

**UNIVERSITY GRANTS COMMISSION NEPAL**  
**HIGHER EDUCATION QUALITY ASSURANCE AND ACCREDITATION COUNCIL (HEQAAC)**  
**SANOTHIMI, BHAKTAPUR**

**ELIGIBILITY CRITERIA FOR LETTER OF INTENT (LOI) ACCEPTANCE**

1. HEIs must have at least 50% full time qualified faculty members against the total number of faculties.
2. Executive Head, Head of the Academic Departments (HoDs), Program Coordinators and the Coordinator of the Internal Quality Assurance Cell/Committee (IQAC) must be full time appointee.
3. Minimum number of students in the institution should be 200. This will not be applicable to Central Departments, Central Schools, and Central Campuses of universities and in the HEIs offering quota based programs. However, such institutions should have fulfilled at least 80% of total enrollment of approved quota in each programme. HEIs having both quota based programmes and general programmes should have at least 200 students enrolled with meeting at least the 80% admission fulfilled in Quota or approved seats of programs.
4. HEIs must have been established at least five years before the date of LOI submission and should have produced at least one batch of graduates.
5. Internal Quality Assurance Cell/Committee (IQAC) must have been formed and its comprehensive working guidelines should be developed and approved by governing body of the HEI in consistent to the IQAC Directives – 2077 ( <https://ugcnepal.edu.np/uploads/web-uploadsfiles/IQAC%20Directives%202020.PDF> ) of the UGC Nepal.
6. At least 5% of the total operating budget of the institution should be allocated for the promotion and sustenance of research culture within the institution. This research budget should be reflected in the annual budget plan of the institution.
7. The HEI must follow the non-conformity of multiple affiliations within the same premises (abiding by the rules and regulations of respective affiliating university) and must not be within the politico-administrative jurisdiction of same local authority (rural/ municipality).
8. The HEI should meet the minimum criteria stated by the professional councils (applicable to HEIs offering professional courses).
9. Education Management Information System (EMIS) Unit should be formed and its guidelines/ Terms of Reference (ToR) should have been defined.
10. Institutions running on leased properties must have a plan for institutional sustainability and continuity including their own infrastructural development plan and commitment to implement the plan within five years.
11. Lease period must be longer than 10 years if the plan for own premise is not defined yet. The institution must have allocated at least 10% of its total budget for the academic and institutional development (applicable for private institutions).