

## **Role of MoE in Education Fair**

The Department of Adult and Higher Education, Ministry of Education has a mandate to ensure that Bhutanese students get enrolled to quality institutions of higher education. This would facilitate undergraduate students and their parents in choosing the appropriate programmes for higher studies and getting placements based on aptitude, employability and economic capabilities.

Based on the relevancy of the tasks of overseeing and regulating the activities in providing higher education, the Quality Assurance and Accreditation Division (QAAD) of the department has been designated to look after this. The division is responsible to ensure the quality of tertiary education for Bhutanese children both in and outside the country. In order to meet this end, the division facilitates the establishment of Education Consultancy and Placement Firms (ECPFs) and monitors their activities. Detailed guidelines have been developed entailing the transparent procedures for the establishment and related activities ultimately ensuring the quality services provided to the clients. A Detailed Project Report (DPR) shall be submitted and adequate infrastructure developed with appointment of at least a counselor and office assistant. After acquiring the business license, a Memorandum of Understanding between the Ministry of Education and the consultancy firm is signed specifying the expectations and obligations of both the parties.

The ECPFs are expected to:

1. Provide accurate information of the institutions
2. Counsel on the employable programs and fee structures
3. Admit and make arrangements to reach the students to the institution
4. Monitor the progress of the students and provide the information to parents
5. Participate in student support activities
6. Arrange for alternative institutions if required
7. Facilitate in obtaining the graduate certificates and mark sheets
8. Ensure to collaborate only with recognised institutions

The Quality Assurance and Accreditation Division, Department of Adult & Higher Education, being the Secretariat to the Bhutan Accreditation Council, has to facilitate the recognition of qualifications. The recognition services are possible with close involvement of knowing the status of institutions. The division verifies the status of the institutions that the ECPFs and BCCI bring in for approval. While the ECPFs usually bring the institutions whom they have signed the collaborations with, the BCCI involves the ECPFs and event managers from abroad to bring in institutions. The Education Fairs organised by the BCCI is one of the three major annual events. While we encourage the ECPFs to come together to organise Education Fairs, approvals may be granted keeping a gap of three weeks between any two fairs. An ECPF may be approved on the same date if it can produce “No Objection” from the already approved ECPF/s.

The organizers are required to abide by the checklists given in Annexure 1, submit the application form as Annexure 2 along with the required documents. The verification involves the steps given in Annexure 3.

## Annexure 1

### **Checklist for organizing education fair**

1. A formal approval from the Ministry of Education is mandatory.
2. The University must be recognised by their country for participation – by the University Grants Commission or equivalent bodies of their country, or possess recognition codes like CRICOS, or be a member of Associations like AIU, ACU, IAU, etc.
3. The Deemed (to be) Universities must be at least of B grade and should not affiliate any institute/college.
4. Private universities should not affiliate colleges/institutes outside their state.
5. The colleges/institutes must submit a letter of current affiliation status from a recognised university.
6. The institution (university/college/institute) should submit the accreditation status for the programmes from the Professional Accreditation Council of the host country. It would be an advantage if the accreditation status from the national accreditation body is also included.
7. No programme without the accreditation status shall be allowed to participate in the fair.
8. No institution shall be allowed to display fake promotional materials and untrue facts. Any institution found to be doing so, shall be blacklisted and barred from admitting Bhutanese students and participating in similar fairs in future.
9. Bhutanese students shall be admitted to foreign institutions which has the medium of instruction in English.
10. The Bhutanese students shall be admitted only to formal course of study. Distance education or study centres are discouraged.
11. Each institution must fill up the form attached along with the documents required for verification and final approval.
12. The applications of the institutions should be submitted to QAAD, DAHE, MoE for approval at least one month prior to the fair after which no applicant shall be entertained.

Annexure 2

**APPLICATION FORM FOR PARTICIPATION IN EDUCATION FAIR**

1. Date of Fair: \_\_\_\_/\_\_\_\_/20\_\_\_\_
2. Name of the Institution: \_\_\_\_\_
  - 2.1 Location: \_\_\_\_\_
  - 2.2 Zone: \_\_\_\_\_
  - 2.3 Country: \_\_\_\_\_
  - 2.4 Institute Website: \_\_\_\_\_
3. Contact (Focal Person): \_\_\_\_\_
4. College/Institute affiliated to: \_\_\_\_\_ University (*Please attach the affiliation letter*).
5. Type of University: Member of UGC \_\_\_/AIU \_\_\_/ACU \_\_\_/IAU \_\_\_/Public \_\_\_/ Private \_\_\_/Branch campus \_\_\_/Deemed \_\_\_(Grade: \_\_\_) (*Tick all relevant ones*).
6. Recognition Code (e.g. CRICOS, if any): \_\_\_\_\_
7. Courses offered: (i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_ (iv) \_\_\_\_\_  
(*Please include all courses that you intend to admit students in; use additional sheet if required*).
8. Accredited by: (i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_ (iv) \_\_\_\_\_  
(*Please add as required& attach valid accreditation certificates*).
9. Local partner: \_\_\_\_\_ Education Consultancy & Placement Firm.  
**(Note: Please provide the affidavit of translated documents, if not in English).**
10. Submitted by: \_\_\_\_\_ Dated: \_\_\_/\_\_\_/20\_\_\_

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*For Official Use*

Verified by: \_\_\_\_\_ Dated: \_\_\_/\_\_\_/20\_\_\_

Result: Approved \_\_\_\_ / Not approved \_\_\_\_ for participation.

Reason, if not approved: \_\_\_\_\_

Dated signature of Verifying Officer: \_\_\_\_\_

Dated signature of Approving Official: \_\_\_\_\_

### Annexure 3

#### **Verification Process of the documents for Education Fair**

1. Check if the application form has been filled for each institution.
2. Check if all required documents as per the application form has been attached.
3. Ensure official translations are attached for those not in English.
4. Check if the University is recognised by UGC/equivalent body – is it in the latest list?
5. Check the current status in [www.ugc.ac.in](http://www.ugc.ac.in) – ensure there is no pending case.
6. Alternately, check if the University is a member of AIU ([www.aiuweb.org](http://www.aiuweb.org)) or ACU ([www.acu.ac.uk](http://www.acu.ac.uk)) or IAU ([www.iau-aiu.net](http://www.iau-aiu.net))
7. If it is a deemed University, check if it is not in the latest list of 44 category C Deemed Universities.
8. Check if the college/institute is affiliated to recognised University.
9. Ensure that affiliation letter for the college/institute is attached.
10. Check if the programmes have been accredited by relevant professional councils and valid certificates attached.
11. Check if the institution has been accredited by NAAC/NBA – optional.
12. May take the assurance of the ECPF/organiser if required.