

PART VI

**AFFILIATED COLLEGES AND STUDENTS
OF THE UNIVERSITY**

CHAPTER I-- UNIVERSITY REGISTER OF STUDENTS¹

1. The Registrar shall maintain a Register of all students of the University, including for a higher examination.

In this Register shall be recorded under the [name]² of each registered student, the dates of admission and re-admission to and leaving of any affiliated college, any University Scholarship Medal or Prize won by the student and every degree taken, and of every pass or failure in a University examination with his roll number.

2. In this Register the registration shall be deemed necessary for students who have passed the Intermediate or an equivalent examination and undertake courses of study to take higher examinations at the University.

3. The Principal of every affiliated college shall forward to the Registrar within fourteen days the name of every student admitted or re-admitted to that college, together with the registration fees required by these Regulations:-

(i) [Admission forms for all Graduate/Post-Graduate Examinations of the students whose Registration, Sports Enrolment and late admission fee have not been deposited, will not be entertained.]³

(ii) In case of default in submission of Registration Return (List of the Admitted student alongwith Registration, Sports, Enrolment and late admission fees) to the University by the due date, the respective affiliated colleges shall be liable to pay the fine at the following rates:-

- a. After 14 days from the last date of admission: Rs 100/ per student.
- b. After 30 days from the last date of admission Rs. 300/-per student.
- c. After 45 days from the last date of admission Rs. 500/- per student.

(iii) After the expiry of 60 days from the last date of admission the Registration Return from any of the affiliated college shall not be accepted in any case.

1. Regulations under Section 32 of the University of the Punjab, Act, 1973.

2. The University should refuse to entertain applications for change in name, but if a person brought a decree of the court to the effect that his name had been changed, this fact might be mentioned in the duplicate certificate giving reference to the order of the court. (Syndicate, 14 April 1962, paragraph 14.)

The same procedure shall also apply to the change in father's name of a candidate. (Syndicate dated 13 October 1962, paragraph 1.)

The University would not entertain any application for change in date of birth in any circumstances whatsoever after 31 December, 1961(vide Para graph 17, Syndicate proceeding dated 17 June 1961)

3. Notified Vide Registrar's No. 33/G.S dated 8-9-2001.

- iv) The colleges default in submission of the Registration Return shall be called upon to show cause as to why proceedings should not be initiated against them for withdrawal of affiliation on the charge of violation of the above University Rules and Regulations.

Note: - This Amendment will be effective with immediate effect.]¹

4. If any student is struck off the rolls of a college, migrates to another college, is rusticated or expelled, such fact shall be immediately reported to the Registrar.
5. In the case of a registered student joining or re-joining a college, the Principal shall quote such student's registered number.
6. On registration, every student shall be informed through his Principal of the Registered Number under which his name has been entered in the Register, and that number shall be quoted in all subsequent reports concerning that student and in all applications by that student to be admitted to a University examination.
7. [On admission to an affiliated college every student shall be required to pay to the University through the Principal, a registration fee of [Rs. 950/-]²

On Admission to a Graduate/Post Graduate Teaching Programme in Private Colleges affiliated with Punjab University every student shall be required to pay to the University through the Principal, an enrolment fee of Rs. [450]³- per year.

The University Sports fee shall be realised at Rs. [50/-]⁴ per year from the students of the Degree and Post-graduate classes for their respective Degree courses at the time of their admission to affiliated colleges, [University Teaching Departments]⁵ and, on the same basis from the students of Professional classes, at the time of their admission to a professional college, that is to say Rs. 100/- in lumpsum from the students of 2-years Degree and Post-Graduate classes, and from others, at the rate of Rs. 50/- per year for the number of years they are required to study under the Regulations governing their respective Degree Courses in the Professional College concerned.]⁶

A registration fee of Rs. 950/- shall be charged from such students as have passed the Matriculation Examination from the University in or before 1954 and who desire to migrate to other Universities.

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1. Notified Vide Registrar's No. 32/G.S dated 30-8-2001.
 2. Treasurer's No. D/97/Budget, dated 8-7-2002.
 3. Ibid
 4. Notified vide Secretary, P.U.S.T.C. letter No. 609/SC. dated 6 August, 1986.
 5. Inserted vide Chancellor's No. G.S.66/1065/1422 dated 15 September,1966. (Notified vide Registrar's No. 1723/G.M., dated 20 September,1966.)
 6. Substituted vide Registrar's No.2001 /G.M., dated 11 October 1976. The amended Regulation shall be effective from the academic session 1975-76.

No further fee for registration shall be charged, unless a student's name is, for any reason other than legitimate migration, struck off the rolls of a college, in which case he shall pay one rupee to have his name re-entered in the University Register.

8. All applications for admission to University examinations shall be liable to be scrutinized by comparison with the University Register, and the Registrar may refuse any application of any candidate about whom complete particulars have not been reported, and require him to forward through his Principal a complete statement of the particulars which have not been properly reported together with an additional registration fee of two rupees, if the candidate takes admission in a college outside Lahore and three rupees in the case of a Lahore candidate.
9. Any registered student may at any time receive a certified copy of all the entries under his name by payment of five rupees.
10. Any person who applies for special permission to appear in an examination as a private candidate shall quote his registered number or if he has not been registered shall get his name registered by paying the usual registration fee before he appears in the examination to which he seeks admission.
- [11. In the month of May of each year, or in such other month as the Syndicate may, from time to time, determine, the Principal of every affiliated college shall submit a report to the Syndicate showing:-
 - (a) the circumstances of, and changes in, the management ;
 - (b) the staff ;
 - (c) changes in the staff and qualifications of new members ;
 - (d) number and distribution of students ;
 - (e) income and expenditure of previous financial year ;
 - (f) results of examinations ;
 - (g) changes in the scale of fees and of exemptions or reductions permitted ;
 - (h) scholarships ;
 - (i) condition of library ;
 - (j) number of students in the boarding house and ;
 - (k) college rules.
12. The Principal of every affiliated college shall report to the Registrar within a fortnight, for record in the University Register of Students, the admission, withdrawal and transfer of students.
13. The following shall be kept by every affiliated college and submitted when required to an officer appointed by the Syndicate:-
 - (1) A Register of Admission and Withdrawals.
 - (2) Registers of Attendance at Lectures.
 - (3) A Register of Fees.
 - (4) A Time-Table.

14. The following inter-collegiate rules shall be observed in all colleges affiliated in the Faculties of Arts, Science, Engineering, Islamic & Oriental Learning, Law, Medicine and Dentistry, Commerce, Education and Pharmacy except that Rule 1 shall apply only in the Faculties of Arts, Science, Engineering and Islamic & Oriental Learning.

Rule-1. [Admission]¹ to the First year of the Degree Course shall begin on the seventh day after the publication of the Intermediate examination results or on such other date as may be fixed by the Syndicate, from time to time, and shall continue for ten days or in the case of students who have qualified either Cambridge Higher School Certificate or the Higher Oxford Local Examination or the Inter Arts Examination from the University of London; the admission shall begin ten days after the publication of the results of Examination concerned and shall end on the twentieth day after the publication of the Intermediate results and shall cease on the tenth day after re-opening of the colleges after the summer vacations.

Rule-2. No student who has joined one college, shall be admitted to another college during the same course, unless:

- (i) he has obtained a leaving certificate. This certificate is not to be given by his Principal until the transfer has been sanctioned by the Vice-Chancellor;
- (ii) One or other of the following conditions if satisfied, namely:-
 - (a) if a change of residence by his father or guardian has made it necessary for a student to change his college;
 - (b) if the father or guardian of the student objects within three months to the admission of the student to that college;
 - (c) if a candidate wishes to take up another subject which is not taught in the College (the letter sanctioning the migration shall specify this fact and the student shall offer the new subject for the examination);
 - (d) if a candidate seeks migration owing to change in financial circumstances (such cases should be supported by a certificate from the Principal);
 - (e) if, in the interest of college discipline, the Principal of the Colleges concerned agree; and
- (iii) has obtained through his Principal the permission of the Vice-Chancellor.

No application for transfer shall be entertained unless the student's statement is supported by his Principal who, in the case of migration of students who are provisionally promoted, shall state all the relevant facts on the application.

1. The Syndicate has ruled that the candidate must present himself in person at the time of admission. (University of the Punjab, Calendar, Vol. I (1963-64), page 204)

Rule-3. If a student's name is struck off the rolls of a college, such student may be readmitted at any time during the same academic year to the same class in the college from which his name was struck off. Such a student may, at the commencement of the next academic year, be admitted to the same class in any other college on production of a leaving certificate from the college he last attended but not later than the date prescribed for late admission, provided it does not involve any infringement of the rules laid down (a) defining one academic year preceding the examination: and (b) regarding rustication and expulsion of students.

Rule-4. A student reading in the second year of the B.A./B.Sc. degree course, and the second year of the M.A./ M.Sc. course (for Pass course graduates) shall not be admitted to another college or University Department, as the case may be, unless he satisfies the conditions (i), (ii) and (iii) of Rule-2.

Rule-5. In Colleges where fees are charged, students shall be charged fees from the first of May. Students for the B.A./B.Sc. and M.A. Examinations shall pay tuition fee for 12 months each year. Provided that in the case of M.A students in subjects where teaching is provided by the University, a fee of Rs. 4/- per mensem shall also be charged by the College on behalf of the University. A [second tuition]¹ fee for the same month shall not be charged from a student migrating from one affiliated college to another.

15. The Vice-Chancellor shall have power to authorise migration from one college to another, or other admission to colleges not allowed by Statute 14.

[(a) No student, who has remained on the rolls of a University Teaching Department/s or an affiliated College/s (other than a Professional College)/Department for the normal duration of a course preceding a University Examination shall be re-admitted to the same course.

Note:- This will not affect the right of a student to appear in a University examination as a late College Student under Regulations pertaining to external degree students.

(b) No student shall be admitted to a second or subsequent Master's Degree courses, in the University Teaching Department/s/affiliated College/s, without the prior approval of the Vice-Chancellor]²

16. A college affiliated in a particular subject for the Master of Arts examination may, subject to the approval of the programme of teaching by the Academic Council either (i) provide all the necessary instruction in that subject for its own students; or (ii) take part in an inter-Collegiate programme of instruction with, or without, the assistance of University teachers.

Unless exempted by the Academic Council, with the consent of the Heads of other colleges concerned, no college shall be entitled to present candidates for the examination unless it provides, or is prepared, if so required to provide, an

1. A college is entitled to the tuition fees for the month in which the student leaves the college: the college to which he migrates is not entitled to take fees for the fraction of a month. (Syndicate, dated 15 February, 1935, paragraph 16.)

2. These regulations shall be effective from the academic session 1970-71 (Added vide Registrar's No. 1059/G.M. dated 23 October, 1970).

approved teacher for a course of lectures (of two periods a week) and further provides for its own student's tutorial supervision and instruction.

17. When two or more colleges, with or without the assistance of University teachers, agree to share the teaching work in a particular subject for the Master of Arts Examination, and their programme has been approved by the Academic Council there shall be constituted a Committee of Control for each group providing combined teaching. Such a Committee shall consist of the Head of the Department of the particular subject in the University and in each college and any University Professors or Readers taking part in the approved programme of instruction.
18. The Committee of Control is the authority empowered to admit students to the class, to draw up the programme of teaching work for approval by the Academic Council, and to certify the candidates for the examination.

The enrolment in the M. A. Classes should be completed by the 1st of October. Admissions later than this date would be allowed only under the special orders of the Vice-Chancellor for satisfactory reasons shown, on payment of the prescribed fee, but no late admission shall be allowed after the 15th of November except to students who may be awarded scholarships. Such students may be allowed late admission after that date but in no case later than the 15th of December provided that an application is made within a week of the receipt by the students of an intimation about the award of scholarship by the Department of Education.

The Committee of Control shall report to the Vice-Chancellor in January of each year whether the students of each class are, in the opinion of the Committee, suitable candidates for the examination.

When a College provides the whole teaching staff itself, the functions of the Committee of Control shall be exercised by the Head of the Department of the subject in that college.

Students of other Universities whose examinations are considered equivalent to the corresponding examinations of this University may be allowed to join the same class of an affiliated college of this University, in which they were studying in their previous Universities.

Such students shall be required to produce satisfactory evidence of having completed the necessary percentage of lectures at their previous Universities.

19. All appointments on the staff of a college seeking affiliation shall be subject to the approval of the Vice-Chancellor and all new appointments shall be reported to the Vice-Chancellor, who, if he has any reason to object, shall lay the matter before the Syndicate for decision.
20. The minimum qualifications of a teacher in a college other than a professional college shall ordinarily be a Master's Degree in the Second Division or equivalent qualifications from a foreign University in the [subject concerned]¹ and if, for any reason, a Third Division M. A. /M. Sc. is appointed, his

1. A teacher shall only teach the subject in which he had obtained his relative Degree. (Syndicate dated 27 October, 1948, paragraph 11.)

appointment must be justified to the Vice-Chancellor, provided the Syndicate may, in exceptional cases, approve the appointment of a Teacher who does not possess the above qualifications but who has attained outstanding position in the subject which he is required to teach.

Provided that a Librarian in an affiliated and a constituent college shall ordinarily be a Graduate holding a Diploma or Certificate in Library Science. In exceptional cases, however, the Vice-Chancellor may approve the appointment of a Librarian not holding the above qualifications but who possesses sufficient experience and background of library work.

Provided further that the minimum qualifications for appointment as a Teacher in a Training College shall be as follows:-

- (i) M.A./M.Sc. (2nd Class with B.Ed. or a Diploma in Education); or B.A./B.Sc., M.Ed.
- (ii) B.A./B.Sc. with a Diploma in Education from a recognised European or American University, and adequate experience of teaching involving specialised knowledge of a particular type of work.

21. [No student shall at one time join or continue on rolls of two University teaching departments / affiliated colleges for two courses of study leading to two degrees in the same or different faculties.

In order to stop double admissions by the students in the University teaching departments / affiliated colleges, a candidate seeking admission to a teaching department/ college should sign a declaration to the effect that he has not joined any other teaching department / college and shall not join any other teaching department / college during the course of his studies to which he is seeking admission; provided that a student of a degree course shall be eligible to join a certificate / diploma class conducted by the University in the evening with the permission of the Chairman of the Department/Principal of the College to which he is admitted for a course leading to a degree.

Any student, who joins two teaching departments/Colleges in violation of this Regulation, shall be dropped from rolls of both the departments/ colleges]¹.

22. [Notwithstanding anything to the contrary contained in the Regulations, a student of a University Teaching Department or an Affiliated College, who has joined the National Service Scheme, shall be entitled to avail himself of the concessions specified as follows:-

- (a) The affiliated Colleges/University Teaching Departments shall give preference to a candidate seeking admission/re-admission after rendering National Service.
- (b) If the admission/re-admission is sought by such a candidate even in the middle of an academic year, he shall be accepted. The Inductee shall, however, join within ten days of his release from National Service.

1. Added vide Registrar's No. 489/G.M., dated 7 May 1973.

- (c) In case a candidate leaves a College/University Teaching Department in the middle of an academic year, he shall be re-admitted without payment of any arrears of fees, when he seeks re-admission after rendering National Service.
- (d) A Cadet who has completed his National Service shall be awarded 5% of the marks he obtained in an examination for the purpose of admission to higher institutions of learning.
- (e) The candidate shall be eligible to appear in the examination, provided that:-
- (i) he has attended the required percentage of lectures with effect from the date of his joining till the dispersal of classes.
- (ii) the total number of lectures attended by him is not less than 50% of the total number of lectures delivered to the class.
- (f) The Principal of a College/Chairman of a Department may condone up to ten percent of lectures for valid [reasons]¹
23. Students who are admitted to the M.A. Classes after the last date of admission specified in the regulations under the special order of the Vice-Chancellor, shall have to pay a late fee of Rs. 300/- upto fifteenth day after the permissible date and Rs. 400/- upto one month after the permissible date and Rs. 500/- upto the end of November. Students who have been awarded scholarships and are allowed admission after the 15th November (but not later than 15th December) shall also pay a late fee of Rs. 50/-.
24. [A student of the University who absents himself from the University without proper sanction for a continuous period of 14 days, excluding holidays, shall automatically stand dropped from the rolls of the University on the 15th day of such absence, unless the cause of absence is explained to the satisfaction of the Chairman of the Department or the Director of the Institute or the Principal of the constituent college concerned, in which case the student may be re-admitted within 10 days after his dropping from the rolls. The term "University classes" will include lectures, practicals, tutorials, seminars, discussions, etc., duly notified by a department or an institute or a constituent college to be held during an academic term or session].²

The regulation shall come into force with effect from the admissions to be made for the academic session 1973-74.³

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1. Added vide Registrar's No. 1397/G.M., dated 5 December, 1973.
2. Approved by the Chancellor's Committee on 15 July, 1973. (Notified vide Registrar's No. 868/G.M., dated 31 July, 1973.)
3. These carried out from page 468-472, Calendar Vol. I (1990).

CHAPTER II -- AFFILIATED COLLEGES¹

[GENERAL RULES FOR GRANT OF AFFILIATION

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 College/Institute 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.
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.

1. Statutes under Section 31 of the University of the Punjab Act, 1973.

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.
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, 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.

Special Conditions For Grant of Affiliation to Degree Colleges

1. The management should deposit an amount of Rs. 1,50,000/- as security in the Punjab University Account.
2. The Principal shall be at least having Master degree (I/II division) from a recognized university with at least five years experience.
3. For each subject of experimental science a separate/independent well-equipped laboratory should be provided for degree classes.

Special Conditions For Grant of Affiliation to Teach Post Graduate Classes

1. The management should deposit an amount of Rs. 2,00,000/- 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 Colleges

1. A separate full-fledged college should be established.
2. The management should deposit an amount of Rs. 3,00,000/- 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 3 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 Law Colleges

1. A separate full-fledged college should be established.
2. The management should deposit an amount of Rs. 3,00,000/- as security in the University Account.
3. The qualification of the Principal of Law College shall be Master Degree in law from a recognized University with at least 10 years teaching experience or a Bachelors Degree in Law with 15 years teaching experience. He should be a full time employee of the college. No person shall serve as Principal beyond the age of 72 years.
4. There shall be at least six whole time teachers with academic qualifications as prescribed by the University.
5. The minimum required number of the titles of law books excluding reports and journals is 500.
6. The library will subscribe to at least 2 reputable foreign journals or access to law journals through internet and acquire at least one set of all Law Reports published in Pakistan.

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. 3,00,000/- 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. 3,00,000/- 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 multimedia 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.

PROCEDURE FOR GRANT OF AFFILIATION

In the light of Statutes 35 of University of the Punjab Act 1973, following procedure will be adopted 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]¹.

1. Approved by the Vice-Chancellor, dated, 20-5-2003 (Syndicate, dated 23-8-2003.)

To,
The Registrar,
University of the Punjab,
Lahore.

Subject: **Grant of affiliation with University of the Punjab**

The application along with Performa 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.	Discipline Affiliation/Recognition Enrollment
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	

Note:-

The required information should be provided on the prescribed performas.

**APPLICATION FORM FOR GRANT OF EXTENSION IN AFFILIATION,
UNIVERSITY OF THE PUNJAB**

1.	Name of Institution	
2.	Postal Address	
3.	Phone / Fax	
4.	E-Mail Address	
5.	Program/Subjects applied for grant of extension in affiliation	In case of Degree classes attach list of Elective and Optional subject at Ann-A.
6.	Session already affiliated	Attach letter of previous affiliation Ann-B.
7.	Sessions applied for.	
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-C.
10.	Prospectus	Attach Ann-D.
11.	Teaching Staff	Attach staff statement on Proforma at Ann-F.
12.	Non Teaching Staff	Attach staff statement on Proforma at Ann-G.
13.	Library Detail of Books Other facilities	Attach library statement on Proforma at Ann-I.
14.	Laboratories	Attach subjects wise list of equipments on proformas at Ann-J.
15.	Fee concession	Attach detail on proformas at Ann-K.
16.	Students enrolled	Attach detail on proformas at Ann-L.
17.	Any other improvement	
	Action taken on the conditions/suggestions of previous visit.	
	Deposit of re-visit fee.	Enclose copy of challan at Ann-M.

Note:-

The required information should be provided on the prescribed performas.

CHAPTER III-- UNIVERSITY TERMS AND PERIODS OF INSTRUCTION REQUIRED FOR VARIOUS EXAMINATIONS¹

1. The Calendar year shall be divided into three terms, one long vacation and two short recesses as follows:-

Autumn Term - followed by Christmas Recess.

Winter Term - followed by Spring Recess.

Summer Term - followed by Summer Vacation.

Provided that in the Hills, the year may be divided into Autumn Term, Winter vacation, Spring Term and Summer Term.

The University year shall run from the beginning of the Autumn Term to the end of the Summer Vacation.

The financial year shall run from 1st July to the 30th June of the following Calendar year.

An "Academic year" means the total period during which instruction is required for the purposes of any examination between the commencement of one examination and the commencement of the next examination, twelve months later.

2. For University Classes in the various Faculties, the terms shall run as nearly as may be, according to the following schedule:-

Autumn Term 16th September to 23rd December.

Winter Recess 24th December to 7th January.

Winter Term 8th January to 31st March.

Spring Recess 1st April to 10th April.

Summer Term 11th April to 17th June.

Summer Vacations 18th June to 15th September.

Note:- Minor adjustments may be authorised by the Vice-Chancellor.

3. During the terms fixed for the instruction of University classes all teachers of University classes, whether they are maintained by the University or by a college, shall be available for such instruction, if required, unless they have received leave of absence by a special or general order by a competent authority. Those University teachers who are entitled to a four months' summer vacation by the terms of their appointment shall normally take this from June 1st to September 30th, but may be required to take it about a week later.

1. Adapted as Regulations under Section 32 of the University of the Punjab Act, 1973.

4. Students enrolled in University classes shall be required to attend throughout the University terms whether college classes are working or not, except on holidays approved by the Academic Council, or the Vice-Chancellor.
5. An affiliated college may open before a University term begins and remain open after a University term has ended, and subject to Regulations 3 and 4 above, may close for occasional holidays during the term.
6. In Affiliated Colleges the students may be enrolled in accordance with Rule 1 of Regulation 7 of Chapter II of Part VI (Volume I) either during the summer vacation or on the re-opening of the College after summer vacation. The full course of lectures required under Regulation 1 for each examination shall be reckoned from the beginning of the University autumn term of the year of admission to the 30th April of the year following.

Provided that in colleges in the hills, which take their long vacation in the winter, the students shall be enrolled during the summer, and the full course will run from then till 30th April of the following year.

**CHAPTER IV-- SEMESTER SYSTEM RELATING TO MASTER'S DEGREE
EXAMINATIONS**

1. Statutes:

[Time Schedule:

- (i) Each semester shall be of 4-1/2 months' duration - four months for teaching, one week for the conduct of examinations and one week for the preparation of results.
- (ii) First semester will normally commence on Third Monday of September. Final examination will begin on Monday of the Third week of January. Results will be submitted on Saturday of the fourth week of January.
- (iii) Second semester will commence on Monday of the first week of February. Classes will begin on Monday of the second week of February. Final examination will begin on Monday of the first week of June. Results will be submitted on Saturday of the Second week of June.

Course Description:

The courses offered by a department shall be announced with a short description of each course along with time, day, room number of the teacher, semester and credits. Course contents will be approved by the Faculty of each department, though the teacher will be responsible for determining the details of the programme. The Chairman shall call the meeting of the teachers of the Department for the purpose. Courses will be numbered and codified as follows:

- (i) All courses given in the first and second semesters will be designated by 500 preceded by the first two to four alphabets of the name of the department. Laboratory courses will carry separate numbers.
- (ii) All courses offered in the third and fourth semesters will be designated by 600 preceded by the first two to four alphabets of the name of the department. Courses may be divided into two categories:-
 - (a) Compulsory and
 - (b) Elective.

Each Department shall decide its own compulsory and elective subjects. No student will take any course unless he has cleared the pre-requisite for it as determined by the Department]¹

2. Regulations:

- 1. [The Vice-Chancellor shall every year set up a Committee consisting of not less than three and not more than five teachers to investigate, deal with, hear and punish the following classes of cases of misconduct and indiscipline among the students on rolls of University Departments/Institutes/Constituent Colleges:

1. Approved by the Chancellor's Committee on 3 March, 1976 and notified vide Registrar's No. 1490/G.M., dated 7 July, 1976.

- (i) Cases where the students more than one department are involved and in the opinion of the Dean/Deans concerned, the cases cannot be conveniently dealt with at the level of the Department/Institute/Constituent College.
 - (ii) Such other cases as may be referred to the Committee by the Vice-Chancellor.]¹
- [2. If it is found that a candidate has access to, or is in possession of papers, books or notes, which might possibly be of assistance to him:
- (a) but that his access to, or possession of such books, notes or papers was inadvertent and was not malafide, his answer book shall be cancelled as a disciplinary measure without any implication of moral turpitude; and
 - (b) in other cases of possession the candidate shall be declared fail in all courses in that Semester.
3. A candidate detected in giving or receiving assistance or found copying from any paper, book or note or from the answer book of another candidate or is found allowing another candidate to copy from his answer book or using or attempting to use these or any other unfairmeans, shall be deemed to have failed in that Semester and shall be debarred from taking admission in the following Semester.
4. A candidate who refuses to obey the teacher/person conducting the examination in the examination hall, or creates disturbance during the examination, stages a walkout, resorts to a pen-down strike, or instigates other candidates to do so or otherwise misbehaves in or around the examination hall shall be liable to expulsion by the teacher/person concerned from the examination hall as well as to any of the following punishments according to the seriousness of the offence:-
- (i) Cancellation of the answer book concerned.
 - (ii) Disqualification for one Semester.
 - (iii) Disqualification for two Semesters.
5. A candidate found in possession of fire-arms or anything capable of being used as a weapon of offence in the examination hall, shall be liable to expulsion from the examination hall, by the teacher/person conducting the examination and disqualification for one or two Semesters.]²
6. [A Committee appointed by the Syndicate should decide the cases regarding the alleged use of unfairmeans under the Semester System.]³

1. Approved by the Chancellor's Committee on 28 February, 1976 and notified vide Registrar's No. 762/G.M., dated 13 April, 1976.

2. Approved by the Academic Council and the Syndicate at their meetings held on 22 January and 26 February 1977, paragraphs 30 and 6 respectively.

3. Syndicate, dated 22 October, 1977, paragraph 34.

**CHAPTER V -- A REGULATIONS REGARDING LATE ADMISSION TO
COLLEGES/UNIVERSITY TEACHING DEPARTMENTS**

1. No one shall be admitted to a College/University Teaching Department after the expiry of one month from the last date prescribed for admissions by the University, provided that a [late fee]¹ of Rs. 300/- shall be paid to the University up to the fifteenth day and of Rs. 400/- after the fifteenth day of the permissible period. No credit shall be given for any holidays either at the end of the month or in the intervening period.

At the end of the month, every College/University Teaching Department shall submit to the University a statement containing names of students thus admitted and mention against each name, date of his admission, and the University receipt number under which late fee is paid. Last date for ordinary admission without late fee should also be mentioned.

2. Any one otherwise eligible, may be granted late admission up to the limit of time prescribed in Regulation 1.
3. If a candidate seeks admission to a professional or technical institution but is not taken, he shall, with his application for late admission to a College/University Teaching Department, produce a certificate from the Head of the Institution concerned to the effect that his application for admission was refused by the institution. Such a candidate may be admitted irrespective of the limit of time prescribed in Regulation 1 above, [within ten days of his rejection, without payment of late fee; it being understood that ten days shall be counted with effect from the date the list of the selected candidates is put up by the professional or technical institution concerned.]²

Provided that such a candidate shall also be eligible to seek provisional admission earlier to the next higher class in accordance with the provisions of Regulation 1 above.

4. A candidate whose result is published late by the University/ a Board of Intermediate & Secondary Education or a candidate who seeks admission after the result of the Supplementary Examination of the University/a Board of Intermediate & Secondary Education is declared, may be admitted, without late fee, within 15 working days of the date on which his result is published irrespective of the limit of time prescribed in Regulation 1 above.

Provided that such a candidate shall also be eligible to seek provisional admission earlier to the next higher class in accordance with the provisions of Regulation 1 above.

5. In order to avoid real hardship, the Vice-Chancellor may permit late admissions not covered by the above Regulations on payment to the University of a late fee of Rs. 500/- (Rupees five hundred only) [within one month of the expiry of last date with late fee fixed under Regulation 1 above.]³

1. Vice-Chancellor is authorised to remit late admission fee in deserving cases at his discretion. (Syndicate dated 7 December, 1963, paragraph 29.)

2. Amended vide Registrar's No. 1319/G.M., dated 10 September 1974.

3. Notified vide Registrar 's No. 743/G.M., dated 29 March, 1986.

[Provided that the Vice-Chancellor may allow late admission of:-

- (a) foreign students sponsored by the Government of Pakistan;
- (b) scholarship holders whose scholarships are sanctioned after the last date for admission is over.

Beyond the expiry of last date fixed for late admission without payment of late admission fee.

*This will take effect from 5 December, 1985]*¹

- 6. In cases of late admissions under Regulations 3, 4 and 5 above, it shall be the responsibility of the student himself to complete the lectures prescribed by the relevant Regulations and his late admission shall not be entertained as an excuse for condoning deficiency in lectures, except those which the Principal/Chairman of the University Teaching Department is empowered to condone under the Regulations.
- 7. The above provisions shall not apply to a candidate who seeks admission after the Cambridge Higher School Certificate Examination or the General Certificate of Education Examination. Such a candidate shall, however, join the next higher class provisionally, pending the declaration of his result, not later than 31st January following his examination.
- 8. A candidate, who either fails in the University Examination (B.A./B.Sc. M.A./M.Sc.) or having completed the course does not appear in the Examination, is [eligible to join]² the B.A./B.Sc. (2nd year) or M.A./M.Sc. (2nd year) class respectively within ten working days of the reopening of the College/University Teaching Department after the summer vacation. Such a candidate may, at the discretion of the Principal/Chairman of the University Teaching Department be permitted to join the college/University Teaching Department as the case may be even in the preceding May or June if the said classes have been formed.

[Notwithstanding anything to the contrary contained in the Regulations, the Vice-Chancellor, after considering the individual cases of hardship, may allow late admission to candidates who had been stranded abroad or in territories access from which to West Pakistan was equally difficult on account of the Indo-Pakistan war.]³

[Notwithstanding anything to the contrary contained in these regulations, the Vice-Chancellor, may fix last dates, other than those specified in these Regulations, for admission to various classes, if he is satisfied that the occasion so demands.]⁴

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- 1. Notified vide Registrar 's No. 743/G.M., dated 29 March, 1986.
 - 2. See Regulation 15 (a) at page 535 of this Calendar in this behalf.
 - 3. Syndicate, dated 11 June, 1966, paragraph 38.
 - 4. Notified vide Registrar's No. 1068/G.M., dated 13 September, 1968.

[Re-Admission

Students whose name were dropped or struck off the rolls of any University Teaching Department/Institute/Constituent/Affiliated Colleges due to shortage of Lectures or non-payment of dues or poor performance or non-appearance in examination etc., shall not be granted re-admission without the permission of the syndicate. The syndicate may not consider such cases except on the recommendation of the University Admission Committee. The University Admission Committee may consider such cases on the recommendations of the respective Deans of the Faculties/Principals of the Affiliated Colleges.]¹

B -- [REGULATIONS FOR LATE ADMISSION TO COMMERCE COLLEGES]²

1. The admission to Ist year B.Com. class shall begin ten days after the publication of the results of the Higher Secondary [First Annual]³ Examination in Commerce/Arts/Science.
2. [Admission to B. Com. Part II class shall begin after ten days on the declaration of the result of B. Com. Part I, Ist Annual Examination.

The Candidates of B. Com. Part I class after appearing in Annual Examination shall be given provisional admission to B. Com. Part II class and if they later pass in three or more papers in the Second Annual Examination they shall be allowed to complete the lectures of B. Com. Part II class till they pass the B. Com. Part I Examination in all subjects. Those students who do not seek provisional admission will lose their right to admission for that year Students shall be admitted to B. Com. Part II classes as under:-

- (a) Without late fee upto ten days from the date admission is started i.e. from the last date of examination/re-opening of the College after summer vacation.
 - (b) With late fee of Rs. 300/- upto ten days after the last date without late fee.
 - (c) With late fee of Rs. 400/- upto 20 days after the last date without late fee this will take effect from the Annual Examination 1978]⁴
3. Admission to M. Com. classes shall be made after ten days of the publication of the result of B. Com. Examination and shall continue for a period of two weeks.

1. Approved by the Syndicate, dated 3-9-1993.
2. Revised vide Registrar's No. 1264/G.M., dated 30 August, 1971. The Regulations shall be effective from the Academic session 1970-71.
3. Inserted vide Registrar's No. 1323/G.M., dated 10 September, 1974 and No. 326/G.M., dated 16 February, 1976.
4. Syndicate, dated 4 August, 1980, paragraph 33.

After the above dates, candidates may be admitted on payment of late fee as under:-

Rs. 300/- upto 15 days after the last date for admission.

Rs. 400/- upto one month after the last date for admission.

Rs. 500/- upto the end of November, with the special permission of the Vice-Chancellor.

A candidate who either fails in the University Examination, or having completed the course does not appear for the University Examination, is eligible to join the same class upto the 31st October.

CHAPTER VI-- A -- RESIDENCE OF STUDENTS

[Every student on the rolls of an affiliated college, or a University Teaching Department shall live during the term time:

- (a) with his (guardian)¹ or near relative appointed by the guardian for this purpose;
or
- (b) in a college hostel;
or
- (c) in a hostel recognised by the University.

Provided that the Principal of the College or Chairman of the University Teaching Department may permit a student to live in an unrecognised hostel or other lodging as a special case. A list of all such cases shall be forwarded, by the Principal or the Chairman of the Department concerned, as the case may be, during the month of December to the Registrar]²

B -- [REGULATIONS FOR UNIVERSITY HALLS/HOSTELS]³

Admission:

1. All whole time students admitted directly to the University Teaching Departments for a regular course of study will be eligible to apply for accommodation in the University Halls, provided that the Vice Chancellor may, at his discretion, permit a student, who joins a University class for a diploma/certificate course, to reside in a University Hall.
2. Applications for allotment of seats in the Halls shall be submitted to the Chairman of the Department, in quadruplicate, on the prescribed form available from the office of the Hall Council. The students will submit the form along-with four copies of their photographs (passport size) pasted on and duly attested by the Chairman of the concerned Department direct to the Hall Superintendent who will keep one form with him/her and forward three forms, one to the Chairman Hall Council, second to the Chairman of the Department

1. The word "guardian" means the person on whom the student is dependent and who bears the cost of his living and education.

2. Substituted for the original vide Syndicate, dated 19 June, 1967, paragraph 5.

3. Approved by the Vice-Chancellor, dated, 31-3-2003 and Syndicate, dated, 23-8-2003.

concerned and third to the Advisor Students indicating on the forms Room No. allotted to the student. The Chairman, Hall Council shall be kept informed of the changes made in the allotment of seats within the Halls by the Superintendent.

3. Failed or re-admitted student in any teaching Department is not entitled for allotment of seat in any Hall.
4. At the beginning of each academic year, a resident student shall be required to produce a certificate from the Chairman of his/her Department to the effect that he is on the rolls of the Department concerned in order to get the allotment of his/her Hall seat renewed. Departments Heads will also supply a copy of promoted student. Students seeking admission in Hostels will produce a clearance certificate from Hepatitis B & C by Eliza method issued by a recognized Laboratory (Approved by CMO Punjab University) to their respective Department before applying for hostel accommodation.
5. Hall dues shall be deposited within three days in the Habib Bank Limited, University Branch, at the Quaid-i-Azam or the Allama Iqbal Campus. Failing which allotment shall be deemed to have been cancelled. The Bank challan showing the amount to be paid under various heads shall be supplied by the Hall Office. It shall be the responsibility of the applicant to provide the proof of the payment to the concerned Hall Office.
6. Deleted.
7. Monthly Hall dues shall be paid by the fifteenth of each month. A fine of Rs.100/- shall be charged for the late payment of dues after 15th but before the end of the month. The seats of the residents who fail to deposit their dues by the end of the month shall be cancelled by the Superintendent and report shall be made to the Warden. The Warden may allow 15 days grace period in exceptional circumstances.
8. Names of the defaulters shall be reported by the Superintendent to the Warden in the first week of each of ensuing month who shall ensure that the defaulters have left the hostel. The Warden may, however, allow a period of grace in exceptional circumstances.

Discipline:

9. Residents are expected to develop the habit of self-discipline. They shall not behave in a manner, prejudicial to the study and inconvenience of fellow residents or injure their feelings. Nothing can make social life truly pleasant except genuine courtesy and mutual consideration.
10. Rooms must be kept clean and tidy. The glass pane above the entrance of the room shall remain uncovered. No resident is allowed to drive nails in the walls or to disfigure them in any manner.
11. Dogs and other pets not allowed to be brought inside the premises of a Hall.
12. **For boys only:**

All residents shall present be in the Hall at 12:00 p.m. positively. The Assistant Superintendent will mark attendance at 12:00 p.m.(Night).

A resident may be permitted to come late at night by an Assistant Superintendent. A late pass to that effect shall be issued by the Assistant Superintendent. A resident returning to the hall at night after 12:00 p.m. shall sign his name in the register to be kept with the

Chowkidar at the gate, mentioning his Room No, date and time of arrival. Entry into the Hall by scaling the wall is strictly prohibited.

13. There shall be no disturbance or noise in the rooms or outside the rooms within the Hall premises between 11.30 p.m. and 5.30 a.m. No resident student shall entertain in his room any fellow residents or outsiders during these hours.
14. The residents must get permission of the Superintendent in writing, in case they have to absent themselves from the Hall during the night. A fine of RS: 20/- per night shall be levied for absence without permission.
A resident absenting himself from the Hall without written permission of Superintendent for a fortnight shall forfeit his Hall seat. The room allotted to him/her will be opened by the Superintendent in the presence of the Warden and Assistant Superintendent. All articles found in the room shall be taken in custody by the Superintendent.
15. No resident shall keep transistor, radio set, tape recorder or computer without the permission of the Superintendent and will not use it in a way, which may cause inconvenience to others. However, watching movies on CDs is not permitted.
16. No musical instruments shall be allowed to be kept in Hall.
17. Playing of indoor games in any place other than the Common Room or the game room is prohibited.
18. Residents are not allowed to keep with them heaters, electric stoves, refrigerators, air coolers, air conditioners and washing machines. Such appliances, if found in the possession of a resident, shall be confiscated. The use of above mentioned articles is strictly prohibited. Any resident found infringing these rules shall have to pay a fine of Rs.500/- PCs are allowed if as a part of syllabus on recommendation of Head of Department and permission taken from Chairman Hall Council on payment of Rs.100 p.m. or as per policy as electric charges.
19. The residents are advised not to keep large sums of money and jewelry with them, which may be deposited in the Bank. The Hall authorities shall not be responsible for any theft or loss of valuables left in a cubicle or dormitory. Parking of automobiles shall be totally on the owner's risk.
20. A resident indulging in the use of liquor or in gambling practices or found in possession of fire arms or explosives shall be expelled from the Hall.
21. Complaints against the misbehaviour of servants/sweepers may be made to the Superintendent. Residents are not allowed to use abusive language or physical force against them. Anyone doing so shall be expelled from the hostel.
22. A resident shall not change his/her room without the prior permission of the Superintendent.
23. A resident intending to withdraw his name from the Hall shall make an application in writing to the Superintendent who may permit him to leave after levying the dues from him. The rooms so vacated shall be reported to the Chairman, Hall Council, for allotment.
24. No resident shall be allowed to stay in the Hall after the completion of the regular University examination. Students, who have to complete their Thesis/Dissertations after the completion of the University examination, may be permitted to continue their stay in

the Hall on the recommendation of the Head of the Departments and Chairman, Hall Council concerned for a period till submission of Thesis/Dissertations not exceeding 2 months.

25. Deleted.
26. All notices about the Hall shall be pasted on the Hall Notice Board and shall be deemed to have been read by the residents. Failure to read notices shall not be an excuse for non-compliance of such notices.
27. Any notice or poster etc, if displayed on the Hall Notice Board by students, it shall be countersigned by the Hall Superintendent.
28. No meetings other than those of the recognized societies or permitted by the Superintendent shall be held in the Hall and no outsiders shall be invited to the meetings without the prior permission of the Superintendent.
29. If a resident is found guilty of violation of hall rules or misbehavior, the Superintendent may impose fine on him as he deems appropriate but not exceeding five hundred rupees.
30. All applications for remission of Hall fines shall be submitted to the Warden who may pass such orders as he deems fit.
31. Fines imposed on residents in connection with their residential life shall be charged and deposited in the account of the Hall concerned.
32. Cases of serious indiscipline in the Hall will be reported by the Superintendent to the Warden who, in consultation with the Hall Disciplinary Committee (consisting of the Warden, the Superintendent and one Assistant Superintendent to be nominated by the Warden) may remove a resident from the Hall or take any other appropriate action.

Furniture:

33. Residents shall be Responsible for the safe custody of the furniture allotted to them. They shall not be permitted to remove the furniture from their rooms and shall pay for any damage in this regard.
34. Residents shall pay for any damage done to the furniture supplied to them or to any other Hall property.
35. Any one found guilty of intentional damage to the University property will not only have to make good the loss and also be liable to disciplinary action including expulsion from the Hall or from the University.

Electricity:

36. All electrical appliances (lights, fans etc.) in the room must be put off when the resident retires or goes outside the room.
37. Deleted.

38. The electric installations must not be tampered in any way, Unauthorized interference with the installations is very risky it may cause damage. Residents found guilty of such interference are liable to heavy fine/expulsion from the Hall.

Mess:

39. All residents must take their meals in the Hall Mess and no resident shall be permitted to have private cooking arrangement in the Hall.
40. Hall Mess shall be managed by a Mess Committee, consisting of the Superintendent as Chairman, one Assistant Superintendent nominated by the Warden, and five representatives of the residents elected quarterly in the first week of October, January and April, in such manner as shall be determined by the Warden. The Mess Committee shall elect a student as its Secretary. The Assistant Superintendent shall work as the vice chairman of this committee and shall be responsible for looking after financial/administrative matters.
41. A monthly statement showing the amount due from every resident will be submitted by the Mess Committee to the Superintendent by the 5th of every month.
42. No resident is permitted to have private cooking arrangement in the Hall.
43. Residents are not allowed to take mess crockery and cutlery to their rooms.
44. Dining Halls shall remain open during the time fixed for each meal. Residents shall not be entitled to demand food outside these hours.
45. Residents attending the Dining Hall, Common Room and other public places shall avoid indecent dress.
46. Mess servants shall be under the direct control of the Warden who is empowered to appoint or dismiss them at his discretion.
47. Residents must eat in the dining hall. Any person found ordering his meals in a room without the permission of the Superintendent shall be liable to be fined or even expulsion from the Hall.

Common Room:

48. All indoor games shall be played in the common room.
49. The management of the Common Room shall vest in a Committee consisting of the Superintendent as Chairman, one Assistant Superintendent nominated by the Warden, and one resident of the nominated by the Superintendent.
50. Every Hall is provided a lounge where guests may be received (For females students only).
51. Serving of refreshments and meals in the lounge is not allowed, nor can be used for games.
52. No resident except with the permission of the Superintendent, is allowed to keep a guest in the Hall during the night.

53. Guests permitted to stay in the Hall shall dine in the Dining Hall and not in the Students Rooms.
54. Lady visitors (only mother and real sister) may be received in the lounge and not in any other part of the Hall.

Distinguished Visitors:

55. A visitor's Book shall be kept in each Hall which is to be signed by each distinguished visitor.

SPECIAL REGULATIONS FOR GIRLS HALLS

1. Resident students are expected to return to their Halls soon after the completion of their work in the Departments. All residents shall be in the Hall before 5.00 p.m. in Winter (October to March) and 7.00 p.m. in Summer (April to September) on working days.
2. In special cases, the Superintendent may permit a resident to remain out beyond the fixed hours but not later than 9.00 p.m. in Winter and 10.00 p.m. in Summer. In all such cases, a late pass shall be issued by the Superintendent. A record of these special permissions shall be maintained on prescribed forms, one of which shall be kept by the Superintendent and the other will be with student. In case the resident loses the card, duplicate card shall be issued to her on payment of RS. 10/-.

A resident may be permitted to stay out at night, once a fortnight with the permission of the Superintendent only at places permitted in writing by the parents/guardians.

3. The female guests may stay in girls hostel with the permission of the superintendent on the payment of prescribed charges but not more than three days, However, in girls hostels old resident girls students can stay for their examination according to date sheet by the permission of Chairman Hall Council on the recommendation of Superintendent/Warden.
4. (a) Guests permitted to stay in the Hall shall dine in the dining hall, and not in the students room.
(b) Besides the long vacation and the winter or spring recess, girls may be allowed to go out of station on any other day provided a written request is made by the resident to the Superintendent.
5. All residents, at the time of admission, shall submit a list of visitors who may visit the residents in the Hall and of those persons with whom the residents may go out. The list shall be signed by the parents/guardians. A prescribed Performa shall be used for this purpose.
6. Visitors permitted by the parents/guardians may see the girls in the lounge on Saturday between 5.50 p.m. and 7:30 p.m. in Summer and 3:30 and 5:30 p.m. in Winter and on Sunday between 9.00 a.m. and 7.30 p.m. in Summer and 10.00 a.m. and 5.30 p.m. in Winter. No visitors shall be permitted to see the residents on any day, except under very exceptional circumstances, with the express permission of the Superintendent.

7. Residents are advised not to keep ornaments or other valuables in the room. The Hall authorities shall not be responsible for any loss. The computers should be without speakers, sound cards (CD ROM drives). The hostel charges will be the same as the Hall charges except that the room rent in the rented building hostels will fixed by the Hall Council.
 8. In addition to the Hall Discipline Committee mentioned in Hall Rules No.32, there shall be a special Discipline Committee to deal with very serious cases indiscipline in the Girls Halls. It shall comprise of the Wardens of the Girls Halls under the Chairpersonship of a Senior Lady Teacher to be nominated by the Vice Chancellor. The applicants shall be accompanied by their parents/guardian at the time of admission to the Hostel. Both the applicants and the parents/guardian will be required to sign a declaration to the effect that they will abide by these rules.
 9. If girls students have to accompany departmental trip or attend a Departmental function, they will need to produce a letter from the head of the respective Department in order to get permission from the Superintendent.
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**CHAPTER VII -- THE PUNJAB UNIVERSITY STUDENTS HEALTH SERVICE
MEDICAL ASSISTANCE RULES 1964.¹**

1. These rules may be called Punjab University Student Health Service Rules 1964. They shall apply to all whole-time Resident Students of the University who seek direct admission in the University or University Colleges for a degree course.
2. In these rules, unless there is any thing repugnant in the subject or context:-
 - (1) *Medical Attendant* means University Chief Medical Officer, Deputy Chief Medical Officer, Senior Medical Officer, Lady Medical Officer, Dental Surgeon, Pathologist, Radiologist or a Medical Officer appointed by the University.
 - (2) *Medical Attendance* means an attendance at the University Clinic or with the permission of Medical Attendant, at any recognised Hospital.
 - (3) *Patient* means a resident student of the University to whom these rules are applicable.
 - (4) *Treatment* means medical service to a University resident student at a Clinic or a recognised hospital where he has been referred to by Medical Attendant, and also includes:-
 - (a) bacteriological, pathological, radiological or other methods of examination which are considered necessary by the Medical Attendant.
 - (b) Supply of such medicines, vaccine, sera or other therapeutic substances as are ordinarily available in the Clinic and are prescribed by the Medical Attendant.
 - (c) Attendance by a dental surgeon who will provide out door dental treatment.
 - (d) Such other treatment as may be considered by the Medical Attendant to be necessary.
 - (5) Treatment shall not include:-
 - (a) Provision of spectacles.
 - (b) Provision of denture and other cosmetic treatment of the teeth.
 - (c) Provision of eye testing or such medicines as are not emergency drugs and are not available in the Clinic.
 - (d) Such other treatment or provision of medicines as may be considered unnecessary by the Medical Attendant.

1. Approved by the Syndicate, dated 18 December, 1965. Paragraph 20.

3. (1) Resident student shall be entitled free of charge, to medical attendance by the Medical Attendant.
- (2) Where a University Resident student is entitled to treatment under these rules and chooses to consult a medical officer other than the medical attendant, he shall not be entitled to any reimbursement.
- (3) Ordinarily, the medical treatment shall be available to the resident students at Lahore only and during the clinic hours. However, such students shall be entitled to treatment after regular clinic hours in a recognised hospital.
- (4) If the authorized Medical Attendant is of the opinion that a case is of such serious nature or of a special nature requiring medical attendance by some persons other than himself he may send the patient to a recognised hospital where in his opinion, such treatment is available.
- (5) The patient who in the opinion of the Medical Attendant requires hospitalization shall be referred to a recognised hospital and will be accommodated in the general wards.
- (6) The Medical Superintendents of the following recognised hospitals may be requested to accommodate resident students in side rooms of a general ward if possible:-
 - (a) Mayo Hospital, Lahore
 - (b) Sir Ganga Ram Hospital, Lahore.
 - (c) Combined Military Hospital, Lahore Cantt:
 - (d) Lady Willingdon Hospital, Lahore.
 - (e) Lady Aitchison Hospital, Lahore.
 - (f) Gulab Devi Hospital, Lahore.
 - (g) Services Hospital, Lahore.
 - (h) Lahore General Hospital, Lahore.
 - (i) Government Mental Hospital, Lahore.
 - (j) Punjab Dental Hospital, Lahore.
 - (k) Data Darbar Hospital, Lahore.
 - (l) Hospital for infectious Diseases.
 - (m) The Pakistan Society for Rehabilitation of Disabled.
 - (n) Shaikh Zayed Hospital (Reimbursement will however, be made as per Government rates.)

- (7) When a resident student is admitted to a hospital on the recommendation of "Authorised Medical Attendant" in a general ward, charges of hospitalization shall be paid by the University excepting the charges of diet and drugs that are normally available from the hospital.
 - (8) A patient visiting the Clinic should bring Identity Card duly signed by the Chairman of the Department/Principal.
 - (9) All resident students on admission shall be required to fill in a health Performa and shall undergo simple medical examination.
 - (10) If any infectious disease is detected amongst student community, this information shall be conveyed to the Chairman of the Department and proper treatment shall be prescribed - if required the patient will be shifted to the infectious diseases Hospital.
 - (11) Day scholars shall only be given first aid treatment.
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**CHAPTER VIII-- REGULATIONS RELATING TO DISCIPLINE, WELFARE AND
CODE OF HONOUR OF THE STUDENTS OF THE UNIVERSITY AND
OF THE AFFILIATED COLLEGES**

[CODE OF HONOUR

1. All Muslim students must show, in words and in deeds, their full faith in Islam.
2. All students must have faith in and respect for the Ideology of Pakistan.
3. All students must, in matters of religion, respect the convictions of others.
4. **Every Student is Expected to:-**
 - (i) be loyal to Pakistan;
 - (ii) obey the law of the Land as well as the Rules and Regulations of the University/College;
 - (iii) maintain Law and Order as well as the dignity and prestige of the Alma mater;
 - (iv) have respect for morality and personal honour and rights of others;
 - (v) practice honesty and integrity in dealings with fellow students, teachers and all others both on and off the Campus;
 - (vi) help in protecting the life, dignity, honour and the property of the University/College and that of the Academic/Administrative staff and fellow students;
 - (vii) respect teachers, all elders and persons in authority in the University/College;
 - (viii) be courteous and helpful to all;
 - (ix) work hard and co-operate in completing the course of study within the prescribed period; and
 - (x) endeavour to positively contribute towards creating an atmosphere conducive to healthy academic pursuit.

5. Welfare:

Each affiliated College and University Teaching Department/Institute/Constituent College and hostel should set up a Welfare Committee in order to be in touch with the students, to deal with their problems and to look after their welfare in general. The composition of the Committee shall be as follows:-

(a) College/Department/Institute:

Student Adviser of the College/Department/Institute, two teachers representing the teaching staff, President and Secretary of the student body of the College/Department/Institute. The Committee shall elect one of the teachers as its Chairman.

(b) Hostel:

Hall Secretary, Sports Secretary and Mess Manager to be elected by the Resident Officer/Officer Incharge of the hostel shall be *ex-officio* members of the Committee. The senior most officers shall be the Chairman of the Committee.

DISCIPLINE**6. No Student shall:-**

- (i) utter, do, or propagate, anything repugnant to Islam within and out side the precincts of the University/College;
- (ii) say or do anything which might adversely affect the honour and prestige of Pakistan, or University and teachers and his educational institution;
- (iii) smoke in the Classroom, Laboratory, Workshop, Library and Examination Hall;
- (iv) form, or associate with, an Organisation/Society/Club, or any other body, promoting caste distinctions and inciting parochial/linguistic/regional feeling;
- (v) organize, or hold any function within the precincts of the University except in accordance with the prescribed Rules and Regulations;
- (vi) collect money or receive donations or pecuniary assistance for or on behalf of the University or any University Organisation except with the written permission of the Syndicate;
- (vii) stage, incite, or participate in , a walkout, strike or any other form of agitation which might create or is likely to create law and order problem for the University and affect or is likely to affect its smooth functioning;
- (viii) indulge in immoral activities, use indecent language, wear immodest dress, make indecent remarks, jokes or gestures or behave in an improper manner;
- (ix) cause disturbance to others;
- (x) disturb peace and tranquility of the Institution;
- (xi) keep or carry weapons, narcotics, immoral or subversive literature; and

- (xii) use insalutary or abusive language or resort to violence against a fellow student or employee of the University.

7. Disciplinary action by the Principal of a constituent/affiliated College/Chairman of a University Teaching Department/Director of an Institute/Discipline Committee against the student/s may be taken in one or more of the following forms depending upon the severity of the offence:-

- (i) A written warning may be issued to the student/s concerned and a copy of the same may be displayed on the Notice Board;
- (ii) The matter may be reported to the parents/Guardians and they may be requested to visit University/College if necessary;
- (iii) A student may be fined. The fine imposed shall have to be deposited with the Treasurer, under intimation to the Principal/Director/Chairman/College Office Secretary, Discipline Committee (constituted under statute 11) as the case may be;
- (iv) A student may be turned out of the class by the teacher concerned and be not permitted to attend the same course upto three periods at one time under intimation to the Principal/Chairman/Director;
- (v) A student may be placed on probation for a fixed period not exceeding 3 months. If during the period of probation he fails to improve his conduct, he may be rusticated or expelled;
- (vi) A student may be suspended from the rolls of a college/institute/department, for a period not exceeding two weeks at a time, excluding the suspension, if any, not exceeding 10 days, at one time ordered by the Principal of the College/Director of the Institute/Chairman of the Department/Discipline Committee (constituted under statute 11) pending inquiry into the misconduct of the student/s; and
- (vii) A student may be rusticated, expelled or asked to withdraw from the College/Institute/Department, in the manner hereinafter mentioned.

8. Regulations Relating to Rustication, Expulsion And Withdrawal.

- (i) Rustication, whenever imposed on a College/University Student, shall always mean the loss of one academic year in so far as his Examinations are concerned. The period of absence from the College/University Teaching Department/Institute will, however, depend upon the time of the year when the penalty is imposed. The student under rustication may at the discretion of the Principal of the College/Chairman of a Department/Director of the Institute be permitted to rejoin the class in the same College/Department/ Institute in the beginning of the next academic year;
- (ii) A student expelled from a College/University Teaching Department/ Institute shall not be readmitted into the same College/Department/Institute or into another College/ Department/Institute without the approval of the Syndicate.

Readmission, shall in no case be granted before the expiry of one academic year from the date of expulsion;

- (iii) Each College/Institute/Department shall constitute a Council to consider and decide the cases of expulsion, rustication and withdrawal of student/s. The Council shall consist of the Principal/Director/Chairman, of the College/Institute/Department and atleast two senior members of the teaching staff to be nominated by the Principal/Director/Chairman. The Principal/ Director/Chairman of the College/Institute/Department shall be Chairman of the Council who may pass such orders as he may deem fit. Other members shall act in an advisory capacity. The Principal/Director/Chairman shall communicate to the University the names of the members of the Council in the beginning of every academic year;
- (iv) In case of rustication and expulsion or withdrawal of a student of the University Department/Institute/College he may prefer an appeal with the Vice-Chancellor within 15 days of the date of the notification or rustication/expulsion or withdrawal. The Vice-Chancellor shall have the power to pass such orders as he may deem fit;
- (v) Cases of indiscipline/disturbances, involving students from two or more Colleges/Institutes/Departments of the University, shall be referred to the Discipline Committee (constituted under Statute 11 of the University of the Punjab Act 1973) by the Vice-Chancellor;
- (vi) **DELETED**
- (vii) The Discipline Committee shall have the power to take such decision as it deem fit on a case referred to it by the Vice-Chancellor, in accordance with the aforementioned Regulations provided that the student/s who has/have been rusticated/ expelled or ordered to withdraw from the rolls of a University/ College/Institute/Department he/they may prefer an appeal with the Vice-Chancellor within 15 days of the date of notification of rustication/expulsion/withdrawal, etc. The Vice-Chancellor shall have the powers to pass such orders as he may deem fit; and
- (viii) If a case of rustication/expulsion/withdrawal, is revised by the Vice-Chancellor on the basis of an appeal it shall be brought to the notice of the Syndicate alongwith reasons for revising the original order.]¹

1. Notified vide Registrar No. 925/G.M. dated, 19 October, 1983.