



**HIGHER EDUCATION REGULATORY AUTHORITY
(HERA), KHYBER PAKHTUNKHWA**

**Inspection Criteria for Registration of Private Educational Institutions other
than Medical (MBBS/BDS) & Engineering Colleges**

Institute/College Name: _____

Address: _____

Type: _____

Inspection Date: ____/____/____

S.#	Title	Standard Norms	Detailed Inspector Remarks
1.	Management	Institute must be managed by an Individual / Trust / Society or NGO	
2.	Registration	In case of Trust / Society/NGO, It must be registered under the relevant law.	
3.	Application with and Acknowledgment from Relevant Federal Academic Council.	Relevant Academic Council i.e. Pakistan Bar Council, Pakistan Nursing Council, Pakistan Pharmacy Council, Pakistan Homeopathy Council, Pakistan Tibb Council, Pakistan Technology Council etc.	
4.	Board of Governors:	Member of BoGs should be: - 1. Principal of Government Degree College of the Area or his nominee. 2. Registrar/Dean of the University in whose jurisdiction, the institute is situated or his nominee not below the rank of Professor. 3. A nominee of Higher Education Regulatory Authority.	
5.	Discipline(s)	1. Title of already Registered Discipline(s) with details if any:	
		2. Title of Proposed Discipline(s), with details if any.	

		3. Title of Proposed Additional Discipline(s) with details if any:	
6.	Teaching Faculty:	The Head of the Institution shall provide an affidavit on Oath that required teaching staff as per following details shall be appointed before commencement of Academic Activities.	
	i. Number of Teachers(full time) required per discipline	Six teachers per Discipline.	
	ii. Teachers	50% fulltime faculty members with Minimum Prescribed qualification as a Master Degree in relevant Subject.	
	iii. Lecturers, Associate Professors and Professors.	At least 20-25% faculty with M. Phil Degree, particularly in Basic Sciences, Computer Sciences and Information Technology Subjects etc.	
	iv. Workload	24 Classes per teacher per week of duration of 40 minutes each.	
7.	Library: Racks, Center Table and Chairs	The Head of the Institution shall provide an affidavit on Oath that required number of books / journal as per curriculum requirement shall be purchased / subscribed before commencement of Academic Activities.	
8.	Infrastructure / General Facilities		
	i. Multipurpose Hall:	Need based (at least one hall for at least 100 students)	
	ii. Classrooms:	One (01) well ventilated class room for each discipline per year having potential for further development.	
	iii. Staff Room:	At-least one (01) staff room.	
	iv. Offices:	Principal Office. Admin Staff. Accounts. Reception.	
	v. Laboratories:	At least 1 Laboratory for each discipline with minimum space for 25 students. The Head of the Institutions shall provide an affidavit on Oath that required instruments as per course curriculum shall be made available to students for the purposes of particle training.	
	vi. Technical Workshop / Court Room	Need based.	
	vii. Computers:	One for three students.	
	viii. Internet Service:	04 MB access rate shall be provided.	
	ix. Cafeteria / Tuck Shop/ Canteen	At least one (01) depending on number of students. Minimum 10 tables and 4 chairs (seats) with each table.	Available = Yes / No

				Area =
	x.	Medical Facilities:	First Aid Box Facility, Ensure sufficient staff trained in First Aid under the provisions of the Occupational Health & Safety Act 2018.	
	xi.	Housing for Staff:	Need based	
	xii.	Parking Space:	Need based	
	xiii.	Washrooms:	Separate Male and Female one Washroom/Toilet per 30 Students. At least 2+2 washrooms per discipline for a maximum of 20 washrooms.	Male = Female =
	Gross Area:			
9.	i.	Land Requirements:	Not less than two (02) kanals in hilly terrain/urban areas and not less than four (04) kanals in plain areas, having adequate space available for academic activities depending on Location and style of building having potential for further development. As per HEC desirable covered area is 100 sq ft per student. Building Map having measurement of each area mandatory.	
10.	Website		The educational institution shall develop its own web site and furnish its address to the Authority before start of academic activities.	
11	Hostel: Cubicles Dormitories, Dining, Gross Space		Need based. The Educational Institution shall register all its hostels with the Authority on the prescribed format through the web-link http://www.herakp.gov.pk/hostels/index.php	
12	Scholarships and Free Ships		At least 10% of the total Students shall be given fully funded scholarships / Free Ships on need basis. The Policy needs to be published in every admission advertisement. The Head of the Institution shall provide an affidavit on Oath that HERA Scholarship policy will be followed in true letter and spirit, failing with HERA shall take strict penal action.	
13	Finance			
	i.	Endowment fund / Security	At least Rs. One(01) Million in the name of the sponsoring body or educational institution Dissolvable / Alterable with prior approval of HERA	
	ii.	Tangible Assets	Rs. Two Million.	
	iii.	Working Capital	Rs. Two (02) Millions during the year.	
Total:			Rs. 5.00 Million	

Inspection Conclusion:

☐ Recommended ☐ Deferred ☐ Rejected

Recommendation of Discipline(s) by the Inspection Scrutiny Committee, HERA:

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____
7. _____ 8. _____
9. _____ 10. _____

Shortcomings if any:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____