



**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 (Soft Copy on CD or Flash)	
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.150,000/- as Zero Visit Fee per Engineering Technology Program in favor of "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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**NTC / ZV-001**

**UNDERTAKING BY THE UNIVERSITY/INSTITUTE/COLLEGE**

We undersigned undertake that Department of \* \_\_\_\_\_ \*\* \_\_\_\_\_ is launching \*\*\* \_\_\_\_\_ discipline. 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declare that any advertisement/announcement in local or National Newspapers or through any other source of media will not be published nor the students will be granted admissions/enrolled by the University/Institute/College in said Engineering Technology Discipline(s) (under inspection),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 Discipline

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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	<b>NA</b>	
2	Name of Degree Awarding University		<b>NA</b>
3	Nature of linkage with the University (Affiliated or Constituent)		<b>NA</b>
4	Composition of NTC Visitation Team	<b>NA</b>	
5	<b>Management:</b>		
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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6	<b>Infrastructure:</b>		
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 and allied facilities		
6.4	Offices		
7	<b>Financial Resources:</b>		
7.1	Endowment fund, regular fund-generation and other available resources	<b>RS (Million)</b>	<b>RS (Million)</b>
7.2	Budget allocation:  a. For last three years for University/ Institution (if applicable)		

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	b. Current Budget of proposed program				
7.3	Break-up of current and next year budget for the Program:  a) Current program b) Planned program  (Fill in Annexure-IV	<b>Current Year</b>	<b>Next Year</b>	<b>Current Year</b>	<b>Next Year</b>
<b>8</b>	<b>Academic Program:</b>				
8.1	Objectives of the Program:  a) Describe the program objectives and state where they are published b) Describe how the DAI/HEI ensures achievement of program objectives				
8.2	Desired outcome of the Program:  a) List down the program outcomes related to the program objectives				

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	b) Describe how the program outcomes relate to the program objectives c) Describe the materials, including students work and other tangible materials that demonstrate achievement of the program outcomes		
<b>9</b>	<b>Curriculum:</b>		
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.		

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9.3	Constraints/limitations, if any		
10	<b>Student Induction:</b>		
10.1	Criterion for induction of students <b>For all Technologies:</b> <ul style="list-style-type: none"><li>• 50% marks in F.Sc. or Equivalent Qualification / ICS / DAE / B.Sc. (Excluding sports and Hafiz-e-Quran)</li><li>• Qualifying the Entry Test</li></ul>		
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)		

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10.5	Proposed distribution into number of sections/classes (40-45 Students per Section)		
11	<b>Teaching Faculty:</b>		
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	<b>Student-Teacher Ratio</b> (Give expected student teacher ratio)		

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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)
13	<b><u>Laboratories and Allied Staff:</u></b>		
13.1	Number of labs dedicated to the program and projected development plan. (Fill in Annexure-IX).		
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)		

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14	<b>Examinations:</b>		
14.1	System of instructions and examination (Annual / Semester).		
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).		
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	<b>Library:</b>		
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.		

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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)
15.3	Availability of departmental library, if main library is located at a distance.		
15.4	Availability of Internet facility (available or planned).		
15.5	E-library access to students (available or planned).		
15.6	Reproduction facilities i.e. scanner, photocopier etc. (available or planned).		
16	<b>Miscellaneous.</b>		
16.1	Safety and Security Measures, Internet/Wifi, auditorium, seminar hall, Sports Facilities, hostel, Dispensary, Associate hospital and transport etc.		

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16.2	Any other relevant supporting information.		

**Countersigned by:**

**Signature**

\_\_\_\_\_

To be Signed by The Head of Department

Name: \_\_\_\_\_

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

\_\_\_\_\_

To be Signed by The Dean/Principal

Name: \_\_\_\_\_

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

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**Observations and Recommendations**  
(To be filled by the Visitation Team)

<b>a. Observations:</b>		
Please consolidate overall assessment/ evaluation on following key parameters and give targets to be achieved within _____ month(s)/year:		<b>Remarks</b>
<b>1. Legal Status</b>		
<b>2. Adequacy of Infrastructure and Finances</b>		
<b>3. Curriculum</b>		
<b>4. Faculty</b>		
<b>5. Students</b>		
<b>6. Laboratories</b>		
<b>7. Library</b>		
<b>8. Examination</b>		
<b>10. Any Other Observation</b>		
<b>b. Recommendations:</b>		
<b>For Zero Visit (Tick as applicable):</b>	i. Green signal to launch the program in _____	
	ii. The intake must be restricted to _____	
	iii. Observations of the visiting team must be addressed.	
	iv. Not ready to be launched (rejected) at this moment. Convincing reasons must be given.	

**Signature**

\_\_\_\_\_  
Name of Expert,

Institution/ Organization, and area of expertise

**Signature**

\_\_\_\_\_  
Name of Convener/ Expert,

Institution/ Organization, and area of expertise

**Signature**

\_\_\_\_\_  
Name of NTC Rep

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**

<b>S. No</b>	<b>Authority</b>	<b>Financial Powers</b>	<b>Administrative Powers</b>
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**

<b>Budget Heads Revenue &amp; Capital</b>	<b>Current year</b>		<b>Next year</b>
	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**

**1<sup>st</sup> Semester**

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

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**130-140 Credit Hours including Industrial Training**

**2<sup>nd</sup> Semester**

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



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**130-140 Credit Hours including Industrial Training**

**3<sup>rd</sup> Semester**

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

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

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**130-140 Credit Hours including Industrial Training**

**4<sup>th</sup> Semester**

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



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**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**

**5<sup>th</sup> Semester**

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



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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**

**6<sup>th</sup> Semester**

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



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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**

**7<sup>th</sup> Semester**

Sr. No	Course Code	Subject	Credit Hours		Weekly Contact Hours	
			Theory	Practical	Theory	Practical
1.		Supervised Industrial Training	00	16	00	32
<b>Total</b>			00	16	00	32
<b>Grand Total</b>			<b>00+16=16</b>		<b>00+32=32</b>	

**8<sup>th</sup> Semester**

Sr. No	Course Code	Subject	Credit Hours		Weekly Contact Hours	
			Theory	Practical	Theory	Practical
1.		Supervised Industrial Training	00	16	00	32
<b>Total</b>			00	16	00	32
<b>Grand Total</b>			<b>00+16=16</b>		<b>00+32=32</b>	

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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**

**Ratio – Core Technical subjects V/S Related subjects**

<b>Subjects</b>	<b>Total Credit Hours</b>
<b>Core Technical</b>	
<b>Related</b>	
<b>Ratio</b>	



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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):**

<b>First Year</b>							
Sr. No	Course Code	Subject	Nature	Credit Hours		Weekly Contact Hours	
				Theory	Practical	Theory	Practical
<b>First year</b>							
1.							
2.							
3.							
4.							
5.							
6.							
<b>Total</b>							
<b>Grand Total</b>							



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**(For Annual System)**  
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**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	
				Theory	Practical	Theory	Practical
<b>Second year</b>				<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
1.							
2.							
3.							
4.							
5.							
6.							
<b>Total</b>							
<b>Grand Total</b>							



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**(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):**

<b>Third Year</b>							
Sr. No	Course Code	Subject	Nature	Credit Hours		Weekly Contact Hours	
				Theory	Practical	Theory	Practical
<b>Third year</b>							
1.							
2.							
3.							
4.							
5.							
6.							
<b>Total</b>							
<b>Grand Total</b>							



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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	
				Theory	Practical	Theory	Practical
<b>Fourth year</b>				<b>Theory</b>	<b>Practical</b>	<b>Theory</b>	<b>Practical</b>
1.							
2.							
3.							
4.							
5.							
6.							
<b>Total</b>							
<b>Grand Total</b>							



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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
<b>Core Technology Subjects</b>											
1											
2											
3											
4											
<b>Shared Technology Subjects</b>											
1											
2											
3											
4											
<b>Basic Science and Humanities</b>											
1											
2											
3											
4											

**Note:** NTC Rep is advised to send complete summary report to Secretary NTC by E-mail: [afiqbal@hec.gov.pk](mailto:afiqbal@hec.gov.pk) , CC to Program Coordinator [sssheikh@hec.gov.pk](mailto:sssheikh@hec.gov.pk)



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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
<b>Core Technology Subjects</b>											
1											
2											
3											
4											
<b>Shared Technology Subjects</b>											
1											
2											
3											
4											
<b>Basic Science and Humanities</b>											
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		Nature (Full time/ Part time)	Utilization (Dedicated/ Shared)
					Qualification			Pass-Year	Institution		TOTAL	TEACHING		
					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 VIII**

**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

**Note:** NTC Rep is advised to send complete summary report to Secretary NTC by E-mail: [afiqbal@hec.gov.pk](mailto:afiqbal@hec.gov.pk) , CC to Program Coordinator [sssheikh@hec.gov.pk](mailto:sssheikh@hec.gov.pk)