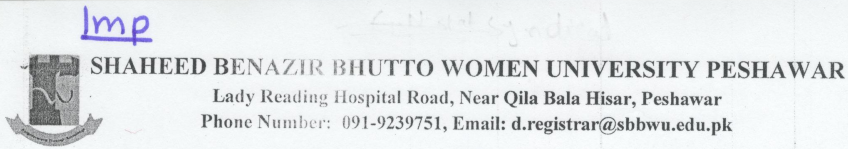


SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY, PESHAWAR
STATUTES-2015



No: 62/AC-IV/Acad-I/REG/SBBWUP
Dated: Wednesday, 30th December, 2015

NOTIFICATION

SUBJECT: SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY, PESHAWAR
REGULATIONS FOR AFFILIATION & DE-AFFILIATION OF FEMALE
EDUCATIONAL INSTITUTIONS IN PUBLIC & PRIVATE SECTOR - 2014

It is notified for the information of all concerned that on the recommendation of the Academic Council made in its 4th meeting held on 8th July, 2015, and the Syndicate in its 15th meeting held on 17th November 2015, has approved the "*Shaheed Benazir Bhutto Women University, Peshawar Regulations for Affiliation & De-Affiliation of Female Educational Institutions in Public & Private Sector*".

SD/-
Registrar

No: 2465-2468/A-I/REG/SBBWUP

1. The Dean, Faculty of Social Sciences, SBBWUP.
2. The Controller of Examinations, SBBWUP.
- ✓ 3. The Assistant Registrar, Affiliations & Monitoring, SBBWUP.
4. The PS to Vice-Chancellor, SBBWUP.


Registrar

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**SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY, PESHAWAR,
STATUTES FOR AFFILIATION AND DE-AFFILIATION OF FEMALE INSTITUTION IN
PUBLIC & PRIVATE SECTOR-2015**

Whereas it is expedient to lay down prescribed procedure for the disposal of applications for the Affiliation and De-affiliation of Female Educational Institutions in public and private sector to Shaheed Benazir Bhutto Women University Peshawar, the following Statutes are hereby framed under Section 28(1)(f) of the Khyber Pakhtunkhwa Universities Act-2012.

1. Short title, commencement & application.-

- (1) These Statutes may be called, the Shaheed Benazir Bhutto Women University, Peshawar Statutes for Affiliation and De-Affiliation of Female Educational Institutions in Public & Private Sector, 2015.
- (2) These Statutes shall come into force with immediate effect.
- (3) These Statutes shall be applicable to all female colleges, institutions throughout the province of Khyber Pakhtunkhwa.

2. Definitions.-

- (1) In these Statutes unless there is anything repugnant in the subject or context of the Act, the following expressions shall have the meaning;
 - (a) “Affiliation” means affiliation of female colleges/institutions with the University;
 - (b) “*Affiliation Committee*” means the Affiliation Committee of the University constituted under Section 10(1) of First Statutes of University of Peshawar.
 - (c) “Commission” means Higher Education Commission set up under the Higher Education Commission Ordinance, 2002 (LIII of 2002);
 - (d) “Inspection Committee” means the Committee appointed by the Competent Authority for conducting inspections of colleges and institutions;
 - (e) “Institution” means Educational Institutions, affiliated or seeking affiliation with the University;
 - (f) “Syndicate” means Syndicate of the University;
 - (g) “University” means The Shaheed Benazir Bhutto Women University, Peshawar;
- (2) All other terms and expressions shall have the same meaning as assigned to them under Section 2 of The Khyber Pakhtunkhwa Universities Act, 2012.

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CHAPTER-I
PUBLIC SECTOR

3. Affiliation procedure.-

(1) The Principal or Head of an Institute established in public sector applying for Affiliation shall make a formal request to the Registrar under intimation to Higher Education Department, Khyber Pakhtunkhwa, at least six months before the commencement of admissions with a demand draft of Rs. 25,000/- (Rupees Twenty Five Thousand only). This amount will cover the application processing fee of Rs. 5,000/-(Rupees Five Thousand only) and Rs. 20,000/- (Rupees Twenty Thousand Only) as Affiliation Fee, (both non-refundable).

Provided that No application for Affiliation shall be entertained unless the required fee is credited to the University account.

(2) On acceptance of the request for Affiliation by the University, an application form shall be sent to the Institution for completion and resubmission within two weeks.

(3) In case of subsequent applications for Affiliation in any additional subjects or degree programs, an additional amount of Rs.21, 000/-(Twenty One Thousand only) as Affiliation fee shall be charged. (Where as Rs. 1000/- (Rupees One Thousand only) is the application processing fee and Rs.20, 000/- (Twenty Thousand only) as Affiliation Fee, (both non-refundable). The same procedure will be followed every time.

(4) After having so received the application form duly completed in all respects, the Registrar will examine the documents, and if the requirements have been fulfilled, a proposal for Inspection Committee shall be submitted to the Vice-Chancellor for approval.

(5) The Syndicate shall be the competent authority to revise the rates of affiliation from time to time.

4. Inspection committee.-

(1) The Inspection Committee shall consist of:

- a. Professor/Associate Professor of the relevant discipline to be nominated by the Vice Chancellor; who shall be the convener;
- b. Subject expert(s) in the relevant field to be nominated by the Vice Chancellor;

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- c. Controller of Examination or his nominee;
- d. Librarian or his nominee;
- e. Director Sports or his nominee;
- f. Assistant Registrar Affiliations who shall be the secretary.
- g. Any other member from Shaheed Benazir Bhutto Women University, Peshawar as appointed by the authorities, if deemed necessary.

(2) The Inspection Committee shall examine the Physical infrastructure and facilities of the educational institutions seeking affiliation.

(3) The Convener of the Inspection Committee shall submit a comprehensive report to the Registrar along with the individual reports of the members of the inspection committee.

(4) If the Affiliation Committee is satisfied with the report of the Inspection Committee, it may recommend the institution concerned, to be affiliated. Otherwise, it may propose re-inspection if deemed necessary.

Recommendations of the Affiliation Committee shall be placed before the Academic Council, which will forwarded to the Syndicate for further necessary approval.

However, to avoid delay and for reasons to be recorded, the Vice Chancellor may grant provisional affiliation of any institution in anticipation to the approval of the Syndicate..

5. Annual renewal affiliation fee.-The Affiliated Institution shall renew affiliation on early basis at the following rates:-

- (a) Rs. 6,000/- (Rupees Six Thousand) for B.A and B.Sc degree programs separately.
- (b) Rs. 12,000/- (Rupees Six Thousand) for each discipline of BS 4-Year program Affiliated with the University.

6. Conditions governing the grant of affiliation.-

(1) Institutional and academic.-The Affiliated Institutions, shall be governed by the Statutes/ Regulations/ Policies framed by the University from time to time regarding;

- (a) The general scheme of studies;
- (b) Duration of the courses;

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- (c) The medium of instruction and examination;
 - (d) The conditions of admission to the courses;
 - (e) Detailed syllabi for the examinations conduct by the University;
 - (f) The conditions under which students shall be admitted to the examinations of the University;
 - (g) The discipline of the students and their supervision;
 - (h) The health and general welfare of students;
 - (i) The ratio between teachers, students as per HEC criteria and the total work load of a teacher; as prescribed by the University.
 - (j) That provision must exist for library as per ratio provided by HEC and fully equipped laboratory as per student ratio in the institution.
 - (k) The library shall have at least 20 copies as prescribed reference books per subject and at least 10 books per subject for supplementary reading. However the institution should upgrade the number of books by adding new editions and titles to raise the standard of the library. The institution should subscribe Daily Newspapers and weekly periodicals conducive to their studies.
 - (l) The Institution should have internet connectivity with appropriate number of computers depending upon the students' strength for each subject.
- (2) Financial.-**The college / institution shall ensure provision for adequate funds, maintenance and up gradation of laboratories and libraries and other social liabilities of the institution.
- (3) Constitutional and cultural.-**
- (1) The Institution shall be required to strictly comply with and respect the constitutional provisions, local laws, cultural and religious sensitivities.
 - (2) The Institution must restrict itself to training and co-curricular activities and shall not indulge in activities detrimental to national, religious, social and cultural norms.
- (4) Co-curricular & health care facilities.-**
- (1) That Institution should facilitate co-curricular activities. Excursions to places of historical importance and students' visits to Educational, Research and Development Organizations shall also be arranged for augmenting the development of students.
 - (2) Facilities for in-door and out-door games should be ensured to provide healthy outlets to the youth for infusing in them the sense of competition, team spirit and tolerance.
 - (3) Health care should be provided to the students on priority basis.

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(5) Monitoring & visitation.-

- (1) The institution/college shall furnish such (annual) report, returns and other information as the University may require, enabling it to judge the academic and financial effectiveness of the institution/college.
- (2) Monitoring and surprise visits of institution shall be carried out by the Officer/Inspection Committee, appointed/constituted by the University from time to time.
- (3) The University may call upon affiliated institution to take such action as it may deem necessary in respect of any untoward activities.
- (4) The affiliated institution shall abide by the Statutes, Rules, Regulations and Policies of the University with regard to affiliation of institution as amended from time to time.
- (5) The institution must facilitate the students to perform mandatory Social Work in accordance with the Social Work Regulations and directives issued by the University from time to time.

7. De-affiliation.-The affiliation granted to educational institution may be withdrawn if;

- (1) If it fails to deposit Annual Renewal fee or submit reports, returns and other information as the University may require;
- (2) Admission is granted in violation of the University Regulations or Policies;
- (3) Refuses or declines Inspection of its premises;
- (4) Instigates or provokes its students to issue press statements or make agitation/protest against the University;
- (5) Is involved in irregularities such as forcing the students to pay more fees and dues under one pretext or the other;
- (6) Teaching is not conducted in accordance with the prescribed courses and syllabi or the institution does not properly maintain complete record of attendance of the students and teachers;
- (7) Not paying the University dues/fees in time;
- (8) Any other ground which the University deems appropriate may be placed before the Syndicate for reviewing the statutes of performance of the college/institution under the provisions of the Act.

8. Procedure for the withdrawal of affiliation.-

- (1) A notice may be served to the affiliated college/institution on the recommendation of the Affiliation Committee by the Registrar duly endorsed to the Higher Education Archives & Libraries Department.

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- (2) If the Affiliated Institution, after the final notice, fails to comply with the requirements or fails to assure the conditions governing affiliation, the Affiliation Committee shall serve a Show Cause Notice to the institution.
- (3) If the affiliated Institution fails to comply with the Show Cause Notice within the prescribed period, the Affiliation Committee may recommend, De-Affiliation of the Institution to the Syndicate.
- (4) The Syndicate, while considering recommendations of the Affiliation Committee, shall provide an opportunity of representation to the institution.
- (5) After examining of the case, the Syndicate may finally decide the withdrawal of affiliation or impose strict conditions or impose penalty as it deems appropriate.
- (6) The institution may submit an appeal to the Senate against the decision of the Syndicate within 30 days.
- (7) The Senate may give an opportunity to the institution/college of being heard and dispose off the appeal on merit. The decision of the Senate shall be final.

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CHAPTER-II
PRIVATE SECTOR

9. Affiliation procedure.-

- (1) An educational institution in private sector seeking affiliation with the University shall, through its Principal/Head make a formal request to the Registrar at least six months before the commencement of admissions along with the statement as provided under Section 32 (1) of the Khyber Pakhtunkhwa Universities Act, 2012 with a demand draft of Rs. 60,000/- (Sixty Thousand only). This amount will cover the non-refundable application processing fee of Rs. 10,000/- (Ten Thousand) and Rs. 40,000/- (Forty Thousand) as processing Fee provided that this amount shall be refundable in case no process is conducted or the institution demands it before the inspection is conducted.
Provided that application for affiliation will not be entertained unless the required fee is credited to the University account.
- (2) On acceptance of the request for affiliation by the University, an application form shall be sent to the Institution for completion and resubmission within two weeks.
- (3) After having received the application form duly completed in all respects, the Registrar will examine the documents, and if the requirements have been fulfilled, a proposal for Inspection Committee shall be submitted to the Vice-Chancellor for approval.
- (4) In case the affiliation is granted, the institution/college shall remit to the University affiliation fee of Rs. 1, 50,000/- (One lac, Fifty Thousand) through Bank draft, or pay order in favor of the Treasurer of the University within seven days of the receipt of affiliation notification.
- (5) In case of subsequent applications for affiliation in any additional subjects or degree programs, an additional amount of Rs.40, 000/- (Forty Thousand) as affiliation inspectional fee shall be charged. The same procedure will be followed every time.
- (6) The Syndicate of the University shall be the competent authority to revise the rates of affiliation from time to time.

10. Inspection committee.-

- (1) The Inspection Committee shall consist of:
 - (a) Professor/Associate Professor of the relevant discipline to be nominated by the Vice Chancellor; who shall be the convener;
 - (b) Subject expert(s) in the relevant field to be nominated by the Vice Chancellor;

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- (c) Controller of Examination or his nominee;
 - (d) Librarian or his nominee;
 - (e) Director Sports or his nominee;
 - (f) Assistant Registrar Affiliations who shall be the secretary.
 - (g) Any other member from Shaheed Benazir Bhutto Women University, Peshawar as appointed by the authorities, if deemed necessary.
- (2) The Inspection Committee shall examine the infrastructure and facilities of the educational institutions seeking affiliation in the light of the provisions under section 32 and the statutes framed there under.
- (3) The members of the Inspection Committee shall submit their individual reports to the secretary of the committee. The Convener of the Inspection Committee shall submit a comprehensive report to the Registrar.
- (4) The reports/recommendations compiled by the Registrar shall be placed before the Affiliation Committee.
- (5) If the Affiliation Committee is satisfied with the report of the Inspection Committee, it may recommend affiliation of the institution concerned. Recommendations of the Affiliation Committee shall be placed before the Syndicate for approval.

11. Annual renewal fee.-

- (1) The affiliated institution/college shall pay annual renewal fee as per rates prescribed below subject to revision(s) by the Syndicate from time to time:-

S.No	Disciplines	Annual Renewal Fee (Per student)
1	BA/B.Sc (Annual System)	Rs.600/- Rs. 900/- respectively
2	MA/M.Sc (2 Year programs)	Rs.1500/- Rs. 2500/-
3	BS 4-Year Programs (Arts/Science)	Rs.2000/- Rs. 3000/-
4	MBA (3.5 -Years)	Rs.4000/-

- (2) If an Institution Affiliated with the University does not admit students, for whatever reason, the said Institution will be required to pay a fee equal to 40% amount against the entire allocated seats per

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annum as Affiliation Retaining fee. This facility will however be provided for a spell of three years only, and if the Institution fails to register any student even after three years, it all stand disaffiliated.

12. Conditions governing the grant of affiliation.-

(1) Institutional and academic.-The affiliated institution shall be governed under the provision of the Act, Statutes/ Regulations/ Policies framed by the University from time to time regarding;

- (a) The general scheme of studies/syllabi;
- (b) The duration of courses;
- (c) The medium of instructions and examination;
- (d) The conditions of admission to the courses;
- (e) Regulation for the conduct of examinations;
- (f) The conditions under which students shall be admitted to the examinations of the University;
- (g) The discipline of the students and their supervision;
- (h) The health and general welfare of students;
- (i) The ratio between teachers, students as prescribed by the HEC and the total work load of a teacher as prescribed by the University;
- (j) Provision for library as per ratio provided by HEC and fully equipped laboratory as per student ratio in the institution;
- (k) The library shall have at least 20 copies as reference prescribed books per subject and at least 30 books per subject for supplementary reading. However, the institution should upgrade the number of books by adding new editions and titles to raise the standard of the library. The institution should subscribe Daily Newspapers and weekly periodicals;
- (l) The institution should have internet connectivity with appropriate number of computers depending upon the students' strength for each subject being taught.
- (m) The affairs of the institution should be carried out under the supervision of a Board of Governors, consisting, inter alia, of one nominee of the University.

(2) Accommodation.-

- (1) The site selected for the Institution (seeking affiliation) must be suitable from Academic point of view. Sustainable physical requirements for such type of Institution must be ensured.
- (2) The building should be owned/hired by the management of the Institution. In case of a rented building, a lease deed for a period of at least 05 years must be produced along with building map, subject clause-II, within the city limit. If in case the College intends to enter into a new lease

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agreement with a new party, they will be required to deposit Rs. 25,000/- (Rupees Twenty Five Thousand Only) so that inspection in respect to change in venue may be undertaken.

(3) Financial.-

- (1) The college / institution shall ensure provision for adequate funds, to cover the maintenance and updation of laboratories and libraries and other social liabilities of the Institution.
- (2) Every affiliated institution shall provide an audited financial statement showing financial health of the Institution.

(4) Constitutional and cultural.-

- (1) The Institution shall be required to strictly comply with and respect the constitutional provisions, local laws, cultural ethos and religious obligations.
- (2) The Institution must restrict itself to training and co-curricular activities and shall not indulge in activities detrimental to national, religious, social and cultural norms.

(5) Co-curricular & health care facilities.-

- (1) That institution should ensure holding co-curricular activities. Excursions to places of historical importance and students' visits to Educational, Research and Development Organizations shall also be arranged for augmenting the development of students.
- (2) The facilities for in-door and out-door games should be ensured to provide healthy outlets to the youth for infusing in them the sense of competition, team spirit and tolerance. Health care should be provided to the students on priority basis.

(6) Monitoring & visitation.-

- (1) The institution/college shall furnish such (annual) report returns and other information as the University may require, enabling it to judge the academic and financial effectiveness of the institution/college.
- (2) Monitoring and surprise visits of institution shall be carried out by the Officer/Inspection Committee, appointed/constituted by the University from time to time.
- (3) The University may call upon affiliated institution to take such action as it may deem necessary in respect of any untoward activities.
- (4) The affiliated institution shall abide by the Statutes, Rules, Regulations and Policies of the University with regard to affiliation of institutions as amended from time to time.

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(5) The institution must facilitate the students to perform mandatory Social Work in accordance with the Social Work Regulations and directives issued by the University from time to time.

13. De-affiliation.-The affiliation granted to educational institution may be withdrawn if;

- (1) If it fails to deposit Annual Renewal fee or submit reports, returns and other information as the University may require;
- (2) Admission is granted in violation of the University Regulations or Policies;
- (3) Refuses or declines Inspection of its premises;
- (4) Instigates or provokes its students to issue press statements or make agitation/protest against the University;
- (5) Is involved in irregularities such as forcing the students to pay more fees and dues under one pretext or the other;
- (6) Teaching is not conducted in accordance with the prescribed courses and syllabi or the institution does not properly maintain complete record of attendance of the students and teachers;
- (7) Not paying the University dues/fees in time;
- (8) Any other ground which the University deems appropriate may be placed before the Syndicate for reviewing the statutes of performance of the college/institution under the provisions of the Act.

14. Procedure for the withdrawal of affiliation.-

- (1) A notice may be served to the affiliated college/institution on the recommendation of the Affiliation Committee by the Registrar.
- (2) If the Affiliated Institution, after the final notice, fails to comply with the requirements or fails to assure the conditions governing affiliation, the Affiliation Committee shall serve a Show Cause Notice to the institution.
- (3) If the affiliated Institution fails to comply with the Show Cause Notice within the prescribed period, the Affiliation Committee may recommend, De-Affiliation of the Institution to the Syndicate.
- (4) The Syndicate, while considering recommendations of the Affiliation Committee, shall provide an opportunity of representation to the institution.
- (5) After examining of the case, the Syndicate may finally decide the withdrawal of affiliation or impose strict conditions or impose penalty as it deems appropriate.
- (6) The institution may submit an appeal to the Senate against the decision of the Syndicate within 30 days.

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(7) The Senate may give an opportunity to the institution/college of being heard and dispose off the appeal on merit. The decision of the Senate shall be final.

15. Removal of Difficulties.- If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

16. Anomaly Committee. - Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the Anomaly Committee provided under section 41 of the Shaheed Benazir Bhutto Women University, Peshawar Service Statutes, 2015. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate shall be final.

17. Amendment in the Statutes. - Any amendment / modification in these Statutes shall be proposed by the Syndicate on the recommendations of the Anomaly Committee.

18. Saving.- Everything done, action taken, obligations or liabilities incurred, rights and assets acquired, persons appointed or authorized, jurisdiction or powers conferred, endowments, bequests, funds or trusts created, donations or grants made, scholarships, studentship, or exhibitions instituted, affiliations or privileges granted and orders issued under any of the provisions of the repealed Act or adopted legislative instruments or the Statutes, the Regulations and the Rules made or deemed to have been made there under, shall, if not inconsistent with the provisions of the Act may deemed to have been respectively done, taken, incurred, acquired, appointed, authorized, conferred, created, made, instituted, granted and issued under these Statutes, and any documents referring to any of the provisions of the repealed Acts, Ordinances, other legislative instruments or the Statutes, the Regulations and the Rules first referred shall, so far as may be, be considered to refer to the corresponding provisions of the Ordinance or the Statutes, the Regulations and the Rules made under the Khyber Pakhtunkhwa Universities Act, 2012. Any Statutes, Regulations, or Rules made or deemed to have been made under the adopted legislative instruments shall, if not inconsistent with the provisions of the Act, be deemed to be Statutes, Regulations or Rules made under the Khyber Pakhtunkhwa Universities Act, 2012 and everything done and any action taken under those Statutes, Regulation and Rules shall have effect as if they were done under these Statutes.