

CHECK LIST

APPLICATION FORM FOR GRANT OF AFFILIATION

(1)	Name of College/Institution	
(2)	Postal Address	
(3)	Phone/Fax	
(4)	E-Mail Address	
(5)	Programme(s)/Subject(s) applied for affiliation	Attach list of Elective and Optional subjects as Ann-A.
(6)	Subjects already affiliated (if any) Reference No.	Attach list as Ann-B.
(7)	Detail of other disciplines being run with BISE etc.	Discipline, Affiliation/Recognition, Enrolment
(8)	Management Body (For private institutions only)	Attach copy of Memorandum and Article of Association as Ann-B. Attach copy of Registration Certificate for current session from Registrar Joint Stock Company, under the Societies Registration Act XXI of 1860 as Ann-C.
(9)	Registration of the Institution/College (For private institutions only)	Attach copy of Registration Certificate under the Punjab Private Educational Institutions (Promotion & Regulation) Ordinance Rules 1984 from Government of the Punjab, Education Department Lahore/concerned District Govt. Attach as Ann-D.
(10)	NOC from concerned Govt. Department (for Govt. Institutions only)	Attach as Ann-E.

(11)	Efficiency & Discipline Rules/Code of Conduct	Attach copy of Rules for employees as Ann-F. Attach copy of Rules for students as Ann- G.
(12)	Prospectus	Attach as Ann-H.
(13)	Certificate that no other discipline is being run in collaboration / affiliation with any other University.	Attach as Ann-I.
(14)	Building: Owned/Rented, Total Area, Covered Area	Attach copy of Rent deed/Registry as Ann-J. Attach detail on Form A. Attach copy of Map as Ann-K.
(15)	Hostel(s) Facility	Attach the detail of hostel facilities as Ann-L.
(16)	Staff Residences	Attach the detail of staff residences as Ann-M.
(17)	Finances: Development Funds, Recurring Funds, Reserve Fund	Attach detail on Form B & C. Attach Bank guarantee/certificate as Ann-N.
(18)	Sports Facilities: Grounds, Equipment	Owned/Acquired. Attach documents as Ann-O. Attach detail on Form D.
(19)	Library: Detail of Books, Other facilities	Attach detail on Form E.
(20)	Laboratories	Attach detail on Form F.
(21)	Teaching Staff	Attach detail on Form G.
(22)	Non Teaching Staff	Attach detail on Form H.
(23)	Others	Attach as Ann-P.

**GC UNIVERSITY LAHORE
DETAIL OF INFRASTRUCTURE**

NAME OF COLLEGE/ INSTITUTE SEEKING AFFILIATION

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Sr. No.	Detail of rooms	Size	Number	Remarks

Signature

Designation

**GC UNIVERSITY LAHORE
STATEMENT OF NON-RECURRING (DEVELOPMENT) RECEIPT
& EXPENDITURE FOR THE YEAR_____**

NAME OF COLLEGE/ INSTITUTE SEEKING AFFILIATION

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Receipts	Amount	Expenditure	Amount
Opening balance*		Building Construction Repair Others	
		Furniture Purchase Repair Others	
College Funds/Fee		Equipment Purchase Repair Others	
Govt. Grant(s)			
Others		Library Others	
Total		Total	

- Give detail of resources.

Signature

Designation

**GC UNIVERSITY LAHORE
STATEMENT OF RECURRING RECEIPT & EXPENDITURE FOR
THE YEAR _____**

NAME OF COLLEGE/ INSTITUTE SEEKING AFFILIATION

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Receipts	Amount	Expenditure	Amount
Opening balance		Salaries	
		Whole time faculty, Visiting faculty, Admin. /Office Staff	
Income from Fee*		Others	
Govt. Grant(s)		Building Construction	
Others		Repair Others	
		Rent of Building Telephone Electricity Sui Gas	
		Furniture	
		Lab. Equipment	
		Library	
		Sports	
		Medical Facility Miscellaneous	
Total		Total	

- Give details of fee i.e. Admission Fee, Tuition Fee, Funds, Other charges per student per year for each program.

Signature

Designation

GC UNIVERSITY LAHORE
STATEMENT OF SPORTS FACILITIES/EQUIPMENTS

NAME OF COLLEGE/ INSTITUTE SEEKING AFFILIATION

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Sr. No.	Items	Quantity	Remarks

Signature

Designation

**GC UNIVERSITY LAHORE
STATEMENT OF LIBRARY BOOKS/ FACILITIES**

NAME OF COLLEGE/ INSTITUTE SEEKING AFFILIATION

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Sr. No.	Subject	Text/Recommended Books		No. of Relevant Books	No. of Reference Books	Others
		No. of Titles	No. of Books			
OTHER FACILITIES						
Item No.	Almirah	Racks	Chairs	Tables	Computers	Others

Signature

Designation

**GC UNIVERSITY LAHORE
STATEMENT OF LABORATORY/S EQUIPMENT**

NAME OF COLLEGE/ INSTITUTE SEEKING AFFILIATION

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Sr. No.	Subject/lab.*	Name of items	Quantity	Remarks

*Give details of labs. for each subject

Signature

Designation

GC UNIVERSITY LAHORE
STATEMENT OF TEACHING STAFF FOR THE YEAR _____

NAME OF COLLEGE/ INSTITUTE SEEKING AFFILIATION

Sr. No.	Name of the Teacher	Qualification				Designation	Nature of Appointment (Permanent/ Visiting)	Salary	Date of appointment	Experience at other colleges	Remarks
		Degree	Subject	Passing Year	Institution /University						

Signature

Designation

GC UNIVERSITY LAHORE
STATEMENT OF NON-TEACHING STAFF FOR THE YEAR _____

NAME OF COLLEGE/ INSTITUTE SEEKING AFFILIATION

Sr. No.	Qualification				Designation	Nature of Appointment	Salary	Date of Appointment	Experience	Remarks
	Degree	Subject	Passing Year	Institution /University						

Signature
 Designation