**PUNJAB HIGHER EDUCATION COMMISSION**

**APPLYING FOR ESTABLISHMENT OF A NEW UNIVERSITY/INSTITUTE IN PRIVATE SECTOR IN PUNJAB**

**SELF-CHECKLIST FOR THE FEASIBILITY REPORT (With Explanations)**

**This Checklist complements Appendix-III Of Criteria 2006**

This checklist is for the sponsor(s) who should check against each item whether all aspects of the feasibility have been covered in the report.

Name of Sponsoring Body: ………………………………………………………………………………..

Address of Sponsoring Body: ……………………………………………………………………………..

……………………………………………………………………………………………………………..

Name of Proposed University/Institute: …………………………………………………………………...

Address of Proposed University/Institute: …………………………………………………………………

…………………………………………………………………………………………………….

| **Checklist Action** | **Yes** | **No** | **Remarks** |
| --- | --- | --- | --- |
|
|  |
| **1. In preparing the summary and rationale of the project, have I ….** | | | |
| i) stated the summary clearly with all the aspects of the Project |  |  |  |
| ii) mentioned the purpose and mission of the institution |  |  |  |
| iii) discussed rationale of the project supported by area |  |  |  |
| iv) identified educational needs/deficiencies supplemented by data |  |  |  |
| vi) mentioned the particular features of the project |  |  |  |
| **2. Submission on the Profile of Institution and Society/Trust/Foundation/Company includes the details with regard to:** | | | |
| i) existing set-up |  |  |  |
| ii) internal governance |  |  |  |
| iii) documents of sponsoring body registered as a society/trust/  foundation along with two attested copies of documents attested and  verified by the Sub-Registrar of the relevant area. In case sponsoring  body is a company, then copy of the documents registered with the  Securities and Exchange commission of Pakistan (SECP). |  |  |  |
| iv) memorandum of association showing endorsement to its involvement  in educational purposes for public at large |  |  |  |
| v) set-up of the proposed new institution |  |  |  |
| vi) appropriate name for the proposed institution (in line with PHEC  Naming Policy) |  |  |  |
| **3. In submitting information on physical resources and infrastructure, have I ….** | | | |
| i) given the details of available and proposed infrastructure in  respect of: |  |  |  |
| 1. **Gross area / Land** owned in the name of the sponsoring body (minimum 10 acres in case of a **university** and 3-1/3 acres in case of an **institute**). NOTE: Computerized land record signed/attested by the concerned IT officer and revenue officer. In case computerized land record is not available, then the concerned Patwari will issue and sign the land documents (Fard/Registry) and concerned Tehsildar or above rank officer will countersign. |  |  |  |
| 1. Non-encumbrance certificate of the land signed by concerned Patwari and counter-signed by the concerned Revenue Officer |  |  |  |
| 1. Evidence of consolidated area of land also known as ‘Latha’ of land. |  |  |  |
| 1. Operational infrastructure is on land owned by sponsoring body. It is not on leased land or rented premises. |  |  |  |
| **Buildings** including details of;   1. two lecture rooms, one seminar room, one library cum reading room, one committee room, one staff room, one faculty room and offices for faculty and staff per department |  |  |  |
| 1. one general purpose lab equipped with one PC for three students in case of IT courses with 256 kbps or above Internet access |  |  |  |
| 1. departmental labs well equipped as per requirements of the program; and relevant accreditation councils (PEC, PMDC etc) where applicable; total number of labs per department, name of each lab and equipment list in each lab |  |  |  |
| 1. workshops: number of workshops as per requirements of the subject and conditions of the accreditation councils (where applicable) with minimum space of 45 sqft per student of that subject |  |  |  |
| 1. total built-in/covered area: minimum 100 sq ft. per student |  |  |  |
| 1. furniture and fixture adequate for classrooms, labs, libraries and offices |  |  |  |
| 1. two classrooms per department to accommodate around 50 students in each classroom |  |  |  |
| 1. **library** 2. list of at least 1500 library books relevant in the relevant field, from major international publishers as per library accession record. 3. list of 15 subscribed current journal of international repute with at least 1.00 impact factor |  |  |  |
| 1. hostel, separate for male and female students with 200 sqft gross space per resident student |  |  |  |
| 1. general facilities for students, faculty and staff such as cafeteria, housing, parking, toilets, drinking water, bank etc |  |  |  |
| **4. In connection with submission on academic set-up of the institution, have I ..** | | | |
| i) outlined information and details with regard to |  |  |  |
| 1. names of at least four faculties with at least one department   /program in each faculty for a proposed **university** and less than four faculties for a proposed **institute** |  |  |  |
| 1. constitution and composition of course committees (board of studies) |  |  |  |
| 1. phase-wise development of academic programmes and   development schedule |  |  |  |
| ii) given details of authorities of the institution with respect to: |  |  |  |
| a) Board of Trustees |  |  |  |
| b) Board of Governors |  |  |  |
| c) Academic Council |  |  |  |
| iii) stated   1. existing running degree programs along with evidence of   **affiliations** with public sector university (ies);   1. accreditations with relevant councils, where applicable 2. new program seeking approval for grant of charter |  |  |  |
| iv) mentioned details of current & proposed scheme of studies |  |  |  |
| v) outlined curricula for each degree programme, in line with HEC  Islamabad national curricula |  |  |  |
| vi) provided details of human resource component with regard to: |  |  |  |
| 1. lists of department-wise existing full-time faculty hired as per HEC Islamabad standards, their qualifications and payscales etc. along with copies of their HEC attested terminal degrees, appointment letters, joining reports and salary slips. Minimum **six** full-time faculty members per department shall comprise Professor (PhD) = 1, Associate Professor (PhD) =1, Assistant Professor (MS or above) = 2, Lecturers (MS or above) = 2 |  |  |  |
| 1. number of current and passed out students, level-wise |  |  |  |
| 1. teacher-student ratio for undergraduate 1:12 max for subjects involving lab work; 1:20 for others.   For MS/MPhil programmes 1:12 PhD faculty and for doctoral programs 1:5 PhD faculty |  |  |  |
| 1. administrative and other supporting staff equal to faculty in number (with qualifications and payscales etc). |  |  |  |
| viii) provided service rules with respect to faculty and support staff |  |  |  |
| **5. In preparing submission on various aspects of studies, have I ….** | | | |
| i) submitted details on: |  |  |  |
| a) student admission policy |  |  |  |
| b) fee level for various degree programmes |  |  |  |
| c) scholarships to at least 10% enrolled students, a certificate from  the Registrar |  |  |  |
| 1. at least 10% of institutional budget to be specified for research, a certificate from Registrar |  |  |  |
| e) student supervision (research) |  |  |  |
| f) quality assurance system |  |  |  |
| g) national and international collaborations etc. |  |  |  |
| **6. In giving details on examinations and assessment , did I mention ….** | | | |
| i) details on assessment and examination system |  |  |  |
| ii) regulations of examinations |  |  |  |
| iii) mechanism of assessment |  |  |  |
| iv) student supervision |  |  |  |
| v) arrangements for monitoring quality of teaching and learning and  students performance |  |  |  |
| **7. In connection with the submission on finance resources and financial plan, have I ….** | | | |
| i) provided start-up costs, annual operating cost and their basis |  |  |  |
| ii) analysed financial plan |  |  |  |
| iii) mentioned pert chart for phase-wise programmes |  |  |  |
| iv) given simple bank statement with regard to money in hand |  |  |  |
| v) provided details of total investments |  |  |  |
| vi) identified development cost for institution for phased programmes |  |  |  |
| vii) Tangible Assets: in the form of land / building etc.  **Rs. 100 million** in case of a **university** and  **Rs. 25 million** in case of an **institute** |  |  |  |
| viii) Working Capital:  **Rs. 50 million** in case of a **university** and  **Rs. 10 million** in case of an **institute** |  |  |  |
| ix) Endowment Fund: secured by the sponsoring body in the name of the proposed institution  **Rs. 50 million** in case of **university** and  **Rs. 15 million** in case of an **institute**   * Endowment Fund Deed (specimen available on PHEC website) should be on e-stamp paper worth Rs. 1000/- * Endowment Fund Deed should be registered with the relevant registrar under registration Act. In case of a Society / Trust or Foundation, Registrar Joint Stock Companies and in case a Company, Registrar SECP will register the Endowment Fund Deed. * Endowment Fund Deed should be submitted as one original plus two attested copies. * Incorporation certificate of the sponsoring body verified by the relevant registrar. * A certificate from the concerned Bank (specimen available on PHEC website) showing the date of opening of account and the date of depositing the amount for Endowment Fund. The bank account should be a Savings Account wherein relevant amount should be under lien i.e. long term commitment. |  |  |  |
| x) Total assets:  **Rs. 200 million** in case of a **university** and  **Rs. 50 million** in case of an **institute** |  |  |  |
| xi) Audit report of of sponsoring body showing financial strength of last two years duly signed and stamped by ICAP registered firm |  |  |  |
| **8. In preparing draft Ordinance/Act did I …** | | | |
| i) follow the guidelines of education department |  |  |  |
| **9. While submitting the feasibility report, have l ….** | | | |
| i) remitted pay order / demand draft of Rs. 1,00,000/- in the name  of Punjab Higher Education Commission as processing fee |  |  |  |
| ii) enclosed one original hard copy of the feasibility report plus  three photocopies |  |  |  |
| iii) provided feasibility report on CD |  |  |  |
| iv) provided mailing address, cell number and email for  communication |  |  |  |
| v) Signed and stamped the undertaking at the end of the checklist  and also signed each of the previous pages |  |  |  |

**UNDERTAKING**: *I the undersigned, take full responsibility in the correctness of information in this checklist and the accompanying detailed feasibility report being submitted for the proposed* ..

……….…………………………………………………………………………………(name of HEI).

……………………………………….

……………………………………….

Full Name, Signature & Stamp of

Registrar /Sponsoring Agency