



AFFILIATION RULES

UNIVERSITY OF THE PUNJAB

Affiliation Branch,
University of the Punjab,
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GENERAL AFFILIATION RULES
(Approved by the Syndicate on 23.08.2003)

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. This 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. 15,000/- respectively or as prescribed by the University from time to time.

Affiliation Fee will be paid by Colleges affiliated with the University of the Punjab @ 10% of total fee and dues received by Affiliated Colleges from the students to be enrolled with the University of the Punjab.

4. The college shall be located in a spacious, separate and independent building housed on area of at least 3 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 establishment of the college be provided.
5. No change in the premises will be made without prior permission from the University of the Punjab. The new site will be visited by the Affiliation Committee for approval.
6. Where a 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, Offices and Classrooms of reasonable sizes. 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 not 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 University of the Punjab 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 University 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 University. 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 University publications, specially 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 2,00,000/- shall be purchased for the college library. Thereafter at least Rs. 50,000/- shall be allocated annually for acquisition of books for 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 University.
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 University for Commensurate Posts.
31. All the salaries should be paid through cheques. The salaries exceeding Rs. 5,000/- should be paid through crossed cheques.

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 as ascertained through visitation. The college management must have to apply for grant of extension in affiliation on the prescribed form up to 31 May of the relevant year.
35. No affiliation shall be granted with retrospective effect.
36. The University of the Punjab 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, University of the Punjab 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 in 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 for withdrawal of affiliation or to impose any penalty.

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 31st May of every year. Incomplete applications or application submitted after the due date shall not be entertained.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO DEGREE COLLEGES.

1. The management should deposit an amount of Rs. 200,000/- as security in the Punjab University Account.
2. The Principal shall be at least having Master degree (I/II division) from recognized university with at least five years experience.
3. At least two whole time teachers having qualifications prescribed by the University for each subject applied for affiliation should be appointed.
4. For each subject of experimental science a separate/independent well-equipped laboratory should be provided for degree classes.
5. All recommended books of each subject should be available in graduate library.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO TEACH POST GRADUATE CLASSES.

1. The management should deposit an amount of Rs. 250,000/- for each subject applied for, as security in the Punjab University Account.
2. There should be a separate block for postgraduate classes consisting of the following facilities:
 - a. At least 2 class rooms of reasonable size specially meant for post graduate classes.
 - b. Separate laboratories for experimental subjects.
 - c. Office for the Head of the Department.
 - d. Offices for the teachers.
 - e. Common room for the students.
 - f. Separate Post Graduate Library/reading room.
3. Teaching Staff
 - a. Seven (7) teachers specified for Master degree classes.
 - b. There should be at least one (1) Ph.D/M.Phil/ foreign qualified teacher in the faculty.
4. Library
 - a. At least five hundred titles of books should be available in the post graduate library.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO COMMERCE COLLEGE

1. A separate full-fledged college should be established.
2. The management should deposit an amount of Rs. 300,000/- as security in the Punjab University Account
3. The Principal shall be having M.Com./MBA degree from recognized university with 5 years relevant experience.
4. At least six whole time teachers having qualifications prescribed by the University, should be appointed initially. At least 4 of them should be M. Com. or equivalent degree holders.
5. There shall be a computer laboratory properly equipped to accommodate 20 percent of the students admitted at a time.

**SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO
TEACH B.ED. CLASSES**

1. A separate full-fledged college should be established.
2. The management should deposit an amount of Rs. 300,000/- as security in the Punjab University Account
3. The Principal shall be having M.A. Education degree from recognized university with 5 years relevant experience.
4. There shall be at least 5 whole time teachers with academic qualifications as prescribed by the University.
5. The college shall have suitable arrangements for practice of teaching in a school, which need not necessarily be recognized. For this purpose it should have either a complete secondary school (from the 6th to 10th class) under its direct control or failing that to satisfy the Affiliation Committee that necessary facilities for the practice of teaching of its students have been made with other school or schools, which should be located within a convenient distance from the college.
6. The practicing school shall have necessary school equipment and apparatus for the proper teaching of the subjects in which the training college seeks affiliation.
7. The minimum number of pupils on roll in the practicing school shall be three times the number of students under training in the B.Ed. Classes.

**SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO
INFORMATION TECHNOLOGY COLLEGES**

1. A separate full-fledged college should be established.
2. The management should deposit an amount of Rs. 300,000/- as security in the Punjab University Account
3. The Principal shall be having Master degree in Computer Science or equivalent degree from a recognized university with 5 years relevant experience.
4. At least 6 whole time teachers should have the qualifications as prescribed by the University consisting of at least 3 M.C.S. or equivalent degree holders.
5. Computer laboratory facilities for 50% of students admitted at a time should be provided.
6. At least 2 multimedias should be provided in the class rooms.
7. The college will follow the annual system of examination as prescribed by the University for affiliated Colleges of information technology.

**SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO TEACH
LL.B CLASSES
(APPROVED BY PAKISTAN BAR COUNCIL)**

Ownership

The ownership of the college with all its assets shall vest in a body corporate and not in any individual. No change in ownership of the body corporate will be permissible after affiliation without prior approval of the University.

Security

The applicant shall prior to enrolling and admitting students shall deposit a sum of Rs. 1 million with the concerned University as security. This amount shall be invested by the University in the bonds and Securities and the profit earned thereon shall be equally divisible amongst the University and the applicant.

Provided that the applicant shall not be entitled to withdraw any amount out of its profit and the same shall be added to the security amount of the applicant.

Provided further that the security amount shall be raised by 5% annually for the new applicants after the adoption of these rules.

Provided also that the security shall be refundable to the owner on the closure of the college with the approval of the University after deduction of the dues of the University, if any.*

Building

The college shall be located in a spacious, separate and independent building on a plot of at least 2000 square yards without any other institution or person sharing the premises.

Classrooms etc.

The college shall have at least three class rooms with one having seating capacity of 150 or more students, a common room, a ladies room and a separate staff room.

Seating in Class Room:

Seating in classes will be provided for 100 percent of the students allocated to the class.

Number of Students in a Classroom

There shall not be more than 100 students in a class. Provided that the University shall regulate the number of classes/sections in the college keeping in view the facilities available.

Canteen & First Aid Facilities

The College shall have adequate canteens, Toilets and First Aid facilities.

Qualification of Principal of Private Law College

The qualification of a Principal of a private law college shall be Master's Degree in Law from a recognized University with at least 10 years teaching experience or a Bachelor Degree in Law with 15 years teaching experience.

Whole Time Teachers

There shall be at least two whole time teachers with academic qualifications and experience as prescribed by the University.

Provided that the whole time teachers shall deliver at least 25% of the total lectures delivered during the academic year.

Qualification of Librarian

The Librarian of the college library should be qualified and paid according to the University regulations.

Library

The College library should provide facilities for at least 20% of the total number of students on the rolls.

Number of Books in Library

Initially books worth not less than Rs. 5,00,000/- will be acquired for the college library. Thereafter at least Rs. 60,000/- shall be allocated annually for acquisition of books for the library.

Subscription of Law Journals

The library will subscribed to at least two reputable foreign law journals or access to internet and acquire at least one set of all law reports published in Pakistan.

Book Bank

The college shall establish a book bank to provide for the prescribed text book.

Day of classes

Classes shall be held six days a week and the academic year shall not be less than that of the University.

Timing of Classes

The college shall have morning classes colleges will not be allowed to have evening classes only. There shall not be any afternoon classes.

Admission Percentage of Students to Evening Classes

The total number of students in LL.B parts I, II and III in evening classes shall not exceed 50 % of the students admitted in the morning classes.

Attendance Record

An authenticated attendance record of all students shall be displayed on the notice board in the first week of every succeeding month in accumulative form and a copy of the same shall be send to the University by 15th of every month.

College Record

College records shall not be removed from the college premises and shall remain available for inspection at all reasonable times by the University.

Fee Concession

The college shall make available full fee concession to at least five percent, and half fee concession to at least ten percent of the enrolled students.

Period of Affiliation

The affiliation shall initially be for a period of three years.

De-Affiliation and Forfeiture of Security

The University on receipt of an adverse report from the Inspection Committee may de-affiliate the college or impose fine not exceeding one hundred thousand after due notices and opportunity of hearing. The University may also forfeit the security or any part thereof in case of serious contravention of the rules.

Inspection

There shall be at least one inspection every academic year of the law college by inspection comprising of Dean, Faculty of Law (In the absence of Dean of Law, Principal of Law college of the concerned University) as its Chairman, Convener Board of Studies in Law, Principal/Dean of University Law College from another province, a representative of University Grant Commission, a member of the Pakistan Bar Council and a Member of the Concerned Provincial Bar Council.*

The college complying with the regulations of affiliation or such other regulations as may from time to time be prescribed, the affiliation shall be extendable for further successive period of three years.

Qualification of Part-Time Teachers

The Part-Time teacher should have the qualification and experience prescribed by the rules. The number of lectures delivered per week by a part-time teacher shall not exceed eight.

Number of Lectures

The College shall ensure that each class receives at least as many lectures per week as are prescribed by the University. In the absence of such regulation of the University each class shall receive at least 18 regular lectures per week including one tutorial session.

Provide that the colleges shall ensure that the evening classes shall be dispensed within a period of 6 years.

Nominee on Governing Body

The Governing Body of the college shall also have a sitting or former judge of the High Court nominated by the University Syndicate.

Covered under rules 31 period increased from 2 years to 3 years keeping in view the 3 years in LL.B programme.

Standard of Legal Education

The Standard of legal education shall be laid down by the Pakistan Bar Council in consultation with University Grants Commission, the Universities and Provincial Bar Councils. The directions issued by it in this behalf shall be complied with as followed.

Accounts

Every College shall maintain a Bank Account with a schedule Bank and its account shall be verified every year.

* As per University policy

COMPUTER STUDENTS RATIO FOR ALL DISCIPLINE

(Approved by the Syndicate dated 31.12.2005)

| Sr. No. | Discipline | Computer Students Ratio |
|----------------|---|--------------------------------|
| 1. | Computer Science (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. Punjab University considers 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/Syndicate.
8. After approval of the recommendations, the office orders shall be issued by the Registrar's office accordingly.

To,
The Registrar,
University of the Punjab
Lahore.

Subject: GRANT OF AFFILIATION WITH UNIVERSITY OF THE PUNJAB

The application along with proformas duly filled is submitted for grant of affiliation to teach

.....

I solemnly affirm that the facts declared in the application are correct to the best of my knowledge.

It is requested that affiliation may kindly be granted. The undersigned undertakes to abide by all rules and conditions laid down by the University and to maintain the record/facilities properly.

Yours sincerely

Principal

(Stamp)

APPLICATION FORM FOR GRANT OF AFFILIATION
UNIVERSITY OF THE PUNJAB

| | | |
|-----|--|--|
| 1. | Name of Institution | |
| 2. | Postal Address | |
| 3. | Phone/Fax | |
| 4. | E-Mail Address | |
| 5. | Program/Subjects applied for affiliation | In case of Degree classes attach list of Elective and Optional subject at Ann-A . |
| 6. | Subjects already affiliated (if any) Reference No. | Attach list at Ann-B . |
| 7. | Detail of other disciplines being run with BISE etc. | <u>Discipline</u> <u>Affiliation/Recognition</u> <u>Enrollment</u> |
| 8. | Management Body (For private Institutions) | Attach copy of Memorandum and Article of Association at Ann-C . Attach copy of Registration Certificate for current session from Registrar Joint Stock Company, under the Societies Registration Act XXI of 1860 at Ann-D . |
| 9. | Registration of the Institution/College for Private Institutions only. | Attach copy of Registration Certificate under the Punjab Private Educational Institutions (Promotion & Regulation) Ordinance Rules 1984 from Government of the Punjab, Education Department Lahore/concerned District Govt. Ann-E . |
| 10. | NOC from Govt. concerned (for Govt. Institutions only.) | Attach at Ann-F . |
| 11. | Efficiency & Discipline Rules/Code of Conduct | Attach copy of Rules for employees at Ann-G . Attach copy of Rules for students at Ann- H . |
| 12. | Prospectus | Attach Ann-I . |
| 13. | Certificate that no other discipline is being run in collaboration/ affiliation with any other University. | Attach Ann-J . |
| 14. | Building: Owned/Rented Total Area Covered Area | Attach copy of Rent deed/Registry Ann-K Attach detail on Form No. 14-L . Attach copy of Map Ann-M . |
| 15. | Students Hostel | Attach the detail of hostel facilities. Ann-N . |
| 16. | Staff Residences | Attach the detail of staff residences. Ann-O . |
| 17. | Finances: Development Funds Recurring funds Reserve Fund | Attach detail on Form No. 17-P and 17-Q Attach Bank guarantee/certificate. Ann-R . |
| 18. | Sports facilities Grounds Equipment | Owned/ Acquired. Attach documents. Ann-S . Attach detail on Form No. 18-T . |
| 19. | Teaching Staff | Attach detail on Form No. 19-U . |
| 20. | Non Teaching Staff | Attach detail on Form No. 20-V . |
| 21. | Library Detail of Books Other facilities | Attach detail on Form No. 21-W . |
| 22. | Laboratories | Attach detail on Form No. 22-X . |
| 23. | Others | |

UNIVERSITY OF THE PUNJAB
STATEMENT OF NON-RECURRING (DEVELOPMENT) RECEIPT &
EXPENDITURE FOR THE YEAR _____.

NAME OF COLLEGE.....

| RECEIPTS | AMOUNT | EXPENDITURE | AMOUNT |
|-------------------|--------|--------------|--------|
| Opening balance* | | Building | |
| | | Construction | |
| | | Repair | |
| College Funds/Fee | | Others | |
| Govt. Grant | | Furniture | |
| Others | | Purchase | |
| | | Repair | |
| | | Others | |
| | | Equipment | |
| | | Purchase | |
| | | Repair | |
| | | Library | |
| | | Others | |
| Total | | Total | |

- Give detail of resources.

Signature

Designation

UNIVERSITY OF THE PUNJAB

STATEMENT OF RECURRING RECEIPT & EXPENDITURE FOR THE YEAR _____.

NAME OF 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 year for each program.

Signature

Designation

UNIVERSITY OF THE PUNJAB
STATEMENT OF LABORATORY/S EQUIPMENT

NAME OF COLLEGE.....

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

Signature
Designation

