

APPLICATION FORM FOR REGISTRATION.
(For Colleges / Institutes in the Private Sector)

1. General:

- i) Name of Institution, address with fax/email/telephone numbers;
- ii) Year and objectives of establishment;
- iii) Name of the controlling authority/chief executive;
- iv) Name, designation and qualification of the head of institution;
- v) Name of registered society/body, trust foundation, NGO etc.;
- vi) Recognition/Approval of Federal Relevant Professional Authorities (Applicable to law colleges/institutes of legal studies only).
- vii) Governing body, Board of Governors/Board of Directors, its composition, Acceptance Letters and other relevant details.

2 Physical facilities:

- i) Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of the Administration building.
- ii) Mutation Deed/Ownership documents in case of own building and Rent Deed in case of rental building (Lease deed must be for at least 05 years).
- iii) Detail of total number and sizes of classrooms, capacity for students.
- iv) Details of the laboratories, workshops and equipments appropriate to the courses.
- v) Details of the office equipments, furniture and fixtures.
- vi) Number of quarter / residence at the campus for teaching staff.
- vii) Details of sports grounds and other indoor/outdoor sports facilities.
- viii) Position of gas and water and electricity fitting.
- ix) Transport vehicles for official use and students.
- x) Details of hostel buildings.

3. Academic Facilities:

- i) Current Academic programs presented at institution;
- ii) Detail of subjects to be offered at Bachelors level with proposed combinations of academic groups and approved courses of studies.
- iii) Subject to be offered at Master's level with proposed combination of academic group and approved courses of studies.
- iv) Proposed teaching timetable for the proposed programs.

4. Faculty/Staff:

- i) Faculty strength, names of members of full time/part time teaching staff, their qualification, designations, experience, pays scales and workload.
- ii) Copies of CVs and appointment letters of all teaching staff.
- iii) Mode of appointment of teaching staff and criteria of selection.
- iv) Terms and conditions of service of staff members/service rules.
- v) Total number of non-teaching, administrative and supporting staff, their designation, qualifications, pay scales and experience.
- vi) Details of medical services for students and employees.

5. Library:

- i) Number of books, textbooks, journals (international and national), periodicals, newspapers, reference books in library;
- ii) Reading room for students with size and furniture.
- iii) Digital Library facility, if any.

6. Facilities regarding Information Technology:

- i) Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio;
- ii) Number of computers, its specifications, size of computer lab, Internet connectivity to students.
- iii) Web site to be developed and address furnished to the authority.

7. Students:

- i) Total number of students enrolled in the institution.
- ii) Enrollment of students level-wise.
- iii) Proposed number of students.

8. Admissions:

- i) General policy for Admission, procedure and eligibility criteria for admission.
- ii) General policy for students, code of conduct.
- iii) Proposed fee structure of degree level programs including;
 - a. Admission Fee
 - b. Tuition Fee
 - c. Examination Fee
 - d. Sports
 - e. Security, if any
 - f. Fine, etc.
- iv) Detail of total dues charged from the students.

9. Finances:

- i) Financial position of institution and sources of income to meet the recurring and developmental expenses of the institution.
- ii) Detail of total investments.
- iii) Receipts in form of grants, donations, gifts, assets and investment, income and fees in terms of regular, casual and miscellaneous.
- iv) Recurring expenditure in terms of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.
- v) Balance Sheet/Statement of account duly signed by the authorized officer/chartered accountant.
- vi) Detail of endowment fund account in the name of the college/ institute on the proper format of HERA along with original bank statement.
- vii) Detail of Tangible Assets in form of land, building, furniture, equipment and machinery etc.
- viii) Detail of working capital account in the name of the college/ institute along with original bank statement.

10. Additional, if any

Criteria for Establishment of Private Institutions”

S. #	Items / Requirements	Standard Norms	
1.	Management	Institute must be Managed by an Individual/ Trust/ Society or NGO	
2.	Registration	The Trust/Society/NGO must be registered under the relevant law.	
3.	Reorganization/Approval of Federal Relevant Professional Authorities.	Pakistan Bar Council (Applicable to law college/institute of legal studies only)	
4.	Board of Governors:	At least one member of BOGs should be:- 1. Principal of Government Degree College of the Area or his nominee. 2. Registrar/Dean of the University in whose jurisdiction, the institute is situated or his nominee not below the rank of Professor. 3. A nominee of Higher Education Department/HERA.	
5.	Departments:	Department to be mentioned	At least 3 to 4 Departments
		Teacher Student Ratio	1:12 Maximum for science subjects 1:20 for others.
		Number of Admin. / supporting staff.	Need based.
6.	Teaching Faculty:		
	i. Number of teachers (full time) required per department.	Six Teachers per department.	
	ii. Teachers	50% full time faculty members with Minimum Prescribed qualifications as Master degree in relevant Subject.	
	iii. Lecturer, Associate Professors and Professors.	At least 20 -25 % faculty with M. Phil degree, particularly in Basic Sciences, Computer sciences and Information Technology subjects etc.	
	iv. Workload	24 Classes per teacher per week of duration of 40 minutes each.	
7.	Library:		
	i. Books	At least 500 books on relevant subjects.	
	ii. Journals	At least 5 Journals of National and International repute, besides Daily News Papers both in English and Urdu.	
	iii. Audio/Video Teaching Aids	Need based	
8.	Infrastructure / General Facilities:		
	i. Hall:	Need based (at least one hall for maximum 100 students)	
	ii. Classrooms:	2 Lecture rooms for each department, (16` x 32` for each section of Class not exceeding 40 Students), 1	

		Seminar room, 1 Library cum Reading room, 1 Committee room
	iii. Staff room:	1 staff room.
	iv. Offices:	Principal Office. Admin Staff. Accounts. Reception.
	v. Lab:	At least 1 Lab for each science subject with appropriate space (in case of science subject).
	vi. Workshop:	Need based.
	vii. Computers	One for three students in case of I.T courses
	viii. Internet Service:	256 K.bytes access rate shall be Provided.
	ix. Cafeteria:	One.
	x. Transport	Need based
	xi. Medical Facilities:	Desirable
	xii. Housing for staff:	Need based
	xiii. Parking Space.	Need based.
	xiv. Washrooms:	Need based.
9.	Gross Area:	
	i. Area in acres.	At least 4 Kanals depending on location having potential for further development
	ii. Built in Covered area (Desirable)	Minimum 100 Sqft per Student.
	iii. Open Area	200% of the covered area.
10.	Web Site	The institute will develop its own web site and furnish its address to the Authority.
11.	Hostel: Cubicles Dormitories, Dining, Gross Space.	Need based.
12.	Scholarship and free ships:	At least 10% of the Students to be given Scholarships/ Free Ships.
13.	Audit:	Annual audit to be carried out by chartered Accountant.
14.	Accounts	Double Entry System
15.	Finance:	
	i. Endowment fund/ Security	Rs. One million in the name of the College. Dissolvable/ Alterable with prior approval of HERA.
	ii. Tangible assets in the form of Land/ building.	Rs. Two million.
	iii. Working Capital	Rs. Two Million during the year.
	Total:	Rs. 5.00 million

Function, Rules and Regulations of Endowment Fund for

A Meeting of the Board of Governors (BOG) of the _____ held on _____ at its registered Office situated at _____.

The BOG (owners) considered the notification issued by the Higher Education Regulatory Authority (HERA) regarding the **Endowment Fund of Rupees One Million** of the Institute /College, which has been setup in the _____ Bank Branch with the Account No: _____.

During the meeting it was noted that the institute fulfils almost all the requirements necessary for the registration of the institution at the Degree Level. As regard Endowment Fund (secured in the name of Institute) to the extent of **rupees one million**, the BOG unanimously resolved the Endowment Fund should be established for the Institute under the following aims and objectives:-

Aims and Objectives of Endowment Fund shall be as under:-

1. AIMS AND OBJECTIVES:-

- a. To make Institute a distinction, fully dedicated to the cause of spreading the best quality of higher Education of the best quality for the development of human resources.
- b. To promote, finance, manage and maintain all the academic programs & development research of the institution.
- c. To provide qualified, experienced & skilled teaching staff for teaching /research.
- d. To provide its graduates an education of the highest possible standard recognized at national level.
- e. To fulfill all the necessary requirements required for the smooth running of the Institute.
- f. To provide full or partial scholarships to the poor, talented & deserving students.
- g. To establish and maintain well equipped library for students & general use.
- h. To take such other steps for promotion the cause of higher education.
- i. To encourage, promote, support and undertake academic and scientific investigations, innovative research, inventions and developments in various identified fields of study.

RULES AND REGULATIONS

The Endowment Fund shall be governed the following rules and regulations:-

2 THE ENDOWMENT FUND:

- a. The Endowment Fund shall come into existence/operative/effective/created immediately from the date of enactment/ establishment of a Institute or College.
- b. The Trust or Foundation as the case may be shall make an initial contribution of **Rs. 1 million (RupeesOne million only)** for creation of the Endowment Fund.
- c. The Endowment Fund shall be strengthened by the following sources:
 - i. Contribution from Institute.
 - ii. Contribution from sources acceptable to the Board of Governors of Institute.
 - iii. Donations/Contributions from other sources, national or international, acceptable to the Board of Trustees /BOG.
 - iv. Earning of the Endowment Fund on account of profit and its investments.
- d. The amount financed to the Endowment Fund, from time to time, shall remain in perpetuity and only the profit/income derived therefrom shall be utilized towards meeting the operating expenses for academic purposes subject to prior approval of BOG/BOD.
- e. The Endowment Fund shall be non-transferable and shall be invested in the name of Institute.

3 MANAGEMENT OF THE FUND:

The Profit from Endowment Fund shall be managed by the Board of Governors of the Institute.

4 MEETING:

- a. **MEETING OF BOARD OF TRUSTEES:**
 - i. The Meeting of the Board of Trustee of the Trust may be held at least once in a year or as required.
 - ii. The Meeting of the Board of Trustees may be called after giving seven days written notice in advance.

iii. The quorum required for the meeting shall be as per Trust Deed.

b. MEETING OF BOARD OF GOVERNORS:

- i. The Meeting of the Board of Governors may held at least once in a year or as required.
- ii. The Meeting of the Board of Governors may be called after giving at least 10 days notice in advance.
- iii. The quorum required for the meeting shall be as per rules of the college/ institution.

5 INDEMNIFICATION OF THE TRUSTEES:

The Board of Governors shall be indemnified out of the Endowment Fund, in respect of any loss arising from or contingent upon any investment made of any amount of the Endowment Fund, & on account of any willful negligence, theft or fraud. The Board of Governors will also be indemnified out of the Endowment Fund, against all proceedings, suits claims, damages and expenses occasioned by any claim in connection with the Endowment Fund, not arising from their own willful negligence, theft or fraud.

6 ACCOUNT AND AUDIT OF THE ENDOWMENT FUND:

- a) The account of the Endowment Fund shall be maintained in such a manner as the Board of Trustees or BOG shall determine.
- b) The accounts of the Endowment Fund shall be scrutinized by the internal auditor to ensure that the profit of endowment is being spent in accordance with the aims & objectives of Endowment Fund.
- c) The accounts & balance sheet of the Endowment Fund shall be prepared at the end of each financial year and audited by a firm of chartered Accountants appointed by the Board of Trustees or Board of Directors (BOD) and shall be placed before Board of Governors for approval.
- d) All expenses including auditors fee, cost of clerical staff, remuneration of the secretary, account books and stationery and all other costs, charges and expenses to which the Board of Trustees shall be put in connection with the Endowment Fund shall be borne out of profit of the Endowment Fund.

7. REMUNIRATION AND EXPENSES OF BOARD OF TRUSTEES:

No Trustee/member of BOG shall receive any salary or remuneration form the Endowment Fund.

8. LIFE & WINDUP OF THE ENDOWMENT FUND:-

The Endowment Fund secured in the name of the Institute will never be dissolved except in extremely critical /adverse conditions when the Institute needs it subject to prior permission of Higher Education Regulatory Authority (HERA).

9. RULES OF THE ENDOWMENT FUND:

Unless there is anything repugnant to the aims & objectives of the Endowment, the Board of Trustees, from time to time, may frame, amend, alter rules or regulations governing the administration of the Endowment Fund under intimation to Higher Education Regulatory Authority (HERA).

Chairman Board of Governors

1. Member

2. Member

3. Member

Procedure for Opening of a Private Degree/Professional/Vocational/ Physical Education College or Institution

1. No person or an organization shall apply for opening of a private college, unless, in the case of an individual, he has set apart a sizable amount in a bank in the name of the college as security deposit, or in the case of an organization, it has been registered as a society, trust, foundation or business enterprises under the relevant law for the time being in force.
2. Any person or an organization, as mentioned in sub-section (1), interested in establishing a Degree College, may apply for registration to the Regulatory Authority in such manner as may be prescribed.
3. For Establishment of Private Degree/Professional/Vocational/ Physical Educational College or Institute, sponsor shall have to make available at least ½ Acre of land depending on the location having potential for further development.
4. The Authority shall refer the case to the Scrutiny Committee appointed under sub-section (a) Section-II for Scrutiny of the case within the meaning of the said provision.
5. The Scrutiny Committee if satisfied that the applicant has submitted a correct feasibility report in accordance with prescribed requirement for the purpose, and the establishment of the respective college or institution shall help in the furtherance of the case of education shall recommend for its registration to the Authority.
6. The college or Institution after obtaining provisional registration certificate from the Authority shall apply for affiliation to the Public University in the jurisdiction of which the college is situated.
7. Upon obtaining affiliation, the provisional registration shall stand confirmed.
8. In case the college is a professional college requiring approval of an authority under the federal law, like the Pakistan Medical and Dental Council in case of a Medical College or Pakistan Engineering Council in case of a College of Engineering and Technology, it shall be the responsibility of the college concerned to fulfill the legal formalities and obtain the approval of the Council concerned directly, in the manner specified in the relevant federal law.

Procedure for Inspection of Colleges/Institutes

1. Any person or an organization such as registered society, trust, foundation or NGO interested in establishing a Degree College/Institute may apply for registration to HERA on the prescribed form along with relevant documents.
2. On receipt of the application form, the Authority will scrutinize and process the application.
3. In case the application is found in order and according to the rules, the Authority shall refer the same to the scrutiny committee for further necessary action.
4. If the application during the course of processing is found incomplete and deficient in any respect, the Authority shall send it back to the applicant with the direction to complete the requirements and resubmit the case to the Authority.
5. Upon resubmission, the Authority shall reprocess the case. If the application and related documents are found in order, the same shall be forwarded to the scrutiny committee for further necessary action.
6. The convener of the scrutiny committee shall, then fix a date and time convenient to him and the Members of the Scrutiny Committee for inspection the college/institute and communicate the same to the authority.
7. The Authority upon the receipt of schedule of inspection shall inform the concerned college institute of the same.
8. The scrutiny committee shall then carry out inspection of the college or institute in accordance with fixed criteria/guidelines and examine/scrutinize the realities on the ground.
9. All the members of the scrutiny committee shall submit their observation/recommendation on the prescribed proforma to the convener of the scrutiny committee.
10. The convener of scrutiny committee shall submit the same along with his specific and final recommendation to the Authority for further necessary action under the rules.
11. The Authority shall issue a Registration Certificate in respect of the College/Institute in the prescribed manner under the rules which shall be renewable as provided in the rules.

Self-Check List for the Feasibility Report for Colleges/Institutions

(Note: The 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.	General:			
i.	Name of Institution, address with fax/email/telephone numbers;			
ii.	Mentioned the purpose and mission of the institution			
iii.	Name, designation and qualification of the head of institution;			
iv.	College managed by society/ organization/trust foundation, NGO, firm etc.;			
v.	The trust/society or NGO, Firm registered under the relevant Act.			
vi.	Recognition/ Approval of Federal Relevant Professional Authorities i.e. (Pakistan Bar Council, in case of law college/institute of legal studies)			
Vii	Constitution of Board of Governors/Board of Directors/ Board of Trustees along with written consents.			
2.	Physical Facilities:			
i.	Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of Administrative building.			
ii.	Total number and size of classrooms, capacity for students.			
iii.	Details of the laboratories, workshops and equipments appropriate to the courses.			
iv.	Details of the office equipments, furniture and fixtures.			
v.	Details of sports grounds and other facilities.			
vi.	Transport vehicles for official use and students.			
vii.	Mutation Deed Ownership documents incase of own building. Rent deed, in case of rental building (lease deed for at least 5 years).			
Vii i	Total Area, Covered Area, Open Area.			
ix.	Hostels for resident students, if any			
x.	Facilities such as Gas, Water and Electricity.			
3.	Academic Facilities:			
i.	Current Academic programs presented at institution.			
ii.	Detail of subjects to be offered at Bachelors level & Master's level.			

iii.	Programs/ disciplines in which registration is sought. (Morning/ Evening)			
4.	Faculty/ Teaching Staff:			
i.	Faculty strength, names of members of teaching staff, their qualification, designations, experience, pays scales Work Load per week along with C.V's.			
ii.	Detail list of Full Time Faculty and Part Time Faculty.			
iii.	Mode of appointment of teaching staff and criteria for selection along with service rules.			
iv.	Total number of non-teaching, administrative and supporting staff, their designations, qualifications and experience; along with pay scale.			
v.	Details of medical services for students and employees.			
vi.	Proposed/ existing teaching Timetable/schedule of Teaching.			
5	Library:			
i.	Total number of books, textbooks, journals (national and international), periodicals, newspapers, reference books in library.			
ii.	Reading room for student's (size, capacity & furniture)			
iii.	Digital Library facilities, if any.			
6	Facilities Regarding Information Technology:			
i.	Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio.			
ii.	Internet connectivity:			
a.	56K Connectivity			
b.	128K Connectivity			
c.	256K Connectivity			
d.	Web site, if any			
iii.	Computer Lab:			
a.	Lab. size/Capacity			
b.	No. of Computers			
c.	Specifications			
7.	Students			
i.	Total number of students enrolled in the institution:			
ii.	Enrollment of students discipline -wise.			
iii.	Proposed number of Students			
8	Admissions:			
i.	General policy.			
ii.	Procedure and criteria for admission			

iii.	General Policy for students, code of conduct.			
iv.	Fee structure of proposed Degree programs			
	a. Admission Fee			
	b. Tuition Fee			
	c. Examination Fee			
	d. Sports			
	e. Security, if any			
f. Fine etc.				
v.	Detail of total dues charged from students.			
9	Finances:			
i.	Financial position of institution and sources of income to meet the recurring and developmental expenses of the institution;			
ii.	Provide details of total investments			
iii.	Receipts in form of grants, donations, gifts, assets and investment income and fees in terms of regular, casual and miscellaneous;			
iv.	Recurring expenditure in terms of pays, remunerations, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.			
v.	Balance Sheet/Statement of account duly signed by the authorized accountant.			
vi.	Detail of Endowment Fund account in the name of the institute/college on proper format of HERA, along with original bank statement.			
vii.	Detail of Tangible Assets in the form of own land, building, furniture, equipments and machinery.			
viii.	Detail of separate Bank Account for college Working Capital, along with original bank statement.			
ix.	Additional information, if any			