



ZIAUDDIN UNIVERSITY
EXAMINATION BOARD

NEW AFFILIATION PROCEDURE

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

1. Valid Registration Certificate from the School Education & Literacy Department Directorate of Inspection & Registration of Private Institutions, Sindh.
2. The Institute will need to pay an affiliation fee (non-refundable) along with the request for an affiliation.
3. The Institution needs to write an application on their letterhead, which should have the following details:
 - i Picture of the Institute.
 - ii Date of Establishment.
 - iii Principal's/Owner's Name.
 - iv Current Address.
 - v Active Contact Number.
 - vi Official Email Address.
 - vii Website.
 - viii Ptl Number.
4. The Institution needs to provide proof of financial ability, including a Bank Statement. The owner should possess financial strength equivalent to two years of expenditure. Also to be provided:
 - i. Operational cost List such as 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. The Institution needs to inform about the level of affiliation (i.e. SSC, HSC or both and groups offered). (SSC-A, HSSC-A or both groups offered).
6. Building status with the capacity of students.

7. The following lists should be attached to the application.
 - i Teachers and Staff list, including qualifications, CVs and other information.
 - ii Approved fees structure by the School Education & Literacy Department.
 - iii Group-wise labs details with equipment list.
 - iv Sports facilities.
 - v IT labs.
 - vi Co-curricular activities.
8. The application must be submitted to the Help Desk at ZUEB.
9. This application by the Institute will be forwarded to the Monitoring & Inspection Team of ZUEB. The team will visit the Institutions for Inspection.
10. On the day of inspection, the Institution must show all original documents to the ZUEB Inspection Team and an attested photocopy of the documents.
11. The team will inspect the Institution, including classrooms, labs, library, washroom, ground or any other facility.
12. The team may meet up with the teachers and other staff members.
13. The affiliation will be granted based on the Inspection Report.
14. The recommendation of the Inspection Team will be submitted to the Affiliation Committee for consideration.
15. The decision of the Affiliation Committee will be communicated to the Institution.
16. On approval, the Institute can collect their "Affiliation Application Form" from the Help Desk with the name and registration number mentioned.
17. The Affiliation Form should be completely filled; no section should remain empty. The form should be submitted with the requisite details on the letterhead duly signed and stamped by the principal.
18. Principal's / Authorized Person's photographs, names, and CNIC numbers, with copies for the issuance of ID cards, need to be attached.

Note: ZUEB office bearers are there to facilitate and assist you in any way they can.