



GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
(HIGHER EDUCATION WING)

20th September, 2006.

NOTIFICATION

NO.S.O.(UNIV.) 5-6/2004. In supersession of this department's Notification No. S.Q.(UNIV.) 5-6/99 dated 1st April, 1999, Government of the Punjab has been pleased to notify the following norms and criteria / guidelines for the establishment of a university or an institution of higher education in the private sector.

**PROCEDURE FOR THE ESTABLISHMENT OF A NEW UNIVERSITY
OR AN INSTITUTION IN PRIVATE SECTOR**

The establishment of a university is a multi-step process. It involves fulfilling the legal formalities as well as making available the required physical, human and financial resources. The next step is to meet the academic and other requirements and submission of feasibility report to the Education Department, Government of the Punjab. Subsequent to the clearance of feasibility stage, the next stage is the physical inspection of the facilities and infrastructure.

1.2 Completion of legal formalities

1.2.1 The first step in connection with the establishment of a new university or a degree awarding institution is the fulfilment of legal formalities and registration by the sponsoring body under the relevant regulations of the Companies Ordinance/Societies Registration Act/Trust Act as a Foundation/Society or a Trust constituted.

1.3 Submission of feasibility report

1.3.1 Following the completion of preliminary legal requirements, the authorized representative of the sponsor/s shall submit a comprehensive feasibility report in accordance with the General Institutional Requirements Proforma (**Appendix-I**) along with a non-refundable bank draft/pay order of Rs. 1,00,000/- in the name of the Secretary, Government of the Punjab, Education Department as a fee for the evaluation of feasibility report drawn on the Secretariat Branch of National Bank of Pakistan, Lahore. An application shall be considered only when the fee is credited to the account of the Secretary, Government of the Punjab, Education Department and the agency has fulfilled all the formalities. The application shall be made to the Secretary, Government of the Punjab, Education Department along with twelve copies of the Feasibility Report including the soft copy.

1.3.2 Prior to submission to the Accreditation Committee, the case will be scrutinized by the Education Department for completion of the minimum laid down requirement of infrastructure / academic and financial position of the proposed university or institution as per norms laid down by the department and may ask for additional information if required.

1.4 Accreditation Committee

1.4.1 An Accreditation Committee duly constituted and notified by the Government of the Punjab will evaluate feasibility of the proposal and verify that it fulfills the laid down criteria, norms and standards. For this purpose the committee will also carry out inspections of the site, available physical and academic facilities etc. The

Accreditation Committee may evolve quantitative standards with reference to the existing general and technical institution.

1.5 Site inspection

1.5.1 If the Education Department finds that the institution has made a good case after the clearance of the feasibility report, the Education Department shall refer the case to the Accreditation Committee which will conduct a preliminary site-visit / inspection of the institution for physical verification of the infrastructure and available facilities with evidence and for satisfying itself and that the institution has the ability and capacity to run the academic programmes. The visit will require meeting with administrators, teaching staff, students and support services staff. A visit to the library and other learning resources will also be conducted.

1.6 Recommendation for grant of charter

1.6.1 The Accreditation Committee will report its findings to the Education Department. In case of satisfactory report of Accreditation Committee, the draft charter will be vetted by the Law Department, Government of Punjab. After vetting the draft charter, the Education Department will recommend the case to the Provincial Cabinet for enactment / legislation.

1.7 Grant of charter

1.7.1 Charter will be granted subject to the jurisdiction either by the Provincial Assembly / Governor Punjab as the case may be.

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CRITERIA AND REQUIREMENTS FOR THE ESTABLISHMENT OF A NEW UNIVERSITY OR AN INSTITUTE

2.2.1 The organizational, legal, financial and other related formalities and requirements, including the submission of a feasibility report are outlined in the general institutional requirements proforma and space norms as in **Appendix-I, IV & V**. These guidelines pertain to registration, availability of infrastructure and adequate financial resources, proposed programme of study, development of academic programme, teaching staff, admission criteria, fee structure, quality assurance mechanism, student supervision, assessment and examination etc. The main points of the criteria and requirements are highlighted for information of the entrepreneurs.

General institutional requirements

2.2.2 The essential requirements for meeting institutional formalities are detailed in **Appendix-I** and may be categorized under the following main headings:

- ♦ Registration as a legal entity
- ♦ Premises and availability of physical resources
- ♦ Organization and governance
- ♦ Administrative and academic staffing
- ♦ Student body and student support services
- ♦ Programmes of study and courses of study
- ♦ Teaching and learning
- ♦ Examination and assessment
- ♦ Quality assurance mechanism, student supervision and
- ♦ Budget & Finance

CONDITIONS GOVERNING THE ESTABLISHMENT OF A NEW UNIVERSITY OR AN INSTITUTION OF HIGHER EDUCATION

3.1 The provisions for the establishment of a new university or a degree awarding institution shall be governed by the following conditionalities:

3.2 Legal and procedural

- i) That the sponsoring body should be a Society / Trust or a Foundation registered / constituted under the relevant law;
- ii) A copy of the registration deed along with a Memorandum of association will be supplied to examine the objectives and credentials of the members. A brief profile of each member of management should also be provided;
- iii) That the sponsoring body/institution shall apply to the Education Department and submit 12 copies of the feasibility report / corporate plan including the soft copy keeping in view the General Institutional Requirements Proforma as per **Appendix-I**.

3.3 Institutional and academic

- i) Institution desirous of having degree awarding status in private sector, as a university or institution of higher education is required to seek affiliation with a public sector university, prior to applying for establishment as a university / degree awarding institution. Such institutions will continue operating as affiliated institutions till promulgation of Ordinance / enactment of 'Bill' as the case may be.
- ii) That the site selected for the institution must be suitable from academic point of view. Sustainable physical viability, availability like water, electricity, fuel gas, telephones, building materials, furniture and labour for construction etc., must be ensured;
- iii) That the building in which the educational institution is to be located must be suitable, and that provision will be made in conformity with the statutes and the regulations for a) the residence of students, not residing with their parents or guardians, in the hostels established and maintained by the institution, b) the supervision, physical and general welfare of students;
- iv) That the Education Department shall satisfy itself that the Body has the physical, human and financial resources to establish a viable institution;
- v) In case of a university, the sponsor shall have to make available at least ten acres and in case of an institute at least 3-1/3 acres of land (at least 10 acres for a university), depending on the location having potential for further development. Virtual universities, however, shall be excluded from the condition of land;
- vi) Any degree awarding institution of higher education having four or more departments (one of which should be in basic sciences) will be eligible for title of a university. Any institution having less than four departments will be eligible for grant of charter as a degree awarding institute;
- vii) Particular criteria/norms in respect of various aspects of setting up a new university or an institution, such as, departments, teaching and non-teaching staff, lecture halls, libraries, laboratories, internet, hostel etc, shall be detailed as per **Appendix-IV & V**;
- viii) That in drawing up the organizational structure of the institution (into faculties, departments etc.), the standard and quality of teaching and efficiency of the system must be ensured;
- ix) That an appropriate regulatory framework and mechanism is provided for regulating academic and administrative matters of the institution;

- x) That the educational institution has framed proper rules regarding the efficiency and discipline of its staff and other employees;
- xi) That the strength and qualifications of teaching and other staff, and the terms and conditions of their service are adequate;
- xii) That provision has been made for library and laboratory facilities and other practical work as detailed in **Appendix-IV & V**;
- xiii) That at least 10% of students be granted fee exemptions and scholarships on need basis;
- xiv) That 10% of the institutional budget is specified for research;
- xv) That where an educational institution desires to add to the courses of instruction in respect of which it has been approved, the procedure prescribed for accreditation shall, as far as possible, be followed;
- xvi) That permission granted shall be restricted to a specified place and a particular course/degree. No sub-campus, branch or outpost shall be established or franchised.
- xvii) Campuses located in one city of a private university / institution will be considered collectively as one unit for the application of the new criteria. However, the campus of a private university/institution located in other cities would be treated as a new institution and the same criteria will be applicable to each campus.

3.4 Financial

- i) That subject to the satisfaction of Education Department, the institution is financially stable and has the ability to sustain a regular functioning on a long-term basis;
- ii) That the financial resources of the institution are sufficient to enable it to make due provision for its continued maintenance and efficient working. For this purpose the sponsor shall be required to create a non-transferable Endowment Fund in the name of the Society or Trust, as the case may be. Endowment Fund shall be invested in the name of the institution or university as under:

In case of a new university

Endowment Fund (Secured in the name of Trust / Society)	Rs. 50.0 million
Tangible assets in the form of and / building etc.	Rs. 100.0 million
Working Capital.	Rs. 50.0 million
Total:	Rs. 200.0 million

In case of a new degree awarding institute of higher education

Endowment Fund (Secured in the name of Trust / Society)	Rs. 15.0 million
Tangible assets in the form of and / building etc.	Rs. 25.0 million
Working Capital.	Rs. 10.0 million
Total:	Rs. 50.0 million

- iii) that the institution shall furnish such reports, returns and other relevant information as the Education Department may require, to enable it to judge the financial sustainability and soundness of the sponsors.
- iv) Double entry system accounts shall be maintained by the institution;
- v) Each institution shall have its annual accounts audited by the competent auditors.

3.5 Constitutional and cultural

- i) The university/institute shall be required to strictly comply with the constitutional provisions, ideology of Pakistan and law and abide by social, religious, ethical and cultural ethos and values and respect cultural and religious sensitivities;
- ii) The university/institute shall have to work within the framework of the Education Policy and other law or policy framed/amended by the Education

Department Government of Punjab / Federal Government / HEC from time to time;

- iii) That the institution must restrict to teaching, research and co-curricular activities. Political or other activities detrimental to national, religious, social or local culture shall not be undertaken.

3.6 Monitoring

- i) That the institution shall furnish such reports, returns and other information from time to time as the Education Department may require, enabling it to judge the efficiency and effectiveness of the institution;
- ii) The HEC and Education Department shall be competent to carry out periodic inspections and monitoring and visitation as may be determined from time to time;
- iii) That the establishment and continuation of arrangements shall be subject to visitation / monitoring by the HEC and Education Department that the institution strictly follows the rules framed by the concerned from time to time;
- iv) That the HEC and Education Department may call upon any educational institution to take such action as may appear necessary in respect of any of the matters specified under any law for the time being in force or any rules of the concerned bodies;
- v) That the HEC and Education Department shall have full powers to take any such action, including closure of an institution, if it has been found indulging in any subversive or unlawful activity, or it avoids/overlooks provisions of laws etc.;
- vi) The HEC / Education Department would be the competent authority to grant accreditation; validate courses and syllabi of the university/institute, which shall be subject to quality standards set by the HEC / Education Department. The accreditation will be withdrawn if found that the institution is unable to satisfactorily demonstrate its ability and commitment to achieve and maintain national academic standards;
- vii) The university/institute shall be liable to provide facilities to the representatives of HEC, the Education Department, the Pakistan Engineering Council, Pakistan Medical and Dental Council or such similar relevant organizations for visitation to enable them to verify that the university/institute is maintaining appropriate academic standards.
- viii) No institute / university shall advertise itself as institute / university unless and until the charter / degree awarding status is granted.

3.7 Space criteria and norms

3.7.1 The desirable space standards for establishing a University or an institution of higher education are laid down in **Appendix-IV & V**.

3.8 Inspection requirements

3.8.1 In order to physically verify the infrastructure and available facilities, the Accreditation Committee may conduct a detailed survey of the institution with regard to physical, human, financial and academic resources. The institution will also be required to submit a written statement as per Inspection Proforma (**Appendix-II**).

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NOTES FOR GUIDANCE

4.1 The following notes are submitted for additional information in connection with the requirements for submission.

4.1.1 Physical resources and support services: Details of the institution, such as purpose and functions; administrative and management infrastructure, constitution and composition of authorities, their functions and registration status and other details should also be provided. Availability of physical facilities such as building, furniture, laboratories, computers, library, gas, electricity, telephone, water, road, parking, playing grounds and hostel facilities be spelled out.

4.1.2 Human resources/faculty: The quality of staff, their qualifications and experience, are of paramount importance. A list of teaching, technical and administrative staff, along with brief curriculum vitae of academic staff be provided.

4.1.3 Curriculum & programme of study: The standard of courses should be consistent and comparable in standards with similar institutions in the country. It should ensure the realization of its aims and objectives and specify the knowledge and skills to be developed.

4.1.4 Academic structure in terms of departments, faculties: The identification and classification of roles, responsibilities and terms of reference of Boards of Studies, Academic Council/Committees etc., should be clearly spelled out.

4.1.5 Admission regulations: Regulations for admission, entry standard and the required qualification for admission in a particular course should be clearly identified.

4.1.6 Tuition fee framework: The details of fee, admission and other charges should be given separately.

4.1.7 Examination & assessment (external perspective): Information on the assessment system, regulations and examinations should be provided.

4.1.8 Student supervision and quality assurance: Students need to receive proper academic supervision. The institutions need to ensure the provision of adequate learning resources. Quality assurance arrangements and professional level of administrative & technical support for quality assurance are to be provided.

4.1.9 Adequate financial resources and institution of endowment: For purpose of financial viability, adequate financial resources in the form of endowment etc., as specified must be ensured.

4.1.10 Self check list: A self check list for submission of the feasibility report is given at Appendix-III for information of the sponsors

Those who are desirous for the establishment of an institute / university in the private sector in Punjab may apply to the Secretary, Government of the Punjab, Education Department in accordance with the prescribed norms and criteria / guidelines.

BY ORDER OF THE GOVERNOR


SYED KHALID AKHLAQ GILLANI
SECRETARY EDUCATION

NO. & DATE EVEN.

A copy is forwarded for information and necessary action to: -

1. Principal Secretary to Chief Minister, Punjab with reference to his diary No. 25714. Dated 05-08-2006.

2. Principal Secretary to Governor, Punjab Governor's Secretariat Punjab, Lahore.
3. The Chairman, Higher Education Commission, Islamabad.
4. The Secretary, Government of Pakistan, Ministry of Education, Islamabad.
5. The Secretary, Government of Pakistan, Ministry of Finance, Islamabad.
6. The Chief Secretary, Punjab, Lahore.
7. The Chairman Accreditation Committee.
8. The Secretary Finance, Government of the Punjab, Lahore.
9. The Secretary Law and Parliamentary Affairs Department, Government of the Punjab, Lahore.
10. The Secretary, Education Department, Government of the Punjab.
11. All the Members of the Accreditation Committee.
12. All the Rectors / Vice Chancellors of Private institutes / universities.
13. The Director General, Quaid-e-Azam Library, Lahore.
14. The Director General, Punjab Public Library, Lahore.
15. The Superintendent, Government Printing Press, Punjab, Lahore for publication in the next issue of extra ordinary Gazette.
16. Main Notification file.


(NAUMAN JAMIL)
SECTION OFFICER (UNIV.)

APPENDIX-I

GENERAL INSTITUTIONAL REQUIREMENTS PROFORMA FOR THE ESTABLISHMENT OF A NEW UNIVERSITY OR AN INSTITUTION OF HIGHER EDUCATION

1. Executive summary of the project

- 1.1 Development of proposal and justification
- 1.2 Philosophy/objectives
- 1.3 Demonstration with reference to need/s of the society and facilities proposed to be created in relation to the market demand
- 1.4 Social benefits to be achieved.

2. Sponsorship

- 2.1 Registered body, association, federation, trust, foundation, NGO etc.
- 2.2 Governing body
- 2.3 Funding sources
 - 2.3.1 Initial investment
 - 2.3.2 Recurring expenses/endowment/trust.

3. Location

- 3.1 Proposed site, area
- 3.2 Justification with reference to demographic requirements and availability of present facilities in the area.

4. Physical Facilities

4.1 Infrastructure available

- 4.1.1 Land
- 4.1.2 Building: administration, academic, library, laboratories, hostels, halls, sports grounds and other facilities
- 4.1.3 Equipment, office and laboratories
- 4.1.4 Books, journals, other publications
- 4.1.5 Furniture, fixtures
- 4.1.6 Others.

4.2 Infrastructure proposed

- 4.2.1 Land
- 4.2.2 Building, administration, academic, library, laboratories, hostels, halls, sports grounds and other facilities
- 4.2.3 Equipment
- 4.2.4 Books, journals, other publications
- 4.2.5 Furniture, fixtures
- 4.2.6 Others.

5. Programme of Studies

5.1 Existing programme of study

5.2 Proposed programme of study

- 5.2.1 Degrees, diplomas, certificates to be awarded
- 5.2.2 Name and duration of courses / programmes
- 5.2.3 Mode of evaluation

6. Curriculum

- 6.1 Proposed structure/scheme of studies
- 6.2 Details of courses, level-wise

5.3 Management of practical training

7. Development of academic programmes

7.1 Phases

7.2 Development schedule

8. Academic structure in terms of departments, faculties

8.1 Names of departments and faculties

8.2 Constitution & composition of course committees

8.3 Constitution and composition of board of studies, academic council/committee.

9. Admissions

9.1 General policy

9.2 Number of students to be enrolled, level-wise

9.3 Procedures and criteria of admission.

10. Fee structure

10.1 Admission fee, annual tuition fee, other dues (to be specified)

10.2 Scholarships, bursaries, assistantships, if any.

11. Examination and assessment

11.1 Information on assessment system, regulations of examinations

11.2 Mechanism of assessment and examinations

11.3 Arrangements for monitoring quality of teaching and learning and students performance.

12. Quality assurance and student supervision

12.1 Arrangement for academic supervision of students

12.2 Arrangements for quality assurance

12.3 Level of administrative and technical support for quality assurance.

13. Students

13.1 Total number of students enrolled in the institution at pre charter but affiliated stage.

13.2 Enrolment of such students level-wise

13.3 Output of students level-wise for the past 3 years (if any).

14. Faculty/Staff

14.1 Faculty strength, qualifications, pay scales, criteria of selection (level-wise)

14.2 Visiting, associates and others

14.3 Administrative and supporting staff.

15. National and International collaboration, if any

15.1 Collaborating agencies/institutions

15.2 Nature of collaboration/linkage/s

15.3 Method and extent of collaboration/linkage/s.

16. Financial Plan

16.1 Viable financial propositions over a period of 5 to 10 years. Also provide an analytical-descriptive plan both for sources and utilization of recurring and non-recurring expenditure.

16.2 Sources of yearly income

16.3 Non-recurring/development, cost

16.4 Capital cost estimates.

Phase-I**Phase-II****Phase-III****a). Land**

- i. land donation
- ii. land acquisition by Act
- iii. land purchased

b). Buildings

- i. Academic buildings
- ii. Office buildings
- iii. Residential buildings
- iv. Students hostels
- v. Amenity buildings including playground
- vi. Others

c). Equipment

- i. Laboratory equipment
- ii. Office equipment and machinery
- iii. Machinery and tools for academic purposes

d). Furniture

- i. Furniture for academic purposes including Library
- ii. Furniture for hostel
- iii. Office furniture
- iv. Furniture - residential

e). Transport

- i. For official use
- ii. For students
- iii. for academic & research

f). Administration

- i. Academic support staff
- ii. Administration staff
- iii. Maintenance staff
- iv. Service staff

g). Faculty

- i. Teaching
- ii. Research

16.5 Recurring income**a). Receipts**

- i. Grants
- ii. Donations
- iii. Gifts
- iv. Assets and investment income
- v. Endowment income
- vi. Survey/project & research income

b). Fee

- i. Regular
- ii. Casual
- iii. Miscellaneous

16.6 Recurring expenditure

- 16.6.1 Pay and Allowances
- 16.6.2 Maintenance
- 16.6.3 Purchase
- 16.6.4 Utilities
- 16.6.5 Running laboratory expenses
- 16.6.6 Examinations
- 16.6.7 Consumable
- 16.6.8 Stores

17. Pert chart (indicating phase-wise activities for establishment of institution)

Project (5 Years)	Phase-I (5 Years)	Phase-II (5 Years)	Phase III
17.1 Investment by sponsors			
17.2 Fund raising			
17.3 Building - equipment - furniture			
17.4 Charter			
17.5 Curricula			
17.6 Academic programmes			
17.7 Faculty			
17.8 Students			
17.9 Others			

18. Additional information, if any.

INSPECTION PROFORMA FOR A UNIVERSITY/ AN INSTITUTION OF HIGHER EDUCATION

(Note: Please answer every question clearly and fully. Extra sheets may be attached where necessary).

1. General

- 1.1 Name of the Institution, address and telephone/fax No.
- 1.2 Year of establishment
- 1.3 Name of the controlling authority/Chief Executive
- 1.4 Name, designation and qualifications of the Head of the institution
- 1.5 Name of the Registered Society/body, trust, foundation, NGO etc.
- 1.6 Governing body, its composition and other relevant details.

2. Physical Facilities

- 2.1 Infrastructure available (Please give details under each head, stating clearly whether owned, rented or shared)
 - 2.1.1 Land
 - 2.1.2 Total covered area of the campus both for administration and academic purpose
 - 2.1.3 No. of rooms and area of the administration building
 - 2.1.4 Total No. of class rooms, their size
 - 2.1.5 Details of the library, laboratories, workshops, equipment and hostels buildings
 - 2.1.6 Details of the office equipment, furniture and fixtures
 - 2.1.7 No. of quarters/residences at the campus for teaching staff
 - 2.1.8 No. of quarters/residences at the campus for teaching staff
 - 2.1.9 No. of books (subject-wise), journals, other publications
 - 2.1.10 Details of sports grounds and other facilities
 - 2.1.11 Position of gas, water and electricity fittings
 - 2.1.12 Others.

2.2 Infrastructure proposed (Please give details under each head)

- 2.2.1 Land
- 2.2.2 Proposed site, area
- 2.2.3 Total covered area of the campus both for administration and academic purpose
- 2.2.4 No. of rooms and area of the administration building including conference hall
- 2.2.5 Total No. of class rooms, their size
- 2.2.6 Details of the library, laboratories, workshops, equipment and hostels buildings
- 2.2.7 Details of the office equipment, furniture and fixtures
- 2.2.8 No. of quarters/residences at the campus for teaching staff
- 2.2.9 No. of books (subject-wise), journals, other publications
- 2.2.10 Details of sports grounds and other facilities
- 2.2.11 Transport vehicles
- 2.2.12 Others.

2.3 Laboratories

- 2.3.1 What is the number and size of laboratories and workshops?
- 2.3.2 Are the laboratories and workshops fitted with electricity, gas and water?
- 2.3.3 Give a list of apparatus and equipment in each subject.
- 2.3.4 What amount has been allocated for laboratory equipment and apparatus in the current year budget?

2.4 Library

- 2.4.1 Is there proper building for the library? Give size of the library building
- 2.4.2 Total number of books in the library
- 2.4.3 Total number of reference books
- 2.4.4 Whether textbooks are available in each subject. If so, number of copies of each textbook may be given.
- 2.4.5 What journals and newspapers are subscribed for the library?
- 2.4.6 How many students can be accommodated in the reading room?
- 2.4.7 Has a librarian been employed?
- 2.4.8 What are the qualifications of the librarian?
- 2.4.9 What is the total amount allocated for the library in the current year budget?
- 2.4.10 (a) Recurring, (b) Non-recurring.

2.5 Hostels

- 2.5.1 What provision has been made for the residence of students?
- 2.5.2 What is the maximum number of boarders that can be lodged in the hostel?
- 2.5.3 Is there any arrangement of Mess? Is it subsidized by the institution or run entirely from the students contribution?
- 2.5.4 Is there a common room?
- 2.5.5 What is the arrangement for medical aid?
- 2.5.6 What are the qualifications of the Warden?
- 2.5.7 Does the Warden reside inside or near the hostel?

2.6 Playgrounds

- 2.6.1 Games for which the institution has made provision. Give details of playground/s.
- 2.6.2 Are the playgrounds near the institution or the hostel?
- 2.6.3 Did the institution participate in any national or inter-provincial tournament?
- 2.6.4 Has the institution employed a whole time physical instructor?
- 2.6.5 What are the qualifications of the physical instructor?
- 2.6.6 What is the arrangement for Physio-Medical examination of students?
- 2.6.7 Is there a provision for gymnasium and athletics?

2.7 Transport

- 2.7.1 For official use
- 2.7.2 For students.
- 2.7.3 For academic & research

3. Students

- 3.1 Total number of students enrolled in the institution
- 3.2 Enrolment of students level-wise
- 3.3 Output of students level-wise for the past 3 years, if any.

4. Faculty/Staff

- 4.1 Faculty strength, Names of members of teaching staff, their qualifications, designations, experience, pay scales and
- 4.2 Mode of appointment of teaching staff and criteria of selection (level-wise). Copies of the service rules including efficiency and disciplines rules to be attached.
- 4.3 Total number of non-teaching, administrative and supporting staff, their designation, qualifications and experience. Copies of service rules to be provided.

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5. Academic structure in terms of departments, faculties

- 5.1 Names of departments and faculties
- 5.2 Constitution & composition of course committees
- 5.3 Constitution and composition of board of studies, academic council/committee.

6. Degree programme of study (both current and proposed)

- 6.1 Degrees, diplomas, certificates to be awarded
- 6.2 Name and duration of courses/programmes
- 6.3 Mode of evaluation (semester, annual, term system)

7. Development of academic programmes

- 7.1 Phases
- 7.2 Development schedule

8. Curriculum (both current and proposed)

- 8.1 Current structure/scheme of studies
- 8.2 Details of courses, level-wise
- 8.3 Management of practical training
- 8.4 Proposed scheme of studies

9. Admissions

- 9.1 General policy
- 9.2 Number of students to be enrolled, level-wise
- 9.3 Procedures and criteria of admission.

10. Fee structure

- 10.1 Admission fee, annual tuition fee, other dues (to be specified)
- 10.2 Scholarships, bursaries, assistantships, if any.

11. Examination and assessment

- 11.1 Information on assessment system, regulations of examinations
- 11.2 Mechanism of assessment and examinations
- 11.3 Arrangements for monitoring quality of teaching and learning and students performance.

12. Quality assurance and student supervision

- 12.1 Arrangement for academic supervision of students
- 12.2 Arrangements for quality assurance
- 12.3 Level of administrative and technical support for quality assurance.

13. National and international collaboration, if any

- 13.1 Collaborating agencies/institutions
- 13.2 Nature of collaboration/linkage/s
- 13.3 Method and extent of collaboration/linkage/s.

14. Budget

- 14.1 Summary of the annual grant and expenditure of the institution for the last year
 - 14.2 Sources of yearly income
 - 14.3 Non-recurring/development, cost
 - 14.4 Capital cost estimates.
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15. Finances

15.1 State the financial position of the institution and sources of income to meet the recurring and developmental expenses of the institution.

15.2 Income-recurring

a). Receipts

- i. Grants
- ii. Donations
- iii. Gifts
- iv. Assets and investment income
- v. Endowment income
- vi. Survey/project & research income.

b). Fee

- i. Regular
- ii. Casual
- iii. Miscellaneous.

16. Recurring expenditure

- 16.1** Pay and Allowances
- 16.2** Maintenance
- 16.3** Purchase
- 16.4** Utilities
- 16.5** Running laboratory expenses
- 16.6** Examinations
- 16.7** Consumable
- 16.8** Stores.

Additional information, if any.

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APPENDIX-III

SELF-CHECK LIST FOR THE FEASIBILITY REPORT

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

Check list	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 data			
iv) identified educational needs/deficiencies supplemented by data			
v) analyzed availability of higher education of the area supported by data			
vi) mentioned the particular features of the project			
2. Submission on the profile of Institution and Society/ Trust includes the details with regard to:			
i) existing set-up			
ii) internal governance			
iii) name of registered society/trust			
iv) memorandum of association			
v) proposed new set-up of the institution			
3. In submitting information on physical resources and infrastructure, have I ...			
i) given the details of available and proposed infrastructure in respect of:			
a) land; buildings, (both for academic and administrative purposes)			
b) total covered area			
c) furniture & fixtures			
d) number of classrooms, their size			
e) library books			
f) laboratory			
g) equipment			
h) hostels, and other student support services			
i) Computer/Internet			
4. In connection with the submission on academic set-up of the institution, have I ...			
i) outlined information with regard to:			
a) names of departments/faculties			
b) constitution and composition of course committees			
c) phase-wise development of academic programmes and development schedule			
ii) outlined information with regard to:			
a) names of departments/faculties			
b) constitution and composition of course committees			
c) phase-wise development of academic programmes and development schedule			
iii) given details of authorities of the institution with respect to:			
a) Board of Trustees			
b) Board of Governors			
c) Academic Council			

iv) stated existing and proposed degree programmes			
v) mentioned details of current & proposed scheme of studies			
vi) outlined curricula for each degree programmes			
vii) provided details of human resource component with regard to:			
a) existing and proposed faculty, their qualifications, pay scale etc.			
b) students, their enrolment level wise			
c) administrative and other supporting staff (with qualifications and pay scale etc).			
vi) 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			
d) student supervision			
e) quality assurance system			
f) national and international collaboration 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 costs and their basis			
ii) analyzed 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 developmental cost for the institution for phased programmes			
vii) discussed resources for the funds required			
viii) details of endowment funds, if any			
8) In preparing draft Ordinance / Act did I ...			
i) follow the guidelines of education department			
9) While submitting the feasibility report, have I ...			
i) remitted pay order / demand draft of Rs. 1,00,000/- as processing fee			
ii) enclosed twelve hard copies of the feasibility report			
iii) provided CD / floppy disk on the feasibility report			

APPENDIX-IV

GENERAL CRITERIA/NORMS FOR THE ESTABLISHMENT OF A NEW UNIVERSITY

University: Any degree awarding institution of higher education having four or more departments will be eligible for grant of charter for a university.

Component	Nature of Requirement	Standards/Norms	
Departments	Departments (Physics, Chemistry etc.)	Minimum 4 departments (out of which one should be in Basic Sciences) in case of general university	
	Teacher: Student ratio (desirable)	1:12	Maximum for Science subjects involving lab. work
		1:20	For others
	No. of administrative staff including laboratories, library & other staff for miscellaneous duties	Equal to teaching staff	
Teaching Faculty	Teachers	At least 24 teachers (full time). Six full time teachers (out of which two must be holder of Ph.D. degree) in case of opening a branch campus other than the main campus of the university	
	No. of teachers (full time) required (cadre-wise) per department	Professor	1
		Associate Professor	1
		Assistant Professors	2
		Lecturers	2
	Associate Professor and Professor	Must be holder of Ph.D Degree. This condition would not be pre-requisite in case of professional colleges (such as law colleges) functioning as faculties of the universities	
Libraries	Journals	Subscription to at least 15 current journals of international repute with impact factor of at least 100. Access to electronic journals to be provided	
	Books required	At least 1500 books from major international publishers in the relevant field	
Facilities	Hall/Lecture theatres (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	
Teaching and Administrative Staff Offices	Required for each University (desirable)	1 Staff room 1 Faculty office for each department	
Laboratories/ Workshops/ PC/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	
	PC (desirable)	1 for 3 students in case of IT courses	
	Internet service (desirable)	256 Kbytes access rate shall be provided	
Gross Area	Area in acres	10 acres at least (depending upon the location having potential for further development). There shall be flexibility in applying the condition of land to the existing universities. Virtual universities shall be excluded from the condition of land	
	Built-in/covered Area (desirable)	Minimum 100 sq ft. per student.	

	General facilities: office, staff rooms, cafeteria, reading room, auditorium, committee room, conference room, housing for staff, parking space, and toilets etc.	Basic facilities for staff and students	
Hostels (Desirable)		Min.	Max.
	Cubicles (desirable)	80	120
	Dormitories (desirable)	50	80
	Dining (desirable)	8-10	12-15
	Gross space (desirable)	200	250
Scholarships	Scholarships and Freeships	At least 10% of the students to be given scholarships	
Research	Funding of research	10% of the institutional budget to be specified for research	
Inspection	Peer review	One scientist having an impact factor of at least 100 will be associated in the inspection of the institution for NOC clearance	
Rating	Star system	Higher Education Commission (HEC) / Education Department shall carry out rating exercise of private universities and grant star system based on their performance and excellence. The information shall be made public for general awareness	
Finance	Endowment Fund (Secured in the name of Trust/Society)	Rs. 50.0 million	
	Tangible assets in the form of land/building etc.	Rs. 100.0 million	
	Working Capital	Rs. 50.0 million	
	Total:	Rs. 200.0 million	
*The standardization of the laboratories shall be in accordance with the specifications of the HEC / Education Department.			

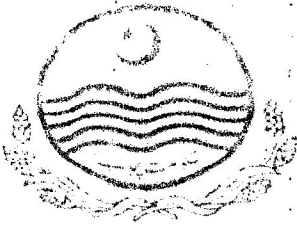
APPENDIX-V

GENERAL CRITERIA/NORMS FOR THE ESTABLISHMENT OF A NEW INSTITUTE OF HIGHER EDUCATION

Degree awarding Institute: Any degree awarding institution of higher education having less than four disciplines will be eligible for grant of charter as a degree awarding institute.

Component	Nature of Requirement	Standards/Norms	
Departments	Departments (Physics, Chemistry etc.)	Minimum 1 department in case of an institute	
	Teacher: Student ratio (desirable)	1:12	Maximum for Science subjects involving lab. work
		1:20	For others
	No. of administrative staff including laboratories, library & other staff for miscellaneous duties	Equal to teaching staff	
Teaching Faculty	Teachers	At least six full time teachers per department.	
	No. of teachers (full time) required (cadre-wise) per department	Professor	1
		Associate Professor	1
		Assistant Professors	2
		Lecturers	2
	Associate Professor and Professor	Must be holder of Ph.D Degree.	
Libraries	Journals	Subscription to at least 15 current journals of international repute with impact factor of at least 100. Access to electronic journals to be provided	
	Books required	At least 1500 books from major international publishers in the relevant field	
Facilities	Hall/Lecture theatres (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	
Teaching and Administrative Staff Offices	Required for each University (desirable)	1 Staff room 1 Faculty office for each department	
Laboratories/ Workshops/ PC/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	
	PC (desirable)	1 for 3 students in case of IT courses	
	Internet service	256 Kbytes access rate shall be provided	
Gross Area	Area in acres	3-1/3 acres at least (depending upon the location having potential for further development)	
	Built-in/covered Area (desirable)	Minimum 100 sq ft. per student	

	General facilities: office, staff rooms, cafeteria, reading room, auditorium, committee room, conference room, housing for staff, parking space, and toilets etc.	Basic facilities for staff and students	
Hostels (Desirable)		Min.	Max.
	Cubicles (desirable)	80	120
	Dormitories (desirable)	50	80
	Dining (desirable)	8-10	12-15
	Gross space (desirable)	200	250
Scholarships	Scholarships and free-ships	At least 10% of the students to be given scholarships	
Research	Funding of research	10% of the institutional budget to be specified for research	
Inspection	Peer review	One scientist having an impact factor of at least 100 will be associated in the inspection of the institution for NO clearance	
Rating	Star system	Higher Education Commission (HEC) / Education Department shall carry out rating exercise of private institutes and grant star system based on their performance and excellence. The information shall be made public for general awareness	
Finance	Endowment Fund (Secured in the name of Trust / Society)	Rs. 15.0 million	
	Tangible assets in the form of land/building etc.	Rs. 25.0 million	
	Working Capital	Rs.10.0 million	
	Total:	Rs. 50.0 million	
*The standardization of the laboratories shall be in accordance with the specifications of the HEC Education Department.			



NO. SO(Univ.)9-27/2015
GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT

Dated Lahore, the 26th January, 2017

To

1. The Chairperson,
Punjab Higher Education Commission,
Lahore.
2. The Chairperson and Members of Accreditation Committee,
Government of the Punjab,
Lahore.

Subject: **POLICY FOR THE GRANT OF CHARTER TO THE PRIVATE SECTOR
UNIVERSITIES / INSTITUTES**

I am directed to refer to the subject and inform that the Government, vide Notification dated 20.09.2006, has notified the Norms and Criteria/Guidelines for the establishment of a Private Sector University or a Degree Awarding Institute.

2. I am further directed to inform that Chief Minister Punjab has been pleased to agree with the views of Accreditation Committee that a Society or Trust applying for a proposed university must own in its name at least 10 acres of land and minimum tangible assets of Rs. 100.00 million. The land obtained on lease may not be relevant for the purpose.

(ISHTIAQ AHMAD)
SECTION OFFICER (UNIV.)

C.C:

1. P.S. to Secretary, Higher Education Department.
2. P.S. to Additional Secretary (Academics), Higher Education Department.