



COMSATS University Islamabad

Registrar Secretariat, Principal Seat, Islamabad

No. CUI-Reg/Notif-112/22/619

5th September 2022

NOTIFICATION

Subject: **Statutes for Affiliation and Disaffiliation of Educational Institutions and Related Matters of COMSATS University Islamabad (CUI) - 2022**

In pursuance of Section 27(1)(f) of the COMSATS University Islamabad (CUI) Act-2018 and consequent upon approval of the Sub-Committee of CUI Senate in its 6th meeting held on 20th July 2022, the enclosed Statutes for Affiliation and Disaffiliation of Educational Institutions and Related Matters of COMSATS University Islamabad (CUI) – 2022 (23-Pages) are hereby notified for implementation across the CUI.

This supersedes Sections 28 & 29 of the Constitution, Functions and Powers of the Authorities of the COMSATS University Islamabad Statutes - 2019 issued via Registrar Secretariat's Notification No. CUI-Reg/Notif-3090/19/3768 dated December 16, 2019.


(Dr. Sajjad Ahmad Madani)
Acting Registrar

Distribution:

- All Principal Officers
- All Directors/ Incharge of CUI Campuses
- Deans of Faculties
- Director Planning, Development and HRD
- Heads/ In charges of the offices at CUI Principal Seat

Copy to:

- SO to the Rector, CUI

**Statutes for Affiliation & Disaffiliation of Educational Institutions and Related Matters of
COMSATS University Islamabad (CUI) - 2022**

1. TITLE

These statutes framed in pursuance of Section 27(1) f, Section 4(XIV) and Section 22(2) j of COMSATS University Islamabad Act, 2018 shall be called “Statutes for Affiliation and Disaffiliation of Educational Institutions and Related Matters”.

2. COMMENCEMENT

The Statutes shall come into force on the date of Notification after approval of the Senate.

3. DEFINITION

In these Statutes, unless anything repugnant in the subject and/or context:

- a. ‘**Accreditation Body**’ means organization that provides accreditation services, which is a formal, third party recognition of competence to perform specific tasks;
- b. ‘**Admission Fee**’ means admission fee as prescribed by the University;
- c. ‘**Affiliation**’ means affiliation with the COMSATS University Islamabad;
- d. ‘**Annual Affiliation Fee**’ means fee to be charged as affiliation charges;
- e. ‘**Affiliation Committee**’ means the committee at University which guides the University regarding affiliation/disaffiliation of Institute/Institution/ College;
- f. ‘**Commission**’ means Higher Education Commission, Pakistan;
- g. ‘**F&PC**’ means Finance and Planning Committee of the University;
- h. ‘**Institute / Institution / College**’ means the educational institution seeking affiliation with the University;
- i. ‘**Prescribed**’ means prescribed by the University;
- j. ‘**Principal**’ means the executive head of the Institute /College or the chief executive of the institution applying for affiliation;
- k. ‘**Rector**’ means executive head of the University;
- l. ‘**Security**’ means refundable payment to be deposited to University;
- m. ‘**Senate**’ means Senate of the University;
- n. ‘**Syndicate**’ means Syndicate of the University; and,
- o. ‘**University**’ means the COMSATS University Islamabad.

4. LEGAL FORMALITIES:

- a) The ownership of the institution seeking affiliation shall vest in a body corporate and not in individual(s) or family. It shall be registered under the relevant laws of companies ordinance/societies registration act/trust act as a foundation/society/trust. This shall not be required in case the institution is in the public sector;
- b) The Institute seeking affiliation with the University shall register itself with the Provincial Government or the Commission in case of Federal territory, if applicable; and,
- c) A copy of the registration deed along with a memorandum of association will be supplied to the University to examine the objectives and credentials of the members. A brief profile of each member of management should also be provided.

5. APPLICATION FOR AFFILIATION

- a) The Application for Affiliation shall be submitted by the corporate bodies except Government Institutions. No change in ownership of the corporate body will be permissible after affiliation without prior approval of the University;
- b) An Institute/Institution/College applying for affiliation with the University shall make an application to the Registrar of the University on prescribed form (Annex-I) in response to the advertisement to be published on the discretion of the Rector. The Rector may consult Affiliation Committee in the matter, if so wishes. There shall be an application processing fee at such rates as may be prescribed by the University;
- c) The Institute shall deposit security and visitation fee prior to the visit of the Institute/College as prescribed for each category of the Institute/College. This security can be used for the purpose of recovering any penalty/balance/out-standing payments due towards Institute/College and payable to the University;
- d) Visitation fee for each visit and re-visit shall be Rs. 500,000/- and Rs. 250,000/- respectively or as prescribed by the University from time to time. **Annual Affiliation Fee will be paid by Institute/College affiliated with the University @ 10% of total fees and dues received by the affiliated Institute/College from the students to be enrolled with the University paid each six (6) months for the amounts due in the preceding period. The fee to be charged by the Institute/ College shall be approved by the Affiliation Committee. One time, Registration Fee @ Rs. 22,000/- shall be paid to the University for each enrolled student, or as amended**

from time to time and prescribed in Schedule I. The Admission Fee will be paid within a fortnight after close of each successive admissions' cycle;

- e) The Institute/College seeking affiliation shall satisfy the University with regards to the objectives of the Institute/College and credentials of the members of the corporate body;
- f) The Institute/College shall only offer those programs which are offered and approved by the University;
- g) The C.V.s of faculty shall be provided along with the application for affiliation; and,
- h) The procedure to be followed in disposing of an application for the affiliation of an Institute/College shall be such as may be prescribed by the University. The Senate may, on the recommendations of the Syndicate and Affiliation Committee, grant or refuse affiliation to an Institution.

6. SPACE STANDARDS

- a) The Institute/College shall be located in a spacious, separate and independent building, which should be easily accessible to students, on area of minimum 3 acres. The premises should not be shared by any other institution, discipline, person or the degree programs accredited by an institution other than the University. A No Objection Certificate from the local bodies regarding suitability of the proposed location and structural stability compliance to safety standards commensurate with the use of premises/building as Institute/College be provided;
- b) No change in the premises will be made without prior permission from the University. The new site, as and when so required, will be visited by the Affiliation Committee for approval;
- c) Where an Institute/College is proposed to be located in rented premises, the Management shall ensure that the Institute/College will acquire its own building within a period of four (4) years preferably in a non-residential area;
- d) An Affiliated Institute/College can be allowed to function in more than one buildings provided that administrative and academic control is centralized and the buildings are within a reasonable and convenient distance of each other. The Affiliation Committee shall make an opinion and formulate recommendations in the matter;
- e) Adequate hostel facilities must be provided separately for male & female students unless dispensed with by the University;

- f) The Institute/College shall have an Auditorium, faculty/staff offices with washrooms and classrooms of reasonable sizes. Offices must observe gender sensitivity as per acceptable social norms;
- g) Seating in classes will be provided for 100 percent students allocated to each section of the class;
- h) There will not be more than 55 students in a section. A minimum area of 12 sq.ft. per student should be provided in the classroom;
- i) The affiliated Institute/College shall be responsible to provide premises/classrooms for conducting the university examinations at least equal to the number of students they have admitted;
- j) The Institute/College shall have proper IT infrastructure, canteen/cafeteria, toilets, student's common room, prayer rooms, dispensary, and sports facilities, both for indoor and outdoor sports.

7. INSPECTION REQUIREMENTS:

In order to physically verify the detailed academic and physical infrastructure available with the Institute/College, the Affiliation Committee may like to conduct a detailed survey of the Institute/College before grant of affiliation by the University. The affiliation, however, will be granted program wise.

8. FORMAL AGREEMENT:

- a) All arrangements of affiliation between Institute/College and the University should be agreed upon and formally written down as approved legal agreement and signed by senior authorized representatives. Detailed arrangements for partnership shall be set out clearly in the agreement;
- b) 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.;
- c) The agreement shall clearly spell out the provisions for quality control mechanism including monitoring, assessment procedures, review and visitation. The validity period of the agreement should be clearly agreed upon by the University and Institute/College. Extension shall be on mutual agreement basis; and,

- d) Termination of Affiliation shall safeguard the interests of the students and shall be duly notified to the general public and the Commission by the University.

9. CONDITIONS AND PROCEDURE FOR DE-AFFILIATION:

If an Institute/College fails to observe any of the conditions of its affiliation, or its affairs are conducted in a manner which are 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 and with the approval of Senate through Syndicate be withdrawn. However, the Chancellor on the recommendations of the Rector may, on a report of the Affiliation Committee, and after considering such representation as the Institute/College may wish to make, restore to it such 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 to grant Affiliation or withdrawal of Affiliation shall be made to the Chancellor through Rector, against the decision of Senate. The University shall not however dis-affiliate current students. The University will direct the Institute/College and issue public notice to stop future admission(s) and concurrently inform the Commission in this respect.

10. CONSTITUTION OF THE AFFILIATION COMMITTEE:

- I. Affiliation Committee shall consist of the following:
 - a) The Pro-Rector, Academics, who shall be the Chairperson of the Affiliation Committee and shall preside over its meetings and shall lead inspection visits. In the absence of Pro-Rector, Academics, the senior most Dean of the Faculty shall preside over the meeting of Affiliation Committee and shall lead inspection visits;
 - b) one member of the Syndicate to be nominated by the Syndicate;
 - c) one nominee of Higher Education Commission not below the rank of BPS 19;
 - d) one nominee of Ministry of Science and Technology not below the rank of BPS 19;
 - e) all the Deans of Faculties;
 - f) two Professors to be appointed by the Academic Council;
 - g) the Director of Education of the Division concerned;
 - h) the Controller of Examinations;
 - i) the Registrar who shall also be the Secretary of Affiliation Committee;

- j) Director (P, D and HRD); and,
 - k) Treasurer.
- II. The Affiliation Committee may co-opt not more than three experts, with the approval of Rector, who shall be counted for the quorum of inspection by the Affiliation Committee;
- III. The term of office of the members of the Affiliation Committee, other than ex-officio members, shall be three years;
- IV. The Affiliation Committee shall meet as per need of the University;
- V. The quorum for a meeting and inspection visit by the Affiliation Committee shall be 2/3 of the total number of members.

11. FUNCTIONS AND POWERS OF THE AFFILIATION COMMITTEE:

The Affiliation Committee shall have the following powers and functions: -

- a) To inspect the educational institution seeking affiliation with, or admission to the privileges of the University and to advise the Senate through Syndicate thereon;
- b) To inquire into the complaints alleging breach of conditions of affiliation by affiliated Institute/College and to advise the Senate through Syndicate thereon;
- c) To propose to the Syndicate on all matters of affiliation or disaffiliation of Institute/College for onward submission to the Senate for consideration;
- d) To perform such other functions as may be prescribed by Regulations.

12. MONITORING

- a) The monitoring and visitation of the Institute/College will be carried out by the Affiliation Committee when there exists substantial evidence on any aspect of the institutional efficiency or functioning or otherwise;
- b) The University may call upon any Institute/College to take such action as it may deem necessary in respect of any of the matter specified under law from time to time;
- c) The Institute/College will abide by the laws of Commission, University and relevant Accreditation Body with regards to affiliation of Institute/Institution/College framed from time to time;

- d) The University shall have full powers to take any action, it may consider appropriate including de-affiliation of an Institute/College, if it is found indulging in any subversive or unlawful activity. However, in doing so securing the interests of students pursuing different academic courses shall be the responsibility of the Institution and the University;
- e) The Institute/College shall be liable to provide facilities to the representatives of Commission and University for visitation to enable them to verify that the Institute/College is maintaining appropriate academic standards;
- f) The Institute/College shall furnish an annual statement of accounts to University with detail of fees, dues, donations and other income received and expenditure incurred duly audited within three (3) calendar months of the close of every financial year (July-June);
- g) An inspection of Institute/College shall be held twice a year for first 3 Years of its affiliation and once a year thereafter, by the Affiliation Committee;
- h) The Institute/College shall follow all instructions/regulations issued by the University, from time to time; and,
- i) 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.

13. FINANCIAL GUIDELINES

- a) The Institute/College shall be required to pay Registration Fee and an Annual Affiliation Fee, at such rates as prescribed in Section 5, to cover the cost of services provided by the University;
- b) The Institute/College should be financially stable and has the ability to sustain regular functioning and efficient working. The working capital of Institute/College in an amount of at least Rs. 10.0 million should lie with the Institution for ensuring financial sustenance and smooth functioning of the affairs of Institute/College;
- c) The Institute/College shall furnish such reports, returns and other information as the University may require, enabling it to *inter alia* judge financial sustainability and soundness of the Institute/College; and,
- d) The Institute/College shall submit the above financial arrangements supported by documentary evidence.

14. GENERAL RULES OF AFFILIATION

- a) The Institute/College shall frame proper rules regarding the efficiency and discipline of its staff and other employees;
- b) The Principal shall be duly qualified whole-time employee having qualifications & experience, befitting the position preferably having MS in relevant field, and shall be paid accordingly;
- c) Change of Principal or any change in the teaching faculty with reasoning and justification should be made under intimation to the University within 15 days, failing which an appropriate action will be taken by the University;
- d) There should be adequate number of whole-time qualified teachers as prescribed by the CUI but not less than 50% of the total strength. Part time teachers should also be academically qualified, as prescribed by the University. The Affiliation Committee will judge the ratio of whole time and part time teachers;
- e) There shall be whole-time Sports Officer and Librarian. They shall have BS/MA/MSc and MS degree(s) respectively in the relevant subject(s);
- f) The Librarian shall have at least one Library Assistant and other essential library staff.
- g) The Institute/College library should be located in a covered area having seating arrangement for at least 10 percent of the total number of enrolled students;
- h) The Institute/College library should have at least five sets of each text/recommended book of all relevant subjects and a reasonable number of reference books along with relevant University publications. The Institute/College shall also have a reasonable number of books related to the discipline of humanities specially literature. However, the Institute/ College shall be bound to adhere to the guidelines of the relevant Accreditation Body;
- i) Initially books worth not less than Rs 500,000/- shall be purchased for the Institute/College library. Thereafter, at least Rs. 200,000/- per program shall be spent each year for acquisition of books and Rs. 100,000/- be spent each year for the purchase of journals/magazines, subscription to scholastic databases, etc;
- j) The Institute/College shall establish a book bank capable of providing prescribed textbooks to at least 10 percent of the students on the rolls;
- k) The Institute/College must restrict to academic, research, training and academics related co-curricular activities. Political or other activities detrimental to national, religious, social or local culture shall not be undertaken;

- l) Services of full-time qualified medical officer shall be engaged who shall have basic medical equipment available to him/her to meet emergency cases;
- m) Classes shall be held up to a max. of six days a week and academic calendar shall be followed same as the one followed by the University;
- n) The Institute/College shall have morning classes. The Institute/College will not be allowed to have evening classes only;
- o) The total number of students in evening classes shall not exceed the number of students admitted in the morning classes;
- p) An authenticated attendance record of all students shall be displayed on notice board in the first week of every succeeding month in a summary form;
- q) The Institute/College should maintain record regarding fee concession, appointment of staff, and their joining reports, leave record, payment of salary, stock register and accession register of library;
- r) All the salaries shall be paid through cheques;
- s) Institute/College record shall not be removed from the premises and shall remain available, at all times, for inspection by the Affiliation Committee;
- t) The Institute/College shall grant full fee concession to at least 5% of the total number of students and half fee concession to another 5 percent of the total number of students as need-based and merit scholarships;
- u) Affiliation shall initially be for one session. It may be extendable for further two sessions depending on the performance as ascertained through visitation by Affiliation Committee. The Institute/College management would have to apply for grant of extension in affiliation on the prescribed form at least 30 days prior to the date of expiry of Affiliation;
- v) No affiliation shall be granted with retrospective effect;
- w) The University shall have the discretion to grant/refuse/suspend/cancel affiliation in any subject. However, the affected Institute/College shall have the right of appeal addressed to the Chancellor routed through the Rector;
- x) The Affiliation Committee shall have the power to arrange visitation at a time of its own choice and may pay surprise visits;
- y) Program accreditation by the relevant Accreditation Body shall be mandatory;
- z) Any Affiliated Institute/College may advertise for admission, hiring of staff or procurement of goods, services, etc., in the print or other media. However, any deliberate misrepresentation shall be treated as sufficient basis for withdrawal of

affiliation. Furthermore, no impersonation of anything contrary to the substantive facts would be allowed;

- aa) The request for affiliation will not be entertained in city where a campus of CUI is already functioning; and,
- bb) Extension in Affiliation of Institute/College in a city where University opens its campus would be reconsidered on merit, as decided by the CUI in its sole discretion.

The Schedule of charges is attached at Schedule-I.

NOTE:

- *Application for grant of affiliation /addition of programs for affiliation on the prescribed form duly filled in shall be received in response to advertisement published in the national print media and on University website. Incomplete applications or applications submitted after the prescribed due date shall not be entertained.*
- *Request for grant of extension in affiliation or increase in intake shall be submitted as per requirement.*

15. SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO UNDERGRADUATE DEGREE INSTITUTE/COLLEGES.

- a) The management of affiliated Institutes/Colleges shall deposit an amount of Rs. 500,000/- for each program applied for as security in the account of the University;
- b) At least two whole time teachers having qualifications prescribed by the University for each subject applied for affiliation shall be appointed;
- c) For each subject of experimental science, a separate/independent well-equipped laboratory shall be provided for degree classes;
- d) All recommended books of each subject shall be available in the library;
- e) The Institute/College will follow the semester system of examination as prescribed by the University; and,
- f) The terminal examination paper will be approved/ provided by the University.

16. PROCEDURE FOR GRANT OF AFFILIATION

- a) Application for grant of affiliation for undergraduate programs on the prescribed form duly filled in shall be received in response to the call for affiliation to be advertised in newspaper. Incomplete applications or application submitted after the due date shall not be entertained.
- b) The University shall be bound to convey decision within six months.
- c) Admission to the teaching program applied for affiliation must not be made until and unless the Institute/College is granted Affiliation/extension in affiliation by the University.
- d) The information provided must be accurate in all respects. In case of any default/misstatement, the administration of the Institute/College shall be held responsible/accountable for legal consequences.
- e) On completion of the documents, the case will be submitted to the Rector by the Registrar of the University who may refer it to the Affiliation Committee for consideration and arranging inspection/visit of the Institute/College.
- f) The Institute/College will be asked to submit visit fee and security. After deposit of the dues, visit of the Institute/College will be scheduled.
- g) After visit, the Affiliation Committee will submit its recommendations for the consideration of the Syndicate and the Senate.
- h) After approval of the recommendations, the office orders shall be issued by the Registrar Office of the University accordingly.

**The Registrar,
COMSATS University Islamabad
Islamabad.**

Subject: GRANT OF AFFILIATION WITH COMSATS UNIVERSITY ISLAMABAD

The application along with proformas duly filled in is submitted for grant of affiliation to teach

.....

I solemnly affirm that the facts declared in the application are correct to the best of my knowledge.

It is requested that affiliation may kindly be granted. The undersigned undertakes to abide by all rules and conditions laid down by the University and to maintain the record/facilities properly.

Yours sincerely

**Principal
(Stamp)**

Note: The application package will be marked 'Confidential'

APPLICATION FORM FOR GRANT OF AFFILIATION
COMSATS UNIVERSITY ISLAMABAD

1.	Name of Institution	
2.	Postal Address	
3.	Phone/Fax	
4.	E-Mail Address	
5.	Program/Subjects applied for affiliation	In case of Degree classes attach list of Elective and Optional subject at Annex-A.
6.	Subjects already affiliated (if any) Reference No.	Attach list at Annex-B.
7.	Management Body (For private Institutions)	Attach copy of Memorandum and Articles of Association at Annex-C. Attach copy of Registration Certificate from Registrar Joint Stock Company, under the Societies Registration Act XXI of 1860 at Annex-D.
8.	Registration of the Institution/Institute/College for Private Institutions only.	Attach copy of Registration Certificate under the local Government Private Educational Institutions (Promotion & Regulation) Ordinance/ Rules 1984 from Local Government, Education Department/concerned District Govt. Annex-E.
9.	NOC from Govt. concerned (for Govt. Institutions only.)	Attach at Annex-F.
10.	Efficiency & Discipline Rules/Code of Conduct	Attach copy of Rules for employees at Annex-G. Attach copy of Rules for students at Annex- H.
11.	Prospectus	Attach Annex-I.
12.	Certificate that no other discipline is being run in collaboration/ affiliation with any other University.	Attach Annex-J.
13.	Building: Owned/Rented Total Area Covered Area	Attach copy of Rent deed/Registry Annex-K Attach detail on Form No. 14-L Attach copy of Map Annex-M.
14.	Students Hostel	Attach the detail of hostel facilities. Annex-N.
15.	Staff Residences	Attach the detail of staff residences. Annex-O.
16.	Finances: Development Funds Recurring funds Reserve Fund	Attach detail on Form No.17-P and Form No. 17-Q Attach Bank guarantee/certificate. Annex-R.
17.	Sports facilities Grounds Equipment	Owned/Acquired. Attach documents. Annex-S. Attach detail on Form No. 18-T
18.	Teaching Staff	Attach detail on Form No. 19-U.

19.	Non-Teaching Staff	Attach detail on Form No. 20-V
20.	Library Detail of Books Other facilities	Attach detail on Form No. 21-W
21.	Laboratories	Attach detail on Form No. 22-X
22.	Memorandum of Association	Attach document at Annex- Y

COMSATS UNIVERSITY ISLAMABAD
STATEMENT OF DETAILS OF BUILDING

NAME OF INSTITUTE/COLLEGE

S.NO.	DETAIL OF ROOMS	SIZE	NUMBER	REMARKS

Please attach premises a) location plan, b) building plans (floor wise) clearly marking area of premises in Sq Yards (& acres) and constructed area (in Sq. Ft. floor wise). Building plans should clearly show entry, exit, emergency exit. The buildings should have access for disabled.

Signature

Designation

COMSATS UNIVERSITY ISLAMABAD
STATEMENT OF NON-RECURRING (DEVELOPMENT) RECEIPT &
EXPENDITURE FOR THE YEAR

NAME OF INSTITUTE/COLLEGE.....

RECEIPTS	AMOUNT	EXPENDITURE	AMOUNT
Opening balance*		Building	
		Construction	
		Repair	
		Others	
Institute/College Funds/Fee		Furniture	
Govt. Grant		Purchase	
Others		Repair	
		Others	
		Equipment	
		Purchase	
		Repair	
		Library	
		Others	
Total		Total	

- Give detail of resources.

Signature

Designation

COMSATS UNIVERSITY ISLAMABAD
STATEMENT OF RECURRING (NON DEVELOPMENT) RECEIPT &
EXPENDITURE FOR THE YEAR

NAME OF INSTITUTE/COLLEGE.....

RECEIPTS	AMOUNT	EXPENDITURE	AMOUNT
Opening balance		Salaries	
		Whole time faculty	
		Visiting faculty	
Income from Fee*		Admin. /Office Staff	
Govt. Grant Others		Others	
		Building	
		Construction	
		Repair	
		Others	
		Rent of Building	
		Telephone	
		Electricity	
		Sui Gas	
		Furniture	
		Lab. Equipment	
		Library	
		Sports	
		Medical Facility	
		Miscellaneous	
		Others	
Total		Total	

- Give details of fee i.e. Admission Fee, Tuition Fee, Funds, Other charges per student per semester & per year for each program.

Signature
Designation

COMSATS UNIVERSITY ISLAMABAD
STATEMENT OF SPORTS FACILITIES/EQUIPMENTS

NAME OF INSTITUTE/COLLEGE.....

S.NO.	ITEMS	QUANTITY	REMARKS

Please specify the available facilities like playgrounds, indoor and outdoor sports facilities and status (whether owned, rented, etc.)

Signature
Designation

COMSATS UNIVERSITY ISLAMABAD
STATEMENT OF LIBRARY BOOKS/ FACILITIES

NAME OF INSTITUTE/COLLEGE.....

Sr. NO.	SUBJECT	TEXT/RECOMMENDED BOOKS		NO. OF RELEVANT BOOKS	NO. OF REFERENCE BOOKS	OTHERS
		No. of Titles	No. of Books			
OTHER FACILITIES						
Item	Almirah	Racks	Chairs	Tables	Computers	Others
No.						

Please also specify journals, magazines, newspapers, scholastic databases, etc. subscribed.

Signature

Designation

COMSATS UNIVERSITY ISLAMABAD
STATEMENT OF LABORATORY/S EQUIPMENT

NAME OF INSTITUTE/COLLEGE.....

S.NO.	SUBJECT/LAB.*	NAME OF ITEMS	QUANTITY	REMARKS

*Give details of labs. for each subject

Signature

Designation

COMSATS UNIVERSITY ISLAMABAD
STATEMENT OF TEACHING STAFF FOR THE YEAR

NAME OF INSTITUTE/COLLEGE.....

S. No.	Qualification				Designation	Nature of Appointment	Salary	Date of appointment	Experience	Remarks
	Degree	Subject	Passing Year	Institution /University						

(Please use extra sheet if required)

Signature

Designation

COMSATS UNIVERSITY ISLAMABAD
STATEMENT OF NON-TEACHING STAFF FOR THE YEAR

NAME OF INSTITUTE/COLLEGE.....

S. No.	Qualification				Designation	Nature of Appointment	Salary	Date of appointment	Experience	Remarks
	Degree	Subject	Passing Year	Institution /University						

(Please use extra sheet if required)

Signature

Designation

Schedule of Charges

(University may change the charges, from time to time)

Sr No	Description	Charges
1.	Application processing fee	Rs.25,000/-
2.	Visitation Fee	Rs. 500,000/-
3.	Revisitation Fee	Rs. 250,000/-
4.	Annual Affiliation Fee	10% of Total fees and dues received by the Institute/College
5.	Registration Fee (one time)	Rs. 22,000/- per student
6.	Working Capital to be maintained by Institute/College	Rs. 10,000,000/-
7.	Security fee (Refundable)	Rs. 500,000/- per program