

Higher Education Commission, Islamabad, Pakistan

# **HEC Institutional Affiliation Policy-2024 (Revised)**

The Higher Education Commission has been empowered by Section 10-1(d) of Ordinance No. LIII of 2002, **“to prescribe conditions under which institutions, including those that are not part of the state educational system, may be opened and operated”** across the country. The Commission is also mandated to devise policies, set standards and define priorities in various fields, pertinent to institutional regulations/guidelines/rules to enhance the quality of education, and vide Section 10-1(a) of the Ordinance, **“formulate policies, guiding principles, and priorities for higher education institutions for the promotion of socio-economic development of the country.”**

#### **A. Guidelines for Universities to Affiliate Colleges/Institutes (Public & Private)**

Public sector Universities/ Degree Awarding Institute (DAI) need to adhere to the following guidelines for granting affiliation to colleges/institutes of the public and private sector after getting a soft endorsement on the portal provided by HEC, before the approval by its statutory body(s), as per their acts:

1. University/DAI must have a provision in its Act to affiliate colleges/institutes.
2. University/DAI will affiliate colleges/institutes within its jurisdiction, as defined in its Act.
3. If the jurisdiction is not defined in the Act, the university/DAI shall grant affiliation only within the jurisdiction of the relevant division.
4. If there is no university available in a particular division to affiliate its colleges/institutes, any university of the adjoining divisions may affiliate such colleges/institutes.
5. If there is no university available in the adjoining division, as mentioned in clause 4, any capital public sector university, located in that province, may affiliate the colleges/institutes.
6. The university/DAI shall adopt this HEC's Institutional Affiliation Policy by placing it in the meeting of the statutory body, such as the Senate/Syndicate through the prescribed procedure defined in its Act.
7. The university/DAI shall grant affiliation, only after it has completed three years of imparting education since its inception.
8. The university shall grant affiliation to colleges/institutes only in those programs that have already been established/run by the university for at least three years.
9. The same curriculum shall be followed at the affiliated college/institute as taught on the main campus of the affiliating university.

10. The university/DAI shall not grant the affiliation of any program to any college/institute that has already been affiliated with any other university. However, if any particular program is not available, then the college/institute may get affiliation in that specific program from other university/DAI in the same division.
11. The affiliating university/DAI must have valid accreditation of the degree programs by the relevant professional accreditation councils before granting affiliation in the said programs. Whereas the college/institute to-be-affiliated, must follow the guidelines of the relevant accreditation councils.
12. If the accreditation council is not available for a particular program, the requirements of the affiliating university/DAI must be met.
13. If the composition of the Affiliation Committee is not defined in the Act, the following standing committee will propose the Affiliation Committee to the Vice Chancellor or Rector of the University/DAI:
  - i. All Deans
  - ii. Registrar
  - iii. Controller of Examination
  - iv. Director QEC
14. Affiliations will be granted through the Affiliation Committee of the University/DAI, duly approved by the statutory bodies with adherence to the HEC policy.
15. The university/DAI will follow the process of affiliation/disaffiliation in accordance with the provision of its Act and if no such provision exists, then the process to affiliate/disaffiliate a college/institution must be endorsed and approved by the statutory body (s) of the respective university/DAI in both scenarios. (The guidelines/salient points are available in Section B.)
16. The decision of the Affiliation Committee in respect of the affiliating college/institute must be endorsed by the statutory body(s) of the affiliating university/DAI before notifying affiliations.
17. The university/DAI will affiliate/disaffiliate/renew the NOC of a college/institute after endorsement from its statutory body(s).
18. An institute disaffiliated by any university/DAI will not be considered by other universities for affiliation. In case of grievances, the college/institution shall have the right to appeal before the Senate of the university/DAI. If the grievance is still not redressed, then the matter may be

submitted to the Higher Education Commission's Grievance Redressal Forum/Tribunal for the decision.

19. The Affiliation Committee shall randomly visit the affiliated college/institute, at least twice a year.

20. Affiliations will be granted only in undergraduate programs.

21. The HEC shall provide an online link/portal/platform to universities/DAI's and affiliating colleges/institutes for uploading their data/information in respect of programs, students, teachers, available facilities, infrastructure, and land/area for soft review by the relevant authorities of the university /DAI and subsequent soft approval on the portal by HEC.

- a. The random visit data of affiliated colleges shall be maintained by the university /DAI in the portal designed by HEC.
- b. The affiliated colleges/institutes shall upload their data/information in respect of students, academic and non-teaching staff.
- c. Same shall be endorsed by the relevant university/DAI by the end of each academic year for a soft review of the progress of the affiliated college/institute by HEC.
- d. The monitoring and evaluation report of the affiliating college/institute shall be compiled on a cycle of three years by the affiliating university QEC-AC on the prescribed online proforma, as prescribed by the QAA Division of HEC for soft monitoring by QAA/A&A, HEC.
- e. The Quality Assurance Policy of the affiliating University/DAI shall also be implemented at its affiliated institutions.
- f. University/DAI's Learning Management System (LMS) preferably needs to have all the necessary guidelines for the affiliated college/institute.
- g. The already affiliated colleges/institutes under the previous policy need to be re-evaluated in the light of the current policy, and the data needs to be updated on the portal within six months; otherwise, the affiliation will stand cancelled.

22. University/DAI will be responsible for implementing all academic policies of HEC, i.e.,

- a. Semester system and approved curriculum at affiliated colleges/institutes
- b. University/DAI shall make sure that the Cumulative Grade Point Average (CGPA) system is followed by the affiliated colleges/institutes.
- c. University/DAI shall make sure that the internship policy implemented by the university/DAI is followed by the affiliated college/DAI.

- d. That the courses of study and syllabi taught in the college/institute should be the same as being followed/offered by the affiliating university.
  - e. That at least 10% of students are granted fee exemptions and scholarships on a need basis.
  - f. That the library shall have a seating capacity for a minimum of 10% of the total number of students for that shift.
  - g. 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.
23. The transcript of the student from the affiliated college/institute must be issued by the affiliating university/DAI, mentioning the name of the college/institute on the transcript as well as on the degree<sup>1</sup>.
24. The university/DAI shall make sure that Wi-Fi-enabled internet access for the faculty/students is available for the affiliated college/institute.

## **B. Guidelines for Colleges/Institutes Seeking Affiliation with University/DAI**

### **General Guidelines:**

- i. The first step in connection with the establishment of a new college/institute is the fulfilment of legal formalities and registration of the sponsoring body under the relevant regulations of the Companies Ordinance/Societies Registration Act/Trust Act as a Foundation/Society or a Trust. This shall not be applicable in case of being public sector college/institute.
- ii. The institute/college seeking affiliation shall have to follow the policy/rules/guidelines of the Provincial Government/HEC.<sup>2</sup>
- iii. The College/Institute must be easily accessible to students and the general public at large.
- iv. The College/Institute must have framed proper rules regarding the efficiency and discipline of its staff and other employees under the university rules.
- v. The provision must have been made for a well-stocked library, well-equipped laboratory facilities and other practical work where affiliation is sought in any branch of experimental

<sup>1</sup> The addition in Section A - Clause 23 has been made with the words "as well as on the degree" duly approved by the Commission, in its 43<sup>rd</sup> Meeting held on 29<sup>th</sup> June 2024.

<sup>2</sup> HEC will review the data of the affiliated colleges located in the territory of Islamabad and approval will be given on the portal designed by HEC as endorsement.

science. In case of IT fields, due arrangements must have been made for imparting instructions in a well-equipped IT laboratory having internet connectivity, which can cater to the course needs of the students and teachers.

- vi. The library must have books for supplementary reading along with access to digital books online.
- vii. Subscription to five impact factor online journals must be ensured.
- viii. All examinations leading to the award of degrees/diplomas and their checking and evaluation shall be done by the university.
- ix. The college/institute shall not admit students for any degree/discipline except those to be awarded by the university under its seal.
- x. The workload of the faculty of affiliated colleges/institutes should not exceed the limits prescribed by the government/ affiliating universities.

### **Space Standards and Norms**

- i. The College/Institute shall reside in a spacious, separate, and independent building that is conducive for academic activities. Depending on the location having the potential for further development with no other College/Institute sharing its premises.
- ii. Sufficient space in classrooms, common rooms, libraries and laboratories must be available, with the appropriate space.
- iii. The college/institute must have adequate physical infrastructure and facilities, preferably as mentioned below:
  - a. 02 classrooms (each department) for 50 students
  - b. 01 teaching faculty office per department
  - c. 01 committee room
  - d. 01 seminar room
  - e. Labs/workshops should be as per need of the program per department with appropriate space in line with the standards of accreditation councils.
  - f. General Computer laboratory for 40-50 students
  - g. Principal office
  - h. Admin/accounts staff office
  - i. Hall for indoor games
  - j. Multipurpose playground
  - k. Cafeteria
  - l. Proper ventilation of the building

- m. Lift is mandatory in case of more than two floors
- n. Fire extinguishers and emergency exits
- o. Ramps for differently abled person (mandatory)

#### **Faculty/Administrative Staff**

- i. The faculty at the affiliated colleges shall be appointed in compliance with the requirements of the relevant accreditation council. If the accreditation council is not available for a particular program, the requirements of the affiliating university must be met. However, the academic qualifications of the teachers should not be less than MS/MPhil/18 years of education.
- ii. The teacher-student ratio for science subjects, involving lab work, should be 1:20; whereas, for other subjects, it should be 1:30.
- iii. The number of administrative staff will be at the discretion of the College/Institute; however, there shall be at least one lab attendant for each laboratory.

#### **Financial Matters**

- i. Subject to satisfaction of the university, the College/Institute must be financially stable to sustain its smooth and efficient functioning.
- ii. The sponsors shall, before enrolling students, establish an endowment fund of PKR 5.00 million. The interest in the amount shall be utilized for refurbishing the laboratories and libraries and for providing gadgets aimed at enhancing the quality of education.
- iii. The working capital of at least PKR 1.00 million for each program must stay with the College/Institute.
- iv. The tangible assets in the form of land, buildings, etc. of the worth of not less than PKR 20.00 million shall be existent on the ground.
- v. The above financial arrangements need to be supported by documentary evidence.

#### **Constitutional and Cultural Aspects**

- i. The college/Institute shall be required to strictly comply with and respect the constitutional provisions, local laws, and cultural/religious sensitivities.



- ii. The College/Institute must restrict to teaching, training, and co-curricular activities. Political or other activities detrimental to national, religious, social, local and cultural ethos shall not be encouraged.

#### **Co-curricular & Health Care Facilities:**

- i. The College/Institute shall ensure providing co-curricular activities, such as debates, declamation, *Quran Khawani*, *Naat Khawani*, holding of *Musha'rahas*, campfire, boy scouts, girl guide activities, etc. Excursions to places of historical importance and student visits to factories, stock exchange, chambers of commerce & industries, and other educational trips etc. shall also be arranged to augment the intellectual and affective development of students.
- ii. Indoor and outdoor facilities for games should be ensured to provide healthy outlets to the youngsters for imbibing a sense of competition and tolerance.

#### **Monitoring & Visitation**

- i. The College/Institute shall abide by the laws of the Commission and its affiliating university, framed from time to time, in respect of affiliation of the College/Institute.
- ii. The university shall have full powers to take any action, it may consider appropriate including the de-affiliation of a College/Institute, if it is found indulging in any subversive or unlawful activity or against the provisions of laws. However, in doing so, the placement of students pursuing different academic courses will be the responsibility of the College/Institute and the affiliating university/DAI.

#### **Formal Agreement**

- i. All the arrangements of affiliation between the College/Institute and University/DAI should be agreed upon and formally written down as an approved legal agreement and signed by the senior authorized representatives. Detailed arrangements for partnership should be set out clearly in the agreement and memorandum of understanding.
- ii. The agreement should 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 the agreement, etc.
- iii. The validity period of the agreements should be agreed upon by both parties. Any provision or extension should specify the requirements for review.



- iv. Termination of affiliation should safeguard the interests of the students and should be duly notified to the general public and the Commission.

### **Conditions and Procedure for De-affiliation**

If a College/Institute fails to observe any of the conditions of its affiliation or its affairs are conducted in a manner that is 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, be withdrawn. In case of grievance, the HEC may be approached.

### **Affiliation Committee**

The functions of the Affiliation Committee shall be:

- i To advise Senate regarding the affiliation of a College/Institute.
- ii To monitor the academic performance of the College/Institute.
- iii To inquire into complaints alleging breach of conditions of affiliation by the College/Institute and to advise the Senate thereon.
- iv To recommend to the Senate the suspension or withdrawal of privileges of the University/DAI from a College/Institute.
- v To perform such other functions as may be assigned from time to time.

### **Removal of difficulties/interpretation:**

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.<sup>3</sup>

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<sup>3</sup> A new clause has been added in the policy duly approved by the Commission, in its 43<sup>rd</sup> Meeting held on 29<sup>th</sup> June 2024.