



REVALIDATION TO ACCREDITATION PROFORMA

All those architecture/town planning institutions/universities/schools where the graduating batch is not accredited yet or accreditation was due in 2022/2023 are instructed to apply for accreditation virtually. They are instructed to upload all the required documents on **accessible online cloud storage (Google Drive, Drop box, etc)**, and provide us with the link and the password (if any) or on the **institutions' official website**. The link should be provided at least 15 days prior to the scheduled virtual visit, late sharing will definitely delay your accreditation process.

These documents should be legible, concise, categorized, and bound in a folder containing all the following information. It is recommended that the information is provided in one folder and received in one installment.

PCATP strongly discourages uploading documents on a social media platform such as institution's Facebook/YouTube page.



Documents	Virtual Accreditation
Self-Appraisal Report	Download from PCATP Website and upload on the shared link/website
Summary Form (AC FORM-2/RE FORM-3) Refer to Accreditation Guide, page (61-62)	Upload on the shared link/website
Presentation by HOD	Via Zoom, invitations and link will be shared by PCATP
Meeting with services and administrative officials in connection with the provision of support(finance, infrastructure, examination, admission, registration, etc)	Via Zoom, invitations and link will be shared by PCATP Fill in Annex A.
Faculty Induction & Progress Evaluation Criteria	Fill in Annex B
Faculty Summary	Fill in Annex C
Faculty' CVs, qualifications, appointment letters	Fill in Annex D
Course Outlines & Details of Assessment Methods	Uploaded on the shared link/website
Schedule of 9th and 10th semesters (Time Table) (Each course and its instructor's name)	Fill in Annex E
Students' practical training arrangements(3rd / 4th /5th year)	Fill in Annex F
Evaluation of students' work(portfolios, exam sheets, attendance sheets)	-Two portfolios in each category of top student average and fail student with the grading sheets filled by internal and external jurors. -Two evaluated and graded theory exam and answer sheets in each category of top student, average and fail student. Uploaded on the shared link/website



Evaluation/Grading Sheets by Internal & External Examiners of all the subjects and studios(mid and final juries grades and comments)	Upload Evaluation Sheets having Jurors' and PCATP Observer's Comments on the shared link/website Fill in Annex G
List of recent dissertation topics, reports and jury comments	Fill in Annex H
Evidence of continuous assessment and improvement plan	Self-Appraisal Report submitted to HEC each year and documents of internal evaluation(if any)
Quality Assurance Procedures	Upload on the shared link/website
Annual Budget for the period under review	Fill in Annex I. Evidence of salary deduction of the faculty (if any)showing the deducted percentage/amount
List of Library Books	Upload on the shared link/website
Infrastructure Facilities	Fill in Annex J. Verification pending on visit(as soon as situation normalizes)
Visit to exhibition to review projects of students(six thesis presentations of previous batches; two projects of top, average and fail students)	Pending on visit(as soon as situation normalizes)
Visit to studios (Reviewing portfolios)	Pending on visit(as soon as situation normalizes)
Separate sessions of interaction with students of the graduating batch in the absence of faculty	Via Zoom, invitations and link will be shared by PCATP Fill in Annex K
Discussion with program/shared faculty	Via Zoom, invitations and link will be shared by PCATP Fill in Annex L

ANNEX – A

ADMINISTRATIVE AND SERVICE STAFF

Sr. No.	Name	Designation	Contact Number	Email Address
1.				



PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS (ORDINANCE IX of 1983)

2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				



FACULTY INDUCTION AND PROGRESS CRITERIA

Lecturer	
Qualification	
Experience	
Publication	
Assistant Professor	
Qualification	
Experience	
Publication	
Associate Professor	
Qualification	
Experience	
Publication	
Professor	
Qualification	
Experience	
Publication	



FACULTY SUMMARY

* Faculty Summary (Core Architecture / Town Planning)					
Full Time Faculty	Total	Ph.D./M.ARCH / M.CRP	B.ARCH. / BS.CRP	B.ARCH/ BS.CRP (Enrolled in Master)	Others
Professors					
Associate Professors					
Assistant Professors					
Lecturers					
Regular Visiting Faculty					
Studio Teaching Assistant					



FACULTY' CVS, QUALIFICATIONS, APPOINTMENT LETTERS

Sr. No.	Name of Faculty Member	PCATP Registration Number (if any)	Designation	Joining Date	Nature (Full Time / Part Time)	Details of Qualifications					Experience*		Utilization (Dedicated / Shared)
						Qualification (B.Arch./M. Arch. / BSc CRP / MSc CRP or any other)	Passing Year	Attach Following Documents			Total Years	Teaching Specific	
								CV	Degree(s)	Experience Letter(s)			
1.													
2.													
3.													
4.													
5.													



COURSE SCHEDULE

Course No	Course Title	Knowledge Area	Sub Area	Credit Hours (Theory + Practical)	Contact Hours (Theory + Practical)	Total Credit Hours	Theory Marks	Practical Marks
Semester - I								
Semester – II								
Semester – III								
Semester – IV								
Semester - V								
Semester – VI								
Semester – VII								
Semester – VIII								
Semester - IX								
Semester - X								



Annex – F

STUDENTS' PRACTICAL AND TRAINING ARRANGEMENTS

Sr. No.	Student Name	Batch (Year)	Duration of Training	Place of Training
1.				
2.				
3.				
4.				



LIST OF JURORS

BATCH:		
JURY:		
DATE:		
Sr. No	Name	PCATP Registration No.
External Jurors		
1.		
2.		
3.		
4.		
PCATP Observer		
1.		
2.		
3.		
4.		



LIST OF DISSERTATION TOPICS AND JURY REMARKS

BATCH/YEAR: STRENGTH:				
Sr. No	Name of the topic	Jury Comments		
		Juror 1 (Name)	Juror 2(Name)	Juror 3(Name)
1.				
2.				
3.				
4.				
5.				
6.				



BUDGET HIGHLIGHTS

Particulars	Amount in Rs.
i. Capital receipts	
• Grant from Central and State Governments	
• Grant from other funding agencies	
• Donations and receipts from any other source	
• Any other, Please specify	
ii Receipts from students	
• Tuition fee	
• Development fees	
• Any other, Please specify	
iii. Any Other sources, Please specify	
Total Receipts	



Expenditure Head	Budget (In Rs.)	Expenditure Incurred (In Rs.)
i. Workshops/Computing Centre/ Studio		
*New Equipment's		
*Furniture		
*Operation & Maintenance		
ii. Salary*		
* Salary of teaching Staff		
* Visiting Faculty (Rates/ Teaching hour)		
* Salary of Non-teaching staff		
iii. Faculty/ Staff development (Seminars/Workshops/Incentive scheme/ Training/ Higher Studies)		
iv. Library		
* Books		
*Journal		
*e-resources		
v. Services		
* Administration/Transport/Hostels/ Canteen/Security Water/Electricity/ P & T:		
* Hostel Maintenance		
vi. Students Activities		
*Extracurricular/Co-curricular/Sports/ Cultural:		
vii. Miscellaneous Expenses		

*Explanation for any difference. Indicate the salary cuts.



INFRASTRUCTURE FACILITTIES

Sr #	Facility	PCATP Requirements (45 Students per Batch)		Available at the Institute	
		Quantity	Area (Sft)	Quantity	Area (sft)
1.	Studios	5	1800/ Studio		
2.	Lecture Halls	2	900/ hall		
3.	Work stations for faculty	1 station for each member	55		
4.	Head/Chairperson	1	230		
5.	Administrative offices	1	900		
6.	Conference Room Seminar Room	1	500		
7.	Library	1	4500		
8.	Model Making Workshop	1	850		
9.	Workshop(Carpentry, Sculpture, wood, etc.	1	900		
10.	Computer Lab Building Science Lab	1	2250		
11.	Stationary/printing shop	1	250		
12.	Area for Students Lockers	1	900		
13.	Female Students Common room	1	750		
14.	Record Room, drawing and documentation storage	1	400		
15.	Exhibition/Display Hall	1	4500		
16.	Availability of Allied facilities such as hostels, Sports, Medical, etc.,	Required	Varies		



STUDENTS' CONTACT INFORMATION

Fill in the details of only those students whose accreditation is due.

BATCH :			
SEMESTER:			
Sr. No	Name	Contact Number	Email Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			



FACULTY CONTACT INFORMATION

Sr. No	Name	Designation	Contact Number	PCATP Registration Number	Email Address
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					