

STATUTES FOR AFFILIATION OF *MEDICAL INSTITUTIONS WITH THE UNIVERSITY OF HEALTH SCIENCES, LAHORE

1. Short Title and Commencement

- i. These statutes may be called University of Health Sciences, Lahore "**Statutes for Affiliation of Medical Institutions, 2011**"
- ii. These shall come into force at once.

2. Definitions

In these statutes, unless there is any thing repugnant in the subject or context: -

Medical Institutions - In terms of Section 2. (xviii) of UHS Ordinance 2002: "medical institution" means any school, institute, college or institution imparting medical education or teaching health sciences;

Extension of Affiliation - In terms of Section 38 of UHS Ordinance 2002: "Where an affiliated medical college desires to add to the courses of studies in respect of which it is granted affiliation, the procedure prescribed for affiliation of medical colleges shall, as far as possible, be followed."

Central Regulatory Authority - Regulatory Body authorized to regulate the concerned professional Education, constituted under statutes of the Federal or Provincial Government (Govt. of the Punjab in this case), such as Pakistan Medical & Dental Council, Pakistan Nursing Council, Pharmacy Council of Pakistan etc.

Institutional Record - Institutional record means documentary evidence of ownership deeds, agreements with other institutions, hiring of staff, financial transactions (all types), academic record such as teaching schedules, attendance and institutional evaluation of students etc.

3. Extent of Application

- i. These statutes shall be applicable to all the medical institutions operating or desirous of operating within the geographical boundaries of Punjab.
- ii. In all matters not provided for in these statutes the decision of Syndicate shall apply.
- iii. Interpretation of statutes: In case of any doubt or dispute arising in interpretation of these statutes, the decision of Syndicate shall be final.

4. Application for the Grant of Affiliation / Extension of Affiliation

- i. Application for the grant of Affiliation / Extension of Affiliation shall be made by a medical institution whether in public or private sector, on the prescribed proforma.
- ii. Affiliation requests of the institutions shall be entertained in accordance with the provisions of their Regulatory Authorities.
- iii. The financial viability of private sector medical institutions seeking affiliation shall be determined in terms of the relevant provisions of the concerned Central Regulatory Authority.
- iv. For the disciplines, where a Central Regulatory Authority or its approved guidelines do not exist, the financial viability of the institution shall be ensured by:
 - a. Creation of an Endowment Fund amounting to Rs. 10 Million.
 - b. The medical institution shall submit financial statements indicating existing and likely revenue sources especially the investment made by the owner.
 - c. Financial statements shall also reflect expenditures already incurred on establishing the infrastructure of the institutions and expenditures likely to be incurred during the operation of the institution.

- v. The medical institution shall be located in a spacious, separate and independent building in premises, as per criteria of the Central Regulatory Authority, in vogue. The building shall be fit for an academic institution, posing no danger to the lives of the students, staff and eligible visitors. The premises shall not be shared by any other institution, discipline or person. In case of private sector institution, the building shall preferably be owned or on a long lease not less than that of 10 years. In the later case, the management shall ensure that the Institution shall acquire its own building by the end of the lease agreement.
- vi. Duly qualified, full-time, academic and non-academic staff shall be appointed in the prescribed manner by the Institution.
- vii. The Principal/Head of the medical institution shall be a duly qualified full-time employee having the prescribed qualifications & experience.
- viii. Medical institutions seeking affiliation shall have proper rules of business and standard operational procedures for managing their academic and administrative affairs (Human Resource, Financial Resources and others). Affiliation Committee may demand these Rules of Business/Standard Operational Procedures and observe their actual implementation.
- ix. The medical institution seeking affiliation shall submit an undertaking in accordance with Clause 3 of Section 37 of the University of Health Sciences Ordinance, 2002 that any change in the management or teaching staff shall forthwith be reported to the University.
- x. Lecture theatres shall be spacious in accordance with the number of students and equipped with audiovisual aids, as per criteria of the Central Regulatory Authority, in vogue.
- xi. The medical institution shall have an Auditorium, Offices and Lecture theatres of reasonable size, as per criteria of the Central Regulatory Authority, in vogue.

- xii. The medical institution shall ensure availability of adequate hostel facilities, separately for male and female students, who are not residing with their parents/guardians. The living conditions of hostels shall conform to proper hygienic standards. The institutions shall ensure proper provision of hygienically prepared food for the residents.
- xiii. Provision of extra-curricular activities such as debates, indoor and outdoor games may be made.
- xiv. (a). The library shall have staff and books (reference and lending) to facilitate students during their course of study, in accordance with the criteria of the Central Regulatory Authority.
(b). For the disciplines, where a Central Regulatory Authority or its approved guidelines do not exist:
 - i.) A qualified Librarian shall be appointed to look after the library.
 - ii.) The Library shall be located in a covered area having seating arrangement for at least 20 percent of the total number of enrolled students.
 - iii.) The library shall have at least 30 sets of each text/ recommended books and at least 10 sets of five reference books in all relevant subjects. The library shall also have internet facility with online access to relevant e-books and journals.
- xv. The laboratories, museums and other places for practical works, hospital facilities required for courses of studies shall be maintained in a proper manner by the institutions in accordance with yardstick defined by the Central Regulatory Authority and is subject to change as and when notified by the concerned authority.
- xvi. (a). The medical institution shall have an attached teaching hospital duly recognized by the Central Regulatory Authority.

(b). In case of private institution the hospital must be owned or on a long lease not less than that of 10 years, as the case may be.

5. Inspection of Institution

- i. The Affiliation Committee of the University of Health Sciences, Lahore may inspect the medical institution(s) for assessment of requisite infrastructure, faculty and facilities for conduct of the requested course. The institution(s) shall be inspected on the payment of prescribed Inspection Fee.
- ii. Recommendations of the Affiliation Committee shall be submitted to the Syndicate for consideration.
- iii. The Syndicate in the light of the recommendations made by the Affiliation Committee may grant or refuse the affiliation. However the affiliation shall not be refused unless the requesting institution has been given an opportunity of making a representation against the proposed decision.
- iv. The Affiliation Committee of the University of Health Sciences, Lahore shall inspect the affiliated institutions periodically. The Affiliation Committee shall have the power to arrange for visits at the time of its own choice and may make surprise visits.
- v. Any shortcoming or deficiency observed by the University Syndicate and conveyed to the affiliated institution for rectification shall be liable for further inspections within six months from the date of information. However any re-visit may also be subject to the payment of prescribed Inspection Fee.

6. Subscription towards Endowment Fund of UHS

A sum of Rs.1.000 (One) million shall be deposited / contributed by the Private Institution(s) towards Endowment Fund of the University during the course of affiliation, payable within 30 days. In case of delay a show-cause notice may be issued and the case shall be referred to the Syndicate for any action deemed appropriate in exercise of its powers defined under Section 27 of UHS Ordinance.

7. Administrative / Service Charges

- i. 5.5 % of the annual fees realized by both Private and Public sector affiliated Institutions from their students including admission fee, tuition fee and other fees (except hostel dues and refundable securities) shall be charged by the University of Health Sciences as Administrative / Service charges. The amount shall be payable within 90 days of admissions. In case of delay, a show-cause notice shall be issued and the case shall be referred to the Syndicate for any action deemed appropriate in exercise of its powers defined under Section 27 of UHS Ordinance.
 - ii. Payment of 5.5 % Administrative / Service charges to the University is financial liability of the affiliated institution and the burden shall not be passed on to the students in any case. In case of any breach in this regard the institution shall be served with a show-cause notice and the case shall be referred to the Syndicate for any action deemed appropriate in exercise of its powers defined under Section 27 of UHS Ordinance.
8. The Affiliated Institution whether in public or private sector and whether an independent institution or constituent college of any University, shall follow the scheme of education (Syllabi & Courses of Reading) and examinations of the University of Health Sciences for the approved courses.
9. The directions issued from time to time by the University of Health Sciences to its Affiliated Institutions regarding Medical Education shall be binding upon them.
10. No change in the premises shall be made without permission from UHS. The new site may be visited by the Affiliation Committee for approval, as per prevalent criteria.
11. Institutional record shall not be removed from the college premises and shall be made available for inspection at all times by the Affiliation Committee.
12. **Migration** of students from/to an affiliated institution shall be governed by the approved University Regulations for Migration.

13. Admissions

- i. **Admissions** shall be made purely on merit in accordance with prescribed eligibility criteria notified by the University and the Central Regulatory Authority, from time to time. The students admitted in violation of prescribed eligibility criteria shall not be registered under any circumstances. In case of 1st instance of violation of prescribed admission criteria by the institution, a warning shall be issued. In 2nd instance, the Institution may be restrained by the Syndicate from making admissions for the next academic session. Any further violation shall be reported to the Syndicate for action deemed appropriate in exercise of its powers defined under Section 27 of UHS Ordinance.
- ii. The institution shall not admit students in excess of the annual intake, approved/prescribed by the University and the Central Regulatory Authority, as the case may be. In case of violation of the prescribed intake, excess students shall not be registered, a warning shall be issued and the case shall be referred to the Syndicate for any action deemed appropriate in exercise of its powers defined under Section 27 of UHS Ordinance.
- iii. Private medical and dental institutions shall admit students only after the determination of final order of merit by the respective provincial testing/admission authorities or 30th October, whichever is earlier.
- iv. (a). No institution offering approved courses in the private sector shall charge fee more than that prescribed by the Central Regulatory Authority.

(b). Any monetary demand of any other charge/donation on any other pretext other than the annual fee as laid down by the Central Regulatory Authority or any other non-compliance to this effect, if reported, shall be construed a major violation and shall make the institution liable to be punished against under Sections 27 & 40 of UHS Ordinance.

(c). Nursing and other Allied Health Institutions in Private sector shall have to get prior approval of their fee structure from the university and the Central Regulatory Authority, as the case may be.
- v. Institutions shall under no circumstances charge fee for more than one academic year (session), from their students.

- vi. If the student wishes to leave the institution and does not join classes on commencement of the classes, there shall be a 100% refund of all deposit fee except for the one time admission fee. If the student wishes to leave the institution within two month of commencement of classes, there shall be 50% refund of all deposited fee and if the student wishes to leave the institution after two months of joining classes, there shall be no refund.
- 14.** The University shall have the discretion to grant/refuse/suspend/cancel affiliation. However, the affected party shall have the right of appeal to the University Authority, under Section 40 of the UHS Ordinance 2002.
- 15.** Disaffiliation proceedings shall be initiated against an affiliated institution, if it is found out at any stage that the institution provided wrong information during and/or after the course of affiliation proceedings.
- 16.** Any violation of the above terms or deliberate misrepresentation of facts shall be treated as sufficient basis for initiation of disaffiliation proceedings.
- 17.** The institutions shall follow all instructions and regulations issued by the University and the Central Regulatory Authority from time to time.
- 18. Information about an institution that attracts the affiliation statutes adversely, shall be widely disseminated through print and electronic media in the larger public interest.**
- 19. All the Medical Institutions, prior to commencement of the operation, within geographical boundaries of Punjab shall get NOC as per PM&DC/ relevant regulatory authority regulations, as the case may be, from the University. Those who will violate the Act and these statutes in establishing of the institute or operating the institute without affiliation with UHS (under Section 37 of UHS Act), shall be liable to be reported to the Government for initiating an appropriate action. The violation however, shall be reported to the Government only, if the defaulter institution has been provided with an opportunity to make a representation against the decision to the Syndicate of the University, which finds it unsatisfactory.**