



University of Swat

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APPLICATION FORM FOR AFFILIATION OF DEGREE PROGRAM

Note: Please answer every question clearly and fully. Tick mark (√) in box where applicable and Write N.A. where the column is not relevant. Attach additional sheet(s) if required.

1. AFFILIATION:

- i. Affiliation desired in the discipline(s)/ subject(s): _____
- ii. Previous affiliation in the discipline(s): _____
- iii. Mode of affiliation: _____
- iv. Affiliation processing fee details: _____
- v. Inspection fee details: _____

2. DETAIL OF INSTITUTION: (Attach map/ plane of the building of the institution)

- i. Name of the Institution: _____
- ii. Address of the Institution/ exact location: _____
- iii. Year of establishment: _____
- iv. Objective(s) of establishment: _____
- v. Mission Statement: _____
- vi. Vision Statement: _____
- vii. Name of the Chief Executive: _____
- viii. Qualification of the Chief Executive: _____
- ix. Contact Nos. (Phone / Mobile): _____
- x. Fax No. _____
- xi. Website address: _____
- xii. Email id: _____

Signature and Stamp of the Chief Executive: _____

3. STAFF DETAILS:

(a) Teaching Staff

- i. Number of male staff: _____
- ii. Number of female staff: _____
- iii. Number of Professors: _____
- iv. Qualification of Professors: (*Attach Details*) _____
- v. Number of Associate Professors: _____
- vi. Qualification of Associate Professors: (*Attach Details*) _____
- vii. Number of Assistant Professors: _____
- viii. Qualification of Assistant Professors:(*Attach Details*) _____
- ix. Number of lecturers: _____
- x. Qualification of Lecturers: (*Attach Details*) _____
- xi. Number of visiting Professors: _____
- xii. Qualification of visiting Professors:(*Attach Details*) _____
- xiii. Numbers of part time professors, Associate Professors, Assistant Professors, Lecturers:

- xiv. Salary details of Professor, Associate Professor, Assistant Professor and Lecturer:

- xv. Mode of Selection of teaching staff: _____
- xvi. Teaching staff selection criteria: _____

(b) Non Teaching Staff:

Laboratory Staff:

- i. Number of lab Assistants: _____
- ii. Qualification of Assistants: _____
- iii. Number of lab Attendants: _____
- iv. Qualification of Attendants: _____

Accounts staff:

- i. Number of Accountants: _____
- ii. Qualification of Accountants: _____
- iii. Other relevant staff: _____

Library Staff:

- i. Number of library staff: _____
- ii. Qualification: _____
- iii. Other relevant staff : _____

Other support Staff:

- iv. Number of Clerical staff: _____
- v. Designation(s):
 - a. _____
 - b. _____

4. STUDENTS DETAILS:

- i. Total number of students enrolled in the institution: _____
- ii. Enrollment of students level-wise:
 - a) _____
 - b) _____
 - c) _____
 - d) _____

4. BOARD OF GOVERNORS:

If present, attach list of members of the Board of Governors.

5. PHYSICAL FACILITIES:

- i. Building of the Institution: a. Purpose Built b. House c. Otherwise
- ii. Total area: _____
- iii. Covered Area: _____
- iv. If rented, period of agreement with the owner: w.e.f _____ to _____

Class Rooms:

- i. Number of class rooms: _____
- ii. Size of class rooms / students Capacity: _____
- iii. Cross ventilation in class rooms: a. Yes b. No
- iv. Electric installation: a. Fan b. A. C
c. Light d. Heater e. Others
- v. Rostrum/ dice: a. Present b. Not present
- vi. Number of tablet chairs in each class rooms: _____
- vii. Furniture: a. wooden b. Plastic c. Fiber glass
- viii. Size does white board / black (8'x 4' required): _____

Library:

- i. Size of Library: _____
- ii. Number of text books: _____
- iii. Number of general books: _____
- iv. Number of reference books: _____
- v. Number of journals/ magazines: _____
- vi. Number of newspapers: _____
- vii. Number of study tables/ chairs: _____
- viii. Number does shelves for books: _____
- ix. Library computerized: a. Yes b.No
- x. Library linked with internet: a. Yes b. No
- xi. Details of gas/ electricity installations in the library: _____

Science Laboratories:

CHEMISTRY PHYSICS BOTANY ZOOLOGY

- i. Size of each lab _____
- ii. Required apparatus/ chemicals/ specimen available :a. Yes b. No
- iii. Working tables/ chairs available: a. Yes b. No
- iv. Water connection available: a. Yes b. No
- v. Electricity/ gas installation available: a. Yes b. No
- vi. Exhaust in the lab: a. Yes b. No

Computer/ IT Lab:

- (i) Size of the lab: _____
- (ii) Number of computers: _____
- (iii) Specification of computers: _____
- (iv) Students ratio vs Computers: _____
- (v) Net working available: a. Yes b. No
- (vi) Internet facility available: a. Yes b. No
- (vii) Proper furniture/ fixture available: a. Yes b. No
- (viii) Multimedia: a. Yes b. No

Principal Room:

- (i) Size _____
- (ii) Fully furnished/ half furnished / not furnished _____
- (iii) Details of Office equipment's / furniture: _____

Staff Room:

- (i) Size _____
- (ii) Furnishing details: _____
- (iii) Wash room attached: a. Yes b. No

Student Wash Rooms:

- (i) Number of wash rooms: _____
- (ii) Water supply available: a. Yes b. No
- (iii) Electric supply/ light available: a. Yes b. No

Play Ground:

- (i) Size of the ground: _____
- (ii) Distance from the institution: _____

Exam Hall:

- a. Yes b. No
- (i) Size of the hall: _____
- (ii) Number of chairs in the hall: _____
- (iii) Electricity/ gas installation: a. Yes b. No

Seminar Hall / Conference Room:

a. Yes b. No

- (i) Size of the conference room: _____
- (ii) Number of chairs in the conference room: _____
- (iii) Electricity/ gas instillation in the conference room: a. Yes b. No

Hostel Facility:

- (i) If available for how many students: _____
- (ii) Number & Size of rooms: _____

General facilities:

Medical Facilities: a. fast aid box b. Mini dispensary c. Not available

Transport facility: a. Yes b. No

Details of Medical services for students and staff: _____

6. FINANCIAL REQUIREMENTS:

- i. Bank A/C in the name of institute: a. Yes b. No
- ii. if yes, name of the bank: _____
- iii. Amount of endowment funds per bank statement: _____
- iv. Amount of working capital as per bank statement: _____
- v. Value of tangible assets: _____

7. FEE STRUCTURE:

(Attach Details)

8. DOCUMENTATION:

- i. General stock register: a. Yes b. No
- ii. Lab(s) stock register(s): a. Yes b. No
- iii. Library stock register/ Accession register: a. Yes b. No
- iv. Admission with drawl register: a. Yes b. No
- v. Cash book: a. Yes b. No

9. CODE OF CONDUCT FOR STAFF: a. Yes b. No

10. CODE OF CONDUCT FOR STUDENTS:

a. Yes b. No

(i) Medium of instruction: a. Yes b. No

(i) Duration of teaching time: from: _____ AM to: _____ PM

(ii) Co- curricular activities if any: _____

11. GENERAL:

i. Societies: _____

ii. Magazines: _____

12. ANY OTHER / REMARKS BY THE HEAD OF INSTITUTION:

Principal Name: _____

Office Stamp _____

Qualification: _____

Date: _____

Signature: _____

Important Note:

- i. Please fill in all the relevant information with documentary evidence, in case of incomplete information / evidence the response will be considered invalid
- ii. Five copies of the application form along with supported documents should be provided in binded form. All copies of application form should be attested by the Chief Controlling Officer/ Chief Executive Officer.
- iii. Attach admission policy of the institution.
- iv. Attach policy of the institution for quality assurance and students supervision.
- v. Attach details of sources of income to meet the recurring and developmental expenses of the institution.
- vi. For detailed statutes and rules, please visit University of Swat Website (uswat.edu.pk).