


**SHAHEED BENAZIR BHUTTO
WOMEN UNIVERSITY PESHAWAR
AFFILIATION AND DISAFFILIATION
OF EDUCATIONAL INSTITUTIONS
AND RELATED MATTERS
STATUTES, 2016**


Section Officer (III),
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

CHAPTER – 1

A. STATUTES FOR GRANTING AFFILIATION BY SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR TO PUBLIC SECTOR INSTITUTIONS/COLLEGES

1. Short title, commencement and application

- 1.1 These Statutes shall be called Shaheed Benazir Bhutto Women University Peshawar Affiliation Statutes, 2016 for educational institutes / colleges in Public Sector, framed under Section 28 (1) (f) 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 Sector within the territorial jurisdiction of Shaheed Benazir Bhutto Women University Peshawar.

3. Definitions

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

- (a) “University” means “Shaheed Benazir Bhutto Women University”;
- (b) “Affiliation” means affiliation with Shaheed Benazir Bhutto Women University Peshawar;
- (c) “Affiliation Committee” means the Affiliation Committee of Shaheed Benazir Bhutto Women University Peshawar;
- (d) “Inspection Committee” means a Committee constituted by the Vice Chancellor for inspecting the Educational Institutes established by the Government;
- (e) 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.

4. Objectives

These statutes provide for;

- a. grant of affiliation to the colleges and institutes imparting higher/ professional education falling within the territorial jurisdiction of the University.

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addition of new programme or increase in intake/ number of seats.

- c. withdrawal of affiliation or reduction in intake / number of seats

5. Eligibility Criteria

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 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.

6. Procedure for seeking affiliation with Shaheed Benazir Bhutto Women University Peshawar

- 6.1 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, 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.
- 6.2 All such applications shall be submitted along with application and Inspection Fee (non-refundable), remitted to Shaheed Benazir Bhutto Women University Peshawar Account.
Provided that no application for affiliation shall be entertained, unless the required fee is credited to the University
- 6.3 In case of subsequent applications for affiliation in any additional subject(s), the College / Institute shall deposit Re-Inspection fee at the rate prescribed by Syndicate for each subject and the procedure in section 6.1 of the Statutes shall be followed.
- 6.4 No application for affiliation shall be entertained unless the prescribed fee has been credited to the University.

- 6.5 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.
- 6.6 If the Registrar, after examining the documents, is satisfied that the prescribed requirements have been fulfilled, he may propose to the Vice Chancellor, the appointment of an Inspection Committee for visiting the College/Institute concerned.
- 6.7 The members of Inspection Committee shall be appointed by the Vice Chancellor, which shall include:
- a. Dean or Professor of the relevant Faculty;
 - b. Chairperson/ Head of the Department, or Professor or Associate Professor of the concerned discipline;
 - c. Registrar or his nominee;
 - d. Controller of Examinations or his nominee;
 - e. One Member of the Affiliation Committee;
 - f. At least two subject experts (of the relevant discipline);
 - g. Librarian;
 - h. Director Sports;
 - i. Treasurer or his nominee;
 - j. Any other member(s) from the University nominated by the Vice Chancellor or Registrar as per requirement.
- 6.8 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.
- 6.9 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.
- 6.10 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.
- 6.11 If the Affiliation Committee is satisfied with the statements, it may recommend affiliation of the Institute concerned.
- 6.12 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 in anticipation of the approval of the Syndicate.
- 6.13 The Educational Institute affiliated to Shaheed Benazir Bhutto Women University Peshawar 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.
- 6.14 The teaching staff of the affiliated educational Institute shall possess such qualifications as may be prescribed by the Government of Khyber Pakhtunkhwa.
- 6.15 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 Shaheed Benazir Bhutto Women University Peshawar. Action, if any, shall be taken against any institute under Section 32 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016.
- 6.16 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.
- 6.17 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].
- 6.18 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]
- 6.19 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.
- 6.20 Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require to enable it to judge the efficiency of the educational institution. [Refers Section 34 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016]


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7. Affiliation and Annual Renewal Fee

- 7.1 a. Every Public Sector institution affiliated to Shaheed Benazir Bhutto Women University Peshawar shall regularly pay Annual Affiliation Renewal 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(Hons) or higher degree] programme (in addition to the Annual Scheme of Studies) will pay the Annual Renewal Fee, as prescribed by the Syndicate.

7.2 The Annual Renewal 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 Renewal 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 disaffiliation shall be issued on basis of Financial Incompetency.

8. Objectives of Affiliation/Inspection Committee Regarding the Criteria of Affiliation for Public Sector institute

The objective of Affiliation / Inspection Committee is to monitor the academic activities of the Public Sector 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 brining about uniformity of educational standards in public / private Institutes. In addition, Shaheed Benazir Bhutto Women University Peshawar has its own Affiliation Statutes for public and private institutions to regulate affiliation and disffiliation 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.

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9. General

- 9.1 The practice of granting provisional affiliation will be stopped forthwith. Affiliation will be granted on regular basis after having ensured the fulfillment of all requirements for affiliation under these Statutes.
- 9.2 The Professional Institutions, such as Medical Colleges, Para Medical Institutions, Engineering Colleges and Institutions, Homoeopathic and Tibbia Colleges and any other institutions, desirous of seeking affiliation with Shaheed Benazir Bhutto Women University Peshawar, 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, Pakistan Engineering Council, National Council for Homoeopathy, National Tib Council, etc, before approaching Shaheed Benazir Bhutto Women University Peshawar with their applications for affiliation.

10. DISAFFILIATION

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


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B. STATUTES FOR GRANTING AFFILIATION TO EDUCATIONAL INSTITUTIONS IN PRIVATE SECTOR BY SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

1. Short title, commencement and application

- 1.1 These Statutes shall be called Shaheed Benazir Bhutto Women University Peshawar affiliation Statutes for education institutes in private sector, framed under Section 28(1)(f) of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016.
- 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 Education Institutions in private sector within the territorial jurisdiction of Shaheed Benazir Bhutto Women University Peshawar.
- 2.2 Colleges and institutes falling within the territorial jurisdiction of other universities of the Province.


Provided that they opt for affiliation with Shaheed Benazir Bhutto Women University Peshawar and provide NOC from University of its jurisdiction.

- 2.3 existing educational institutes / colleges of the Province
Provided they opt for affiliation with Shaheed Benazir Bhutto Women University Peshawar and get delinked from other university to which they were affiliated earlier and was/were in their jurisdiction.

3. Definitions

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

- (a) "University" means "Shaheed Benazir Bhutto Women University Peshawar";
- (b) "Affiliation" means affiliation with Shaheed Benazir Bhutto Women University Peshawar;
- (c) "Affiliation Committee" means the Affiliation Committee of Shaheed Benazir Bhutto Women University Peshawar;
- (d) "Inspection Committee" means a Committee constituted by the Vice Chancellor for inspecting the Educational Institution established by the Government;


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- (e) 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.

4. Objectives

The statutes provide for;

- a. grant of affiliation to the educational institutes / colleges imparting higher education
- b. addition of new programme or increase in intake/ number of seats.
- c. withdrawal of affiliation or reduction in intake/ number of seats.

5. Eligibility Criteria

- 5.1 The Educational Institutes / Colleges as prescribed in clause-2 imparting/ intend to impart higher education in one or more disciplines, may be admitted to the University as its affiliated college/institutes.

Provided the requirement for affiliation are fulfilled by the College/Institute concerned.

- 5.2 In addition to fulfillment of requirements under section 32 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016, all requirements as prescribed in the Statutes shall be fulfilled by the applicant college/institute prior to inspection day.
- 5.3 No College/ Institute shall be granted conditional affiliation.
- 5.4 In case of any deficiency, the Affiliation Committee may defer the case and shall give reasonable time to the college/institute for fulfilling the requirement before a re-inspection after depositing of due fee for the such visit.


6. Applications for Affiliation

Any private college/Institute as prescribed in clause-2 above may apply for affiliation with Shaheed Benazir Bhutto Women University Peshawar.

7. Procedure for seeking affiliation with Shaheed Benazir Bhutto Women University Peshawar

- 7.1 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 in the 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 along with Registration Certificate from Higher Education Regulatory Authority.

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- 7.2 All such applications shall be submitted along with Application and Inspection Fee, as prescribed by the Syndicate to be credited to the University account.
- 7.3 In case of subsequent application for affiliation in any additional subject(s) (in the same degree programme) the institution concerned shall deposit Re-inspection Fee as prescribed by the Syndicate (non-refundable), for each subject, which shall be different for new degrees in Emerging Sciences. The procedure in clause 7.1 of these statutes shall be followed.
- 7.4 No application for affiliation shall be entertained unless the prescribed fee has been credited to the University.
- 7.5 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.
- 7.6 If the Registrar, after examining the documents, is satisfied that the prescribed requirements have been fulfilled, he may propose to the Vice Chancellor, the appointment of an Inspection Committee for visiting the College / Institute concerned.
- 7.7 The members of Inspection Committee shall be appointed by the Vice-Chancellor, which shall include;
- a. Dean or Professor of the relevant Faculty;
 - b. Chairperson/Head, or Professor or Associate Professor of the concerned discipline;
 - c. Registrar or his nominee;
 - d. Controller of Examinations or his nominee;
 - e. One member of the Affiliation Committee;
 - f. Two subject experts (of the relevant discipline);
 - g. Director Sports;
 - h. Treasurer or his nominee not below the rank of Deputy Treasurer;
 - g. Librarian;
 - i. Any other member from the University nominated by the Vice Chancellor or Registrar as per requirement.
- 7.8 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 (Annexure-A). The Inspection Committee shall submit its report to the Affiliation Committee on the prescribed format (Annexure B) for each discipline separately.
- 7.9 The inspection Committee after satisfying itself that the prescribed requirements have been actually fulfilled, may recommend the grant of affiliation of College/Institute.

- 7.10 The recommendations of the Inspection Committee shall be placed before the Affiliation Committee, which may accept the recommendations or reject or send the case back with comments to the Inspection Committee for re-examination.
- 7.11 The Affiliation Committee may call the Convener of the Inspection Committee for any queries /clarification if necessary.
- 7.12 The Affiliation Committee, after such further inquiry, if any, as it might consider necessary, shall forward its recommendation to the Syndicate for approval. However, to avoid delay, the Vice Chancellor may grant approval for notifying the affiliation in anticipation of the approval of the Syndicate, for reasons to be recorded.
- 7.13 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 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.
- 7.14 Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require to enable it to judge the efficiency of the educational institution. [Refers Section 34 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016]
- 7.15 The educational institution affiliated to Shaheed Benazir Bhutto Women University Peshawar 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.
- 7.16 Every educational Institute shall promptly report to the University regarding any transfer or change in the Management, teaching staff or any circumstances affecting the adequacy of its financial resources. An undertaking to this effect be submitted by each educational Institute.

[as contained in Section 32(2) of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016]

- 7.17 All appointments of Administration and Faculty/Teachers must be approved by the Board of Governors of the institute.
- 7.18 The teaching staff of the affiliated educational institution shall be in possession of such qualifications as may be prescribed by Shaheed Benazir Bhutto Women University Peshawar.
- 7.20 Inspection of affiliated educational institution shall be held from time to time and action can be taken under Section 34(1) (2) and 35 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016 for violation of these Statutes.
- 7.21 There shall be a Board of Governors of each institution, which shall meet twice a year. The following shall be ex-officio members of the Board of Governors of the affiliated institution in addition to others:
- Dean or Professor of the concerned Faculty to be nominated by the Vice Chancellor;
 - Head or Professor or Associate Professor of the concerned discipline to be nominated by the Vice Chancellor;
 - Registrar or his nominee;
- 7.22 An affiliated institution 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 sub section 7.1. & 7.2

8. Affiliation and Annual Renewal Fee

- 8.1 After approval of affiliation from the Competent Authority, the affiliated institution shall be required to deposit Affiliation Fee at the rate prescribed by the Syndicate.
Provided that the Affiliation shall be notified only after the institution has deposited the prescribed fee
- 8.2 Each educational institution affiliated with Shaheed Benazir Bhutto Women University Peshawar shall pay the Annual Renewal Fee per student as the rate prescribed by the Syndicate.
- Excluding only those who earn compartment and are not promoted to the next higher class.
 - Renewal fee shall be remitted to the University Account along with the list of students showing year-wise enrolment (in duplicate), fee structure (all dues charged) addressed to the Registrar. Crossed cheque shall not be acceptable.
- Examination forms of the institutions failing to comply with the instructions issued, shall not be entertained by the Controller of Examinations.


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- (d) The Academic/Affiliation Section will receive the above mentioned fee alongwith examination admission forms of the candidates and will not issue Roll Numbers to the institutions unless the renewal fee is cleared.
- 8.3 a. The Annual Renewal Fee prescribed by Shaheed Benazir Bhutto Women University Peshawar is an auditable entity which is neither refundable nor relaxable/exemptable and hence, each affiliated college/ institute must deposit the same by 31st December each year.
- b. For any delay not depositing the Annual Renewal 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 disaffiliation shall be issued on basis of Financial Incompetency.
9. 9.1 Building of an institution (seeking affiliation) should consist of offices, classrooms, library, staff room, Principal's office, common rooms, bath rooms, and such other facilities e.g. labs., as are needed for an institution of this nature in accordance with the criteria set out by the Higher Education Commission.
- 9.2 The building is to be owned or rented by the management of the institution. In case of a rented building, a lease deed / rent deed for a period of at least 5 years must be produced.
- 9.3 If an institution, after submission of such deed for 05 years, fails to maintain its running of the college in the same building, it shall apply to the University as per "initial procedure of affiliation" for inspection of the new building/premises atleast 03 months before the planned shifting. The college must not shift until approval for the the new building/premises' clearance and suitability is granted by the Statutory Body/Competent Authority. Further, the institute/college must pay Inspection Fee at the rate as prescribed by the Syndicate.
- 9.4 If a college/institute is affiliated in more than one discipline the new building and its premises will be inspected according to that requirement.
10. **Suspension of Affiliation and disaffiliation of a college/institution**
- 10.1 If in the opinion of the Affiliation Committee/Syndicate, an affiliated college/institute (Administration or Board of Governors) has failed to comply with these Statute, the Affiliation Committee 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 of an affiliated college/Institute, two months notice in writing that it intends to recommend disaffiliation 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 governing body of the affiliated college/institution of the matters regarding which it is alleged that the college has failed to comply with this Statute;
 - give the management of the affiliated college an opportunity to show cause why the college/institution should not be disaffiliated.

11. General

- 11.1 The practice of granting provisional affiliation shall be stopped forthwith. Affiliation shall be granted on permanent basis after having ensured the fulfillment of all affiliation requirements under the provision of these Statutes. However, the continuation of affiliation shall be subject to Section 34(1) (2) and 35 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016.
- 11.2 The Professional Institutions, such as Medical Colleges, para Medical Institutions, Engineering Colleges and Institutions, Homoeopathic and Tibbia Colleges and other Institutions, desirous of seeking affiliation with Shaheed Benazir Bhutto Women University Peshawar, 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, Pakistan Engineering Council, Pharmacy Council of Pakistan, National Council for Homoeopathy, National Tib Council, etc, before approaching Shaheed Benazir Bhutto Women University Peshawar with their applications for affiliation.
- 11.3 Any educational institutions in Private Sector, seeking affiliation with Shaheed Benazir Bhutto Women University Peshawar, shall be required to have been registered with Higher Education Regulatory Authority (HERA) and accredited with or recognized relevant Council or Accreditation Authority established by the Federal or Provincial Government.

12. Disaffiliation

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


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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.

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; ,

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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. Financial position of institution/college and sources of income to meet the recurring and developmental expenses of the institution/college duly audited by Assistant Director local fund Department of the University and Director Finance or his nominee on nominal audit fee to be paid by the concerned Institute/College.


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- ii. Receipts in form of grants, donations, gifts, assets and investment income and fees in term of regular, casual and miscellaneous;
- iii. Recurring expenditure in term of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.

11. **Additional information, if any**

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



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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 Shaheed Benazir Bhutto Women University Peshawar
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		


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Teaching Faculty	Teachers	50% full time faculty members with minimum prescribed qualification as Master degree in relevant subject	
	No. of teachers (full- time) required (cadre-wise) per department	Six teachers per department (Relaxable for Public Sector Colleges to hire faculty on Contract basis if regular faculty is deficient)	
	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)		


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	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: _____


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Member Inspection Committee

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