



AFFILIATION RULES

MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY (MUST)
Allama Iqbal Road Mirpur (AJK)

Phone: 05827-961037

GENERAL AFFILIATION RULES

1. The Application for Affiliation shall be submitted by Corporate Bodies except Govt. Institutions. No change in ownership of the corporate body will be permissible after affiliation without prior approval of the University.
2. The applicant shall deposit security and visitation fee prior to the visit of the Institute/College as prescribed for each category of the college. The security can be used for the purpose of recovering any balance/penalty out-standing towards college payable to the University.
3. Inspection fee for each visit and re-visit shall be Rs.30,000/- and Rs.15000/- respectively or as prescribed by the University from time to time.
4. The college shall be located in a spacious, separate and independent building housed on area of at least 2 kanals. The premises should not be shared by any other institution, discipline or person. A No Objection Certificate from the local bodies regarding suitability of the proposed location for the local bodies regarding suitability of the proposed location for establishment of the college be provided.
5. No change in the premises will be made without prior permission from the MUST. The new site will be visited by the Affiliation Committee for approval.
6. Where College is proposed to be located in a rented premises, the Management shall ensure that the College will acquire it own building within a period of five years preferably in a non-residential area.
7. An affiliated College can be allowed to function in more than one building provided that administrative and academic control is centralized and the buildings are within a reasonable and convenient distance of each other. The Committee shall be the sole judge in this matter.
8. Adequate hostel facilities must be separately provided for male & female students admitted unless otherwise dispensed with.
9. The college shall have an Auditorium, Officers and Classrooms of reasonable size. A Ladies Room with attached Toilet and Staff Room for the whole-time/part-time staff is also a mandatory requirement.
10. Seating in classes will be provided for 100 percent students allocated to each particular Section of the Class.

11. There will be more than 75 students in a Section. A minimum area of 12 sq.ft. per student should be provided in the classroom.
12. The Affiliated College shall be responsible to provide premises for conducting the University Examinations at least equal to the number of students they have admitted.
13. The College shall have proper Canteen, Toilets, Student's Common Room, dispensary arrangement and Playgrounds facilities.
14. The Principal shall be a duly qualified whole-time employee having the qualifications & experience prescribed by the MUST and shall be paid accordingly.
15. Change of Principal or any change in the teaching faculty with reasoning and justification should be made under intimation to the MUST within 15 days, failing which an appropriate action will be taken by the University.
16. There should be adequate number of whole time qualified teachers as prescribed by the MUST. Part-time teachers should also be qualified as prescribed by the University. The committee will judge the ratio of whole time and part time teachers.
17. There shall be whole-time Sports Officer and Librarian. They shall have Master degrees in the relevant subjects.
18. The Librarian shall have at least one Library Assistant and other essential Library Staff.
19. The College Library should be located in a covered area having seating arrangement for at least 20 percent of the total number of enrolled students.
20. The 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 MUST publications, especially Urdu Encyclopedia of Islam. It should also have a considerable number of books related to the discipline of humanities specially literature.
21. Initially books worth not less than Rs.200,000/- shall be purchased for the college library. Thereafter at least Rs.50,000/- shall be allocated annually for acquisition of books of the library and Rs.20,000/- for purchase of journals/magazine etc.
22. The library shall subscribe at least 5 reputable International/National Journals of related fields as determined/approved by the Affiliation Committee/Experts.

23. The College shall establish a Book Bank capable of providing prescribed textbooks to at least 10 percent of the students on the rolls.
24. Services of part-time Medical Officer shall be engaged who shall have medical equipment available to him to meet emergency cases.
25. Classes shall be held six days a week and academic year shall be equivalent to the academic session of the MUST.
26. The College shall have Morning classes. Colleges will not be allowed to have Evening classes only.
27. The total number of students in Evening classes shall not exceed the number of students admitted in the Morning classes.
28. An authenticated Attendance Record of all students should be displayed on notice board in the first week of every succeeding month in accumulative form.
29. The college should maintain record regarding student's admission, attendance, fee concession etc., appointment of staff, and their joining reports, payment of salary, stock register and accession register of library.
30. Whole time Faculty, Librarian and DPE shall be paid the minimum scales prescribed by the MUST for Commensurate Posts.
31. All the salaries should be paid through cheque. The salaries exceeding Rs.5,000/- should be paid through crossed cheque.
32. College record shall not be removed from the college premises and shall remain available for inspection at all times by the Affiliation Committee.
33. The College shall provide full fee concession to at least 5 percent and half fee concession to at least 5 percent of the enrolled students.
34. Affiliation shall initially be for one session. It may be extendable for further two sessions depending on the performance and ascertained through visitation. The college management must have to apply for grant of extension in affiliation on the prescribed form up to 12 September of the relevant year.
35. No affiliation shall be granted with retrospective effect.

NOTE:

Application for grant of affiliation/extension in affiliation/addition in affiliation or increase in intake on the prescribed form duly filled in shall be received up to 12 September of every year, Incomplete applications or application submitted after the due date shall not be entertained.

36. The MUST shall have the discretion to grant/refuse/suspend/cancel affiliation in any subject. However the affected party shall have one right of appeal to the University authority according to the rules.
37. The Affiliation Committee MUST shall have the power to arrange for visitation at a time of its own choice and may pay surprise visits.
38. Any Affiliated College may advertise to the print or other media. However, any deliberate misrepresentation shall be treated as sufficient basis for withdrawal of affiliation.
39. The college shall follow all instructions/regulations issued by the University from time to time.
40. Any violation of the rules or deliberate misrepresentation of facts shall be treated as sufficient basis of withdrawal of affiliation or to impose any penalty.

COMPUTER STUDENTS RATIO FOR ALL DISCIPLINE

Sr. No.	Discipline	Computer Students Ratio
1.	Computer (IT) Professional	1:5
2.	Commerce	1:20
3.	Law	1:20
4.	Home Economics	1;20
5.	Education, Physical Education, Special Education	1:20
6.	Computer Studies (Elective Subject)	1:5
7.	Medical	1:20
8.	General Degree Programme (B.A./B.Sc & M.A/M.Sc)	20 Computers

PROCEDURE FOR GRANT OF AFFILIATION

1. Application for grant of affiliation on the prescribed form duly filled in shall be received up to 31st May of every year. Incomplete applications or application submitted after the due date shall not be entertained.
2. MUST consider the cases of affiliation only for those disciplines which are approved by the University.
3. Admission to the teaching program applied for affiliation must not be made until and unless the College/Institution is granted affiliation/addition in affiliation by the University.
4. The information provided must be accurate in all respects. In case of any default/misstatement, the administration of the College/Institution shall be held responsible/accountable for legal consequences.
5. On completion of the documents, the case will be submitted to the Vice-Chancellor who may refer it to the Affiliation Committee for visit of the college.
6. The college will be asked to submit visit fee and security. After deposit of the dues visit of the college will be scheduled.
7. After visit, the Affiliation Committee will submit its recommendations for the consideration of the Vice-Chancellor/Syndicated.
8. After approval of the recommendations, the office orders shall be issued by the Registrar's office accordingly.