



# Cover Letter

## SELF ASSESSMENT REPORT



I, the undersigned \_\_\_\_\_ (name)

\_\_\_\_\_ (position)

representative of \_\_\_\_\_ (name of organization)

confirm the Self Assessment Report (SAR) of my organization to go through the **NBEAC accreditation process**.

I confirm the accuracy of the information supplied to NBEAC and agree that my school will pay the NBEAC fees as specified below. We also confirm that we will accept the accreditation process, the results of this process and the decisions of NBEAC in respect of the accreditation. NBEAC, its directors, employees and consultants, dependent or independent, voluntary or not, shall not be liable on a tortious or contractual basis for any direct or indirect, foreseeable or unforeseeable damages resulting from the accreditation process, the conception and implementation of the standards, systems or procedures, nor for the accreditation decision. The afore-mentioned shall also not be liable for the use by the School of the recommendations nor for any delay in the accreditation process.

I fully understand and agree with NBEAC's general terms and conditions below.

### General Terms and Conditions

1. The signatory of this SAR certifies he/she is a representative who is authorized to commit his/her organization to go through the NBEAC Process.
2. The fees payable for the NBEAC process are defined in the NBEAC Fee Schedule effective at the date of the submission of this application form.
3. Boarding and lodging which includes logistical arrangements from and to the airport/station and local travel along with accommodation for the Peer Review Team (PRT) members at a local hotel or guest house near the school (for optimal time utilization) will be the responsibility of the business school under review. NBEAC advises the business school to keep lunch and dinner short and simple, involving minimum disturbance. It is requested that gifts be only limited to university souvenirs.
4. In case the School decides unilaterally to stop the process, cancellation must be confirmed in writing.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Stamp of the organization:

Organization: \_\_\_\_\_

Department: \_\_\_\_\_

Address including post/zip code: \_\_\_\_\_

City and country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**NBEAC Self-Assessment Report**  
**Dated/Updated:**

*The SAR is intended to provide detailed information about the school that allows it to be assessed against the NBEAC standard. Data about the university, when applicable, should be limited to that strictly necessary to understand the school. Descriptions should be clear, concrete, concise and compelling. There should be many more facts and data than opinions. NBEAC will trust the data provided at this stage since it will be checked at a later stage, if applicable. Please make sure that this document contains page numbers. The SAR is composed of nine proformae (downloaded from [www.nbeac.org.pk](http://www.nbeac.org.pk) or submitted through NBEAC online application: <https://app.nbeac.org.pk>). The complete report will be submitted to the secretariat along with the accreditation fee (Rs.250, 000 per Program) and one copy of Self-Assessment Report along with mandatory appendices (list attached as Annex-I) and any additional supporting documents*

*For schools applying to NBEAC for the first time, it should be noted that no additional information provided by the School besides that contained in the SAR and supporting documents will be conveyed to the NBEAC Committee. For schools applying to NBEAC for the first time or for re-accreditation/re-visit, the SAR should be completed after clearance of registration application. The SAR is expected to take about 12-15 weeks (starting from issuance date of Initial Eligibility Screening (IES) Letter), during which time the school is encouraged to take advice or make enquiries, either by phone, email or personal visits.*

**Please note that you are NOT permitted to change any text provided in the original forms.**

**NOTE:**

1. For initial accreditations/ reaccreditation, only one copy of the SAR is submitted for desk review at NBEAC secretariat to ensure that all documents have been submitted. The six copies are submitted after receiving go-ahead from the NBEAC Secretariat.
2. For revisit, only one copy of the SAR is submitted for desk review at NBEAC secretariat to ensure that all documents are submitted. The four copies are submitted after receiving go-ahead from the NBEAC Secretariat.
3. Please address all correspondence and post all material to:

National Business Education Accreditation Council,  
 201,2<sup>nd</sup> Floor, HRD Division, Higher Education Commission, H-8 Islamabad, Pakistan  
 Phone (Off) 92 51 9080 0206  
 Fax: +92 51 9080 0208

4. For re-accreditations, an updated Self-Assessment Report should be sent to the NBEAC Office together with the Continuous Improvement Report (CIR) four weeks before the start of the Peer Review Visit.
5. For re-visit, an updated Self-Assessment Report should be sent to the NBEAC Office together with the Progress Report (PR) four weeks before the start of the Peer Review Visit.
6. Schools should use the latest version of the Self- Assessment Proformae template available on the NBEAC website or shared by NBEAC secretariat.

# Form -01: Strategic Management

## School and contact information

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The term “school” is used in the NBEAC process to designate the entity that is applying for NBEAC accreditation, whether it is a free standing business school or a faculty, school or department within a university.

1. Name of the institute \_\_\_\_\_
  - i. Name of the department \_\_\_\_\_
  - ii. Name of the discipline \_\_\_\_\_
2. Name of parent institution (if any): \_\_\_\_\_
3. Address of business school \_\_\_\_\_
4. Chief administrative officer
 

Rector    Vice chancellor    Principal/ Dean/ Director
5. Name of Chief Administrative Officer \_\_\_\_\_
6. Website URL \_\_\_\_\_
7. Provide Contact information in Table 1.1.

Table 1.1. Contact information

	Dean of school	Head of school	NBEAC focal person (if different)
<b>Name:</b>			
<b>Job title:</b>			
<b>Tel (off):</b>			
<b>Tel (cell):</b>			
<b>Email:</b>			

8. Provide the CV of the dean, HoD and focal person as Appendix-1A.

## General description of the school/parent institution

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9. Year of establishment (university/parent institution) \_\_\_\_\_
10. Provide charter information in Table 1.2.

Table 1.2. Charter information

<b>Date of charter</b>	Yes	<input type="checkbox"/>	Date granted	_____
			Reference number	_____
	No	<input type="checkbox"/>		
<b>Type of charter</b>	University	<input type="checkbox"/>		
	Degree awarding institute	<input type="checkbox"/>		

	Federal	<input type="checkbox"/>		
	Provincial	<input type="checkbox"/>	Balochistan	<input type="checkbox"/>
			KPK	<input type="checkbox"/>
			Punjab	<input type="checkbox"/>
			Sindh	<input type="checkbox"/>
	AJK	<input type="checkbox"/>		
	Gilgit Baltistan	<input type="checkbox"/>		
International	<input type="checkbox"/>	(Attach details)		

11. Provide sector information in Table 1.3.

Table 1.3. Sector information

<b>Sector</b>	Public	<input type="checkbox"/>		
	Private	<input type="checkbox"/>	For Profit	<input type="checkbox"/>
			Not for Profit	<input type="checkbox"/>

12. Provide a copy of the charter as Appendix-1B.

13. Is the business school a constituent part or affiliated with a degree awarding institute/university? Tick the relevant box.

Constituent part       Affiliated

14. Please list all the school's campus locations and mark the headquarter campus (if any) with an asterisk "\*".

- Name, City, Country

**Organization and internal / external governance system of the school**

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15. Provide the parent institution's organogram as Appendix-1C.

16. Provide the school's organogram as Appendix-1D.

17. Briefly describe the composition, role and function of the following committees related to the business school's governance and decision making. Provide a summary of these details in Table 1.4. Attach the relevant documents describing the composition, role and functions as Appendix-1E.

Table 1.4. Business school's governance committees

	Composition	Role & Function	Main Authority
1. Senate			
2. Board of Trustees			
3. Syndicate/ Board of Governors(BoG)/ Executive Board			
4. Academic Council			

5. Board of Faculty (BoF)			
6. Board of Studies (BoS)			
7. Selection Board			
8. Any Others			

18. Provide details in Table 1.5 about the names, designations and affiliations of any external (academic and corporate), national or international members in any of the statutory bodies mentioned above in Table 1.4.

Table 1.5. Affiliations of any external (academic and corporate), national or international members

Name of member	Designation	Affiliation	Name of statutory body

19. List the various sources of funding for the business school. Explain whether they are sufficient to meet the vision and mission of the school.
20. State the vision and mission of the university. Also state the vision and mission of the business school. Describe the formation process, approving body and date of approval of business schools' vision and mission. Attach the official document (relevant pages) of approval of the business schools' vision and mission as Appendix-1F.
21. Summarize the strategic plan of the business school and attach the complete plan as Appendix-1G. Provide the plan and the associated documentation that elaborates the strategy, critical success factors, performance indicators and evaluation process of the school's performance.
22. Please state the date of approval of the strategic plan, and briefly explain the process of approval and the process for monitoring progress etc. Attach the official document (relevant pages) of approval of the business schools' strategic plan as Appendix-1H.
23. Describe the extent of the autonomy of the school and the limits of the autonomy because of legislation and /or regulations. Particular reference is to be made to the financial autonomy, academic autonomy related to design and delivery of programs, and authority for appointing, promoting and rewarding faculty. Indicate how any limitations are addressed in order to ensure strategic and operational effectiveness and efficiency.
24. Indicate any existing program/school level accreditation from any other local/foreign body.
25. Provide a copy of the byelaws/SoPs of the business school as Appendix-1I.