

Inspection Procedure for Scrutiny of Private Universities/Institutions

1. Any person or an organization such as registered society, trust, foundation or NGO interested in establishing a University or Degree Awarding Institute may apply for registration to HERA on the prescribed form alongwith relevant documents.
2. On receipt of the application form, the Authority will scrutinize & process the application.
3. In case the application is found in order & according to the rules, the Authority shall refer the same to the scrutiny committee for further necessary action.
4. If the application during the course of processing is found incomplete & deficient in any respect, the Authority shall send it back to the applicant with the direction to complete the requirements and resubmit the case to the Authority.
5. Upon resubmission, the Authority shall reprocess the case. If the application & related documents are found in order, the same shall be forwarded to the scrutiny committee for further necessary action.
6. The convener of the scrutiny committee shall, then fix a date & time convenient to him & the Members of the Scrutiny Committee for inspection of the University/Degree Awarding Institute & communicate the same to the authority.
7. The Authority upon the receipt of schedule of inspection shall inform the concerned University/Degree Awarding Institute of the same.
8. The scrutiny committee shall then carry out inspection of the University/Degree Awarding Institute in accordance with fixed criteria/guidelines & examine/scrutinize the realities on the ground.
9. All the members of the scrutiny committee shall submit their observation/recommendation on the prescribed proforma to the convener of the scrutiny committee.
10. The convener of scrutiny committee shall submit the same alongwith his specific & final recommendation to the Authority for further necessary action under the rules.
11. If the Regulatory Authority favorably recommends the establishment of the University in the Private Sector, the Management Committee, the Board of Governors or the Board of Trustees of the proposed Private Educational Institutions, as the Case may be, shall furnish a Charter to Government in the form of a bill after obtaining a no objection certificate form the Higher Education Commission for further processing of the bill by Government

12. Unless the bill is passed and enacted as an Act of the Provincial Assembly, the applicant shall not start functioning of the proposed University; Provided that an ordinance promulgated by the Governor of the Province in this behalf shall for the Purposes of this sub section, be deemed to be an Act passed by the Assembly.
13. Subject to sub Section (2), the Regulatory Authority shall, on Payment of such fee as may be prescribed, issue a registration certificate whereupon the university so registered may start functioning as such.

SCRUTINY COMMITTEE

The authority shall appoint a scrutiny committee consisting of the members as under:

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| 1. | Additional Secretary
Higher Education Department,
Government of NWFP. | Convener |
| 2. | Member (Ex-Officio) | Member |
| 3. | Representative of HEC
(not below the rank of Additional Secretary)
(for Private Sector Universities/
Degree Awarding Institutes) | Member |
| 4. | Member (Full Time) HERA | Member |
| 5. | Dean of a Public University
of the respective jurisdiction | Member |

The Scrutiny Committee shall have the powers to examine documents, require documents to be produced, receive statements on oath and direct the applicant to file affidavits and in the discharge of such functions shall have the powers of Civil Court under the code of civil procedure (COCP) 1908 (V) of 1908

The Scrutiny Committee shall forward the applications duly scrutinized with its final recommendations to the Regulatory Authority for further processing.