Name of University: Mirpur University of Science and Technology (MUST), AJ&K
Name of Business School: Department of Business Administration (DBA)
Program(s) for Review: BBA,
Submission date: 2024-07-05

# 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

# **Contents**

# 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://nbeac.org.pk/index.php/accreditation-2/policies-and-procedures (https://nbeac.org.pk/index.php/accreditation-2/policies-and-procedures) 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 (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: **Mirpur University of Science and Technology (MUST), AJ&K**

Department/Business School under review: **Department of Business Administration (DBA)**

Postal address: **FACULTY of MUST BUSINESS SCHOOL, MUST, MIRPUR**

City and country: **Mirpur, Pakistan**

Telephone: **0314-8000005**

## Section 1. Strategic Management

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

Table 1.1. Basic information of business school

| a) Name of the university/parent institution | Mirpur University of Science and Technology (MUST), AJ&K |
|---|---|
| b) Year of establishment (university/parent institution) | 2009 |
| c) Chief administrative officer | Director |
| d) Name of Chief Administrative Officer | Prof. Dr. Zafar Iqbal |
| e) Name of the business school and campus (if relevant) | AJ&K |
| f) Year of establishment of the business school | 2009 |
| g) Address of the business school | City Campus MUST, Allama Iqbal Road, Mirpur, Azad Jammu and Kashmir 10250 |
| h) Website URL | https://must.edu.pk/must-business-school-2/ |
| i) Date on which Charter granted | 06/19/2014 |
| j) Reference number of Charter | XXXVI of 2014 |
| k) Charter type | Azad Jammu Kashmir |
| l) Institution type | University |
| m) Sector | public |
| n) Profit/Not for profit status | None Profit |
| o) Hierarchical context | Constituent Part |
| p) Number of other campuses (if any) | 1 |
| q) Location of other campuses (if any) | AJ&K, |

1.2. Provide scope of accreditation in Table 1.2.

Table 1.2. Scope of accreditation

| No. | Degree Program | Level (Graduate/Undergraduate) | Program Commencement Date |
|---|---|---|---|
| 1 | BBA | Under Graduate | 01/11/2010 |

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 | Focal person for NBEAC |
|---|---|---|---|
| Name: | Prof. Dr. Zafar Iqbal | Prof. Dr. Zafar Iqbal | Adeel Razaq |
| Job title: | Director | Director | Lecturer |
| Tel (off): | +05-82-7961113_ | +92-30-04739296 | +92-31-48000005 |
| Tel (cell): | +92-30-04739296 | +05-82-7961113_ | +05-82-7961113_ |
| Email: | chairman.dbms@must.edu.pk | chairman.dbms@must.edu.pk | adeel.dbms@must.edu.pk |

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

| No | Body name | Name and designation of Chairperson | Dates of last four meetings | | | |
|---|---|---|---|---|---|---|
|  |  |  | Meeting 1 | Meeting 2 | Meeting 3 | Meeting 4 |
| 1 | Syndicate/Board of Governors/Exec Board | Prof. Dr. Muhammad Younus Javed, SI(M): Vice chancellor | 2024-01-26 | 2023-08-15 | 2023-02-28 | 2022-08-05 |
| 2 | Senate | Barrister Sultan Mahmood: Chancellor | 2023-09-14 | 2022-08-18 | 2022-04-26 | 2021-06-22 |
| 3 | Academic Council | Prof. Dr. Muhammad Younus Javed, SI(M): Vice chancellor | 2024-05-09 | 2023-04-13 | 2022-08-02 | 2021-09-30 |
| 4 | Board of Faculty | Prof. Dr. Zafar Iqbal: Professor | 2024-01-12 | 2022-09-22 | 2021-02-19 | 2021-02-18 |
| 5 | Board of Studies | Prof. Dr. Zafar Iqbal: Director | 2023-12-20 | 2022-11-15 | 2020-05-13 | 2019-09-07 |
| 6 | Selection Board | Prof. Dr. Muhammad Younus Javed, SI(M): Vice chancellor | 2023-12-13 | 2022-05-15 | 2019-07-04 | 2019-05-28 |

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

| No. | Name of member | Designation | Affiliation | Name of statutory body |
|-----|----------------|-------------|-------------|------------------------|
| 1 | Prof. Dr. Zafar Iqbal | Director | BBA | Board of Studies |

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 |
|------|-------------------|-----------------------------------|-----------------------------------|-------------|
| 2024 | 1,407,789,000 | 6,160,000 | 5,544,000 | Explicit |
| 2023 | 1,149,313,000 | 8,828,000 | 5,278,000 | Explicit |
| 2022 | 1,109,774,000 | 6,642,000 | 3,862,000 | Explicit |

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.

### Mission Vision

| Mission | Vision | Date of mission approval | Date of vision approval |
|---------|--------|--------------------------|-------------------------|
| **Mission of MUST**<br><br>MUST is committed to all encompassing growth of its students, besides enabling them to tap the world of knowledge and assume leadership role in the future through a process of continual innovation in education, research, creativity, technological advancement and entrepreneurship.<br><br>**Mission of FMBS**<br><br>Faculty of MUST Business School (FMBS) will produce quality graduates and entrepreneurs equipped with skills. We aim to create a strong bond with regional educational institutions and local industry by promoting research and entrepreneurial activities. | **Vision of MUST**<br><br>To be a superior teaching and research institution, having transformative impact on society and action as a knowledge corridor between Azad Jammu and Kashmir, Pakistan and rest of the World.<br><br>**Vision of FMBS**<br><br>To become a leading business school in the region by producing quality graduates and entrepreneurs | 09/22/2022 | 09/22/2022 |

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 1.8.

Table 1.7. Approval of strategic plan

| No. | Period of the strategic plan | Date of approval | Approving authority |
|---|---|---|---|
| 1 | 5 Year 11 Month | 2024-06-12 | Review Committee |

## 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 |
|---|---|---|---|---|---|---|
| BBA | 8 | Core | 1 | 129 | yes | thesis |

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

Table 2.2. Entry requirements

| No. | Program under review | Eligibility criteria | Minimum requirements/relative weightage |
|---|---|---|---|
| 1 | BBA | Matric/O-levels or equivalent | 25 |
| 2 | BBA | SAT/NAT/GAT | 0 |
| 3 | BBA | Grades in Specific Subjects | 0 |
| 4 | BBA | Entry test | 30 |
| 5 | BBA | Candidacy Interview | 0 |
| 6 | BBA | Work Experience | 0 |
| 7 | BBA | Intermediate/A-levels or equivalent | 45 |
| 8 | BBA | Undergraduate | 0 |

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

| No. | Program under review | Year | Semester | Applications received | Admissions offered | Student Intake | Semester commencement date |
|---|---|---|---|---|---|---|---|
| 1 | BBA | 2023 | Fall | 465 | 64 | 61 | 11/06/2023 |

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

Table 2.4. Degree awarding criteria

| No. | Program(s) under review | Degree awarding criteria/ requirement |
|---|---|---|
| 1 | BBA | CGPA 2.5 is required for degree awarding for BBA Program |

## Section 3. Students

3.1. Provide the data on student enrolment 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 | | |
|---|---|---|---|
| | 16 year programs (A) | 18 year programs (B) | Doctoral programs (C) |
| 2024 | 260 | 0 | 0 |
| 2023 | 265 | 15 | 0 |
| 2022 | 199 | 38 | 0 |
| **Total** | **724** | **53** | **0** |
| **Grand Total** | **777** | | |

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 | 2022 | 2023 | 2024 |
|---|---|---|---|
| BBA | 46 | 37 | 33 |

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 (%) |
|---|---|---|
| BBA | 67 | 33 |

## Section 4. Faculty

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

Table 4.1. Summary of business schools' faculty

| | Business Administration | Commerce/Economics | Management Sciences | Public Administration | Other | Total |
|---|---|---|---|---|---|---|
| PhD | 0 | 1 | 2 | 0 | 1 | **4** |
| 18 years education (MS/MPhil/MBA/MPA/M.Com) | 0 | 0 | 18 | 0 | 0 | **18** |
| 16 years education (Bachelors/Masters) | 0 | 0 | 0 | 0 | 0 | **0** |
| Others (professional/industry experience) | 0 | 0 | 0 | 0 | 0 | **0** |
| Total | **0** | **1** | **20** | **0** | **1** | **22** |

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 (2024)

| No | Name | Designation | Number of courses taught in all programs | Number of students supervised | | | Administrative responsibility |
|---|---|---|---|---|---|---|---|
| | | | | PhD | Masters | Bachelors | |
| 1 | Prof. Dr Zafar Iqbal | Professor | 1 | 0 | 4 | 0 | Director |

Table 4.2b. Faculty workload (2023)

| No | Name | Designation | Number of courses taught in all programs | Number of students supervised | | | Administrative responsibility |
|---|---|---|---|---|---|---|---|
| | | | | PhD | Masters | Bachelors | |
| 1 | Prof. Dr Zafar Iqbal | Professor | 1 | 0 | 4 | 0 | Director |

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(E) | Program(s) under Review |
|---|---|---|---|---|---|
| | | | | | **Teaching courses in BBA:** |

| No | Faculty name(A) | Designation(B) | Faculty type(C) | Maximum teaching courses allowed(E) | Program(s) under Review |
|----|-----------------|----------------|-----------------|-------------------------------------|-------------------------|
| 1 | Prof. Dr Zafar Iqbal | Professor | Permanent | 2 | Courses : 0 FTE 0 |
| 2 | Prof. Dr Muhammad Khalique | Professor | Permanent | 2 | Courses : 0 FTE 0 |
| 3 | Mahroash Munir | Lecturer | Permanent | 5 | Courses : 1 FTE 0.2 |
| 4 | Abdul Majid | Lecturer | Permanent | 5 | Courses : 3 FTE 0.6 |
| 5 | Adeel Razaq | Lecturer | Permanent | 5 | Courses : 2 FTE 0.4 |
| 6 | Nadia Murtaza | Lecturer | Permanent | 5 | Courses : 1 FTE 0.2 |
| 7 | Ahsan Tahir | Lecturer | Permanent | 5 | Courses : 1 FTE 0.2 |
| 8 | Muhammad Adeel | Lecturer | Adjunct | 1 | Courses : 1 FTE 1 |
| 9 | Ali Ashiq | Lecturer | Permanent | 5 | Courses : 2 FTE 0.4 |
| 10 | Ahmed Nadeem | Lecturer | Permanent | 1 | Courses : 1 FTE 1 |
| 11 | Shahid Iqbal | Lecturer | Adjunct | 1 | Courses : 1 FTE 1 |
| 12 | Sammra Hassan | Lecturer | Adjunct | 1 | Courses : 1 FTE 1 |
| 13 | Qasim Shabbir | Lecturer | Adjunct | 5 | Courses : 0 FTE 0 |
| 14 | Aadil Rehman | Lecturer | Permanent | 5 | Courses : 0 FTE 0 |
| 15 | Ansar Ali Khan | Lecturer | Permanent | 5 | Courses : 0 FTE 0 |
| Total FTE | | | | | Program Total: 6 |

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 BBA:** |

| No | Faculty name(A) | Designation(B) | Maximum teaching courses allowed(C) | Program(s) under Review |
|---|---|---|---|---|
| 1 | Munawar Hussain | Lecturer | 5 | Courses : 1 FTE 0.2 |
| 2 | Dr Waqas Ali | Assistant Professor | 4 | Courses : 1 FTE 0.25 |
| 3 | Memoona Ansar | Lecturer | 5 | Courses : 1 FTE 0.2 |
| 4 | Saba Khaliq | Lecturer | 1 | Courses : 0 FTE 0 |
| 5 | Ayesha Rida | Lecturer | 5 | Courses : 1 FTE 0.2 |
| 6 | Atoofa Zamen | Lecturer | 5 | Courses : 1 FTE 0.2 |
| Total VFE | | | | 0.35 |

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) |
|---|---|---|---|---|
| BBA | 251 | 6 | 0.35 | 39.53% |

4.5 Provide data on faculty stability in Table 4.5.

Table 4.5. Faculty stability

| Year | Total faculty | Resigned | Retired | Terminated | New induction |
|---|---|---|---|---|---|
| 2024 | 22 | 2 | 0 | 0 | 0 |
| 2023 | 24 | 0 | 0 | 0 | 0 |
| 2022 | 24 | 0 | 0 | 0 | 0 |

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

Table 4.6. Gender mix

| Gender | Permanent/Regular | Adjunct | Visiting |
|---|---|---|---|
| Male | 73 | 67 | 33 |
| Female | 27 | 33 | 67 |

4.7 Provide data on the faculty degree in Table 4.7.

Table 4.7. Number of Faculty Degree

| No | No. of faculty with terminal degree (foreign institutions) | No. of faculty with terminal degree (domestic institutions) | No. of faculty with international work experience |
|---|---|---|---|
| 1 | 5 | 17 | 1 |

## Section 5. Research and Development

5.1 Provide a summary of research output 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

| No. | Publication category | Publication type | Year | Total number of items | Number of contributing core faculty members | 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 |
|---|---|---|---|---|---|---|---|---|
| 1 | Academic research articles | HEC category Y | 2022 | 2 | 1 | 2 | 2 | 2 |

## Section 6. Resources

6.1 Provide complete financial information of the business school in Table.6.1

Table 6.1. Financial information of the business school

| No. | Income/Expense | Particulars | 2021 | 2022 | 2023 | 2024 | 2025 | 20: |
|---|---|---|---|---|---|---|---|---|
| 1 | income | Endowment/investment income | 1,000,000 | 2,000,000 | 2,000,000 | 2,100,000 | 2,205,000 | 2,3 |
| 2 | income | Grants by government | 18,757,700 | 19,287,000 | 25,875,600 | 27,169,380 | 28,527,849 | 29, |
| 3 | income | Corporate sponsorships | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | income | Graduate programs fee | 4,526,000 | 7,127,000 | 3,741,000 | 3,741,000 | 987,000 | 0 |
| 5 | income | Executive education fee | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | income | Grants by parentor ganization | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | income | Undergraduate programs fee | 30,177,000 | 42,634,000 | 37,170,000 | 39,028,500 | 40,979,925 | 43, |

| No. | Income/Expense | Particulars | 2021 | 2022 | 2023 | 2024 | 2025 | 20: |
|---|---|---|---|---|---|---|---|---|
| 8 | income | Any other income | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | income | Postgraduate programs fee | 512,300 | 1,007,000 | 655,400 | 688,170 | 722,578 | 758 |
| | **TOTAL REVENUE (A)** | | **54,973,000** | **72,055,000** | **69,442,000** | **72,727,050** | **73,422,352** | **76,057,119** | |
| 10 | expense | Staff salaries | 1,301,000 | 4,540,000 | 5,751,000 | 6,326,100 | 6,958,710 | 7,6 |
| 11 | expense | IT facilities | 106,000 | 50,000 | 115,000 | 120,750 | 126,787 | 13: |
| 12 | expense | Faculty salaries | 33,440,000 | 33,678,000 | 39,761,000 | 43,737,100 | 48,110,810 | 52, |
| 13 | expense | Co-Extracurricular activities | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | expense | Repair and maintenance | 95,000 | 165,000 | 223,000 | 234,150 | 245,857 | 258 |
| 15 | expense | Utilities | 1,600,000 | 1,113,000 | 2,080,000 | 2,184,000 | 2,293,200 | 2,4 |
| 16 | expense | R&D | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | expense | Faculty development | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | expense | Marketing and promotion | 13,000 | 5,000 | 0 | 50,000 | 50,000 | 50, |
| 19 | expense | Library | 7,000 | 155,000 | 190,000 | 199,500 | 209,475 | 219 |
| 20 | expense | Educational visits/seminars | 10,000 | 20,000 | 30,000 | 50,000 | 50,000 | 50, |
| 21 | expense | Interest payments | 0 | 0 | 0 | 0 | 0 | 0 |
| 22 | expense | Other expenses | 4,874,000 | 7,282,000 | 8,571,000 | 8,999,550 | 9,449,527 | 9,9 |
| 23 | expense | Scholarships/financial | 926,000 | 1,001,000 | 976,000 | 1,024,800 | 1,076,040 | 1,1 |
| | **TOTAL EXPENSES (B)** | | **42,372,000** | **48,009,000** | **57,697,000** | **62,925,950** | **68,570,406** | **74,747,401** | |
| | ANNUAL BALANCE (A–B) | | 12,601,000 | 24,046,000 | 11,745,000 | 9,801,100 | 4,851,946 | 1,309,718 | |

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

Table 6.2. Business schools' resources

| 1 | | Business School | Open area per student | 144.81 |
|---|---|---|---|---|
| 2 | | Business School | Total area (sq.ft) | 134899 |
| 3 | | Business School | Covered area (sq.ft) | 10652 |
| 4 | | Business School | Open area (sq.ft) | 124247 |

| 5 | Business School | Total student enrollment | 858 |
|---|---|---|---|
| 6 | Faculty offices | Total number of offices | 12 |
| 7 | Faculty offices | Total faculty members | 22 |
| 8 | Faculty offices | Average number of faculty members per office | 2 |
| 9 | Faculty offices | Workstations/laptops | yes |
| 10 | Faculty offices | Printer/Photocopier | yes |
| 11 | Faculty offices | Air conditioning | no |
| 12 | Faculty offices | Safe Cabinets | yes |
| 13 | Hostels/accommodation | Total capacity of male student hostel(s) | 500 |
| 14 | Hostels/accommodation | Number of faculty hostels | 1 |
| 15 | Hostels/accommodation | Total capacity of faculty hostel(s) | 50-60 |
| 16 | Hostels/accommodation | Number of female student hostels | 2 shared |
| 17 | Hostels/accommodation | Total capacity of female student hostel(s) | 300 |
| 18 | Hostels/accommodation | Number of male student hostels | 5 shared |
| 19 | Laboratories | Internet bandwidth (GBs) | 0.180 |
| 20 | Laboratories | Total number of workstations in labs | 50 |
| 21 | Laboratories | Students to computers ratio | 1:1 shared wtih IT department |
| 22 | Laboratories | List of available softwares | spss, eviews, endnote, microsoft office |
| 23 | Laboratories | Number of laboratories | 2 |
| 24 | Laboratories | LAN/WAN networking | yes |
| 25 | Lecture Halls | Whiteboard/blackboard | yes |
| 26 | Lecture Halls | Proper lighting | yes |
| 27 | Lecture Halls | Air Conditioning | yes |
| 28 | Lecture Halls | Multimedia and whiteboard simultaneously useable? | yes |
| 29 | Lecture Halls | Total number of lecture halls | 8 |

| 30 | Lecture Halls | Seating capacity (minimum-maximum) | 45-60 |
|----|---------------|-----------------------------------|--------|
| 31 | Lecture Halls | Multimedia | yes |
| 32 | Library | Number of international journal subscriptions | no |
| 33 | Library | Number of business magazines | no |
| 34 | Library | Access to HEC digital library | yes |
| 35 | Library | Access to other online databases | yes |
| 36 | Library | Number of libraries | 1 |
| 37 | Library | Database of research publications | no |
| 38 | Library | Total seating capacity | 250 |
| 39 | Library | Students to computers ratio in library | 1:3 |
| 40 | Library | Number of business text books (hardcopy) | 5657 |
| 41 | Library | Number of business reference books (Softcopy) | no |
| 42 | Library | Number of business reference books (Hardcopy) | 2500 |
| 43 | Library | Number of local journal subscriptions (Softcopy) | no |
| 44 | Library | Number of local journal subscriptions (Hardcopy) | no |
| 45 | Library | Number of new books added in current year | 150 |
| 46 | Library | Budget spent on new books in current year (PKR) | 190000 |
| 47 | Multipurpose hall/auditorium | Number of multipurpose halls | yes |
| 48 | Multipurpose hall/auditorium | Seating capacity | 170 |
| 49 | Other Facilities | Female students common room | 1 |
| 50 | Other Facilities | Male students common room | no |
| 51 | Other Facilities | Prayer room | yes |
| 52 | Other Facilities | Canteen/cafeteria | yes |

| 53 | Other Facilities | Gymnasium | yes |
| 54 | Other Facilities | Playground | yes |
| 55 | Transportation | Number of vans for faculty transportation | 2 |
| 56 | Transportation | Number of vans for students transportation | 8 |

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 |
|------|-------------|---------|---------|------------------|
| 1. Appendix-1A | CV of the dean, head of school and focal person (max. four pages each) | Yes | No | |
| 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. | | | |