



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



86/D-5 SCHOOL ROAD UNIVERSITY TOWN PESHAWAR
Ph #.091-9216008 Fax #.091-9216538 website. www.kpmf.edu.pk Email. info@kpmf.edu.pk

AFFILIATION/RE-AFFILIATION INSPECTION PROFORMA (50 STUDENTS)

GENERAL INFORMATION

1. Name, Contact details and address of the College / Institute/ Website/Brochure:

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

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

4. Already Recognized / Not Recognized: Y/N . If Yes, Since ____

5. Name of Technologies (No. of Seats) applied for: (Fresh Affiliation upto 50 Seats- May apply subsequently for increase upto 100 seats incrementally)

6. **Prospectus** -Advertisement for admission with all necessary information including fee structure mentioned (Y/N)

S.NO	ITEM/REQUIREMENT	REMARKS																													
1	<p>BUILDING/PREMISES</p> <p>1(i) Ownership</p> <ul style="list-style-type: none"> • Own (Attach verified Documents of ownership) <p>1(ii) Lease - Name of Owner: Lease agreement for minimum 05 years on judicial stamp paper is required.</p> <p>The Building shall be used only for FPMA approved Course/s for which affiliation is being sought /has been granted to the Institute by the FPMA. Running any other Course/s will make Institute ineligible for affiliation/automatic disaffiliation.</p>	Condition if not met (No Further Action)																													
2	<p>FINANCIAL STATUS</p> <p>2 (i) Institution having a bank account in its name and all transactions made through it.</p> <p>2 (ii) Working Capital</p> <p>At least Rs. 1,000,000 (One million) rupees as working capital present in Bank (Yes/No) (Attach Attested Bank guarantee/Statement)</p> <p>2 (iii) Copy of last Audit Report: (Yes/No) (Attach evidence). – In Fresh applications - Availability of arrangements for institution's financial audit</p> <p>2.(iv) CNIC/NTN Number</p> <p>2 (v) Pending/Outstanding dues (Y/N). No official dues of FPMA should be pending (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 Government PPP Policy (Y/N)</p> <p>3.1. Name: _____</p> <p>3.2. HCC Registration/License No. _____</p> <p>3.6. Memorandum of Understanding (MoU) / Contract as per Government PPP Policy (Valid till passing out of the last regularly admitted student) with DHQ level Hospital having all required disciplines available- (attach evidence).</p> <p>B. Private Hospital / Medical Colleges recognized by PMDC for medical/dental education maybe allowed to run courses after affiliation with FPMA</p>	Condition if not met (No Further Action)																													
4	<p>TEACHING STAFF / FACULTY</p> <p>(a). Lecturers (Basic Sciences Subjects):</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Subject</th> <th>Required Qualification</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Anatomy</td> <td rowspan="5"> <ul style="list-style-type: none"> • MBBS • Pharm. D, M.Sc. (Biochem), with 05 yrs academics/teaching experience- given 2/3rd as that of Medical qualifications. • Pharm D acceptable for Pharmacology </td> <td rowspan="5"> Minimum 3 full time teachers for basic subjects. In case of Government servants, NOC from the relevant department. Valid Contracts must be available </td> </tr> <tr> <td>2</td> <td>Biochemistry</td> </tr> <tr> <td>3</td> <td>Pathology</td> </tr> <tr> <td>4</td> <td>Physiology</td> </tr> <tr> <td>5</td> <td>Pharmacology</td> </tr> </tbody> </table> <p>b GENERAL SUBJECTS</p> <table border="1"> <tbody> <tr> <td></td> <td>English</td> <td>M.A</td> <td rowspan="4">Valid Contracts must be available</td> </tr> <tr> <td></td> <td>Pak-Study</td> <td>M.A</td> </tr> <tr> <td></td> <td>Islamiyat</td> <td>M.A</td> </tr> <tr> <td></td> <td>Computer Science</td> <td>BS /Diploma in Comp Science</td> </tr> </tbody> </table>	S.No	Subject	Required Qualification	Comments	1	Anatomy	<ul style="list-style-type: none"> • MBBS • Pharm. D, M.Sc. (Biochem), with 05 yrs academics/teaching experience- given 2/3rd as that of Medical qualifications. • Pharm D acceptable for Pharmacology 	Minimum 3 full time teachers for basic subjects. In case of Government servants, NOC from the relevant department. Valid Contracts must be available	2	Biochemistry	3	Pathology	4	Physiology	5	Pharmacology		English	M.A	Valid Contracts must be available		Pak-Study	M.A		Islamiyat	M.A		Computer Science	BS /Diploma in Comp Science	Availability (%)
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	<p>C. Subject required qualification (Nos)</p> <table border="1" data-bbox="230 205 1230 457"> <tr> <td data-bbox="230 205 311 382"></td> <td data-bbox="311 205 620 382">Name of specialty/technology permitted</td> <td data-bbox="620 205 945 382">At least one MBBS Lecturer per two specialties</td> <td data-bbox="945 205 1230 382"> <ul style="list-style-type: none"> - Required Nos - Available (Yes / No) - Valid Contracts must be available </td> </tr> <tr> <td data-bbox="230 382 311 424">1</td> <td data-bbox="311 382 620 424"></td> <td data-bbox="620 382 945 424"></td> <td data-bbox="945 382 1230 424"></td> </tr> <tr> <td data-bbox="230 424 311 457">2</td> <td data-bbox="311 424 620 457"></td> <td data-bbox="620 424 945 457"></td> <td data-bbox="945 424 1230 457"></td> </tr> </table> <ul style="list-style-type: none"> • MBBS -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 a replacement of lecturers.). (Attach evidence) • Contract with the teachers/clinical supervisor is mandatory <p>d. NON TEACHING / ADMINISTRATIVE STAFF</p> <table border="1" data-bbox="230 613 1230 850"> <thead> <tr> <th>S.No.</th> <th>Name of Post</th> <th>Qualification</th> <th>Available (Yes / No)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Managing Director</td> <td>MBBS /BDS /MBA with 05 years' experience</td> <td></td> </tr> <tr> <td>2.</td> <td>Principal</td> <td>MBBS/BDS -Health related 05 years' experience</td> <td></td> </tr> <tr> <td>3.</td> <td>Superintendent / Accountant</td> <td>MBA/BBA/B.COM</td> <td></td> </tr> <tr> <td>4.</td> <td>Receptionist</td> <td>FA /F.SC with DIT</td> <td></td> </tr> <tr> <td>5.</td> <td>Student Affairs Assistant</td> <td>FA /F.SC with computer skills</td> <td></td> </tr> <tr> <td>6.</td> <td>Class-IV / Chowkidar</td> <td>Matric</td> <td></td> </tr> </tbody> </table> <p>e. ATTENDANCE SYSTEM- Staff and Students Register/ Biometric (Y/N)</p> <p>f. Teaching Plan for students (Refer to Section 6 (b))</p>		Name of specialty/technology permitted	At least one MBBS Lecturer per two specialties	<ul style="list-style-type: none"> - Required Nos - Available (Yes / No) - Valid Contracts must be available 	1				2				S.No.	Name of Post	Qualification	Available (Yes / No)	1.	Managing Director	MBBS /BDS /MBA with 05 years' experience		2.	Principal	MBBS/BDS -Health related 05 years' experience		3.	Superintendent / Accountant	MBA/BBA/B.COM		4.	Receptionist	FA /F.SC with DIT		5.	Student Affairs Assistant	FA /F.SC with computer skills		6.	Class-IV / Chowkidar	Matric		
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5	<p>INFRASTRUCTURE</p> <p>a. Class Rooms At least one class room per technology. Minimum 05 class rooms each with a minimum capacity of 20 students One Lecture Hall: Seating for all Students of first Semester as per No. of Students applied/allowed. 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) 500-700 sq. ft (Min require) Common Room (female) 500-700 sq ft (Min require) Cafeteria Administration office Hostel</p> <p>b. EXAMINATION HALL/ AUDITORIUM 15 sq.ft /student - for 100-150 students</p> <p>c - MUSEUM:</p> <ul style="list-style-type: none"> • At least 20 students' capacity. • The models to be available (ANNEX I) <p>d . LABORATORY ~ One basic science & one clinical laboratory Minimum Required Size Capacity of Students Available - (Yes/No)</p>	Availability (%)																																								

15 sq.ft /student 15x50= 450 sqft approximately 25-50 students
 The equipment to be present in the Laboratory --(Annex II)

e. PHARMACY / PHARMACOLOGY (Optional)

Name of equipment /reagents	Quantity	Available(Yes/No)	Remarks
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f. 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) Magazines/Newspaper:

S.No.	Name of magazines	Required	Available (Yes/No)	Remarks
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- | | | | | |
|----|-------------------------|--------------------------|--|--|
| 1. | Health related Magazine | 10 | | |
| 2. | Urdu Adab | 10 | | |
| 3. | News paper | One Urdu and One English | | |

g. COMPUTER LABORATORY

Minimum Required Capacity of Students

15 sq ft /student 15x50= 450 sq ft approximately 25 students should be set up in a separate room with proper seating arrangement.

Computers 25

Fully Functional Internet Facilities

Scanning / Printing / FAX Facility

h. . Teaching Aids

Name of Equipment	Minimum Required
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Multimedia	2
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Projectors	2
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Teaching Charts Large size on pan flex ----All systems

i. MISCELLANEOUS/OTHERS

- 1 Water Supply (Bore well / Hand Pump / Public Health water Supply)
- 2 Backup light source Generator /UPS (must) ---

6. BROAD PROVISIONS:

a. GENERAL

- (ii) 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.
- (iii) The Institution requesting for affiliation with FPMA will not seek affiliation with any other organization for paramedicine & allied health sciences /any other education/training.
- (iv) 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.
- (v) Inspection maybe carried out within 3 months after all necessary documentation /codal formalities fulfilled in all respects being the sole responsibility of the applicant Institution.
- (vi) 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 FPMA, after considering the comprehensive inspection report.
- (vii) The admissions will be done twice a year and in single shift only.
- (viii) The institution shall submit a written undertaking on a surety bond (Sample annexed)
- (ix) The institutes shall provide reports and any other information as and when required.
- (x) The institution shall submit a detailed Annual Teaching Plan encompassing teaching and practical training activities at the beginning of academic year.
- (xi) The FPMA 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 FPMA 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) An institution recognized by Pakistan Medical and Dental Council (PMDC) or College of Physician and Surgeons Pakistan (CPSP) may be granted exemption from inspection for affiliation purpose.
- (xvi) 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 upto 50 seats only. Upon satisfactory performance they may request for more seats incrementally with maximum limit of upto 100 seats.
- (xvii) 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.

- (xviii) Any paramedical institute may be inspected by any member of the Governing Body/ any other nominee of FPMA without any prior/ advance notice or information.
- (xix) The institute shall make admissions only after the notification for its affiliation is issued by FPMA and its all dues/fees paid being sole responsibility of the Institute.
- (xx) A provisionally affiliated institution shall be considered for disaffiliation, if it:
 - ~ fails to conform to the conditions of affiliation;
 - ~ fails to remove defects/observations within stipulated period;
 - ~ works against the norms, conduct or interests of the FPMA's policies.
 - ~ has pending/outstanding FPMA dues
 - ~ brings political or other pressures on Inspection Committee/FPMA.

b. Human Resource

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

2.1 There will be a designated 'Course Coordinator' for each technology being offered by the affiliated institute. He will be hired on full time basis.

2.2 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.

2.4. 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.

2.5. The minimum salary for permanent staff shall not be less than the government rules.

(Number, qualification and experience of teaching faculty to be assessed separately for each technology)

c. PHYSICAL INFRASTRUCTURE / TEACHING SUPPORT

(i) **Total Covered Area of teaching campus:** not < 40 sq feet / seat applied

(ii) **Area Specified for Class Rooms:** not < 15 sq feet / seat applied

Minimum seating capacity / class room: 25

(iii) **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.

(iv) **Library:** not < 400 sq feet

At least 10 books of appropriate level / 25 students related to each awarded technology must be present.

e) **Demonstration Room:** not < 400 sq feet – having:

- Examination Couch and stools for 25 Students
- 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 institute/s and Public Sector Hospital can sign Memorandum of Understanding (MoU) fulfilling Government's PPP/Contracting criteria/policy. A fully functional DHQ Hospital can only have upto 04 Institutes and THQ level only one Institute depending upon their respective services capacity/ utilization. Only the services available and utilized in proper wards / rooms /labs etc will be counted. The required hospital capacity should be available in a single hospital and not bifurcated amongst different small units
- (iii) MoU maybe signed for upto 5 years and shall be valid till passing out of the last admitted student. MoU 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. The distance between private institution and hospital shall not be more than 3 Km.
- (v) Private Medical Colleges/Hospitals recognized by PMDC for medical/dental education maybe allowed to run their own courses after affiliation with FPMA

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) Attendance register, class-wise
- c) Staff salary register or pay roll
- d) Staff & Students attendance/ biometric preferable.
- e) Fee and others dues receipt register
- f) Income and expenditure account books, ledger etc;
- g) Register of assets, investments, stores, furniture, fixtures, equipment's, others
- h) Official payments receipts to FPMA and hospital
- i) 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.

In case such account is not available, a separate and dedicated account for institution related transactions shall be arranged. This account shall be converted to Institute's name after grant of affiliation.

ANNEX I

Name of Models	Minimum required quantity (for 50 seats)	Available (Yes/No)	Remarks
Upper & lower limb Muscular	4		All models to be doubled for more than 50 students
Different loose bones. (Long bones, short bones & falt bones)	4 set		
Skeleton -Large size	2		
Liver	2 set		
Kidneys	2		
Heart	2		
Lungs	2		
Brain Separable.	2		
Plastic body (Torso) - Large size	06		
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 Panaflax	One each		
X-Ray viewer	02		
Full Body Dummy	02		

ANNEX II

Regents / Equipment	Min. required quantity	(Yes/No)	Remarks
Spectrophotometer / ERMA Colorimeter	2		All Equipment used by students individually Should be doubled for more than 50 seats
Binocular microscopes	10		
Water bath with	2		
Centrifuge	2		
Autoclave	2		
Hot air oven	2		
Analytical balance	2		
ESR stands with tubes (Wintergreen)	4		
Sahli's Hemoglobinometer	10		
Neubar's chambers	5		
RBC, WBC pipits	04 each		
Jester (Automatic pipettes)	2		
Pipettes (01 ml, 02ml, 05ml & 10 ml)	08 each		
Stop watch	4		
Slides	10 packets		
Stains (Gram , ZN, Leishman & Gimsa's stain	Two set each		
Benedict's solution	5 bottle		
Different chemical reagents for clinical tests			
Blood Grouping Anti sera	4 set		
Pregnancy kit	4 set		
Rheumatoid Arthritis factor Kit	2 set		
Syringes	200		
Distillation plant	2		
Refrigerator	2		
Computers/scanners	4		
Thermometers	20		
Weight machines	4		
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	Suffi cient		

Reference Books (recent edition), preferably comprehensive books of local authors

All books stamped with Institutes name and Library Number allotted

Subject	Books required	Available (Yes/No)	Deficiency	Remarks
Anatomy	40-50			
Pathology	40-50			
Pharmacology	30-40			
Bio Chemistry	30-40			
Physiology	30-40			
English	20-30			
Islamiat	20-30			
Pak-Study	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			

7. PROPORTION OF ASSESSMENT

Proportion of importance of different parameters during inspection would be as depicted and detailed elsewhere including the following:

For institutions applying for affiliation/continuation of affiliation/re-affiliation (whichever is applicable)

Sr. No.	Parameter	Marks
(i) Financial		
1	Institution having a bank account in its name and transactions done through it-	5
2	financial Audit Report/s for previous year/s	5
3.	Income Tax return(s) of owner(s)	5
(ii) Previous cumulative examination result:		
	<20%	0
	20%-----30%	3
	31%-----40%	5
	41%-----50%	8
	>50%	10
(iii) Compliance with Policies:		
	Submission of Teaching Plan	5
	Submission of Bank Statements	5
	∴ No genuine complaint/ warning during previous two years	5

8. SCORE CHART

S. No	PREREQUISITE	AVAILABILITY (<i>Attach Documentary Evidence</i>)	REMARKS
1	Building	100% as per criteria	No further action if not presented/available
2	Financial	100% as per criteria	
3	Hospital (PPP MoU if Public Sector Hospital) valid till last batch passing out	100% as per criteria	
4	Infrastructure	75% in individual Parameters must for qualifying.	
5	Faculty Staff		Nos, Contracts

OTHER PRE-REQUISITES

1		Y/N
2		Y/N
3		Y/N
4		Y/N

Remarks/Comments/Recommendations for Consideration & Decision of the Governing Body FPMA

- *Documentary evidences must be attached with report and is mandatory for every criteria fulfilled*
- *If not available at the time of Inspection, Institute should be directed to submit within 3 days to Inspection Committee*
- *The Number of Students for each specialty / technology / discipline is fixed / determined as per availability of clinical facilities in the associated hospitals.*
- *The courses on Dental Technology, Physiotherapy and Renal Dialysis Technology will be offered to institutions of Allied Health Sciences education attached with medical colleges / institutions having attached tertiary care hospital.*

CHAIRMAN NAME _____ DESIGNATION _____ (Sig) _____	
MEMBER (1) NAME: DESIGNATION: (Sign) _____	MEMBER (2) NAME: DESIGNATION: (Sign) _____

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 FPMA official duties 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 FPMA 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 FPMA, including Teaching Plan for students, will be provided regularly.
4. Curriculum and duration of Courses as prescribed and approved by the FPMA will be followed
5. Beside theoretical classes, practical hands on training will be conducted in attached hospital / health facility 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 FPMA's 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 FPMA 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 FPMA will result in de-affiliation forthwith.
12. Settlement of Disputes: Any controversy, dispute or claim if arises between the FPMA and the candidates or institutions concerning any related matter shall be resolved through arbitration at Peshawar. And, the faculty, candidates or the institutions shall institute 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 FPMA 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

Signature _____

Name/ Father Name: _____

CNIC No. _____

Witness No.2.....

Signature _____

Name/ Father Name: _____

CNIC No. _____