



Faculty of Paramedical and Allied Health Sciences, (FPMA) Khyber Pakhtunkhwa



86/D-5 SCHOOL ROAD UNIVERSITY TOWN PESHAWAR
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AFFILIATION/RE-AFFILIATION INSPECTION PROFORMA (50-STUDENTS)

GENERAL INFORMATION

1. Name of Institute: _____

Contact & Pin Location detail: _____

Institute address: _____

Website address: _____

2. Name of the Owner / Trust / Foundation/ Partners

3. Session Timing: -Morning/Evening (only one option is allowed)

4. Affiliation Status: Fresh/Re-affiliation

5. Name of Technologies (out of 23) applied for: (list of technologies attached)

- Fresh Affiliation (upto 50 Seats)
- May apply subsequently for increase of seats after Six Months.

6. Prospectus:

Advertisement for admission with all necessary information including fee structure mentioned. Is the documents attached with application (Y/N)

S.NO	ITEM/REQUIREMENT	REMARKS
1	<p>BUILDING/PREMISES</p> <p>(i)Ownership</p> <ul style="list-style-type: none"> •Own Attach verified documents of ownership (Revenue Department on Affidavit) <p>(ii)Lease-Name of Owner:</p> <p>Lease agreement for minimum 05years on judicial stamp Paper is mandatory.</p> <p>A designated floor/Section of the Building shall be used for FPAHS approved courses for which affiliation is being sought. Running any other courses will in that area make the Institute ineligible for affiliation and automatic disaffiliation.</p>	Condition if not met (No Further Action)
2	<p>FINANCIAL STATUS</p> <p>(i) Institution having a bank account in the Institution name and all transactions made through It. Working Capital of at least Rs. 1,000,000(One million) rupees as working capital present in the bank (Attach Attested Bank guarantee/Statement)</p> <p>(ii) Copy of last Audit Report: (Yes/No) (Attach evidence).</p> <p>(iii) In Fresh applications- Availability of arrangements for institution's financial audit by faculty team.</p> <p>(iv) CNIC/NTN Number of owner/partner (Institution)</p> <p>(iv) Pending/Outstanding dues(Y/N). No official dues of FPAHS should be pending as per faculty audit from faculty auditors.</p> <p>(Pending dues to be paid before consideration of any application)</p>	Condition if Not met (No Further Action)
3	<p>HOSPITAL</p> <p>A. Government Hospital MoU (Valid) as per SOP through Health Foundation (Y/N)</p> <p>Name of the Hospital _____</p> <p>HCC Registration/License No. _____</p> <p>Memorandum of Understanding (MoU)/Contract as per Government SOP</p> <p>Policy Valid till passing up to the last regularly admitted student with (DHQ/THQ level) as per category of the hospital no of seats will be allocated for present specialties.</p> <p>Hospital having all required disciplines available- (attach evidence).</p> <p>OR</p> <p>B. Valid MoU with MTI's hospital in KP</p> <p>OR</p> <p>C. Private Hospitals recognized by Health Care Commission /Medical Colleges recognized by PMDC for medical/dental education maybe allowed to run courses after affiliation with FPAHS.</p> <p>OR</p> <p>D. Private Hospital of DHQ/THQ level may also be entertained for MoU if they have been recognized by HCC if the required disciplines are available.</p>	Condition if not met (No Further Action)

4	TEACHING STAFF/FACULTY				Yes/No
	Lecturers (Basic Sciences Subjects):				
	S.No	Subject	Required Qualification	Comments	
	1	Anatomy	MBBS and BDS where Dental technology is the discipline	*Minimum3 fulltime Teachers for basic subjects. In case of Government servants, NOC is mandatory Valid Contracts must be available	
	2	Biochemistry	MBBS /MSc Biochemistry with 5-year Academic/teaching Experiences		
	3	Pathology	MBBS/BDS when oral Pathology is taught		
	4	Physiology	MBBS/BDS (Essential Physiology for dental students)		
	5	Pharmacology	<ul style="list-style-type: none"> • MBBS/BDS & Pharm-D • Five years' experience. • Pharm-D acceptable for Pharmacology 		
	B GENERALSUBJECTS				
	1	English	M.A		Valid Contracts must be available
	2	Pak-Study	M.A		
	3	Islamiat	M.A		
	4	Computer Science	MSc/BS in Computer Science		
	5	Urdu	MA		

C. Subject required Qualification				Yes/No
S.No	Name of Specialty/Technology	At least one MBBS/BDS/BS Lecturer per two specialties	-Comments -Valid contract must be available	
1				
2				
3				
4				
5				
<ul style="list-style-type: none"> • The Above Table will be filled by the applicant • MBBS/BDS/BS-PMDC registered and other qualifications from their respective bodies. • One Assistant Professor or above/Distt. Specialists in the relevant clinical subjects to be given a Supervisory role (not are placement of lecturers.). (Attach evidence) • Contract with the teachers/clinical supervisor is mandatory (Attach the contract documents of the teachers/ Supervisors dully verified by MS of Respective Hospitals) 				
D. ADMINISTRATIVE STAFF				
S.No	Name of Post	Qualification		
1	Managing Director	MBBS/BDS/MBA with 05-year experience in their respective fields.		
2	Principal	MBBS/BDS Health related 05-years' experience in the required discipline in the private or Public institute		
3	Superintendent/Accountant	MBA/BBA/B. Com		
4	Receptionist	FA/FSc with DIT		
5	Student Affair Assistant	FA/FSc with computer skill		
6	Class-IV/Chowkidar	Matric		
E. ATTENDANCE SYSTEM Facial recognition based on modern technology.				
F. Semester Wise Teaching Plan for Students (Refer to Section 6(b))				

5

INFRASTRUCTURE: -
Class Room: - At least one classroom 20 students each per technology to be accommodated/ 05 classrooms required.
One Lecturer Hall: - A minimum of 50 students should be accommodated Seating for all students of first semester.
 Properly ventilated and equipped with proper chairs (chairs with side pan for writing) and teaching facilities including rostrum, big white board fixed on the wall, wall clock, fans and Multimedia.
Lecturers Office: -
 Common Room (male) 500-700sq.ft(Min require)
 Common Room (female) 500-700sq.ft(Min require)
Cafeteria: With dry edibles/drinks etc. If cooked food is having served must have provision of keeping it healthy and safe.
Administration office
Hostel: - Define if separate required, or optional
EXAMINATION HALL/ AUDITORIUM
 15sq.ft/students for 100 students.
MUSEUM: - At least 20 students' capacity.
 The models to be available (ANNEXI)
LABORATORY: - One basic science & one clinical laboratory minimum size capacity of students available
 Students. 15sq.ft/student 15x50=450sqft approximately 25-50 students.
PHARMACY Laboratory: - If the said technology is opted for then availability is mandatory.
 Name of equipment/reagents Quantity Available
COMPUTER LABORATORY: - Minimum Required Capacity of Students 15sqft/student 15x50-450sqft approximately 25 students should be setup in a separate room with proper seating arrangement.
 Desktop Computer-----25
 Fully Functional Internet Facility Scanning/Printing/Fax Facility
LIBRARY
(i) General

- Internet connection..... (Compulsory)
- Photostat, Fax, Printer
- Books- (Annex III)
- Seating arrangement
- Seating arrangement should be for minimum 25 students with central table

(ii) Magazine/Newspaper: -

S,No	Name of magazines	Required	Remarks
1	Health related Magazine	10	
2	Urdu Adab	10	
3	Newspaper one Urdu and one English	1 & 1	

Teaching Aids: - Name of Equipment Minimum Required
 Multimedia-----02 and Projectors-----02
 Teaching Charts Large size on pan flex-----All systems
MISCELLANEOUS/OTHER: -
 1-Water Supply (Bore well/ Hand Pump/Public Health water Supply)
 2-Backup light source Generator/Solar/UPS (must).....

YES/NO Updated after discussion with Chief HSRU

6. BROAD REVISIONS:

a. GENERAL

- I. Applications for affiliation/re-affiliation may be accepted on the prescribed proforma at least 3 months before the beginning of the new academic session. The applications will be accepted up to 30th May and 30th November for September & March Session fresh admission registration respectively of each year.
- II. The Institution requesting for affiliation with FPAHS will not seek affiliation with any other organization for paramedics & allied health sciences /any other education/training.
- III. Provisional affiliation is granted for a period of two years. The affiliation automatically expires at the end of this period. The institution shall apply for renewal/continuation of affiliation for the next two years at least 3 months before expiry date.
- IV. Inspection may be carried out within 3 months after all necessary documentation/ codal formalities fulfilled in all respects being the sole responsibility of the applicant Institution.
- V. The Inspection Committee will perform inspection after acceptance of Institute's application with relevant documents provided. Granting of affiliation shall be decided by the Governing Body FPAHS, after considering the comprehensive inspection report.
- VI. The admissions will be done twice a year and in single shift only.
- VII. The institution shall submit a written undertaking on a surety bond (Sample annexed)
- VIII. The institutes shall provide report send any other information as and when required.
- IX. The institution shall submit a detailed Annual Teaching Plan compassing
- X. teaching and practical training activities at the beginning of academic year.
- XI. The FPAHS may call upon any institution so affiliated to take such action as may appear to be necessary in respect of any matter.
- XII. Any affiliated private institute shall not be allowed to open any branch of the same institution in the same or any other town. Any branch or extension of the same institution shall undergo the same process as of a new institution and shall be granted affiliation after observing all formalities and proper inspection.
- XIII. Change of premises of the institute shall not be made until prior permission of FPAHS is sought and the new building is inspected. Inspection shall be carried out with the same terms & conditions as of a new institution.
- XIV. The number of students for each specialty/technology/discipline shall be fixed/ determined as per availability of relevant facilities in the associated/affiliated Hospitals.
- XV. The affiliation shall be granted from amongst duly approved technologies' courses depending on capacity of institute and hospitals. Applicants for New Institute's affiliation fulfilling criteria would be granted the first time up to 50 seats only. Upon satisfactory performance they may request for more seats incrementally with maximum limit of up to 100 seats.
- XVI. The courses on Dental Technology, Physiotherapy and Renal Dialysis Technology will be offered to institutions of allied health sciences education attached with medical colleges and those institutions having attached tertiary care hospital.
- XVII. Any paramedical institute may be inspected by any member of the Governing Body/ any other nominee of FPAHS without any prior/ advance notice or information.
- XVIII. The institute shall make admissions only after the notification for its affiliation is issued by FPAHS and its all dues/fees paid being sole responsibility of the Institute.

- XIX. A provisionally affiliated institution shall be considered for disaffiliation, if it:
- ~fails to conform to the conditions of affiliation.
 - ~fails to removed effects/observations within stipulated period.
 - ~works against the norms, conduct or interests of the FPAHS's policies.
 - ~has pending/outstanding FPAHS dues.
 - ~brings political or other pressures on Inspection Committee/ FPAHS.

b. Human Resource

The Institute shall have staff according to the yard sticks prescribed for each technology.

- i. There will be a designated 'Course Coordinator' for each technology being offered by the affiliated institute. He will be hired on fulltime basis.
- ii. An NOC from administrative in-charge of government organization shall be required in case of a specialist who is government servant and is engaged as part- time teacher.
- iii. All staff members shall be employed on a written agreement on a stamp paper between the employee & the employer stating clearly the terms & conditions/CNIC/Account Numbers /Salary Slips of service.
- iv. The minimum salary for permanent staff shall not be less than the government rules.
- v. (Number, qualification and experience of teaching faculty to be assessed separately for each technology)
- vi. Visiting faculty

c. PHYSICAL INFRASTRUCTURE/TEACHING SUPPORT

- 1 Total Covered Area of teaching campus: not <40 sq feet / seat applied.
- 2 Area Specified for Classrooms: not <15sq feet/ seat applied Minimum seating capacity/classroom:25
- 3 Laboratories: Pharmacy Lab, according to specifications, shall be situated within the institute if dispenser category is applied. A demonstration laboratory for Medical Lab Technology, with prescribed specifications, shall be available within the campus, if this category is demanded.
- 4 Library: not<400sqfeet
At least 10 books of appropriate level / 25 students related to each awarded technology must be present.
- 5 Demonstration Room: not <400sqfeet – having:
 - Examination Couch and stools for 25Students
 - Model of Human Skeleton, models of human body and charts
 - Equipment / materials required for each awarded technology
 - Electricity backup to be available

d. HOSPITAL TRAINING

- i. For provision of on-hand practical training the Institute should have appropriate hospital facility with diverse and appropriate number of departments. Hospital's capacity be determined taking into account BoR, ALOS, Specialties, Minor/Major Surgeries, OPD, Diagnostics facilities.
- ii. Private institutes and Public Sector Hospital can sign Memorandum of Understanding (MoU) fulfilling Government's SOPs/Contracting criteria/policy. A fully functional DHQ and THQ Hospitals will facilitate institute as per their capacity and services. Only the services available and utilized in proper wards/rooms/labs etc will be counted.
- iii. MoU may be signed for upto 5-years and shall be valid till passing out of the last admitted student must be renewed by the Institute one year before the passing out of the last admitted student else fresh admission permission will automatically stop.
- iv. The hospital being attached shall not be below THQ level fully functional in all respects..... Refine
- v. Private Medical Colleges/Hospitals recognized by PMDC and Health Care Commission for medical/ dental education maybe allowed to run their own institute after affiliation with FPAHS..... Refine

e. RECORD

Every institution shall maintain the following record:

- a) Student's admission registers containing the name of every student, his father's name, residential address and date of admission bank account)
- b) Face Recognition modern Technology, Institute-wise
- c) Staff salary registers or payroll
- d) Fee and others dues receipt register
- e) Income and expenditure account books, ledger etc...
- f) Register of assets, investments, stores, furniture, fixtures, equipment's, others....
- g) Official payments receipt to FPAHS and hospital.
- h) Documents relating to yearly budget duly approved by the management.

f. FINANCIAL BASE

The Institute should be financially sound and exhibit accounting transparency by:

- a) Arranging annual audit by a reputable firm.
- b) Doing all transactions including salary transfers through bank.

A separate and dedicated account for institution related transactions shall be arranged.

Name of Models	Minimum required Quantity (for 50-seats)	Available (Yes/No)
Upper & lower limb Muscular	2 Upper & 2 lower	
Different loose bones. (Long bones, short bones & flat bones)	2 set	
Skeleton-Large size	2	
Liver	2	
Kidneys	2	
Heart	2	
Lungs	2	
Brain Separable.	2	
Plastic body (Torso)-Large size	02	
Eye model	02	
Ear model	02	
Female pelvis	02	
Male pelvis	02	
Knee joint	02	
Ankle joint	02	
Elbow joint	02	
Wrist joint	02	
Shoulder joint	02	
Larynx model	02	
Different anatomical charts (large size) ----on Pana flax	One each	
X-Ray viewer	02	
Full Body Dummy	01 male & 01 female	

Note: - All models to be doubled for more than 50 students.

ANNEXII

Regents/Equipment	Min. required quantity	(Yes/No)
Spectrophotometer/ERMA Colorimeter	2	
Binocular microscopes	5	
Water bath	2	
Centrifuge	2	
Autoclave	2	
Hot air oven	2	
Analytical balance	2	
ESR stands with tubes (Wintergreen)	4	
Sahli's Hemoglobin meter	10	
Neubar's chambers	5	
RBC, WBC pepits	04 each	
Jester (Automatic pipettes)	2	
Pipettes (01 ml,02ml,05ml&10ml)	08 each	
Stopwatch	4	
Slides	10packets	
Stains (Gram, ZN, Leishman & Gimsa's stain	Two set each	
Benedict's solution	5 bottles	
Different chemical reagents for clinical tests		
Blood Grouping Antisera	4set	
Pregnancy kit	4set	
Rheumatoid Arthritis factor Kit	2set	
Syringes	200	
Distillation plant	2	
Refrigerator	2	
Computers/scanners	4	
Thermometers	20	
Weight machines	1	
Malaria charts	10	
Kidney trays	10	
Tongue depressor	10	
Racks for small twelve test tubes & holders	8	
Racks for large test tubes & holders	8	
Glassware. Beakers, cylinders, flasks & Petri dish	Sufficient	

Note: - All Equipment used by students individually Should be doubled for morethan50 seats

Reference Books (recent edition), preferably comprehensive books of local authors. All books stamped with Institutes name and Library Number allotted according to the specialty applied.

Subject	Books required	Available (Yes/No)	Deficiency	Remarks
Anatomy	40-50			
Pathology	40-50			
Pharmacology	30-40			
Biochemistry	30-40			
Physiology	30-40			
English KP Board	20-30			
Islamiat KP Board	20-30			
Pak-Study KP Board	20-30			
Anesthesia	05			
Cardiac	05			
Dental	10			
Dialysis	05			
Gastroenterology	10			
Health	50			
M.C.H	05			
Ophthalmology	05			
Orthopedic	05			
Pathology	30			
Pharmacy	10			
Physiotherapy	05			
Public Health	10			
Psychiatry	05			
Radiotherapy	05			
Surgical	05			
Pulmonology	05			
Radiology	05			
Neurophysiology	05			
General Subjects	20			
Dictionary	05			
Urdu KP Board	20-30			

INSPECTION TEAM REPORT

(Minimum Two Members)

Name of Institute _____ was found up to the mark as per the criteria laid down in the affiliation Performa and is recommended for affiliation with FPAHS in the following technologies.

S.No	Technology	No's of Seat	S.No	Technology	No's of Seat
1	Anesthesia		13	Audiology	
2	Cardiac		14	Gastroenterology	
3	Dental		15	Pulmonology	
4	Dialysis		16	Radiotherapy	
5	Health		17	Child & Neonatal Health	
6	Pathology		18	Mother & Child Health	
7	Pharmacy		19	Neurophysiology	
8	Physiotherapy		20	Orthopedic	
9	Radiology		21	Orthotic	
10	Surgical		22	Prosthetic	
11	Ophthalmology		23	Psychiatry	
12	Dental Surgical Assistant		--	-----	

MEMBER (01) NAME: _____

MEMBER (02) NAME: _____

DESIGNATION: _____

DESIGNATION: _____

Signature: _____

Signature: _____

Chairman

Name: _____

Designation: _____

Signature: _____

UNDERTAKING BY DIRECTOR/HEAD OF ALLIED HEALTH INSTITUTION
(On judicial Stamp Paper)

I, Mr/Ms _____ s/o _____ _ CNIC_ _____ on behalf of

the Institute (Name) solemnly affirm that the information provided and facilities noted above are available in this Institute and will show continuous maintenance, improvement and strengthening, I also solemnly pledge that I will not bring any kind of political or other pressure on FPAHS officials and clearly understand that I'll abide by the following undertaking in letter and spirit failing which the affiliation granted will be deemed to have been cancelled forthwith.

I hereby undertake that:

1. All relevant rules, regulations and instructions updated from time to time by the FPAHS Regarding all matters shall be followed in letter and spirit.
2. The admission policy and eligibility criteria for students shall be strictly adhered to.
3. Information required by the FPAHS, including Teaching Plan for students, will be provided regularly.
4. Curriculum and duration of Courses as prescribed and approved by the FPAHS will be followed
5. Beside theoretical classes, practical hands-on training will be conducted in attached hospitals/ health facilities as per requirements of curricula prescribed. Training Certificate shall be mandatory for examination registration by the Institutes.
7. Registration of the students will be done in accordance with the FPAHS requirement.
8. Payment of all requisite dues /fee related to affiliation & examinations shall be the sole responsibility of the concerned Institute.
9. MoU with hospital must be renewed by the Institute one year before its expiry else FPAHS fresh admission permission will be stopped immediately.
10. Deposition of official fee's shall be the responsibility of my Institute and in case of any default/ pending dues the affiliation will stand cancelled immediately
11. Bringing any pressure political or others on FPAHS will result in de-affiliation forth with.
12. Settlement of Disputes: Any controversy, dispute or claim if arises between the FPAHS and the candidates or institutions concerning any related matter shall be resolved through arbitration at Peshawar. And, the faculty, candidates or the institutions shall Initiate their claims/ suits only in Courts at Peshawar. The affiliation conditions shall apply, accordingly.

*I have read the guidelines and the terms and conditions of the affiliation and will abide by them strictly.
In case of default FPAHS will have the right to take any action as deemed appropriate including disaffiliation of the institute.*

Name of Director/Head _____

Signature: _____

CNIC No. _____

Address: _____

Witness No.1

Name/Father Name:
CNIC No.

Witness No.2

Name/Father Name:
CNIC No.