



AFFILIATION STATUTES

The Women University Multan

AFFILIATION STATUTES, THE WOMEN UNIVERSITY MULTAN

Preamble: Whereas it is expedient under the section 4(2(i)) of The Women University Multan Act 2010 (amendment 2012), titled as Functions of the University, to provide for the Affiliation Rules of institutions and ancillary matters;

1. SHORT TITLE AND COMMENCEMENT

- i. These Rules may be cited as Affiliation Statutes, The Women University Multan.
- ii. These shall come into force at once.

2. DEFINITIONS

- i. In these Statutes unless there is anything repugnant in the subject or context of the Act, the following expressions shall have the meaning;
 - a. **“Academic Council”** means Academic Council of the University.
 - b. **“Act”** means The Women University Multan Act 2010 with all its amendments
 - c. **“Affiliation”** means Affiliation of institutions/colleges, educating female gender only, with the University.
 - d. **“Affiliation Branch”** means the section of Registrar Office of the University dealing with the affairs related to affiliation / de-affiliation of the institution.
 - e. **“Affiliation Committee”** means the Committee, which guides the University regarding affiliation / de-affiliation of the institution.
 - f. **“Affiliated Institution”** means an educational institution, defined under section 2(b) and permitted under 4(2(i)) & 20(2(xii)) of the University Act but not maintained or administered by the University.

- g. **“Controller of Examinations (COE)”** means the University officer, responsible for all matters connected with the conduct of examinations.
 - h. **“Govt.”** means Government of the Punjab.
 - i. **“HEC”** means the Higher Education Commission Islamabad.
 - j. **“HED”** means the Higher Education Department Punjab.
 - k. **“Inspection Committee”** means the sub-committee constituted by the Vice-Chancellor of the University for executing inspection of the institute.
 - l. **“Institution”** means the educational institution seeking affiliation with the University.
 - m. **“PHEC”** means the Punjab Higher Education commission.
 - n. **“Principal”** means head of the institution applying for affiliation.
 - o. **“Prescribed”** means as prescribed by the University.
 - p. **“Registrar”** means administrative head of the University secretariat.
 - q. **“Syndicate”** means the Syndicate of the University.
 - r. **“Treasurer”** means the chief financial officer of the University ;
 - s. **“University”** means The Women University Multan.
 - t. **“Vice-Chancellor”** means the Vice Chancellor of the University;
 - u. **“WUM”** means The Women University Multan.
- ii. All other terms and expressions shall have the same meaning as assigned to them under Section 2 of The Women University Multan Act 2010 (amendment 2012).

3. LEGAL FORMALITIES

- i.** The Institution seeking affiliation with the University shall be open to the female gender only.
- ii.** The Application for Affiliation shall be submitted by Corporate Bodies whereas the Govt. Institutions shall apply through the Principal / head of institution. No change in ownership of the corporate body will be permissible after affiliation without prior approval of the University.
- iii.** The permission from Higher Education Department (HED) of the Punjab Govt. shall be sought before applying to the University for Affiliation.
- iv.** 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 member(s) of management shall also be provided.

4. APPLICATION FOR AFFILIATION:

- i.** An Institution applying for affiliation to the University shall make an application to Registrar of the University on a prescribed form by the University at least 6 month prior to the date from which affiliation is sought. There shall be an application processing fee at such rates as may be prescribed by the University from time to time.
- ii.** The Institute/College seeking affiliation shall satisfy the University with regards to its objectives and credentials of the members of the corporate body.
- iii.** The Institute shall only offer those programmes which are offered by the University.
- iv.** The C.V's of faculty shall be provided along with application for affiliation on the prescribed performa E-1 & E-2.

5. CONDITIONS GOVERNING THE GRANT OF AFFILIATION:

The provisions for affiliation of institution shall be governed by the following conditionalities:

5.1. Institutional and academic:

- i. The institution shall be under the management of a regularly constituted governing body.
- ii. The Institution must implement/meet the HEC Quality Criteria at main campus as well as affiliated institution.
- iii. The institution has framed proper rules regarding the efficiency and discipline of its staff and other employees.
- iv. The strength and qualifications of teaching and other staff and the terms and conditions of their service shall be adequate.
- v. 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 instruction and examination, detailed syllabi for examination held by university, the conditions under which students shall be admitted to the examination of university etc..
- vi. In drawing up the organizational structure of the institutions, the standard and quality of teaching and efficiency of the system shall be ensured.
- vii. The institution shall have at least 25% of the faculty with MS/M.Phil. degrees.
- viii. The institution in private sector must possess 50% of its teaching faculty employed on permanent basis with minimum prescribed qualifications as Master's degree/Bachelor (Honors), in relevant subjects, from an accredited/chartered university.

- ix. The workload of the faculty shall not exceed the limits prescribed by the University for Affiliated Institution in public sector.

5.2. Space Standards & Norms:

- i. The site selected for the institution shall be suitable from academic point of view and easily accessible to students and general public at large. Sustainable physical viability, availability of water, electricity, fuel gas and telephone shall be ensured. All physical, financial and human resources shall ensure quality in delivering of education.
- ii. The institution shall be located in a spacious, separate and independent building housed on the area of at least (04) kanals. However, in case of Private Institutions, multi-story building(s) covering 4000 sq. ft. area may be considered along with the other requisite requirements i.e. Playground etc. The premises shall not be shared by any other institution, discipline or person. A No Objection Certificate (NOC) from the local bodies regarding suitability of the proposed location for establishment of the college shall be provided.
- iii. No change in the premises will be made without prior permission from WUM. The new site will be visited by the Inspection Committee to place its recommendations before Affiliation Committee for approval.
- iv. The permission granted shall be restricted to a specified Place and for a particular subject. No sub-campus or branch shall be established or franchised.
- v. The institution shall have proper infrastructure having rooms of reasonable sizes, canteen, library, computer lab, laboratories, toilets etc. A ladies room with attached toilet and staff room for the full-time/part-time staff is also a mandatory requirement.
- vi. Where a College is proposed to be located in rented premises, the Management shall ensure that the College will acquire its own building within a period of five years preferably in a non-residential area.

- vii. An affiliated institution can be allowed to function in more than one building provided that administrative and academic control is centralized and the buildings are within reasonable and convenient distance from each other. The Affiliation Committee shall be sole judge in this matter.
- viii. Adequate hostel facility shall be separately provided for the students admitted unless otherwise dispensed with.

5.3. Requirement of the Building:

- i. 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 students).
- ii. That size of laboratory in case of Basic / Natural and Applied Science subjects should be at least 20' X 40' sq. ft.
- iii. Institution shall have an auditorium, offices and classrooms of reasonable sizes. A ladies common room with attached toilet and staff room for the whole time/part time staff.
- iv. Institution shall have adequate canteen, toilets, a dispensary and facility for indoor and outdoor games.

5.4. Program & Examination Requirements:

- i. University may grant affiliation only in the program(s), which are approved by the Academic Council of the University.
- ii. The courses of study and syllabi taught in institution shall be same as being followed by the University.
- iii. The College shall have Morning classes. Colleges will not be allowed to have only the Evening classes.
- iv. The institution shall be responsible for registering the admitted students within a month after the closing date of admissions.

- v. The affiliated institution shall be responsible to provide premises for conducting the University Examination at least equal to the number of students they have admitted.
- vi. All examinations leading to award of degrees / diplomas / certificates and their checking and evaluation shall be done by the University.
- vii. The Institution shall not admit students for any degree / discipline except those to be awarded by the University under its seal.

5.5. Fee and Financials:

- i. The Institution, subject to the satisfaction of University, must be financially stable and has the ability to sustain a regular functioning and efficient working.
- ii. The Institution shall furnish such reports, returns and other information as the University may require, enabling it to judge the financial sustainability and soundness of the sponsors.
- iii. 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. Working capital of at least Rs. 2.0 million lies with the Institution for smooth functioning of the affairs of Institution.
- v. Tangible assets in form of land, building, furniture, IT equipment etc. not less than Rs. 5.0 millions are in existence on ground.
- vi. At least 10% of students shall be granted fee exemptions and scholarships on need basis.
- vii. Above financial arrangements must be supported by documentary evidence.

5.6. Constitutional and Cultural Conditions:

- i. The institution shall be required to strictly comply with and respect the constitutional provisions, local laws, cultural and religious sensitivities;
- ii. The institution must restrict itself to teaching, training and co-curricular activities. Political or other activities detrimental to national, religious, social or local culture shall not be undertaken.
- iii. The sponsors will provide career counseling and job search services to the students

5.7. Library, Computer and Science Laboratories:

- i. Provision shall be made for well stocked library and well equipped laboratory facilities and other practical work where affiliation is sought in any branch of experimental science. Where affiliation is sought in IT fields due arrangements shall be made for imparting instructions in a well-equipped IT laboratory having Internet connectivity, which can cater to the course needs of students and teachers.
- ii. 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. 50,000/- per annum for updating the library by adding new editions and titles. The institution should subscribe 10 daily newspapers and 5 weekly periodicals.
- iii. The library shall have seating facility for minimum of 10% of the total number of students for that shift.
- iv. The institution shall have internet connectivity with appropriate number of computers depending upon the student's population and the subjects offered. The desirable computer student ratio is given as under:
 - a. Computer Lab. for 30-40 students
 - b. 1 for 3 students in case of IT course

5.8. Co-Curricular and Healthcare Facilities:

- i. The institution shall promote the extracurricular and recreational activities of students, and to make arrangements for promoting their health and general welfare.
- ii. The institution shall ensure to provide co-curricular activities like debating contest, declamation contest, Quran Khawani, Naat Khawani, Holding of Musharahas, Campfire etc. Excursions to places of historical importance and student's visits to factories, stock exchanges, chambers of commerce & industries and other educational trips etc. shall also be arranged for augmenting the development of students;
- iii. The indoor and outdoor facilities for games shall be ensured to provide healthy outlets to the youngsters for imbibing the sense of competition and tolerance. The students shall be encouraged to participate in one / two of the games. If possible, the facilities of gymnasium shall also be made available.
- iv. The institution shall have student's common room, dispensary/first aid arrangements and playgrounds facilities.
- v. The institution shall frame its rules in line with the Government as well as University drug control policy. Health profile of the students shall be maintained and shall be available at all times for inspection by the Affiliation Committee.

5.9. Monitoring & Visitation:

- i. The institution shall furnish such reports, returns and other information as the university may require, enabling it to judge efficiency and effectiveness of the institution.
- ii. Monitoring and visitation of institution will be carried out by an Inspection Committee of the University when there exists substantial evidence on any aspect of the institutional inefficiency or malfunctioning.

- iii. The university may call upon any 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. The institution will abide by the laws of HEC and the University with regard to affiliation of institutions framed from time to time.
- v. The university shall have full powers to take any action, it may consider appropriate including de-affiliation of an 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 institution and the University.
- vi. The institution shall be liable to provide facilities to the representatives of HEC and the University for visitation to enable them to verify that the institution is maintaining appropriate academic standards.
- vii. The institution shall furnish an annual statement of accounts to the 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 institution shall be held once a year during first three years of its affiliation by the Inspection Committee constituted by university and subsequently once in three years or as and when required.

5.10. Miscellaneous Requirements for Affiliation:

- i. The inspection committee, before grant of affiliation, may conduct a detailed survey of the institution in order to physically verify the detailed academic and physical infrastructure available with the institution. The affiliation, however, will be granted subject-wise. Such new subject to be offered will require prior approval of the University.
- ii. Affiliation shall initially be for one session. It may be extendable for further two sessions depending on the performance as ascertained

through visitation. The college management must have to apply for grant of extension in affiliation up to 31st May of the relevant year.

- iii. The validity period of the agreements shall be clearly agreed upon by the parties. Any provision or extension shall specify the requirements for review
- iv. The affiliation shall initially be for a period of three years. No affiliation shall be granted with retrospective effect.
- v. The University shall have the discretion to grant/refuse/suspend/cancel affiliation in any subject. However the affected party shall have one right of appeal to the University authority according to the rules.
- vi. The University shall have the power to constitute the Affiliation Committee and arrange for inspection at a time of its own choice and may pay surprise visits.
- vii. Any Affiliated College may advertise in the print or other media. However, any deliberate misrepresentation shall be treated as sufficient basis for withdrawal of affiliation.
- viii. The college shall follow all instructions/regulations issued by the University from time to time.
- ix. Any violation of the rules or deliberate misrepresentation of facts shall be treated as sufficient basis for withdrawal of affiliation or to impose any penalty.

NOTE:

Application for grant of affiliation/extension in affiliation/addition in affiliation or increase in intake on the prescribed form duly filled in shall be received up to 31st May of every year. Incomplete applications or application submitted after the due date shall not be entertained.

6. CONDITIONS AND PROCEDURE FOR DE-AFFILIATION :

- i. The University, on an inquiry made by the Affiliation Committee and after giving an opportunity of hearing to the concerned Principal and with the approval of the Syndicate, may:

- A. withdraw the rights conferred as a result of affiliation
- B. impose fine not exceeding one hundred thousand
- C. forfeit the security or any part thereof

If;

- a. the Inspection Committee reports adversely against the institution
 - b. an institution fails to observe any of the conditions for its affiliation
 - c. the affairs of the institution are conducted in a manner which is prejudicial to the interest of education or the University
- ii. The Vice-Chancellor may, on a report of the Affiliation Committee and after considering such representation as the institution may wish to make, restore to it such rights either in whole or in parts.
 - iii. The appeal against refusal or withdrawal of affiliation shall lie to the Vice-Chancellor against the decision of the Syndicate refusing to affiliate an educational institution or withdrawing the rights conferred on such institution by affiliation or against modification of such rights.
 - iv. In case of de-affiliation, the University shall not de-affiliate the current students and shall give notice to the institution and stop future admission. The same shall be duly notified to the general public and HEC.
 - v. The procedure to be followed for the withdrawal of affiliation shall be on case to case basis.

7. AFFILIATION FEE AND SHARING IN INCOME:

- i. The institution shall be required to pay an annual affiliation fee, at such rates as may be prescribed, to cover the cost of services provided by the University.
- ii. The University and institution will share the gross fees received from students, in the proportions to be determined by the Syndicate from time to time.

8. CONSTITUTION & FUNCTIONS OF AFFILIATION COMMITTEE:

- i. The Affiliation Committee shall consist of:
 - a) The Chairperson; a professor of the University to be nominated by Vice Chancellor
 - b) Two Professors/Associate Professors of the University of different disciplines, in which affiliation is being sought by the institution
 - c) An expert to be nominated by the HEC
 - d) A senior principal of any Government College of District Multan to be nominated by the Syndicate.
 - e) Directress QEC or her Nominee
 - f) Registrar or her Nominee
 - g) Treasurer or her Nominee
 - h) Controller of Examinations or her Nominee
- ii. The Affiliation Committee may co-opt not more than three experts for specific meetings from inside or outside the University, conforming to the matter being considered; who shall be counted for the quorum of the Affiliation Committee.
- iii. The quorum for a meeting of Affiliation Committee shall be six.
- iv. The Deputy Registrar or such other officer, dealing with the affiliation cases, as may be designated by the Vice Chancellor, shall act as Secretary to the Affiliation Committee.
- v. Members of the Affiliation Committee, other Than ex-officio, shall hold office for three (03) years.
- vi. The functions of the Affiliation Committee shall be to:
 - a) advise the Syndicate regarding affiliation of an institution

- b) monitor the academic performance of the institutions
- c) inquire into complaints alleging breach of conditions of affiliation by institutions and to advise the Syndicate thereon
- d) recommend to the Syndicate for imposing the fine, the suspension or withdrawal of privileges of the University to an institution
- e) perform such other functions as may be assigned from time to time

9. INSPECTION COMMITTEE:

- i. An Inspection Committee, to execute the preliminary inspection of the institution whether it fulfills the basic requirements to be used as an educational institution to cater the literary needs of the society and supplementing quality education, shall be constituted by the Vice Chancellor.
 - ii. The Inspection Committee will inspect the institution seeking affiliation and will submit its report to the Vice Chancellor through Affiliation Committee for the recommendations to be placed before the Syndicate.
 - iii. The Syndicate will grant affiliation on the Vice Chancellor's recommendations based on the advice of Affiliation Committee.
 - iv. The Inspection Committee will comprise from the members of the Affiliation Committee.
 - v. Secretary of Affiliation Committee will also be the secretary of Inspection Committee.
 - vi. The quorum for an inspection by the Affiliation Committee shall be four.
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