

Name of University: _____
Name of Business School: _____
Program(s) for Review: _____
Submission dates: _____

Registration Application

NBEAC

The registration application is to be completed by the business school seeking for accreditation under National Business Education Accreditation Council (NBEAC) of the Higher Education Commission, Pakistan



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Preface

This document is intended to provide succinct factual information about the School that allows it to be assessed against the eligibility criteria of National Business Education Accreditation Council (NBEAC). A business school seeking for accreditation is expected to understand that the precision and completeness of data provided in the registration application is important for an effective accreditation process as it help NBEAC Committee accurately analyze actual situation of the program(s) under review. 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 application will be conveyed to the NBEAC Committee.

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

Senior Program Manager - Accreditation
National Business Education Accreditation Council
Islamabad

Instructions for the application preparation

1. Before starting the registration application, please go through the guidelines given in Section III of the NBEAC Accreditation Process Manual <https://www.nbeac.org.pk/images/Accreditation/accreditation-process-manual-2019.pdf> in order to ensure that the application is prepared in accordance with these guidelines.
2. Note that no change in the original text and structure of the application is permitted at all. However, the data in colored font is given only for demonstrative purpose; please replace it with actual data.
3. A question in the registration application may require certain information in the form of a table, an appendix, or descriptive text paragraphs. Please make sure that response to each of the questions is exactly the way it is asked for.
4. Include only relevant information described in a clear, concise and meaningful way based on factual data rather than opinions.
5. After the application is prepared, submit a copy to the NBEAC Secretariat for desk review. Follow remarks of the NBEAC Secretariat to make up for any deficiencies pointed out during the desk review. To avoid any unnecessary delay during desk review, please make sure that all required documents are included, and are properly filled in.
6. The NBEAC Secretariat is always there to help clarifying any ambiguity regarding filling in data in the application. However, it is recommendable to carefully read through footnotes and other auxiliary texts before contacting the secretariat in this regard.
7. Please address all correspondence to the following address:

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

Undertaking

I, the undersigned, fully understand and agree with the terms and conditions of the NBEAC given below.

1. I confirm the accuracy of the information provided in the registration application, and as the authorized representative commit the business school to go through the NBEAC accreditation process.
2. I agree that the business school under review will pay the NBEAC accreditation fee as defined in the NBEAC Fee Schedule <https://www.nbeac.org.pk/index.php/accreditation-2/accreditation-fee-2>, which is effective at the date of the submission of this application form.
3. I confirm that we shall provide any relevant documents to the NBEAC committee in case they ask for during the screening process, and will accept the decisions of NBEAC with respect to the registration process. The NBEAC, its directors, employees and consultants shall not be liable for any direct or indirect, foreseeable or unforeseeable damages resulting from the conception and implementation of the standards, the accreditation process, or the final decision of the NBEAC about registration.
4. In case the business school unilaterally decides to stop the process, a cancellation request must be submitted to the NBEAC Secretariat.

Signature: _____ Stamp of the organization: _____
Name of the signatory: _____ Date _____
Position of the signatory _____
Name of University/Institute: _____
Department/Business School under review: _____
Postal address: _____
City and country: _____
Telephone: _____ Fax: _____

Section 1: Strategic Management

1.1. Provide basic information about the business school¹ in Table 1.1.

Table 1.1. Basic information of business school

a) Name of the university/parent institution	
b) Year of establishment (university/parent institution)	
c) Chief administrative officer	<input type="checkbox"/> Rector <input type="checkbox"/> Vice chancellor <input type="checkbox"/> Principal/ Dean/ Director
d) Name of Chief Administrative Officer	
e) Name of the business school and campus (if relevant)	
f) Year of establishment of the business school	
g) Address of the business school	
h) Website URL	
i) Date of charter granted	
j) Reference number of charter	
k) Charter type	<input type="checkbox"/> Azad Jammu Kashmir <input type="checkbox"/> Baluchistan <input type="checkbox"/> Federal <input type="checkbox"/> Gilgit Baltistan <input type="checkbox"/> International <input type="checkbox"/> Khyberpakhtunkhwa <input type="checkbox"/> Punjab <input type="checkbox"/> Sindh
l) Institution type	<input type="checkbox"/> University <input type="checkbox"/> Degree awarding institute
m) Sector	<input type="checkbox"/> Public <input type="checkbox"/> Private
n) Profit/Non-profit status	<input type="checkbox"/> Not for profit <input type="checkbox"/> For profit
o) Hierarchical context	<input type="checkbox"/> Affiliated <input type="checkbox"/> Constituent part
p) Number of other campuses (if any)	
q) Location of other campuses (if any)	

1.2. Provide scope of accreditation in Table 1.2.

Table 1.2. Scope of accreditation

Degree program	Level (Graduate/Undergraduate)	Date of program commencement

1.3. Provide contact information in the Table 1.3. Furthermore, attach CVs of the dean, head of the business school, and focal person as Appendix-1A.

Table 1.3. Contact information

	Dean of school	Head of school (if applicable)	NBEAC focal person (if different)
Name:			
Job title:			
Tel (off):			
Tel (cell):			
Email:			

1.4. Provide information about the various statutory bodies in the Table 1.4. Also attach documentary information about the composition, name of members, role and functions of each statutory body as Appendix-1B.

Table 1.4. Business school's statutory committees

Body name	Name and designation of Chairperson	Dates of last four meetings			
		Meeting 1	Meeting 2	Meeting 3	Meeting 4
a. Senate					
b. Board of Trustees					
c. Syndicate/ Board of Governors/ Executive Board					
d. Academic Council					
e. Board of Faculty					
f. Board of Studies					
g. Selection Board					
h. Any Others					

1.5. Provide details in Table 1.5 about the names, designations and affiliations of all external (academic and corporate), national or international members in each 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

1.6. Provide budgetary information of the business school in the Table 1.6.

Table 1.6. Budgetary information

Year	University budget	Budget proposed by business school	Budget received by business school	Budget type
Year t-2				- Explicit / Implicit
Year t-1				- Explicit / Implicit
Year t				- Explicit / Implicit

1.7. State the vision and mission of the university and that of the business school. Describe the process of formation and approval of the vision and mission statements. Attached the relevant pages of the official documents as Appendix-1C.

1.8. Provide the approved strategic plan including critical success factors and key performance indicators of the business school as Appendix-1D. Fill in the required information on approval of the strategic plan in the Table 1.7.

Table 1.7. Approval of strategic plan

Period of the strategic plan	Date of approval	Approving authority

1.9. Provide organograms of the business school and the parent institution as Appendix-1E.

Section 2: Curriculum

2.1. Provide the portfolio of the program(s) under review in Table 2.1.

Table 2.1. Programs portfolio

Program(s) under review	Number of semesters	Course category	Number of courses of the program under review	Credit hours	Internship requirement	Final year project/ viva/ thesis/ comprehensive
Program 1		Core				
		Elective				
		Support				
		Total				
Program 2		Core				
		Elective				
		Support				
		Total				

2.2. Provide data on entry requirements for each program under review in Table 2.2.

Table 2.2. Entry requirements

Program(s) under review	Eligibility criteria	Minimum requirements/relative weightage
	Matric/O-levels or equivalent	
	Intermediate/A-levels or equivalent	
	SAT/NAT/GAT etc. score	
	Grades in specific subjects	
	Entry test	
	Candidacy interview	
	Work Experience	

2.3. Provide data on the applications received and student intake in the past three years for each program in Table 2.3.

Table 2.3. Applications received

Program(s) under review	Semester ²	Applications received	Admissions offered	Student Intake	Semester commencement date
Program 1	Fall t-2				
	Spring t-2				
	Fall t-1				
	Spring t-1				
	Fall t				

2.4. Enumerate the degree awarding criteria/requirements for each program under review in Table 2.4.

Table 2.4. Application received

Program(s) under review	Degree awarding criteria/ requirement

Section 3: Students

3.1. Provide the data on student enrolment³ of the business school for the last three years in Table 3.1.

Table 3.1. Student enrolment

Year ⁴	Enrollment in all study programs			Total annual enrollment ⁵ A+B+C
	16 years programs (A)	18 years programs (B)	Doctoral programs (C)	
Year t-2				
Year t-1				
Year t				
Total				

3.2. State the number of students who have graduated over the past three years for each program under review in Table 3.2.

Table 3.2. Graduated students

Program(s) under review	Year t-2	Year t-1	Year t

3.3. State the current gender wise break down of students in each program under review in Table 3.3.

Table 3.3. Student gender mix

Program(s) under review	Male (%)	Female (%)

Section 4: Faculty

4.1 Provide information about core business school faculty⁶: present aggregate numbers in Table 4.1.

Table 4.1. Summary of business schools' faculty

	Business administration	Public administration	Management sciences	Commerce/Economics	Others	Total
PhD						
18 years education (MS/MPhil/MBA/MPA/M.Com)						
16 years education (Bachelors/Masters)						
Others (professional/industry experience)						
Total						

4.2 Provide information of faculty workload over the last two semesters in Table 4.2a and 4.2b. Attach faculty workload policy as Appendix-4A.

Table 4.2a. Faculty workload (t)

No	Name	Designation	Number of courses taught in all programs	Number of students supervised			Administrative responsibility
				PhD	Masters	Bachelors	
1	Dr. Firstname Lastname	Asst. Professor	3	2	4	0	Sports committee convener
2							
3							

Table 4.2b. Faculty workload (t-1)

No	Name	Designation	Number of courses taught in all programs	Number of students supervised			Administrative responsibility
				PhD	Masters	Bachelors	
1	Dr. Firstname Lastname	Asst. Professor	3	2	4	0	Sports committee convener
2							
3							

4.3 Provide data for Full Time Equivalent (FTE) for the permanent, regular and adjunct faculty of last year in Table 4.3a and Visiting Faculty Equivalent (VFE) of last year in table 4.3.b for the program under review.

Table 4.3a FTE for the permanent, regular and adjunct faculty in program(s)

No	Faculty name (A)	Designation (B)	Faculty type (C)	Maximum teaching courses allowed ⁷ (E)	Program(s) under Review			
					Teaching courses in program 1 (F)	Teaching courses in program 2 (G)	FTE for program 1 =F/E	FTE for program 2 =G/E
1	Abc Xyz	Professor	Permanent	2	0	1	0	0.5
2	Abc Xyz	Asst. Professor	Permanent	6	2	2	0.33	0.33
3	Abc Xyz	Asst. Professor	Adjunct	6	4	2	0.66	0.33
Total FTE								

Table 4.3b Visiting Faculty Equivalent (VFE) in program(s)

No	Faculty name (A)	Designation (B)	Maximum teaching courses allowed (C)	Program(s) under Review			
				Teaching courses in program 1 (D)	Teaching courses in program 2 (E)	No. of faculty teaching program 1 $F=\sum(D/C)$	No. of faculty teaching program 2 $G=\sum(E/C)$
1	Abc Xyz		2	0	1	0	0.5
2	Abc Xyz		6	2	2	0.33	0.33
3	Abc Xyz		6	4	2	0.66	0.33
Total VFE						0.99	1.16
Total VFE						$=(\sum F+\sum G)/3$	

4.4 Fill in data to calculate student to teacher ratio for last year of each program under review in Table 4.4.

Table 4.4. Student to teacher ratio

Program(s) under review	Total enrollment (B)	Total FTE (C)	Total VFE (D)	Student to teacher ratio =B/(C+D)
Program 1	480	26.5	2.15	18.11
Program 2				

4.5 Provide data on faculty stability in Table 4.5.

Table 4.5. Faculty stability

Year	Total faculty	Resigned	Retired	Terminated	New induction
Year t-2					
Year t-1					
Year t					

4.6 Provide data on the gender mix of the business school faculty in Table 4.6.

Table 4.6. Faculty gender mix

Gender	Permanent/Regular	Adjunct	Visiting
Male			
Female			

Section 5: Research & Development

5.1 Provide a summary of research output⁸ of business school in last three academic years in Table.5.1. Attach a complete list of items mentioned in the table using APA end-text referencing along with clearly mentioning type of each item as impact factor or HEC category, as Appendix-5A.

Table 5.1. Summary of research output

Publication category	Publication type	Total number of items	Number of contributing core faculty members ⁹	Number of items jointly produced in collaboration with other institutions	Number of items jointly produced by faculty of same university	Number of items jointly produced by more than 3 authors
Academic research articles ¹⁰	Impact factor journals					
	HEC category W					
	HEC category X					
	HEC category Y					
	ABS or ABDC listing					
	Other listings					
	National conference papers					
	International conference papers					
Books	Books or research monographs					
	Text books					
	Book chapters					
Other Publications	Case studies					
	Consultancy project reports					
	Practice oriented research articles					
	MS/MPhil thesis					
	Doctoral thesis					

Section 6: Facilities information

6.1 Provide complete financial information of the business school in Table.6.1 (Rupees in million).

Table 6.1. Financial information of the business school

Particulars	Year t-3	Year t-2	Year t-1	Year t	Year t+1	Year t+2
Undergraduate programs						

Revenue	Graduate programs fee						
	Post graduate programs fee						
	Executive education fee ¹¹						
	R&D income						
	Endowment/investment income						
	Grants by government						
	Grants by parent organization						
	Corporate sponsorships						
	Any other income						
	TOTAL REVENUE (A)						
Expenses	Faculty salaries						
	Faculty development						
	Staff salaries						
	Marketing and promotion						
	IT facilities						
	Library						
	R&D						
	Scholarships/financial assistance						
	Co-Extracurricular activities						
	Educational visits/seminars						
	Repair and maintenance						
	Interest payments						
	Utilities						
	Other expenses						
	TOTAL EXPENSES (B)						
ANNUAL BALANCE (A-B)							

6.2 Provide information about different facilities of the business school in Table 6.2.

Table 6.2. Business schools' resources

Business school	Total area (sq.ft)	
	Covered area (sq.ft)	
	Open area (sq.ft)	
	Total student enrollment	
	Open area per student	
Faculty offices	Total number of offices	
	Total faculty members	
	Average number of faculty members per office	
	Facilities available at faculty offices	
	a) Workstations/laptops	Yes/No
	b) Printer/photocopier	Yes/No
	c) Air conditioning	Yes/No
d) Safe cabinets	Yes/No	
Lecture halls	Total number of lecture halls	

	Seating capacity (minimum-maximum)		
	Facilities available at lecture halls		
	a) Multimedia	Yes/No	
	b) Whiteboard/blackboard	Yes/No	
	c) Proper lighting	Yes/No	
	d) Air conditioning	Yes/No	
	Multimedia and whiteboard simultaneously useable?	Yes/No	
Library	Number of libraries		
	Total seating capacity		
	Number of business text books (hardcopy)		
	Number of business reference books	Hardcopies	
		Softcopies	
	Number of local journal subscriptions	Hardcopies	
		Softcopies	
	Number of new books added in current year		
	Budget spent on new books in current year (PKR)		
	Number of international journal subscriptions		
	Number of business magazines		
	Access to HEC digital library	Yes/No	
	Access to other online databases	Yes/No	
	Database of research publications	Yes/No	
Students to computers ratio in library			
Laboratories	Number of laboratories		
	LAN/WAN networking	Yes/No	
	Internet bandwidth (GBs)		
	Total number of workstations in labs		
	Students to computers ratio		
	List of available softwares		
Multipurpose hall/auditorium	Number of multipurpose halls		
	Seating capacity		
Hostels/accommodation	Number of faculty hostels		
	Total capacity of faculty hostel(s)		
	Number of female student hostels		
	Total capacity of female student hostel(s)		
	Number of male student hostels		
	Total capacity of male student hostel(s)		
Transportation	Number of vans for faculty transportation		

	Number of vans for students transportation	
Other facilities	Female students common room	Yes/No
	Male students common room	Yes/No
	Prayer room	Yes/No
	Canteen/cafeteria	Yes/No
	Gymnasium	Yes/No
	Playground	Yes/No

¹ 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.

² Replace the text with actual semester names. In case admission are taken biennially, mark “N/A” for the semester no admission is offered.

³ Enrollment means total number of students enrolled from first semester to last semester of a program. 16 years study programs include BBA/B.Com; 18 years programs include MS/MPhil/MBA/MPA/M.Com et cetera.

⁴ Year t, Year t-1, and Year t-2 correspond to last three years i.e. Year t means current year, Year t-1 is the last year, and Year t-2 is the year before last year. As annual data is required, therefore each year includes both fall & spring sessions. Please replace row headers with actual years.

⁵ This column shows the total annual enrollment of the school/department as a whole, not just the program(s) under accreditation.

⁶ Core business faculty: Faculty with terminal degree in business, management and related areas and teaching core business courses.

⁷ Maximum teaching courses allowed as per course load policy

⁸ Report data on research and publication for the core faculty, defined as members of the faculty for whom the school is the principal employer. The report should not include publications of part-time staff from other schools or departments, adjunct faculty, visiting professors, or business practitioners.

⁹ Only include faculty members from within the school at the time of production

¹⁰ Articles, conference papers, journal articles, and other research work published in HEC recognized journals / ISI index journals, conference proceedings, and other reputable abstracting indexing service i.e. EMERALD, JSTOR, Science Direct, etc.

¹¹ Income generated through various trainings and workshops conducted by the business school.

Checklist of mandatory appendices with registration application

Name	Description	Attached (please tick the box)		No. of pages of the appendix
		Yes	No	
1. Appendix-1A	CV of the dean, head of school and focal person (max. four pages each)			
2. Appendix-1B	Composition, name of committee members, role and functions of statutory bodies			
3. Appendix-1C	Approved vision and mission statements of the university and business school with evidence of approval			
4. Appendix-1D	Approved strategic plan of the business school with evidence of approval			
5. Appendix-1E	Organogram of the business school and parent institution			
6. Appendix-4A	Faculty workload policy			
7. Appendix-5A	List of items mentioned in Table. using APA end-text referencing.			