

UNIVERSITY OF PESHAWAR

Rules for granting Affiliation to Educational Institutions in Private Sector by the University of Peshawar.

(Approved by the Syndicate, dated 07.07.2001)

TITLE:

1. Whereas it is expedient to lay down procedure for the disposal of applications for the grant of affiliation to educational institutions in Private Sector by the University of Peshawar, the following Rules are hereby framed under Section 32(1) of the University of Peshawar Act-2011:-

These Rules may be called the University of Peshawar Affiliation of Educational Institutions in Private Sector Rules, 2001.

COMMENCEMENT:

2. These rules shall come into force with immediate effect.

APPLICATION:

3. These rules shall apply to all educational institutions seeking affiliation with the University of Peshawar.

DEFINITIONS:

4. In these Rules unless there is anything repugnant in the subject or context.
 - a) "University" means the "University of Peshawar".
 - b) "Affiliation" means affiliation with the University.
 - c) "Affiliation Committee" means the Affiliation Committee of the University constituted under Section 10(1) of the First Statutes of the University of Peshawar.
 - d) "Inspection Committee" means Committee appointed by the Vice-Chancellor under the rules for inspection of the Educational Institution seeking affiliation.
 - e) All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the University of Peshawar Act-2011.

RULES:

1. *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, nor shall it start classes in any subject in anticipation of the acceptance of application for the affiliation.*
2. An educational institution applying for affiliation shall send a formal application to the Registrar alongwith a statement under each of the sub-section of Section 32(1) of the University of Peshawar Act-2011, which says that:
 3. (1) An educational institution seeking affiliation to the University shall satisfy that the:
 - (a) educational institution is under the management of Government or a regularly constituted governing body;
 - (b) financial resources of the educational institution are sufficient to ensure its continued maintenance and efficient working;
 - (c) strength and qualifications and the terms and conditions of service of the teaching and other staff of the educational institution are satisfactory for the purpose of teaching the prescribed courses;
 - (d) educational institution has framed proper rules governing the conduct and discipline of its employees;
 - (e) building of the educational institution is suitable and commodious for its requirements;
 - (f) educational institution has or can make a provision in the prescribed manner for the residence of students not residing with their parents or guardians, and their supervision and physical and general welfare;
 - (g) educational institution has a provision for a library and adequate library services;
 - (h) educational institution has properly equipped laboratories, museums and other places of practical work required for courses of studies taught therein; and
 - (i) educational institution has or can make provisions for residence of its Heads and other members of the teaching staff.
3. All such applications shall be submitted alongwith a Bank Draft of Rs. 1,00,000/- (Once Lac - in favour of the Treasurer):
 - a*. Application and inspection fee for affiliation to be deposited with first application. For each Degree Course/Discipline/Diploma/Certificate= Rs.1,00,000/-
 - i. Non-Refundable, in case of inspection is carried out.
 - ii. Rs.80,000/- inspection fee, (refundable only in case of non-inspection of the proposed institution).

No application for affiliation shall be entertained unless the prescribed fees are credited to the University.

* Amendments approved by the Syndicate in its meeting held on 21.03.2009.

4. In case of subsequent application for affiliation in any additional subject(s) (in the same degree programme), the institution concerned shall deposit Rs. 10,000/- (Ten thousand, Non-refundable) for each subject.
5. The Assistant Registrar (Academics), after satisfying himself with regard to the completeness of the application in all respects with the consultation of the Registrar shall furnish a copy of the questionnaire, appended to the rules as annexure-B, to the Head of the applying educational institution.
6. The Head of the institution seeking affiliation shall submit the questionnaire to the Registrar complete in all respects supported by relevant documents.
7. If the Registrar, after examining the documents, is satisfied that the prescribed requirements have been fulfilled, he may propose an Inspection Committee to the Vice-Chancellor for approval, to visit the institution concerned.
8. (a) The members of the Inspection Committee shall be appointed by the Vice-Chancellor which may include:
 - i. Dean or Professor of the relevant faculty.
 - ii. Head or Professor or Associate Professor of the concerned discipline.
 - iii. Registrar or his nominee.(b) Any other member from the University.
9. The Inspection Committee shall examine the Educational Institution in the light of the provisions of Section-32 of the University of Peshawar Act-2011 and the information supplied through the questionnaire.
10. The Inspection Committee after satisfying itself that the prescribed requirements have been actually fulfilled, may recommend the affiliation. The recommendations of the Inspection Committee shall be placed before the Affiliation Committee for consideration.
11. The Affiliation Committee may call the convener of the Inspection Committee for any queries/clarifications if necessary.
12. The Affiliation Committee after consideration of the inspection report, shall forward its recommendations to the Syndicate for approval. However, to avoid delay, the Vice-Chancellor may grant provisional affiliation in anticipation of the approval of the Syndicate.
13. The Educational Institution affiliated to the University of Peshawar shall be governed by the Statutes, Regulations and Rules framed by the University from time to time regarding:-
 - i. the general scheme of studies;
 - ii. the duration of the courses;
 - iii. the medium of instruction and examination;
 - iv. the conditions of admission to the courses;

- v. detailed syllabi for the examinations held by the University.
 - vi. the conditions under which students shall be admitted to the examination of the University.
 - vii. the discipline of students and the supervision;
 - viii. health and general welfare of the students;
 - ix. the ratio between teachers and students and the total workload of a teacher;
 - x. While hiring the faculty, all Private Sector institutes shall be required to enter in to a written contract duly signed by the employer and the employee and a copy thereof be provided to the University of Peshawar for record.
14. After approval of affiliation from the competent authorities, the affiliated institution shall deposit the amount of Rs.1,20,000/- (Once Lac and Twenty Thousand) for Degree (Undergraduate) Colleges, Rs.1,40,000/- (One Lac and Forty Thousand) for BS-4 Year Degree & Postgraduate Programmes and Rs.5,00,000/- (Five Lac) for Medical Colleges, and Rs.3,00,000 (Three Lac) for Pharmaceutical (Pharm-D) (non-refundable). The affiliation letter shall be issued only after the institute has deposited the prescribed fee.
15. a. The Educational Institution affiliated with the University of Peshawar shall pay the Annual Affiliation Renewal Fee as per prescribed rates specified below against each discipline.

S.No.		Annual Renewal Fee per Allocated Seat(s)
1	B.A./B.Sc.	Rs.700/-
2	M.A./M.Sc.	Rs.1500/-
3	BCS	Rs.1000/-
4	B.Ed.	Rs.800/-
5	M.Ed.	Rs.2000/-
6	LL.B.	Rs.1000/-
7	LL.M.	Rs.2500/-
8	B.Com.	Rs.800/-
9	M.Com.	Rs.1500/-
10	BBA/BBA (Hons)	Rs.4000/-
11	MBA (1 ½ Year)	Rs.3000/-
12	MBA (2 ½ Year)	Rs.4000/-
13	MBA (3 ½ Year)	Rs.4000/-
14	M.P.H.	Rs.2500/-
15	Bachelor of Art & Design	Rs.800/-
16	M.F.A.	Rs.1500/-
17	B.H.M.S.	Rs.2000/-
18	Pharm-D	Rs.5000/-
19	BS-4 Year	Rs.1500/-

- b. If an institution, affiliated with the University of Peshawar, does not admit students, for what ever reason, the said institution will be required to pay 40% amount against the entire allocated seats per annum as Affiliation Renewal Fee (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, the institution shall stand disaffiliated.
- * c. “If an institution fails to remit annual affiliation renewal fee after the last date of remittance of fee, clearance/NOC shall be granted with a fine of Rs.10,000/- for a delay of each month or to a maximum of Rs.30,000/- (This shall be applicable to those institutions who admit students but do not remit annual affiliation renewal fee in

time)”.

16. Every educational institution affiliated with the University shall promptly report to the University any transfer or change in the management or any circumstances affecting the adequacy of its financial resources.
17. The teaching staff of the educational institution shall possess such qualification(s) as may be prescribed by the University of Peshawar.
18. Inspection of affiliated educational institution shall be held from time to time at least once a year and action shall be taken under Section 35 of the University of Peshawar Act, 2011 for violation of any of these Rules.
19. There shall be a Board of Governors of each institution. The following shall be ex-officio members of the Board of Governors of an affiliated institution in addition to others:-
 - i. Dean or Professor of the concerned faculty to be nominated by the Vice-Chancellor.
 - ii. Head or Professor or Associate Professor of the concerned discipline to be nominated by the Vice-Chancellor.
 - iii. Registrar or his nominee.
20. ACCOMMODATION
 - i. Building of an institution (seeking affiliation) should consist of offices, classrooms, library, staff rooms, Principal's office, common rooms, bathrooms, and such other facilities as are needed for an institution of this nature.
 - ii. 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 5 years must be produced.

* Addition approved by the Syndicate in its meeting held on 26.06.2014.

ANNEXURE - B

AFFILIATION OF PRIVATE SECTOR EDUCATIONAL INSTITUTIONS WITH THE UNIVERSITY OF PESHAWAR.

QUESTIONNAIRE

Note: Rules for Affiliation and Withdrawal of Affiliation may be read carefully before filling the Questionnaire. Information must be supported with documents.

1. Name and address of the Institution: _____
2. Name of the Principal/Head with full Academic Qualification and experience:
3. Contact: Office:___ Residence: ___ Fax:_____ e-mail:_____
4. Name of the Governing body i.e. Society/Foundation/Trust (Registered).
5. Board of Governors: (Rule-19 - Names with their written consent)

S.No.	Name & Address with full particulars	Status on the board, whether (Chairman/Secretary/Member)	Signature

6. Financial position of the Institution: (should be supported by certificate from bank ensuring availability of sufficient funds for making due provision for continued maintenance and efficiency of the institution).
7. Teaching Staff:

S.No	Name	Qualification (CV – attested copy of the last relevant degree be attached)	Subject to be taught	Workload per week	Pay

8. Office and library staff: (C.V. and details about service contract, pay etc. must be attached).
9. Programme(s) in which affiliation is sought: - (Morning or Evening).
10. Programme(s)/Discipline(s) in which the institution is already affiliated with the University of Peshawar (Indicate whether Morning or Evening).
11. i. Tuition fee ii. Annual dues/funds etc.
12. Details of building (accommodation as per Rule-20): Mutation deed/ownership documents in case of own building or rent deed in case of hired building.
 - a. Location of Building/Address:
 - b. Size of the plot (approved Map).
 - i. Size and number of rooms and classrooms.
 - ii. Examination Hall
 - iii. Library (Number of books with details)
 - iv. Labs./Computer Labs. v) offices vi) Common room(s)
 - c. Inform whether the same premises will be shared by any other institution or not.
13. Sports Facilities: (In-door / Out-door)
14. Furniture:
15. Transport (If any)
16. Equipment: i) Laboratory ii) Office equipment.