

**Khyber Medical University
Affiliation and De-affiliation of
Educational Institutions and Related
Matters Statutes, 2016**

STATUTES FOR GRANTING AFFILIATION BY KHYBER MEDICAL UNIVERSITY TO INSTITUTIONS/COLLEGES

1. Short title, commencement and application

- 1.1 These Statutes shall be called Khyber Medical University Affiliation Statutes, 2016 for education institutes / colleges in Public/Private* Sector, framed under Section 28 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016 and in consonance with Section 32 of the Act *ibid*.
- 1.2 These Statutes shall come into force with immediate effect and shall supersede all previous Rules, Regulations and orders on the subject.

2. Applicability

Subject to the provisions contained in the Khyber Pakhtunkhwa Universities (Amendment) Act 2016, these statutes shall be applicable to;

- 2.1 Educational Institutes/ Colleges in Public/Private* Sector within the territorial jurisdiction of Khyber Medical University.

3. Definitions

In these Statutes unless there is anything repugnant in the subject or context:

- (a) “University” means “Khyber Medical University”;
- (b) “Affiliation” means affiliation with Khyber Medical University;
- (c) “Affiliation Committee” means the Affiliation Committee of Khyber Medical University;
- (d) “Inspection Committee” means a Committee constituted by the Vice Chancellor for inspecting the Educational Institutes established by the Government;
- (e) “PM&DC” means Pakistan Medical and Dental Council
- (f) All other terms and expressions shall have the same meanings as assigned to them under Chapter I section 2 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016.5.

4. Eligibility Criteria

- 4.1 The College(s) and Educational Institute(s) as prescribed in Section 2 above, imparting higher/professional education in one or more disciplines may be admitted to the University as its affiliated colleges/institutes.

Provided requirements for affiliation are fulfilled by the Educational Institute/ College.

- 4.2 In addition to fulfillment of Section 32 of the Act, all other requirements as prescribed in these statutes shall be fulfilled by the applicant college/institute prior the inspection day.
- 4.3* There shall be no conditional affiliation if any of the requirements regarding faculty/teachers, laboratories, library, financial liabilities or suitability of building or feasibility of the premises are not fulfilled by the inspection day or the Inspection Committee considers these requirements as deficient and in-adequate.
- 4.4 In case of any deficiency among that prescribed above in Subsection 5.3, the case shall stand deferred by the Affiliation Committee and shall give reasonable time frame to the college/institute for fulfilling the requirement before a re-inspection after depositing of due fee for such visit.

5. Procedure for seeking affiliation with Khyber Medical University

- 5.1 Educational Institution, desirous of seeking affiliation, shall initiate the process for this purpose as soon as possible, at least 03 months before the commencement of admissions. Before or after the establishment of an educational institution by the Government/Private sector*, the Principal/Head shall submit a formal application to the Registrar on the prescribed proforma/questionnaire (Annexure A) to be obtained from the office of the Registrar, complete in all respects, as required under sub sections and clauses of Section 32 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016.
- 5.2 All such applications shall be submitted along with application and Inspection Fee (non-refundable), remitted to Khyber Medical University Account at the rate mentioned below.

Provided that no application for affiliation shall be entertained, unless the required fee is credited to the University

- (a) Rs 100,000/- for each public medical and dental colleges / institutions against each degree programme.
- (b) Rs 200,000/- for each private medical and dental college against each degree programme.
- (c) Rs 25, 000/- for each health institutions of public sector against each Bachelor degree programme and
- (d) Rs 50,000/- for each health institutions of private sector against each Bachelor degree programme.
- (e) Rs 50,000/- for each health institutions of public sector against each Master degree programme
- (f) Rs 100,000/- for each health institutions of private sector against each Master degree programme.
- (g) Rs 100,000/- for each health institutions of public sector against each Ph.D programme.
- (h) Rs 250,000/- for each health institutions of private sector against each Ph.D programme*

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- 5.3 In case of subsequent applications for affiliation in any additional subject(s), the College / Institute shall deposit Re-inspection fee at the rate prescribed in section 5.2 for each subject and the procedure in section 5.1 of the Statutes shall be followed.
- 5.4 No application for affiliation shall be entertained unless the prescribed fee has been credited to the University or has already started the program without prior approval of the university.
- 5.5 The Head of Institution seeking affiliation shall submit the questionnaire (Annexure-A) to the Registrar duly filled-in all respects supported by attested copies of all the relevant documents along with formal request on the institutional letter head.
- 5.6 If the Registrar, after examining the documents, is satisfied that the prescribed requirements have been fulfilled, **he may with the approval of Vice Chancellor***, forward the application to Affiliation Committee. The Committee shall communicate the same with the comments within a month; in case no reply is received the application would be considered for inspection. The Registrar will propose to the Vice Chancellor the appointment of an Inspection Committee for visiting the College/Institute concerned.
- 5.7 The members of Inspection Committee shall be appointed by the Vice Chancellor, which shall include:
- a) **Dean or Professor of the relevant Faculty (convener);**
 - b) **Chairperson/ Head of the Department, or Professor or Associate Professor of the concerned discipline;**
 - c) **Deputy Registrar SA&A / Establishment**
 - d) **Deputy Controller of Examinations Secrecy / Conduct**
 - e) **Deputy Director Academics shall be member cum secretary**
 - f) **Deputy Treasurer billing / accounts**
 - g) **Director P&D or his nominee**
 - h) **At least one subject experts (of the relevant discipline)**
 - i) **Director Sports or his nominee**
 - j) **Two principals of constituent / affiliated colleges / institutes not member of the Affiliation Committee, to be approved by the Vice Chancellor**
 - k) **Librarian or his nominee**

Any other member(s) from the University nominated by the Vice Chancellor or Registrar as per requirements*

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- 5.8 The Inspection Committee shall examine the educational Institute in the light of the provisions of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016 and the information supplied through the questionnaire.
- 5.9 The Inspection Committee, after satisfying itself that the prescribed requirements have been actually fulfilled by the Institute(s), may recommend the affiliation of the Institute(s) in specific discipline(s) to the Affiliation Committee. The Inspection Committee shall submit its report to the Affiliation Committee on the prescribed format (Annexure B) for each discipline separately.
- 5.10 The Affiliation Committee may call the Head of the Institute so that he could reply to the queries. No T.A./D.A. shall be borne by the University.
- 5.11 If the Affiliation Committee is satisfied with the statements, it may recommend affiliation of the Institute concerned.
- 5.12 The recommendation of the Affiliation Committee shall be placed before the Syndicate for approval. However, to avoid delay, for reasons to be recorded, the Vice Chancellor may grant affiliation/~~de-affiliation~~* in anticipation of the approval of the Syndicate.
- 5.13 The Educational Institute affiliated to Khyber Medical University shall be governed by the Statutes, Regulations and Rules, framed by the University from time to time regarding:
- a. The general scheme of studies;
 - b. The duration of the courses;
 - c. The medium of instruction and examinations;
 - d. The conditions of admission to the courses;
 - e. Detailed syllabi for the examinations held by the University;
 - f. The conditions under which students shall be admitted to the examination of the University;
 - g. Students discipline, their supervision and control of their residence and co-curricular activities;
 - h. Health and general welfare of the students;
 - i. The ratio between teachers and students and the total workload of a teacher.
- 5.14 The teaching staff of the affiliated educational Institute shall possess such qualifications as may be prescribed by the HEC/PM&DC/PNC etc.
- 5.15 Inspection of every affiliated educational institute shall be held from time to time at least once a year by the Inspection Committee constituted by the Vice Chancellor of Khyber Medical University. Action, if any, shall be taken against any institute under Section 32 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016.

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- 5.16 The Registrar is empowered to send a surprise inspection team to any institution at any time on a complaint or by himself in order to check and judge the standard of any of the requirements of the affiliation in general or specific to a special one.
- 5.17 An affiliated institute may, from time to time, apply for the recognition of further courses, programmes. Such application shall be accompanied by the same details as are required for initial affiliation and shall be dealt with as provided in section 6.1 [Refer section 33 of the Act].
- 5.18 Affiliated institutions shall be required to inform the University Authority of any relevant staff changes and of any change in the scope or standard of teaching courses or programs. [Refers Section 32(2) of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016]
- 5.19 No educational Institution, desirous of seeking affiliation, shall conduct admission to any course of study and impart instruction in any subject, unless it has been granted the affiliation, for the subject(s) applied nor will it be permissible to start any class in any subject in anticipation of the grant of affiliation.
- 5.20 Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require enabling it to judge the efficiency of the educational institution. [Refers Section 34 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016]
- 5.21 Conditions Governing the Grant of Affiliation: The provisions for affiliation of institution shall be governed by the following conditions;

(6)* Institutional and Academic:

- i. The ownership of the institution shall vest in a body corporate and not in individual(s) or family, 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;
- ii. No transfer of the ownership of the body corporate will be permissible after affiliation without prior approval of the university;
- iii. A copy of the registration deed along with a memorandum of association will be supplied to examine the objectives and credentials of the members. A brief profile of each member of management should also be provided;
- iv. Institution situated within the territorial limits of another university or province or affiliated with federal university shall have consent of that university and sanction of the concerned provincial or federal Health Department;
- v. That the site selected for the institution must be accessible to the general public, suitable from academic point of view. Sustainable physical viability, availability of water, electricity, fuel gas, telephones must be ensured;
- vi. That in drawing up the organizational structure of the institutions, the standard and quality of teaching and efficiency of the system (Learning Management Systems) must be ensured;

- vii. That the strength and qualifications of the teaching and other staff, and the terms and conditions of their service, are appropriate enough to provide for courses of instructions, teaching and training work to be taken;
- viii. **That an institution seeking affiliation shall have at least one of its teaching faculty with PhD degree in each discipline of Basic Medical Science per 100 students and Masters Degree or equivalent for Allied Health Sciences;**
- ix. **That the institutions in private sector must possess 50% of its teaching members employed on full time basis*;**
- x. The work load of the faculty should not exceed the limits prescribed by the affiliating university;
- xi. That the institution has framed proper rules regarding the efficiency and discipline of its staff and other employees;
- xii. That provision has been made for well stocked library and well equipped laboratory facilities and other practical work where affiliation is sought in any branch of medical science, which can cater to the course needs of students and teachers;
- xiii. That the strength and qualifications of teaching and other staff and the terms and conditions of their service are adequate;
- xiv. That the library shall have at least 20 books per subject as reference books and at least 100 books per subject for supplementary reading. The institution should spend at least Rs. 100,000/- per annum for updating the library by adding new editions and titles. The institutions may also subscribe to at least 5 daily newspapers and 5 weekly periodicals.
- xv. The library shall have seating facility for 20% of the total number of students on roll;
- xvi. That institution shall have internet connectivity with appropriate number of computers equivalent to 10% of the total enrolment of students in the institution;
- xvii. That at least 10% of students be granted full or partial fee exemptions and scholarships on need basis;
- xviii. That permission granted shall be restricted to a specified place and for a particular subject. No sub-campus or branch shall be established or franchised;
- xix. That all examinations leading to award of degrees / diplomas / certificates and their checking and evaluation shall be done by the University; and, semester system regulation of the university shall be followed.
- xx. That the institution shall not admit students for any degree / discipline except those to be awarded by the university under its seal;
- xxi. That the institution shall be governed by the statutes, regulations, rules framed by the university, from time to time, regarding;
 - a. general scheme of studies;
 - b. duration of courses;
 - c. the medium of instruction and examination;
 - d. detailed syllabi for examination held by University;
 - e. the conditions under which students shall be admitted to the examination of University etc;
- xxii. That the total number of students in evening classes should not exceed more than 50% of the students admitted in the morning classes; and

- xxiii. For medical and dental colleges and nursing institutes the prevailing criteria of respective regulatory bodies shall be followed, especially in the context of attached teaching hospitals.
- xxiv. In case of institutions where no regulatory body exists the HEC/University Criteria shall be followed.

7. Affiliation and Annual Renewal Fee

- 7.1 a. Every Public Sector institution affiliated to the privileges of Khyber Medical University shall regularly pay Annual Affiliation Retention Fee, at the rate prescribed by the Syndicate, before 31st December of each year.
 - b. While institutions/colleges affiliated in one or more disciplines in Semester Scheme of Studies (in BS or higher degree programme) (in addition to the Annual Scheme of Studies) will pay the Annual Affiliation Retention Fee, as prescribed by the Syndicate before 31st December of each year*.
- 7.2 The Annual Affiliation Retention Fee, as prescribed by the Syndicate, is an auditable entity which is neither refundable nor relaxable /exemptible and hence, each affiliated college/ institute must deposit the same by 31st December each year.
- 7.3 For any delay in depositing the Annual Affiliation Retention Fee* by an institution/college by 31st December of the year, a fine @ 1% per day will be imposed on the defaulting Institute.

Provided such delay is not for more than 01 month. After one month (30 days) additional fine shall be charged on such Institutions at the rate prescribed by the Syndicate.

Provided further, if a college/ Institute fails to deposit the Annual Renewal fee up to 30th June, the Affiliation may be suspended and a notice for de-affiliation shall be issued on basis of Financial Incompetency
- 7.4 *One Time Affiliation Fee on Granting Full Affiliation*
 - a. Rs. 300,000/- for Medical and Dental Colleges / Institutes (Private sector)
 - b. Rs. 200,000/- for Medical and Dental Colleges / Institutes (Public sector)
 - c. Rs. 150,000/- for other Health institution of Private sector and
 - d. Rs. 50,000/- for other Health institution of Public sector

8. Objectives of Affiliation/Inspection Committee Regarding the Criteria of Affiliation for Public and Private Sector colleges/institutes

The objective of Affiliation / Inspection Committee is to monitor the academic activities of the Public and Private Sector*colleges/institute and to regulate their performance so that they could effectively play their role in imparting quality education. In order to introduce a uniform system of affiliation, the Higher Education Commission, has constituted “A safeguard guide line system” for the Institute to ensure the organizational, legal, financial and other related formalities and requirements which need to be fulfilled and adhered to for bringing about uniformity of educational standards in public / private Institutes. In addition,

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Khyber Medical University has its own Affiliation Statutes for public and private institutions to regulate affiliation and de-affiliation cases. However, the general criteria and the norms of Higher Education Commission with regard to affiliation of institutions having the minimum basic requirements will be followed. The criteria set out by HEC are attached with these Statutes.

1. General

- 9.1 *University shall grant provisional affiliation having ensured the fulfillment of all requirements for affiliation under these Statutes. University shall grant provisional affiliation as per PMDC Legal requirement under part IV (S.R.O. 26(KE) 2012: applicable to Medical and Dental colleges*.
- 9.2 The Professional Institutions, such as Medical/Dental Colleges, Paramedical Institutions, Homoeopathic and Tibbia Colleges and other Allied health Institutions, after getting provisional affiliation from the Khyber Medical University must register their institutions with their related Councils or Bodies or Government/semi Government Authority constituted to this effect, such as, Pakistan Medical and Dental Council, Pharmacy Council of Pakistan, Pakistan Nursing Council. National Council for Homoeopathy, National Tib Council, etc. as full affiliation will be subject to the grant of recognition by their respective accreditation/regulatory bodies.

Federal Government Gazette Notification is mandatory for full affiliation of Medical and Dental colleges with Khyber Medical University.

10. DE-AFFILIATION

The cases of De-affiliation shall be dealt as per provision of Section 35 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016.

- 10.1. * If in the opinion of the affiliation committee /Syndicate, an affiliated college / institute (Administration or board of governors) do not comply with these statutes, the affiliation committee may recommend for penalty / de-affiliation or in case of urgency of the matter the Vice Chancellor may suspend the affiliation of an affiliated college /institute.
- 10.2 *The affiliation committee shall give the governing body / administration of an affiliated college / institute, two months in writing that it intends to recommend de-affiliation of the defaulted college / institute.
- 10.3* Before giving notice under sub section 10.2 above, the affiliation committee shall:
- Notify through the Principal to the Administration / governing body of the affiliated college / institution of the matters regarding which it is alleged that the college / institute has failed to comply with these statutes.
 - Give the management of the affiliated college / institute an opportunity to show cause why the college / institution should not be de-affiliated

Note: the medical and dental colleges should abide by the PM&DC rules and regulations for the grant of affiliation as and when amended from time to time*.

Annexure-B

(For Public & Private Sector Colleges/ Institutes)

APPLICATION FORM FOR AFFILIATION

Note: *please answer every question clearly and in detail:-*

1. General:

- i. Name of Institution/college, address with fax/ email /telephone numbers;
- ii. Year and objectives of establishment;
- iii. Name of the controlling authority/chief executive;
- iv. Name, designation and qualifications of the head of institution;
- v. Name of registered society/body, trust, foundation;
- vi. Governing body, its composition and other relevant details

2. Physical facilities:

- i. Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of the administration building;
- ii. Total number and size of class rooms, capacity for students;
- iii. Details of the laboratories, workshops and equipments appropriate to the courses;
- iv. Details of the office equipment, furniture and fixtures;
- v. Number of quarters/residences at the campus for teaching staff;
- vi. Details of sports grounds and other facilities;
- vii. Status of gas and water and electricity fitting;
- viii. Transport vehicles for official use and students;
- ix. Details of students hostels buildings.

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3. Academic facilities:

- i. Current academic programmes presented at institution/ College;
- ii. Details of subjects to be offered at Bachelor's level with proposed combinations of academic groups; ,
- iii. Subjects to be offered at Master's level

4. Faculty/staff:

- i. Faculty strength, names of members of teaching staff, their qualification, training and skill, designations, experience, pays scales;
- ii. Mode of appointment of teaching staff and criteria of selection;
- iii. Total number of non-teaching, administrative and supporting staff, their designation, qualifications and experience;
- iv. Details of medical services for students and employees

5. Library:

- i. Number of books, textbooks, journals (international and national), periodicals, newspapers, reference books in library;
- ii. Information regarding accommodated number of students in reading rooms

6. Facilities Regarding Information Technology:

- i. Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio;
- ii. Internet connectivity available to students.

7. Students:

- i. Total number of students enrolled in the institution/college;
- ii. Enrolment of students level-wise

8. Admissions:

- i. General policy;
- ii. Number of students to be enrolled, level-wise;
- iii. Procedures and criteria of admission

9. Quality Assurance and Student Supervision:

- i. Arrangement for academic supervision of students:
- ii. Arrangements for quality assurance:
- iii. Level of administrative and technical support for quality assurance

10. Finances:

- i. That subject to the satisfaction of university, the institution is financially stable and has the ability to sustain a regular functioning and efficient working;
- ii. that the institution shall furnish such reports, returns and other information as the university may require, to enable it to judge the financial sustainability and soundness of the sponsors;
- iii. that the sponsors shall, prior to enrolling students establish an endowment fund of at least 5 million rupees in case of medical/ dental college while in case of allied health science/nursing institutes it must not be less than Rs. 2 Million, whose profit whereof be utilized for refurbishing the laboratories and libraries and for provision of equipments aimed at enhancing the quality of education and good well of the human resource at the institute;
- iv. that working capital of medical and dental colleges shall be at least Rs. 10.0 million for their smooth functioning. For other institutions this amount shall be Rs 2.0 million;
- v. that tangible assets in form of land, building etc. not less than Rs. 50 million in case of medical/ dental college while in case of allied health science/nursing institutes it must not be less than Rs. 20 Million are in existence on ground.
- vi. that the sponsor shall establish a research fund within two years after the commencement of first academic session of his college / institutions, with a

- minimum of rupees one million exclusively for research activities of the institution.
- vii. those above financial arrangements need to be supported by documentary evidence.

11. Constitutional and Cultural:

That the institution shall be required to strictly comply with and respect the constitutional provisions, local laws, cultural and religious sensitivities;

That the institution must restrict to teaching, training and co-curricular activities and shall not undertake political or other activities detrimental to national, religious, social or local culture.

12. Additional information, if any

The template of the inspection proforma is subject to revision by the syndicate from time to time

Annexure-B

(For Public & Private Sector Colleges/ Institutes)

INSPECTION REPORT

Name of Institute: _____

Address: _____

Date of Inspection: _____

↓ **HIGHER EDUCATION COMMISSION'S GENERAL CRITERIA /**
NORMS FOR THE AFFILIATION OF AN
INSTITUTION ↓

Component	Nature of Requirement	Standards / Norms for affiliation of Institutions		Remarks of Inspection Committee Khyber Medical University
Department	Departments (Physics, Chemistry etc.)	One department		
	Teacher Student Ratio (desirable)	1:12	Maximum for science subjects involving lab work	
		1:20	For others	
	No. of administrative staff including laboratories	Equal to teaching staff		

	Teachers	50% full time faculty members with minimum prescribed qualification as Master degree in relevant subject	
Teaching Faculty	No. of teachers (full- time) required (cadre-wise) per department	Six teachers per department	
	Associate Professor and Professor	At least 20-25% faculty with MPhil degree particularly in Basic Sciences, Computer and IT subjects	
Libraries	Journals	Subscription to at least Daily newspaper and 5 weekly periodicals	
Facilities	Hall / Lecture theatres (desirable)	16'x32, for each section of class (not exceeding 40 students)	
	No. of rooms required (desirable)	2 lecture rooms, 1 seminar room, 1 Library cum Reading room 1 committee room	
Teaching and Administrative Staff Offices	Required for each University (desirable)	1 Staff room 1 Faculty office	
Laboratories / workshops / PC / Internet Service	No. of Laboratories required (desirable)	At least 1 Lab per department with appropriate space (in case of science subject)	
	Workshops (desirable)	20 to 40 sq ft. per student	
	PC (Desirable)	1 for 3 students in case of IT courses	
	Internet Service (Desirable)	256 Kbytes access rate shall be provided	

Gross Area	Area in acres	1/2 acre (04 kanals) at least (depending upon the location having potential for further development)	
	Built in / covered Area (desirable)	Minimum 100 sq ft. per student.	
	General facilities: office, staff rooms, cafeteria, reading room auditorium, committee room, conference room, housing for staff parking space and toilets etc.		
Hostels Desirable	Cubicles (desirable) Dormitories (Desirable) Dinning (Desirable) Gross space (desirable)		
Scholarships	Scholarships and free ships.	At least 10% of the students to be given scholarships	
Inspection	Peer review	One scientist having an impact factor of 100 will be associated in the inspection of the institution for NOC clearance.	
Finance	Endowment Fund Secured in the name of Trust / Society)	Rs. 1.0 million (not applicable in case of public sector institution)	

	Tangible assets in the form of land / building etc.	Rs. 5.0 million	
	Working capital	Rs. 2.0 million (not applicable in case of public sector institution)	
	Total:	Rs. 8.0 million	

Findings: _____

Reasons: _____

Member Inspection Committee

13. Monitoring & Visitation:

- i. That the institution shall furnish annual reports, returns and other information as the University may require to judge efficiency and effectiveness of the institution;
- ii. that monitoring and visitation of institution will be carried out by the Inspection Committee, as deemed appropriate.;
- iii. that the University may call upon affiliated institution to take such action as it may deem necessary in respect of any of the matter specified under law from time to time;
- iv. that the affiliated institution will abide by the laws, rules and regulations of the university with regard to affiliation of institutions issued from time to time;
- v. that the University shall have full powers to take any action, it may consider appropriate including de-affiliation of an affiliated institution. The University may opt for reduction in number of seats, ban on fresh intake (excluding medical and dental colleges*) and imposition of fine upto maximum of Rs. 1 million as deemed appropriate, if it is found indulging in any subversive or unlawful activity, or against provisions of laws. However, in doing so the placement of students pursuing different academic courses will be the responsibility of the affiliated institution and university;
- vi. that the affiliated institution shall be liable to provide facilities to the representatives of university for visitation to enable them to verify that the institution is maintaining appropriate academic standards;
- vii. that the affiliated institution shall furnish an annual statement of accounts to university with details of fees, donations and other income received and expenditure incurred duly audited within two months of the close of every financial year;
- viii. an inspection of affiliated institution shall be held once a year during first three years of its affiliation by the Inspection Committee and subsequently once in three years.

14. Space Standards and Norms:

- i. The institution shall be located in a spacious, separate and independent building conducive for academic activities, situated on plot of at least 20 Kanals, depending on the location having potential for further development, without any other institution or person sharing the premises other than medical or allied health sciences;
- ii. that sufficient space in shape of classrooms, common room, library, laboratories and separate common room for girls is available with appropriate size not less than 18' X 34' sq. ft.;
- iv. that size of laboratory in case of Basic / Natural and Applied Science subjects should be at least 20' X 40' sq. ft.;

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- iv. that institution shall have an auditorium, 2-5 class rooms, students common room (in case of girls students) and staff room;
- v. that institution shall have adequate canteen, toilets, a dispensary and facilities for indoor and outdoor games;
- vi. the desirable space standards for institution are laid down in form (*Annex-II*)

15. Inspection requirements:

In order to physically verify the detailed academic and physical infrastructure available with the institution, the Inspection Committee shall conduct a detailed survey of the institution before grant of affiliation.

16. Annual Retention Fee for Affiliation The institution shall pay as per (*Annex-II*)

17. Conditions and Procedure for De-affiliation:

If an institution fails to observe any of the conditions of affiliation as provided in Section 7 (Conditions Governing the Grant of Affiliation) of the Statutes, or its affairs are conducted in a manner which is prejudicial to the interest of education or the university, the rights conferred as a result of affiliation may, on an inquiry made by the Affiliation Committee, and after giving an opportunity of hearing to the Principal / Head of the affiliated institution and with the approval of Syndicate, be withdrawn. However, the Vice-Chancellor may, on a report of the Affiliation Committee, and after considering such representation as the institution may wish to make, restore its rights either in whole or in parts. The procedure to be followed for the withdrawal of affiliation shall be on case to case basis.

The appeal against refusal or withdrawal of affiliation shall lie to the Chancellor against the decision of Syndicate refusing to affiliate an educational institution or withdrawing the rights conferred on such institution by affiliation or against modification of such rights. If the Chancellor feels necessary he may refer the case back to the Syndicate for review. The decision of the Syndicate shall be final.

18. Institution seeking affiliation of another university within or outside the Territorial limits of the University:

No educational institution related to Medical and Health Sciences, situated within the territorial limits of the University shall, without the consent of the university and sanction of the Provincial Health Department be associated in any way with or seek admission to the privileges of any other University.

19. Visitations: To ensure that the desired standards in teaching, training and research are maintained, each affiliated institution shall be subjected to re-inspection every three years at the rate of 100% of the affiliation processing / inspection fee.

APPLICATION FORM FOR AFFILIATION

Note: *Please answer every question clearly and fully*

1. General:
 - i) Name of Institution, address, web address with email / fax / telephone numbers;
 - ii) Year and objectives of establishment;
 - iii) Name of the controlling authority / chief executive;
 - iv) Name, designation and qualifications of the head of institution;
 - v) Name of registered society/body, trust, foundation, NGO etc;
 - vi) Governing body, its composition and other relevant details
2. Physical facilities:

Infrastructure available in shape of land, type of current building (owned / rented) and total covered area of the administration building;

 - i) Total number and size of class rooms, capacity for students;
 - ii) Details of the laboratories, workshops and equipments appropriate to the courses;
 - iii) Details of the office equipment, furniture and fixtures;
 - iv) Number of quarters/residence at the campus for teaching staff;
 - v) Details of sports grounds and other facilities;
 - vi) Position of gas and water and electricity fitting;
 - vii) Transport vehicles for official use and students;
 - viii) Details of hostel buildings
3. Academic facilities:
 - i) Current academic programmes presented at institution;
 - ii) Details of subjects to be offered at Bachelor's level with proposed combinations of academic groups;
 - iii) Subjects to be offered at Master's level
4. Faculty / Staff:
 - i) Faculty strength, names of members of teaching staff, their qualification, designations, experience, pays scales;
 - ii) Mode of appointment of teaching staff and criteria of selection;
 - iii) Total number of non-teaching, administrative and supporting staff, their designation, qualifications and experience;
 - iv) Details of medical services for students and employees
5. Library:

Number of books, textbooks, journals (international and national), periodicals, newspapers, reference books in library;

 - i) Information regarding accommodated number of students in reading room
6. Facilities regarding Information Technology:
 - i) Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio;
 - ii) Internet connectivity available to students
7. Students:

Total number of students enrolled in the institution;

 - i) Enrolment of students level-wise
8. Admissions:
 - i) General policy;
 - ii) Number of students to be enrolled, level-wise;

- iii) Procedures and criteria of admission
- 9. Quality assurance and student supervision:
Arrangement for academic supervision of students:
 - i) Arrangements for quality assurance:
 - ii) Level of administrative and technical support for quality assurance
- 10. Finances:
Financial position of institution and sources of income to meet the recurring and developmental expenses of the institution;
 - i) Receipts in form of grants, donations, gifts, assets and investment income and fees in term of regular, casual and miscellaneous;
 - ii) Recurring expenditure in term of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc;
- 11. Additional information, if any.

**Name & Signature
of Controller Designatory
of the Institution.**

Note:-

- i) *Please fill in all the relevant information with documentary evidence(s), in case of incomplete information / evidence the response will be considered invalid.*
- ii) *Eleven copies of the Application Form along with supported documents should be provided.*
- iii) *All copies of application form should be originally signed by the Chief Controlling Officer / Chief Executive Officer.*
- iv) *Details/List of the equipment required for each department/specialty may be obtained from KMU Academic Section.*

Annexure-I**STANDARD NORMS FOR THE AFFILIATION OF AN INSTITUTION***(As per Guidelines of Higher Education Commission of Pakistan)*

Component	Nature of Requirement	Standards / Norms for affiliation of institutions	
Departments	Departments (Basic Medical Sciences or Sciences)	Only one department	
	Teacher: Student ratio (desirable)	1:12	Maximum for Medical Science subjects involving Lab. Work
		1:20	For others
	No. of administrative staff including laboratories, library & other staff for miscellaneous duties.	Equal to teaching staff	
Teaching Faculty	Teachers	50 % full time faculty members with minimum prescribed qualification as Masters degree in relevant subject	
	No. of teachers (full-time) required (cadre-wise) per department	-	
	Associate Professor and Professor	Institution seeking affiliation shall have at least one of its teaching faculty with PhD degree in each discipline of Basic Medical Science per 100 students and Masters Degree or equivalent for Allied Health Sciences.	
Libraries	Journals	Subscription to at least 5 Daily newspapers and 5 weekly periodicals	
	Books required	At least 50 reference books per subject and at least 200 books per subject for supplementary reading	
Facilities	Hall / Lecture theatres (desirable)	18' x 34' for each section of class (not exceeding 50 students)	
	No of rooms required (desirable)	2 lecture rooms, 1 seminar room, 1 Library cum Reading room, 1 committee room	
Teaching & Administrative Staff Offices	Required for each University (desirable)	1 Staff room 1 Faculty office	

Laboratories / Workshops / PC / Internet service	No. of laboratories required (desirable)	At least 1 Lab. Per department with appropriate space (in case of science subject)
	Workshops (desirable)	20 to 40 sq ft. per student
	PC (desirable)	1 for 3 students in case of IT courses
	Internet service (desirable)	2 MBS access rate shall be provided
Gross Area	Area in acres	20 kanals at least (depending upon the location having potential for further development).
	Built in/covered Area (desirable)	Minimum 100 sq ft. per student.
	General facilities: office, staff rooms, cafeteria, reading room, auditorium, committee room, conference room, housing for staff, parking space, and toilets etc.	Basic facilities for staff and students
Hostels (Desirable)	Cubicles (desirable) Dormitories (desirable) Dinning (desirable) Gross space (desirable)	-
Scholarships	Scholarships and free-ships	At least 10% of the students to be given scholarships
Finance	Endowment Fund (Secured in the name of Trust / Society)	
	Tangible assets in the form of land / building etc.	
	Working Capital.	
	Total :	Rs. 10 million

Annexure-II

ANNUAL RETENTION FEES

No	Program	Amount Rs.
1	MBBS/BDS public sector	5000/per student
2	MBBS/BDS private sector	15,000/ per student
3	BSc Nursing Public Sector	2000/- per student
4	BSc Nursing Private Sector	5000/- per student
5	Doctor Physiotherapy Public Sector	5000/- per student
6	Doctor Physiotherapy Private Sector	10,000/- per student
7	Pharmacy Public Sector	5000/- per student
8	Pharmacy Private Sector	10,000/- per student
9	BS Paramedical Sciences Public Sector	2,000/- per student
10	BS Paramedical Sciences Private Sector	5,000/- per student
11	Diploma (postgraduate) Public Sector	5,000/- per student
12	Masters programmes Public Sector	10,000/- per student
13	Masters programmes Private Sector	15,000/- per student
14	MPhil / PhD programmes. Public Sector	25,000/- per year per student
15	MPhil / PhD Programmes Private Sector	50,000/- per year per student