

(To be filled in for the purpose of Affiliation of Women Colleges / Institutions with Shaheed Benazir Bhutto University Peshawar)

INSTRUCTIONS

- Clearly answer all questions and provide complete information.
- Extra sheets may be used where needed.
- No details/questions should be left unanswered or a column left blank.
- Submission of this form within due date to the University is mandatory.

PART-I (GENERAL INFORMATION)

A **About College / Institution**

1. Official Name of the College / Institution: _____

2. Complete mailing address of the College / Institution: _____

Tehsil: _____ District: _____

3. 📞 Contact Number(s): Official: _____ Any Other: _____

4. E-mail ID of the College: _____ Principal: _____

5. Fax Number: _____

6. Date of establishment of the College: _____

7. Objectives for Establishment of the College/Institution:

8. Status of the College/ Institution (*Public /Private/Any other*): _____

9. Brief information regarding the Authority (*Public / Autonomous*), which allowed the College/Institution to be established: _____

10. Give the details/composition of the Governing Body/Authority for College/Institution (if it does not form part of Public Sector): _____

11. Give Registration Number & Date of Registration of the College / Institution, if registered with HERA (attach a Copy of the same).

Registration No: _____ Date of Registration: _____

12. Name of the University with which this College was affiliated previously till date (include the details covering all programmes):

S.No	Name of University	Programmes	Duration		Remarks
			From	To	
1					
2					
3					
4					
5					

(If required, an additional page may be attached)

B

About Principal/Head of Institution

1. Name: _____

2. Designation (Tick appropriate box):

Professor

Assoc Professor

Asst Professor

3. Qualification(s): _____

4. Date of Present Appointment: _____

5. 📞 Contacts: Cell Phone: _____ Residence: _____ Office: _____

6. Teaching Experience (Brief History): _____

7. Administrative Experience: _____

C

About Head/Senior

1. Name: _____
2. Cell Phone Number: _____

D

About Affiliation

1. Present affiliation of the College/Institution with date: _____

2. Currently College is seeking affiliation for the following programme(s):
 - a. _____
 - b. _____
 - c. _____
 - d. _____
3. For which Degree/Programme(s), the College has already been affiliated with this University?
 - a) _____
 - b) _____
 - c) _____
4. Has the College applied for affiliation earlier to this University for which it is seeking affiliation currently?
 Yes No
5. If yes, state last date of inspection by Inspection Committee of SBBWUP: _____

6. Propose the Date for Inspection regarding affiliation this time: _____
7. What is the mode of Examinations of the Degree Programme(s) for which the College is currently seeking affiliation?
 Semester System Annual System

8. In which Discipline/Subject(s) of BS Programme(s) the College is seeking affiliation?

a. _____ b. _____

c. _____ d. _____

9. Mention the Timings of the Classes for Morning and Evening shift(s):

a. Morning : from _____ am to _____ am/pm

b. Evening (if any) : from _____ pm to _____ pm

PART- II (BASIC LIFE FACILITIES)

i. Whether the College has the facility of potable water? Yes No

ii. Whether the College has the facility of Sui Gas? Yes No

iii. Whether the College has the facility of Electricity? Yes No

PART-III (PHYSICAL FACILITIES)

A

Building

1. What is the Status of the College building?

Owned Rented Donated Allotted by Govt.

2. What is the total Covered area of the administration block (in square meters)? _____

3. What is the total Covered area of the academic block (in square meters)? _____

4. Whether a separate academic block is allocated for each of BA/BSc/BS/MA/MSc Degree programs? (Give brief detail) _____

5. Overall total Number of Classrooms in the College: _____

6. What is the size of class room(s) (in sq.ft)? _____

7. What is the maximum seating capacity in each class room? _____

B

HOSTEL

1. Whether the students have the facility of boarding inside the College premises?

Yes No

2. Number of Hostel Blocks: _____

3. Number of total living rooms in all the hostels: _____

4. Capacity of each room with regard to number of students: _____

5. Number of students who availed the facility of College Hostel last year: _____

6. Whether the College staff has the facility of residence in the premises of the College?

Yes No

If Yes, how many _____

7. Any other details of Hostel building (if any): _____

8. Particulars of the Warden are:

a. Warden : Name: _____ Qualification: _____

b. Asst Warden : Name: _____ Qualification: _____

C **LABORATORIES**

1. Give total number of available labs in the College (other than Computer Labs): _____

2. Give total number of available Labs (other than Computer labs) subject wise and the corresponding student's strength in each:

S.No	Subject(s)	Number of Labs	Number of students availing Lab Facility	Average Number of Students per Lab	Remarks

3. Specify those labs which are well equipped according to the syllabi.

a. _____ b. _____ c. _____

d. _____ e. _____ f. _____

4. Specify the labs which need to be improved in terms of equipments according to the syllabi.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

5. Whether the Labs are shared or available separately for each Class/faculty F.Sc, BSc & BS Programmes (Give brief detail)?

6. Whether separate language labs are available for Urdu & English language?

D

EXAMINATION HALL

1. Give exact location of Examination Hall in the College. Also give information regarding the surroundings of the Hall: _____

2. Provide the following information in numbers.

a. Total Area of Examination Hall (in Square meters): _____

b. Shape of the Examination Hall: Rectangle square

c. Number of Doors in the Hall: _____

c. Number of Windows in the Hall: _____

d. Number of ventilators or exhausts: _____

f. Number of students can be accommodated in Hall during Examination: _____

g. Number of Working Fans are available in the Hall:

i. Number of Tube Lights/ Electric Bulbs are available in the Hall:

j. Number of side rooms are adjacent to the Hall:

k. Number of students who can be accommodated in each side room during Examination:

E. Provide a general pen picture along with diagrammatic layout of the College showing the following:

Academic Blocks, Administration Block, College Gates, Examination Hall, sports Grounds, Labs, Principal's Office, College Entrance & any other detail which you consider important to be shown in the sketch (attach as annexure).

PART-IV (TRANSPORT FACILITIES)

1. Whether the transport vehicles are available for students? Yes No
2. Give details regarding administrative vehicles of College?

PART-V (BASIC HEALTH FACILITIES)

1. Whether the College has the facility of a dispensary/first aid room? Yes No
2. If yes, whether a trained nurse is available in the dispensary? Yes No
3. If yes give her detail as:
 Name: _____ Qualification: _____
 Part Time Duty/Full Time: _____ Monthly Salary: _____
4. In case there is no dispensary, whether the first Aid facility is present for emergency situation? Yes No

PART-VI (SPORTS FACILITIES)

1. Whether the sport Ground is available for the students within the premises of College?

Yes No

2. How many sports Grounds are available for the students?

3. List the indoor & outdoor games for which the facilities are available in the College?

Indoor Games		Outdoor Games	
1.	7.	1.	7.
2.	8.	2.	8.
3.	9.	3.	9.
4.	10.	4.	10.
5.	11.	5.	11.
6.	12.	6.	12.

4. List the Games & their respective Couches/instructors.

Games	Number of Couches/instructor	Games	Number of Couches/instructor

PART-VII (COMPUTER LABS & IT FACILITY)

1. Number of computer labs available for the students: _____

2. Number of computer systems available for the students: _____

3. Number of students which can be accommodated in a computer lab at one time:

4. Internet facility is available for students in labs? Yes No

5. Integrated network is available in the College? Yes No

6. Type of networking of computer systems in labs (Give brief detail):

7. Software/Programmes installed in the computer systems for use by students are:

PART-VIII (STUDENTS' ENROLMENT)

Provide the total number of Enrolled students in the offered certificate/Degree programs during the last academic year & the pass percentage.

FOR ANNUAL DEGREE PROGRAMMES

Academic year: _____

Certificate/Degree Program		FA	F.Sc	BA	B.Sc	MA	M.Sc	B.Ed	M.Ed	LLB
Part I	Enrolled students									
Part II										
Part I	Pass Percentage									
Part II										

FOR SEMESTER DEGREE PROGRAMMES

Academic Year: _____

MA/M.Sc	Discipline																								
	Semester	I	II	III	IV	I	II	III	IV	I	II	III	IV												
	Enrolled Students																								
	Percentage																								
BS	Discipline																								
	Semester	I	II	III	IV	V	VI	VII	VIII	I	II	III	IV	V	VI	VII	VIII	I	II	III	IV	V	VI	VII	VIII
	Enrolled Students																								
	Percentage																								

PART-IX (ADMISSIONS)

1. Have admissions been made according to the approved Rules and Regulations of the University?

Yes No

2. What is the admission criteria for BA/BSc/MA/MSc/BS/etc Degree program in which the College seeks affiliation?

4. Give admission schedule for the current session in each of the Degree programs for which the College seeks affiliations?

PART-X (LIBRARY)

1. Number of libraries are in the College: _____

2. Total number of books available in the library? _____

3. Number of reference books available in a particular subject/discipline for which the College seeks affiliation? _____
4. Number of books in total available in a particular Subject/Discipline for which the College seeks affiliations: _____
5. Enlist the Magazines available in the library for students. on regular basis:
- i. _____ ii. _____ iii. _____
- iv. _____ v. _____ vi. _____
- vii. _____ viii. _____ ix. _____
6. Enlist the Newspapers available in the library on regular basis for students:
- i. _____ ii. _____ iii. _____
7. Enlist journals for which the college subscribed:
- i. _____ ii. _____ iii. _____
- iv. _____ v. _____ vii. _____
7. Whether the Digital library is available in the College? Yes No
8. How many study/reading rooms available in the library? _____
9. What is the seating capacity in each of study room? _____
10. Whether the Reading rooms are properly furnished? Yes No

PART-XI (FINANCE)

1. List the source of income to meet the recurring & developmental expenses of the College/ Institution:
- i. _____ ii. _____ iii. _____
- iv. _____ v. _____ vii. _____
2. Give brief detail about the sources of the income in College.
- i. _____ ii. _____ iii. _____ iv. _____
- v. _____ vii. _____ viii. _____ ix. _____
3. Give break up of fee & other dues (attach fee structure detail with this form).
- _____
- _____
- _____
4. What is the Refundable Security /Caution fee?
- _____
- _____
- _____
5. Give brief detail of grants /donations received by College on average:
- _____
- _____
- _____
6. Give brief detail of assets?
- _____

24								
25								
26								
27								
28								
29								
30								
31								
32								

NOTE: Please attach extra sheet of this table if necessary & provide information of all the staff members.

Fill in the above table in ascending order

(R=Regular Employee; C= Contract Employee; PT= Part Time Employee)

PART-XIII (ADMINISTRATIVE STAFF)

S.No	Name	Designation	Qualification	BPS/Rate of Fixed Salary	Date of Appointment	Job Nature (R/C/PT)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

NOTE: Please attach extra sheet of this table if necessary & provide information of all the staff members.

Fill in the above table in ascending order

R=Regular Employee; C= Contract Employee; PT= Part Time Employee

PART- XIV (TIME TABLE)

Give Time Table for the Program for which the College seeks affiliation.

Days (Time)	Monday ()	Tuesday ()	Wednesday ()	Thursday ()	Friday ()	Saturday ()
Room No:						
Subject						
Teacher						
Room No:						
Subject						
Teacher						
Room No:						
Subject						
Teacher						
Room No:						
Subject						
Teacher						
Room No:						
Subject						
Teacher						
Room No:						
Subject						
Teacher						
Room No:						
Subject						
Teacher						
Room No:						
Subject						
Teacher						

Note: Make sure that the above mentioned Rooms are not allotted to any other programme for the mentioned time in the above Schedule.

PART-XV (TEACHER'S WORKLOAD)

List the Faculty members and their teaching work load in the given table.

S. No	Teachers' Name	Designation	Subject	No. of periods per week taking in		
				BS	BA/BSc	Total
1						
2						
3						
4						

5						
6						
7						
8						
9						
10						
11						
12						

******The End******