



# University of Lakki Marwat

Lakki Marwat (28420) Khyber Pakhtunkhwa (Pakistan)

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## AFFILIATION PROFORMA

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

### A. GENERAL INFORMATIONS

1. Name of the College/Institution with Full Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
E-mail address : \_\_\_\_\_
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 by the University)
7. Program with optional subjects for which the college is affiliated.

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

Discipline	Programme	Subjects (Compulsory)	Subjects (Optional)

### B. 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 (Please attached list).
  - b. Name of Society/foundation/Trust/HERA: \_\_\_\_\_  
(Attach copy of Registration)

### C. 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. \_\_\_\_\_  
Where 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. Developmental fund Rs. \_\_\_\_\_
  - ix. Library fund: Rs. \_\_\_\_\_
  - x. Laboratory fund: Rs. \_\_\_\_\_
  - XI Any other fund or subscription: Rs. \_\_\_\_\_
14. Total annual expenditure of the College for the last two years:
- a. Recurring: 2018 - onward \_\_\_\_\_
  - b. Non-recurring: 2018 - onward \_\_\_\_\_
15. How the deficit is met: \_\_\_\_\_

**D. TEACHING STAFF DETAIL**

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

**E. NON-TEACHING STAFF DETAIL**

S. No.	Name	Designation	Qualification	Length of Service	Status Regular/Full time

**F. STUDENTS**

17. Class wise number of the students admitted during the last four years.

Class	1 <sup>st</sup> term/ semester		2 <sup>nd</sup> term/ semester		3 <sup>rd</sup> term/ semester		4 <sup>th</sup> term/ semester	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls

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

Program	1 <sup>st</sup> division	2 <sup>nd</sup> division	3 <sup>rd</sup> division	Pass	Total

**G. BUILDING**

19. Number of rooms (Class-wise) their dimensions and accommodation capacity (kindly attached 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. (Attach detail on Form)

21. Is the above space properly fitted with the following:
- Water supply: \_\_\_\_\_
  - Electricity both lighting & power Connection & fans: \_\_\_\_\_
  - Gas: \_\_\_\_\_
  - Sanitary Fittings: \_\_\_\_\_
  - Ventilators: \_\_\_\_\_
  - Building (Owned/Rented), if rented provide agreement copy \_\_\_\_\_

#### **H. LIBRARY & MUSEUM**

- Total no of books available in the library.
- subject-wise list of books, journals, periodicals (please separate sheet)

S. No	Descriptions	Name/ No of Books	Yes	No
1	Name of Books with author and year of Publication Number of Books			
2	Discipline related Books			
3	References Books			
4	Newspaper/ Magazine			
5	Digital Facility for reference material			

#### **I. LABORATORIES & WORKSHOP**

24. Laboratories: (Please give subject-wise detail of laboratories with equipments, apparatus, glass wears, Chemicals, according to course semester. Provide information about number of shifts for practical attached time table).
25. Amount spent during the last two years for the purchase of equipments and apparatus for different science subjects.  
2018 \_\_\_\_\_ onwards \_\_\_\_\_
26. Amount proposed to be spent for the next session on the purchase of equipment and apparatus:  
\_\_\_\_\_

#### **J. OTHER ACADEMIC ACTIVITIES**

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

#### **K. MISCELLANEOUS**

30. Whether the following registers are properly maintained?
- Register of admission & transfer of students. Yes/No
  - Attendance Register for all theory and practical classes for calculating percentage of lectures delivered by each teacher and attended by each student. Yes/No
  - Daily cash book for entering income and expenditures. Yes/No
  - Salary register of employees is available. Yes/No
  - Instances of in-discipline in the college, if any, and action will be taken by the authorities in such cases. Yes/No
  - Certificate that no other discipline is being run collaboration/ affiliation with any other University.

Yes/No

- g. **NOC** from Govt. Concerned (for Govt. institutions only). Yes/No
- H. Prospectus of concerned colleges available. Yes/No
- I. Students Hostel is available. Yes/No
- J. Efficiency & Discipline rules/ code of conduct of Institution. Yes/No

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

**Dated:** \_\_\_\_\_

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

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

**Detail of Building**

Name of College:- \_\_\_\_\_

S.No.	Detail of Rooms	Size	Number	Remarks

Dated: \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE OF THE PRINCIPAL  
 WITH OFFICIAL SEAL