Eligibility Criteria to Participate in QAA Process

1. HEIs should have submitted the registry form to be registered in the National Registry of the Higher Education Service Provider.[1]

2. The Institutional Details - Name of the HEIs must be Consistent with the Name registered at National Registry of Higher Education Provider, Affiliation, and Office of the Company Registrar or any other places, where the Institution is recognized as a legal entity

3. The number of students required to be eligible is as given in the table below:

Student size-related eligibility currently proposed is as follows:

Remoteness Category	Description	Minimum Student number required to be eligible	Remarks
A	Remote Rural / Municipality (Remote - 'Ka'	150	The list of the Local Government Units by the Remoteness / level of Accessibility, as per the Ministry of Federal Affairs and General Administration (MOFAGA) is annexed in Annex I स्थानिय निकायको प्रशासनिक वर्गिकरण
B	Rural / Municipality (Moderately Accessible - 'Kha'	200	
C	Rural/Municipalities (Accessible - 'Ga / Gha'	300	
D	Metropolitan and Sub-Metropolitan / Cities (Well-Accessible - 'Gha'	400	

Exceptions:

i. Minimum number of students in the institution described above shall not be applicable to the HEIs offering research degrees such as MPhil and PhD; are Central Departments, Central Schools, or Central Campuses of Universities / Academy, and the HEIs who are offering quota-based programs. Nevertheless, such institutions should have fulfilled at least 80% of the total enrollment capacity / or the approved quota in each program. HEIs having both quota based programs and general programs must have the students number defined above.

ii. Student size-related eligibility to the HEIs offering only three or less academic programs in following indicated remoteness category:

Remoteness Category	Description	Minimum Student number required to be eligible	Minimum Student number required to be accredited
C	Municipalities (Accessible - 'Ga / Gha'	200	300
D	Metropolitan and Sub-Metropolitan / Cities (Well-Accessible - 'Gha'	250	400

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[1] A register maintained at UGC Nepal, The prescribed form is available at
https://docs.google.com/forms/d/e/1FAIpQLScG07Sl_nCIFSuW0QPWvVDB9wsi7k0qJAFU3nFUMbuq4HHQLQ/viewform?usp=sf_link

The UGC Nepal will assign a unique code to the HEI as NHEP Number

4. 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).

5. HEI shall not have academic programs from different universities and the programs of school education such as grade 11 or 12, as well as vocational programs of CTEVT. In case if the HEI has its feeder school or extension for vocational programs, their institutional management team (such as CMC/BOD), full-time faculties and staff, Account and Financial management, examination system, EMIS, and library as well as other related administrative records must have been clearly separated from higher education.

6. HEIs must have at least 60% full time qualified faculty members against the total number of faculties, and have taken over 75% of course / research supervision load by full-time faculties.

7. Executive Head, Head of the Academic Departments (HoDs), Program Coordinators and the Coordinator of the Internal Quality Assurance Cell / Committee (IQAC) must be the full-time appointees.

8. 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.

9. Internal Quality Assurance Cell / Committee (IQAC) must have been formed and its comprehensive working guidelines should have been developed and approved by governing body of the HEI in accordance to the IQAC Directives – 2077 endorsed by the UGC Nepal (available at for reference: https://ugcnepal.edu.np/uploads/web-uploadsfiles/IQAC%20Directives%202020.PDF).

10. Research related criteria to participate in QAA

> Please find the attached link for further details: **Research-related criteria to participate in QAA**

11. The HEI should meet the minimum criteria stated by the professional councils (applicable to HEIs offering professional courses), and shall have been authorized / accredited by Medical Education Commission – Standards and Accreditation Committee, in case of the HEIs offering the programs of Health and Allied Sciences

12. Education Management Information System (EMIS) Unit shall have been formed and its guidelines / Terms of Reference (ToR) shall have been defined / endorsed by governing authority of the institution.

13. 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 next five years.

14. The lease period must be longer than 10 years, with the provision of at least one-year's pre-notification, in case either party intends to end the contract, to the other party. The institution must have allocated at least 10% of its total budget for the academic and institutional development (mostly applicable to private institutions).