



GENERAL GUIDELINES TO FILL DATA COLLECTION PROFORMAS



HIGHER EDUCATION STATISTICS 2023-24 AND 2024-25

HEDR DIVISION
HIGHER EDUCATION COMMISSION, ISLAMABAD

General Guidelines for all proformas/sheets for Data collection

Data collection Years: You are requested to Submit data for **two fiscal years**:

- i. **2023–24**
- ii. **2024–25**

Following are the basic steps to follow while collecting and submitting data.

1: Verify Departments & Degree Programs

- Check the list of your departments and degree programs already entered in the **HEC Pakistan Qualification Register (PQR)**. (eservices.hec.gov.pk)
- If any department or program is missing, **register it on the PQR portal first**, before submitting statistical data.

2: Addition of a Missing Degree Program ID

- If a degree program ID is not available, **add it in the PQR portal** (<https://eportal.hec.gov.pk/>)
- Once approved/Submitted, the **HEDR Team will provide the updated proforma on request**.

3. All required fields/columns must be filled. Incomplete data will not be accepted.

4. Before submitting, make sure the **“System Comments” column is empty** on every sheet. If there are any issues, the system will show specific or general **error messages in this column**. **Fix all errors before submitting**. If not corrected, the HEDR Division will **return the sheet**.
5. Do **not use abbreviations or short forms** in open fields such as **Academic Faculty, Batch No.**, etc.

6. Colour Code Reference Guide

Use the table below to understand the meaning of each colour shown in the data entry form.

(Note: Slight variations in color may occur in the application interface.)

Color	Description
	• This color indicates that the system is attempting to auto-fetch data using the value/ID selected in the “University Degree Program ID” column.
	• This color indicates that the field is a dropdown menu. • Select a value from a predefined list. Manual input is not allowed.
	• This color indicates that the field is open for manual data entry.

	You can enter any relevant information as required. No restrictions to preset options.
	- This color indicates that the field is optional. - You may enter data if available, but it's not required/Mandatory for submission.
	Gender-wise enrollment for the year 2023-24
	Gender-wise enrollment for the year 2024-25

**Minor difference may be possible due to color variation available in the application.*

Proforma Structure

HES Template is divided into **three separate Excel files**, each designed to collect specific types of data for the fiscal years **2023–24** and **2024–25**.

1. Student Data Sheets

This file includes multiple sheets covering various aspects of student-related data:

- Degree Information** – Details of degree programs offered
- Applicant/Selectivity** – Number of applicants and admission selectivity
- Enrollment** – Total enrolled students by program and gender
- Student Pass-out** – Graduates/pass-outs during the year
- Differently-Abled Students** – Data on students with disabilities (2024-25 only)

2. Faculty Sheet

- Information about Faculty/Teaching staff for both years

3. Staff Sheet

- Details of non-teaching/support staff for both years

Step by Step process for Data Entry in HES Template (2023-24 & 2024-25)

Step 1: Login: The **designated focal person** should:

- Select the **university name** from the dropdown menu.
- Enter the **provided password** to log in.

Upon successful login:

- The “**University Degree Program ID**” column in the **Degree Information** sheet will display all degree programs currently available in the **Pakistan Qualification Register (PQR)**.

Degree Information Sheet

Step 2: Select Degree Programs

1. In the “**University Degree Program ID**” column(s),
 - **Select the desired degree programs** to auto-fetch relevant details from PQR into the **yellow-highlighted fields**.
2. **Note on Degree Program IDs:**
 - The “University Degree Program ID” may appear in **either of the two columns** provided.
 - Degree programs are split across these two columns to **balance data load** based on the number of HEI records.
 - If a program is **not found in either column**, please refer to the general guidelines (Sr no 2).

Step 3: Using the Degree Program ID Features

i. Auto-Fill for 14 Fields (Columns A–N)

- When a valid “**University Degree Program ID**” is selected, **Columns A to N** will be **automatically filled** with corresponding program details from the **PQR**.

ii. Easy Search via Drop-Down List

- Each item in the drop-down list includes **five key fields** to help users **quickly identify and select** the correct degree program.

iii. Missing Degree Program IDs

- If a required **Degree Program ID is not available**, check the **PQR portal** to ensure the program is listed.
- Once the program has been **submitted/Approved** in PQR, it will appear in the **updated proforma** provided by the **HEDR Team on request**.

The desired information regarding degree programs like duration, accredited or not creditable etc. regarding all degree programs will also be required in the template.

Applicant/Selectivity Sheet

Step 4: Applicant & Admission Data Entry

1. Provide Admission Statistics

For **each degree program that offered admissions** during the fiscal years **2023–24** and **2024–25**, enter the following data:

- **Number of available seats**
- **Total number of applicants (Gender-Wise)**
- **Number of successfully admitted students (Gender-Wise)**

2. Visibility of Degree Program IDs (For All Sheets)

- Only those **Degree Program IDs** already selected in the **Degree Information sheet** will appear in the **drop-down menu** of the “University Degree Program ID” column across all related sheets.
- This ensures consistency and allows you to **enter relevant data** for each program efficiently.

Step 5: Enrollment Sheet

1. Enter Semester/Batch-wise Enrollment

- Enter **semester-wise or batch-wise enrollment data** for both fiscal years:
 - **2023–24**
 - **2024–25**
- A **separate color code** is used in the sheet to help **visually distinguish** data for each year.

2. Select Degree Program IDs from Drop-down

- Only the **Degree Program IDs** already selected in the **Degree Information sheet** will appear in the drop-down menu.
- Use this drop-down to **enter accurate enrollment data** for each program

Step 6: Student Passout Sheet

1. Provide Data for Two Fiscal Years

- Enter pass-out data for the following years:
 - **2023–24**
 - **2024–25**

- Enter the **number of students who were declared passed or eligible for the award of degree** during each fiscal year.
- Use the **university/institute's official records** to ensure accurate data entry.

Step 7: Differently Abled Students Sheet

1. Provide Data for Fiscal Year 2024–25 Only

- This sheet requires information **only for the year 2024–25**.

2. Auto-Fetch of Degree Program Details

- **University Degree Program details** will be **automatically fetched** from the **Degree Information sheet**.
- No need to re-enter this information manually.

3. Enter Required Details for Each Student

For each differently abled student, enter the following in addition to granular data of students :

- **Type of disability** and relevant **details**
- **Supportive device(s)** provided and related **details**

Step 8: Faculty and Staff Sheet

(All fields in this section are **mandatory**)

1. Data Entry for Two Fiscal Years

- Enter complete data for both years:
 - **2023–24**
 - **2024–25**

2. Login to Access Department Information

- The concerned **focal person** must log in using the **provided User ID and password**.
- Upon successful login, all approved/Submitted **PQR Department IDs** will appear in the **“University Department ID”** column.

3. Separate Files for Faculty & Staff

- Two separate Excel files have been provided:
 - One for **Faculty data**
 - One for **Staff data**

4. Use Drop-Down to Select Department

- Data must be entered using the **Department ID** selected from the **drop-down menu** in the sheet.

5. Auto-Fill of Key Fields

- **Five fields** (highlighted in yellow) will be **auto-filled** when a Department ID is selected from the drop-down.

6. Smart Search Enabled

- The drop-down list for Department ID includes **four key fields** to help users quickly and accurately find the correct department.

7. Separate Submission Files

- Ensure **separate submission** of completed files for:
 - **Faculty granular data**
 - **Staff granular data**

