



## **RIPHAH INTERNATIONAL UNIVERSITY**

Recommended by 3<sup>rd</sup> Meeting of Affiliation Committee, dated Dec 15, 2015.

### **STATUTES** **REGARDING AFFILIATION OF EDUCATIONAL INSTITUTIONS** **WITH THE UNIVERSITY AND** **WITHDRAWAL OF SUCH PRIVILEGES**

#### **Preamble**

Whereas the Riphah International University is committed to realization of state-of-the-art Institutions in various areas of learning in Pakistan and abroad, to translate its mission, through granting of affiliation to educational, training and research institutions imbued with the same spirit only helps in achievement of its objective.

In exercise of the powers under section 23(2) and section 28(1), of the Riphah Ordinance 2002, the Chancellor is pleased to approve the following Statutes for affiliation of educational institutions with the University.

These Statutes have been framed in conformity with Riphah Ordinance 2002, which provides as under:

#### **i. Section 4(a)**

To provide for instruction and training in such branches of learning as it may deem fit and to make provision for research, demonstration and other services, and for the advancement and dissemination of knowledge;

#### **ii. Section 4(b)**

To establish and support other facilities for education, training and research;

#### **iii. Section 4(i)**

To affiliate or associate itself with other institutions and establish faculties in Pakistan and abroad for better discharge of its functions and responsibilities;

#### **iv. Section 4(j)**

To establish camp offices, campuses and faculties in Pakistan and abroad;

#### **v. Section 4(k)**

To enter into agreements, contracts and arrangements with Universities, Organizations, Institutions, bodies and individuals for the purpose of carrying out its functions and activities; and

#### **vi. Section 23(1d)**

Conditions under which the University may enter into arrangements with other public or private organizations for purpose of affiliation of institutions, research and other scholarly activities;

### 1. Title.

- a. These statutes shall be called “**Statutes regarding Affiliation of Educational Institutions with the University and withdrawal of such privileges**”.
- b. These statutes have been approved by the Chancellor, in exercise of powers under section 23(2) and section 28(1), of the Riphah International University Ordinance 2002.
- c. These shall come into force from October 16, 2003.

### 2. Definitions:

In these statutes, unless there is anything repugnant to the context:

- a. ‘Affiliation’ means affiliation with the university;
- b. ‘Affiliation committee’ means the committee, which inspects institutions for affiliation and guides the university regarding affiliation/de-affiliation of institution.
- c. ‘Authority’ means the BOG/Academic Council/the VC.
- d. ‘Institution’ means the educational/research/training institution seeking affiliation with the university;
- e. ‘Prescribed’ means prescribed by the university;
- f. ‘Principal’ means the head of the college or the chief executive of the institution applying for affiliation;
- g. ‘Vice Chancellor’ means Vice-Chancellor of Riphah university;
- h. ‘University’ means the Riphah International University (Riphah).

### 3. Affiliation Committee:

- a. The Affiliation Committee shall consist of :
  - i. A Professor to be appointed by the VC as Chairman.
  - ii. Two Professors to be nominated by the Academic Council.
  - iii. One Associate Professor to be nominated by the Academic Council.
  - iv. One expert to be nominated by the Chancellor / Pro Chancellor
  - v. Registrar will act as secretary.
  - vi. Committee may co-opt up to 2 experts as members.
  - vii. One member to be nominated by the HEC.
- b. The term of office of the members of the Affiliation Committee, other than ex-officio members, shall be two years.
- c. The quorum for a meeting of or for an inspection by the Affiliation Committee shall be five.
- d. The functions of the Affiliation Committee shall be;
  - i. to inspect the educational research and training institutions seeking affiliation with, or admission to the privileges of the University and to recommend to the Vice-Chancellor the grant of affiliation;
  - ii. to evaluate and monitor the quality of academic and research performance of the affiliated institutions, faculties, institutes, academies, centers and such bodies.
  - iii. to inquire and investigate into complaints alleging breach of conditions of affiliation by affiliated institutions and to suggest remedial measures to the Vice Chancellor for action;
  - iv. to perform such other functions as may be prescribed by the authorities.

#### **4. Application for affiliation:**

An institution applying for affiliation to university shall make an application to the Registrar of the university on prescribed form (Annex-I) at least 6 months prior to the date from which affiliation is sought.

#### **5. Conditions governing the grant of affiliation:**

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

- a. The Vision and Mission of the Riphah International University (Riphah) shall be observed in its true spirit and letter by the institution.
- b. That the institution is to be under the management of a legally constituted governing body;
- c. That the site selected for the institution is suitable from academic point of view. Sustainable physical viability, availability of water, electricity, fuel gas, security, communication system must be ensured;
- d. That the site existing or selected for the institution is easily accessible to general public;
- e. That the institution has framed proper rules regarding the efficiency and discipline of its staff and other employees;
- f. That the institution has taken necessary steps to ensure development of a balanced, well rounded Islamic personality of its students with full commitment to Pakistan Ideology, and Mission and Vision of the University.
- g. That provision has been made for well stocked library and well equipped laboratory facilities and other educational aids and equipment, including internet connection and electronic access to the world of knowledge.
- h. 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 title. The institution should subscribe 10 daily newspapers and 5 weekly periodicals; The institution should also meet library requirements determined by respective accreditation bodies.
- i. That the laboratory shall have seating facility for 50% of the total number of students on roll;
- j. That institution shall have internet facility and networking with appropriate number of computers depending upon the student's population and the subjects offered;
- k. That at least 10% of students be granted fee exemptions and scholarships on need basis;
- l. That affiliation granted shall be restricted to a specific place and for a particular subject. No sub-campus or branch shall be established or franchised without prior approval of the University;
- m. That the strength and qualifications of teaching and other staff and the terms and conditions of their service are adequate and fulfill HEC/Accreditation body criteria;
- n. That the courses of study and syllabi taught in institution should be same as being followed by the university, and approved by the Academic Council;
- o. That Islamic ethics in conduct and behavior, including dress code, and avoidance of mixed gatherings is observed by the students, faculty and supporting staff.
- p. That all examinations leading to award of degrees/diplomas/certificates and their checking and evaluation shall be done by the university;

- q. That the institution shall not admit students for any degree/discipline except those who meet the admission requirements of the University and respective accreditation bodies, and are awarded degree by the university.
- r. 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 instruction and examination; detailed syllabi for examination held by university; the conditions under which students shall be admitted to the examination of university etc.;
- s. 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 instruction, teaching and training work to be taken and meet respective criteria of the accreditation bodies;
- t. That institution shall have at least 15% of the faculty with MS/M. Phil degree/Ph.D, particularly in the subject of Basic Science; Computer Science; and Information Technology subjects;
- u. That the institution must possess 50% of its teaching members employed on permanent basis, for undergraduate program, with minimum prescribed qualifications as first class Master's degree from an accredited / chartered university in relevant subjects.
- v. The work load of the faculty should not exceed the limits prescribed by the university;
- w. That the sponsors will provide career counseling and job research services to students;
- x. That hostel facilities provide mess & rent standard fixed by the university; and residents will be obliged to follow rules framed by the university.

#### **6. Procedure for the Affiliation of an Educational Institution:**

- a. An educational institution applying for affiliation to the university shall make a written application on affiliation form (Annex-I) to the Registrar at least six months before the commencement of the academic year from which the affiliation is sought to take effect.
- b. Pay fees as prescribed;
- c. An educational institution applying for affiliation shall give full information in the application of the following matters:
  - i. Registration deed of the Society/Foundation/Trust and constitution and personnel of its Board of Governors;
  - ii. Degrees and subjects in respect of which affiliation is sought;
  - iii. Accommodation, Library and Laboratory Equipment and strength of the Students;
  - iv. Number, qualifications, emoluments and conditions of service of teachers;
  - v. Provisions for hostels and playgrounds;
  - vi. Fees proposed to be levied;
  - vii. The financial provisions made for the continued maintenance of the educational institution, and
  - viii. Such other matters as may be prescribed.
- d. On receipt of the duly completed application form, the Registrar, will place the matter in the meeting of the Affiliation Committee. Upon its satisfaction, the Affiliation Committee will arrange a zero visit for inspection of the educational institution on a pre-communicated date to physically verify the facts on the ground, and submit its report to the VC.

- e. The Vice-Chancellor, after considering the report of Affiliation Committee, may grant affiliation with effect from the date specified. The university shall have the authority to withdraw or refuse to grant affiliation to an institution, however an institute may request the university for review of its decision.

### **7. Space standards and norms:**

- a. The institution shall be located in a spacious, separate and independent building conducive for academic activities.
- b. The sufficient space is available in shape of class rooms, library, laboratories and separate common rooms for boys and girls are also available;
- c. That size of laboratory in case of Basic / Natural and Applied Science subjects should be at least 20 x 40 sq. ft.;
- d. That institution shall have an auditorium, 2 class rooms per department, and separate common rooms & staff rooms for male and female students and staff;
- e. The desirable space standards for institution are laid down in (Annex II) i.e. HEC's General Criteria/Norms for the Affiliation of an institute.

### **8. Fees:**

The following charges will be paid by the affiliated institutes:-

- a. On the submission of application form for affiliation, application/inspection prescribed fee will be charged by the University for only the program to be affiliated.
- b. For the affiliation of each additional program, fee will be charged as prescribed by the University.
- c. Registration/enrolment, Exams, Tuition fee, Degree fee etc. will be charged as prescribed by the University.

### **9. Monitoring of the Affiliated Institution:**

- a. A periodic monitoring of an affiliated institution, shall be done by the Affiliation Committee or an inspection team of one or more competent persons authorized by the VC. The inspection may pertain to:
  - i. all academic matters;
  - ii. the instructional supervision, examinations, discipline, residence, and general welfare of students, the provision of games, sports, recreation and play grounds;
  - iii. the strength and qualifications of the teaching staff, the duties performed by them and the terms and conditions of their service;
  - iv. the building, laboratories, library, reading rooms, farms, museums, workshops, equipment, stock, furniture, etc;
  - v. the financial position of the educational institution;
  - vi. what measures have been taken by the Institution in line with the Vision and Mission of the University.
- b. The report of such inspection shall be submitted to the Vice Chancellor.

**10. Report from Affiliated Institutes:**

- a. Every educational institution affiliated to the University shall furnish periodically such reports, returns, and other information's as the university may require to enable it to judge the efficiency of the educational institution.
- b. The university may call upon any educational institution affiliated to it to take within a specified period, such action as may appear to the university to be necessary in respect of any matter.

**11. Visitation:**

- a. The Vice Chancellor of the Riphah International University, may cause a visitation or inquiry to be made in respect of any matter connected with the affairs of an affiliated institution and appoint such person or persons, as he may deem fit for the purpose and take appropriate action.

**12. Approval of Scheme of Studies and System of Examination:**

The general scheme of studies; the courses of studies and the manner and method of teaching shall be such as approved by the appropriate authorities of the University.

- a. Provided further that curricula in line with guidelines given by HEC and accreditation bodies shall be adopted suo-moto and approved by appropriate authorities.
- b. The system of examination, the duration of courses, the number of subjects and papers for examinations shall be such as approved by the appropriate authorities of the University.

**13. Addition of Courses In Affiliated Colleges:**

Where an educational institution desires to add to the courses of instruction in respect of which it is affiliated the procedure prescribed under subsection (1) of section 4 shall, be followed.

**14. Conduct of Examinations:**

- a. All examinations leading to degree courses taught at an institution and matters related thereto shall be controlled and managed by the University in the same manner and subject to same conditions as are prescribed for University examinations department/Controller from time to time.
- b. It shall be the responsibility of an affiliated institution to provide, all adequate facilities within its premises for holding and conducting such examinations as are held by the University.
- c. The teaching and other staff of affiliated institutions shall perform such duties and functions as are assigned to them by the University in connection with the conduct of examinations.
- d. No student shall be eligible to appear at any University examination unless he/she is registered / enrolled in the University after payment of the necessary fee, and have met attendance and other requirements.

### **15. Registration of Students of Affiliated Institutes**

- a. The Head / Principal / Director etc. of every affiliated institution shall forward to the Registrar, the name and other particulars on the prescribed form together with all necessary documents listed therein, of every student admitted or re-admitted to the institution, together with the prescribed registration / enrollment fee. Applications for enrollment supported by necessary attested copies of certificates shall be submitted to the Registrar within 4 weeks of the date of admission;
- b. The Registrar of the University shall maintain a Register, of all students of an affiliated institution, which shall contain the following information:
  - i. Name of student, attested copy of CNIC, Date and Place of Birth, Registration Number, Contact Phone Number, Mobile Number, email & Postal Address etc.
  - ii. Father's /Guardian's name, attested copy of CNIC, Date and Place of Birth, Contact Phone Number, Mobile Number, email & Postal Address etc.
  - iii. Dates of admission or re-admission;
  - iv. Date of leaving the Affiliated Institution;
  - v. Details of result of University examination with Roll No. / Seat No. etc. including courses of study and transcript obtained;
  - vi. Degree awarded;
  - vii. Remarks, if any.

### **16. Co-curricular Facilities:**

- a. That the sponsors shall promote the extra-curricular and recreational activities of students, and promoting their health and general welfare, and to make arrangements for their character building in line with the Vision and Mission of the University in terms of segregation of Male and Female in the institution & strictly follow the code of conduct;
- b. That institution shall ensure to provide co-curricular activities like debating contest, declamation contest, Quran Khawani, Naat Khawani, Holding of Mushairahs, Camp fire, Boy Scouts, Girls Guides activities etc. Excursions to places of historical importance and student's visit to institution and bodies relevant to their profession such as factories, hospitals, laboratories, chambers of commerce & industries and other educational places etc. shall also be arranged for augmenting the development of students. Educational visits and co-curricular activities shall be conducted while observing highest standard of Islamic ethics and morality;
- c. That in door and out-door facilities for games should be ensured to provide healthy outlets to the students separately for boys and girls, for imbuing the sense of competition and tolerance. The students should be encouraged to participate in indoor and outdoor games. The facilities of gymnasium should also be made available to boys and girls separately to avoid catching the contagious/infectious diseases, medical check-up should be ensured and students be advised on health problems yearly.

**17. Withdrawal of Affiliation:**

- a. If an educational institution affiliated to the university fails at any time to fulfill any of the prescribed requirements, or
- b. If an educational institution has failed to observe any of the conditions of its affiliation, or
- c. Its affairs are conducted in a manner which is prejudicial to the interest of education and ethical and moral norms given by Islam, or
- d. In case of unsatisfactory report by the affiliation committee,
- e. The Vice Chancellor, after an enquiry, put up the matter to the Chancellor.
- f. The Chancellor shall give final decision to disaffiliate the institute, or disallow new admissions till the required parameters are taken by the institute within the target period.
- g. The University may, withdraw either in whole or in part, the rights conferred on the educational institution by affiliation or modify such rights.

**18. Appeal Against Refusal or Withdrawal of Affiliation:**

- a. An appeal shall lie to the Chancellor against the decision of refusing to affiliate an institution or withdrawing in whole or in part, the rights conferred on an institution by affiliation or modifying such rights.
- b. **In Case of the Rejection of Appeal:**
  - i. Vice Chancellor shall direct the Registrar to notify disaffiliation.
  - ii. Registrar shall notify disaffiliation and ensure to convey the Disaffiliation Notice to all the ongoing students of that institute registered with RIPHAH.

**19. Status of the Students of De-Affiliated Institute:**

- a. In case of de-Affiliation, the students enrolled under provisions of the Agreement in any program shall, however, be awarded the degrees, by RIPHAH, after submission of the outstanding dues of the University by the institute and after the successful completion of the requirements of the program by the students.
- b. After the clearance of outstanding dues up till the point of disaffiliation, the Institute may get affiliation with any other University and transfer students to that university for awarding the degrees/Diplomas in their programs, if they deem it suitable.

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