Planners

Criteria and Proforma for Accreditation/Revalidation of Architectural & Town Planning Programs

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 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 2015

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1. OBJECTIVES OF THE ACCREDITATION PROCESS

- To raise standards and promote excellence in architecture and town planning education.
- 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.
- To promote PCATP established standards and systems of architectural and town planning education in the country.
- To enhance the stature, credibility and influence of the Institute and its members.
- To increase the number of architects and town planners eligible for PCATP Membership who are qualified with recognized standards.

THE ACCREDITATION PROCESS

Zero Visit
Program submits *Zero Visit Performa* for acquiring No Objection Certificate (NOC) from PCATP to launch the program. Visit is scheduled once all the minimum requirements are met.

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Interim Visit
Interim visit is conducted in 3rd year (Architecture) and 2nd year (Town Planning) of a new program to evaluate the progress achieved as per the recommendations in the zero visit report. However until this visit takes place an inspector (local) appointed by the accreditation board will conduct periodic random follow up visits to monitor the progress.

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Accreditation
The program applies for Accreditation visit in Ninth Semester (Architecture) and Seventh Semester (Town Planning) for the first graduating batch by submitting the *Accreditation Performa* along with the required documents.

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Revalidation
The program is required to revalidate its accreditation status by submitting an Annual progress report. Visiting Board members will evaluate the progress during the visit to the Institute.

2. 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.

2.1 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.

2.2 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.*

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.

2.3 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.

2.4 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 page 08. 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.

2.5 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 Boardto 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.

2.6 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.

2.7 Visiting Team members.

The team will consist of 2 academician *, 2 practicing architects or town planners ** (as the case may be), one HEC representative and the 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.

3. 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.

3.1 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.
    - Admissions policies including copy of admission test.
    - Student statistics, Student-teacher ratios.
    - Faculty induction criteria.
    - Faculty progress evaluation.

- 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.
- The full syllabus for all core subjects/modules, reading lists and details of the assessment methods.
- Students' practical training arrangements.
- Timetables for all semesters/ terms showing faculty for each class.
- Quality Assurance Procedures: **including critical self appraisal and evaluation methods.**
- Random check of students' work, question papers, answers sheets and student attendance record.
- Evaluation/grading sheets as filled by internal and external examiners of all the subjects and studios (mid and final juries grades and comments).
- Annual budget for the period under review.
- List of recent dissertation topics and reports.
- List of library books.
- 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.

MINIMUM REQUIREMENTS FOR ACCREDITATION (for details see page 09)

- **Infrastructure:**

5 studios minimum (maximum student teacher ratio to be 1:15) at 1200 square feet each for 30 students.
A computer lab to accommodate at least 30 students containing a plotter and printer for student use.
A library containing at least 3000 volumes including the HEC recommended ones (this can include periodicals).
2 lecture halls to accommodate at least 30 students (more if average class size is larger) at 600 square feet each.
1 model making workshop(for architecture program only)

- **Resources:**

Faculty: should consist of at least 7 full time faculty for Architecture programs and 6 for Town Planning programs. In the event of 7 they should be divided as per 1 lecturer, 3 Assistant Professors and 2 Associate Professor. In Town Planning programs there should be 2 Lecturers, 2 Assistant Professor and 2 Associate Professor.
PCATP is looking for a balance of senior, junior fulltime/visiting faculty to ensure imparting quality architectural / town planning education.

Refer page 47 for list of documents to be attached along with *Accreditation Proforma.*

4. CRITERIA FOR ACCREDITATION

4.1 Resources

a. 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.

b. 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 1200 square feet each (for a maximum of 30 students). In addition, a minimum of two lecture halls must be provided to accommodate 30 students each at 600 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 minimum of 30 students but dependant 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.

c. Human Resources

- Faculty and Staff

There should be at least **seven** full time faculty members for Architecture (1 lecturer, 3 Assistant Professors, 2 Associate Professor and 1 Professor) and **six** full time faculty for Town Planning (2 lecturers, 2 Assistant Professor, 1 Associate Professor and 1 Professor) in the program regardless of the number of student intake at the inception which has to grow as per further needs of the program.

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. However, the Head must be a Masters Degree holder with ten years of professional experience in the relevant field. Furthermore all faculty should at least be Masters Degree holder from Foreign / PCATP accredited program and should also posses valid PCATP Membership Status.

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.

The supporting 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.

- Students

The administrative policies and procedures should be objective and transparent.

The minimum level to enter the Architecture/Town Planning Program should be Intermediate, A-Levels or equivalent with minimum second 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 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.

d. 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) and 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.

4.2 Procedures

a. Admission Criteria

As described above, the minimum level to enter the Architecture/Town Planning program should have a minimum of second division in the Intermediate, A-Levels or equivalent. 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.

b. 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. 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.

c. 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.

d. 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).

e. 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.

f. 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.

g. 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.

4.3 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 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 uploaded separately on the website.

5. WEIGHTAGE AND FEE STRUCTURE

5.1 Grading of Program

The institution/program will be judged according to the criteria set by the council and will be weighted accordingly. This weightage will actually determine the nature of accreditation an institution will get, or may not get. The weightage awarded for the various criteria will be entered in a separate sheet by the Team of Inspectors.

5.2 Accreditation Fee Structure

The following fee structure has been designed for the programs according to the accreditation duration they are awarded by the Council. However, the Pakistan Council of Architects and Town Planners will have the authority and is mandated to revise the given fee structure at any time in future.

Fee Structure	Public Sector	Private Sector
Processing Fee (at the time of submission of application)	Rs.50,000	Rs.50,000
Zero Visit fee *	Rs. 150,000	Rs.200,000
Interim Visit	Rs.175,000	Rs.200,000
Accreditation Fee (New Case)	Rs.225,000	Rs.325,000
Re- Validation Fee per year	Rs.175,000	225,000

*The Accreditation Board has levied a penalty of PKR 500,000/- per batch to the universities which have enrolled students without acquiring prior NOC from PCATP.
Students enrolled in such batches will also have to undergo a test to establish their credibility. The test will be conducted by PCATP.

This fee is inclusive of accreditation fee + travel cost + boarding/lodging expenses of the visitation team.

Note: PATP reserves the right to modify the above fees structure from time to time.

6. 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.

6.1 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.

6.2 The team will consists of 2 academician*, 2 practicing architects**, one HEC representative and the 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 * & ** please refer item 2.7 Page 6).

6.3 Prior to selecting a team, the Accreditation Board must make every effort to ensure that team members have the following qualities:

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

6.4 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.

6.5 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.

a. 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:

i. Graduation from the institution in which the program being evaluated is located
ii. lose association with administrative or faculty personnel in the program or at the institution which the program is located.
iii. Having relatives or close friends who are associated with the program or the institution at which it is located.
iv. 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.
v. Should not be an Executive Committee or Accreditation Board member.

6.6 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.

6.7 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.

7. 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.

7.1 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.

7.2 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 15 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.

7.3 The entire team must sign the final *Inspection Report.*

7.4 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.

8. ACCREDITATION DECISIONS

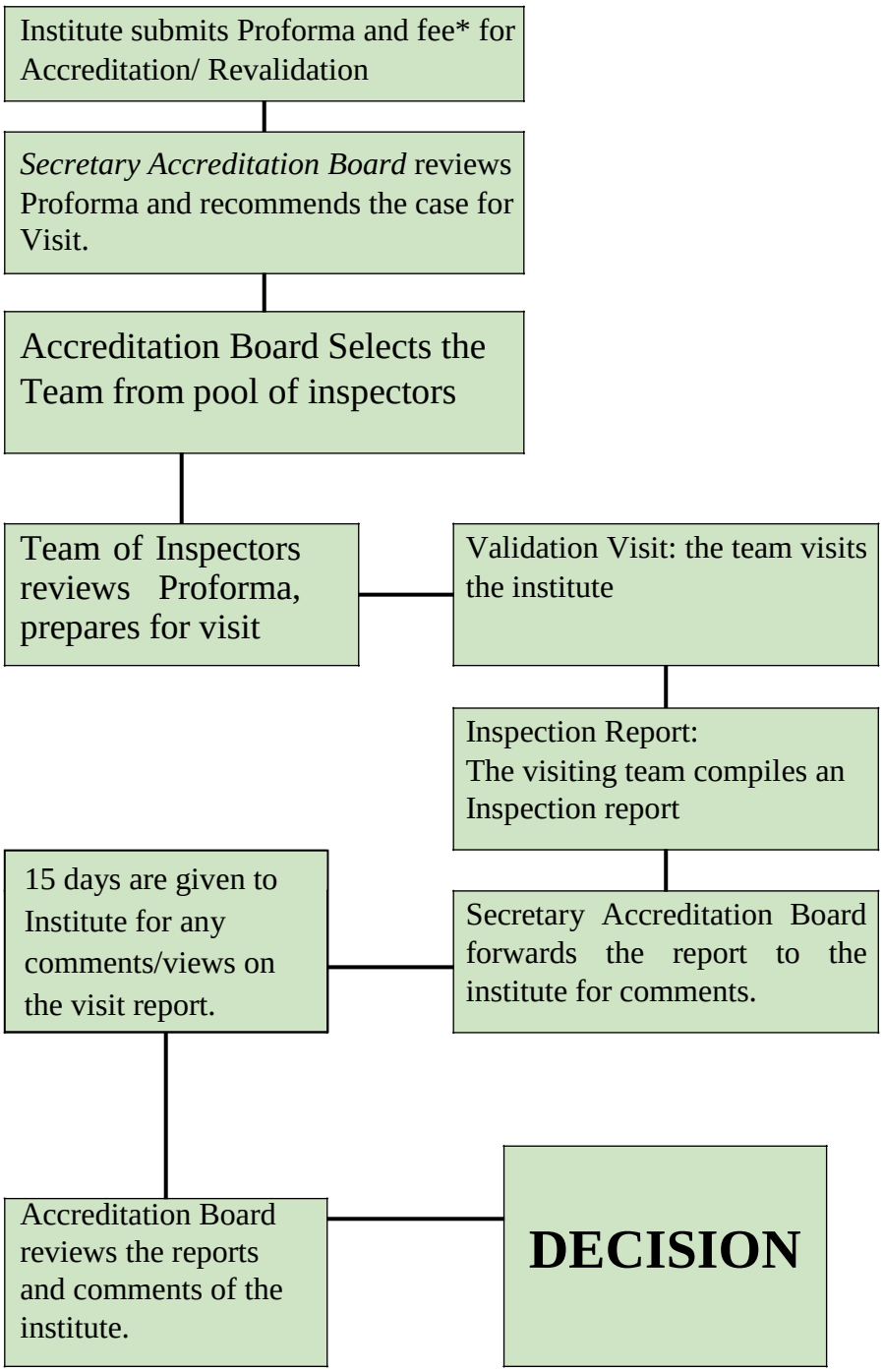
In formulating its accreditation decisions, the Accreditation Board considers the *Inspection Report*, including the confidential recommendation from the visiting team, comments from the institute, and relevant information from other sources if previously made available to the program.

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

TYPES OF ACCREDITATIONS GRANTED

- Conditional: Duration to be determined by the Accreditation Board. The institute will be revisited at the end of the conditional period, and if conditions have been met then regular accreditation will be accorded.
- Accreditation is typically granted for 3years at which time they will be revisited for Re validation.

The Accreditation Cycle



Z - Form 1

ZERO VISIT PROFORMA

Find the zero visit proforma available separately on the website. www.pcatp.org.pk

The information is required to be given precisely and in detail by attaching extra sheets if the space provided falls short. Each page must be signed by the concerned head of the program / department. Before filling this form please consult attached document to learn about the accreditation procedure, criteria and weightage as well. Further information, if any, may also be obtained from the Registrar PCATP.

Z - Form 1

(PAKISTAN COUNCIL OF ARCHITECTS & TOWN PLANNERS)

ZERO VISIT PROFORMA / REPORT (B.ARCH & BSc.CRP)

1	Zero Visit Proforma (one hard copy).	
2	Course Outlines with reading lists (one hard copy).	
3	Curriculum (one hard copy) with details of credit hours, contact hours.	
4	List of Architecture or Town Planning library books.	
5	CVs, qualification degrees, PCATP registration number (where applicable), contract/appointment letters of HOD and faculty members, consent letters of expected faculty.	
6	Admission test paper (one hard copy).	
7	One copy of latest prospectus of the university/Institution.	
8	Crossed pay order / draft amounting to Rs.150,000/- for Public Sector and Rs.200,000/- for Private Sector, as fee for the Architecture and Town Planning programs in favor of "Pakistan Council of Architects and Town Planners."	
9	Form should be duly signed by the Chairman/HoD and Vice Chancellor/Principal of concerned university/institution.	

Z - Form 1

Name of University/Institution:

Name of Program:

Composition of Visiting Team:

Date of Visit:

S. No	Parameters		To be filled in by Institution at the time of request for Visit	To be filled in by Experts of the Visiting Team (If differ then separate report by each expert)
1.	**Name of degree awarding university/ institute**			
2.	**Nature of linkage with the University (Affiliated or Constituent)**			
3.	**Management**			
	a.	Type of Management (Public or Private)		
	b.	Fulfillment of legal obligations as per charter. (please attach Charter, if any - Annexure-I)		

	c.	Management Structure/Organogram (Separate organogram additionally be provided for remote Campus, if applicable). (as Annexure-II)		
	e.	Attach list of Board of Studies and Board of Faculty Members		
	d.	Decentralization of Financial and Administrative Powers. (as Annexure-III)		
4.	**<u>Infrastructure</u>**			
	a.	Location		
	b.	Building/Land Ownership, lease terms etc. (if rented, then submit plan to build dedicated campus on owned land). (Annexure-IV)		
	c.	Infrastructure Facilities. • For Architecture Program: Fill Annexure IV-A • For Town Planning Program: Fill Annexure IV-B		

5.	**Financial Resources**			
	a.	Endowment fund, regular fund-generation and other available resources.		
	b.	Budget allocation: • For last three years for University/ Institution, if applicable (Break-up as Annexure-V) • Current Budget for proposed program (Break-up as Annexure-VI) • Projected budget for next year (break-up as Annexure-VII)		
6.	**Academic Program**			
	a.	Objectives of the Program:		
	b.	Desired outcome of the Program:		
7.	**Curriculum**			
	a.	Composition of curriculum for all semesters / years including details of credit-hours. (Fill in Annexure-VIII)		

	b.	If a new program (first in Pakistan), give details of curriculum of International model being followed along with justification, and faculty, resource availability.		
	c.	Constraints/limitations, if any		
8.	**<u>Student Induction</u>**			
	a.	Criterion for induction of students.		
	b.	Induction weightage (%) • Matric • F. Sc/ F.A. • Entry Test (if any) • Interview		
	c.	Proposed strength and schedule of intake (one/two batches per year)		
	d.	Proposed distribution into number of sections/classes		
9.	**<u>Teaching Faculty</u>**			
	a.	Requirement of faculty and its availability plan for entire program. Fill in Annexure-XA for Architecture Program. Fill in Annexure-XB for Town Planning Program.		

	b.	Present strength with relevance to the proposed program, CVs, degrees of qualifications. (Fill in Annexure-X).		
	c.	Expected strength one month prior to commencement of the program along with signed consent letters from both parties. (Fill in Annexure-XI)		
	d.	Constraints/ limitations, if any		
10.	**Projected Student-Teacher Ratio:** a. Theory b. Studio			
11.	**Projected Teaching Load:**			
	a.	Subject-Teacher Ratio (Annual System): OR Average Credit Hours per Week (Semester System):		
	b.	Would there be any assigned loading for other assignments such as administrative/ management, research projects, thesis supervision, teaching post-graduation, counseling etc.		

12.	**Allied Facilities & Staff**			
	a.	Number of rooms dedicated to the program and projected development plan. (Fill in Annexure-XII).		
	b.	Equipment available and projected requisition plan along with documentary proof (Mention any constraints/ limitations, if applicable). (Fill in Annexure-XII).		
	c.	Existing facilities (workshops, labs, library etc) to be shared with the newly-proposed program (Mention all other programs on share, and attach the lists). (Fill in Annexure-XII).		
	d.	Time plan and availability of funds for projected facilities to be established. (Fill in Annexure-XII)		
	f.	Details of Staff of library/computer lab/workshops etc present/ proposed/ projected. (Fill in Annexure-XII)		

13.	**Examinations**			
	a.	Planned system of instructions and examination (Annual / Semester).		
	b.	Would examination be based on absolute marks or relative grading (course based)?		
	c.	Examination policy i.e. number of exams, (mid-term, final, quizzes etc. and their respective weightages).		
	d.	Role of mother institution in conduct / evaluation of exam results (in case of allied campus or affiliated college).		
	e.	Does the system conform to Accreditation Council Regulations for planned education program?		
14.	**Library**			
	a.	1000 books related to the program. (1500 books will be required at the time of interim visit)		
	b.	Plan to upgrade the library as per Accreditation Council/ HEC guidelines with documentary proof of resources.		

	c.	Availability of departmental library, if main library is located at a far off distance.		
	d.	Availability of Internet facility (available or planned).		
	e.	e-library access to students (available or planned).		
	f.	Reproduction facilities e.g. scanner, photocopier etc. (available or planned).		
15.	**Miscellaneous**.			
	a.	Sports & Other Facilities etc.		
	b.	Any other relevant supporting information.		

	Signed: _____ To be Signed by the Head of Department/ Dean with Seal Name:_____ Dated: _____	**Countersigned by:** _____ To be Signed by the Principal/ VC/ Rector with Seal Name:_____ Dated: _____

Annexure for Zero Visit-I

Charter of the University/ Institution (indicating provision for the Program)

Annexure for Zero Visit -II

Management Structure/ Organogram

Annexure for Zero Visit -III

Decentralization of Financial and Administrative Powers

S.No.	Authority	Financial Powers	Administrative Powers
1	Vice Chancellor/ Rector/ Commandment		
2	Registrar/ Controller of Examination/ Treasurer, or similar		
3	Dean/ Director		
4	Concerned Head of Department		
5	Any other		

Annexure for Zero Visit -IV

Plan to Build Dedicated Campus on Owned Land

Annexure for Zero Visit IV-A

For Architecture programs only

Sr. #	Name	PCATP Zero Visit requirements as per 30 students per batch.		Available at the Institute	
		Quantity	Area (sq ft)	Quantity	Area (sq ft)
1	Studios	3 *	1200		
2	Lecture rooms	1*	800		
3	Work stations for Faculty members	1 station for each member	55		
4	Head of Department (HOD)	1	230		
5	Administrative offices	1	900		
6	Conference Room/Seminar	1	500		
7	Security Room	1	100		
8	Library	1	4500		
9	Model making workshop	1	850		
10	Workshop (Carpentry, sculpture, wood	1	900		

	work etc)				
11	Storage for general items	1	100		
12	Stationery shop/Printing shop	1	250		
13	Female Students Common Room	1	750		
14	Computer Lab with printing area	1	1500		
15	Area for students lockers	1	600		
16	Record Room, drawing and documentation storage	1	400		
17	Exhibition Hall	1	3200		
18	Parking lot	1	400		
19	Cafeteria	1	250		
20	Gymnasium/ extracurricular activity space	1	Varies		
21	Circulation area + entrance	varies	Varies		
22	Lobby + display foyer	varies	varies		
23	Circulation area, corridor and toilets	varies	Varies		

*For accreditation requirements refer PCATP's Accreditation Guide.

Annexure for Zero Visit IV-B

For Town Planning programs only

Sr. #	Name	PCATP Zero Visit minimum requirements as per 30 students per batch.		Available at the Institute	
		Quantity	Area (sq ft)	Quantity	Area (sq ft)
1	Studios	3*	4500		
2	Lecture rooms	1*	800		
3	Work stations for Faculty members	1 station for each member	56		
4	Head of Department (HOD)	1	224		
5	Administrative offices	1	900		
6	Conference Room/Seminar	1	500		
7	Security Room	1	100		
8	Library	1	4500		

9	Storage for general items	1	100		
10	Stationery shop/Printing shop	1	224		
11	Female students common room	1	720		
12	Computer/GIS Lab with printing area	1	1500		
13	Area for students lockers	1	600		
14	Record room, drawing and documentation storage	1	400		
15	Exhibition hall	1	3200		
16	Parking lot	1	400		
17	Cafeteria	1	250		
18	Gymnasium/ Extracurricular activity space	1	varies		
19	Circulation area + entrance	varies	varies		
20	Lobby + display foyer	varies	varies		
21	Circulation area, corridor and toilets	varies	varies		

*For accreditation requirements refer PCATP's Accreditation Guide.

Annexure for Zero Visit -V

Breakup of the Last Three Years Budget for the Program (20___) - If applicable

S.No.	Budget Head	Annual Allocation (Rs)
1	**Operational Budget**	
	1.1	
	1.2	
	1.3	
	.	
	.	
	a. Sub-total	
2	**Development Budget**	
	2.1	
	2.2	
	2.3	
	.	
	.	
	b. Sub-total	
	Total (a+b)	

Annexure for Zero Visit -VI

Breakup of the Current Budget for the Program (20___)

S.No.	Budget Head	Annual Allocation (Rs)
1	**Operational Budget**	
	1.1	
	1.2	
	1.3	
	.	
	.	
	a. Sub-total	
2	**Development Budget**	
	2.1	
	2.2	
	2.3	
	.	
	.	
	b. Sub-total	
	Total (a+b)	

Annexure for Zero Visit -VII

Break-up of Projected Budget for Next Year (20____)

S.No.	Budget Head	Annual Allocation (Rs)
1	**Operational Budget**	
	1.1	
	1.2	
	1.3	
	.	
	.	
	a. Sub-total	
2	**Development Budget**	
	2.1	
	2.2	
	2.3	
	.	
	.	
	b. Sub-total	
	Total (a+b)	

Annexure for Zero Visit -VIII

(For Semester System)

Composition of Curriculum for all semesters / years including details of Credit-hours

National/International Model being followed if any (In case of New Program):

Course No.	Course Title	Knowledge Area	Sub Area	Credit Hours (Theory+Practical)	Contact Hours (Theory+Practical)	Total Credit Hours	Marks Theory	Marks Practical
Semester-I								
.								
.								
.								
Semester-II								
.								
.								
Semester-…								
.								
.								
Semester-….								
.								

.								
.								
Semester-….								
.								
.								
Semester-…..								
.								
Semester-….								
.								
.								
Semester-….								
.								
Semester IX **Semester X.**								

Annexure for Zero Visit -I

Requirement of faculty and its availability plan for entire program

S.#	Subjects to be Taught	Faculty Designation	Qualification	Credit Hours															
				Semester-I		Semester-II		Semester-III		Semester-IV		Semester-….		Semester-…….		Semester-…….		Semester….	
				Theory	Pract	Theory	Pract	Theory	Pract	Theory	Pract	Theory	Pract	Theory	Pract	Theory	Pract	Theory	Pract
1. **Core Architecture / Planning Subjects**																			
i																			
ii																			
.																			
2. **Optional Courses**																			
i																			
ii																			
.																			
3. **Elective Courses**																			
i																			
ii																			
.																			

4. Compulsory Subjects (by HEC)

Annexure for Zero Visit -X A

For Architecture programs only

Present strength with relevance to the proposed program, qualification and experience

Sr#	Name of Faculty Member	PCATP Regn # if applicable	Designation	Joining Date	Nature (Full time/ Part time)	Details of Qualifications					Experience		Utilization (Dedicated/ Shared)
						Qualification B Arch, M. Arch, any other	Year	Attach documents (please check)			Total	Teaching	
								CV	Degrees	Contract Letters			
1													
2													
.													
.													
.													

Annexure for Zero Visit -X B

For Town Planning programs only

Present strength with relevance to the proposed program, qualification and experience

Sr#	Name of Faculty Member	PCATP Regn # if applicable	Designation	Joining Date	Nature (Full time/ Part time)	Details of Qualifications					Experience		Utilization (Dedicated/ Shared)
						Qualification BSc CRP /MSc CRP, PhD, any other	Year	Attach documents (please check)			Total	Teaching	
								CV	Degrees	Contract Letters			
1													
2													
.													
.													

Annexure for Zero Visit -XI

Expected strength one month prior to commencement of the program along with documentary proof

S. No.	Name of Faculty	PCATP Reg #, if applicable)	Qualification	Designation	Expected Date of Joining	Subject(s) to be Taught	Planned Work Load	Attach documents (Please check)		
								CVS	Degrees	Consent letters of both parties
1										
2										
.										
.										
.										

Annexure for Zero Visit -XII

Number of labs dedicated/ shared/projected for the program along with Workshop/Lab staff

Sr #	Name of Lab/ workshop	No. of Work Stations	Name of equipment/workstation	Status of Workstation (Existing/ shared/ Projected)	Strength of Students per Work Station	Status of Lab (Existing/ shared/ Projected)	Timeframe for projected labs	Lab Staff			
								Designation of Existing/ Projected Lab Staff	Qualification	Name (For existing staff)	Joining Date/ Projected staff availability
1											
2											
.											
.											

N. B. For projected Workshop/Lab equipment, Lab staffs, please give projected timeframe.

Z - Form 1

Observations and Recommendations on Zero Visit

(To be filled by the Visitation Team only)

a. Observations:	
Please consolidate overall assessment/ evaluation on following key parameters and give targets to be achieved within_____month(s)/year:	**Remarks**
1. Legal Status	
2. Adequacy of Infrastructure and Finances	
3. Curriculum	
4. Faculty *	
5. Students *	
6. Allied Facilities	
a. Laboratories /Workshops*	
b. Library	
8. Examination	
9. Major observations of last visit*	
10. Any Other Observation	

b. Recommendations (Tick as applicable):	
i. Green signal to launch the program in _____	
ii. The intake must be restricted to _____	
iii. Observations of the visiting team must be addressed.	
iv. Not ready to be launched (rejected) at this moment. Convincing reasons must be given.	

* Attached as Annexure respectively at the end of the report.

Signature of visiting team

_____

_____

_____

_____

_____

Dated:_____

IM - Form 1

SUMMARY FORM FOR PCATP INTERIM VISIT REPORT

	University/Institution	
1.	Name of the Program	
2.	Name of Degree Awarding University	
3.	Date of Zero Visit	
4.	Date of Interim Visit	
5.	PCATP Team Composition (with organization/HEIs)	Convener & Expert PCATP Rep. (Zero Visit) • • • • PCATP Rep. (Interim Visit) • • • •

6. Student Strength (yearly/batch-wise)

Year/Batch (Spring or Fall)	Batch wise Enrollment	Present Strength	Allowed intake as per PCATP Guidelines

7. **Faculty Summary (Core Architecture / Town Planning)**

	Total	Ph.D./M.ARCH./ M.CRP	B.ARCH / BSc.CRP	Others
Dedicated				
Shared				
Countable Faculty				

8.	Students -Teacher Ratio	
9.	Average Work Load	
10.	Labs/Workshops & Labs/Workshop staff	

11. Library

Zero Visit	Interim Visit

12. Lecture rooms

Zero Visit	Interim Visit

13. Studios

Zero Visit	Interim Visit

14.	Other Allied Facilities (Internet, auditorium, seminar hall, sports, hostel, transport etc.)	**Zero Visit**	**Interim Visit**
15.	Details of Budget	Allocation & utilization of Developmental Budget (projected plan for two years)	Allocation & utilization of Operational/Recurring Budget
16.	CQI-Compliance / Progress from Zero Visit	**Last Observations**	**Compliance/Progress made**
		Faculty:	
		Curriculum:	
		Labs/Workshop:	
		Infrastructure:	
17.	**Observations as per laid down PCATP Criteria:**		
	a. Strong Areas		
	b. Deficiencies		
	c. Weak Areas		
	d. Concerns		
18.	**Recommendations of PCATP Visiting Team** *(check consistency with report as per PCATP Policies/Regulations and Practices in adherence to accreditation criteria):*		
	i. The observations during Zero Visit have been addressed satisfactorily; therefore, the program may proceed ahead. The observations of the report must be addressed and compliance/progress report be submitted before Accreditation Visit request.		
	OR		
	ii. The observations (deficiencies & weak areas) from the zero visit have been addressed partially, therefore, the program may proceed further with the following conditions to rectify before next intake /enrollment.		
	iii. i. …… ii. …….. iii……		
	OR		
	iv. The improvements have not been satisfactorily addressed. The institute must stop the program with immediate effect. Further enrollment of students from Spring/Fall_____ is stopped. Reasons with evidences be provided showing non-conformance to the PCATP Regulations & Accreditation guidelines/criteria etc.		
19.	**Recommendations by the Accreditation Board** *(Not applicable for the PCATP Visitation Team):*		

Signature of PCATP Rep. *Signature of Visiting Team*

AC - Form 2

ACCREDITATION PROFORMA

The information under the following heads is required to be given precisely and in detail by attaching extra sheets if the space provided falls short. The list of documents to be attached with the proforma is also given below. Each page of the proforma must be signed by the concerned head of the program / department. Before filling this form please consult attached document to learn about the accreditation procedure, criteria and weightage as well. Further information, if any, may also be obtained from the Registrar PCATP.

DOCUMENTS TO BE ATTACHED WITH THE ACCREDITATION PROFORMA.

- Introductory information of the institute
- The University/College Context including the prospectus
- Admissions Policies including copy of admission test
- Degree to be validated
- Student Statistics
- The full syllabus for all core subjects/modules, reading lists and details of the assessment methods.
- Course outlines with reading lists.
- Studio policy along with design briefs of the all the studio assignments.
- CVs for 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, copy of qualification degrees of Bachelors, Masters and PhD.
- Students' Practical Training Arrangements.
- Timetables for all semesters/ terms showing faculty for each class.
- Quality Assurance Procedures: including critical self appraisal and evaluation methods
- Physical Resources.
- Copies of the examination questions papers and all other assessments for all levels of all courses in the year immediately preceding the visit.
- Evaluation/grading sheets as filled by internal and external examiners of the subjects and studios.
- List of recent dissertation topics
- List of external examiners
- IT Facilities
- Financial Resources

To be provided at least twelve weeks prior to the scheduled visit of the Inspection Team.
The visit will be scheduled if all documents are in order.

AC - Form 2

1.1 **Department / Institution seeking accreditation**

a) Name _____
b) Location (address) _____
c) Phone numbers _____
d) Fax No(s) _____
e) E.Mail _____
f) Website _____

1.2 **Head of the Department / Institution**

a) Name _____
b) Designation _____
c) Mobile No. _____
d) Phone N o._____
e) Fax No (s)_____
f) E. Mail. _____

1.3 **Contact person (If different from the above)**

a) Name _____
b) Designation _____
c) Mobile No _____
d) Phone No. _____
e) Fax No. _____
f) E. Mail. _____

1.4 **If the Department is a part of a faculty, then**

Faculty's Name _____

a) Dean/ Head of the Faculty

i) Name _____
ii) Designation _____
iii) Mobile Ph: _____
iv) Phone Nos. _____
v) Fax No (s) _____
vi) E. Mail. _____

AC - Form 2

1.5. If the Department comes under a larger institution or University, then Parent Institution/ University's name and Address

_____
_____

1.6. If the Department is affiliated with a University, then Name and Address of the University affiliated with

_____
_____

(Attach a letter of affiliation)

2. **Resources**

2.1 **Organizational Resources**

a) Legal Status of the Department/ Institution seeking accreditation: (Attach supporting document)

- ☐ Registered under Societies Act
- ☐ Chartered by Federal Government of Pakistan
- ☐ Chartered by Provincial Government
- ☐ Any other, meeting National minimum legal
- ☐ Requirement (Describe)

_____

b) Which is the Supreme governing body of the institution?

- ☐ Board of Governors
- ☐ Governing Council
- ☐ Board of Trustees
- ☐ Board of Faculty
- ☐ Board of Studies
- ☐ Academic Council
- ☐ Syndicate
- ☐ Any other (Describe) _____

c) Describe the Composition of the governing body

_____
_____
_____

d) Describe selection criteria and tenure of members of the governing body

_____
_____
_____

e) List members of the current governing body

Sr. No	Name	Profession	Affiliation

f) No of formal meetings held by the governing body

i) This academic year (20_____ to 20____)
ii) Last academic year (20____ to 20____)
iii) Academic Year before the last (20_____ to 20____)

g) **ORGANOGRAM**

Management hierarchy, describing how powers have been delegated and who is responsible for what?

h) List members of the current Board of Studies

Sr. No	Name	Profession	Affiliation

2.2 Human Resources

a) ADMINISTRARTIVE HUMAN RESOURCES

Administrative Staff this Academic Year (20___ to 20___)

Sr. No	Designation	Permanent, Full Time (Nos.)	Temporary, Part Time (Nos.)	Total

AC - Form 2

Administrative Staff last Academic Year (20___ to 20___)

Sr. No	Designation	Permanent, Full Time (Nos.)	Temporary, Part Time (Nos.)	Total

Administrative Staff Year before the last Academic Year (20___to 20___)

Sr. No	Designation	Permanent, Full Time (Nos.)	Temporary, Part Time (Nos.)	Total

b) TECHNICAL HUMAN RESOURCES

Technical Staff this Academic Year (20____ to 20____)

Sr. No	Designation	Permanent, Full Time (Nos.)	Temporary, Part Time (Nos.)	Total

AC - Form 2

Technical Staff last Academic Year (20___ to 20___)

Sr. No	Designation	Permanent, Full Time (Nos.)	Temporary, Part Time (Nos.)	Total

Technical Staff Year before the last Academic year (20__ to 20__)

Sr. No	Designation	Permanent, Full Time (Nos.)	Temporary, Part Time (Nos.)	Total

c) FACULTY

- Head of the Department must hold a professional/ academic degree plus Masters with ten years of professional experience in the relevant discipline.
- Courses must be taught by professionals or experts who are members PCATP and other professional bodies
- The program should provide evidence for efforts to hire full- time faculty.

Sr. No	Cadre	Nos.	Permanent Full-time Faculty			Temporary/Part time Faculty			Teach. Load	Reg. with PCATP	Reg. with other Prof.Bod.
			Masters	Bach.	Others	Master	Bach.	Others			
1	Head of the Department		10Yrs. Exp.								
2	Professors										
3	Associate Professors										
4	Assistant Professors										
5	Lecturers										
6											

AC - Form 2

Subject/ Teacher Ratio:

1. 1: 5 Same Discipline
2. Student Teacher Ratio 1:15 (for Studio)

d) STUDENTS

i) Students' entry level

a) Nationally recognized min. level to enter University i.e. Intermediate, A- Level, or equivalent with min. Second Division.

b) Entry Test (Attach a sample Test paper)

ii) Students' Profile in this Academic Year (20____ to 20____)

- Total No. of Students _____
- Girls ____ %
- Boys ____ %
- Rural ____ %
- Urban ____ %
- Foreigner ____ %
- From Punjab ___ %
- From Sindh____ %
- From NWFP____ %
- From Balochistan ____ %
- From FATA and Northern Areas ____ %

iii) Students' Profile in the last Academic Year (20_____ to 20____)

- Total No. of Students _____
- Girls ____%
- Boys _____ %
- Rural _____%
- Urban _____%
- Foreigner _____ %
- From Punjab _____ %
- From Sindh _____ %
- From NWFP _____ %
- From Balochistan _____ %
- From FATA and Northern Areas_____ %

iv) Students' Profile in the year before the last Academic Year (20__to 20__)

- Total No. of Students
- Girls____%
- Boys ____%
- Rural_____ %
- Urban_____ %
- Foreigner_____ %
- From Punjab_____ %
- From Sindh_____ %
- From NWFP_____%
- From Balochistan _____ %
- From FATA _____%

vi) Teacher/ Student Ratio (Max. 1:15 for Studio Courses)

vii) Students' Admission and retention ratio. Statement Year wise

2.3. **Physical Resources**

a) BUILDINGS

i) List names/ functions of spaces under exclusive use of Department. (Attach a building layout)

ii) List names/functions of spaces under shared use with other Departments (Attach a Building lay out)

iii) Provide schedule of courses and the spaces in which those courses are taught identified on the building layout. (Attach a copy of curriculum with complete list of courses offered**)**

iv) Library

- Location _____
- Working Hours on Week days _____
- Working Hours on Holidays _____
- Total No. of Books available

a) Please provide list of architecture /Town Planning books available in the Library.
b) List of other books available in the linbrary

- Availability of the following facilities in the library
  * Internet Connectivity Yes/ No
  If Yes then Access to Students Free/ Restricted
  * Educational Multimedia Packages Yes/ No

* Please exclude periodicals, newsletters, newspapers and magazines.

v) Students Hostels

- Boys Hostel Available Yes/ No If Yes, then
  * Owned/ Rented
  * On Campus/ Off Campus
  * Capacity (No. of Boys)

- Girls Hostel Available Yes/ No If Yes, then
  * Owned/ Rented
  * On Campus/ Off Campus
  * Capacity (No. of Girls)

AC - Form 2

vi) Are the following amenities available?

- Canteen Yes/No
- Auditorium Yes/No
- Bank Yes/No
- Medical Facilities Yes/No
- Faculty Common Room Yes/No
- Girls Common Room Yes/No
- Boys Common Room Yes/No
- Transport for Students Yes/No
- Sports facilities Yes/No

2.4. **Financial Resources, Allocations and Utilization**

a) Operational budget
b) Development budget
c) Total Investments (if any)
d) **Financial Statement**

Please supply information in the following format for last three (3) years separately.

Income/Expenditure Statement for this Academic Year_____

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	

Income/Expenditure Statement for the last Academic Year_____

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	

AC - Form 2

Income / Expenditure Statement for the Year before the last Academic Year_____

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	

Comparison of Budgeted Vs Actual Expenditure Incurred for the Year_____

Expenditure Head	Budget (In Rs.)	Expenditure Incurred (In Rs.)
i.Workshops/computing Centre/ Studio *New Equipments *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/Cocurricular/Sports/ Cultural:		
vii. Miscellaneous Expenses		

AC - Form 2

3. PROCEDURE

3.1. Admission

a) Criteria and procedure for admission (attach published prospectus)
b) Sample copy of admission test
c) Any quota observed out of total _____
- Rural ---- nos
- Urban ---- nos
- Foreigner ---- nos
- From Punjab ---- nos
- From Sindh ---- nos
- From NWFP ---- nos
- From Balochistan ---- nos
- From FATA and Northern Areas ---- nos

3.2 Curriculum

Provide 5 years curriculum for architecture or 4 years of town planning with detailed course outline and reading lists.

a) Is HEC Curriculum of Architecture /Town Planning for core requirements followed.
b) List compulsory courses, year wise
c) List optional/ elective courses and workshops offered in the curriculum
d) Internship requirement.
e) Time table for all 5 years (10 semesters) for architecture or 4 years (8 semesters) for town planning showing faculty for each course offered.

Composition of Curriculum for all semesters/years including details of credit-hours.

Course No.	Course Title	Knowledge Area	Sub Area	Credit Hours (Theory+Practical)	Contact Hours (Theory+Practical)	Total Credit Hours	Marks Theory	Marks Practical
Semester-I								
.								
.								
.								
Semester-II								
.								
.								
Semester-…								
.								

.								
Semester-….								
.								
.								
.								
Semester-X								
.								
.								

3.3 Examination

a) Transparency and clarity of evaluation/ examination system. (Attach published rules and regulations).

b) For final result, weightage assigned to
- Sessional Work
- Exam
- Internal Evaluation
- External Evaluation

c) What do the Sessional marks constitute of

d) How is internship, practical training and field work given consideration in total marks

e) Involvement of external examiner in the evaluation of thesis

f) Copies of examination papers for all subjects from year preceding inspection.

(please provide sample examination graded copies for each subject)

3.4 Procedure for Financial Sustainability

3.5 Faculty Development

a) Research and Training
- Funding Opportunities for Staff/Students to carry out a research project**.**
- Utilization of research grant.
- Faculty publications
- Continuity of faculty research
- Continuity of individual research of staff members
- Number of Research Papers published in the last three years

b) Any other Innovative practice introduced to improve the quality of education in the department:

AC - Form 2

3.6. Program's Internal Evaluation

a) Procedure for Faculty Appraisal
b) Procedure for Courses Appraisal
c) Procedure for Program's Appraisal

3.7 System of Students' Evaluation

a) Of faculty and courses

3.8 Support System

a) Sports Facilities
b) Counseling Service for Academic Work
c) Counseling Service Social Interaction and Compatibility

3.9 External Evaluation

a) Career Planning
b) Job Placement
c) Interaction with other institutions
d) Interaction with the Industry
e) Interaction with the Alumni
f) List of external examiners for design juries since last three years

4. PRODUCT

4.1. Thesis Evaluation this Academic Year (20—to 20--)
Please attach list of dissertation topics since last 3 years.

a) Total no. of students appeared _____
b) No of Students failed _____
c) No of students passed with Distinction (above 80 %) _____
d) No of students passed with Honor (70-80%) _____

4.2. Thesis Evaluation last Academic Year (20—to 20--)

e) Total no. of students appeared _____
f) No of Students failed _____
g) No of students passed with Distinction (above 80 %) _____
h) No of students passed with Honor (70-80%) _____

4.3. Thesis Evaluation before the last Academic Year (20—to 20--)

i) Total no. of students appeared _____
j) No of Students failed _____
k) No of students passed with Distinction (above 80 %) _____
l) No of students passed with Honor (70-80%) _____

4.4 List of architecture / town planning graduates since inception of program.

FOR RE-VALIDATION OF ACCREDITATION

ANNUAL REPORT TO BE SUBMITTED BY THE INSTITUTE

Each year the following documents need to be submitted to the office of PCATP irrespective of the accreditation term. PCATP will be monitoring the growth and development of each program annually in order to ensure that the standard is being maintained.

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.

This information should be received by the 1st of October each year. Delayed information may result in action against the institute.

1. Number of students in each year
2. Floor plan of architecture department showing all studios (5 at least), classrooms, libraries and laboratories for exclusive use by the architecture department
3. Timetables for all years showing instructor for each course
4. Curriculum for the academic year
5. Course outlines for each course including reading lists
6. CV's of all full time/ permanent faculty
7. Research/ publications by faculty in reporting year
8. List of architecture related books in the library (after one exhaustive list, each successive year will only show books acquired in that year)
9. List of all studio projects conducted in each class accompanied with the relevant design briefs
10. List of external examiners invited to attend juries
11. Details of students practical training arrangements
12. Critical self appraisal submitted to HEC
13. List of graduating students each year

The folder should be addressed to the Registrar, PCATP at:

Office No.4, 4th Floor, 61-C, 21st Commercial Street,
Phase II Extension, D.H.A
Karachi 75500, Pakistan

AC - FORM 2 / RE - FORM 3

SUMMARY FORM FOR PCATP ACCREDITATION/RE-ACCREDITATION VISIT REPORT

1.	University/Institution		
2.	Name of Program		
3.	Name of Degree Awarding University		
4.	1st Visit Date		
5.	2nd Visit Date		
6.	3rd Visit Date		
7.	4th Visit Date		
8.	PCATP Team Composition (with organization/HEIs)	Convener/Team Leader	Expert-1
		Expert-2	PCATP Rep.

9. Accreditation History

Year of Accreditation	Intake Batch/year	Accreditation Granted for number of years	Ref of EA&QEC
1st Accr.			
3rd Last Accr.			
2nd Last Accr.			
Last Accr.			

10. Students Strength (yearly/batch-wise)

Year/Batch (Spring or Fall)	Allowed Intake	Batch wise Enrollment	Present Strength	No of Sections

11. * **Faculty Summary (Core Architecture / Town Planning)**

	Total	Ph.D./M.ARCH / M.CRP	B.ARCH / BSc.CRP	B.ARCH / BSc.CRP (Enrolled in Master)	Others
Dedicated					
Shared					
Visiting					
Countable Faculty:					

* *Any condition, please indicate here in line with given policy:*

12.	Students-Teacher Ratio		
13.	Workload	Average Workload	Workload as per actual teaching plan
14.	AC-2 Marks	Section-A: Section-B: Total:	
		Decisive parameters in AC-2 form satisfied/not satisfied:	

15.	CQI-Compliance/Progress	**Last Observations**	**Compliance/Progress made**
16.	**Observations as per laid down PCATP criteria:**		
	e. Strong Areas		
	f. Deficiencies		
	g. Weak Areas		
	h. Concerns		
17.	Rejoinder/Compliance (received /not received): if Yes, then state major compliance/status:		
18.	**Recommendations of PCATP Visiting Team** *(check consistency with report as PCATP Policies/Regulations and Practices in adherence to accreditation criteria):* i. Based on the physical observations and satisfactory assessment, the program is recommended for full accreditation/re-accreditation for **Three (03) Years** of intake batches from -------- to ---------. OR ii. (a) Based on the physical observations and assessment, the program is recommended for accreditation/re-accreditation for **Two Years** of intake batches from -------- to ---------. (b) Following are the conditions to be met for further improvement of the program before the next re-accreditation request: --- --- --- --- OR iii. (a) Based on the physical observations and assessment, the program is recommended for accreditation/re-accreditation for **One** of intake batch--------- only. (b) Following are the conditions to be met for further improvement of the program before the next re-accreditation request: --- --- --- --- OR iv. The Visitation Team found number of deficiencies, related primarily to non-compliance with criterion--------, --------, etc and regulations/policies of accreditation. Further, there are significant weaknesses and concerns as elaborated in the report. The Visitation Team recommends to PCATP that the program may **NOT** be accredited.		
19.	**Recommendations by the Accreditation Board** *(Not applicable for the PCATP Visitation Team):*		

Signature of PCATP Rep *Signature of Visitation Team*

Pakistan Council of Architects & Town Planners,
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