



OFFICE OF THE AFFILIATION COMMITTEE UNIVERSITY OF KARACHI

Tel. 99261377

PROFORMA FOR THE AFFILIATION

Note: Please provide the following information, use separate sheets if required.

I GENERAL INFORMATION

1. Name of College/Institution with full address _____

Telephone No. _____ Fax No. _____
E-mail Addresses: _____
2. No. of Seats required _____ Morning / Evening _____
3. Year of Establishment of institution _____
4. Date of First Affiliation: _____
5. Date of last Inspection: _____
6. Date of Present Inspection _____ (To be filled in by Affiliation office)
7. Program with optional subjects for which the college is affiliated.

(Separate form is to be filled for each degree program).

Faculty	Degree	Subjects (Compulsory)	Subjects (Optional)

II. MANAGEMENT

8. Name of Principal: _____
 - a. Academic Qualification _____
 - b. Teaching/Administrative Experience: _____
9. In case of private institute:
 - a. List of members of Board of Governors/ Managing Committee.
 - b. Name of Society / Foundation / Trust _____

(Attach copy of Registration)

Contd...P/2

III. FINANCE

10. State the financial position of the College/Institution and sources of income to meet the expenses for degree classes (in case of private college audited financial balance sheet is to be submitted).

11. Sources of yearly income for the last two years:

(i) **Recurring:** _____

Govt. grant: _____ Income from tuition fees: _____

(ii) **Non-recurring:**

Building grant: _____ Equipment grant: _____

(iii) Income from other sources: _____

12. Class wise monthly tuition fee charged from students. Rs. _____

Whether fee is collected monthly or on periodic basis: _____

13. Details of following fees if charged from the students.

(i) Games Fee: Rs: _____

(ii) Union Fee: Rs: _____

(iii) Medical Fee: Rs: _____

(iv) Admission Fee/Caution Money: Rs: _____

(v) Building fund: Rs: _____

(vi) Entertainment fund: Rs: _____

(vii) Poor Student fund: Rs: _____

(viii) Library fund: Rs: _____

(ix) Laboratory fund: Rs: _____

(x) Any other fund or subscription: Rs: _____

14. Total annual expenditure of the College for the last two years:

a. Recurring: _____

b. Non-Recurring: _____

15. How the deficit is met: _____

IV. FACULTY STAFF POSITION

16. Details of faculty, their designation, qualification, subject and length of service.

(Please use separate sheet).

S.No.	Name	Designation	Qualification	Length of Service	Status Regular/Full time
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

Contd.....P/3

V. STUDENTS

17. Class wise number of the students admitted during the last four years. Starting from class XI

Class	1 st Year	2 nd Year	3 rd Year	4 th Year
	Boys & Girls	Boys & Girls	Boys & Girls	Boys & Girls

18. Class wise results of degree program for the last three years.

Class	1 st Division	2 nd Division	3 rd Division	Pass	Total

VI. BUILDING

19. Number of rooms (class-wise) their dimensions and accommodation capacity (kindly attach sketch & drawing of structure).
20. Details of number and space for laboratories, class rooms, lecture rooms, common room, staff room, library, office etc. with approximate dimensions.
21. Is the above space properly fitted with the following?
- Water Supply: _____
 - Electricity both lighting & power Connection & fans: _____
 - Gas: _____
 - Sanitary Fittings: _____
 - Ventilators: _____

VII. LIBRARY & MUSEUM

22. Total No. of books available in the library.
23. Subject-wise list of books, journals, periodicals (*Please use separate sheet*).

S.No.	Name of Books with Authors and year of Publication	Number of Copies
1.		
2.		
3.		

VIII. LABORATORIES & WORKSHOP

24. Laboratories: (Please give subject-wise detail of laboratories with equipments, apparatus, glass wears, Chemicals. Provide information about number of shifts for practical attached time table)
25. Amount spent during the last two years for the purchase of equipment and apparatus for different science subject.

26. Amount proposed to be spent for the next session on the purchase of equipment and apparatus: _____

Contd....P/4

IX. OTHER ACADEMIC ACTIVITIES

27. Has the college attained any distinction in any of the following?
- a. Literacy Pursuits
 - b. Games & Sports
 - c. Inter Collegiate debates, discussions and seminars
 - d. Distinction in any other sphere.
28. A brief account of other extra curricular activities of the College may be given.

X. MISCELLANEOUS

29. List of non-teaching staff members with designations.
30. Whether the following registers are properly maintained?
- | | | |
|----|---|--------|
| a. | Register of admission & transfer of students. | Yes/No |
| b. | Attendance Register for all theory and practical classes for calculating percentage of lectures delivered by each teacher and attended by each student. | Yes/No |
| c. | Daily cash book for entering income and expenditures. | Yes/No |

Instances of in-discipline in the College, if any, and steps taken by the authorities in such cases.

Any other matter regarding the college which you desire to the notice of the Affiliation Committee.

***SIGNATURE OF THE PRINCIPAL
WITH OFFICIAL SEAL***

Dated: _____

(Kindly submit 3 (three) sets of this proforma along with all related documents)