

**FORM AC-1**

Note: - (THIS APPLICATION SHOULD BE SUBMITTED THROUGH THE DIRECTOR OF EDUCATION COLLEGES CONCERNED OR ANY OTHER OFFICER AUTHORIZED FOR THE PURPOSE).

The Registrar,
The Islamia University of Bahawalpur.

Subject: **APPLICATION FOR AFFILIATION OF _____**

COLLEGE TO THE ISLAMIA UNIVERSITY OF BAHAWALPUR.

Dear Sir,

This is to inform you that a college _____
has been established under the management of _____

_____ w.e.f. _____

The college fulfils the requirements under Section 34 of the Islamia University of Bahawalpur Act, 1975 and the relevant Statutes, Regulation etc. therefore, I request you to process the case of this college for grant of affiliation with the Islamia University of Bahawalpur.

The prescribed proformas Ac-2 and Ac-3 duly completed in all respects alongwith the required documents are submitted herewith for further necessary action.

Yours Faithfully,

Signature: _____

Name of: _____

Principal: _____

National I.D Card No: _____

Name of College: _____

Address: _____

Phone No: _____

Cell No: _____

D.A. _____

(From Pages _____ to _____)

REPLY OF THE COLLEGE ADMINISTRATION REGARDING FULFILLMENT OF THE REQUIREMENTS UNDER SECTION 34 OF THE ISLAMIA UNIVERSITY OF BAHAWALPUR ACT, 1975.

(Note: **The answer of each item should be clear and definite. Each page of the proformas should be signed. Please attach extra sheets, where necessary.**)

1. _____

Principal of the College hereby declare that the College _____ fulfils the requirements laid down under section 34 of the Islamia University of Bahawalpur Act 1975 and relevant Statutes. Item –wise reply of the requirements is given below:-

- a) whether the educational institution is under the management of the Government or of a regularly Constituted Governing body (Please attach constitution of the society/body etc alongwith a list of the members of the governing body also attach, copy of the registration with the Registrar of Joint Stock companies Lahore.
- b) Whether the financial recourses of the Educational Intuition are sufficient to enable it to make due provision or its continued maintenance and efficient working (**Please attach Bank statement**).
- c) Whether the strength and qualification of the teaching and other staff, and the terms and conditions of their service, are adequate to make due provision for the courses of instruction, teaching or training to be undertaken by the Educational Institution.
- d) Whether to Educational Institution has framed proper rules regarding the efficiency and discipline of its staff and other employees. (Please attach the copy of E & D Rules framed by the college or copy of the resolution for adopting Government E & D Rules).
- e) Whether the building which the Educational Institution is to be Located is suitable and that provision will be made, in conformity with the Statutes and the Regulation for
 - i) The residence of students not residing with their parents or Guardian, in the hostels established and maintained, by the Educational institution or in hostels or lodgings approved by it, and
 - ii) The Supervision & physical and general welfare of students has been provided (Please give necessary details).

- f) Whether provision has been made for a Library and adequate Library services.
- g) Where affiliation is sought in any branch of experimental Sciences, whether due arrangements have been made for imparting instruction in that branch of Science in a properly equipped Laboratory, museum and other places of practical work.
- h) Whether due provision will, so far as circumstances may permit be mad for the residence of the Principal and members of the teaching staff in or near the college or place provided for the residence of students and,
- i) Whether the affiliation of the educational institution will not be injurious to the interests of education or discipline of Educational Institutions in its neighborhood.

I hereby undertake that after affiliation of the institution any transference, changes in the managements and in the teaching staff shall be reported forthwith to the University and teaching staff, shall process the prescribed qualifications.

I further declare that the item-wise information given above is true to the best of my knowledge & belief and nothing has been concealed therein.

Signature _____

Name/Designation _____

Name of College _____

Address _____

Phone No: _____

Cell No: _____

QUESTION TO BE REPLIED AND DOCUMENTS BE PRODUCED FOR THE AFFILIATION/RECOGNITION OF COLLEGES & INSTITUTIONS.

Note: -Please answer every question clearly and fully sheets may be attached where necessary. No column should be left blank (filled form should be signed at the bottom of each page).

PART-1 GENERAL

- *1. Name of the College/Institution _____
 - i) Location & Address _____
 - ii) Telephone No. (If any) _____
 - iii) Year of establishment _____
 - iv) Year of first affiliation _____

- 2. Is the college functioning under management of the regularly constituted governing body?

- 3. Has the society/trust/foundation registered with the Registrar Joint Stock Companies?

- 4. Date of last inspection by Affiliation Committee. _____

- 5. Date of present Inspection or Proposed inspection _____

- 6. (i) Degree and examination with subjects of studies for which the college is seeking affiliation.

| Examination | Degree | 1.Compulsory | 2.Elective | 3. Optional |
|--------------------|---------------|---------------------|-------------------|--------------------|
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- ii) Whether the classes will be in the evening or in the morning in both cases timings should be given.

- 7 (i) Has the College registered with the Education Department? if so, please give No. & Date of the registration letter (attach copy) _____

- (ii) If yes, year/period for which registration has been granted _____

PART-II-MANAGEMENT

8. i) Name of Principal/ Head of Institution _____

ii) Date of appointment as Principal _____
iii) Academic qualification of the Principal _____
iv) Teaching Experience _____
v) Administrative Experience _____
(Please attach CV)

PART-III-FINANCE

9. State the financial position of _____
the College and sources of income _____
to meet the expenses of the college _____
10. Sources of yearly income for the last two years: (i) 200__ Income _____
(ii) 200__ Income _____
- i) **RECURRING**
a) Government grant. Rs. _____
b) Income from tuition fees/dues. Per Annum _____
c) Income from other sources(if any) _____
d) Total Rs. _____
- ii) **NON RECURRING**
a) Building grant.
b) Equipment/Laboratory/Furniture Grant
c) Total Rs. _____
11. Fees & dues charged from the Students _____
- i) One time fee & dues _____
ii) Refundable Security/Caution money _____
iii) Other fees & dues per annum _____
iv) In addition to above, University fees & dues _____
v) Total: Rs. _____
12. What was the total annual expenditure of the College for the last two years?
(i) 200__ Income _____
(ii) 200__ Income _____
- i) RECURRING _____
ii) NON-RECURRING _____
13. Whether annual budget estimates of the College has been prepared & got approved from the competent authority. Please attach a copy of the same.
14. Did the income and expenditure balance if not, how did the college meet the deficit _____

PART-IV-TEACHING AND OTHER STAFF

15. Full list of teaching staff with the following particulars- (Please attach details).

| Sr. # | Name | Designation | Date of Appointment | Educational Qualifications with division/ grade | Subject paper for which approved | BPS No. Rate of fixed salary | Teaching Experience | Nature of Appointment whether regular / contract or on part time basis. Also quote appointment letter No. & date |
|----------|------|-------------|------------------------|--|----------------------------------|------------------------------|---------------------|--|
| | | | | | | | | |

_____Details are attached vide Annexure_____

16. Attach a complete and comprehensive time table for lectures, practicals, tutorial and seminars _____

17. **FULL LIST OF OTHER STAF WITH FOLLOWING PARTICULARS:-**

| Sr. # | Name | Designation | Date of Appointment | Educational Qualifications with division/grade | BPS No. or fixed Rate of Remuneration | Total Experience | Nature of Appointment whether regular/contract or on part time basis. Also quote appointment letter No. & date |
|-------|------|-------------|---------------------|--|---------------------------------------|------------------|--|
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Attach separate sheet if required:

18. Have appointments of the teaching and other staff been made according to the rules of the Education Department.

19. Is the Salary to the staff being paid though crossed cheques every months? If yes (please attach photo copies of payment receipt)

PART-V-STUDENTS

20. Number of students on the rolls during the last two years:-

| Class | Previous/Part-I | | Final/Part-II | | Total | |
|-------|-----------------|-------|---------------|-------|-------|-------|
| | Boys | Girls | Boys | Girls | Boys | Girls |
| | | | | | | |

21. NUMBER OF STUDENTS ADMITTED DURING THE CURRENT ACADEMIC SESSION _____ (IF ADMISSION COMPLETED PLEASE ATTACH LISTS OF ADMITTED STUDENTS) DESCRIBING ALL PARTICULARS INCLUDING QUALIFICATIONS DATE OF BIRTH REGISTRATION NO ETC.

| Class | Previous/Part-I | | | Final/Part-II | | | Total |
|-------|-----------------|-------|-------|---------------|------|-------|-------|
| | Boys | Girls | Total | Girls | Boys | Total | |
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22. Have admissions been made according to the approved Regulations/Rules of the University.

23. Whether admission schedule was got approved from the University? (It may kindly be noted that admission will have to be made according to the schedule approved by the University. The registration return will have to be submitted after 15 days of the last date fixed for admission.).

24. Pass percentage in the University Examinations during the last two years.

Examinations: 1st Annual/20 _____ Pass Percentage _____
 1st Annual/20 _____. Pass percentage _____

25. Are Syllabi & courses of reading duly approved by the University?

PART-VI-BUILDING

26. Whether the building is owned by the college or it is a rented building.
- i) If it is a rented building, then rent deed be attached.
 - ii) In both cases, approved map of the building be also attached.
27. Number of class rooms with their dimensions and the numbers of students to be accommodated in each class room.
28. Details of space of laboratories, Lecture theatres, Common Room, Library, Assembly Hall, office etc with approximate dimensions and number be given below:-
29. Is the above space properly fitted with the following:-
- i) Water Supply _____
 - ii) Electricity (both lighting & power connection & fans) _____

 - iii) Gas _____
 - iv) Sanitary fitting _____
 - v) Ventilators _____
 - vi) Electric water cooler _____

Comment on the deficiencies (if any) and how do you propose to remove them:-

30. List of the Furniture, Office Equipment, Audio Visual Equipment, Computer etc. be attached.
31. What are the surroundings on four sides of the College?

PART – VII – HOSTELS.

32. Whether the institution has any hostel? If so, number of hostels available along with the following information.

- i) Present number of boarders in each hostel_____
- ii) Maximum number of boarders that can be accommodated in_____
- iii) Are hostels over crowded?
- iv) Are all the residents of the hostel bonafide students of the same College?
- v) Is there any provision for a common room and indoor games etc.

33. i) What are the arrangements for First Aid?

- ii) Has the College full time or part time Medical Officer, if so, please write his name, address qualification and monthly remuneration.

34. Is there a superintendent / Warden for the hostel? If so, his name, qualification be given below.

35. If the College does not have a hostel, is there any plan of having one, and how soon?

PART-VIII-PLAY GROUND

36. i) Does the Institution has any play ground? If so how far the ground from the Hostel and from the College
- ii) Number of play ground available be mentioned.
37. For what games the Institution makes provision?
38. What the annual provision in Sports budget?

PART-IX-LIBRARY & MUSEUM

39. i) What is the total number of books in the College Library?
- ii) What is the number of books in each subject?
- iii) What is the number of reference books?
40. Whether text books are available in each subject?
If so, number of text books may be given (a complete list of the books be attached.)
41. What is the number of Journals and Magazines to which College subscribe?
A list of the Journals received regularly to be given below.
42. i) What amount did the College spend on books and periodicals during the last two years? _____
- ii) Proposed expenditure in this head, for the present year _____

- 43. i) What are the timing of Library and reading Room?
 - ii) How many students can be accommodated in the Reading Room of the College Library?
 - iii) Is it properly furnished with adequate number of lights and fans?
44. Is there graduate trained Librarian appointed in the college? His name & Qualification be given below:-
45. Is there a Museum in the College? If so, details regarding number of specimens be given.

PART-X- LABORATORIES & WORKSHOP

46. Subject-wise number of Laboratories and their dimensions together with the number of students which can be accommodated in each laboratory:-
- _____
- _____
- _____
47. How many shifts of students utilize given laboratory each day?
48. Are the Laboratories properly equipped?
Detailed list of equipment and apparatus in each Laboratory to be furnished with further information as to how many students can benefit from the availability equipment at a time?(attach list)
49. What amount is proposed to be spent during current academic session on the purchase of equipment and apparatus?

PART-XI- OTHER ACADEMIC ACTIVITIES.

50. Has the college attained any distinction in any of the following?
- i) Literary pursuits _____
 - ii) Games & Sports _____
 - iii) Inter Collegiate debates, discussions and seminars _____

 - iv) Distinction in any other sphere _____
51. Is there any system of internal examinations, such as monthly tests, terminal tests etc, if so, whether a regular record of the progress of the students is maintained, If not, how does the College evaluate its students progress?
52. In case of Educational College, have arrangements for teaching practice been made, please give details including name of the attached Laboratory, School etc.
53. Whether the following Registers are being maintained?
- i) Register of admission and transfer, etc. _____
 - ii) Fees & dues Register _____
 - iii) Attendance Register of students for all theory and practical classes for calculating percentage of lectures delivered by each teacher and attended by each students.
 - iv) Attendance Register of teachers and other staff _____
 - v) Daily case book for entering income and expenditure _____
54. Instances of indiscipline in the College, if any, and steps taken by the authorities in such cases.
55. Any other matter regarding the College which you desire to bring to the notice of the Affiliation Committee/ Inspection Team.

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| Defects pointed out and recommendation made in last inspection report carried (A copy of the same to be attached) | The extent to which defects have been removed or recommendations carried out if some of the recommendation have reasons for non compliance may be given |
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Signature _____

**Name of Principal/
Head of Institution** _____

Dated: _____