



COMSATS University Islamabad

Registrar Secretariat, Principal Seat, Islamabad

CUI-Reg/Notif-214/24/1063

December 13, 2024

NOTIFICATION

Subject: **Statutes for Affiliation and Disaffiliation of Education Institutions and Related Matters of COMSATS University Islamabad – 2024**

Consequent upon approval of the Sub-Committee of the COMSATS University Islamabad Senate (CUI) in its 9th meeting held on 31st October 2024, attached “*Statutes for Affiliation and Disaffiliation of Education Institutions and Related Matters of COMSATS University Islamabad – 2024*” are hereby notified for implementation across CUI, with immediate effect.

This supersedes Notification No. CUI-Reg/Notif-112/22/619 dated 5th September 2022 and Notifications No. CUI-Reg/Notif-31/23/184 dated 21st February 2023 on the relevant subject.

A handwritten signature in blue ink, appearing to read 'Shahzad Ahmed', with a long horizontal stroke extending to the right.

(Shahzad Ahmed)
Manager/Incharge (Management)

Distribution:

1. All Principal Officers
2. All Directors/Incharge, CUI Campuses
3. All Deans of Faculties
4. Director Planning, Development and HRD

Copy to:

- SO to the Rector
- PS to the Registrar

Statutes for Affiliation and Disaffiliation of Educational Institutions and Related Matters of COMSATS University Islamabad - 2024

1. TITLE

These Statutes are framed in pursuance of the provisions of Section 4(1) xiv and xv, Section 27(1) f, Section 24(2) e, Section 22(2) j & 19(2) h of the COMSATS University Islamabad Act, 2018 and shall be called “Statutes for Affiliation and Disaffiliation of Educational Institutions and Related Matters of COMSATS University Islamabad - 2024”.

2. COMMENCEMENT

These Statutes shall come into force from the date of notification.

3. DEFINITIONS

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 the University which guides the University regarding affiliation/disaffiliation of Institute/Institution/ College;
- f. **‘Competent Authority’** means Senate of the University;
- g. **‘Commission’** means Higher Education Commission, Pakistan;
- h. **‘F&PC’** means Finance and Planning Committee of the University;
- i. **‘Government Institution’** means public sector university chartered by the Federal/Provincial Act;
- j. **‘Institute / Institution / College’** means the educational institution seeking affiliation/ extension in affiliation, as applicable, with the University;
- k. **‘Prescribed’** means prescribed by the University;
- l. **‘Principal’** means the executive head of the Institute/Institution/College applying for affiliation;
- m. **‘QEC’** means Quality Enhancement Cell of the University;
- n. **‘Rector’** means the Rector of the University;
- o. **‘Security’** means refundable payment to be deposited to the University;

- p. 'Senate' means the Senate of the University;
- q. 'Syndicate' means Syndicate of the University; and
- r. 'University' means the COMSATS University Islamabad.

4. LEGAL FORMALITIES

- a) The ownership of the Institute/Institution/College 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/Institution/College 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 provided to the University to examine the objectives of the corporate entity 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 on prescribed form (Annex-I) accompanied by the Application Processing Fee. This will be made either unsolicited or in response to the advertisement to be published by the University 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 from time to time;
- c) The Institute/Institution/College applying for affiliation shall deposit Security Fee and Visitation Fee prior to the visit of the Institute/Institution/College as prescribed for each category of the Institute/Institution/College. This Security Fee can be used for the purpose of recovering any penalty/balance/out-standing payments due towards Institute/Institution/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. **The Annual Affiliation Fee shall be paid by the affiliated Institute/Institution/College to the University @ 10% of total fees and dues received by the Institute / Institution / College from the students enrolled with the University, to be paid each six (6) months for the amounts due in the preceding period. The Schedule of Charges is attached at Schedule-I, as amended from time to time. The fees to be charged by the Institute/Institution/College shall be approved by the Affiliation Committee. A one time, Registration Fee @ Rs. 22,000/- shall be paid to the University for each enrolled student. The Registration Fee will be paid within a fortnight after close of each successive admissions' cycle;**
- e) The Institute/Institution/College seeking affiliation shall satisfy the University with regards to the objectives of the Institute/Institution/College and credentials of the members of the corporate body;
- f) The Institute/Institution/College shall only offer those programs which are offered and approved by the University;
- g) The curriculum vitae of the teaching staff/non-teaching staff of the applying Institute/Institution/College shall be provided along with the application for affiliation; and
- h) The procedure to be followed in disposing of an application for affiliation shall be such as may be prescribed by the University. The Senate may, on the recommendations of the Syndicate and the Affiliation Committee, grant or refuse affiliation to an Institute/Institution/College.

6. SPACE STANDARDS

- a) The Institute/Institution/College shall be located in a spacious, separate and independent building, which should be easily accessible to students, on area of minimum 3 acres;
- b) The tangible assets in the form of land, buildings, etc. shall be of worth not less than Rs. 20.0 Million;
- c) The premises should not be shared with any other institution, discipline, person or the degree programs accredited by an institution other than the University;
- d) A No Objection Certificate from the concerned municipal local body regarding suitability of the proposed location and structural stability compliance to safety

standards commensurate with the use of premises/building as Institute/Institution/College be provided;

- e) 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;
- f) Where an Institute/Institution/College is proposed to be located in rented premises, its owners/management shall ensure that the Institute/Institution/College will acquire its own building within a period of four (4) years since first accredited, preferably located in a non-residential area;
- g) The affiliated Institute/Institution/College may 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 from each other. The Affiliation Committee shall make an opinion and formulate recommendations in the matter;
- h) Adequate hostel facilities must be provided separately for male and female students unless dispensed with by the University;
- i) The Institute/Institution/College shall have Committee Room, 2 classrooms for each academic program (each for 50 students), faculty/staff offices, labs/workshops, circulation area, as required and as prescribed by the relevant Accreditation Body/Councils, etc. and must observe gender sensitivity as per acceptable social norms. The Institute/Institution/College shall preferably have an Auditorium as well;
- j) Seating in classes will be provided for 100 percent students allocated to each section of the class;
- k) There will not be more than 50 students in a section. A minimum area of 12 sft per student should be provided in the classroom and respectively 25 and 30 sft per student in the labs and workshops;
- l) The affiliated Institute/Institution/College shall be responsible to provide premises/classrooms for conducting the University examinations at least equal to the number of students they have admitted;
- m) The Institute/Institution/College shall have proper IT infrastructure, canteen/cafeteria, toilets, students' common room, prayer rooms, dispensary, and sports facilities, both for indoor and outdoor sports;
- n) The Institute/Institution/College shall have one General Computer Lab for students more than those needed for programs requiring Accreditation Body/Councils requirements; and

- o) The Institute/Institution/College shall ensure availability of lift in case of more than two floors, fire extinguishers, emergency exits and ramps for differently abled persons.

7. INSPECTION REQUIREMENTS

In order to physically verify the detailed academic and physical infrastructure available with the Institute/Institution/College, the Affiliation Committee may like to conduct a detailed survey of the Institute/Institution/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/Institution/College and the University should be agreed upon and formally written down as approved legal agreement and signed by the authorized representatives. Detailed arrangements for affiliation shall be set out clearly in the agreement;
- b) The agreement shall take into account the scope of the arrangements, responsibilities, financial arrangements, mode and means of payment, procedure for resolution of differences and provision for termination of agreement, etc.;
- c) The agreement shall clearly spell out 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/Institution/College; and
- d) Extension shall be made with mutual agreement.

9. CONDITIONS AND PROCEDURE FOR DISAFFILIATION

- a) If an Institute/Institution/College fails to observe any of the conditions of its affiliation, or its affairs are conducted in a manner which are prejudicial to the interests of education or the University, the rights conferred upon the Institute/Institution/College 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 the Competent Authority may be withdrawn;
- b) However, the Competent Authority on the recommendations of the Syndicate may, on a report of the Affiliation Committee duly recommended by the Rector, and after considering such representation as the Institute/Institution/College may wish to make, restore to it such rights either in whole or in parts;

- c) Disaffiliation shall safeguard the interests of the students and shall be duly notified to the general public and the Commission by the University;
- d) Upon disaffiliation first notified to it, the Institute/Institution/College shall issue public notice to this count, immediately stop further admission(s) and concurrently inform the same to the Commission; and
- e) The procedure to be followed for disaffiliation shall observe the spirit of these Statutes and may slightly vary on a case to case basis.

10. PROCEDURE FOR CONSTITUTION OF THE AFFILIATION COMMITTEE

- a) The following Standing Committee will propose the Affiliation Committee to the Rector of the University:
 - i. All Deans of Faculties;
 - ii. The Controller of Examinations;
 - iii. In-Charge QEC; and
 - iv. The Registrar who shall also be the Secretary of the Affiliation Committee.
- b) The senior-most Dean of the Faculty shall be the Chairperson of the Affiliation Committee and shall preside over its meetings and shall lead inspection visits.
- c) The Affiliation Committee may co-opt not more than three experts, with the approval of the Rector, who shall be counted for the quorum of inspection visit by the Affiliation Committee;
- d) The term of office of the members of the Affiliation Committee, other than ex-officio members, shall be three years;
- e) The Affiliation Committee shall meet as per need of the University; and
- f) 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 advise the Senate regarding the affiliation of the Institute/Institution/College;
- b) To monitor the academic performance of the Institute/Institution/College;
- c) To inquire into the complaints alleging breach of conditions of affiliation by the Institute/Institution/College and to advise the Senate through Syndicate thereon;
- d) To recommend to the Senate the suspension or withdrawal of privileges of the University from the Institute/Institution/College;

- e) To revise/approve and notify the charges stipulated in Schedule-I, from time to time; and
- f) To perform such other functions as may be assigned to it from time to time.

12. MONITORING

- a) The monitoring and visitation of the Institute/Institution/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. Such visits will be arranged at a time of the choice of Affiliation Committee and may include surprise visits;
- b) The University may call upon the Institute/Institution/College to take such actions, follow rules/regulations, as it may deem necessary in respect of any of the matters specified under law, by the University and/or the Commission, from time to time;
- c) The Institute/Institution/College will abide by the laws of Commission, University and relevant Accreditation Body with regards to affiliation framed from time to time;
- d) The University shall have full powers to take any action(s), it may consider appropriate including suspension or disaffiliation of an Institute/Institution/College, if it is found indulging in any subversive or unlawful activity. However, in doing so securing the interests of students pursuing different academic programs shall be the responsibility of the Institute/Institution/College and the University;
- e) The Institute/Institution/College shall be liable to provide facilities to the representatives of the Commission and/or the University for visitation to enable them to verify that the Institute/Institution/College is maintaining appropriate academic standards;
- f) The Institute/Institution/College shall provide detailed information in respect of students, teaching and non-teaching staff in the form and manner as prescribed by the University and/or the Commission;
- g) The Institute/Institution/College shall furnish an annual statement of accounts to the University with details 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);
- h) The Affiliation Committee shall randomly visit the affiliated Institute/Institution /College, at least twice a year;
- i) Any violation of the rules or deliberate misrepresentation of facts shall be treated as sufficient basis for suspension or withdrawal of affiliation or to impose any penalty on the Institute/Institution/College;

- j) The monitoring and evaluation report of the affiliated Institute/Institution/College shall be compiled on a cycle of three years by the University QEC on the portal designed and proforma prescribed by the QAA /A&A of the Commission; and
- k) The strength and qualifications of the teaching and non-teaching 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 as per the University rules.

13. FINANCIAL GUIDELINES

- a) The Institute/Institution/College shall be required to pay Visitation Fee, Registration Fee and an Annual Affiliation Fee, at such rates as prescribed in Section 5 and amended by the University, from time to time, to avail privileges of affiliation and to cover the cost of services provided by the University;
- b) The Institute/Institution/College should be financially stable and has the ability to sustain regular functioning and efficient working. The working capital of Institute/Institution/College in an amount of at least of Rs. 1.0 million for each program or Rs. 10.0 million, whichever is greater should lie with the Institute/Institution/College for ensuring financial sustenance and smooth functioning of the affairs of Institute/Institution/College;
- c) The Institute/Institution/College shall furnish such reports, report of financial returns and other information as may be prescribed by the University, enabling it to *inter alia* judge financial sustainability and soundness of the Institute/Institution/College;
- d) The Institute/Institution/College shall submit the above-referred reports of financial returns in the second quarter of each financial year (i.e. Oct-Dec. each year); and
- e) The Institute/Institution/College shall, before enrolling students, establish an endowment fund of Rs. 5.00 million. The interest of the amount shall be utilized for refurbishing the laboratories and libraries and for providing gadgets aimed at enhancing the quality of education.

14. GENERAL GUIDELINES FOR AFFILIATION

These guidelines are framed under auspices of HEC Institutional Affiliation Policy -2024. The general guidelines for affiliation include, but are not limited to, the following:

- a) The Institute/Institution/College will be responsible for implementing all policies of the Commission and the University and the relevant Accreditation Body, as applicable;

- b) The Institute/Institution/College shall upload requisite data/information in respect of students, teaching and non-teaching staff on the portal of the Commission;
- c) The Institute/Institution/College shall frame proper rules regarding the efficiency and discipline of its teaching and non-teaching staff duly approved by the University;
- d) The Principal shall be duly qualified whole-time employee having qualifications and experience, befitting the position preferably having MS in relevant field, and shall be paid accordingly;
- e) Change of Principal or any change in the teaching staff with reasons and justification shall be made under intimation to the University within 15 days, failing which an appropriate action will be taken by the University;
- f) There should be adequate number of whole-time qualified teaching staff as prescribed by the University 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;
- g) 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);
- h) The Librarian shall have at least one Library Assistant and other essential library staff.
- i) The Institute/Institution/College library should be located in a constructed/built-up area having seating arrangement for at least 10 percent of the total number of students for that shift;
- j) The Institute/Institution/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/Institution/College shall also have a reasonable number of books related to the discipline of humanities specially literature. Moreover, the Institute/ College shall be bound to adhere to the guidelines of the relevant Accreditation Body;
- k) Initially books worth not less than Rs 500,000/- shall be purchased for the Institute/Institution/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.;
- l) The Institute/Institution/College shall establish a book bank capable of providing prescribed textbooks to at least 10 percent of the students on the rolls;
- m) The Institute/Institution/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;

- n) Services of full-time qualified medical officer shall be engaged who shall have basic medical equipment available to him/her to meet emergency cases;
- o) Classes shall be held up to a max. of six (6) days a week and same academic calendar shall be followed as the one followed by the University;
- p) The Institute/Institution/College shall have morning classes. The Institute/Institution/College will not be allowed to have evening classes only;
- q) The total number of students in evening classes shall not exceed the number of students admitted in the morning classes;
- r) 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;
- s) The Institute/Institution/College shall maintain record regarding fee concession, appointment of teaching and non-teaching staff, and their joining reports, leave record, payment of salary, stock register and accession register of library;
- t) All the salaries of teaching and non-teaching staff shall be paid by the Institute/Institution/College through cheques;
- u) Institute/Institution/College record shall not be removed from the premises and shall remain available, at all times, for inspection by the Affiliation Committee;
- v) The Institute/Institution/College shall grant full fee concession to at least 5% of the total number of students and half fee concession to another 5 % of the total number of students as need-based and merit scholarships;
- w) Affiliation shall initially be for one session. It may be extendable for further sessions depending on the performance as ascertained through visitation by Affiliation Committee. The Institute/Institution/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;
- x) No affiliation shall be granted with retrospective effect;
- y) The University shall have the discretion to grant/refuse/suspend/withdraw affiliation in any program. However, the affected Institute/Institution/College shall have the right of appeal before the Commission only after exhausting its rights/privileges, as allowed under these Statutes;
- z) Program accreditation by the relevant Accreditation Body shall be mandatory;
- aa) Any affiliated Institute/Institution/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;
- bb) The request for affiliation will not be entertained in a city where a campus of the University is already functioning;
 - cc) Extension in affiliation of Institute/Institution/College in a city where University opens its campus would be reconsidered on merit, as decided by the University in its sole discretion;
 - dd) The affiliated Institute/Institution/College shall implement Internship Policy of the University;
 - ee) The transcript of the student from the affiliated Institute/Institution/College shall be issued by the University, mentioning the name of the Institute/Institution/College on the transcript as well as on the degree;
 - ff) The affiliated college/institute shall have the facility of Wi-Fi-enabled internet access for the faculty/students;
 - gg) All examinations leading to the award of degrees/diplomas and their checking and evaluation shall be done by the University.
 - hh) If any difficulty arises as to the interpretation of any provision of this Policy, it shall be placed before the Executive Director of Higher Education Commission whose decision thereon shall be final.

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

- a) The management of affiliated Institutes/Colleges shall deposit an amount of Rs. 500,000/- for each program applied for affiliation as security fee in the account of the University;
- b) At least two full-time teachers shall be appointed for each program for which affiliation is applied by the Institute/Institution/College. The teachers shall have the minimum qualifications as prescribed by the University;
- c) For each subject of experimental science, a separate/independent well-equipped laboratory for 40-50 students shall be provided for degree classes;
- d) All recommended books of each subject shall be available in the library;
- e) The Institute/Institution/College will follow the semester system of examination as prescribed by the University;
- f) The terminal examination papers will be approved/provided by the University;
- g) The affiliated Institute/Institution/College shall follow same curriculum as taught at the University;

- h) The Quality Assurance Policy of the University shall be implemented at its affiliated institutions;
- i) The teacher-student ratio for science subjects, involving lab work, should be upto 1:20; whereas, for other subjects, it should be upto 1:30;
- j) The number of non-teaching staff will be as per the discretion of the Institute/Institution/College, however, there shall be at least one lab attendant for each laboratory; and
- k) Request for grant of extension in affiliation or increase in student intake in the affiliated program shall be submitted as per requirement/plan of the Institute/Institution/College.

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 by the University, either unsolicited or in response to the call for affiliation solicited by the University as advertised electronically and/or through newspaper(s). Incomplete applications shall not be entertained;
- b) The University shall be bound to convey decision within six months from the date of receipt of unsolicited application(s)/deadline of solicited application(s);
- c) The information provided must be accurate in all respects. In case of any default/misstatement, the administration of the Institute/Institution/College shall be held responsible/accountable for legal consequences;
- d) On completion of the documents, the case will be submitted by the Registrar to the Rector of the University who may refer it to the Affiliation Committee for consideration and arranging inspection/visit of the Institute/Institution/College;
- e) The Institute/Institution/College will be asked to submit visitation fee and security fee. After deposit of the dues, visit of the Institute/Institution/College will be scheduled;
- f) The Affiliation Committee will submit its recommendations for consideration of the Syndicate and the Senate through the Rector;
- g) After approval of the recommendations by the Competent Authority, the office orders shall be issued by the Registrar Office of the University accordingly; and
- h) Admission in the program applied for affiliation shall not be made until and unless the Institute/Institution/College is granted affiliation/extension in affiliation by the University.

[Letterhead of Institute/Institution/College]

No. _____

[Date]

The Registrar

COMSATS University Islamabad,

Islamabad.

Subject: GRANT OF AFFILIATION WITH COMSATS UNIVERSITY ISLAMABAD

The application along with prescribed proformaes, duly filled in, is submitted for grant of affiliation to teach the following program at the [Institute/Institution/College]:

[Name of Program(s)]

2. I solemnly affirm that the facts declared in the application and the enclosed proformaes are correct to the best of my knowledge.
3. The undersigned undertakes, for and on behalf of the [Institute/Institution/College], to abide by all rules, regulations and conditions laid down by the University and to maintain the facilities, as prescribed and shall properly maintain the record and make it available for inspection of the University and the Commission, in line with the requirements prescribed by the University and as and when, so directed.
4. It is requested that University affiliation for the above-stated program(s) may be granted and obliged.

Yours sincerely

Authorized
Representative
(Stamp)

Encl: As Above.

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(s) applied for affiliation | Attach list of elective and optional subject(s) at Annex-A. |
| 6. | Program(s) already affiliated (if any) | 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 (~ as may be applicable) |
| 8. | Registration of the Institution/Institute/Institution/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 Endowment Funds | 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 |
| 23. | IT Equipment Details | Attach document at Annex- Z |

COMSATS UNIVERSITY ISLAMABAD
STATEMENT OF DETAILS OF BUILDING

NAME OF INSTITUTE/INSTITUTION/COLLEGE

| S.NO. | DETAIL OF ROOMS | SIZE | NUMBER | REMARKS |
|-------|-----------------|------|--------|---------|
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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/INSTITUTION/COLLEGE.....

| RECEIPTS | AMOUNT | EXPENDITURE | AMOUNT |
|--|--------|--------------|--------|
| Opening balance* | | Building | |
| | | Construction | |
| | | Repair | |
| | | Others | |
| Institute/Institution/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/INSTITUTION/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/INSTITUTION/COLLEGE.....

| S.NO. | ITEMS | QUANTITY | REMARKS |
|-------|-------|----------|---------|
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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 LABORATORY/S EQUIPMENT

NAME OF
 INSTITUTE/INSTITUTION/COLLEGE.....

| S.NO. | SUBJECT/LAB.* | NAME OF ITEMS | QUANTITY | REMARKS |
|-------|---------------|---------------|----------|---------|
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*Give details of labs. for each subject

Signature

Designation

COMSATS UNIVERSITY ISLAMABAD
STATEMENT OF TEACHING STAFF FOR THE YEAR

NAME OF INSTITUTE/INSTITUTION/COLLEGE.....

| S. No. | Qualification | | | | Designation | Nature of Appointment | Salary | Date of appointment | Experience | Remarks |
|--------|---------------|---------|--------------|-------------------------|-------------|-----------------------|--------|---------------------|------------|---------|
| | Degree | Subject | Passing Year | Institution /University | | | | | | |
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(Please use extra sheet if required)

Signature

Designation

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

NAME OF INSTITUTE/INSTITUTION/COLLEGE.....

| S. No. | Qualification | | | | Designation | Nature of Appointment | Salary | Date of appointment | Experience | Remarks |
|--------|---------------|---------|--------------|-------------------------|-------------|-----------------------|--------|---------------------|------------|---------|
| | Degree | Subject | Passing Year | Institution /University | | | | | | |
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(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/Institution/College |
| 5. | Registration Fee (one time) | Rs. 22,000/- per student |
| 6. | Working Capital to be maintained by Institute/Institution/College | Rs. 10,000,000/- or Rs. 1.0 million Per program, whichever is greater. |
| 7. | Security Fee (Refundable) | Rs. 500,000/- per program |
| 8. | Endowment Fund | Rs. 5.00 million |