



CRITERIA FOR ACCREDITATION AND REVALIDATION OF ARCHITECTURAL AND TOWN PLANNING PROGRAMS

ACCREDITATION GUIDE

MARCH 28, 2022

PAKISTAN COUNCIL FOR ARCHITECTS AND TOWN PLANNERS
Office No.7-12, 1st Floor, Usman Center, D-12 Markaz, Islamabad



PREFACE

Pakistan Council of Architects and Town Planners (PCATP) is the regulatory body, in the country, to accredit professional degree programs in Architecture and Town Planning under Pakistan Council of Architects and Town Planners Ordinance IX, 1983. The accredited degree is one of the essential requirements for all the graduates to acquire the license of professional practice in Architecture and Town Planning. The accrediting process is intended to verify that each accredited program substantially meets those standards that, as a whole, comprise an appropriate education for an Architect or Town Planner.

The primary purpose of the PCATP accreditation process is to assist all the stakeholders like parents, students, teachers, educational institutions, professional societies, potential employers, private sector, Government agencies in identifying those institutions, and their specific programs in Architecture and Town Planning, which meet the norms, standards and other quality indicators specified by PCATP and Higher Education Commission (HEC) from time to time.

This document describes the process by which Architecture and Town Planning programs in Pakistan are accredited and recognized. The PCATP's main objective of accreditation of educational programs in Architecture and Town Planning in Pakistan is to ensure, the professional and public interest that the minimum standards attained by graduates of a programs are adequate with regard to design, technical, professional skills, critical thinking and ethical formation required for competent Architectural/ Town Planning practice. This guide will assist institutions in filling out the required proforma and/ or annual report.

The Accreditation Guide has been revised according to the PCATP Amended Bye-laws 2018 and the guidelines provided by Higher Education Commission (HEC) on zero visit procedures and other concerned issues of the accreditation processes in reference to the 'Memorandum of Understanding' between HEC and PCATP signed on 9th September, 2006 i.e.

"Article One: HEC and PCATP agreed that HEC will be responsible to develop and furnish policy guidelines to revamp and strengthen the process of accreditation of programs in Architecture and Town Planning conducted in all Institutions of Higher Education in Pakistan and to develop criteria for recognition of programs in Architecture and Town Planning at the undergraduate and postgraduate level, curriculum of programs and criteria for appointment of faculty. These policies and criteria will be developed by the HEC in consultation with PCATP"

The revision has been done in the light of findings and evaluation done during the "Workshop for Program Evaluators" conducted by Prof. George Henderson, of Common Wealth Association of Architects (CAA) in June 2014. This process is a combined venture between the institutions visited and PCATP/HEC. We must work in association with each other to make it a meaningful and relevant activity.

The Council is thankful to Prof. George Henderson for his valuable inputs and assistance in reviewing and refining the accreditation guide.

Ar. /Plnr. Tahira S. Fazli
Registrar
March 2022



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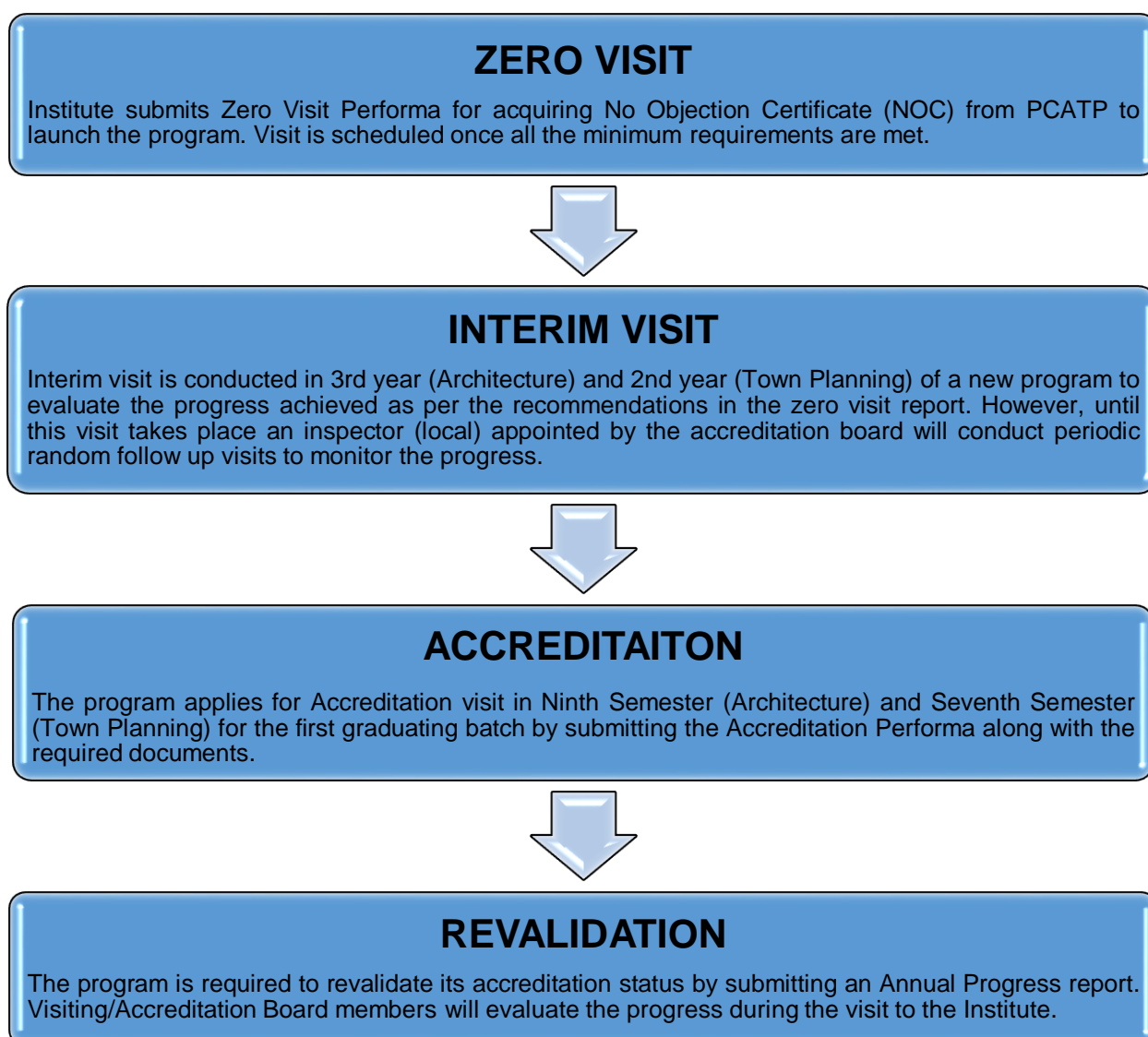
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1. OBJECTIVES OF THE ACCREDITATION PROCESS

- (1) To raise standards and promote excellence in architecture and town planning education.
- (2) To enhance the provision of high quality professional programs and encourage ingenuity, innovation and contemporary relevance in course and teaching methods to strengthen the overall education of architects.
- (3) To promote PCATP established standards and systems of architectural and town planning education in the country.
- (4) To enhance the stature, credibility and influence of the Institute and its members.
- (5) To increase the number of architects and town planners eligible for PCATP Membership who are qualified with recognized standards.

2. ACCREDITATION PROCESS





3. ACCREDITATION PARAMETERS

One of the major objectives of PCATP is to encourage institutions to continually strive towards the attainment of excellence. The evaluation processes are so designed as to facilitate identification of the strengths and weaknesses of the programs under accreditation. We expect that this will help the institutions in improving the quality and effectiveness of their programs.

3.1 Launching of New Programs

It is mandatory for Institutions desirous of starting an Architectural or Town Planning program to acquire NOC (no objection certificate) from PCATP before announcing the admissions.

3.2 Zero Visit

Institutions planning to offer new programs in Architecture and Town Planning, that are to be considered for accreditation and recognition, are mandated to obtain **NOC (No Objection Certificate)** prior to admission intake. The evaluation process is based on a clearly defined criteria developed through a participatory process involving Architects/Town Planners. These criteria are being described here in some detail. Each criterion serves to assess a principal feature on the institutional activities and program effectiveness. Hence, each of them is described in terms of carefully identified parameters, amenable to a substantially objective and quantitative assessment.

Institution should apply for zero visit by providing detailed information to PCATP according to questionnaire for conformance evaluation of the essential requirements of starting a new program. Zero Visit is mandatory and its application is available at www.pcatp.org.pk as *Zero Visit Proforma (Z-1 Form)*.

The evaluation of *Zero Visit Proforma* will be done by the Council and the visit will be scheduled once all the requirements are met by the Institute. The visit is aimed to verify the claims made in the *Zero Visit Proforma* submitted by the Institute. (Refer the proforma for minimum requirements for zero visits)

The Inspection team will evaluate whether it has the human resources, infrastructure, ambience and procedures in place that are required to produce graduates with skills for competent practice. Once the NOC is granted to the Institute, they can announce admissions to launch the program.

3.3 Interim Visit

The programs granted NOC by PCATP through zero visit of 3rd year (Architecture) and 2nd year (Town Planning), are required to request for an interim visit at the end of the 3rd year of each new program. The team at the time of visit will evaluate the preparedness for next phases, students' performance and progress achieved based on recommendations of the zero visit report, to ensure quality.

3.4 Acquiring Final Accreditation

Accreditation for a new program will be done at the time of graduation of the first batch. Institutions seeking accreditation of their programs are expected to satisfy the criteria mentioned in [Minimum Requirements of Accreditation](#). The evaluation of *Accreditation Proforma* (refer AC - Form 2) will be done by the Council and the visit will be scheduled once all the requirements are met by the Institute. The visit is



aimed to verify the claims made in the *Accreditation Proforma* submitted by the Institute.

3.5 Revalidation

For revalidation, accredited programs will be required to submit Annual Progress Report each year (**refer RE - Form 3**). They are expected to adhere to the criteria during the validity period of accreditation granted. They are also encouraged to periodically review the strengths and weaknesses of their programs and strive for their continuous improvement. The criteria and standards, by which individual programs in any institution will be judged, have been carefully formulated so as to give a clear and transparent indication of the strengths and weaknesses of the programs.

In the second step, the Secretary to the Accreditation Board will review the given documents in the light of the already set criteria and if satisfied, will request the Accreditation Board to appoint visiting board members to visit the program for validation of information and detailed review. The Visiting Board members will visit the institutes after every two to three years to revalidate the program.

3.6 Abandonment of the visit

The Council will have the right to abandon any conducted visit if the Visiting Board feels that the Institute did not imply to the expected criteria or procedures. Re-visitation to the Institutes can be scheduled whenever required.

3.7 Visiting Team members

The team will consist of:

- (1) Two Academician *
- (2) Two practicing Architects or Town Planners ** (as the case may be)
- (3) One HEC Representative
- (4) Registrar PCATP

* In case of Architectural Program, a senior professional having maximum of 15 years of experience in the profession plus 10 years of teaching experience is required. Whereas, in the case of Town Planning Program, the academician must have 10 years of teaching experience along with 3 years of professional experience. The academician should not be a full time faculty at any of the architectural program and should not be a member of Executive Committee or Accreditation Board, PCATP.

** At least 15 years of professional experience, should not be affiliated to any educational institute awarding architectural or town planning degrees in any capacity i.e. Faculty, Board of Studies, Governing Body etc. of an Institution and should not be a member of Executive Committee or Accreditation Board, PCATP.



4. ACTIVITIES DURING THE VISIT

Normally, the visiting team requires two days to complete the evaluation of a program. However, when required, the visit may be scheduled for three days. All relevant documents and information should be made available on the visit day for scrutiny and analysis. Qualitative facts such as professional attitude, commitment to academics, conduciveness of environment and morale of the faculty and students should also be taken into consideration while evaluating the program.

Following activities are expected to be completed during the visit:

- A. Opening meeting with senior administration of the Institution/ Head of Department.
- B. Presentation by the Head of the Department of program being evaluated and ensuing discussion.
- C. Meeting with services and administrative officials of the Institute in connection with provision of support regarding finance, infrastructure, examination, admission, registration etc.
- D. Review and analysis of all the documents furnished by the department/institution on the visit day in a separate room.
 - (1) Admissions policies including copy of admission test.
 - (2) Student statistics, Student-teacher ratios.
 - (3) Faculty induction criteria.
 - (4) Faculty progress evaluation.
 - (5) Details pertaining to faculty members to verify their requisite qualifications and to ensure their continuity and effectiveness for teaching and learning pursuits. CVs and qualification degrees of each member of faculty of the architecture/ town planning department, also indicating non-teaching activities such as research and publication and including their PCATP registration numbers.
 - (6) The full syllabus for all core subjects/modules, reading lists and details of the assessment methods.
 - (7) Students' practical training arrangements.
 - (8) Timetables for all semesters/ terms showing faculty for each class.
 - (9) Quality Assurance Procedures: including **critical self-appraisal** and **evaluation methods**.
 - (10) Random check of students' work, question papers, answers sheets and student attendance record.
 - (11) Evaluation/grading sheets as filled by internal and external examiners of all the subjects and studios (mid and final juries grades and comments).
 - (12) Annual budget for the period under review.
 - (13) List of recent dissertation topics and reports.
 - (14) List of library books.
 - (15) Evidence for continuous assessment and improvement of the program and implementation plan.
- E. Visit to observe the infrastructure facilities i.e. lecture halls, administrative offices, faculty offices, computer lab, library, auditorium, stationery and printing facilities, sports facilities, hostels, cafeteria, toilets, common rooms, medical and such other facilities.
- F. Visit to exhibition to review projects of students. Except the general exhibits of students, six thesis presentations of the previous graduates must also be displayed on the basis of evaluation done by external and internal examiners. Two projects in each category of top students, average students and fail students must be displayed in the exhibition room.



- G. The Visiting Board will spend time in the studios thoroughly reviewing portfolios in the presence of students and faculty. Two portfolios in each category of top student, average and fail student must be presented to the Board members.
- H. Separate session of interaction with the students will be conducted where no faculty members are present to know the views and concerns of students.
- I. Discussion with program/shared faculty members to assess the program strength and its conduct.
- J. Private meeting of the visiting Board members will take place to discuss the findings from the evaluation.
- K. Briefing of findings and sharing of observations (strong and weak points of the program) with the higher management of the Institute e.g. Head of Department.
- L. Final private meeting of the visiting Board members for compilation of visit report.

5. MINIMUM REQUIREMENTS FOR ACCREDITATION

5.1 Infrastructure

- (1) 5 studios minimum (maximum student teacher ratio to be 1:15) at 1800 square feet each for 45 students.
- (2) A computer lab to accommodate at least 45 students containing a plotter and printer for student use.
- (3) A library containing at least 1500 volumes including the HEC recommended ones (this can include periodicals).
- (4) 2 lecture halls to accommodate at least 45 students (more if average class size is larger) at 900 square feet each.
- (5) 1 model making workshop (for architecture program only).

5.2 Resources

Faculty should consist of at least

- (1) 7 full time faculty members for Architecture programs*
- (2) 6 full time faculty members for Town Planning programs**

* 1 Professor, 2 Associate Professor, 3 Assistant Professors and 1 Lecturer.

** 1 Professor, 2 Associate Professor, 2 Assistant Professor and 1 Lecturer.

Refer to “**Accreditation Proforma**” for checklist items and list of documents to be attached along with the *Proforma*.



6. CRITERIA FOR ACCREDITATION

6.1 Resources

6.1.1 Organizational Resources

Every institution should have a mission statement for the particular program, offered by the institution, should also have its objectives and goals that should be articulated and made known to everyone in the institution as well as the aspirants who join the particular program.

The goals should be concrete and realistic within the context of the committed resources. They should define the educational and other dimensions, including scholarship, research, public service and student satisfaction. The effectiveness and extent of achievement of goals depend on the commitment, attitude, planning and monitoring capacity, incentives and self-appraisal policies of the Management.

Similarly, Organization and Governance depend on the qualities of leadership, motivation, transparency of the operation, decentralization and delegation of powers, participation of faculty in the management, planning, and general efficiency indices.

6.1.2 Physical Resources

Adequate space and appropriate physical resources, including buildings, workshops, studios, equipment, material room, library and other supplementary facilities must be available.

Library, Computer Laboratories and Equipment

Design studios, and computing facilities should be available for all classes before the intake of students. The model workshop and computer centers should be well equipped with the instruments, computer hardware and software and the audio visual aids required for teaching and practical work.

There should be at least five studios (with a maximum student teacher ratio of 1:15) of 1800 square feet each (for a maximum of 45 students). In addition, a minimum of two lecture halls must be provided to accommodate 45 students each at 900 square feet each.

The computer lab should have high tech computers which must be equivalent to the number of students in the foundation/ first year (for a maximum of 45 students but dependent on annual intake). The department should also ensure the availability of printers, scanners and plotters in the lab for use by the students.

Libraries are considered as an essential element of a department. It should have sufficient number of book/journal/ periodicals covering all related subjects. The department should ensure the availability of reading material recommended by the Higher Education Commission in addition to other books and periodicals they deem relevant (a minimum of 3000 volumes are expected).

While examining the physical resources, there is a need to ensure provisions for safety, security and hygiene. Besides the availability of counseling and guidance cell, medical facilities, canteen, stationary shops, sports facilities, transport and other units would also be considered.



6.1.3 Human Resources

6.1.3.1 Faculty

The number of faculty members in the program regardless of the number of student (maximum 45) intake at the inception which has to grow as per further needs of the program.

There should be at least **seven** full time faculty members for Architecture

- (1) 1 Professor
- (2) 2 Associate Professors
- (3) 3 Assistant Professors
- (4) 1 lecturer

There should be at least **six** full time faculty for Town Planning

- (1) 1 Professor
- (2) 2 Associate Professor
- (3) 2 Assistant Professor
- (4) 1 lecturer

This full time teaching faculty must be composed of architects/town planners (as the case may be) registered with PCATP. The visiting faculty should be taken from the registered members of PCATP and there should be a clear cut plan to increase the number of full time faculty, based on the subsequent increase of students' intake.

In addition the program's **Head of Department or Chairperson should be from the same discipline i.e. either Architecture or Town Planning.**

The qualifications of the faculty relevant to the program area are generally measured by the advanced Degrees held by them, and their scholarship, creative activities and professional experience.

Eligibility Conditions for appointment of Faculty in Architecture & Town Planning in HEI's/DAIs as devised by HEC should be considered while appointing any faculty member. However, the **Head of Department must be a Master Degree holder with ten years of professional experience in the relevant field (i.e. either Architecture (M. Arch) or Town Planning (MCRP), as applicable) after the completion of Masters Qualification. Furthermore all faculty should at least be Master's Degree holder from Foreign or from HEC/ PCATP approved Master Degree Program from 2018 and onwards and should also possess valid PCATP Registration.**

6.1.3.2 Selection of Faculty

The faculty is expected to act not only as instructors, but also as student advisors, academic planners and curriculum developers, and also to assist in institutional administration. Thus, all the courses must be taught by professionals or experts who are members of their respective professional bodies.

Faculty selection reflects the effectiveness of the management's commitment. Each institution should have self-appraisal and in-house performance appraisal mechanisms to monitor and ensure their continued effectiveness.



6.1.3.3 Selection of Support Staff

The support staff should be composed of demonstrators, technicians and CAD operators etc. who should be able to impart studio/workshop or computer training support during practical hours. Thus, besides adequate numbers and appropriate qualifications, the requirements are: hands-on experience, skills, attitudes, commitment and involvement with the institutional objectives. The recruitment procedures, performance appraisal, incentives skill development possibilities and rewards should be transparent and objective. The inter-personal relations and interactions among and between faculty, supporting staff and students constitute an important ingredient in achieving the institutional goals.

6.1.3.4 Selection of Students

The administrative policies and procedures should be objective and transparent.

The minimum level to enter the Architecture/Town Planning Program is second division (50% and above) in Intermediate (Pre-Engineering) and for other equivalent qualifications students must have studied Math as a compulsory subject with provision of an equivalence certificate issued from Inter Board Committee of Chairmen (IBCC) attained in corresponding division.

The number of qualified candidates in national/state level tests, the number admitted and dropouts, their ranking in the overall merit list of candidates seeking admission, are some of the factors that reflect the institutional effectiveness.

The teacher-student ratio should not exceed 1:15 for studio courses and 1:30 for theory classes. The evaluation procedures, academic results and time taken for completion of these requirements are important parameters.

The graduation requirements should be made known by the respective institution to every student. These include passing all studios and completing internships as a pre-requisite to appearing for the thesis. The Degree awarded should appropriately reflect the student's attainments. Information with regard to employment of the graduates and feedback from the employers help the institution to reorient its goals so as to enhance effectiveness.

6.1.4 Financial Resources (Allocation and Utilization)

Financial stability is one of the most important requirements of any institution's progress and success. The financial resources should be adequate to sustain not only the achievement of current educational objectives, but also provide for improvement in the foreseeable future. There should be a mechanism to ensure proper financial management and a well-organized process. Not only the allocation of adequate budget for capital (non-recurring), works (including infrastructure, and equipment), Operational (Maintenance) budget and development budget of recurring type are important, but also their utilization for institutional/departmental activities besides, generation/mobilization of finances are also important for the future of institution/programs.



6.2 Procedures

6.2.1 Admission Criteria

The Council has updated the criteria set for the student's intake in all the institutions and valid registration of their faculty with PCATP vide notification no. PCATP/ARCH/TP/14-9-9/21 dated September 14, 2021 (available on PCATP website). The same is appended below:

- (1) For Architectural Programs, no new batch can be inducted without aptitude test (drawing and interview) from fall 2021 onwards.
- (2) With aptitude test, the minimum percentage for admission in B.Arch. is 50% and for BS CRP is 50%.
- (3) The maximum limit for annual intake has been fixed to forty five (45) students. Five more students can be taken after payment of a penalty @ PKR 200,000/- per student. The Council reserves the right to cancel the Accreditation of the institution, in case the intake exceeds fifty (50) students.
- (4) Furthermore, fine of PKR 100,000/- per faculty member is being imposed on the institution for not maintaining the valid registration of their faculty members with PCATP. The fine is applicable with effect from 4th September 2021.

As described above, the minimum level to enter the Architecture/Town Planning program is second division (50 % and above) in the Intermediate (Pre-Engineering), A-Levels or equivalent qualifications with Math as a compulsory subject. Candidates with equivalent qualifications of HSSC must submit an equivalence certificated issued by IBCC. The department needs to follow a transparent admission process which should be clearly defined in the Institution's prospectus.

The admission test is a definite requirement and the department should give more weightage to this test, which should be specially designed to assess the aptitude of the student in Architecture/ Town Planning typically in the form of aptitude for creative thinking, mathematics and writing skills of students.

6.2.2 Curriculum

Each undergraduate degree program should embody general and specialized professional content of adequate depth and breadth and should follow the guidelines provided by the PCATP / HEC curriculum of Architecture B.Arch. 5- Year (Revised 2013) and for City and Regional Planning (Revised 2017). The syllabi of courses must be continually updated and revised to accommodate the new technologies and requirements of modern times, and reflects the diversity of programs of an individual institution.

The core of the main program should concentrate on acquisition of knowledge and skills in the specific discipline, and also ensure exposure to inter-disciplinary areas. There should be an effective relationship between the curricular content and practice in the field of specialization. In addition, the students successfully completing the program should demonstrate their competence in oral communication, scientific and quantitative reasoning, critical analysis, logical thinking, creativity and capacity for self-learning.



The academic calendar, number of instructional days, contact hours per week, delivery of syllabus, student evaluation and feedback are some of the important aspects in evaluating the teaching-learning processes. Effective teaching/learning processes include the development of practical skills through laboratory experiments, studio/workshop practice and operation of modern equipment. They also require the inculcation of computing skills which make the availability of extensive library, internet and educational technology facilities a major necessity.

The budget provision to meet the expenditure for the consumables required in the laboratories and the workshops is one of the indicators of the extent of hands-on practice that can be given.

Implementation of the instructional programs, lectures, tutorials, student-teacher interactions, group discussions, student centric learning initiatives, seminars and laboratory work have a direct bearing on the effectiveness of the teaching-learning processes. Maintenance of the course files by the teachers will help in assessing the effectiveness of the teaching and learning processes.

6.2.3 Examination

The program will have to develop certain rules and regulations to keep the whole process of examination clear and transparent. Continuous evaluation procedure including mid semester class tests, assignments, other methods, regularity in conducting/announcing results, and involvement of external examiner should be clearly defined, to avoid any misunderstanding. The role and involvement of external examiner should also be clearly defined to keep the transparency. The institutions/programs should make sure the involvement of PCATP observers in the evaluation of thesis projects. The PCATP's representative would visit the accredited institution for third year students onwards and thesis display of fifth year Architecture, and fourth year of Town Planning program.

Each institute should send PCATP the academic calendar at the beginning of every semester indicating dates for juries and thesis displays in order to arrange for observers.

6.2.4 External Interaction

The institution should provide the environment, which fosters the personality of the students and provide them opportunities through co-curricular and extracurricular activities and student services. These opportunities are to enable the students to become responsible members of the society and should be readily accessible to the students. Internships should be closely monitored and evaluated. Some modalities and a minimum of twelve week time period should be set aside for it (it is at the discretion of the institute whether this occurs in two six week installments over the summer vacations in third and fourth year or on one semester long internship).

6.2.5 Career Planning

The students undergoing the program should have access to facilities for career development, counseling and health education. Opportunities to develop leadership qualities and participation in seminars, group discussions and study tours in the country and abroad should be created.



The institution offering the program should ensure that individuals responsible for co-curricular activities are well trained with work experience and possess personal qualities required to deal with the needs of students effectively. Facilities and funding should be adequate to create and maintain these students' services. Policies concerning student responsibilities are to be clearly stated and publicized. There should be a mechanism for regular and systematic evaluation to assess the fulfillment of the co-curricular goals and student needs. Counseling and Guidance, professional society activities and entrepreneurship development, business ethics are some of the supplementary processes, which need to be promoted. Substantial feedback from employers and alumni should be obtained to assess the effectiveness of the academic programs.

6.2.6 Research and Publication

In the case of undergraduate Degree programs, teachers should participate in projects and quality improvement programs in research institutions/University departments. Such an involvement will not only improve the teaching-learning processes, but also enhance the quality of project work. The department should also undertake academic/ sponsored industrial R & D projects.

6.2.7 Interaction with the Industry

Industry participation in curriculum planning, consultancy, project work and extension lectures are essential to achieve the professional goals of the academic programs in architecture and town planning. At the same time, the knowledge and experience of the teachers can be utilized by the industry for technical advice. This, in turn, will help the teachers to gain insight into the latest industrial practices. Similarly, industrial-internship for faculty will give them a sound exposure to the industrial practices. Industrial visits and industrial training are essential for creating professionalism among the students, and will help them in securing placement at appropriate levels in the relevant place.

6.3 Product

The department should ensure the quality of education required to become a competent professional Architect/Town Planner. They should foster an environment which would facilitate the transformation of the raw student admitted to the program into a capable technical professional having a sound knowledge of fundamentals and have an acceptable level of professional and personal competence to attract good employment opportunities and fulfill the technical assignments successfully.

Note: Self-Assessment Scoring Sheet along with the guidelines are available on the Council website as **"AC-2 Form for Universities Self-Assessment"**.



7. WEIGHTAGE AND FEE STRUCTURE

7.1 Grading of Program

The institution/program will be judged according to the criteria set by the council and will be weighed accordingly. This weightage will actually determine the nature of accreditation an institution will get or otherwise. The weightage awarded for the various criterions will be evaluated and noted by the Team of Inspectors.

7.2 Accreditation Fee Structure

Following fee structure has been designed for the programs according to the accreditation duration they are awarded by the Council.

Fee Structure	Public Sector (PKR)	Private Sector (PKR)
Processing Fee (at Submission of Application for NOC)	200,000	200,000
Zero Visit*	600,000	800,000
Interim Visit	600,000	800,000
Accreditation Fee (New Case)	800,000	1,000,000
Re- Validation Fee per year	600,000	800,000
Re-Visit	600,000	800,000

This above-stated fee is inclusive of accreditation fee (or the case applicable) + travel cost + boarding/lodging expenses of the visitation team.

*The Accreditation Board has levied a penalty of PKR 1,000,000/- per batch to the universities who have enrolled students without acquiring prior NOC from PCATP. Students enrolled in such batches will also have to undergo a test conducted by the Council to establish their credibility. The date and time of the test will be announced by the Council on as and when scheduled.

Notes:

- Only students graduated from Accredited Batches are exempt from Registration Exam; other must undergo Registration Examination to establish their credibility. (Reference: PCATP Amended PCATP Bye-laws 2018 Part III – MAINTENANCE, COMPILATION AND PUBLICATION OF THE REGISTER).
- Pakistan Council of Architects and Town Planners have the authority and is mandated to revise the given fee structure at any time in future.



8. ROLE OF INSPECTORS

Architectural accreditation review and site visits are conducted by a team of professionals with years of experience in practice and academics. These colleagues review the self-study and serve on the visiting team that reviews the program after the self-study is complete. The schools should look upon criticism in a positive light and not as an attack on them or their institution.

8.1 Team Selection

Upon receipt of the Proforma duly filled in, a team is selected by the Accreditation Board from a pool of inspectors for the visit. The team consists of a visiting team chair and visiting team members.

8.2 Composition of Team

The team will consists of

- (1) 2 Academician*
- (2) 2 Practicing Architects*
- (3) One HEC Representative
- (4) Registrar PCATP

The team will internally select a Team Leader who will chair the team and will be introduced as such during the visit.

* For criteria on Academician and Practicing Architects please refer to para no. 3.7.

8.3 Qualities of Team Members

Accreditation Board must make every effort to ensure that team members have the following qualities:

- ✚ Be of sufficient professional stature to warrant the institution's respect.
- ✚ Hold a view of architecture that is sympathetic to that of the institution even though they may not share the same view.
- ✚ Collectively represent a balance and diversity of views about architecture and education.
- ✚ Be diverse by geography, gender, and ethnicity.

8.4 Duties of Inspector

- ✚ To make himself acquainted with any, previous reports on the institutions which he is required to inspect. He shall be provided with a copy of these documents and instructions of the Council by the Registrar.
- ✚ To report to the Council through the Board of Accreditation his independent opinion as to the sufficiency or otherwise of the course of study, faculty and facilities for teaching provided by the Institution.
- ✚ To include also in his report a statement of the extent to which the instructions of the Council or the Board of Accreditation in regard to professional architects and town planners have been carried out in the case of each Institution inspected by



him and also to what extent the recommendations of the Council on professional education have been given effect to in the education of the students in the particular subject or subjects with which he is concerned.

8.5 Managing Conflict of Interest

PCATP/HEC shall not assign an individual to serve on a visiting team to evaluate a program if it appears that the individual has a conflict of interest or appearance of a conflict of interest that would raise a question as to that individual's objectivity regarding the evaluation.

When considering whether he or she has a conflict of interest or apparent conflict of interest that would prevent the individual from taking part in the evaluation of a program; the individual should take into account such matters (nonexclusive) as these:

- ✚ Should not be an Executive Committee or Accreditation Board member.
- ✚ Graduation from the institution in which the program being evaluated is located.
- ✚ Lose association with administrative or faculty personnel in the program or at the institution which the program is located.
- ✚ Having relatives or close friends who are associated with the program or the institution at which it is located.
- ✚ Holding a pre-conceived opinion based on the type of program to be evaluated, its reputation, the underlying philosophy of the program, the extent of expected faculty research, the extent to which it is an undergraduate or graduate program, and so on.

8.6 General Guidelines

- ✚ To maintain uniform quality of visits and *Inspection Reports*, teams are selected so that not more than one person, is on his or her first visit.
- ✚ Prior to commencing visits all members of the team must be given orientation by the PCATP to ensure the team peruses all relevant facets of the institute and can provide unbiased and objective input.
- ✚ Once the team has been selected and trained, the PCATP will inform the institute of the impending visit, with date, time and team members. PCATP will introduce each member and describe the team's responsibility.



9. INSPECTION REPORT

The Inspection Report conveys the visiting team's assessment of the program's educational quality as measured by student performance and the overall learning environment. It establishes the degree to which the program is as described in the Proforma and includes documentation of the following:

- a) The program's noteworthy qualities.
- b) The program's deficiencies.
- c) Concerns about the program's future performance.

9.1 Purpose of Inspection Report

The Inspection Report serves multiple purposes. It is essential to the Accreditation Board in making its accreditation decision; it may also serve to strengthen the program and its position within the institution. Therefore, the Report must be concise and consistent.

9.2 Submission of Inspection Report

The Inspection Team/ PCATP will submit the inspection report to the relevant institute within one month of their visit. The Institute then has a further 30 days to review the report and send in their comments which will be added to the Report as an annex for review by the Accreditation Board. Should the institute fail to submit any comments the Accreditation Board will assume there were none.

The entire team must sign the final Inspection Report.

Should the visiting team chair fail to deliver a draft Inspection Report within a reasonable time after the validation visit, the Chairman and PCATP Registrar are responsible for its timely completion.

10. ACCREDITATION DECISIONS

In formulating its accreditation decisions, the Accreditation Board considers the *Inspection Report*, including the confidential recommendation from the visiting team, comments from the institute, and relevant information from other sources if previously made available to the program.

The final views and recommendations of the Board of Accreditation shall be communicated by the Chairman PCATP to the institution concerned for appropriate action in addition to the HEC, Federal Government and Provincial Governments for their information. Chairman PCATP shall inform the Council of action taken in this regard.

Irrespective of its status, every program must submit an **Annual Report** highlighting action taken by them with reference to the recommendations of the accreditation board.

10.1 Types of Accreditation Granted

- ✚ **Regular Accreditation (RA):** Granted to institutions who comply with the minimum standards set by the Council as defined in para no. 5. Duration of RA granted is determined by the Accreditation Board.
- ✚ **Conditional Accreditation (CA):** Granted on conditional terms & conditions and duration as determined by the Accreditation Board. The institute granted CA will



be revisited at the end of the conditional period, and if conditions have been met then regular accreditation will be accorded otherwise it may be revoked.

10.2 Duration of Accreditation Granted

Accreditation is typically granted for 3 years after which time they will be revisited for Re validation.



11. ACCREDITATION CYCLE

The following cycle depicts the series of actions involved in the grant of Accreditation after the institute has successfully acquired NOC and an interim visit to the institute has been made by the Council representatives. For detailed information on the Accreditation Parameters please refer to para no. 3.

