



**GUIDELINES / PROCEDURES
FOR ESTABLISHMENT OF
A NEW UNIVERSITY
OR
DEGREE AWARDING INSTITUTE
AND
GUIDELINES FOR GOVERNING
NEW / ALREADY CHARTERED
INSTITUTIONS**



Charter Inspection and Evaluation Committee
Sindh Higher Education Commission
Government of Sindh, Karachi

**PROCEDURE FOR THE ESTABLISHMENT OF A NEW UNIVERSITY OR
A DEGREE AWARDDING INSTITUTE
AND
GUIDELINES FOR GOVERNING
THE NEW / ALREADY CHARTERED INSTITUTIONS**

1. ROLE OF REGULATORY BODIES

- 1.1 The Sindh Higher Education Commission established under the Sindh Act No. XI of 2013, is authorized as under:

Section 10(1) of Sindh Act No. XI of 2013: *For the evaluation, improvement and promotion of higher education, the Commission may:*

- (b) “cause monitoring and evaluation of the performance of Institutions through CIE Committee (*Charter Inspection & Evaluation Committee*) which henceforth shall be the part of the Commission;”
- (g) “advise the Government on the proposals for granting a charter to award degrees in both public and private sector Institutions.”

- 1.2 The constitution of the Charter Inspection and Evaluation Committee, as per the notification No. SO(Universities)/CMS/CIEC-SHEC/2016 dated 19th October, 2016 and notification No. SO(U)CMS/CIEC-SHEC/2016 dated 11th November, 2016 issued by Chief Minister’s Secretariat, is as following:

- i. **Chairman of CIE Committee**
- ii. **Vice Chancellor, University of Karachi, Karachi, as Member**
- iii. **Vice Chancellor, Mehran University of Engineering and Technology, Jamshoro, as Member**
- iv. **Vice Chancellor, Jinnah Sindh Medical University, Karachi as Member**
- v. **Vice Chancellor, Sindh Agriculture University, Tandojam as Member**
- vi. **A Member of Sindh Higher Education Commission, as Member**
- vii. **Secretary / Additional Secretary, College Education Department as Member**
- viii. **Co-opted Member to be recommended by Chairman CIEC**

- 1.2(a) The co-opted members other than ex-officio member shall hold office for 04 years, which may be extended for another term.

2. PROCEDURE FOR THE ESTABLISHMENT OF A NEW UNIVERSITY OR A DEGREE AWARDING INSTITUTE

2.1 Excerpted Procedure:

- (a) The establishment of a University / Institute is a multi-step process. It involves fulfilling the legal formalities as well as making available the required financial, human and physical infrastructure. The next step is to meet the academic and other requirements and submission of feasibility report to Sindh Higher Education Commission (Sindh HEC). Subsequent to the clearance of feasibility stage, is the physical inspection of the facilities and infrastructure by the Charter Inspection and Evaluation Committee (CIEC).
- (b) Subject to the satisfactory clearance by Charter Inspection and Evaluation Committee, the Sindh Higher Education Commission shall submit the case to the Chief Executive of the province for approval of establishment of the University / Institute. After approval and vetting by the Law Department, Government of Sindh, the case will be submitted to Provincial Assembly, for enactment. The Act as approved by the Assembly will be submitted to Governor Sindh for assent.
- (c) A Chartered University / Degree Awarding Institute (DAI), may apply through Sindh HEC for commencement of academic programs, after having clearance from CIEC.

2.2. Establishing Public Sector University / Institute: New Universities and degree awarding institutes shall be established in the public sector only after approval of project PC-I clearly mentioning development funds required for establishment of the physical infrastructure as well as recurring funds that will be required for operation upon completion of the project.

2.3 Detailed Procedure for establishing a Private Sector University / DAI

2.3.1 Completion of legal Formalities

- a)** The first step in connection with the establishment of an institution of higher education is the fulfillment of legal formalities and registration by the sponsoring body under the relevant laws of the Companies Ordinance / Societies Registration Act / Trust Act as a Foundation / Society or a Trust or a private company.
- b)** Preferences will be given to the proposed university / Institution desirous of having degree awarding status, which are already affiliated with public sector university.

2.3.2 Submission of the feasibility report:

Following the completion of preliminary legal requirements, the authorized representative of the sponsor(s) shall submit an application along with a comprehensive feasibility report prepared in accordance with the General Institutional Requirements Pro-Forma (as per the Forms: CIEC-01 and CIEC-02 / CIEC-03), to the Secretary, Sindh Higher Education Commission.

2.3.3 Scrutiny

- a) On the basis of the documents submitted by the authorized representative of the sponsor(s), the Sindh Higher Education Commission will determine whether or not there is a prima facie case for further considering the application. The applicant institution will be informed accordingly.
- b) Subject to the satisfaction by Sindh HEC, the feasibility report shall be forwarded to the Charter Inspection and Evaluation Committee (CIEC) for further processing. Subsequently, CIEC shall inform the authorized representative of the sponsoring body to submit (10) copies the feasibility report along with a non-refundable processing fee in shape of pay order / cheque of Rs. 200,000/- (the fee shall be increased up-to 10% per year or shall be fixed by Sindh HEC from time to time), in the name of the Chairman Charter Inspection and Evaluation Committee on account of T.A / D.A / honoraria to be paid to the members / experts and other sundry expenditures to be incurred for the evaluation of the feasibility report and inspection of the proposed Institution.

2.3.4 Site Inspection

The Charter Inspection and Evaluation Committee will conduct a preliminary site-visit / inspection of the institution for physical verification of the infrastructure and availability of facilities with evidence and for satisfying itself that the institution has the ability and capacity to run the academic programmes. The visit will require meeting with the administrators, teaching staff and supporting services staff. A visit to the library and computing facilities and other learning resources will also be conducted. A detailed inspection visit in some cases may also be required.

2.3.5 NOC and Submission of Charter

The Charter Inspection & Evaluation Committee will report its findings to the Sindh Higher Education Commission. In case of satisfactory report of inspection, the Institution will be asked to submit a draft charter based on the model guidelines issued by Charter Inspection and Evaluation Committee as per Model act / ordinance for University / DAI.

2.3.6 Grant of Charter

- a) Subject to the satisfactory clearance by Charter Inspection and Evaluation Committee, the Sindh Higher Education Commission shall

submit the case to the Chief Executive of the province / Controlling Authority for approval of establishment of the University / Institute. After approval and vetting by the Law Department, the case will be submitted to Provincial Assembly, for enactment. The Act as approved by the Assembly will be submitted to Governor Sindh for assent.

- b) In case, after the recommendations by Charter Inspection and Evaluation Committee, the University / DAI has not been awarded Charter within 04 (four) months, Chairman CIEC shall remind the authorities for early finalization of the award of Charter of the University / DAI.
- c) The conditionally chartered institutions shall be required to fulfill all the requirements, within the timeline. In case, the institution is unable to fulfill the requisite criteria even after one year of the deadline, the CIEC shall submit a consolidated report to Sindh HEC for further perusal. The Sindh HEC may decide and suggest the controlling authority for cancellation / withdrawal of the conditional charter awarded to the Institution.

3. FOREIGN COLLABORATION

No Institute / University is allowed to have foreign collaboration without the prior permission of the Sindh HEC. Permission for collaboration with foreign Universities / Institutes may be considered by the Sindh HEC on the request of the management subject to fulfilment of the Form CIEC-04. However, it will be ensured that the curricula / texts of the University / Institute do not violate constitutional provisions, laws of the country, cultural and religious norms and sensitivities.

4. CRITERIA AND REQUIREMENTS FOR THE ESTABLISHMENT OF A NEW UNIVERSITY / DEGREE AWARDING INSTITUTE

The organizational, legal, financial and other related formalities and requirements, including the submission of a feasibility report are outlined in the general institutional requirements Pro-Forma and space norms as in **Forms CIEC-01 and CIEC-02 / CIEC-03**. These guidelines pertain to registration of sponsoring bodies, availability of infrastructure and adequate financial resources, proposed programme(s) 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 sponsoring bodies.

4.1 General Institutional requirements

The essential minimum requirements for meeting institutional formalities are detailed in Form CIEC-01 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

5. CONDITIONALITIES FOR GOVERNING A NEW OR ALREADY CHARTERED UNIVERSITY / DEGREE AWARDING INSTITUTE

The provisions for the establishment of a new University / a degree awarding institute shall be governed by the following conditionalities:

5.1 Institutional and academic

- i. The site selected for the institution must be suitable from academic point of view and be secure. Sustainable physical viability, availability of water, electricity, fuel gas, telephones, internet facilities, building materials, furniture and labour for construction etc., must be ensured;
- ii. 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 the supervision, physical and general welfare of students including residential facilities, if possible.
- iii. The Sindh HEC shall satisfy itself that the Body has the physical, human and financial resources to establish a viable institution;
- iv. 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;
- v. An appropriate regulatory framework and mechanism is provided for regulating academic and administrative matters of the institution;
- vi. The educational institution has framed proper procedure regarding the efficiency and discipline of its teaching staff and other employees;
- vii. The strength, qualifications; publications and experience of teaching staff and other employees and the terms and conditions of their service are adequate;
- viii. **Age of the faculty members / Deans / HoDs / Principal of the University / DAI, should not be more than 70 years. In an especial case, the chartered Institution may apply to CIEC for seeking permission, to allow the faculty member / Dean / HoD / Principal for his / her appointment;**

- ix. Permanent qualified staff for Audit and Accounts shall be appointed and I. T. based internal control mechanism on double entry account system will be provided;
- x. Provisions shall be made for library and laboratory facilities and other practical work, by the University / DAI;
- xi. At least 10% of students be granted fee exemptions and scholarships (other than Financial Assistant / Qarz-e-Hasna) on poverty cum merit basis and shall be mandatory requirement. A list mentioning the details of the students who have been awarded scholarships, shall be submitted to CIEC each year;**
- xii. 2% of the scholarship shall be reserved for the students of concerned district, where University is located. Also 2% quota in jobs for people of the district;
- xiii. Where an educational institution desires to add to the courses of instruction in respect of which it has been approved, the procedure prescribed for respective accreditation shall be followed;
- xiv. Permission granted shall be restricted to a specified place and a particular course/degree. **No sub-campus, branch or outpost of the Chartered Institution shall be established or franchised without the prior approval of Sindh HEC. The University / DAI shall be allowed to have any additional Campus (within the same city or any other city of the province) subject to the fulfillment of the criteria as per Form CIEC-07;**
- xv. **The Sindh HEC, if recommended by CIEC, on the basis of strong evidences, may direct the institution to discontinue the academic program for new intake, subject to the condition that the concerned institution is given 15 days show cause notice and if the response is unsatisfactory. However, the aggrieved Institute/University shall have the right to file appeal before controlling authority;**
- xvi. **The fee structure (fee of tuition, admission, examination, degree etc.) shall remain constant. In case of any change, the institution shall get the permission from Sindh HEC with justification.**

5.2 Financial

- i. The institution shall be financially stable and shall have the ability to sustain a regular functioning on a long-term basis;
- ii. The financial resources and bank balance 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/Trust or institution, as the case may be. Following shall

be invested in the name of the University/ Institute:

a) In case of a University

Endowment Fund in Shape of cash, bonds, stock etc. (Secured in the name of Trust / University)	Rs. 50.000 million
Tangible assets in the form of land/building etc.	Rs.100.000 million
Working Capital.	Rs. 50.000 million
Total	Rs.200.000 million

b) In case of a Degree Awarding Institute

Endowment Fund in shape of cash, bonds, stock, etc. (Secured in the name of Trust/DAI)	Rs. 15.000 million
Tangible assets in the form of land/building etc.	Rs. 25.000 million
Working Capital	Rs. 10.000 million
Total	Rs. 50.000 million

- iii. The Endowment Fund may be established in the form of profitable investments such as certificates, shares, units etc. The value of investment, however, will be determined on actual or face value and profit accrued thereon is to be utilized for academic development of the University/DAI. The University / DAI is required to furnish proof of such an investment. The investment as Endowment Fund would be liable for periodic monitoring by the Sindh HEC / CIEC.
- iv. That the institution shall furnish such reports, returns and other relevant information, as the Sindh HEC / CIEC may require, to enable it to judge the financial sustainability and soundness of the sponsors.
- v. Double entry system accounts shall be maintained by the institution.
- vi. **Each University / DAI shall have its annual accounts audited by any external auditors having A Category from State Bank of Pakistan / SECP.**
- vii. Financial performance report along with annual audit report shall be ensured and be submitted to the Charter Inspection and Evaluation Committee each year.
- viii. Each University / DAI shall have the annual Budget for balancing an its revenue with its expenses, that shall also be submitted to Sindh HEC / CIEC.

5.3 Constitutional and cultural

- i. The institution shall be required to strictly comply with and respect the constitutional provisions, ideology of Pakistan and cultural and religious sensitivities;

- ii. The university / DAI shall have to work within the framework of the Education Policy and other law or policy framed / amended by the Sindh Government / Sindh HEC from time to time;
- iii. The university / DAI must restrict to teaching, research and cocurricular activities. Political or other activities detrimental to national, religious, social or local culture shall not be undertaken.

5.4 Monitoring

- i. The institution shall furnish such audit reports, returns and other information as the Sindh Higher Education Commission may require, enabling it to judge the efficiency and effectiveness of the educational institution and shall also be subject to monitoring by Sindh Higher Education Commission through CIEC, as may be determined from time to time;
- ii. The Sindh HEC through CIEC shall be competent to carry out periodic inspections and monitoring and visitation as may be determined from time to time;
- iii. The establishment and continuation of arrangements shall be subject to monitoring by the Sindh Higher Education Commission through CIEC and that the institution strictly follows the rules framed by the Sindh HEC from time to time;
- iv. The Sindh Higher Education Commission 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 enforced or any rules of Sindh Higher Education Commission;
- v. **that the Sindh HEC shall have full powers to take any such action including closure of an institution, if it is found indulging in any subversive or unlawful activity, or it avoids / overlooks provisions of laws etc.**
- vi. The Sindh HEC would be the competent authority to grant accreditation, validate courses and syllabi of the university/DAI, which shall be subject to quality standards set by Sindh HEC / the Regulatory authorities. 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 / DAI shall be liable to provide facilities to the representatives of the Sindh HEC, CIEC or such a regulatory authority for visitation to enable them to verify that the university / DAI is maintaining appropriate academic standards.
- viii. For annual / random visit by Sindh HEC through CIEC, charges of Rs. 200,000/- (be fixed by Sindh HEC from time to time) shall be paid by

each University / DAI through a pay-order, cheque etc. in the name of Chairman Charter Inspection and Evaluation Committee, on account of monitoring, evaluation, grading and other sundry expenditures.

- ix. Inspection Fee, Annual / Random Monitoring Fee, paid by the University / DAI, shall increase up-to 10% per year. Further, after every 02 years, the said fee shall be revised by CIEC with the permission of Sindh HEC.
- x. The University / DAI shall ensure existence of permanent faculty members / teachers, as per the criteria.
- xi. Regulations for admission, entry standard and the required qualification for admission in a particular course should be clearly identified. The entry-test results of the selected / rejected candidates, mentioning their scores, shall be publicly announced on the notice board and on the official website of the concerned University / Institute.
- xii. 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 and technical support for quality assurance are to be provided.

5.5 Grading of the Universities / Degree Awarding Institutes

In order to show the performances of the Institutions publicly, the CIEC shall finalize the grading of the institutions that shall be announced / published in news / social media by Sindh HEC. For the purpose, additional Monitoring, Evaluation and Grading forms, to be prescribed by CIEC (may be revised by the Sindh HEC / CIEC from time to time), shall be filled and submitted by the concerned University / DAI, for the purpose.

6. Space Standards and Norms

The desirable criteria / space standards for establishing and Governing a University / DAI are laid down in Form CIEC-02 and CIEC-03.

7. Inspection requirements

In order to physically verify the infrastructure and available facilities, the CIEC may like to 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 (Form CIEC-05).

8. Framework of Governance

The model framework of the governance / model bill of a University / DAI has been provided for the information of the concerned (See Appendix-I & II).

8.1 Salient features of the framework:

- a) An institution with a minimum of four faculties (Each faculty

having at least one department) and fulfilling the criteria, shall be recommended for a status of University. A Degree Awarding Institute, having at least one faculty (having minimum two departments) and fulfilling the criteria, shall be recommended for a status of Degree Awarding institute.

- b) Representation of the public sector agencies, such as Sindh Higher Education Commission, Vice-Chancellor of the Public Sector University / Institute of the territory have to be ensured on Board of Governors.**
- c) Representation of Sindh HEC on statutory bodies in pursuance of Sindh HEC ACT 2013 to be ensured on statutory bodies.
- d) The University / Institute shall work within the frame-work of the Education Policy and other law or guidelines framed/amended by Government of Sindh / Sindh Higher Education Commission from time to time.
- e) The University / Institute shall be required to strictly comply the constitutional provisions and law and abide by social, religious, ethics and cultural ethos.

9. Notes for Guidance / Additional Information

The following additional information is required in connection with the submission of application.

9.1 Physical resources and support services:

Details of the institution such as purpose and functions, administrative and management infrastructure, constitution and composition of authorities, their fund and registration status and other details should also be provided. Ability of physical facilities such as building, furniture, laboratory, computers, Library, gas, electricity, telephone, internet facilities, water, road, parking grounds and hostel facilities be spelled out.

9.2 Human resources: The quality of staff, their qualification and experience, are of paramount importance. A teaching, technical and administrative staff, along with brief curriculum vitae of academic staff be provided.

9.3 Curriculum & programme of study: The standard of curricula and teaching material should be consistent and comparable in standard 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.

9.4 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.

- 9.5 **Tuition fee framework:** The details of fee, admission and other charges should be given separately.
- 9.6 **Examination & assessment (external perspective):** Information on the assessment system, regulations and examinations should be provided.
- 9.7 Adequate financial resources and institution of endowment: For purpose of financial viability, adequate financial resources in the form of endowment etc., must be ensured.

**GENERAL CRITERIA / NORMS FOR THE ESTABLISHMENT OF
A NEW UNIVERSITY**
OR
**FOR THE ESTABLISHMENT OF A UNIVERSITY UNDER
COLLABORATION WITH FOREIGN UNIVERSITY / INSTITUTE (TYPE-II)***

University: Any institution having four or more programs in Departments / faculty and fulfilling following criteria, will be eligible for grant of Charter for a University.

Component	Nature of Requirement	Standards / Norms
1) Faculty / Departments	Departments (Engineering, Computer Science, Business Management etc.) in each Faculty	➤ Minimum four degree program in different disciplines under 04 departments / faculties.
	Teacher Student ratio	1:20 Maximum for under graduation programs 1:12 Maximum for graduate programs (Non-Research) 1: 7 Maximum for M.Phil. Programs 1:5 (Supervisor: Students) Max. for Ph.D programs
	No. of administrative staff including laboratories, library & other staff for miscellaneous duties	1:2 Ratio of Administrative staff to teaching staff
2) Teaching Faculty	Teachers:	At least 06 teachers (full time) per Department: Professors, Associate Professors and Assistant Professors must be holder of Ph.D. degree / per department, as prescribed.
	No. of teachers (full time) required (cadre-wise per department)	Professor 1 Associate Professor 1 Assistant Professor 2 Lecturers 2
	Professor, Associate Professor and Assistant Professor	Professor, Associate Professor, Assistant Professor must be holder of Ph.D Degree. This condition for Associate / Assistant Professors, would not be pre-requisite in case of the discipline in which there is dearth of Ph.D Degree holders (such as Architecture, DPT, Nursing, Fashion Design etc.). In case of faculty of Law, the criteria shall be same as per the judgement of honourable Supreme Court of Pakistan dated 31-08-2018.
3) Libraries	Journals	Subscription to at least 03 current journals (e-journals or hard-copies) of international repute, for each degree program with impact factor of at least 1.0. Access to Digital library shall be mandatory.
	Books required.	At least 400 titles per department from major international publishers in the relevant fields.

Guidelines with revised criteria for the establishment of A New University or a Degree Awarding Institute

4) Facilities	Hall/Lecture theatre (desirable) No. of rooms required (desirable)	12 to 15 sq. ft. per student 6 lecture / class rooms, 1 central library, Seminar Library where required, 1 committee / conference room with capacity of 25 seats (centralized).
5) Teaching and Administrative Staff Offices	Required for each University (desirable)	Separate offices for officers such as Chairman of the Department. Faculty office / cubicles as per the requirement.
6) Laboratories / Workshops/PC/Internet service (Desirable)**	No. of laboratories required	Number of Labs. as per the curriculum requirement of the degree programs. Initially the equipment / requirements for two years would be fulfilled. Labs should be furnished with adequate space for future enhancement.
	Workshops (desirable)	35 to 45 sq.ft per student.
	PC	1 for 1 student in case of computer labs.
	Internet service	50 mpbs access rate shall be provided.
7) Gross Area	Area in acres	10 acres at least [3 acres / covered area in city and 7 acres on city fringes] (depending upon the location having potential for further development). 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, provision for auditorium, committee room, conference room, housing for staff, parking space, and toilets etc.	Basic facilities for staff and students
8) Hostels (Desirable)	Cubicles (desirable) Dormitories (desirable) Dinning (desirable) Gross space (desirable)	Min (Sq. Ft) 80 50 8-10 200
9) Scholarships	Scholarship and free-ships (as a grant)	At least 10% of the students to be given scholarships and bursaries.
10) Research	Funding of Research	10% of the institutional budget to be specified for research.
11) Finance	Endowment Fund (Secured in the name of Trust/Society)	Rs. 50.0 million (not applicable in case of public sector university)
	Tangible assets in the form of land/building etc.	Rs.100.0 million
	Working Capital	Rs. 50.0 million (not applicable in case of public sector university)
Total		Rs. 200 Million

***Type -II (University) : Local institution franchised by a foreign institution for award of a foreign degree where students are assessed and evaluated locally and degree is awarded by a foreign institution; The local university desirous of operating under this mode would be required to fulfill all the pre-requisites as specified in this proforma.**

**GENERAL CRITERIA / NORMS FOR THE ESTABLISHMENT OF
A NEW DEGREE AWARDING INSTITUTE**
OR
**FOR THE ESTABLISHMENT OF AN INSTITUTE UNDER
COLLABORATION WITH FOREIGN UNIVERSITY / INSTITUTE (TYPE-II)***

Institute: Any institution of higher education having two or more programs in Departments / faculty and fulfilling following criteria, will be eligible for grant of Charter for a Degree Awarding Institute.

Component	Nature of Requirement	Standards / Norms
1) Faculty / Departments	Departments (Engineering, Computer Science, Business Management etc.) in each Faculty	➤ Minimum two degree programs in different disciplines under 02 departments / faculties.
	Teacher Student ratio	1:20 Maximum for under graduation programs 1:12 Maximum for graduate programs (Non-Research) 1: 7 Maximum for M.Phil. Programs 1:5 (Supervisor: Students) Max. for Ph.D programs
	No. of administrative staff including laboratories, library & other staff for miscellaneous duties	1:2 Ratio of Administrative staff to teaching staff
2) Teaching Faculty	Teachers:	At least 06 teachers (full time) per Department: Professors, Associate Professors and Assistant Professors must be holder of Ph.D. degree, as prescribed.
	No. of teachers (full time) required (cadre-wise per department)	Professor 1 Associate Professor 1 Assistant Professor 2 Lecturers 2
	Professor, Associate Professor and Assistant Professor	Professor, Associate Professor, Assistant Professor must be holder of Ph.D Degree. This condition for Associate / Assistant Professors, would not be pre-requisite in case of the discipline in which there is dearth of Ph.D Degree holders (such as Architecture, DPT, Nursing, Fashion Design etc.). In case of faculty of Law, the criteria shall be same as per the judgement of honourable Supreme Court of Pakistan dated 31-08-2018.
3) Libraries	Journals	Subscription to at least 03 current journals (e-journals or hard-copies) of international repute, for each degree program with impact factor of at least 1.0. Access to Digital library shall be mandatory.
	Books required.	At least 400 titles per department from major international publishers in the relevant fields.

Guidelines with revised criteria for the establishment of A New University or a Degree Awarding Institute

4) Facilities	Hall/Lecture theatre (desirable) No. of rooms required (desirable)	12 to 15 sq. ft. per student 6 lecture / class rooms, 1 central library, Seminar Library where required, 1 committee / conference room with capacity of 25 seats (centralized).
5) Teaching and Administrative Staff Offices	Required for each University (desirable)	Separate offices for officers such as Chairman of the Department. Faculty office / cubicles as per the requirement.
6) Laboratories / Workshops/PC/Internet service (Desirable)**	No. of laboratories required	Number of Labs. as per the curriculum requirement of the degree programs. Initially the equipment / requirements for two years would be fulfilled. Labs should be furnished with adequate space for future enhancement.
	Workshops (desirable)	35 to 45 sq.ft per student.
	PC	1 for 1 student in case of IT courses
	Internet service	50 mpbs access rate shall be provided.
7) Gross Area	Area in acres	3½ 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, provision for auditorium, committee room, conference room, housing for staff, parking space, and toilets etc.	Basic facilities for staff and students
8) Hostels (Desirable)	Cubicles (desirable) Dormitories (desirable) Dinning (desirable) Gross space (desirable)	Min 80 50 8-10 200
9) Scholarships	Scholarship and free-ships (as a grant)	At least 10% of the students to be given scholarships and bursaries.
10) Research	Funding of Research	10% of the institutional budget to be specified for research.
11) Finance	Endowment Fund (Secured in the name of Trust/Society)	Rs. 15.0 million (not applicable in case of public sector Institution)
	Tangible assets in the form of land/building etc.	Rs. 25.0 million
	Working Capital	Rs. 10.0 million (not applicable in case of public sector Institution)
Total		Rs. 50 Million

***Type -II (DAI) :** Local institution franchised by a foreign institution for award of a foreign degree where students are assessed and evaluated locally and degree is awarded by a foreign institution; the local institution desirous of operating under this mode would be required to fulfill all the pre-requisites as specified in this proforma.

**GENERAL CRITERIA NORMS FOR GRANT
OF NOC FOR FOREIGN COLLABORATION (TYPE-I)**

Type -I : External degree programme for which tuition / facilitation is provided by a local institution, while course of study, study materials, question paper and assessment is done by foreign universities/institutions under supervision of 3rd party like British Council. The local institutions in this type of collaboration would be required to fulfill the following criteria.

Component	Nature of Requirement	Standard/ Norms for affiliation of institutions	
Department	Department (Physics, Chemistry etc)	Only one department	
	Teacher :Student Ratio (desirable)	1:20	Max for science subjects involving lab work
		1:30	For others
Teaching faculty	Faculty	Permanent faculty :50% Qualification : Masters /BS(4 years) degree in relevant subject)	
	No of faculty (full time)requirement per department	As per the requirement of foreign collaborating institution.	
	Associate professor and Professor	At least 25% faculty with MPhil/ MS degree particularly in Basic Sciences, Computer and IT Subjects.	
Libraries	Journals	Subscription to 5 impact factor journals (hard-copies / e-journals), at least 10 daily newspapers and 5 weekly periodicals	
	Books required	At least 50 reference books per core subject and at least 200 books per subject for supplementary reading (cross cutting disciplines).	
Facilities	Hall/ Lecture Theatres (desirable)	16 x 32 for each section of class Not exceeding 40 students	
	No of room required (desirable)	2 lecture rooms, 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	
Laboratories/ workshop/pc/ internet	No of laboratories required (desirable)	At least 1 lab. Per department with appropriate space (in case of science subject)	
	Workshop (desirable)	20 to 40 sq ft per student	

Guidelines with revised criteria for the establishment of A New University or a Degree Awarding Institute

	PC (desirable)	Computer Lab. For 40 to 50 students 1 for 3 students in case of IT courses.
	Internet Services	Minimum 50 MB access rate shall be provided
Gross area	Area in acres	1/2 Acre (04 kanals) at least. (depending upon the location having potential for further development)
	Built in / covered area (desirable)	Min 100 sq ft per student
	General facilities:	Basic facilities for staff and students
Scholarships	Scholarship and free ship	At least 10% of the students to be given scholarships and bursaries.
Finance	Endowment fund (Secured in the name of trust/ society)	Rs. 1.0 Million (Not applicable in case of public sector institution)
	Tangible assets in the form of land / building etc	Rs. 5.0 million
	Working Capital	Rs. 2.0 million (not applicable in case of public sector institution)
	Total:	Rs. 8.0 Million

Note:

Type -II : Local institution franchised by a foreign Institutions for award of a foreign degree where students are assessed and evaluated locally and degree is awarded by a foreign university; The local institutions desirous of operating under this mode would be required to fulfill all the pre-requisites as specified for a degree awarding institution in the Guidelines/Criteria for establishment of a university/degree awarding institution (CIEC-Form-02 / 03).

Type – III: A campus entirely administered, managed and operated by a foreign university in Pakistan and award of degree by a foreign university identical to degrees given to on-campus students at principal seat. The foreign Universities which want to operate in Pakistan through their offshore campus in Sindh - Pakistan, such institutions would be required to get approval of Ministries of Foreign Affairs and Interior, respective Provincial Government and apply to Sindh HEC / HEC for NOC. Such universities / DAIs would be required to fulfill all the pre - requisites approved for campus criteria (CIEC-Form-07).

**INSPECTION PRO-FORMA FOR DEGREE AWARDING
INSTITUTE IN THE PRIVATE SECTOR**

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

1. GENERAL

- 1.1 Name of the Institution, address, telephone/fax Number, official website, email address (of concerned official), etc. _____
- 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 books (subject-wise), journals, other publications -----
 - 2.1.9 Details of sports grounds and other facilities -----
 - 2.1.10 Position of gas and water and electricity fitting -----
 - 2.1.11 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 building
- 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 provided -----
- 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 a 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 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 Play Grounds

- 2.6.1 Games for which the institution has made provision. Give details of play grounds
- 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. -----
- 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-----

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 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. ADMISSION

- 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 Arrangement 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.

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) 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 Examination -----

16.7 Consumable -----

16.8 Stores -----

17. ADDITIONAL INFORMATION, IF ANY.

**GENERAL CRITERIA / NORMS FOR
THE ESTABLISHMENT OF A NEW CAMPUS OF CHARTERED
UNIVERSITY / DAI
OR
FOR THE ESTABLISHMENT OF AN INSTITUTION UNDER
COLLABORATION WITH FOREIGN UNIVERSITY / INSTITUTE (TYPE-III *)**

Component	Nature of Requirement	Standards / Norms HEC
1) Faculty / Departments	➤ At least 1 department under a faculty.	Minimum 1 Program under a department / Faculty.
	Teacher Student ratio	1:20 Maximum for under graduation programs 1:12 Maximum for graduate programs (Non-Research) 1: 7 Maximum for M.Phil. Programs 1:5 (Supervisor: Students) Max. for Ph.D programs
	No. of administrative staff including laboratories, library & other staff for miscellaneous duties	With Admn staff: teacher ratio of 1:2
2) Teaching Faculty	Teachers:	At least 06 teachers (full time) per Department: Professors, Associate Professors and Assistant Professors must be holder of Ph.D. degree, as prescribed.
	No. of teachers (full time) (cadre-wise per department)	Professor 1 Associate Professor 1 Assistant Professor 2 Lecturers 2
	Teaching faculty should be appointed as per the existing criteria.	Professor, Associate Professor, Assistant Professor must be holder of Ph.D Degree. This condition for Associate / Assistant Professors, would not be pre-requisite in case of the discipline in which there is dearth of Ph.D Degree holders (such as Architecture, DPT, Nursing, Fashion Design etc.). In case of faculty of Law, the criteria shall be same as per the judgement of honourable Supreme Court of Pakistan dated 31-08-2018.
3) Libraries	Journals	Subscription to at least 03 current journals (e-journals or hard-copies) of international repute, for each degree program with impact factor of at least 1.0. Access to Digital library shall be mandatory.
	Books required.	At least 400 titles per Department from major international publishers in the relevant fields.

Guidelines with revised criteria for the establishment of A New University or a Degree Awarding Institute

4) Facilities	Hall/Lecture theatre (desirable) No. of rooms required (desirable)	12 to 15 sq. ft. per student 2 lecture rooms per Department, 1 seminar room, 1 Library cum Reading room, 1 committee room
5) Teaching and Administrative Staff Offices	Required for each University (desirable)	1 Staff room 1 Faculty office for each department
6) Laboratories / Workshops/PC/Internet service (Desirable)*	No. of laboratories / Workshops required	Number of Labs. as per the curriculum requirement of the degree programs. Initially the equipment / requirements for two years would be fulfilled. Labs should be furnished with adequate space for future enhancement.
	Space	35 to 45 sq.ft per student.
	PCs (Desktop / Laptops)	1 for 1 student in case of IT courses
	Internet service	Initially minimum 50 Mbps access rate or higher (as applicable) shall be provided.
7) Gross Area	Ownership	Area in Acres 3½ 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 rooms, cafeteria, reading room, auditorium, committee room, conference room, housing for staff, parking space, and toilets etc.	Basic facilities for staff and students should be available.
8) Scholarships	Scholarship and free-ships (as a grant)	At least 10% of the students to be given scholarships and bursaries.
9) Finance - Allocation of funds (in the budget) of the Institution for the Campus	Endowment Fund (Secured in the name of Trust/Society etc.) – in TDR Account.	Rs.15.0 million (Not required in case of public Sector institutions)
	Tangible assets in the form of land/building etc.	Rs.25.0 million
	Working Capital	Rs.10.0 million (Not required in case of public sector institutions, which are required approval of PC-I ensuring recurring & developmental expenditures)
	Total	Rs.50.0 million

*Type -III: A campus entirely administered, managed and operated by a foreign university in Pakistan and award of degree by a foreign university identical to degrees given to on-campus students at principal seat. The foreign Universities which want to operate in Pakistan through their offshore campus in Sindh - Pakistan, such institutions would be required to get approval of Ministries of Foreign Affairs and Interior, respective Provincial Government and apply to Sindh HEC / HEC for NOC. Such universities would be required to fulfill all the pre-requisites as specified in this proforma.



**Charter Inspection & Evaluation Committee,
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