

**Standard Operating Procedure (SOPs)**  
**for Establishment of a New University/Institution of Higher Education:**

The Higher Education Commission established under Ordinance No. LIII of 2002, is authorized to (Section 10 (1) Clause (f) of HEC Ordinance refers):

**“advise the Federal Government and the Provincial Government on proposals for granting a Charter to award degrees in both public and private sector”**

The establishment of a university/degree awarding institution is a multi-step process. It involves fulfilling the legal formalities as well as making available the required academic, financial and physical infrastructure.

**1. Legal formalities**

- i). The first step for establishment of a university/institution is the fulfillment of legal formalities and registration under the relevant laws of the Companies Ordinance/Societies Registration Act/Trust Act as a Foundation/Society or a Trust. This is not required in case of public sector universities/institutions.
- ii). New Universities and degree awarding institutes should be established in the public sector only after approval of project PC-I clearly mentioning development funds required for establishment of the physical infrastructure as well as recurring funds that will be required for operation upon completion of the project.
- iii). Proposed university/Institution desirous of having degree awarding status are required to seek affiliation with public sector university prior to applying for establishment as a university/degree awarding institution. Such institutions will continue operating as an affiliated institution till promulgation of Ordinance/enactment of 'Bill', as the case may be.

**2. Submission of feasibility report**

- i). Following the completion of preliminary legal requirements, sponsors/management are required to submit five copies of feasibility report to the HEC prepared in accordance with the provisions of 'Criteria/Guidelines for Establishment of a New University/Degree Awarding Institution.'
- ii). The respective Provincial Education Department/s are also competent to process the feasibility report prepared in the light of 'Criteria/Guidelines for Establishment of a New University/Institution of Higher Education.'

**3. Scrutiny**

- i). On receipt of the feasibility report, it is preliminary examined in the HEC and shortfalls, if any, are communicated to the sponsors for rectification. If the Commission finds that there is a prima facie case for further consideration, the feasibility report is sent to a panel of experts appointed by the HEC. The panel evaluates/assesses the feasibility report to ascertain availability of requisite infrastructure and may ask for additional information or recommend the case for physical inspection of the institution.

**4. Site Inspection**

- i). After favourable evaluation reports, the HEC appoints an Inspection Committee to conduct a physical inspection of the institution for verification of available

infrastructure. The visit will require meeting with administrators, students, teaching staff and supporting staff.

- ii). In case of physical inspection carried out by the Charter Recommendation Committee of Provincial Education Department/s, an HEC representative is required to be associated during the time of physical inspection.

## 5. Recommendation for Charter

- i). The inspection Committee will report its findings to the HEC. In case of satisfactory report of inspection, the institution is recommended for grant of Charter and the sponsors are asked to submit a draft Charter prepared in accordance with the Federal Universities Ordinance (FUO), 2002. After vetting of draft Charter, the case is recommended to the concerned Ministry/Division for pursuing its case for grant of Charter with the Federal or Provincial Government.
- ii). The Recommendation Letter/NOC issued by the HEC or respective provincial government/s, in no way, can be treated as an authority to admit students under its own seal.

## 6. Grant of Charter

- i). The Charter will be granted subject to the jurisdiction either by the Federal Government or a Provincial Government as the case may be and shall be governed by the respective regulations as prescribed by the HEC and Charter granting body. The university/institution shall be empowered to admit students under its own seal and confer degrees only after grant of Charter.
- ii). For university/institution to be Chartered by Federal Government, following procedure is to be followed:
  - a). For establishment of a university/institution in public sector, the HEC approved draft Bill/Ordinance is forwarded to sponsoring Ministry/Division for sending the draft to Ministry of Law, Justice & Human Rights. Similarly the sponsoring Ministry/Division forwards the summary of case to Cabinet Division.
  - b). In case the university/institute is to be established in private sector, HEC forwards the case to Secretary, Cabinet Division through its Executive Director, who is *ex-officio* Secretary as per rule 18(1) of Rules of Business, 1973, whereby : "The Chairman of the Commission enjoys the status of Federal Minister and its Executive Director is *ex-officio* Federal Secretary, who may submit summaries or cases to Cabinet directly with the approval of Chairman, HEC."
  - c). As per FUO, the Summary for establishment of a university/degree awarding institution is moved to Federal Cabinet for issuance of Notification for inclusion of university/institution in first schedule of Federal Universities Ordinance (FUO). The relevant section of FUO is reproduced below:

Chapter I, Section 1 (3):

"the Government may through notification in official gazette make addition to the list of universities placed in the schedule"

Chapter II, Section 3 (2):

"The Government may set up such universities as are considered appropriate through notification in the official Gazette and the provisions of the Ordinance shall apply to each university set up after the promulgation date hereof."