



ABBOTTABAD UNIVERSITY
OF SCIENCE & TECHNOLOGY
OFFICE OF THE REGISTRAR (ACADEMICS)

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**INFORMATION FOR RECORD OF EDUCATIONAL INSTITUTION IN PUBLIC &
PRIVATE SECTOR WITH ABBATTOBAD UNIVERSITY OF SCIENCE &
TECHNOLOGY**

1. Name of the Institution _____

2. Address _____
3. Fax Number _____
4. Telephone Number _____
5. Email _____
6. Established by _____
7. Year of Establishment _____
8. Objectives of Establishment _____

9. Governing Body, Its Composition & Other Relevant Details, Attached as
Annexure _____
10. Notification No, Copy of Notification Attached as Annexure _____

11. Name of The Controlling authority/Chief Executive _____

12. Name of The Principal / Director _____

13. Academic Designation of The Principal _____

14. Qualification of The Principal / Director _____

15. Phone Office _____ Mobile _____

16. Name of Registered Society/Body, Trust, Foundation, (If any) _____

16. Staff List:

(Given the following information)

S. No	Name	Qualification	Designation	Date of Appointment	Status Adhoc / Permanent	Salary P/M	Subject Taught	Period Per Week
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17. Mode of appointment of Teaching Staff & criteria for Selection _____

18. Affiliation:

i. Subject in which affiliation is sought.

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

ii. Subject in which the institution is already affiliated.

1. _____ 4. _____

2. _____ 5. _____

3

6.

iii. Number of students already admitted _____

19. Total Disciplines in the College _____

Please Mention _____

20. Current Academic Programs offered at the Institution _____

Please Mention _____

21. Details of Subjects to be offered with proposed combination of academic Group's _____

22. Any outstanding dues _____

23. Students _____

a. Total number of students enrolled in the institution _____

b. Enrolment of students Level-wise _____

Medical / Health Sciences _____

Engineering _____

Management / Commerce _____

Information Technology _____

Arts / Humanities / Social Sciences _____

24. Admissions _____

a. General Policy _____

b. Number of Students to be enrolled, level-wise _____

c. Procedures & criteria of admission _____

25. Quality Assurance & Students Supervision _____

- a. Arrangement for academic supervision of students _____
- b. Arrangement for quality assurance _____
- c. Level of administrative & technical support for quality assurance _____

26. Tuition Fee _____

27. Staff List with designation, qualification & experience _____

- _____
- a. Teaching _____
 - b. Administrative _____
 - c. Supporting _____

28. Details of Medical Services for Students & Employees _____

29. Staff Salaries List, Please Attached Attested Copy _____

30. Staff appointment Letters, Please Attached Attested Copy _____

31. Staff CV's _____

32. Staff Educational Documents _____

33. Board of Studies / Curriculum Approved _____

34. Controller of Examinations Office _____

35. Building _____

- a. Infrastructure available in Shape of Land _____
- b. Total Covered Area _____
- c. If own Building,
Please Attach Mutation _____
- d. If Leased Building,

- Please Attach Lease Agreement _____
- e. If Rented Building,
Please Attach Five Years Rent Agreement _____
- f. If Mortgaged Building,
Please Attach Mortgage Agreement _____
- g. Building Map, Please Attach _____

36. Number of Class Rooms _____

- a. Category wise size of Class Rooms _____
- b. Capacity for The Students _____

37. Total Rooms Utilized Subject wise _____

38. Offices _____

39. Staff Room _____

40. Faculty Hostel _____

If yes, please mention that,

- i. Warden Lodge is Available _____
- ii. Number of Rooms _____

41. Student Hostel is available or not _____

If Yes,

- a. Number of Rooms in the Hostel _____
- b. Current Accommodation in The Hostel _____
- c. Hostel Fee _____

42. Physical Facilities:

- i. Detail of Office Equipment's, Detail Attached as Annexure _____
- ii. Furniture & Fixture, Detail Attached as Annexure _____

- v. Other Facilities _____
- vi. Number quarters/Residence for Teaching Staff _____
- vii. Position of gas, water & Electricity Fitting _____
- viii. Transport Vehicles for officials & Students _____

42. Library

- i. Librarian _____
Whether qualified and whole time _____
- ii. Physical Facilities _____
- iii. Total number of Books, List Attached as Annexure _____
- iv. Text books _____
- v. Number of Books subject wise _____
- vi. Reference Books _____
- vii. Periodicals _____
- viii. News Papers _____
- ix. Journals _____
 - a. National _____
 - b. International _____
- x. Information regarding accommodated number of students in reading room

43. Facilities Regarding Information Technology _____

- a. Students Computer Ratio _____
- b. Internet connectivity available to students _____

44. Laboratories If any _____

a. Please Mention Subject wise _____

b. Equipments appropriate to the Courses, List Attached as Annexure _____

45. Efficiency and Discipline of Students, staff and other Employees.

State whether, the institute has proper rules regarding the efficiency and discipline for students, teachers and other employees, Copy Attached as Annexure _____

46. Sports

Are play grounds / facilities for different games available?

i. If Yes, Please mention. _____

ii. Indoor Facilities available _____

If yes please mention. _____

iii. Out Door Facilities Available _____

If Yes, Please Mention _____

47. Accounts _____

48. Tangible Assets _____

49. Intangible Assets _____

50. Funds _____

a. Bank Account _____

b. Date of Opening _____

51. Endowment Fund _____

i. Bank Account _____

ii. Date of Opening _____

52. Whether the Institution/college & resources of income to meet the developmental expenses of the institution/college duly audited by Assistant Director Local Fund_____

53. General_____

i. Societies, If any, Attached as Annexure _____

ii. Name of students Magazine, if any _____

54. Security

CCTV Cameras._____

Security Guards _____

Dated:

**Signature of head of
Educational Institution**