



Application Form for Entry into NBEAC



I, the undersigned _____ (name)

_____ (position)

representative of _____ (name of organization)

confirm the application 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 Application Form certifies he/she is a representative who is authorized to commit her/his 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 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 Datasheet
Dated/Updated:**

The Datasheet is intended to provide succinct factual information about the School that allows it to be assessed against the Eligibility criteria. 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.

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 Datasheet will be conveyed to the NBEAC Committee.

For schools applying to NBEAC for re-accreditation/re-visit, this Datasheet should be completed when starting the reaccreditation cycle; an updated Datasheet should be submitted together with the Self-Assessment Report.

Please note that you are NOT permitted to change any text provided with the original form.

Section 1: School and Contact Information

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.

- a. Name of the Institute _____
 - i. Name of the Department _____
 - ii. Name of the Discipline _____
- b. Name of parent Institution (if any): _____
- c. Address of Business School _____
- d. Chief Administrative Officer
 - Rector Vice Chancellor Principal/ Dean/ Director
- e. Name of Chief Administrative Officer _____
- f. Website URL _____
- g. Contact Information:

	Dean of School	Head of School	NBEAC Focal Person (if different)
Name:			
Job Title:			
Tel (ofc):			
Tel (Cell):			
Email:			

- h. Provide CV of Dean, HoD and Focal Person.

Section 2: General Description of the School / Parent institution

Institutional Aspects: *Indicate whether it is a public or private institution, whether it is a free-standing business school or a faculty, school or department within a university.*

- Year of establishment(University/ Parent Institution)
- Provide Charter Information

Chartered	Yes	<input type="checkbox"/>	Date Granted	_____
			Reference Number	_____
	No	<input type="checkbox"/>		
Type of Charter	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)	

- Provide Sector Information

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

- Provide a copy of charter
- Is Business School a constituent part or affiliated with a degree awarding Institute/University? If yes then tick the relevant box.

Constituent Part Affiliated

- Campus Locations: *Please list all the School's campus locations and mark the headquarter campus (if any) with a "*".*

- Name, City, Country

Section 3: Organization and Internal / External Governance System of the School

Describe current internal organization (divisions, centers, institutes, etc.) including main committees, key academic and administrative positions as well as main decision-making processes – often best expressed diagrammatically.

- a. Parent Institution's Organogram
- b. School's Organogram
- c. Describe the composition, role and function of the following committees related to the Business School's governance and decision making.

	Composition	Role & Function	Main Authority
1. Senate			
2. Board of Trustees			
3. Syndicate/ Board of Governors/ Executive Board			
4. Academic Council			
5. Board of Faculty (BoF)			
6. Board of Studies (BoS)			
7. Selection Board			
8. Any Others			

- d. List here or attach separately any committees / sub-committees / bodies within the business school that are active in the management and operations of various processes within the school.
- e. Vision and Mission: 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.
- f. Strategic Plan: State whether the school has a strategic plan and associated documentation that elaborates on a defined strategy, critical success factors, performance indicators and evaluation process of the school's performance. Also, provide a copy of Strategic plan and its documentary evidence of approval.
- g. Please mention the approving body & date of approval of Strategic Plan

- h. Strategic and Operational Autonomy: Describe the extent of the autonomy of the School and limits imposed by legislation and / or regulations imposed on and by the parent institution. Particular reference is to be made to the academic autonomy related to design and delivery of programmes, and authority for appointing, promoting and rewarding faculty. Indicate how these limitations are addressed in order to ensure strategic and operational effectiveness and efficiency.
- i. Financial / Budgetary information: Using the table (Table 5) at the end of this datasheet, provide summary information on the School's financial situation for the past three accounting years as well as projections for next two -three accounting years (including the current year). Explain the financial relationship with the parent institution or university and limitations due to this, if relevant. Identify the principal financial risks facing the School (incl. those emanating from the parent institution or university).
- j. External Governance: Explain the external governance mechanism and the role external governance bodies (e.g. Governing Board, University-Level Executive Committee) have in the strategic and operational processes / policies related to the school.
- k. National Standing: Describe the School's positioning in the national environment, including its main competitors and the strategic group to which it belongs. Indicate at least two clearly defined areas of activity for which the School enjoys significant recognition for excellence.
- l. International Standing: Provide factual evidence that the School is known and respected by institutions outside its home country. This could include information related to the School's international dimension (faculty, student body, programmes, strategic alliances, international partners etc.).
- m. Accreditation: Indicate any existing program / school level accreditation from any other local / foreign body.

Section 4: The Degree Program Portfolio

- a. Programs for which the school has applied for Accreditation
- i.
 - ii.
 - iii.
- Please give details of these programs in Table 4 at the end of this Datasheet.*
- b. State the eligibility and selection criteria for each program applied for.

Program Name	Eligibility Criteria	Selection Criteria

- c. State the basic structure of each program (Number of semesters, Credit Hours, Core / Elective courses, internship requirement, final year project / viva/ comprehensive / thesis etc.)

Program Name	Number of Semesters	Credit Hours	Core / Elective courses	internship requirement	final year project / viva/ comprehensive / thesis

- d. Enumerate the degree awarding criteria / requirements for each program applied for.

Program Name	Degree Awarding Criteria/ Requirement

Section 5: Student Information

Using Table 4 at the end of this Datasheet, describe the School's portfolio of degree programs within the principal segments: Bachelor (16 years education), Masters(18 years education), Doctoral Programs(PhD), other postgraduate programs.

- State the total number of full-time degree students in the School:
- Total number of part-time degree students in the School (in case of afternoon and evening programs):
- State the planned student intake and current enrollment for each program applied for.

Program Name	Planned Student Intake			Student enrollment		
	(t-2)	(t-1)	(t)	(t-2)	(t-1)	(t)

1. *t* represents the latest year for which data is available. Please replace column headers with actual years.

- State the number of students who have graduated over the past 3 years for each program applied for.

Program	Year t-2	Year t-1	Year t

- State the current gender wise break down of students in each program.

Program Name	Male (%)	Female (%)

Section 6: Faculty and Administrative Staff Information

The term «faculty» designates the academic staff. Provide a readily understandable picture of the quality and quantity of the academic human resources available to the School in the year in which the school is applying for accreditation except where otherwise indicated. Occasional speakers are not considered faculty, even if academically qualified. Definitions are given below.

- Faculty composition / demographics

Table 1: Faculty

	Indicator for the School	Indicator for the School
<u>Permanent / Regular faculty</u>		
Number of faculty	% permanent / regular faculty with foreign degrees (except short courses and / or diplomas).	

Number of faculty with foreign professional experience		Experience may include teaching and / or industry experience and should be specified as such	
Number of faculty by academic rank (e.g. full professors, associate professors, etc.):		Ratio FTE students / FTE regular (adjunct and visiting) / permanent faculty	
Full professors		Permanent / regular faculty hired in last 3 years (FTE)	
Associate professors		Permanent/ regular faculty departed in last 3 years (FTE)	
Assistant professors		<u>Adjunct faculty</u>	
Lecturers			
Other		Total number of adjunct faculty	
% of female permanent / regular faculty		Full-time equivalent	
% holding a doctoral degree		<u>Visiting professors in current year</u>	
% teaching in executive education courses or consulting		Number from foreign institutions	
% non-nationals		Number from domestic institutions	
Number of different nationalities		<u>Teaching and research assistants - on short-term contracts</u>	

Notes:

1. **Permanent / Regular faculty:** *Qualified academic staff employed on a permanent basis (remaining contract duration at least two more years) and for whom the institution is the sole or principal employer. Numbers should relate to core faculty members only.*
 2. **% non-nationals:** *Double passport holders should always be counted as nationals, if one of the passports is the domestic one.*
 3. **% core faculty with foreign experience:** *% of core faculty (excluding foreign only passport holders) with significant professional/work experience or study abroad (e.g. a complete degree) which entailed living abroad for at least 1 full year (i.e. not made up of part years).*
 4. **Adjunct faculty:** *Teaching staff for whom the School is not the primary employer or who work for the School on a part-time basis under a permanent or an occasional contract*
 5. **Visiting professors in current year:** *Academic staff that are core faculty at another academic institution and visit the School to teach for a specific semester.*
- b. *Explain in tabular form how faculty are organized into departments or clusters or areas. Indicate the number of permanent / regular, visiting and adjunct faculty allocated to each department/area.*

Department/Area	Permanent / Regular Faculty	Visiting Faculty	Adjunct Faculty
Department/Area 1			
Department/Area 2			
Department/Area 3			
...			
Total			

Kindly, state the FT:PT ratio: _____

- c. *Explain how the total workload of the faculty is calculated and whether there is an explicit policy which outlines this load. Also, provide the faculty course load of Professors, Associate Professors, Assistant professors & Lecturers.*

- d. Faculty workload in the year applied. List of all faculty members teaching the program (applied for) along with the course load proportions and Dept. name.

Table 2: Faculty Course Load

Name of Faculty Member	Designation (Lecturer/Assistant Professor/Associate Professor/Professor)	Category (Full time/ Adjunct/ Visiting)	Course load proportion	Program Name	Dept. Name

- e. Student to teacher ratio

Program Name	Total number of students (x)	Total Faculty			Student-teacher ratio (x / [FTE + Adjunct + (Visiting /3)])
		FTE	Visiting	Adjunct	

- f. Enumerate the total administrative/support staff placed in different departments

Staff working in academic programmes and/or academic departments (FTE):

Staff working in non-academic support areas (FTE):

Category	Total Number of staff members	Qualification of head/supervisor
Administration		
Laboratories		
Libraries		
Examination		
Student Affairs		
Placement Office		
Any Other		

Section 7: Information on Research Activities

Provide compelling factual data on the quantity and quality of your School's research. A table should be included showing the numbers of different outputs produced by Permanent / Regular Faculty over the past 3 years. Please fill out the table below and complete Appendix 1.

- a. Table 3: Research Output

Research Type	Year t-2	Year t-1	Year t
Published Papers Academic Research in impact factor and indexed journals			
Articles published in practitioner journals of repute			

Conference Papers Papers presented in national conferences			
Papers presented in international conferences			
Other Publications Published Case Studies			
Other R&D Publications			
Consultancy Projects			
Research Grants / Funded Projects			

Notes:

t represents the latest year for which data is available. Please replace column headers with actual years.

b. Faculty workload:

The average teaching load per capita of Permanent / Regular Faculty :

Percentage of their workload allocated to research:.

c. Existence of ORIC (Yes/No)

Section 8: Facilities information

Maximum ½ page describing the dimension and quality of your campus(es) including residential facilities, sports facilities, library, databases, computer facilities, etc.

Libraries	
No of Journals in hardcopy form	
Number of Business Education Related books in hardcopy form in Libraries	
Access to digital library:Do the students have access to digital library from home or from Lab?	
No of Auditoriums	
Number of rooms (lecture rooms, seminar room, reading room, etc)	
Teaching and Administrative Staff Offices	
No. of laboratories	
Number of PC's for students	
Student to Computer Ratio	

PC/Internet Service	Yes/No
Bandwidth Internet Service	
General Facilities	
Placement Office	
Research Centers	
Executive Development Center	
Cafeteria	
Prayer / Common Rooms	
Hostels	
Sports facilities / gym	

Section 9: Supporting Information Ethics, Responsibility and Community Service

- a. Ethics, Responsibility and Community Service: Provide factual evidence on the School's activities in areas of ethics, responsibility and community services that have not already been provided.*
- b. Provide factual evidence on the School's interaction with the business community (including governance, relevance and impact, international scope) that has not been already provided. List the School's most important corporate partners and describe their involvement in School activities.*

NOTE:

- For initial accreditations, the NBEAC Datasheet should be sent by e-mail to the NBEAC Office in both Microsoft Word (in case we wish to suggest modifications to you) and pdf electronic formats. The official Datasheet at any time will be the last Datasheet in pdf format for which the NBEAC Office has acknowledged receipt.
- An updated Datasheet should be sent to the NBEAC Office together with the Self-Assessment Report and the Student Report eight weeks before the start of the Peer Review Visit. Schools should use the latest version of the Datasheet template available on the NBEAC website.

Please address it to:

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

- For re-accreditations, the NBEAC Datasheet should be sent by e-mail to the NBEAC Office in both Microsoft Word and pdf electronic formats. An updated Datasheet should be sent to the NBEAC Office together with the Self-Assessment Report eight weeks before the start of the Peer Review Visit. Schools should use the latest version of the Datasheet template available on the NBEAC website.

Documents Required;

- Cross cheque/ Bank draft/ Pay order of Rs. 25000 (please ignore, in case of re-accreditation and re-visit)
- Copy of Charter

Application Form to NBEAC

3. Copy of approved strategic plan
4. Documentary Evidence of approved vision and mission statement of business school
5. CV of Dean, HoD and Focal Person
6. CV of placement officer Uploaded

Table 4- Degree Program Portfolio

	% of program delivered by permanent / regular faculty	Durati on	Year in which program started	Mode: Full time/ Part time/Distance learning/offshore	Does the program require previous work experience? (Yes / No)	Primary language (s) of instruction	Number of applicant this year	Number offered place this year	Number of student enrolled this year	Total number of currently enrolled students overall years of the program	% of registered non-nationals(not incl. student exchange)	Number of incoming exchange students	Number of outgoing exchange students
Bachelors (16 years education)													
MBA's													
MS/MPhil													
Doctoral Programs													

Table 5- Summary Information on the School's Financial Situation

All figures in 1000 or %	Year t-3	Year t-2	Year t-1	Year t	Year t+1	Year t+2
Resources/ Revenues, of which						
Bachelor/ Undergraduate programs						
MBA programs						
Other post graduate programs						
Executive education						
Research Income						
Other Earned Income						
Endowment and Investment Income						
Subsidies (e.g. from Govt. or parent organization)						
Expenses, of which						
Staff cost						
External Teaching and Teaching Support (School should provide a list of all the types of teaching support provided i.e. electronic or non-electronic (hard copy))						
Marketing and promotion						
Infrastructure related expenses						
Interest Payable and Debt Servicing						
Other Expenses						
Annual Surplus						

Appendix 1: Research Output (last 03 years)

Academic Research: *List the names of publications of the core faculty for the last*

Publication Reference (APA format)	Academic Journal	Impact Factor of the journal(in the year in which the article was published)	Rank of Journals according to their relevance for the School
			Journal of Finance 2 Journal of Money, Credit and Banking 1 Journal of Management Inquiry 3 Family Business Review 1...

Practice-Oriented Research: *Provide summary statistics describing the practice-oriented research of the core faculty for the last three year and that also reflect how the School evaluates its quality.*