Procedure and Criteria to get Approval to Start a New Faculty/Department/Program by the Private Sector Universities/Institutes in Punjab

Private sector universities/institutes chartered in Punjab are required to get approval of the Patron (Governor) to start a new faculty/department/program vide Government of the Punjab notification dated 20-09-2006.

The concerned University/Institute shall apply to PHEC for approval. An inspection fee of PKR 40,000/- per program, payable in advance through a non-refundable bank draft/pay order in the name of the Punjab Higher Education Commission will be charged. The following documents and data complete in all aspects are required for processing of case for approval of the Patron (Governor):

SN	Component	Nature of Requirement	Standards / Norms
			Required Documents and Data
1	**Approval of Board of Governors**	BOG approval	Copy of complete minutes of BOG Meeting of the Institution in which approval is accorded to start the proposed faculty/department/program
2	**Teaching Faculty**	Teachers	i At least six full time teachers per department qualified in the relevant subjects: Professor = One (PhD) Associate Professor = One (PhD) Assistant Professors = Two (PhD) Lecturers = Two (MS or above) ii The condition would not be prerequisite in case of professional colleges (such as law colleges) functioning as faculties of universities. iii The minimum faculty members required must be full-time teachers. iv The minimum number of faculty members is conditional to maintain Student-Teacher Ratio (STR) as below: 12:1 for science subjects involving lab work 20:1 for other subjects
3	**Libraries**	Books	At least 1500 books from major international publishers in the relevant field.
		Journals	Subscription to at least 15 current journals of international repute with impact factor of at least 1.00. Access to electronic journals to be provided.

4	**Facilities**	Hall / Lecture Theaters (desirable)	12 to 15 sq. ft. per student.
		No of rooms required (desirable)	2 lecture rooms per department, 1 seminar room, 1 library cum reading room, 1 committee room
5	**Teaching and Administrative Staff Offices**	Required for each department (desirable)	1 Staff room 1 Faculty office for each department
6	**Laboratories / Workshops / PCs / Internet service (desirable)**	No of laboratories required (desirable)	At least 1 lab per Department with appropriate space
		Workshops (desirable)	35 to 45 sq. ft. per student
		Personal Computers (desirable)	1 for 3 students; in case of IT courses 1 for each
		Internet services (desirable)	256 kbps access rate or higher is to be provided