|  |  |
| --- | --- |
| Name of HEI: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Business School: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Program(s) Applied For: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

Application Form for MBA/EMBA Permission-to-Start

|  |  |
| --- | --- |
|  |  |

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|  | A logo of a school  AI-generated content may be incorrect. |

**MBA/EMBA NOC Process Guidelines**

**Purpose**

To lay down and communicate the scope, eligibility, and process for assigning a No Objection Certificate (NOC) for launching Master of Business Administration (MBA) and Executive Master of Business Administration (EMBA) programs by the HEC-recognized Degree Awarding Institutes (DAIs).

**Scope**

1. The NBEAC will issue NOC for all new MBA and EMBA programs.
2. The MBA and EMBA programs whose NOC is pending before the HEC will also be issued NOC by the NBEAC.
3. For the MBA and EMBA programs whose NOC is revoked by the HEC, the DAIs concerned will apply to the NBEAC to issue the fresh NOC.
4. The DAIs having the MBA/EMBA program launched before 2013 or having valid NOCs for the MBA/EMBA program launched after 2013 will not be required to apply again for the NOC.
5. Each campus of the DAI and its affiliated college(s) will have to seek a separate NOC for the MBA/EMBA program.

**Eligibility**

1. The charter or statutes of the DAI applying for the NOC must allow running business administration/management science education.
2. If the MBA/EMBA program is offered on a separate campus or by an affiliated DAI college, the charter/statutes must permit the DAI to open the separate campuses and affiliate the colleges.
3. The DAI planning to launch an MBA/EMBA program must have at least two dedicated PhD faculty members with relevant education for each program to run the program.
4. The DAI must meet the admission and curriculum requirements of HEC.

**Application Timeline**

DAIs planning to launch the MBA/EMBA program in the fall semester must apply for the NOC by 31 March. Likewise, for a program to be launched in the spring semester, the DAI must apply by 31 October.

**Process**

1. The DAI planning to launch an MBA/EMBA program will apply online by filling out the **MBA/EMBA NOC Application Form** and uploading the required appendices, accompanied by a fee cheque/pay order drawn in favour of the NBEAC.
2. The NBEAC secretariat will desk screen the application and ask for missing or additional information or documents.
3. If the need arises to visit the DAI premises where the MBA/EMBA program would be launched, a three-member team, including the NOC Award Committee members, will visit the premises. The DAI would bear the travelling and lodging costs in such a case.
4. The NBEAC secretariat will inform the DAI about the completion of the information and documentation and readiness of the application for submission to the NOC Award Committee.
5. The NOC Award Committee will meet regularly to consider the applications. The committee will compile a report and recommendations for each case for the Council’s review and approval.
6. The NBEAC secretariat will inform the DAI about the Council’s decision.
7. If NOC has been awarded, the NBEAC secretariat will send the details of the program to the HEC for its inclusion in the national qualification register.
8. The DAI can announce admissions to the program only when the NOC has been communicated to it.
9. In case of deferment of the NOC, the DAI will be informed about the shortcomings and how to meet them.

**NOC Fee Structure**

1. The NOC fee for the MBA/EMBA program will be 100,000 rupees each.
2. If a site visit is needed, another 100,000 rupees will be charged, besides meeting the travelling and lodging expenses of the visiting team.

**Preparation Instructions**

1. Please provide the information in exactly the form in which it is requested. Please indicate this when information is unavailable by writing “Not Available” in the relevant space.
2. Please submit the completed copy of the form to the NBEAC Secretariat for review.
3. The NBEAC Secretariat is available to answer questions about the NOC.
4. Please address all correspondence to the following address:

National Business Education Accreditation Council  
N Block, Higher Education Commission

H-8 Islamabad, Pakistan  
Phone: +92 51 9080 0206-14.

**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 application form.
2. I confirm that my institution will pay the NBEAC fee as defined in this application form.
3. I confirm that my institution will provide all relevant documents and data requested by the NBEAC for review.
4. I confirm that my institution will not hold the NBEAC, its directors, employees, and consultants liable for any direct or indirect, foreseeable or unforeseeable damages resulting from the final decision of the NBEAC about NOC.

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

Name of the Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of University/Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Business School under review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Application Form**

1. Provide the required information in the following Table.

|  |  |
| --- | --- |
| 1. Name of the University/Institute with address |  |
| 1. Date of establishment of University/Institute |  |
| 1. Sector | * Public * Private |
| 1. Name of the Business School/Faculty/ Department/ Affiliated College applying for permission to start the MBA/EMBA program |  |
| 1. Year of establishment of Business School/Faculty/ Department/Affiliated College |  |
| 1. Number of campuses (if applicable) |  |
| 1. For which Campus program is applied? |  |
| 1. Mention the name of the University program (at any campus/affiliated college) that NBEAC has accredited. |  |
| 1. Name of Dean/Head of Business School with contact number and email (Attach CV in Appendix I) |  |
| 1. Name of Head of Department with contact number and email (Attach CV in Appendix I) |  |
| 1. Name(s) of the Program(s) applied for. |  |
| 1. Date of the Program Commencement | Proposed Date if a New Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Actual Date if Already Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Provide organograms of the business school and the parent institution as Appendix II.
2. Attach a copy of the HEI charter as Appendix III showing that the program applied for is allowed by the charter.
3. Provide information on funding sources for the business school in the following Table.

|  |  |  |
| --- | --- | --- |
| Sources of Funding | Amount in Million (PKR) | Percent Share |
| Tuition fee |  |  |
| Endowment fund(s) |  |  |
| Others (specify) |  |  |
| Total |  |  |

1. Attach the minutes of the academic council as Appendix IV, showing that the program applied for and its curriculum were duly approved.
2. Provide details of eligibility criteria for the program applied for.
3. Provide data on admission requirements for the program applied for in the following Table.

|  |  |
| --- | --- |
| Admission Requirements | Weightage |
| Last Education |  |
| GAT/University Test etc. score |  |
| Interview |  |
| Work Experience |  |
| Others (specify) |  |

8a. Attach the curriculum of the program applied for with a semester-wise scheme of study as Appendix V.

8b. List the objectives and learning outcomes of the program applied for and their mutual mapping in the following Tables. (Add rows/columns where needed)

|  |  |
| --- | --- |
| PO1: |  |
| PO2: |  |
| PO3: |  |

|  |  |
| --- | --- |
| PLO1: |  |
| PLO2: |  |
| PLO3: |  |
| PLO4: |  |
| PLO5: |  |
| PLO6 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | PLO1: | PLO1: | PLO1: | PLO1: | PLO1: | PLO6: |
| PO1: |  |  |  |  |  |  |
| PO2: |  |  |  |  |  |  |
| PO3: |  |  |  |  |  |  |

8c. Provide a course outline of one core, support, and elective course each as Appendix VI.

1. Provide structure-related information about the program applied for in the following Table.

|  |  |  |
| --- | --- | --- |
| Credit Hours | Number of Credit Hours |  |
| Number of Credit Hours Exempted to Relevant Education Holders (if any) |  |
| Program Duration | Regular Duration |  |
| Maximum Duration |  |

1. Provide enrollment for the program applied for in the following Table if the program has already started.

|  |  |  |
| --- | --- | --- |
| Semester | Semester-wise Enrolment | Total Enrolment |
| t (current) |  |  |
| t-1 |  |  |
| t-2 |  |  |
| t-3 |  |  |

1. Provide enrolment of students in each business education program other than the program applied for in the following Table.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Enrollment in all Study Programs | | | | | | Total Enrollment  A+B+C |
| 16 Years Programs  (A) | | 18 Years Programs  (B) | | Doctoral Programs  (C) | |
| Program | Enrolment | Program | Enrolment | Program | Enrolment |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Provide information about core business school faculty in the following Table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Business Administration | Public Administration | Management  Sciences | Commerce | Total |
| PhD |  |  |  |  |  |
| 18 Years Education (MS/MPhil/MBA/MPA/M.Com) |  |  |  |  |  |
| 16 Years Education (Bachelors/Masters) |  |  |  |  |  |
| Total |  |  |  |  |  |

1. Provide information about the business school’s permanent faculty in the following Table.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Name/  CNIC | Designation | Academic Degree and Specialization | Degree Awarding Institution | Current Job Duration | Experience in Higher Education/  Industry |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

1. Attach the following documents for the two PhD faculty members who are primarily responsible for the program applied for in Appendix VII.
2. CVs
3. Appointment Letters
4. Copies of PhD/Equivalent Degrees
5. Provide information about the business school facilities in the following Table.

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture Halls | Total number of lecture halls |  | |
| Average seating capacity |  | |
| Number of lecture halls dedicated to the program applied for |  | |
| Library | Seating capacity |  | |
| Number of business education textbooks (hardcopy) |  | |
| Number of business education reference books | Hardcopies |  |
| Softcopies |  |
| Number of business education journal subscriptions | Hardcopies |  |
| Softcopies |  |
| Access to online databases | Yes/No | |

**Appendices**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | | **Description** | | **Attached (please tick the box)** | **Comments** |
| Appendix-I | | CVs of Dean/Head of Business School and the Head of Department | |  |  |
| Appendix-II | | Organogram of Faculty/Business School | |  |  |
| Appendix-III | | A copy of the HEI charter | |  |  |
| Appendix-IV | | A copy of the minutes of the Academic Council showing approval of the program and the curriculum | |  |  |
| Appendix-V | | A copy of the curriculum of the program applied for with a semester-wise scheme of study | |  |  |
| Appendix-VI | | Course outline of one core, support, and elective course each | |  |  |
| Appendix-VII | | CVs of two PhD faculty members who are primarily responsible for the program applied for | |  |  |
|  | |  | |  |
|  | |  | |  |