

KHYBER MEDICAL UNIVERSITY AFFILIATION OF COLLEGES / INSTITUTIONS 2008

1. These statutes may be called “The Khyber Medical University Affiliation of Colleges / Institutions Statutes 2008” in terms of Section 27(1)(f) read with Section 30(2) and (4) of The Khyber Medical University Act, 2006 (N.-W.F.P. Act No. 1 of 2007), in addition to and not in derogation of Section 30, 31, 32, 33 & 34 of The Act.

2. These statutes shall come enforce at once.

3. Definitions:

In these statutes unless there is any thing repugnant in the subject or context of The Khyber Medical University Act, 2006 (N.-W.F.P. Act No. 1 of 2007) the following expression shall have the meaning of;

- i. “Affiliation” means affiliation with the university;
- ii. “Affiliation Committee” means the committee, which guides the university regarding affiliation / de-affiliation of institution;
- iii. “Inspection Committee” means the committee executing inspection of the institute;
- iv. “Institution” means the Educational Institution imparting education and training in the field of Medical and Health Sciences seeking affiliation with the university;
- v. “Affiliated Institution” means the educational institution to which affiliation is granted by the university.
- vi. “Principal’ means the head of the college or the chief executive of the institution applying for affiliation;
- vii. “Syndicate” means Syndicate of the university;
- viii. “Vice-Chancellor” means Vice-Chancellor of the university;
- ix. “Registrar” means registrar of the university.

3. Affiliation Committee: (1) There shall be an affiliation committee to be notified by the University for the Affiliation of public and private sector Health Educational Institutions.

(2) The committee shall be comprising of the following;

- i) The Chairman; a Professor of the constituent/affiliated college / institution of the University, to be nominated by Vice-Chancellor;

May be substituted by the following;

(The Chairman: Director Academic and Admission of the University, if he / she is a Professor, otherwise the Vice Chancellor shall nominate a Professor as a Chairman)

- ii) Two Professors / Associate Professors of the constituent / affiliated college / institution of the University from disciplines in which affiliation is being sought by the institution;
- iii) Registrar of the University or his nominee;

- iv) The affiliation Committee may co-opt experts for specific meetings from inside or outside the university, conforming to the matter being considered.
- (3) Quorum for a meeting of Affiliation Committee shall be three members;
- (4) The term of office of the members shall be three years.
- 4. The functions of the Affiliation Committee: The following shall be the functions of the committee;
 - i) To scrutinize the application of an institutions and inspection report of the Inspection Committee there of, as provided under Section 5 of the Statutes, and to advise Senate regarding affiliation of the institution;
 - ii) To monitor the academic performance of the institutions;
 - iii) To inquire into complaints containing allegation of breach of conditions of affiliation by institutions and to advise the Syndicate thereon;
 - iv) To recommend to the Syndicate suspension or withdrawal of privileges of the university to an institution;
 - v) To perform such other functions as may be assigned to it from time to time
- 5. Inspection Committee: (1) There shall be an Inspection committee constituted by the University, comprising the members of Affiliation Committee of the University including two members, one each from Academic and Examination Section of the University. The Committee may co-opt two officers, one each from the Academic and Examinations Sections if so required (Needs to be substituted).
- (2) The committee shall execute the preliminary examination of the institution for basic requirements to be used as an institution to cater the need of medical and health education of the society, supplementing quality education and training. The Committee will inspect the institution seeking affiliation and to submit its report to Syndicate through the Affiliation Committee. The Syndicate will grant affiliation on the advice of Affiliation Committee;
- 6. Conditions Governing the Grant of Affiliation: The provisions for affiliation of institution shall be governed by the following conditions;
 - (1) 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 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 shall be having the consent of that university and sanction of the concerned Provincial Health Department;
- v. That the site selected for the institution must be suitable from academic point of view. Sustainable physical viability, availability of water, electricity, fuel gas, telephones must be ensured;
- vi. That the site existing or selected for the institution must be easily accessible to general public;
- vii. 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;
- viii. 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;
- ix. That an institution seeking affiliation shall have at least 20 to 25% of the Postgraduate faculty with M. S / M. Phil degrees, particularly in the subjects of Basic Medical / Health Science and Master Degree or equivalent for the undergraduates;
- x. That the institutions in private sector must possess 50% of its teaching members employed on permanent basis with minimum prescribed qualifications as Master's degree from an accredited / chartered university in relevant subjects;
- xi. The work load of the faculty should not exceed the limits prescribed by the government / affiliating universities for affiliated institution in public sector;
- xii. That the institution has framed proper rules regarding the efficiency and discipline of its staff and other employees;
- xiii. 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;
- xiv. That the strength and qualifications of teaching and other staff and the terms and conditions of their service are adequate;
- xv. That the library shall have at least 50 books per subject as reference books and at least 200 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 institution should subscribe 10 daily newspapers and 5 weekly periodicals;
- xvi. The library shall have seating facility for 20% of the total number of students on roll;
- xvii. That institution shall have internet connectivity with appropriate number of computers depending upon the student's population and the subjects offered;

- xviii. That at least 10% of students be granted full or partial fee exemptions and scholarships on need basis;
 - xix. 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;
 - xx. That the courses of study and syllabi taught in institution should be same as being followed by the University;
 - xxi. That all examinations leading to award of degrees / diplomas / certificates and their checking and evaluation shall be done by the University;
 - xxii. That the institution shall not admit students for any degree / discipline except those to be awarded by the university under its seal;
 - xxiii. That the institution shall be governed by the statutes, regulations, rules framed by the university from time to time regarding; general scheme of studies; duration of courses; the medium of instructions and examinations; detailed syllabi for examination held by university; the conditions under which students shall be admitted to the examination of university etc;
 - xxiv. That the total number of students in evening classes should not exceed more than 50% of the students admitted in the morning classes. and enrollment in the evening classes will be granted only to those persons who are in service (for deletion);
 - xxv. That the sponsor (institutional management) will (shall) provide career counseling (to student and teacher) and job search services to students (deletion); and
- (2) Financial:
- 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 will establish an endowment fund of Rupees one million, whose interests be utilized for refurbishing the laboratories and libraries and for provision of gadgets aimed at enhancing the quality of education;
 - iv. That working capital of at least Rs. 2.0 million lies with the institution for smooth functioning of the affairs of institution; for medical and dental colleges at least 20.0 million.
 - v. That tangible asset in form of land, building etc. not less than Rs. 5.0 million are in existence on ground.
 - vi. Those above financial arrangements need to be supported by documentary evidence.
- (3) Constitutional and Cultural:

- i. That the institution shall be required to strictly comply with and respect the constitutional provisions, local laws, cultural and religious sensitivities;
 - ii. 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.
- (4) Co-curricular & Health Care facilities:
- i. That the sponsors shall promote the extra curricular and recreational activities of students, and to make arrangements for promoting their health and general welfare;
 - ii. That institution shall ensure to provide co-curricular activities like debating contest, declamation contest Quran Khawani, Naat Khawani, Holding of Mushaira, camp fire, boy scouts, girls guides activities etc. Excursions to places of historical importance and student's visits to Factories, Medical Research Institutions, other educational trips etc. shall also be arranged for augmenting the development of students;
 - iii. That in-door and out-door facilities for games should be ensured to provide healthy out lets to the youngsters for imbibing the sense of competition, team spirit and tolerance. The students should be encouraged to participate in one / two of the games. If possible the facilities of gymnasium should also be made available;
 - iv. The practice of providing necessary health care to the students and quarterly medical check up should be ensured and students be advised for health problems.
- (5) Monitoring & Visitation:
- i. That the institution shall furnish such (annual) reports, returns and other information as the University may require, enabling it to judge efficiency and effectiveness of the institution;
 - ii. That monitoring and visitation of institution will be carried out by the Inspection Committee, when there exists substantial evidence on any aspect of the institutional inefficiency or malfunctioning;
 - 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 law, 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, 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.

(6) 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 half acre (04 Kanals), depending on the location having potential for further development, without any other institution or person sharing the premises;
- ii. That sufficient space in shape of classrooms, common room, library, laboratories and common room for girls is available with appropriate size not less than 16' X 32' sq. ft. for each section of a class not exceeding 40 in number;
- iii. That size of laboratory in case of Basic / Natural and Applied Science subjects should be at least 20' X 40' sq. ft.;
- iv. That institution shall have an auditorium, 2-5 class rooms, students common room (incase of girls students) and staff room;
- v. That institution shall have adequate canteen, toilets, a dispensary and facility for indoor and out door games;
- vi. The desirable space standards for institution are laid down in form (Annex -II)

(7) Inspection requirements:

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

(8) Formal agreement:

- i. All arrangements of affiliation between institution and university should be agreed upon and formally written down as approved legal agreement and signed by senior authorized representatives. Detailed arrangements for partnership should be set out clearly in the agreement and memorandum of understanding;
- ii. The agreement should take into account the scope of the arrangements, responsibilities, financial arrangements, quality control mechanism, mode and means of payment, validity period, procedure for resolution of differences and termination of agreement etc;

- iii. The agreement should clearly spell out the provisions for quality control mechanism including monitoring, assessment procedures and review and visitation;
- iv. The validity period of the agreements should be clearly agreed upon by the parties. Any provision or extension should specify the requirements for review;
- v. Termination of affiliation should safeguard the interests of the students and should be duly notified to the general public.

(9) Annual Retention Fee for Affiliation:

The institution shall pay;

- I. Rs: 10,000/- per student MBBS / BDS Public Sector;
- II. Rs: 30,000/- per student MBBS / BDS Private Sector;
- III. Rs: 5,000/- per postgraduate student of diploma and masters per academic year.
- IV. Rs: 25,000/- per year for M.Phil / PhD programmes.

These rates shall be subject to revision by the Syndicate from time to time.

9.i Application and Procedure for Affiliation:

- i. An institution applying for affiliation to university shall make an application to Registrar of university on prescribed form (Annex-I) at least 6 months prior to the commencement of the academic programmes;
- ii. All such applications shall be submitted along with a Bank Draft of;
 - 1. Rs: 1,00,000/- for each private medical and dental colleges / institutions against each degree programme.
 - 2. Rs: 50,000/- for each public medical and dental colleges / institutions against each degree programme.
 - 3. Rs: 25,000/- for each health institutions of private sector against each degree programme and
 - 4. Rs: 10,000/- for each health institutions of public sector against each degree programme.

As application processing / inspection fee and shall not be refundable;

- iii. In case of subsequent application(s) for affiliation in any additional subject or subjects Rs. 10,000/- shall be charged for each subject;
- iv. No application for affiliation shall be entertained;
 - a. Unless fees as prescribed in clause ii and iii above are credited to the University.
 - b. If the educational institution applying for affiliation against an approved Khyber Medical University Degree Programme(s) has already started the programme(s) without prior approval of the University.
 - c. If institution has not fulfilled the prescribed requirements.
- v. The Registrar, after satisfying himself with regard to the completeness of the application in all respects shall, in consultation with the Vice- Chancellor, forward the application to Affiliation Committee;
- vi. The Affiliation Committee will examine the application. If satisfied with the fulfillment of all laid down terms and conditions, it will initiate the process of

inspection under Section 30 of Khyber Medical University Act 2006 (NWFP Act No. I of 2007) and of the Statutes.

- vii. If the Inspection Committee is satisfied that the prescribed requirements have been fulfilled, it may recommend the affiliation of the institution;

Provided that in case of deficiencies, which in the view of the Inspection Committee do not impede the academic progress of the Institution, the Committee may recommend conditional affiliation;

- viii. The report of the Inspection Committee shall be placed before the Affiliation Committee which may accept the recommendations or refer the case back to the Inspection Committee with certain queries, if any;

- ix. The Affiliation Committee after such further inquiry, if any, as it might consider necessary, forward its recommendation to the Syndicate;

- x. The Syndicate may, on the recommendation of the Affiliation Committee, grant or refuse affiliation to the institution.

Provided that refusal of application shall be subject to an opportunity of making presentation by the institution against the proposed decision.

- xi. After the decision of granting affiliation to an institution, the letter of Affiliation shall be issued after the deposition of one time affiliation fee as provided under Section 3(9)(i) of the Statues through Bank Draft of;

1. Rs: 500,000/- for private medical and dental colleges / institutions;
2. Rs: 100,000/- for public medical and dental colleges / institutions;
3. Rs: 100,000/- for other health institutions of private sector; and
4. Rs: 25,000/- for other health institutions of public sector.

- xii. 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, nor will it be permissible to start any class in any subject in anticipation of the acceptance of application for the affiliation.

9.ii Conditions and Procedure for De-affiliation:

If an institution fails to observe any of the conditions of affiliation as provided in Section 3 of the Statues, 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 Vice-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 Vice Chancellor feels necessary he may refer the case back to the Syndicate for review. The decision of the Syndicate shall be final.

10. Institution seeking affiliation of another university within or out side 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.

11. 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 @ 50% of the affiliation processing / inspection fee.

Annexure-I

APPLICATION FORM FOR AFFILIATION

Note: Please answer every question clearly and fully

1. General:
 - i) Name of Institution, 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, 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:-

- ii) Please fill in all the relevant information with documentary evidence(s), in case of incomplete information / evidence the response will be considered invalid.
- iii) Five copies of the Application Form along with supported documents should be provided.
- iv) All copies of Application Form should be originally signed by the Chief Controlling Officer / Chief Executive Officer.

Annex-II
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	At least 20-25 % faculty with M. Phil degree particularly in Basic Sciences, Computer and I.T. subjects
Libraries	Journals	Subscription to at least 10 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)	16' x 32' 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 & 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.	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
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