

# GENERAL INSTITUTIONAL REQUIREMENTS PROFORMA FOR THE ESTABLISHMENT OF A DEGREE AWARDING INSTITUTE

## **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. Proposed program of study**

- 5.1 Degrees, diplomas, certificates to be awarded
- 5.2 Name and duration of courses/programs
- 5.3 Mode of evaluation

## **6. Curriculum**

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

6.3 Management of practical training

## **7. Development of academic programs**

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

13.2 Enrolment of 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)

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

**18. Additional information, if any.**

## General Criteria for the Establishment of Degree Awarding Institute in Private Sector.

Any educational institution of higher education having less than four departments will be eligible for grant of charter as a degree awarding institute.

Component	Nature of Requirement	Standard/Norms	
Departments	Departments (Physics, Chemistry etc)	Minimum 1 department in case of an institute.	
	Teacher Students 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 Teacher (full time) required (cadre-wise) per department	Professor	1
		Associate Professor	1
		Assistant Prof.	2
		Lecturer	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	1 Staff room 1 Faculty office for each depart:	
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	265 Kbytes access rate shall be provided	
Development of Web Site	University will develop its own web site and its address furnish to the Authority.		

Component	Nature of Requirement	Standard/Norms	
<b>Gross Area</b>	Area in acres	3-1/3 acres at least (depending upon the location having potential for further development)	
	Built in covered Area	Minimum 100 sq. ft. per student	
	General facilities; office, staff room, cafeteria, reading room, auditorium, committee room, conference room, housing for staff, parking space, and toilets etc.	Basic facilities for staff and students	
<b>Hostels (Desirable)</b>		<b>Min.</b>	<b>Max.</b>
	Cubicles (desirable)	80	120
	Dormitories (desirable)	50	80
	Dining (desirable)	8-10	12-15
	Gross space (desirable)	200	250
<b>Scholarships</b>	Scholarships and free-ships	At least 10% of the students to be given scholarships	
<b>Research</b>	Funding of research	10% of the institutional budget to be specified for research	
<b>Inspection</b>	Peer review	Once scientist having an impact factor of at least 100 will be associated in the inspection for NOC clearance	
<b>Rating</b>	Star system	HEC shall carryout rating exercise of private institutes and grant star system based on their performance and excellence. The information shall be made public for general awareness	
<b>Finance</b>	Endowment Fund (secured in the name of Trust/ Society)	Rs. Fifteen million	
	Tangible assets in the form of land building etc	Rs. Twenty Five million	
	Working Capital	Rs. Ten million	
	<b>Total</b>	<b>Rs. Fifty million</b>	
<b>Accounts</b>	Double Entry System		
<b>Audit</b>	Annual Audit to be carried out by Chartered Accountant		
* The standardization of the laboratories shall be in accordance with the specifications of the HEC.			

Component	Standards/Norms
Senate	<p>1) The body responsible for the governance of the University/Institute shall be described as the Senate, and shall consist of the following, namely:-</p> <ul style="list-style-type: none"> <li>(a) the Chancellor who shall be the Chair-person of the Senate;</li> <li>(b) the Vice-Chancellor;</li> <li>(c) one member of the Government not below the rank of Additional Secretary from the Ministry of Education or any other department relevant to the special focus of the University/Institute;</li> <li>(d) four persons from society at large being persons of distinction in the fields of administration, management, education, academics, law, accountancy, medicine, fine arts, architecture, agriculture, science, technology and engineering such that the appointment of these persons reflects a balance across the various fields:  Provided that the special focus or affiliation of the University/Institute, to be declared in the manner prescribed, may be reflected in the number of persons of distinction in an area of expertise relevant to the University/ Institute who are appointed to the Senate;</li> <li>(e) one person from amongst the alumni of the University/Institute;</li> <li>(f) two persons from the academic community of the country, other than an employee of the University/Institute, at the level of professor or principal of a college;</li> <li>(g) four University/Institute Teachers; and</li> <li>(h) one person nominated by the Commission.</li> </ul> <p>(2) The numbers of the members of the Senate described against clauses (e) to (h) of sub-section 1 may be increased by the Senate through Statutes subject to condition that the total membership of the Senate does not exceed twenty-one, with a maximum of five University/Institute Teachers, and the increase is balanced, to the extent possible, across the different categories specified in sub-section (1).</p> <p>(3) All appointments to the Senate shall be made by the Chancellor. Appointments of persons described in clauses (e) to (f) of sub-section (1) shall be made from amongst a panel of three names for each vacancy recommended by the Representation Committee and in accordance with procedure as may be prescribed.</p>

Component	Standards/Norms
	<p data-bbox="486 302 1407 683">(4) Members of the Senate, other than ex officio members, shall hold office for three years. One-third of the members, other than ex officio members, of the first restructured Senate, to be determined by lot, shall retire from office on the expiration of one year from the date of appointment by the Chancellor. One-half of the remaining members, other than ex officio members, of the first restructured Senate, to be determined by lot, shall retire from office on the expiration of two years from the date of appointment and the remaining one-half, other than ex officio members, shall retire from office on the expiration of the third year:</p> <p data-bbox="576 723 1407 790">Provided that no person, other than an ex officio member, may serve on the Senate for more than two consecutive terms:</p> <p data-bbox="576 831 1407 925">Provided further that the University/Institute Teachers appointed to the Senate may not serve for two consecutive terms.</p>



<b>Safeguards</b>	<ol style="list-style-type: none"><li>1. The President of Pakistan or Governor of the province as the case may be should be Patron of the Institution.</li><li>2. The Patron shall have the powers to cause a visitation to be made on the request of the Higher Education Commission (HEC) in respect of any matter connected with the affairs of the Institute and shall, from time to time, direct any person or persons to inquire into or carry out inspection of the Institute.</li><li>3. The powers to grant affiliation to any institution shall be available to an Institute, which has built in quality criteria, judged by the HEC.</li><li>4. Institutions already established shall have their affiliation powers withdrawn through amendment in their Acts.</li><li>5. Affiliated institutions shall not be allowed to admit students after a grace period of five years. Students already admitted in affiliated institutions would be allowed to complete their degree programmes.</li><li>6. Campuses located in one city of a private institution will be considered collectively as one unit for the application of the new criteria. However, the campus of a private institution located in other cities would be treated as a new institution and the same criteria will be applicable to each campus.</li><li>7. The HEC would be the competent authority to grant accreditation, validate courses and syllabi of the Institute which shall be subject to quality standards set by the HEC. 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.</li><li>8. The Institute shall be liable to provide facilities to the representatives of the Higher Education Commission, the Pakistan Engineering Council, Pakistan Medical and Dental Council or such similar relevant organizations for visitation to enable them to verify that the Institute is maintaining appropriate academic standards.</li><li>9. The HEC shall be competent to carry out periodic inspections and monitoring of the institution.</li></ol>
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	<p>10. The Institute shall have to work within the framework of the Education Policy and other law or policy framed/amended by the Government of Pakistan/HEC/Provincial Governments from time to time.</p> <p>The Institute shall be required to strictly comply with the constitutional provisions and law and abide by social, religious, ethical and cultural ethos and values.</p> <p>12. Activities of the Institute shall be restricted to teaching, research and services only.</p> <p>13. Double entry system accounts shall be maintained by the Institute.</p> <p>14. Each Institute shall have its annual accounts audited by the competent auditors.</p>
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**Note**

- The criteria shall also apply to Public Sector Institutions.
- The above criteria shall also be applicable in case of those institutes, which have already been granted charter in the private sector. They can be allowed a grace period of up to five years to meet the standard requirements from the date of approval by Federal Cabinet i.e. 27 February, 2002.
- Other conditions as specified by the HEC in the “Guidelines for the Establishment of a New University or an Institution of Higher Education” will remain valid.



**INSPECTION/REGISTRATION PROFORMA FOR UNIVERSITIES**  
**/DEGREE AWARDING INSTITUTIONS IN PRIVATE SECTOR.**

**Note:** 1) Please answer every question (in your application) clearly and fully extra sheets may be attached, where necessary.

**1. GENERAL:**

- 1.1 Name of the Institute, address and telephone/Fax Nos.
- 1.2 Year of Establishment.
- 1.3 Name of the controlling authority/Chief Executive.
- 1.4 Name, designation and qualifications of head of the institute.
- 1.5 Name of the Registered society/body, trust, foundation, NGO.
- 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 hostel 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 books (subject wise), journals, other publications
  - 2.1.9 Details of sports grounds and other facilities.
  - 2.1.10 Position of Gas, Water and Electricity fittings.
  
- 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 hostel 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 their proper building for 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 test books 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 Provision has been made for the residence of students?
- 2.5.2 Is the maximum No. 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 by the students' contribution?
- 2.5.4 Is there a common room?
- 2.5.5 What is arrangement for medical hid?
- 2.5.6 What are the qualifications of the Warden?
- 2.5.7 Does the Warden reside inside or near the hostel?

### 2.6 *Play Grounds*

- 2.6.1 Games for which the institution has made provision. Give details of playground.
- 2.6.2 Are the playgrounds near the institution or the hostel?
- 2.6.3 Did the institution participate in any National inter provincial tournaments?
- 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 the physio-medical examination of students?
- 2.6.7 Is there a provision for gymnasium and athletics?

2.7 *Transport*

- 2.7.1 For office use
- 2.7.2 For students
- 2.7.3 For academic and 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 qualification, designation, experience, pay scales.
- 4.2 Mode of appointment of teaching staff and criteria of selection (level-wise). Copies of the service rules including efficiency and discipline rules to be attached.
- 4.3 Total number of non-teaching, administrative and supporting staff, their designation, qualification and experience. Copies of service rules to be provided.

**5. Academic structure in terms of departments, faculties:**

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

**6. Degree Program of Study (both current and proposed):**

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

- 7. Development of academic programs:**
  - 7.1 Phases
  - 7.2 Development schedule.
- 8. Curriculum (both current and proposed):**
  - 8.1 Current structure/scheme of studies.
  - 8.2 Details of course, 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, learning and students performance.
- 12. Quality assurance and student supervision:**
  - 12.1 Arrangement for academic supervision of students.
  - 12.2 Arrangement 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.

**15. Finance:**

15.1 State the financial position of the institution and source of income to meet the recurring and development expenses of the institution.

*15.1.1 Income-recurring*

**a. Receipts**

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

**b. Fees**

- 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

**17. Additional information, if any.**



## SELF-CHECK LIST FOR THE FEASIBILITY REPORT FOR THE ESTABLISHMENT OF DEGREE AWARDING INSTITUTE

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

Check List		Yes	No	Remarks
<b>1.</b>	<b>In preparing the summary and rationale of the Project, have I ...</b>			
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 supported by data			
v.	Analyzed availability of higher education of the area supported by data			
vi.	Mentioned the particular features of the project			
<b>2.</b>	<b>Submission on the profile of Institution and Society/Trust includes the details with regards to:</b>			
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			
<b>3.</b>	<b>In submitting information on physical resources and infrastructure, have I</b>			
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			
<b>4.</b>	<b>In connection with the submission on academic set-up of the institution, have I...</b>			
i.	Outlined information with regard to			
a.	Name of departments/facilities			
b.	Constitution and composition of course committees			
c.	Phase-wise development of academic			

	programs and development schedule			
Check List		Yes	No	Remarks
ii.	Given details of authorities of the institution with respect to:			
a.	Board of Trustees			
b.	Board of Governors			
c.	Academic council			
d.	Board of Studies			
e.	Selection Board etc.			
iii.	Stated existing and proposed degree programs.			
iv.	Mentioned details of current & proposed scheme of studies			
v.	Outlined curricula for each degree programs.			
vi.	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).			
vii.	Provided service rules with respect to faculty and support staff.			
<b>5</b>	<b>In preparing submission on various aspects of studies, have I ...</b>			
i.	Submitted details on			
a.	Students admission policy			
b.	Fee level for various degree programs.			
c.	Scholarships			
d.	Students supervision			
e.	Quality assurance system			
f.	Nation and international collaboration etc.			
<b>6</b>	<b>In giving details on examinations and assessment, did I mention...</b>			
i.	Details on assessment and examinations system.			
ii.	Regulations of examinations			
iii.	Mechanism of assessment			
iv.	Student supervision			
v.	Arrangements for monitoring quality of teaching and learning and students performance.			
<b>7.</b>	<b>In connection with the submission finance resources and financial plan, have I ...</b>			
i.	Provided start-up costs, annual			

	operating costs and their basis.			
ii.	Analyzed financial plan.			
iii.	Mentioned pert chart for phase-wise programs.			
iv.	Given simple bank statement with regard to money in hand.			
v.	Provided details of total investments.			
<b>Check List</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
vi.	Identified development cost for the institution for phased programs.			
vii.	Discussed resources for the funds required.			
viii.	Details of endowment if any.			
<b>8</b>	<b>In preparing draft Ordinance, did I.....</b>			
i.	Follow the HEC's guidelines on the model Ordinance.			
<b>9</b>	<b>While submitting the feasibility report, have I .....</b>			
i.	Remitted cheque for Rs.1000/- as application processing fee and Rs.25,000/- as defray charges/evaluation fee			
ii.	Enclosed five hard copies of feasibility report			
iii.	Provided floppy disk on the feasibility report			