



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

ZERO VISIT PROFORMA / REPORT (B.ARCH.)

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.

Sr. No	Description	Attached (Yes/No)
1.	Zero Visit Proforma (Z-1 Form)	
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. 800,000/- for Public Sector and Rs.1,000,000/- for Private Sector (Application Processing Fee and Zero Visit Fee) as fee for the Architecture Program in favor of "Pakistan Council of Architects and Town Planners." – (Notification available on PCATP website under News & Events)	
9.	Form should be duly signed by the Chairman/HoD and Vice Chancellor/Principal of concerned university/institution.	

This fee is inclusive of accreditation fee + travel cost + boarding/lodging expenses of the visitation team. The Accreditation Board has levied a penalty of PKR 1,000,000/- per batch to the universities 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.

*For any cross reference; please refer to **Accreditation Guide** available on PCATP website under Validation and Accreditation.*



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

Z-1 Form

Name of University/Institution:

Name of Program:

Composition of Visiting Team:

Date of Visit:

Sr. No	Parameters	To be filled by the 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)		
	d. Attach list of Board of Studies and Board of Faculty Members		
	e. Decentralization of Financial and Administrative Powers. (as Annexure-III)		
4.	Infrastructure		
	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. 1) For Architecture Program: Fill Annexure IV-A 2) For Town Planning Program: Fill Annexure IV-B		
5.	Financial Resources		
	a. Endowment fund, regular fund-generation and other available resources.		



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

Sr. No	Parameters	To be filled by the 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)
	Budget allocation: 1) For last three years for University/ Institution, if applicable (Break-up as Annexure-V) 2) Current Budget for proposed program (Break-up as Annexure-V) 3) Projected budget for next year (Break-up as Annexure-V)		
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-VI)		
	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.	Student Induction		
	a. Criterion for induction of students		
	b. Induction weightage (%) 1) Matric 2) F. Sc/ F.A. 3) Entry Test (if any) 4) Interview		
	c. Proposed strength and schedule of intake (one/two batches per year)		
	d. Proposed distribution into number of sections/classes		
9.	Teaching Faculty		
	a. Requirement of faculty and its availability plan for entire program. (Fill in Annexure-VII for Architecture Program or Town Planning Program as applicable)		
	b. Present strength with relevance to the proposed program, CVs, degrees of qualifications. (Fill in Annexure-VIII)		



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

Sr. No	Parameters	To be filled by the 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)
	c. Expected strength one month prior to commencement of the program along with signed consent letters from both parties. (Fill in Annexure-IX)		
	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-X)		
	b. Equipment available and projected requisition plan along with documentary proof (Mention any constraints/ limitations, if applicable). (Fill in Annexure-X)		
	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-X)		
	d. Time plan and availability of funds for projected facilities to be established. (Fill in Annexure-X)		
	e. Details of Staff of library/computer (Fill in Annexure-X)		
13.	Examinations		
	a. Planned system of instructions and examination (Annual / Semester)		
	b. Would examination be based on absolute marks or relative grading (course based)		



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

Sr. No	Parameters	To be filled by the 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)
	c. Examination policy i.e. number of exams, (mid- term, final, quizzes etc. and their respective weightages)		
	d. 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, plotter 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: _____

Date: _____

Signature: _____

Seal:

COUNTERSIGNED

To be signed by the Principal/VC/Rector with Seal

Name: _____

Date: _____

Signature: _____

Seal:



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

Annexure- I
To Z-1 Form

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



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

Annexure- II
To Z-1 Form

Management Structure / Organogram



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

Annexure- III
To Z-1 Form

Decentralization of Financial and Administrative Powers

Sr. 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		



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

Annexure- IV-A
To Z-1 Form

Plan to Build Dedicated Campus on Owned Land - (For Architecture Program)

Sr. No	Description	PCATP Zero Visit requirements (as per 45 students per batch)		Available at the Institute	
		Quantity	Areas (Sq. Ft)	Quantity	Areas (Sq. Ft)
1.	Studios	5 *	1800		
2.	Lecture Rooms	2*	900		
3.	Work Stations for Faculty members	1x 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, Woodwork etc.)	1	900		
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		

**** HoD Qualification criteria is listed in PCATP Accreditation Manual available on PCATP website**

(Ref: <https://www.pcatp.org.pk/document/ACCREDITATION%20GUIDE%20UPDATED%20AS%20OF%20MARCH%202022.pdf>)



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

Annexure - V
To Z-1 Form

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

Sr. No.	Budget Head	Annual Allocation
1.	Operational Budget	
	1.1	
	1.2	
	<i>Subtotal</i>	
2.	Development Budget	
	2.1	
	2.2	
	<i>Subtotal</i>	
	Total	

Breakup of the Current Budget for the Program (20)

Sr. No.	Budget Head	Annual Allocation
1.	Operational Budget	
	1.1	
	1.2	
	<i>Subtotal</i>	
2.	Development Budget	
	2.1	
	2.2	
	<i>Subtotal</i>	
	Total	



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

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

Sr. No.	Budget Head	Annual Allocation
1.	Operational Budget	
	1.1	
	1.2	
	<i>Subtotal</i>	
2.	Development Budget	
	2.1	
	2.2	
	<i>Subtotal</i>	
	Total	



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

Annexure - VI
To Z-1 Form

(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	Theory Marks	Practical Marks
Semester - I								
Semester - II								
Semester - III								
Semester - IV								
Semester - V								
Semester - VI								
Semester - VII								
Semester - VIII								
Semester - IX								
Semester - X								



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

Annexure - VII
To Z-1 Form

Requirement of Faculty and its Availability Plan for Entire Program

Sr.No.	Subjects to be Taught	Faculty Designation	Qualification	Credit Hours											
				Semester-I		Semester-II		Semester-III		Semester-IV		Semester-....		Semester-X	
				Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical
1. Core Architecture / Planning Subjects															
2. Optional Courses															
3. Elective Courses															
4. Compulsory Subjects by HEC															



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

Annexure - VIII
To Z-1 Form

Present Strength with Relevance to the Proposed Program, Qualification and Experience

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.													

* The number of years from the date of registration with PCATP will only be considered. Any number of years for which one is not registered with the Council will not be counted towards the teaching experience.



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

Annexure - IX
To Z-1 Form

Expected Strength One Month Prior to the Commencement of the Program along with Documentary Proof

Sr. No.	Name of Faculty	PCATP Registration Number (if any)	Qualification	Designation	Expected Date of Joining	Subject(s) to be Taught	Planned Workload	Attach Following Documents		
								CVs	Degrees	Signed Consent Letter of Both Parties
1.										
2.										
3.										
4.										
5.										



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

Annexure - X
To Z-1 Form

Number of Workshops Dedicated / Shared / Projected for the Program along with Workshop

Sr. No	Name of Workshop	No. of Workstations	Name of Equipment / Workstations	Status of Workstations (Existing / Shared / Projected)	Strength of Students per Workstation	Status of Lab (Existing / Shared / Projected)	Time frame for Projected Workshops	Lab Staff			
								Designation of Existing / Projected Workshop Staff	Qualification	Name (Existing Staff)	Joining Date / Projected Staff Availability)
1.											
2.											
3.											
4.											
5.											

Note: Please give timeframe for projected Workshop, Equipment and their Staff details.