

# Guideline for filling up the Affiliated College/Private Candidates Higher Education Statistics (HES) Proforma (2020-21)

## ABOUT HES PROFORMA FOR AFFILIATED COLLEGES 2020-21

The Proforma has been designed for the affiliated colleges and private candidates, in which the information is required for level of education after 12 years of education.

The Proforma consists of four (04) parts with the following details:

- a) **Part-I Summary** entails the basic information about University/Degree Awarding Institute (DAIs), total number of affiliated colleges, Sector wise (Public or private) type of affiliated colleges (Male ,female or co-education), total enrollment (In all years/Semesters) of students, total number of students Appeared (in Final year/semester Exam of degree Program) and total number of Pass out (Graduated) students , total number of faculty members,& total number of private candidates Appeared and passed out in all years/semesters of degree program(s) of the university.
- b) **Part-II Details** entails the details about the affiliated college(s) & their subject & level wise enrollment, appeared & passed out students etc.
- c) **Part-III Private Candidates** entails details about the private candidates & their subject & level wise enrollment & passed out students etc.
- d) **Part-IV Faculty Members** entails details about the teaching faculty of degree programs in the affiliated colleges. The proforma is attached, and can be downloaded from HEC website:

**The Proforma is can be accessed through following link:**

<http://www.hec.gov.pk/english/universities/Pages/AJK/UniversitiesStatistics.aspx>

## **FOLLOWING GUIDELINES BE FOLLOWED WHILE FILLING UP PROFORMA:**

### **1.) Part-I Summary:**

- a. As required, details of university be provided along with details i.e. Name, designation, contact details etc of the authority which is providing the HES of affiliated Colleges.
- b. Since the summary is derived from details (Part-II, Part-III or Part-IV), there should not be any difference of figures/numbers in Part-I Summary and details
- c. All the Parts of Part-I Summary be filled in completely, and no part should be left blank.

### **2.) Part-II Details:**

- a. Addition or deletion of any column in in Part-II is **STRICTLY PROHIBITED**.
- b. While filling up Part-II details, basic information about the college be provided carefully, completely and **No Column Should Be Left Blank**.
- c. For each degree program of an affiliated college, there will be three rows:
  - i. First row for **Enrollment (In all years/Semesters) in a degree program,**
  - ii. Second row for number of students **Appeared (in Final year/semester Exam of degree Program.**
  - iii. Third row for **Pass Out (Graduated) students.**

Thus, if there is one (01) degree program being offered in a college, there will be three (03) rows for that college.

If if there are two (02) degree programs being offered in a college, there will be Six (06) rows for that college and the pattern will follow for more colleges.

It should be noted that the college information in the first row (enrollment) starting from column **Name of Affiliated College** upto **College Category (Commerce/Business/Medical/Engineering/General etc** will be same/repeated for two rows below (appeared & pass out).

After completing data for all programs of an affiliated college, data of another college may filled in/provided.

- d. Names of affiliated college(s), be provided in complete and not in abbreviations
- e. Title of degree program(s) be provided in both i.e. Complete and also abbreviated in bracket.
- f. The data (Enrollment/appeared/pass out) of various programs be provided separately and should not be combined.
- g. **Note:** The numbers/figures provided in Part-II details, should be same in Part-I Summary.

### 3.) Part-III (Private Candidates):

- a. By Private candidates, it means those candidates/students who do not study/take regular classes, of a degree program, in an affiliated college, but only take examination from that university and get a degree.
- b. For private candidates of each degree program there will be two rows:
  - i. Second row for number of **Students appeared in all semesters Examinations (in case of semester system)/ in all Parts in case of annual system (Part-I,II,...)** of degree Program.
  - ii. Third row for **Pass Out (Graduated) in final examination**
- c. **Note:** The numbers/figures provided in Part-III details, should be same in Part-I Summary.

### 4.) Part-IV (Faculty Members):

- a. Addition or deletion of any column in in Part-II is **STRICTLY PROHIBITED**.
- b. Information of every column is very crucial, so no cell of a column, should be left blank.
- c. Designation(s) of Teaching Faculty be provided in full and not as abbreviation(s).
- d. The date format should be standard one for all faculty members.
- e. Type of Faculty (Permanent/Contract) should be standardized, complete and not abbreviated.
- f. **Note:** The numbers/figures provided in Part-III details, should be same in Part-I Summary

### ELABORATION TERMS USED IN PROFORMA:

- 2) **Name of University:** means that university which has given the affiliation to the college(s).
- 3) **Area Wise Location of College:** Means whether the college is in Urban or Rural Area.

- 4) **Remote/Not Remote:** means whether the college is in Remote or Not remote area.

(Remote areas are those which are very far from the urban areas and are isolated community from highly populated settlements or lacks transportation links that are typical in more populated areas.)

- 5) **College Category:** means whether the affiliated college is a Commerce/Business/Medical or an engineering etc. college.
- 6) **Subject:** in which the subject is offered. In case of Bachelor 14/15 years of Education e.g. Arts/ Education/Commerce etc. Only one option may be selected. All the subjects may be standardized with respect to their correct and complete names.
- 7) **Title of Degree Program:** In this column the title of the degree may be mentioned e.g. BS (English)/BS (Economics)/B.A/B.Ed/M.A./M.Sc/M.Com/MBBS/B.E Electrical/B.E Civil/M.E Mechanical/Ph.D Civil etc.
- 8) **Year:** Data may be provided for one year i.e. **2020-21 (from July 01,2020 to June 30,2021)**
- 9) **Enrollment/Appeared/Pass Out:** In this column three different figures will be provided in three different rows i.e. first row will be for Enrollment in a degree program in the affiliated college, second row will be for students who appeared in the final year exam of that degree program. while in third row data on passed out students for that degree program.

**Enrollment/Enrolled:** means all the students enrolled in that college in different degree programs.

**Appeared:** means those students appeared in the final year of each degree/program.

**Passed:** means those students who have passed the final examination successfully and eligible for the award of the degree.

- 10) Faculty means teaching faculty in the affiliated colleges which teaches to students enrolled in Degree Programs of the affiliating university.