

ALLIED HEALTH PROFESSIONALS COUNCIL



Accreditation Manual for
institutions
(undergraduate/graduate) and
(diploma/certificate/FSc)

Regulations for accreditation

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Performance Areas and Criteria

The performance areas and criteria are developed for institutes' evaluation for their accreditation with AHPC. Currently, there are five performance areas to be assessed for an institute's accreditation. For each performance area a set of process-oriented criteria has been formulated to give a clear and transparent indication of the strengths and weaknesses of the institute. Each criterion is rated individually and weighed according to its importance.

These performance areas are: -

Ser No.	Performance Areas and Criteria
1.	Governance and Financial Management
2.	Infrastructure & Facilities
3.	Faculty & Academic Programs Evaluation
4.	Curriculum & Teaching
5.	Student Support Services
6.	Affiliated Teaching Hospital(s)

Performance standards and Criteria

These standards are to be met for 25- 50 admissions.

a. Performance Area 1: Governance and Financial Management

Ser No.	Indicators	Yes / No	Allocated Marks	Gained Marks
1.	Institute/College has clear vision and Mission statement that is approved by competent Authority / affiliated university.		2	
2.	Principal/Head of program is qualified full-time employee (registered AHPs) having the prescribed qualifications & experience. (Minimum MS / M.Phil / PhD in relevant subject with post qualification 5 years of teaching / clinical experience).		2	
3.	Organizational structure / organogram of the Institute, highlights the hierarchy of the institute with clearly defined job descriptions.		2	

4.	<p><u>Ownership of the institution</u></p> <p>➤ College/Institution is registered under the relevant laws of The Companies' Ordinance / The Societies Registration Act / The Trust Act as a foundation / society / trust. (This shall not be required in case the institution is in the public sector)</p> <p>➤ Private College / Institute is registered with the Security and Exchange Commission of Pakistan (SECP).</p>		2	
5.	<p><u>Endowment Fund</u></p> <p>➤ College / Institute has established an endowment fund prior to enrolling students. (1 million for first program and 1 million for each additional program being taught at the institute / college)</p> <p>➤ College/Institute invests equivalent of 1% of the total annual fee into an endowment fund, utilization of which is regulated as per government rules. (<i>for private colleges</i>)</p>		3	
6.	<p><u>Finances</u></p> <p>➤ College/Institution provides financial statements indicating existing and likely revenue sources especially the investment made by the owner / sponsoring body.</p> <p>➤ Financial statements reflect expenditures already incurred on establishing the infrastructure of the institutions and expenditures likely to be incurred during the operation of the institution.</p> <p>➤ College/Institute has its account audited by a third party. (<i>Report to be submitted to AHPC Annually</i>)</p> <p>➤ College/Institute has established a research fund within two years after the commencement of first academic session of college / institution, with a minimum of rupees 0.5 million exclusively for research activities of the institution. (If more than one program being taught than 0.5 million for each program).</p> <p>➤ College / Institute has a separate bank account in its name and all transactions are made through it, and working capital of at least Rs. 2.0 million for their smooth functioning is available.</p> <p>➤ (If more than one program than 01 year salary of faculty and staff in addition to 2.0 million for private institutes / college only)</p>		2 2 2 2 3	

7.	College/Institute has allocated resources for co-curricular activities, minimum of PKR 5000 per student per year in its budget. (evidence of expenditure)		2	
8.	College/Institute has allocated resources for financial support of minimum 5% deserving students with good academic record in its budget. This is determined by scholarship awarding committee for 25% discount in fee.		2	
9.	<u>Human Resources</u>			
	➤ College/Institute has Institutional Human Resource policy for hiring of faculty and staff and has duly verified salary transactions of bank. (for private institutes / colleges only)		2	
	➤ College/Institute has clearly defined HR policies for administrative staff and faculty.		2	
	➤ College/Institute allows faculty and staff to take Maternity/ Paternity Leave as per Govt. Rules.		1	
	➤ There is a process to ensure free outdoor and discounted indoor coverage of health needs of faculty and staff. (Entitlement/Insurance / Health allowance, etc.)		1	
	➤ Minimum salary of faculty and staff is at the same level as their counterparts in public sector college. (Minimum pay scale should be at par with Govt BPS Scales for faculty and staff)		3	
	➤ Job security of faculty and staff is ensured by maintaining a contract period of minimum 02 years.		2	
	➤ College/Institute has a documented anti-harassment policy as per government guidelines.		1	
	➤ College/Institute budget has resources allocated for faculty development program. (Minimum or equivalent of PKR 50,000 per program per year).		2	
	➤ College/Institute has an established mechanism to address disciplinary issues and grievance policy.		1	
10.	<u>Teaching Hospital</u>			
	➤ Teaching hospitals are within 30km of the college premises and are within 60 min of travel under normal traffic conditions.			
	➤ If the distance between institute and attached hospital is more than 10 Km and the institute is having 20 seats or more, the institute must have to submit a valid registration of 30 seaters vehicle on the name of the institute.		4	
11.	Admission policy is developed and aligned with HEC and AHPC.		2	

12.	College/Institute has department of medical education at the institution.		1	
13.	College/Institute has established a Complaint Management for students and other stakeholders.		2	
	Sub Total Score		50	

b. **Performance Area 2: Infrastructure and Facilities**

Ser No.	Indicators	Yes	No	Allocated Marks	Marks Gained
1.	<u>Building Ownership</u>				
	The institution is located in a spacious, separate and independent building in premises, as per criteria of HEC minimum as per HEC req 04 Kanal land.			3	
	In case of private sector institution, the building is owned or on a long lease not less than that of 10 years. (In the later case, the management shall ensure that the Institution shall acquire its own building by the end of the lease agreement.)				
1.	<u>Administrative offices for:</u>				
	Principal - one			1	
	Vice Principal - one			1	
	Administrative/Finance Officer - one			1	
	Student Affairs Manager - one			1	
	IT Department - one			1	
	Security Staff - one			1	
2.	<u>Lecture Halls/Class Rooms.</u> <i>Minimum 4 class rooms for 1 x BS Program</i>				
	Capacity to accommodate approved number of students in each section (Appendix I)			6	
	Air conditioning/heating system (Functional)			1	
	Audio-visual System (Functional)			1	
	White Board and appropriate lighting			1	
3.	<u>Tutorial Rooms.</u> <i>Each room to have:</i>				
	Capacity to accommodate at least 50% of approved number of students in each section (Appendix I)			6	
	Air conditioning/heating system (Functional)			1	

	Audio-visual System (Functional)			1	
	White Board and appropriate lighting			1	
	<u>One Auditorium at Institutional level with:</u>				
4	Seating capacity of 100			3	
	Air conditioning/heating system (Functional)			1	
	Functional audio-visual system with sound Proofing			1	
	Appropriate lighting			1	
	<u>Separate Common Rooms for boys and girls. Each room to have:</u>				
5	Minimum area of 16' x 20'			4	
	Reasonable furniture			(2 marks	
	Air conditioning/heating system (Functional)			for each	
	Appropriate lighting			room)	
	<u>Institutional Library with:</u>				
6	Capacity to accommodate at least 50 % students of entire course			1	
	Computers- with Internet Access			1	
	Latest Journals relevant to Program (Minimum of 3 national/international journals of the relevant field)			1	
	Books (Latest Additions). Ratio of students: Books for the field should be 1:3			1	
	<u>Institutional Student Cafeteria with:</u>				
7	Space to accommodate at least 30 students at a time			2	
	Decent seating arrangement			1	
	Appropriate Lighting			1	
	Hygienic environment and service			1	
8	<u>Computer Laboratory with:</u>				
	Computer/student ratio: 1 to 5, each with internet facility			5	
	<u>Laboratory for Practical</u>				
9	➤ 1 x Lab for Basic Medical Sciences ➤ 1 x Lab (To cater for multiple Technologies being offered in the institute) Minimum space of 20 x 40 square feet for each laboratory (ANNEXURE)			5	
10	<u>Institution-Wide Wi-Fi Facility</u>				

	Wi-Fi facility to essentially cover Lecture Halls, Tutorial Rooms, Library, Common Rooms, Auditorium, Laboratories, cafeteria			2	
11	<u>Other facilities:</u>				
	Safe drinking water supply			1	
	Electricity backup power system			1	
	Appropriate sewage disposal			1	
	Functional Fire Extinguishers in all buildings			1	
	Emergency Exits			1	
	Cleaning/Janitorial staff for each section of the institution			1	
	Security arrangements			1	
	Institutional Transport for Students/faculty/staff			1	
	Toilet Facility for Staff and Students			2 + 2	
Sub Total				70	

c. Performance Area 3: Faculty & Academic Programs Evaluation

Ser No.	Indicators	Yes / No	Marks Allocated	Gained Marks
1.	Programs offered – List of programs with Nominal roll of students to be provided by the Institution.			
2.	College/Institute has 50% permanent <u>(RELEVANT)</u> faculty		2	
3.	Duly qualified, full-time, academic and non-academic staff of relevant Technology is appointed in the prescribed manner by the Institution according to HEC / AHPC faculty appointment criteria. (For 50 students)		2	
	➤ 1 x Professor		2	
	➤ 1 x Associate Professor		2	
	➤ 2 x Assistant Professors		2	
	➤ 2 x Lecturers		2	
	➤ 4 x Demonstrators / junior lecturers / clinical instructors		2	
4.	For compulsory subjects permanent or visiting faculty. (Minimum of one teacher per subject; lecturer or above) <u>Initially the Faculty having 16 years education with 05</u>			

	<u>years experience is acceptable for 05 years i.e. 2029 and Faculty having Bachelors with 10 years experience is acceptable for 03 years period i.e. 2027</u> <u>The institutions are advised to start faculty development program</u>			
	➤ Islamyat		1	
	➤ Pakistan studies		1	
	➤ Computer skills (BS)		1	
	➤ English		1	
	➤ Ethics		1	
5.	College/Institute has appropriate Administrative/Non-Teaching staff. (Requirements are attached as Appendix II)		10 (Appendix II)	
6.	Biometric / manual attendance of faculty and staff of last 06 months is available. No faculty staff will be counted if date of joining is less than 06 months (Minimum attendance requirement > 80%)		2	
7.	College/Institute has a structured faculty development program (FDP). (opportunities for training and development of staff at various levels of the college / institute)		1	
8.	College/Institute has a mechanism implemented for faculty performance evaluation and reporting.		2	
9.	College/Institute has remuneration / financial award policy for faculty/students on Research Publications in HEC recognized journal.		2	
10.	College/Institute ensures work load of the faculty does not exceed the limits prescribed by the HEC/AHPC.		2	
11.	College/Institution has framed proper efficiency and disciplinary rules and regulations for the faculty and staff.		2	
12.	College/Institute has a Lab Assistant in all labs of the college.		2	
13.	College/Institute has dedicated staff for examination office and Quality Enhancement Cell of the college.		2	
14.	The institute monitors the students' learning progress.			
	➤ Log Books		2	
	➤ Formative Assessment Record		2	
15.	The institute keeps proper records of students' achievements.		2	

	Sub Total Score		50	
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d. Performance Area 4: Curriculum & Teaching

Ser No.	Indicators	Yes / No	Allocated Marks	Gained Marks
1.	College/Institute implements curriculum according to HEC / AHPC guidelines (Approved by Board of Studies and Academic Council)		3	
2.	Curricular outcomes are developed in alignment with the mission and vision statement of the institution.		2	
3.	Curricular documents addresses knowledge, skill and attitude (professional behavior).		3	
4.	Curricular outcomes are documents evident in institution's prospectus and/or websites.		2	
5.	College/Institute has Academic Plan for the programs offered.		3	
6.	College/Institute ensures discussion on curriculum and how the changes are made based on feedback and evaluation by the various stakeholders.		2	
7.	Curriculum Management is ensured by:			
	➤ Curriculum Implementation Committee		2	
	➤ Academic Calendar		2	
	➤ Monthly, Weekly Lesson Plans and Daily Time Table		5	
	➤ Student Feedback Mechanism		2	
8.	College/Institute has Assessment policy for the program.		3	
9.	College/Institute has admission policy with clear minimum requirements for admission in programs.		2	
10.	College/Institute ensures that admissions are made purely on merit in accordance with prescribed eligibility criteria of AHPC.		2	

11.	College/Institute allows student to leave the BS degree program after passing 04 semesters / 02 years of study and the student is allowed to apply for Associate Degree according to HEC Policy if allowed by AHPC/HEC.		3	
12.	Researchers have access to the plagiarism check software (such as Turnitin).		2	
13.	College/Institute has lab manuals of all courses with details of practical according to curriculum.		2	
14.	Appropriate Instructional strategies for curriculum implementation are used.		3	
15.	College/Institute conduct course and teacher evaluation by the end of semester.		3	
16.	College/institute ensures that every candidate undergoes a period of certified study extending over not less than four academic years between the date of commencement of his/her study of subjects comprising the B.Sc. (Hons.) curriculum and the date of final qualifying examination.		2	
17.	College/Institute follows the Academic Calendar for examinations and assessments. Examination department mechanism as per HEC. Exam cell/ secrecy/ formative/ summative etc. min scoring/ marks system		2	
	Sub Total Score		50	

e. Performance Area 5: Student Support Services

Ser No	Indicators	Yes / No	Allocated Marks	Gained Marks
1.	College/ Institute offer scholarships and fee instalment / waiver as per HEC / AHPC guidelines. Fee refund policy as per HEC guidelines		4	
2.	College/Institute has/provides students a counselling cell, staffed by professional Psychologist.		2	
3.	College/Institute promotes extracurricular and recreational activities of students.		3	
4.	College/Institute plans excursions to places of historical importance and student's visits to Factories, Medical Research Institution, other educational trips etc. to promote their health and general welfare		2	
5.	College/Institute allows migration of students from/to an affiliated institution as per the approved AHPC Regulations for Migration.		2	
6.	<u>Students Counselling Services</u> ➤ College/Institute puts into practice a counseling concept for students 'personal, and educational problems. (Pre-admission, Inter sessional and post Assessment Counseling)		3	
7.	<u>Students Job Placement Services</u> ➤ The institution has Career counselling and Job placement office for national and international employment opportunities.		5	
8.	The institute puts into effect a concept to reward outstanding achievements of students		3	
9.	The institute puts into practice a concept to support weaker students		3	
10.	Institute has a policy to start new programs as per the market (national & international) demand		3	
	Sub Total Score		30	

f. Performance Area 6: Affiliated Teaching Hospital(s)

Ser No.	Indicators	Yes / No	Allocated Marks	Gained Marks
1.	The institute has constituent / affiliated hospital established links with affiliated hospitals as per following evidences:			
	<ul style="list-style-type: none"> ➤ For Government Hospital: <ul style="list-style-type: none"> • Name of hospital • Healthcare Commission (HCC) registration / license number • Memorandum of understanding (MoU) / Contract as per government. • Affiliated hospital being attached shall not be below THQ level fully functional in all respects. 		6	
	<ul style="list-style-type: none"> ➤ For Private Hospitals - Recognized by PMDC for medical / dental education may be allowed to run courses after accreditation with AHPC 			
2.	The affiliated hospital satisfies the Council as per following guidelines: <u>Beds for relevant specialty departments</u>			
	<ul style="list-style-type: none"> ➤ The affiliated hospital beds should maintain student patient ratio of 1:2, occupied by men, women and children in major specialties. 		3	
	<ul style="list-style-type: none"> ➤ The average daily occupied beds should not be less than 80%. If there is any deficiency in any field, the institute should be affiliated with another hospital. 		4	
	<ul style="list-style-type: none"> ➤ Maximum Distance between affiliated hospital and institution generally can be in the radius of 30 kMs. 		3	
	<ul style="list-style-type: none"> ➤ One hospital may allow more than one institution (max of 3) on the basis of 100 beds for 50 Students (annual intake). 		3	
3.	Equipment in the affiliated hospital is adequate to provide the requisite practical and theoretical education and is in line with courses offered.		6	
4.	Clinical resources in the affiliated hospital are sufficient to ensure breadth and quality of ambulatory and bedside teaching. They include adequate numbers and types of patients (acuity, case mix, age, gender, etc.) and bed side teaching resources requirement as per the program / courses offered.		6	
5.	Institute has established guidelines for the supervision of students during clinical rotations in the affiliated hospital, including the ratio of students to clinical instructors. Student to clinical instructor ratio of 20:1 to be		6	

	maintained.			
6.	Institute ensures a robust system for assessing and evaluating students' clinical skills, knowledge and professionalism during training in the affiliated hospital		5	
7.	Student's attendance record in Hospital clinical rotation is appropriately verified. (Minimum requirement >70%)		5	
8.	Hospital has dedicated tutorial room for minimum 25 students in Hospital equipped with multimedia facility.		3	
	Sub Total Score		50	

Grading

All indicators and performances have marks attached to denote the degree to which they reach the target. Assessors will assess each indicator individually. All Institutes / Colleges / hospitals will be assessed against the ten performance areas to incentivize those institutes which have not yet taken up CBT programs to do so. The following table lists the marks of each performance area and the marks which must be achieved for successful accreditation.

Serial No.	Category	Category Total Score	Minimum Marks Required
1	Governance & Financial Management	50	40
2	Infrastructure & Facilities	70	50
3	Faculty & Academic Program Evaluation	50	40
4	Curriculum & Teaching	50	40
5	Student Support Services	30	15
6	Clinical Teaching & hospital	50	30
Total		300	215 (71%)

There are four grading categories for the institutes / centers / hospitals which are awarded for institutional accreditation. The categories are W through Z with W being the best category. The categories signify the following results. The grading table is as follows:

Category Awarded	Percentage	Status
W	86% ~ Above	Approved for recommendation
X	71 ~ 85	Approved for recommendation with conditions
Y	61 ~ 70	Revisit to recommendation

Z	Below 60 %	Not approved for recommendation
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Recommendations

The report of the accreditation committee will point out perceived weaknesses and will give the assessed institutes recommendations where improvement is necessary.

There will be two types of recommendations: “*urgent recommendations*” and “*non-urgent recommendations*”.

Urgent Recommendations

Urgent recommendations hint at areas where an enhancement of the current situation is quickly required. The current situation is acceptable but will lead to deterioration or obstruct improvement so that changes will have to take place. Institutes which receive *urgent recommendations* will have to work towards an improvement of the areas indicated and report back to AHPC after six months. The report will show which measures have been taken and how they are expected to remedy the weaknesses or how they have already improved the situation.

A failure to submit the report may result in a withdrawal of accreditation. If the accreditation committee finds the report unsatisfactory it may extend the deadline for the institute to remedy the situation, or withdraw the accreditation. If it seems necessary AHPC may ask the members of the accreditation committee for another visit to assess the situation.

A report on *urgent recommendations* does not relieve an institute from the obligation to submit a regular intermediate report to be submitted on annual basis.

Non-urgent Recommendations

Non-urgent recommendations also hint at areas where an improvement is desirable but where changes are not urgent or require a longer period of time to be implemented. The institutes’ reaction to non-urgent recommendations may be included in the intermediate report.

Intermediate Report

The decision of the accreditation committee and the accreditation report is not the final step in the quality enhancement process. It is expected that accredited institutes continue to work on their quality enhancement through the accreditation duration. The institutes will demonstrate this by submitting an intermediate report after conduct of every monitoring & inspection visit by AHPC on annual basis.

The intermediate report will give an overview of the development of the institute, especially in terms of measures taken to enhance the quality of the institute and its programs, changes in the scope of programs, changes in staff and equipment, etc. This is also an opportunity to report on the changes which are connected to the recommendations the accreditation committee has given in their recent monitoring visit.

The intermediate report shall also include overview and data of all annual activities been done by the institute / centre / hospital including number of enrolled trainees with respect to every trade / program, number of passed out trainees, number of failed trainees etc.

Failure to submit the intermediate report in time may result in withdrawal of the accreditation.

Complaints and Appeals

Complaints and appeals must be directed to AHPC. The department will pass the complaint and/or appeal to its appeal committee.

AHPC will establish an appeal committee of three to five experts to which all complaints and appeals will be directed. The committee will include experts from outside the administrative affairs department to assure independence of their decisions.

Withdrawal of Accreditation

If AHPC has reason to believe that the institute does not maintain the quality standard set by the accreditation criteria or if information given by institute in the accreditation process later proves to be false, AHPC may launch an enquiry and may withdraw the accreditation from the institute.

The accreditation may also be withdrawn if an institute does not submit an intermediate report or a report on urgent recommendations.

Monitoring & Inspection

- (a) AHPC will conduct inspection of every accredited institute / centre / hospital once every three years.
- (b) AHPC will also be authorized to conduct unscheduled inspection of its accredited institute / centre / hospital as and when required.

Appendix I

Program	Intake Basis	Duration (years)	No. of Lecture Halls	No. of Tutorial Rooms
Associate Bachelor's Degree Program	Annual	2	1	2
Associate Bachelor's Degree Program	Semester-wise	2	2	3
Bachelor's Degree Program	Annual	4	2	3
Bachelor's Degree Program	Semester-wise	4	3	6

Appendix II

Non Teaching/Administrative Staff					
Ser	Name of Post	Qualification	Yes/No	Allocated Marks	Obtained Marks
a.	Principal	PhD/M.Phil with graduation in Allied Health disciplines		2	
b.	Vice Principal	MS/MSc with graduation in Allied Health disciplines		2	
c.	Administrative Officer	MBA/BBA		1	
d.	Student Affairs Manager	BBA/B.Com		1	

e.	IT Officer	BCS		1	
f.	Librarian	BS (Library Sciences)		1	
g.	Receptionist	FA/FSc		1	
h.	Security Guards	Matric		1	

Accreditation standards for institutions offering diploma/certificate programs

Performance Areas and Criteria

The performance areas and criteria are developed for institutes' evaluation for their accreditation with AHPC. Currently, there are ten performance areas to be assessed for an institute's accreditation.

These performance areas are: -

1.	Governance and Management
2.	Finances
3.	Faculty and Staff
4.	Physical infrastructure
5.	Effectiveness of Teaching Learning Process
6.	Assessment & Evaluation
7.	Students Support Services
8.	Continuous Quality Improvement
9.	Competency Based Training and Assessment (CBT & A)
10.	Affiliated Teaching Hospital(s)

The evaluation criteria are classified as "critical", "essential" and "optional". The importance of "critical" criteria is high which must be met by the institution for accreditation. The importance of "essential" is moderate which ought to be met by the institute for accreditation, while the importance of "optional" criteria is low which may or may not be met by the institute for accreditation.

Training institutes will be assessed in ten performance areas. For each performance area a set of process-oriented criteria has been formulated to give a clear and transparent indication of the strengths and weaknesses of the institute. Each criterion is rated individually and weighed according to its importance.

Table of Performance Areas and Criteria for Institutional Accreditation

These standards are to be met for 25-50 admissions

a. Performance Area 1: Governance and Management

Ser No.	Indicators	Category			Marks
		Critical	Essential	Optional	150
1.1	The institute has a mission statement which is publicly accessible. The mission statement includes the institute's quality objectives and	√			30

	is included in institute prospectus along with institute aims & objectives.				
1.2	The institute defines realistic annual objectives and sets up an annual action plan.	√			15
1.3	➤ The institute has an adequate organizational structure (organogram) with defined scope of work (SOW) of each function.	√			10
	➤ Written agreements with employees (teaching and administrative staff) with clear terms and conditions are available. Administrative/Non-Teaching staff requirements are attached as Appendix I .	√			15
	➤ Institute has framed efficiency and disciplinary rules & regulations for the faculty and administrative staff.	√			05
1.4	The institute's management meets regularly (quarterly). Decisions and follow-up actions are taken and recorded.	√			20
1.5	The management assures participation of personnel in the institute's activities.		√		10
	➤ Documentary proof in the form of office order and minutes of meeting of various committees.				
1.6	The management takes responsibility for an effective organization of teaching and learning.		√		15
1.7	The management has a clear communication system.		√		10
1.8	The management has	√			20

	<p>established a complaint management for students and other stakeholders</p> <ul style="list-style-type: none"> ➤ Availability of Complaint Box (in secure premises, no camera view, anonymous) ➤ Complaint Register (Duly signed on weekly basis by head of institution) ➤ Complaint SOP ➤ Complaint Follow-ups ➤ Online Complaint system ➤ Grievance Redressal Forum 				
				150	

b. **Performance Area 2: Finances**

Ser No.	Indicators	Category			Marks
		Critical	Essential	Optional	100
2.1	The institute has an effective annual budgeting with regard to the				
	➤ Administrative budget	√			10
	➤ Development budget	√			10
	➤ Training material budget	√			10
2.2	The institute has an effective financial management policy for				
	➤ Administrative fund	√			10
	➤ Development fund	√			10
	➤ Training material fund	√			10
2.3	The institute's income is sufficient to operate effectively				
	➤ Institution has a bank account in its name and all transactions are made through it	√			4
	➤ Working Capital of at least Rs. 1,000,000 (One million) rupees as working capital is present in Bank ➤ (Attach Attested Bank guarantee/Statement)	√			4
	➤ <u>Copy of last Audit Report</u> (Attach evidence). – In Fresh applications - Availability of arrangements for institution's financial audit	√			4
	➤ CNIC/NTN Number	√			4
	➤ <u>Pending/Outstanding dues</u> No official dues of AHPC should be pending (Pending dues to be paid before consideration of any application)	√			4
2.4	The institute is monitoring adequate use of allocated finances	√			10
2.5	The institute exercises an effective inventory control and management	√			10

				100
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c. Performance Area 3: Faculty and Staff

Ser No.	Indicators	Category			Marks
		Critical	Essential	Advanced	100
3.1	The institute ensures that faculty are suitably qualified and curricula compliant for CBT&A. Outline of Faculty requirement for AHP programs is attached as Appendix II	√			15
3.2	College / Institute has designated full time ‘course coordinator’ for each program being offered	√			05
3.3	The institute takes care of an adequate student-teacher ratio that facilitates good teaching-learning conditions: a) in theoretical courses b) in lab / practical courses	√			10
3.4	The institute maintains an even teaching load among teachers		√		10
3.5	The institute has a concept for faculty development	√			20
3.6	The faculty have attained additional qualification in the last two years		√		15
3.7	The institute has a concept for the training of administrative staff	√			15
3.8	The institute familiarizes new faculty and staff with their tasks		√		10
					100

d. **Performance Area 4: Physical Infrastructure**

Ser No.	Indicators	Category			Marks
		Critical	Essential	Optional	100
4.1	<p><u>BUILDING/PREMISES</u></p> <ul style="list-style-type: none"> ➤ Ownership: <ul style="list-style-type: none"> • Own (Attach verified Documents of ownership) • Lease - Name of Owner: Lease agreement for minimum 05 years on judicial stamp paper is required. ➤ The Building shall be used only for AHPC approved course(s) for which accreditation is being sought /has been granted to the Institute by the AHPC. Running any other Course/s will make Institute ineligible for accreditation 	√			20
4.2	<p>The institute maintains an adequate training infrastructure</p> <ul style="list-style-type: none"> ➤ Classrooms are properly equipped (with regard to their function). <ul style="list-style-type: none"> • At least 1 classroom per technology with a minimum capacity of 25 students • Area Specified for Class Rooms: not < 15 sq feet / seat applied • 1 x auditorium / examination hall (not less than 15 sq ft per student and is able to accommodate 100 – 150 students at a time) 	√			20

	<p>➤ Laboratory is available, in good shape and adequate for the programs</p> <ul style="list-style-type: none"> • 15 sq.ft /student • Minimum capacity of 25 students 	√			20
	<p>➤ Training equipment / machinery is adequate in terms of numbers and state of repair</p> <ul style="list-style-type: none"> • Equipment in laboratory is in line with the curricula package developed. • Equipment is properly calibrated. 	√			20
	<p>➤ Training consumables are sufficiently available</p>	√			10
	<p>➤ The library provides sufficient copies of relevant books and other media.</p> <ul style="list-style-type: none"> • Internet connection • E-library • Seating arrangement should be for minimum 25 students with central table • Library opening hours are user-friendly • Institute maintains separate financial head for upgradation of library 		√		15
4.3	The institute manages to maintain an adequate administrative infrastructure	√			10
4.4	ICT resources are available		√		10
4.5	Hostel is available, in good shape and adequately equipped (separate for male & female students)		√		5
4.6	The institute provides recreational facilities for the students (e.g. playgrounds,		√		5

	indoor games facilities, meeting rooms, common room (separate for male & female students), cafeteria etc.				
4.7	The institute takes care of a good and pleasant appearance of the buildings and facilities		√		5
4.8	The institute maintains an adequate health, safety and environment management	√			10
					150

e. **Performance Area 5: Effectiveness of Teaching Learning Process**

Ser No.	Indicators	Category			Marks
		Critical	Essential	Optional	100
5.1	The institute has a policy to implement CBT&A / AHPC approved curricula and provides weekly & monthly time tables for all the program(s) / trade(s)	√			20
5.2	The institute has a curriculum implementation committee that ensures following: ➤ Formulation of annual teaching plan encompassing theoretical & practical training activities at the start of the academic year. ➤ Evaluation of curriculum to get desired educational outcomes.	√			10
5.3	Daily Lesson plans are provided for all program(s)	√			10
5.4	The institute has a policy to introduce competency-based learning		√		10
5.5	The institute monitors the students' learning progress	√			20
5.6	Students practical workbooks, tasks etc. are checked regularly	√			10
5.7	The institute keeps proper records of students' achievements		√		10
5.8	Students' projects, achievements and distinctions are recorded and displayed		√		10
					100

f. **Performance Area 6: Assessment & Evaluation**

Ser No.	Indicators	Category			Marks
		Critical	Essential	Optional	100
6.1	Continuous Assessment and Evaluation is practised	√			20
6.2	The institute makes sure that qualified assessors take part in relevant assessments		√		20
6.3	Log Books / Practical notebooks are properly maintained		√		20
6.4	The institute uses itemized question banks		√		10
6.5	The institute ensures a comprehensive assessment strategy for transparent formative & summative assessment		√		20
6.6	The institute maintains a pool of assessors		√		10
					100

g. Performance Area 7: Student Support Services

Ser No.	Indicators	Category			Marks
		Critical	Essential	Optional	100
7.1	<p><u>Students Counselling Services</u></p> <p>➤ The institute puts into practice a counseling concept for students ‘personal, and educational problems.</p> <ul style="list-style-type: none"> • Pre-admission, Inter sessional and post Assessment Counseling 	√			10
7.2	<p><u>Students Job Placement Services</u></p> <p>➤ The institution has Career counselling and Job placement office for national and international employment opportunities.</p>	√			10
7.3	The institute puts into effect a concept to reward outstanding achievements of students		√		10
7.4	The institute puts into practice a concept to support weaker students		√		10
7.5	Institute has a policy to start new programs as per the market (national & international) demand.		√		10
					50

h. Performance Area 8: Continuous Quality Improvement

Ser No.	Indicators	Category			Marks
		Critical	Essential	Optional	100
8.1	The institute has described key processes for its management in the quality manual	√			20
8.2	The institute has defined responsibilities for regular evaluation of quality		√		10
8.3	The institute invites systematic feedback from all stakeholders (e.g. students, teachers, administration etc.) and uses it to enhance education		√		20
8.4	The institute takes care of a transparent analysis of the evaluation		√		10
8.5	Evaluation results are used to identify strengths and weaknesses and measures are taken to adjust weaknesses	√			20
8.6	The institute monitors annual improvements in results		√		20
					100

i. **Performance Area 9: Competency Based Training & Assessment (CBT&A)**

Ser No.	Indicators	Category			Marks
		Critical	Essential	Optional	100
9.1	The institute has necessary facilities to implement CBT programs	√			20
9.2	Teachers teaching in CBT programs are certified CBT-teachers		√		20
9.3	The institute has certified assessors for formative Assessments		√		20
9.4	Labs are equipped according to the requirements of the CBT&A programs	√			20
9.5	The institute has laid down a schedule for CBT&A courses		√		20
					100

j. **Performance Area 10: Affiliated Teaching Hospital(s)**

Ser No.	Indicators	Category			Marks 100
		Critical	Essential	Optional	
10.1	The institute has established links with affiliated hospitals as per following evidences:	√			30
	<ul style="list-style-type: none"> ➤ For Government Hospital: <ul style="list-style-type: none"> • Name of hospital • Healthcare Commission (HCC) registration / license number • Memorandum of understanding (MoU) / Contract as per government PPP. • Affiliated hospital being attached shall not be below THQ level fully functional in all respects. 	√			
	<ul style="list-style-type: none"> ➤ For Private Hospitals - Recognized by PMDC for medical / dental education may be allowed to run courses after accreditation with AHPC 	√			
10.2	The affiliated hospital satisfies the Council as per following guidelines:				
	<ul style="list-style-type: none"> ➤ The affiliated hospital beds should maintain student patient ratio of 1:2, occupied by men, women and children in major specialties. 	√			5
	<ul style="list-style-type: none"> ➤ The average daily occupied beds should not be less than 80%. If there is any deficiency in any field, the institute should be affiliated with another hospital. 	√			5
	<ul style="list-style-type: none"> ➤ Maximum Distance between affiliated hospital and institution generally can be in the radius of 15-30 kMs. 	√			5

	➤ One hospital may allow more than one institution on the basis of 100 beds for 50 Students (annual intake).	√			5
10.3	Equipment in the affiliated hospital is adequate to provide the requisite practical and theoretical education and is in line with courses offered.	√			20
10.4	Clinical resources in the affiliated hospital are sufficient to ensure breadth and quality of ambulatory and bedside teaching. They include adequate numbers and types of patients (acuity, case mix, age, gender, etc.) as per the program / courses offered.	√			10
10.5	Institute has established guidelines for the supervision of students during clinical rotations in the affiliated hospital, including the ratio of students to clinical instructors.		√		10
10.6	Institute ensures a robust system for assessing and evaluating students clinical skills, knowledge and professionalism during training in the affiliated hospital		√		10
					100

Grading

All indicators and performances have marks attached to denote the degree to which they reach the target. Assessors will assess each indicator individually. All institutes / centres / hospitals will be assessed against the ten performance areas to incentivize those institutes which have not yet taken up CBT programs to do so. The following table lists the marks of each performance area and the marks which must be achieved for successful accreditation.

Ser	Performance Area	Marks	Minimum marks required
1.	Governance and Management	150	120
2.	Finances	100	80
3.	Faculty and Staff	100	80
4.	Physical infrastructure	150	100
5.	Effectiveness of Teaching Learning Process	100	75
6.	Assessment & Evaluation	100	80
7.	Students Support Services	50	30
8.	Continuous Quality Improvement	100	60
9.	Competency Based Training and Assessment (CBT&A)	100	50
10.	Affiliated Teaching Hospital(s)	100	75
	TOTAL	1050	750 (71%)

There are four grading categories for the institutes / centers / hospitals which are awarded for institutional accreditation. The categories are W through Z with W being the best category. The categories signify the following results. The grading table is as follows:

Category Awarded	Percentage	Status
W	86% ~ Above	Approved for recommendation
X	71 ~ 85	Approved for recommendation with conditions
Y	61 ~ 70	Revisit to recommendation
Z	Below 60 %	Not approved for recommendation

Appendix I

Non Teaching/Administrative Staff		
Ser	Name of Post	Qualification
a.	Principal	PhD/Mphil with Graduation in Allied Health Disciplines
b.	Vice Principal	MS/MSc with Graduation in Allied Health Disciplines
c.	Administrative Officer	MBA/BBA
d.	Student Affairs Manager	BBA/B.Com
e.	IT Officer	BCS
f.	Librarian	BS (Library Sciences)
g.	Receptionist	FA/FSc
h.	Security Guards	Matric

Appendix II

Teaching Staff/Faculty			
Ser	Subject	Required Qualificatiobn	Remarks
a.	Basic Medical Sciences	MS/MPhil with Graduation in Allied Health Disciplines	Minimum 3 years Teaching Experience
b.	Technologist in specific field	MSc/MS in specific Technology	Minimum 5 years Teaching Experience
c.	Laboratory Assistant in specific field	Diploma holder in specific Technology	-

Course Coordinator to be appointed for each course offered on full time basis

Faculty appointment Criteria for degree awarding institutions

S.NO.	Position	Qualification & Experience
01	Professor	i) PhD in Allied Health Disciplines (with 05 Year Teaching & Research Experience as Associate/Assistant Professor) OR ii) MS/M Phil in Allied Health Disciplines with 10 Year Teaching & Research Experience iii) Research Publication minimum 10 in HEC recognized Journals AHPC registration is mandatory [Preference will be given to candidates having PhD Degree]
02	Associate Professor	i) PhD in Allied Health Disciplines (with 03 Year Teaching & Research Experience as Assistant Professor) OR ii) MS/M Phil in Allied Health Disciplines with 08 Year Teaching & Research Experience iii) Research Publication minimum 05 in HEC recognized Journals AHPC registration is mandatory [Preference will be given to candidates having PhD Degree]
03	Assistant Professor	i) PhD in Allied Health Disciplines OR ii) MS/M Phil in Allied Health Disciplines with 03 Year Teaching & Research Experience AHPC registration is mandatory [Preference will be given to candidates having PhD Degree]
04	Lecturer	MS/M Phil in Allied Health Disciplines with No Teaching & Research Experience. AHPC registration is mandatory

05	Clinical Instructor	BS in Allied Health Disciplines with 01 year experience AHPC registration is mandatory
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Faculty appointment Criteria for diploma/certificate/F.Sc awarding institutions

S.NO.	Position	Qualification & Experience
01	Principal	i) PhD in Allied Health Disciplines (with 03 Year Teaching & Research Experience/Administrative Experience) OR ii) MS/M Phil in Allied Health Disciplines with 08 Year Teaching/Administrative Experience AHPC registration is mandatory [Preference will be given to candidates having PhD Degree]
02	Vice Principal	i) PhD in Allied Health Disciplines OR ii) MS/M Phil in Allied Health Disciplines with 03 Year Teaching/Administrative Experience AHPC registration is mandatory [Preference will be given to candidates having PhD Degree]
03	Lecturer	MS/M Phil in Allied Health Disciplines with No Teaching & Research Experience. AHPC registration is mandatory
04	Clinical instructor	BS in Allied Health Disciplines with 01 year experience AHPC registration is mandatory

05	Tutor	Basic Qualification: B.Sc or BS in Allied Health Science. No Experience required. AHPC registration is mandatory
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Annexures

DRAFT ACCREDITATION FORM FOR UNDER AND POST GRADUATE LEVEL PROGRAMS OF ALLIED HEALTH PROFESSIONALS

1. INSTITUTE

a.	Name of Institute _____
b.	Location and Address _____ _____
c.	(1) Phone No. _____ (2) Fax No. _____ (3) Email: _____
d.	Name of Head of Institute _____ (1) Cell No. _____ (2) Fax No. _____ (3) _____ Email: _____
e.	Date of commencement of classes _____
f.	Please attach a copy of building plan as Annexure

2. LIST OF DISCIPLINES:

Ser	Name of Course	Duration (From / To)	Number of enrolled trainees
a.			
b.			
c.			
d.			
e.			

Note:- Please attach additional sheet if required.

When does the academic session start for each course/ technology? *(Please attach academic session's calendar as Annexure)*

3. **CLASSROOMS / LECTURE HALLS**

a.	<u>Number and size of classrooms (Course wise):</u> <i>(Please attach required details as per below mentioned format in the form of annexure)</i>																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Technology / Program Name</th> <th style="width: 30%;">No. of classroom(s) / lecture hall(s)</th> <th style="width: 30%;">Size of classroom(s) / lecture hall(s) in (sq ft)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Technology / Program Name	No. of classroom(s) / lecture hall(s)	Size of classroom(s) / lecture hall(s) in (sq ft)																					
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b.	<u>Capacity of students per classroom (Technology wise):</u> <i>(Please attach required details as per below mentioned format in the form of annexure)</i>																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Technology / Program Name</th> <th style="width: 60%;">Classroom capacity (No. of trainees per class)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table>		Technology / Program Name	Classroom capacity (No. of trainees per class)																						
Technology / Program Name	Classroom capacity (No. of trainees per class)																								
c.	<p><u>Facilities available including class room aids, teaching aids etc. (Details): -</u></p> <p style="text-align: right; margin-right: 20px;">(Please \checkmark or X) <u>Comments, if any</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%; text-align: center;">(1)</td> <td style="width: 55%;">White Boards</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%;"></td> </tr> <tr> <td style="text-align: center;">(2)</td> <td>Projectors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">(3)</td> <td>Black Boards</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">(4)</td> <td>Computers & Software</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">(5)</td> <td>Internet</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">(6)</td> <td>Are the classrooms properly equipped</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	(1)	White Boards	<input type="checkbox"/>		(2)	Projectors	<input type="checkbox"/>		(3)	Black Boards	<input type="checkbox"/>		(4)	Computers & Software	<input type="checkbox"/>		(5)	Internet	<input type="checkbox"/>		(6)	Are the classrooms properly equipped	<input type="checkbox"/>	
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(5)	Internet	<input type="checkbox"/>																							
(6)	Are the classrooms properly equipped	<input type="checkbox"/>																							

	with sufficient / appropriate furniture?		
(7)	Are the classrooms properly equipped with sufficient / appropriate ventilation?	<input type="checkbox"/>	
(8)	Are the classrooms properly equipped with sufficient / appropriate lightning?	<input type="checkbox"/>	
(9)	Any other	<input type="checkbox"/>	

4. **LABORATORIES**

a. Number and size of laboratories (Technology wise): <i>(Please attach required details as per below mentioned format in the form of annexure)</i>						
<table border="1"> <thead> <tr> <th>Technology / Program Name</th> <th>No. of Skill lab(s) / Workshop(s)</th> <th>Size of Skill lab(s) / Workshop(s) in (sq ft)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Technology / Program Name	No. of Skill lab(s) / Workshop(s)	Size of Skill lab(s) / Workshop(s) in (sq ft)			
Technology / Program Name	No. of Skill lab(s) / Workshop(s)	Size of Skill lab(s) / Workshop(s) in (sq ft)				
b. Capacity of students per laboratory (Technology wise): <i>(Please attach required details as per below mentioned format in the form of annexure)</i>						
<table border="1"> <thead> <tr> <th>Technology / Program Name</th> <th>Skill lab / Workshop Capacity (No. of trainees per lab)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Technology / Program Name	Skill lab / Workshop Capacity (No. of trainees per lab)				
Technology / Program Name	Skill lab / Workshop Capacity (No. of trainees per lab)					

c. **Type of facilities / equipment available in lab:** (*Technology wise details to be attached as annexures*)

(Please \surd or X) **Comments, if any**

(1)	Is laboratory properly equipped with tools and equipment? (<i>Attach list of equipment as annexure with this form</i>)	<input type="checkbox"/>	
(2)	Is the laboratory properly equipped with sufficient / appropriate furniture?	<input type="checkbox"/>	
(3)	Is the laboratory properly ventilated?	<input type="checkbox"/>	
(4)	Is the laboratory well lighted?	<input type="checkbox"/>	
(5)	Any other	<input type="checkbox"/>	

d. **Technology wise details of Laboratory staff:** (Number, Qualification, Experience, Student / Staff Ratio)

Name	Technology / Program	Designation	Qualification	Experience

5. **LIBRARY**

a.	(Please \checkmark or X) Comments, if any			
	(1)	Does the institute have a library?	<input type="checkbox"/>	
	(2)	Does the books in library cover all courses offered by the institution?	<input type="checkbox"/>	
	(3)	Does the institution update the library with new books and materials?	<input type="checkbox"/>	
	(4)	Is the library properly equipped with relevant books? (<i>Attach list of books as annexure with this form</i>)	<input type="checkbox"/>	
(5)	Any other	<input type="checkbox"/>		

6. **FACULTY** Please attach required details as per below mentioned format in the form of annexures

a.	Technology wise faculty strength with their qualifications and experience. (Full Time)		
	Names with Designation	Qualification	Experience
	<input type="text"/>	<input type="text"/>	<input type="text"/>
b.	Technology wise faculty strength with their qualifications and experience. (Part Time or visiting)		
	Names with Designation	Qualification	Experience
	<input type="text"/>	<input type="text"/>	<input type="text"/>
c.	Details of administrative staff.		
	Names with Designation	Qualification	Experience
	<input type="text"/>	<input type="text"/>	<input type="text"/>
d.	Technology wise teacher's student ratio.		
	Technology / Program	No. of Instructors	No. of Students
	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.	Is there any capacity building program for Teachers / Instructors?		
	<input type="text"/>		

7. **RESEARCH AND DEVELOPMENT**

- a. Does the Institute have any R&D Program? _____
- b. If yes, what are the dissemination and utilization of R&D outputs?

8. **PHYSICAL FACILITIES**

(Please \checkmark or X)

Comments, if any

a.	Hostel/Living Area for Trainees	<input type="checkbox"/>	
b.	Playground	<input type="checkbox"/>	
c.	Library	<input type="checkbox"/>	
d.	Common/Recreation Room	<input type="checkbox"/>	
e.	Washrooms/bathrooms	<input type="checkbox"/>	
f.	Firefighting equipment	<input type="checkbox"/>	
g.	Medical Aid	<input type="checkbox"/>	
h.	Any other	<input type="checkbox"/>	

9. **STUDENT SUPPORT**

(Please \checkmark or X)

Comments, if any

a.	Stipend	<input type="checkbox"/>	
b.	Uniform	<input type="checkbox"/>	
c.	Transport	<input type="checkbox"/>	
d.	Guidance Counselor	<input type="checkbox"/>	
e.	Stationery	<input type="checkbox"/>	
f.	Any other	<input type="checkbox"/>	

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10. TEACHING AND LEARNING

Please provide the following documents as annexure(s) to this form.

(Please \checkmark or X)

Comments, if any

a.	Curriculum	<input type="checkbox"/>	
b.	Syllabus	<input type="checkbox"/>	
c.	Lesson plans / Time Table	<input type="checkbox"/>	
d.	Instruction manuals	<input type="checkbox"/>	
e.	Teaching methods and techniques (Details of proofs)		
	➤ Lecture Hall / Class Room Teaching	<input type="checkbox"/>	
	➤ Hospital based bed side teaching	<input type="checkbox"/>	

11. AFFILIATED TEACHING HOSPITAL(S)

a. Name of the Hospital _____

b. Total Number of Beds in Hospital _____

(Signature of Head of Institute)

Date: _____

Appointment

Name

**DRAFT ACCREDITATION FORM FOR DIPLOMA AND CERTIFICATE LEVEL
PROGRAMS OF ALLIED HEALTH PROFESSIONALS**

1. INSTITUTE

a.	Name of Institute _____
b.	Location and Address _____ _____
c.	(1) Phone No. _____ (2) Fax No. _____ (3) Email: _____
d.	Name of Head of Institute _____ (1) Cell No. _____ (2) Fax No. _____ (3) _____
e.	Date of commencement of classes _____
f.	Please attach a copy of building plan as Annexure

2. TECHNOLOGIES AND COURSES OFFERED

Ser	Name of Course	Duration (From / To)	Number of enrolled trainees
a.			
b.			
c.			
d.			

e.			
----	--	--	--

Note:- Please attach additional sheet if required.

When does the academic session start for each course/ technology? *(Please attach academic session's calendar as Annexure)*

3. **CLASSROOMS / LECTURE HALLS**

a.	Number and size of classrooms (Course wise): <i>(Please attach required details as per below mentioned format in the form of annexure)</i>		
	Technology / Program Name	No. of classroom(s) / lecture hall(s)	Size of classroom(s) / lecture hall(s) in (sq ft)
b.	Capacity of students per classroom (Technology wise): <i>(Please attach required details as per below mentioned format in the form of annexure)</i>		
	Technology / Program Name	Classroom capacity (No. of trainees per class)	
c.	Facilities available including class room aids, teaching aids etc. (Details): -		
	(Please \checkmark or X) Comments, if any		
	(10)	White Boards	<input type="checkbox"/>
	(11)	Projectors	<input type="checkbox"/>
	(12)	Black Boards	<input type="checkbox"/>
	(13)	Computers & Software	<input type="checkbox"/>
	(14)	Internet	<input type="checkbox"/>
(15)	Are the classrooms properly equipped with sufficient / appropriate furniture?	<input type="checkbox"/>	

	(16) Are the classrooms properly equipped with sufficient / appropriate ventilation?	<input type="checkbox"/>	
	(17) Are the classrooms properly equipped with sufficient / appropriate lightning?	<input type="checkbox"/>	
	(18) Any other	<input type="checkbox"/>	

4.

LABORATORIES

a. **Number and size of laboratories (Technology wise):** *(Please attach required details as per below mentioned format in the form of annexure)*

Technology / Program Name	No. of Skill lab(s) / Workshop(s)	Size of Skill lab(s) / Workshop(s) in (sq ft)

b. **Capacity of students per laboratory (Technology wise):** *(Please attach required details as per below mentioned format in the form of annexure)*

Technology / Program Name	Skill lab / Workshop Capacity (No. of trainees per lab)

c. **Type of facilities / equipment available in lab:** (*Technology wise details to be attached as annexures*)

(Please \sqrt or X) **Comments, if any**

(6)	Is laboratory properly equipped with tools and equipment? (<i>Attach list of equipment as annexure with this form</i>)	<input type="checkbox"/>	
(7)	Is the laboratory properly equipped with sufficient / appropriate furniture?	<input type="checkbox"/>	
(8)	Is the laboratory properly ventilated?	<input type="checkbox"/>	
(9)	Is the laboratory well lighted?	<input type="checkbox"/>	
(10)	Any other	<input type="checkbox"/>	

d. **Technology wise details of Laboratory staff:** (Number, Qualification, Experience, Student / Staff Ratio)

Name	Technology / Program	Designation	Qualification	Experience

5. **LIBRARY**

a. (Please \sqrt or X) **Comments, if any**

(1)	Does the institute have a library?	<input type="checkbox"/>	
(2)	Does the books in library cover all courses offered by the institution?	<input type="checkbox"/>	
(3)	Does the institution update the library with new books and materials?	<input type="checkbox"/>	
(4)	Is the library properly equipped with relevant books? (<i>Attach list of books as annexure with this form</i>)	<input type="checkbox"/>	
(5)	Any other	<input type="checkbox"/>	

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6. **FACULTY** Please attach required details as per below mentioned format in the form of annexures

a.	Technology wise faculty strength with their qualifications and experience. (Full Time)		
	Names with Designation	Qualification	Experience
b.	Technology wise faculty strength with their qualifications and experience. (Part Time or visiting)		
	Names with Designation	Qualification	Experience
c.	Details of administrative staff.		
	Names with Designation	Qualification	Experience
d.	Technology wise teacher's student ratio.		
	Technology / Program	No. of Instructors	No. of Students
e.	Is there any capacity building program for Teachers / Instructors?		

7. **RESEARCH AND DEVELOPMENT**

a. Does the Institute have any R&D Program? _____

b. If yes, what are the dissemination and utilization of R&D outputs?

8. **PHYSICAL FACILITIES**

(Please \surd or X)

Comments, if any

i.	Hostel/Living Area for Trainees	<input type="checkbox"/>	
j.	Playground	<input type="checkbox"/>	
k.	Library	<input type="checkbox"/>	

l.	Common/Recreation Room	<input type="checkbox"/>	
m.	Washrooms/bathrooms	<input type="checkbox"/>	
n.	Firefighting equipment	<input type="checkbox"/>	
o.	Medical Aid	<input type="checkbox"/>	
p.	Any other	<input type="checkbox"/>	

9. **STUDENT SUPPORT**

		(Please \sqrt or X)	<u>Comments, if any</u>
g.	Stipend	<input type="checkbox"/>	
h.	Uniform	<input type="checkbox"/>	
i.	Transport	<input type="checkbox"/>	
j.	Guidance Counselor	<input type="checkbox"/>	
k.	Stationery	<input type="checkbox"/>	
l.	Any other	<input type="checkbox"/>	

10. **TEACHING AND LEARNING**

Please provide the following documents as annexure(s) to this form.

		(Please \surd or X)	<u>Comments, if any</u>
f.	Curriculum	<input type="checkbox"/>	
g.	Syllabus	<input type="checkbox"/>	
h.	Lesson plans / Time Table	<input type="checkbox"/>	
i.	Instruction manuals	<input type="checkbox"/>	
j.	Teaching methods and techniques (Details of proofs) ➤ Lecture Hall / Class Room Teaching ➤ Hospital based bed side teaching	<input type="checkbox"/> <input type="checkbox"/>	

11. **AFFILIATED TEACHING HOSPITAL(S)**

a. Name of the Hospital _____

b. Total Number of Beds in Hospital _____

Date: _____

(Signature of Head of Institute)

Appointment

Name