



**Rules & Regulations, Regarding Affiliation of
Medical, Dental and Allied Health Sciences
Colleges/Institutions with SZABMU**

SHAHEED ZULFIQAR ALI BHUTTO MEDICAL UNIVERSITY, G-8/3, ISLAMABAD

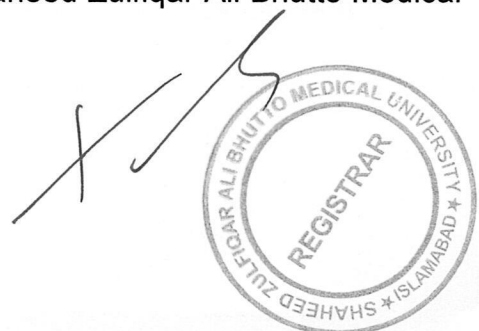
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NOTIFICATION:

REVISED REGULATIONS FOR GRANT OF AFFILIATION TO MEDICAL COLLEGES/INSTITUTION / DEPARTMENTS, OF PUBLIC AND PRIVATE SECTORS WITH SHAHEED ZULFIQAR ALI BHUTTO MEDICAL UNIVERSITY, ISLAMABAD.

1. In terms of Section 5(2) of Shaheed Zulfiqar Ali Bhutto Medical University, Act 2013, these Rules & Regulations are prescribed for grant of affiliation to the public and private sector Institution situated in Islamabad Capital Territory (ICT). These Rules & Regulations may be called the ***“Shaheed Zulfiqar Ali Bhutto Medical University Affiliation Regulations 2014”***.
2. These Rules & Regulations shall come into practice, immediately.
3. **Definitions:**
 - i) “University” means the Shaheed Zulfiqar Ali Bhutto Medical University.
 - ii) “Affiliation” means affiliation with Shaheed Zulfiqar Ali Bhutto Medical University.
 - iii) “Scrutiny Committee” means the committee duly constituted by the Vice Chancellor for scrutiny of the documents submitted by the institute before inspection.
 - iv) “Inspection Committee” means the committee duly constituted by the Vice Chancellor for Inspection of the affiliating Institution.
 - v) “Institution” means the Medical/Dental Colleges, Basic Medical and Allied Health Sciences Institutions, etc. imparting Education and training in Medical and Health sciences, seeking affiliation with Shaheed Zulfiqar Ali Bhutto Medical University.
 - vi) “Affiliated Institution” means to which affiliation is granted by the Shaheed Zulfiqar Ali Bhutto Medical University.
 - vii) “Principal” means the Administrative Head of the college/Institution or the chief executive of the Institution applying for affiliation;
 - viii) “Prescribed” means prescribed by the Shaheed Zulfiqar Ali Bhutto Medical University.



- ix) "Academic Council" means the Academic Council of the Shaheed Zulfiqar Ali Bhutto Medical University.
- x) "Syndicate" means the Syndicate of the Shaheed Zulfiqar Ali Bhutto Medical University.
- xi) "Vice-Chancellor" means the Vice-Chancellor of the Shaheed Zulfiqar Ali Bhutto Medical University.
- xii) "Registrar" means the registrar of the Shaheed Zulfiqar Ali Bhutto Medical University.

4. Legal Formalities:

- i) The Shaheed Zulfiqar Ali Bhutto Medical University may not grant affiliation to any Institution in other provinces without receiving No Objection Certificate, from the concerned provincial Government and the University in the jurisdiction.
- ii) The ownership of the Institution seeking affiliation shall vest in a registered body/Trust and not in individual Capacity 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 of Public Sector Institution.
- iii) The Institution seeking affiliation shall register itself with the Federal Government or the HEC in case of Federal Territory Jurisdiction.
- iv) Affiliation will be granted on Individual subject/ discipline basis.
- v) Each new subject/discipline to be offered in the College/Institute, will need a separate University approval.

5. Application for affiliation:

The Institution seeking affiliation shall submit an application to SZABMU with regard to objectives of the Institution and credentials of the Members of the Corporate Body.

The Affiliation Requisite Form (available at University website- www.szabmu.edu.pk) and (duly filled) along with formal application for affiliation of each program may be submitted.

The SZABMU Rule/Regulations have to be followed by the Institution which submitting an application for the affiliation. The Academic Council, on the



recommendations of the Inspection Committee, duly approved by the Vice Chancellor shall grant or refuse affiliation to the Institution.

6. Terms and Conditions for the Grant of Affiliation:

The Grant of affiliation to a college/ Institute with SZABMU will be subject to fulfillment of the following terms and conditions:

Institutional and Academic Requirements:

- i) That the Institution is to be under the management of a regulatory constituted governing body;
- ii) That the Institution must be suitable for the academic activities i.e. sustainable physical viability, Provision of water, electricity, fuel gas, telephones and internet Facilities.
- iii) That a copy of the registration deed along with a Memorandum of Association with an Institution shall be submitted to SZABMU. A brief profile of each member of management shall also be provided;
- iv) That the existing site or that selected for the Institution must be easily accessible to general public;
- v) That in drawing up the organizational structure of the Institution, the standard and quality of teaching and efficiency of the system (Learning Management Systems) must be ensured;
- vi) The Grant of affiliation to a college/ Institute with SZABMU will be subject to fulfillment of the following terms and conditions:
- vii) That the Institution seeking affiliation with SZABMU, shall make it sure that the number of the faculty members, Instructors and Administrative staff for each program is as per the requirements of Pakistan Medical Council (PMC), Pharmacy Council, Pakistan Nursing Council, HEC and SZABMU Rules and regulations.
- viii) That an Institution seeking affiliation shall have at least 20 to 25% of the Postgraduate faculty with M. S / M. Phil degrees, particularly in the subjects of Basic Medical / Health Science and Master Degree or equivalent for the undergraduates;
- ix) That the colleges/Institutions of the Private Sector must have 50% of its teaching faculty on permanent basis.



- x) The work load of the faculty should not exceed the limits prescribed by the government / Councils/ HEC and universities in the public sector.
- xi) That the Institution shall frame proper efficiency and disciplinary rules and regulations for the faculty and staff.
- xii) That there shall be a provision of a well-stocked library and well equipped laboratories where affiliation is sought in any branch of medical science, sufficient to cater to the needs of students and Faculty.
- xiii) That the library shall have at least 50% text books and at least 200 books per subject for supplementary reading.
- xiv) The Institution should spend at least Rs. 100,000/- per annum for updating the library by adding new editions and titles of text/ reference books.
- xv) The Institution shall have 2 daily newspapers (English, Urdu and other local languages) and 3 weekly periodicals.
- xvi) That the library shall have seating capacity of 20% of the total number of students enrolled;
- xvii) That the Institution shall have internet connectivity with appropriate number of computers 20 % student's strength;
- xviii) That at least 10% of students be granted full or partial fee exemptions and scholarships on need basis;
- xix) That permission will be granted to a particular space/ building and program.
- xx) No sub-campus or branch shall be established or franchised;
- xxi) That all examinations leading to award of degrees / diplomas / certificates and their checking and evaluation shall be done by the University;
- xxii) That the Colleges/Institution shall be governed by the statutes, regulations, rules framed by the SZABMU from time to time regarding; general scheme of studies; duration of courses; the medium of instructions and examinations;
- xxiii) That the total number of students admitted in evening classes, should 50% of the admitted students in morning classes.
- xxiv) That the initially upto 100 maximum seats may be allowed to the Constituent College/Main Campus/ College of Teaching Hospital of the SZABMU subject to fulfillment of the criteria and approval from the Regulatory Body.



- xxv) Minimum 25 seats and maximum 50 seats may be allowed to the private/public colleges /Institution on the recommendations of the Inspection Committee subject to approval from their respective Council Body.
- xxvi) For affiliation of postgraduate programs (MS/MD/MDS) with SZABMU; the seats may be allowed on the provision of number of supervisors and the approval from PMC/CPSP.
- xxvii) That the Institution has to provide career counseling and job search services to students.
- xxviii) That the Institution applying for affiliation for Programs related to Nursing must follow the Syllabus and guidelines of Pakistan Nursing Council (PNC)/HEC/SZABMU.
- xxix) That all the Institution situated in Islamabad Capital Territory shall forward a proper application to the University for Affiliation and switch over its earlier affiliation along with enrolled students to the SZABMU forthwith, to comply with Section 5 (2) of the SZABMU Act, 2013.

7. Financial:

- i) The Colleges/Institutions have to satisfy the SZABMU, regarding its financially stability/sustainability to run a regular affiliated program
- ii) That the Institution shall furnish all such reports, returns and other information of the college/Institution to the SZABMU, to enable it to judge their financial stability / sustainability
- iii) That the Institution shall establish an Endowment Fund of Rs 1.0 Million, prior to enrollment of students aimed to be utilized for refurbishing the laboratories and libraries and for provision of gadgets for the enhancement of the quality of education.
- iv) That working capital of at least Rs. 2.0 Million shall lie with the affiliating colleges/Institution for smooth functioning of the affairs of Institution; whereas for the medical and dental colleges it is 20.0 million.
- v) That tangible asset in form of land, building etc. shall not be less than Rs. 5.0 Million.



- vi) These above financial arrangements need to be supported by documentary evidence.

8. Constitutional and Cultural Responsibilities:

- i) That the Institution shall comply and respect all the constitutional provisions, local laws, cultural and religious sensitivities;
- ii) That the Institution must restrict only to the teaching, training and co-curricular activities and shall not be involved in political and other activities which is detrimental to national, religious, social or local culture.

9. Co-curricular & Health Care Facilities:

- i) That the Institution shall promote the extracurricular and recreational activities of students, like debating contest, declamation contest, Quran Khawani, Naat Khawani, Holding of Mushaira, camp fire, boy scouts, girls' guides activities etc. Excursions to places of historical importance and student's visits to Factories, Medical Research Institution, other educational trips etc. to promote their health and general welfare;
- ii) That in-door and out-door facilities for games should be ensured to provide healthy outlets to the youngsters for imbibing the sense of competition, team spirit and tolerance.
- iii) The practice of providing necessary health care to the students and quarterly medical checkup should be ensured and students be advised/counselled for their health problems.

10. Monitoring & Visitation:

- i) That the Institution shall furnish such (**annual**) reports returns and other information as the University may require, enabling it to judge efficiency and effectiveness of the Institution;
- ii) That monitoring and visitation of Institution will be carried out by the Inspection Committee, when there exists substantial evidence on any aspect of the Institutional inefficiency or malfunctioning;
- iii) That the University shall have full powers to take an appropriate action, including de-affiliation of an affiliated Institution, if found indulging in any subversive or unlawful activity, or against provisions of laws without any modification. intimation.



- iv) That the affiliated Institution shall be liable to provide facilities to the representatives of University for visitation enabling them to verify that the Institution is maintaining appropriate academic standards;
- v) That the affiliated Institution shall furnish an annual statement of accounts to University with details of fees, donations and other income received and expenditure incurred duly audited within two months of the close of every financial year;
- vi) An inspection of affiliated Institution shall be held after every 3 months to check for the smooth running of their academic programs. However, the University have the right to visit at any time.
- vii) That the Institute shall pay the Inspection fee of RS: 7500/- to each members of the Inspection team who visits the Institution.

11. Space Standards and Norms:

- i) That the Institution shall be located in a spacious, separate and independent building conducive for academic activities, situated on plot of at least half acre (04 Kanals) or 15,000 Sq. Feet covered area, depending on the location having potential for further development, without any other Institution or person sharing the premises;
- ii) That the sufficient space in shape of classrooms, common room, library, laboratories and common room for girls is available with appropriate size not less than 16' X 32' sq. ft. for each section of a class not exceeding 40 in number;
- iii) That the size of laboratory in case of Basic / Natural and Applied Science subjects should be at least 20' X 40' sq. ft.;
- iv) That Institution shall have an auditorium, 2-5 class rooms, students common room (in case of girls' students) and staff room;
- v) That the Institution shall have adequate canteen, toilets, a dispensary and facility for indoor and outdoor games.

12. Scrutiny Committee Composition:

- i) There shall be Scrutiny Committee constituted by the Vice Chancellor on the recommendations of the Registrar. The composition is as following:



A Professor/Associate Professor, of the University
One Assistant Professor, of the University
One member from concerned Department

Chairperson
Members
Secretary

- ii) The quorum of the meeting of the Scrutiny Committee shall be one third of the Committee.
- iii) The Competent Authority can nominate co-opted member, if required.
- iv) The Function of the Scrutiny Committee shall be to scrutinize the application supplied by the Institution for affiliation and give recommendations.

13. Inspection Committee:

- i) There shall be an Inspection Committee constituted by the Vice Chancellor on the recommendations of the Registrar for each visit comprising upon the following:

A Professor of the University	Chairperson
01 Associate Professor or 02 Assistant Professors	Member
01 /02 Experts, and in case of more than one program, one expert for each specialty	Member
Representative of the Higher Education Commission	Member
The Registrar or his/her nominee	Secretary/ Member
One member from Department of Affiliation of the University	Member

- ii) The quorum of the meeting of the Inspection Committee shall be one third Members.
- iii) The Competent Authority can nominate co-opted member, if required.
- iv) The Function of the Inspection Committee shall be:
 - To visit the Institution for Inspection with approval of the Vice Chancellor on the recommendations of the Registrar.
 - To recommend to the Academic Council through the Vice Chancellor, for grant of affiliation to any Institution or otherwise after Physical Inspection of the Institution.
 - To perform any other duty assigned as may be assigned from time to time.

14. Inspection Requirements:

- i) The Registrar office must first scrutinize all the required documents along with the application received from the college/ institute seeking affiliation to



see whether the minimum standards/ norms are fulfilled before constituting a committee for inspection of the said college/ institute.

- ii) In order to physically verify the detail of the academic program, like space, Faculty, supporting staff, laboratories, class rooms, Library, skill lab if any, space, accessibility, and others, the Inspection Committee, with approval of the Vice Chancellor shall conduct a detailed survey of the Institution before grant of affiliation.

15. Formal Agreement:

- i) A Legal document of an agreement between the affiliating institution and university may be prepared and may be signed by the Owner/ Chairman/Executive Director of the Institute and Registrar SZABMU after approval of the competent authority.
- 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 agreement etc;
- iii) The agreement should clearly spell out the provisions for quality control mechanism including monitoring, assessment procedures and review and visitation;
- iv) The validity period of the agreements should be clearly agreed upon by the parties. Any provision or extension should specify the requirements for review;
- v) Termination of affiliation should safeguard the interests of the students and should be duly notified to the general public.

16. Annual Retention Fee for Affiliation:

The Institution shall pay;

- i) That the 30% of the Affiliation fee will be charged to the affiliated colleges, on account of the Annual Retention fee for affiliation of each Program (Postgraduate & Undergraduate).

17. Application and Procedure for Affiliation:

- i) Any Institute/ College/ Department applying for affiliation to University shall make an application to Registrar of University on prescribed form available at the University website i.e www.szabmu.edu.pk.



- ii) All such applications shall be submitted along with a Bank Draft of Rs 500,000/- as an affiliation fee per program from Private sector and Rs 300,000/- as an affiliation fee per program from the Public sector. Moreover; PKR 50, 000 will be paid by all the public and private sector institutes as an application processing fee.
- iii) The Application processing fee and affiliations fee are non-refundable in any case.
- iv) No application received for affiliation will be entertained;
- Unless the prescribed fee in clause ii and iii mentioned above are credited to the University.
 - If Institution has not given the requisite information
 - The Registrar office, after ensuring the completeness of the application requirements in all aspects, in consultation with the Vice-Chancellor, will forward the case to the Scrutiny committee for further processing.
- v) The Scrutiny Committee will have to examine the application first, if satisfied with the fulfillment of all laid down terms and conditions, only then the process of inspection will start with the approval of the competent authority.
- vi) The Inspection Committee will visit the respective College/ Institution to see and verify the facilities available at the college/Institute as per the list provided to the registrar office and scrutinized by the scrutiny committee.
- vii) The Inspection Committee will prepare a report and submit it to the competent forum for approval.
- viii) The report of the Inspection Committee shall be placed before the Vice Chancellor who may refer to the Academic Council for approval or refer the case back to the Inspection Committee with certain queries/observations/recommendations, if any;
- ix) The Academic Council shall, on the recommendations of the Inspection Committee and the Vice Chancellor, grant or refuse the affiliation.
- x) After the decision of granting affiliation to an Institution, the letter of Affiliation shall be issued to the Institute/Medical College/ Department by the University within a week time.
- xi) No Institution, desirous of seeking affiliation, shall advertise and do admission for the course of study before Issuance affiliation letter from the University.



- xii) In case of non-compliance of the above referred para, the Institution may be de-affiliated.
- xiii) The College/Institution seeking affiliation with SZABMU has to obtain recognition /approval letter from the Pakistan Medical Commission for MBBS/BDS/MD/MS/MDS Programs, and from Pakistan Nursing Council for Nursing Programs and Pakistan Pharmacy Council for Pharmacy programs and all other programs from their relevant Councils if there.
- xiv) No admission shall be allowed by the University without proper approval/recognition from the relevant Council or body.

18. Procedure for De-affiliation:

- i) If any Institute/Medical College/ Department fails to fulfill any of the conditions of affiliation of SZABMU or the affairs of the affiliated college/ Institution is conducted in a manner which is prejudicial to the best interest of the concerned educational Institution or SZABMU, the Institute/Medical College/ Department will be served with a notice and then de-affiliated.
- ii) The appeal against refusal or withdrawal of affiliation shall be submitted to the Vice-Chancellor.
- iii) The Vice Chancellor may pass any order which he may deem fit and proper and place the case before the Academic Council for information.

19. Affiliation with another University outside the territorial jurisdiction of SZABMU.

- i). In terms of Section 5 (2) of Shaheed Zulfiqar Ali Bhutto Medical University Act, 2013

“(2). All medical colleges and health Institution whether in public or private sector excluding the constituent college of a University, located within the Islamabad Capital Territory, whether affiliated with any other University, examination board or medical faculty, notwithstanding anything claimed in any other law for the time being in force, shall affiliate with the University within such period and on such condition as may be prescribed.”



- ii). The Institution situated outside the Territorial Jurisdiction may apply for affiliation with the SZABMU after getting NOC from the concerned Ministry/ Provincial Government as well as the University having the competent Territorial Jurisdiction regarding that Institution.
- iii) Institute visited by the University outside the territory will be responsible for traveling expenses, accommodation, pick and drop in the respective territory and for payment of inspection fee of the members as prescribed above.
- iv) The University can issue a letter of **No Objection Certificate** for those program which are not running on the principal seat of the University as the case may be.

20. Tenure for Affiliation:

- i) Affiliations may be granted initially for five years extendable for another 5 years' period on the request of the Institute. Otherwise, Institute will be considered de-affiliated with SZABMU. However, the already registered students with the University will be allowed to complete their degree with SZABMU.
- ii) University (SZABMU) reserves the right to withdraw the affiliation without any prior notice.

21. Teaching Hospital:

- i) All affiliating colleges/Institutes are required to have a (200 bedded) well-equipped Hospital for training of their students along with Endorsement Letter from the M/o NHR&C (in case of public Hospital).
- ii) University will accept only letter of approval from the executive Director of Hospital along with MoU in this regard.

- 22.** Regulations amended by the HEC/PNC/PPC/PMC/government time to time will be applicable.


REGISTRAR
SZABMU





**SHAHEED ZULFIQAR ALI BHUTTO
MEDICAL UNIVERSITY, ISLAMABAD**

AFFILIATION FORM FOR INSTITUTES/COLLEGES

Information Required	Attachments
Name of Institution:	
Complete Address:	
Contact: (Tel) Fax: E-mail: Web link of Institute/College, if any:	
Name of the Controlling Authority/Chief Executive:	
Name of the Head of Department: <ul style="list-style-type: none"> • Designation: • Qualification: • Teaching & Administrative Experience: • Contact No: 	
Prior Affiliation with SZABMU (If yes then please provide details)	
Name of the Degree requested:	
Approval from Regulatory Body, if applicable	
Legal Formalities:	
Date of Establishment of Institution	
Name of registered society/body, trust, foundation, NGO etc along with documentary proof.	
Ownership of Land/Lease agreement of at least 05 years.	
Governing body, its composition and other relevant details:	
NOC from Concerned University & Provincial Government, if applicable	
Financial Requirements:	
Endowment Fund	
Working capital/Bank statement	
List of tangible Assets along with proof of cost	
Recurring expenditure in terms of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumables etc.	

Faculty:	
List of Faculty <ul style="list-style-type: none"> • CVs • Copies of attested terminal Degrees/Certificates & Experience Certificates • Relevant post qualification Experience (Academic & Administrative) • Designation • Pay Scale along with record of salary transactions • Appointment Letters & Joining Letters Faculty Registration from the relevant Regulatory Body, if applicable Advertisements for hiring staff & faculty	
Administrative & Supporting Staff:	
Name Qualification Experience Certificate Pay Scale with record of salary transactions	
Building & Infrastructure:	
Building (owned/rented)	
Total covered area with Map	
Number of Classrooms with No of Fans/ACs/ heating & cooling system	
Laboratories	
Library	
Number of Computers in Computer Lab and internet Speed	
Play ground	
Prayer Area	
Parking & Green Area	
Male & Female Toilets	
Cafeteria	
Rooftop	
Hostel facility	
Other requirements such as Meeting Room, Conference Room, Auditorium, Common Rooms, Tutorial Rooms, Faculty offices, Rooms Administrative Staff	
Other Utilities: <ul style="list-style-type: none"> • No of Multimedia, Electricity, Drinking water, Landline, Gas/Fuel, Generator, CCTV Cameras, No of Security staff, Transport etc. 	

Laboratories: <ul style="list-style-type: none"> List of Subject wise Laboratories mentioning name and No of the equipment required and capacity for enrolled students 	
Library: <ul style="list-style-type: none"> Number of books, textbooks and reference books, journals (international and national), periodicals, newspapers, seating capacity, PERN Services etc. 	
Training of the Students:	
Name of the attached Hospital	
Approval letter from Concerned Authority of attached Hospital mentioning the name of Programs, duration and Number of allowed students for each Program.	
List of Clinical Instructors	
Committees/Rules/Policies:	
<ol style="list-style-type: none"> Medical aid Facility/Health care HEC Scholarship Policy Disciplinary Committee and Rules Monitoring and visitation Committee and Rules Recruitment Policy Staffing Strategy Curriculum and credit hours/Faculty Workload Student-Faculty Grievance Committee Sport Committee and Rules Anti-Harassment Committee and Rules Student Affair Section and Rules Proposed Fee Structure Academic Body of the Institute Research Board, if applicable Examination Committee Mess Committee 	

Note: Please attach all documents and submit as per given Checklist.

Signature:
CNIC:
Contact No: