

**National Business Education Accreditation Council
(NBEAC)**

Islamabad

(A program of Higher Education Commission)

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NBEAC ACCREDITATION

BRIEF FOR MENTOR VISIT

There are few Business Schools / DAI's who have recently launched the business programs and got registered with NBEAC. The basic criteria of entering in Self-Assessment Process is three batches of a program graduated for each program to be evaluated. To facilitate those DAI's, NBEAC have started Mentor Visits to inform the business academic units about minimum requirements for accreditation. Mentoring visit is conducted on the request (i.e. by email or letter) of Business Schools.

- i. The mentor visit team is composed of two members. Ideally, these members would not be in the PRP or Business School team which prepares the Self-Assessment Report and chalks out steps for Peer Review and Accreditation.
- ii. The visit is ordinarily expected to be for only one working day. Any additional days or visits may be arranged by the School.

- iii. The team will interact with the School's Director/Dean, the Internal Committee and the Faculty, as appropriate.
- iv. On the basis of registration application, the secretariat will provide the checklist along with minimum criteria to the respective mentoring visit team.
- v. It is the responsibility of team to cross check the data provided and inform the business school about accreditation process.
- vi. The Business School will provide a brief presentation on the checklist (attached as Annex-I)
- vii. The team is expected to submit a Report to NBEAC Secretariat clearly indicating the status of Business School. The team will also communicate the time required by Business School to submit the Self-Assessment Report. The Secretariat will dispatch the mentor visit report to the Business School in a week.
- viii. Mentors can be appointed after submitting the mentoring visit report ix. Honorarium of Rs. 7000/- per visit is paid to each team member by the Business School. The Mentor's travel expenses for the visits will be met by Business School including air fare, local boarding /lodging /local transport and Honorarium. All payments of Mentoring Visits will be routed through NBEAC Secretariat.

Annex-I : Checklist

1. Head of Business School
2. Financial Endowment Fund (Secured in the name of Trust/Society)
3. Charter criteria (i.e. Information Technology, Medical, Engineering, Law etc.)
4. Number of Campuses (if any)
5. Vision & Mission Statement
6. Programs Information-Credit Hours, Completion time, Entry Requirement
7. Course Outlines
8. Minimum batch for Undergraduate program
9. Minimum batch for Master's program
10. Minimum number of per year graduates
11. Faculty
12. Faculty-to-Student ratio
13. Professor & Associate Professor
14. Ratio of Fulltime Faculty to Part Time Faculty
15. Research & Development Centre
16. No. of Administrative Staff
17. Journals
18. Books required
19. Classrooms
20. Gross Area
21. Area in acres
22. Built in/covered Area
23. Faculty Offices
24. PC/Internet service(MB)
25. Student to PC Ratio
26. Alumni Association
27. Placement Office