
5.							
6.							
Total							
Grand Total							

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Annexure V

(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):

HEC Guideline: 70% Technical Subjects and 30% related Subjects
130-140 Credit Hours including Industrial Training

6th Semester

Sr. No	Course Code	Subject	Nature	Credit Hours		Weekly Contact Hours	
				Theory	Practical	Theory	Practical
1.							
2.							
3.							
4.							
5.							
6.							
Total							
Grand Total							

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Annexure V

(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):

HEC Guideline: 70% Technical Subjects and 30% related Subjects
130-140 Credit Hours including Industrial Training

7th Semester

Sr. No	Course Code	Subject	Credit Hours		Contact Hours	
			Theory	Practical	Theory	Practical
1.		Supervised Industrial Training	00	16	00	(8x5=40Hrs/week)=640
Grand Total			**00+16=16**		**00+640=640**	

8th Semester

Sr. No	Course Code	Subject	Credit Hours		Contact Hours	
			Theory	Practical	Theory	Practical
1.		Supervised Industrial Training	00	16	00	(8x5=40Hrs/week)=640
Grand Total			**00+16=16**		**00+640=640**	

1 Week Training = 1 credit Hour
1 Week Training = 40 contact hours @ 05 days of week 08 hrs per day

Annexure V

(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):

HEC Guideline: 70% Technical Subjects and 30% related Subjects
130-140 Credit Hours including Industrial Training

Ratio – Core Technical subjects V/S Related subjects

Subjects	Total Credit Hours
Core Technical	
Related	
Ratio	

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Annexure V

(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):

First Year

Sr. No	Course Code	Subject	Nature	Credit Hours		Weekly Contact Hours	
First year				**Theory**	**Practical**	**Theory**	**Practical**
1.							
2.							
3.							
4.							
5.							
6.							
Total							
Grand Total							

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Annexure V

(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):

Second Year

Sr. No	Course Code	Subject	Nature	Credit Hours		Weekly Contact Hours	
Second year				**Theory**	**Practical**	**Theory**	**Practical**
1.							
2.							
3.							
4.							
5.							
6.							
Total							
Grand Total							

Annexure V

(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):

Third Year

Sr. No	Course Code	Subject	Nature	Credit Hours		Weekly Contact Hours	
Third year				**Theory**	**Practical**	**Theory**	**Practical**
1.							
2.							
3.							
4.							
5.							
6.							
Total							
Grand Total							

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Annexure V

(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):

Fourth Year

Sr. No	Course Code	Subject	Nature	Credit Hours		Weekly Contact Hours	
Fourth year				**Theory**	**Practical**	**Theory**	**Practical**
1.							
2.							
3.							
4.							
5.							
6.							
Total							
Grand Total							

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Annexure VI

Requirement of faculty and its availability plan for entire Engineering Technology Degree program
B.Sc. _____ Engineering Technology

S. #	Subjects to be Taught	Faculty Designation	Qualification	Credit Hours							
				Semester-I		Semester-II		Semester-III		Semester-IV	
				Theory	Pract	Theory	Pract	Theory	Pract	Theory	Pract
Core Technology Subjects											
1											
2											
3											
4											
Shared Technology Subjects											
1											
2											
3											
4											
Basic Science and Humanities											
1											
2											
3											
4											

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Annexure VI

Requirement of faculty and its availability plan for entire Engineering Technology Degree program
B.Sc. _____ Engineering Technology

S. #	Subjects to be Taught	Faculty Designation	Qualification	Credit Hours							
				Semester-V		Semester-VI		Semester-VII		Semester-VIII	
				Theory	Pract	Theory	Pract	Theory	Pract	Theory	Pract
Core Technology Subjects											
1											
2											
3											
4											
Shared Technology Subjects											
1											
2											
3											
4											
Basic Science and Humanities											
1											
2											
3											
4											

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Annexure VII

Present strength with relevance to the proposed Engineering Technology Degree program, qualification and experience

Sr #	Name of Faculty Member	Professional Reg #	Joining Date	Designation	Details of Qualifications					Specialization	Experience			Utilization (Dedicated/ Shared)
					Qualification			Pass-Year	Institution		TOTAL	TEACHING	Nature (Full time/ Part time)	
					PhD	MSc/ MS	BSc/ BS							
01														
02														
03														
04														
05														
06														
07														
.														
.														

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Annexure VIII

Expected strength one month prior to commencement of the Engineering Technology Degree Program, with documentary evidence

Sr. No	Name of Faculty	Qualification (with Professional Reg #, if any)	Field of Specialization	Designation	Expected Date of Joining	Subject(s) to be Taught	Schedule of Classes		Other Info if any
							Planned Work Load		
							Credit Hours	Contact Hours	
01									
02									
03									
04									
05									
06									
07									
08									
09									
10									
.									
.									

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Annexure IX

Number of labs dedicated/ shared/projected for the Engineering Technology Degree 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
01										
02										
03										
04										
05										
06										
07										
08										
09										
10										
.										
.										
.										
.										
.										

N. B. For projected Lab/Equipment/Lab staff, please give projected timeframe