

The University of Agriculture, Peshawar Affiliation and Disaffiliation of Educational Institutions and Related Matters Statutes, 2016

Title

1. Framed in pursuance of Section 28(1) (f) of the Khyber Pakhtunkhwa Universities Act, 2012, these statutes shall be called “the University of Agriculture, Peshawar Affiliation and Disaffiliation of Educational Institutions and Related Matters Statutes, 2016”

Commencement

2. The statutes shall come into force at once.

Procedure for Affiliation:

3. Procedure for disposal of affiliation application shall be as follows:-
 - a. An educational institution applying for affiliation shall send a formal application to the Secretary Affiliation Committee, with reasonable time prior to commencement of academic programme of the University, along with application fee as determined by the Syndicate from time to time.
 - b. The Affiliation Committee shall examine the information contained therein as well as the statements submitted along with the original application as per form at Annexure-A.
 - c. If the Affiliation Committee is satisfied with the information and the statements, it may, with the approval of Vice Chancellor, send an Inspection Committee to visit the institute/ college concerned to satisfy itself that the prescribed requirements have been actually and physically fulfilled. Evaluation proforma is at Annexure-B.
 - d. If the Inspection Committee is satisfied, it may recommend grant of affiliation of the institute/college to the Affiliation Committee.
 - e. The Affiliation Committee after further inquiry, which might be considered necessary, forwards its recommendations to the Syndicate.
 - f. After approval of affiliation by the Syndicate, the affiliated institute/college shall deposit affiliation fee determined by Syndicate from time to time for each of the affiliated programmes and sign MoU.
 - g. The educational institutions affiliated to the University shall be governed by the relevant regulations and rules framed by the University from time to time.

Formal Agreement

4. (i) All arrangements of affiliation between institute/college and university shall be agreed upon and formally written down as approved legal agreement and signed by lawful authorized representative from the affiliated Institute and Secretary of Affiliation Committee. Detailed arrangements for partnership shall be set out clearly in the agreement and memorandum of understanding;
- (ii) The agreement shall 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 agreement 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 and Commission.

Inspection Committee:

5. There shall be an Inspection Committee constituted by Vice Chancellor on the recommendation of Affiliation Committee, comprising at least two members of the Affiliation Committee, two subject experts in the relevant field and Secretary Affiliation Committee. One of the members of Affiliation Committee shall be appointed as convener.

- a. The Inspection Committee shall examine the Education Institution in the light of the provision of Statutes of the University and the information supplied through the questionnaire.
 - b. If the Inspection Committee is satisfied that the prescribed requirements have been fulfilled, it may recommend that the affiliation be granted.
 - c. The Inspection Committee may not recommend the affiliation if the prescribed requirements are not fulfilled, provided that in case of such deficiencies as, in the view of the Inspection Committee, do not impede the academic progress of the Institution, the Committee may recommend provisional affiliation.
 - d. 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.
 - e. The Affiliation Committee may co-opt the convener of the Inspection Committee as a member so that he could reply to their queries.
 - f. The Affiliation Committee after such further inquiry, if any, as it might consider necessary, forward its recommendation to the Academic Council.
 - g. 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 will it be permissible to start any class in any subject in anticipation of the acceptance of application for the affiliation.
 - h. The directions given by HEC from time to time will be accommodated in these Statutes.
 - i. The Educational Institution affiliated to the University shall be governed by the statutes, Regulations, 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 examinations;
 - 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 and control of their residence and extra-curricular activities;
 - viii. health and general welfare of the students;
 - ix. the ratio between teachers and students and the total workload of a teacher.
 - x. The affiliation will be granted in such disciplines offered by University and accredited by Council of HEC.
6. Every educational institution affiliated to 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.
 7. The teaching staff of the educational institution shall possess such qualification as may be prescribed by the University
 8. An Inspection of every affiliated educational institution shall be held from time to time and action can be taken against any institution under University Act/Statutes

Annexure - I

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 equipment's 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) Position 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; ,
 - 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

the Auditor of University and Director Finance or his nominee on nominal audit fee to be paid by the concerned Institute/College.

- 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.

ANNEX-A

STANDARD NORMS FOR THE AFFILIATION OF AN INSTITUTION/COLLEGE

Component	Nature of Requirement	Standards/Norms for Affiliation of institutions	
Departments	Departments(IT/CS/Management Science Agriculture etc)	Only one department	
	Teachers: Student ratio (desirable)	1:12	Maximum for Science subjects involving lab work
		1:20	For others
	Number 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	
	Number of teachers (full-time) required (cadre-wise) per department		
	Associate Professor and Professor	At least 20-25% faculty with MPhil degree particularly in Basic Sciences, Computer and IT, Management Science subjects	
Libraries	Journals	Subscription to at least 10 daily newspapers and 5 weekly periodicals	
	Books required	At least 05 reference books per subject and at least 05 books per subject for supplementary reading	
Facilities	Hall/Lecture theatres (desirable)	16' 32' for each section of class (not exceeding 40 students)	
	Number of rooms required (desirable)		
Teaching and Administrative Staff Officers	Required for each University (desirable)	Staff rooms Faculty offices	
Laboratories/ Workshops/ PC/ Internet service	Number 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/CS courses	
	Internet (desirable)	256 Kbytes access rate shall be provided	

Gross Area	Area in/covered Area (desirable)	2 acre (16 canals) 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	Affiliation Committee notified by the university from time to time for NOC clearance.
Finance	Endowment Fund (Secured in the name of Trust/Society)	Rs. 1.0 million and above (not applicable in case of public sector institution)
	Tangible assets in the form of land/building etc.	Rs. 5.0 million and above
	Working Capital	Rs. 2.0 million and above (not applicable in case of public sector institution)

ANNEX-B

EVALUATION PROFORMA

Institute / College: _____

Date of Inspection: _____

S#	Particulars	Poor	Fair	Good	Excellent	Outstanding
a	Teaching Staff	1	2	3	4	5
b	Punctuality of the Staff	1	2	3	4	5
c	Financial Status	1	2	3	4	5
d	Library	1	2	3	4	5
e	Lab. Facilities	1	2	3	4	5
f	Maintenance	1	2	3	4	5
g	Students Attendance	1	2	3	4	5
h	Teaching Quality Based on class observations	1	2	3	4	5
i	Students Satisfaction Index	1	2	3	4	5
j	Recreation/Canteen (Male/Female)	1	2	3	4	5
k	Evaluation of internal assessment of examination	1	2	3	4	5
l	Admission Verification (E.Test& Academic record of the students)	1	2	3	4	5
m	Verification of Registered Students	1	2	3	4	5
n	General Welfare of Students	1	2	3	4	5
o	Discipline	1	2	3	4	5
p	Sports facilities for the students	1	2	3	4	5

Total Marks _____

Remarks _____

Signatures of Affiliation Committee

1. _____
2. _____
3. _____
4. _____
5. _____