

Section 1: Institution's site

***Criteria**

	Essential requirement 1: Institution's site	Yes	No	Inc	NA	Remark
1	<i>The campus visited is not directly connected with:</i>	Music shop				
		Hotels				
		Other offices				
		Living rooms				
2	<i>There is free space in the campus</i>					
3	<i>The site of the campus is suitable for transport</i>					
4	<i>The campus is free from pollutants</i>					
5	<i>The institution has:</i>	Water supply				
		Electric supply				
		Telecommunication service				

*** Cr=Criteria**

Comments

Criterion:1	
Criterion:2	
Criterion:3	
Criterion:4	
Criterion:5	

Section 2: Permanent staff per three years bachelor's program

***Criteria**

Essential requirement 2: Number of permanent staff per program					Yes	No	Inc	N/A	Remark(goal to be achieved)
	<i>Staff Qualification /Positions</i>	For Pre-accreditation	For Accreditation	For Re-accreditation					
1	PhD/Assistant Professors	-	-	-					30%
2	MA/MSc/Lecturer	2	4	4					50%
3	BSc./BA/Graduate assistant	1	2	2					20%

*** Cr=Criteria**

Comments

Criterion 1	
Criterion 2	
Criterion 3	

Section 3: Physical facilities for a program

*Criteria

	Essential requirement 3: Physical facilities		Yes	No	Inc	N/A	Remark
1	Classrooms are equipped with:	White/green/black boards					
		Overhead projectors					
		Teaching aids					
2	Classrooms are :	Well ventilated					
		According to the standard set (1.4m ² per student)					
		Free from sound pollution					
3	Workshops are available for the programs (when necessary)						
4	Laboratories have:	Stores					
		Water supply					
		Electrical supply					
5	Offices are available for:	The Registrar					
		The administration and support units					
		Each department					
		Deans					
6	Separate rooms provided/available for:	Laboratory technicians					
		Workshop assistants					
		Janitors					
7	Teachers' and students' lounges are available for service						
8	Toilets are available for:	Female staff					
		Female students					
		Male staff					
		Male students					
9	Computer center	There is a computer center					common course only
		There is at least one server-based network with internet connection					For computer science, IT and related fields
		The number of computers in the center fulfill the standard set (1 computer per 2 students)					For computer science, IT and related fields

* Cr=Criteria

Comments

Criterion 1	
Criterion 2	
Criterion 3	
Criterion 4	
Criterion 5	
Criterion 6	
Criterion 7	
Criterion 8	
Criterion 9	

Section 4: Contractual agreement or ownership evidence *Criteria

	Essential requirement 4: Documents		Yes	No	Inc	N/A	Remark
1	The applicant of pre-accreditation or accreditation presents:	A five-year contractual agreement to use the					

		building.					
		Ownership evidence of the building authenticated by a legal body.					

* Cr=Criteria

Comments

Criterion 1	
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Section 5: Teacher/Students ratio

*Criteria

	Essential requirement 5 :teacher/ student ratio per program	Yes	No	Inc	NA	Remark
1	For medicine /engineering/ language /computer ... it is 1:20					
	Business, law....it is 1:40					

* Cr=Criteria

Comments

Criterion 1	
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Section 6: Library facilities

*Criteria

	Essential Requirement 6 : Library facilities	Yes	No	Inc	NA	Remark
1	Seating capacity of the library: It must accommodate at least the 25% of the total enrolled students at a time students at a time:					
2	Reference books to students ratio is 1:15 (5 reference books per course):					
3	Journals to students ratio is 1:30 (At least 1 per program):					
4	Text books to students ratio is 1:5					

	(1 per course):					
5	Newspapers, dictionary and encyclopaediae are present:					
6	The library has:	A Head (graduated in Library Science)				
		An Assistant				
		A Catalogue worker				
		Attendants				

* Cr=Criteria

Comments

Criterion1	
Criterion 2	
Criterion 3	
Criterion 4	
Criterion 5	
Criterion 6	

Section 7: Recreational places

***Criteria**

	Essential requirement 7:recreational places	Yes	No	N/A	Inc	Remark
1	Students' lounge					
2	Staff lounge					
3	Spaces for indoor and outdoor games					

*** Cr=Criteria**

Comments

Criterion 1	
Criterion 2	
Criterion 3	

This program has clear and publicly-stated purposes that are consistent with the preparation of professionals in the field for which pre-accreditation, accreditation and/or re-accreditation is requested.	[<input type="checkbox"/>] YES [<input type="checkbox"/>] NO
This program possesses adequate human, fiscal, and physical learning resources consistent with the needs of its stated purposes.	[<input type="checkbox"/>] YES [<input type="checkbox"/>] NO
This program is effectively organized and administered to utilize the learning resources in order to accomplish its stated educational purposes.	[<input type="checkbox"/>] YES [<input type="checkbox"/>] NO
This program is accomplishing its stated purposes and is likely to be able to continue to do so throughout the period for which it will be accredited/pre-accredited.	[<input type="checkbox"/>] YES [<input type="checkbox"/>] NO