



ZIAUDDIN UNIVERSITY

EXAMINATION BOARD

NEW AFFILIATION PROCEDURE

The Institute will have to submit an application to the Executive Director-ZUEB on the Institute's letter head, the following instructions are mandatory to follow,

1. Valid Registration from the Director General Private Registration, Education Department, Sindh.
2. The Institutes will have to pay affiliation fees (non-refundable) along with the request of the affiliation.
3. Description of the Institute,
 - i. Picture of the Institute
 - ii. Date of Establishment.
 - iii. Principal/Owner Name.
 - iv. Current Address.
 - v. Active Contact Number.
 - vi. Official Email Address.
 - vii. Website.
4. Prove of Financial Ability including Bank Statement. Owner should possess financial strength at least equal to two years of expenditure.
 - i. Operational Cost List (salaries of the teaching/non-teaching staff, rent of the premises (if applicable) utility bills and other expenses
 - ii. Fees Structure or any other source of income.
5. List of Teaching and other Staff with qualification, salary and date of appointment.
6. Must inform about level of affiliation (i.e. SSC, HSC or both and group offered).
7. Building status with capacity of students (own or rented)
8. The letter head must have the existing address of the Institute, active mobile number, PTCL number, Principal's name and contact/ Owner's name and contact number.

9. The application must be submitted to Help Desk at ZUEB.
10. The application by the Institute will be forwarded to the Monitoring & Inspection Team of ZUEB. The team will visit the Institutions for Inspection.
11. On the day of inspection, Institution must show all original documents to the ZUEB Inspection Team and attested photocopy of documents should be shown to the team.
12. The team will inspect the Institution including class rooms, labs, library, ground etc.
13. Following lists should be shown and submitted,
 - i. Teachers and Staff list, including qualification, CVs and other information.
 - ii. Approved fees structure by Education Department.
 - iii. Group wise labs details with equipment list
 - iv. Sports facilities
 - v. IT labs.
 - vi. Extra-curricular activities.
14. The team will meet the teachers and other staff.
15. The affiliation will be granted on the basis of the Inspection Report.
16. The recommendation of the Inspection Team will be submitted to the affiliation committee for consideration.
17. Decision of the affiliation committee will be communicated to the Institution.
18. On approval, Institutes can collect their "Affiliation Application Form" from the Help Desk with their names and registration number mentioned.
19. Affiliation Form should be completely filled; no field should remain empty. Form should be submitted with requisite details on the letter head duly signed and stamped by the Principal.
20. Principal / Authorized Person photographs, names, CNIC numbers with copies for the issuance of ID cards.