Dr. Ahmad Islam (Ph.D)
Registrar

UNIVERSITY OF THE PUNJAB

Quaid-i-Azam Campus, Lahore - Pakistan
Tele :Off. 92-42-99231102
Fax :Off. 92-42-99231103
E-mail : registrar@pu.edu.pk

NOTIFICATION

It is hereby notified that the Syndicate in its meeting held on 30.04.2024, on the recommendations of the Academic Council made in its meeting held on 26.03.2024, has approved the adoption of the "HEC Institutional Affiliation Policy-2024" with amendments. (Annexure-A)

(Dr. Ahmad Islam)
Registrar

D/512 /AF

Dated: 31/05/2024

Copy of the above is forwarded to the following for information:

1. Pro Vice-Chancellor, University of the Punjab, Lahore
2. Chairman Affiliation Committee/Law Affiliation Committee, University of the Punjab, Lahore
3. Director, QEC, University of the Punjab, Lahore
4. Controller of Examinations, University of the Punjab, Lahore
5. Additional Registrar Academics, University of the Punjab, Lahore
6. Additional Registrar Affiliation, University of the Punjab, Lahore
7. Deputy Registrar General, University of the Punjab, Lahore
8. Deputy Director Accreditation, Higher Education Commission, H-9, Islamabad.
9. Secretary to the Vice-Chancellor, University of the Punjab, Lahore
10. Private Secretary to the Registrar, University of the Punjab, Lahore

CamScanner

Annexure-B
Related to
Agenda Item
No. 5 (Sr. No. 6)

HEC INSTITUTIONAL AFFILIATION POLICY 2024

APPROVED BY THE ACADEMIC COUNCIL, UNIVERSITY OF THE PUNJAB DATED: 26TH MARCH, 2024

CamScanner

Higher Education Commission, Islamabad, Pakistan

HEC Institutional Affiliation Policy-2024

CamScanner

The Higher Education Commission has been empowered by Section 10-1(d) of Ordinance No. LIII of 2002, "**to prescribe conditions under which institutions, including those that are not part of the state educational system, may be opened and operated**" across the country. The Commission is also mandated to devise policies, set standards and define priorities in various fields, pertinent to institutional regulations/guidelines/rules to enhance the quality of education, and vide Section 10-1(a) of the Ordinance, "**formulate policies, guiding principles, and priorities for higher education institutions for the promotion of socio-economic development of the country.**"

A. Guidelines for Universities to Affiliate Colleges/Institutes (Public & Private)

Public sector universities/ Degree Awarding institute (DAI) need to adhere to the following guidelines for granting affiliation tocolleges/institutes of the public and private sector 1[*****] before the approval by its statutory body(s), as per their acts:

1. University/DAI must have a provision in its Act to affiliate colleges/institutes.
2. University/DAI will affiliate colleges/institutes within its jurisdiction, as defined in its Act.
3. If the jurisdiction is not defined in the Act, the university/DAI shall grant affiliation only within the jurisdiction of the relevant division.
4. If there is no university available in a particular division to affiliate its colleges/institutes, any university of the adjoining divisions may affiliate such colleges/institutes.
5. If there is no university available in the adjoining division, as mentioned in clause 4, any capital public sector university, located in that province, may affiliate the colleges/institutes.
6. The university/DAI shall adopt this HEC's Institutional Affiliation Policy by placing it in the meeting of the statutory body, such as the Senate/Syndicate through the prescribed procedure defined in its Act.
7. The university/DAI shall grant affiliation, only after it has completed three years of imparting education since its inception.
8. The university shall grant affiliation to colleges/institutes only in those programs that have already been established/run by the university for at least three years.
9. The same curriculum shall be followed at the affiliated college/institute as taught on the main campus of the affiliating university.

---

[1] Omitted [after getting a soft endorsement on the portal provided by HEC] by the Academic Council dated 26.03.2024. with the remarks that the University of the Punjab shall follow its own rules and statutes already entered in the PU Calendar.

CamScanner

10. The university/DAI shall not grant the affiliation of any program to any college/institute that has already been affiliated with any other university. However, if any particular program is not available, then the college/institute may get affiliation in that specific program from other university/DAI in the same division.
11. The affiliating university/DAI must have valid accreditation of the degree programs by the relevant professional accreditation councils before granting affiliation in the said programs. Whereas the college/institute to-be-affiliated, must follow the guidelines of the relevant accreditation councils.
12. If the accreditation council is not available for a particular program, the requirements of the affiliating university/DAI must be met.
13. If the composition of the Affiliation Committee is not defined in the Act, the following standing committee will propose the Affiliation Committee to the Vice Chancellor or Rector of the University/DAI:
    i. All Deans
    ii. Registrar
    iii. Controller of Examination
    iv. Director QEC
14. Affiliations will be granted through the Affiliation Committee of the University/DAI, duly approved by the statutory bodies with adherence to the HEC policy.
15. The university/DAI will follow the process of affiliation/disaffiliation in accordance with the provision of its Act and if no such provision exists, then the process to affiliate/disaffiliate a college/institution must be endorsed and approved by the statutory body (s) of the respective university/DAI in both scenarios. (The guidelines/salient points are available in Section B.)
16. The decision of the Affiliation Committee in respect of the affiliating college/institute must be endorsed by the statutory body(s) of the affiliating university/DAI before notifying affiliations.
17. The university/DAI will affiliate/disaffiliate/renew the NOC of a college/institute after endorsement from its statutory body(s).
18. An institute disaffiliated by any university/DAI will not be considered by other universities for affiliation. In case of grievances, the college/institution shall have the right to appeal before the Senate of the university/DAI [1][*****].

---

[1] Omitted [If the grievance is still not redressed, then the matter may be submitted to the Higher Education Commission's Grievance Redressal Forum/Tribunal for the decision] by the Academic Council dated 26.03.2024, with the remarks that the decision of the Senate be considered final against the decision of the Syndicate.

CamScanner

19. The Affiliation Committee shall randomly visit the affiliated college/institute, [1]**[preferably]** twice a year,

20. Affiliations will be granted only in undergraduate programs.

21. The HEC shall provide an online link/portal/platform to universities/DAI's and affiliating colleges/institutes for uploading their data/information in respect of programs, students, teachers, available facilities, infrastructure, and land/area for soft review by the relevant authorities of the university /DAI. [2][*****]

    a. The random visit data of affiliated colleges shall be maintained by the university /DAI in the portal designed by HEC.

    b. The affiliated colleges/institutes shall upload their data/information in respect of students, academic and non-teaching staff. [3]**[There should be a deadline for the colleges/institutes for uploading of data/information.]**

    c. Same shall be endorsed by the relevant university/DAI by the end of each academic year [4][*****].

    d. The monitoring and evaluation report of the affiliating college/institute shall be compiled on a cycle of three years by the affiliating university QEC-AC [5][*****].

    e. The Quality Assurance Policy of the affiliating University/DAI shall also be implemented at its affiliated institutions.

    f. University/DAI's Learning Management System (LMS) preferably needs to have all the necessary guidelines for the affiliated college/institute.

    g. The already affiliated colleges/institutes under the previous policy need to be reevaluated in the light of the current policy, and the data needs to be updated on the portal within six months; [6][*****].

22. University/DAI will be responsible for implementing all academic policies of HEC, i.e.,

    a. Semester system and approved curriculum at affiliated colleges/institutes

    b. University/DAI shall make sure that the Cumulative Grade Point Average (CGPA) system is followed by the affiliated colleges/institutes.

    c. University/DAI shall make sure that the internship policy implemented by the university/DAI is followed by the affiliated college/DAI.

---

[1] Replaced [at least] with [preferably] by the Academic Council dated 26.03.2024.
[2] Omitted [and subsequent soft approval on the portal by HEC] by the Academic Council dated 26.03.2024, with the remarks that procedure for granting affiliation will be followed by the PU as mentioned in Punjab University Calendar.
[3] Inserted by the Academic Council dated 26.03.2024.
[4] Omitted [for a soft review of the progress of the affiliated college/institute by HEC] by the Academic Council dated 26.03.2024.
[5] Omitted [on the prescribed online proforma, as prescribed by the QAA Division of HEC for soft monitoring by QAA/A&A, HEC] by the Academic Council dated 26.03.2024, with the remarks that the University of the Punjab has its own monitoring and evaluation report/proforma and strictly implement the same during the inspection of the college.
[6] Omitted [otherwise, the affiliation will stand cancelled] by the Academic Council dated 26.03.2024, with the remarks that the affiliation of a college should not be cancelled just on the basis of not providing the data of evaluation against the new policy. The Colleges will be reevaluated as per new policy as per the scheduled plans of the University, and data will be updated accordingly.

CamScanner

d. That the courses of study and syllabi taught in the college/institute should be the same/[1][similar] as being followed/offered by the affiliating university [2][as approved by Academic Council.]

e. That at least 10% of students are granted fee exemptions and scholarships on a need basis from the admission of affiliated institution.

f. That the library shall have a seating capacity for a minimum of 10% of the total number of students for that shift.

g. The strength and qualifications of the teaching and non-teaching staff, and the terms and conditions of their service, are appropriate enough to provide for courses of instruction, teaching, and training work to be taken as per the university rules.

23. The transcript of the student from the affiliated college/institute must be issued by the affiliating university/DAI, mentioning the name of the college/institute on the transcript.

24. The university/DAI shall make sure that Wi-Fi-enabled internet access for the faculty/students is available for the affiliated college/institute.

B. Guidelines for Colleges/Institutes Seeking Affiliation with University/DAI

General Guidelines:

i. The first step in connection with the establishment of a new college/institute is the fulfilment of legal formalities and registration of the sponsoring body under the relevant regulations of the Companies Ordinance/Societies Registration Act/Trust Act as a Foundation/Society or a Trust. This shall not be applicable in case of being public sector college/institute.

ii. The institute/college seeking affiliation shall have to follow the policy/rules/guidelines of the Provincial Government/HEC/ [3][DAI].

iii. The College/Institute must be easily accessible to students and the general public at large.

iv. The College/Institute must have framed proper rules regarding the efficiency and discipline of its staff and other employees under the university rules.

v. The provision must have been made for a well-stocked library, well-equipped laboratory facilities and other practical work where affiliation is sought in any branch of experimental science. In case of IT fields, due arrangements must have been made for imparting instructions in a well-equipped IT laboratory having internet connectivity, which can cater to the course needs of the students and teachers.

vi. The library must have [4][sufficient number of] books for supplementary reading along with access to digital books online.

---

[1] Inserted by the Academic Council dated 26.03.2024.
[2] Inserted by the Academic Council dated 26.03.2024.
[3] Inserted by the Academic Council dated 26.03.2024.
[4] Inserted by the Academic Council dated 26.03.2024.

CamScanner

viii. Subscription to five impact factor online journals must be ensured.

viii. All examinations leading to the award of degrees/diplomas and their checking and evaluation shall be done by the university [1]**[as per approved policy by the Statutory bodies of the University]**.

ix. The college/institute shall not admit students for any degree/discipline except those to be awarded by the university under its seal [2]**[as per approved policy by the Statutory bodies of the University]**.

x. The workload of the faculty of affiliated colleges/institutes should not exceed the limits prescribed by the government/ affiliating universities.

Space Standards and Norms

i. The College/Institute shall reside in a spacious, separate, and independent building [3]**[Minimum area as defined in the Statutes of the University for granting affiliation i.e. 3-Kanals for General Programs and 4-Kanals for Law program]** that is conducive for academic activities. Depending on the location having the potential for further development with no other College/Institute sharing its premises.

ii. Sufficient space in classrooms, common rooms, libraries and laboratories must be available, with the appropriate space mentioned in the checklist.

iii. The college/institute must have adequate physical infrastructure and facilities, preferably as mentioned below:

a. 02 classrooms (each department) for 50 students
b. 01 teaching faculty office per department
c. 01 committee room
d. 01 seminar room
e. Labs/workshops should be as per need of the program per department with appropriate space in line with the standards of accreditation councils.
f. General Computer laboratory for 40-50 students
g. Principal office
h. Admin/accounts staff office
i. Hall for indoor games
j. Multipurpose playground
k. Cafeteria
l. Proper ventilation of the building
m. Lift is mandatory in case of more than two floors
n. Fire extinguishers and emergency exits
o. Ramps for differently abled person (mandatory)

[1] Inserted by the Academic Council dated 26.03.2024.
[2] Inserted by the Academic Council dated 26.03.2024.
[3] Inserted by the Academic Council dated 26.03.2024.

CamScanner

ulty/Administrative Staff

8

i. The faculty at the affiliated colleges shall be appointed in compliance with the requirements of the relevant accreditation council. If the accreditation council is not available for a particular program, the requirements of the affiliating university must be met. However, the academic qualifications of the teachers should not be less than MS/MPhil/18 years of education.

ii. The teacher-student ratio for science subjects, involving lab work, should be 1:20; whereas, for other subjects, it should be 1:30.

iii. The number of administrative staff will be at the discretion of the College/Institute; however, there shall be at least one lab attendant for each laboratory.

Financial Matters

i. Subject to satisfaction of the university, the College/Institute must be financially stable to sustain its smooth and efficient functioning.

ii. The sponsors shall, before enrolling students, establish an endowment fund of PKR 5.00 million. The interest in the amount shall be utilized for refurbishing the laboratories and libraries and for providing gadgets aimed at enhancing the quality of education.

iii. The working capital of at least PKR 1.00 million for each program must stay with the College/Institute.

iv. The tangible assets in the form of land, buildings, etc. of the worth of not less than PKR 20.00 million shall be existent on the ground.

v. The above financial arrangements need to be supported by documentary evidence.

onstitutional and Cultural Aspects

i. The college/Institute shall be required to strictly comply with and respect the constitutional provisions, local laws, and cultural/religious sensitivities.

ii. The College/Institute must restrict to teaching, training, and co-curricular activities. Political or other activities detrimental to national, religious, social, local and cultural ethos shall not be encouraged.

CamScanner

Co-curricular & Health Care Facilities:

i. The College/Institute shall ensure providing co-curricular activities, such as debates, declamation, *Quran Khawani*, *Naat Khawani*, holding of *Musha'rahas*, campfire, boy scouts, girl guide activities, etc. Excursions to places of historical importance and student visits to factories, stock exchange, chambers of commerce & industries, and other educational trips etc. shall also be arranged to augment the intellectual and affective development of students.

ii. Indoor and outdoor facilities for games should be ensured to provide healthy outlets to the youngsters for imbibing a sense of competition and tolerance.

Monitoring & Visitation

i. The College/Institute shall abide by the laws of the Commission and its affiliating university, framed from time to time, in respect of affiliation of the College/Institute.

ii. The university shall have full powers to take any action, it may consider appropriate including the de-affiliation of a College/Institute, if it is found indulging in any subversive or unlawful activity or against the provisions of laws. However, in doing so, the placement of students pursuing different academic courses will be the responsibility of the College/Institute and the affiliating university/DAI.

Formal Agreement

[1] [*****]

[1] Replaced with the attached format as Annexure-A as approved by the Academic Council dated 26.03.2024, with the remarks that the content of the agreement will be as attached format, if required.

CamScanner

7. Conditions and Procedure for De-affiliation

10

If a College/Institute fails to observe any of the conditions of its affiliation or its affairs are conducted in a manner that is prejudicial to the interest of education or the university, the rights conferred as a result of affiliation may on an inquiry made by the Affiliation Committee, and after giving an opportunity of hearing to the Principal and with the approval of Senate, be withdrawn [1][*****].

Affiliation Committee

The functions of the Affiliation Committee shall be:

i To advise Senate/BOG/[2]**[Syndicate]** regarding the affiliation of a college/institute; [3]**[The Affiliation Committee shall perform the functions as already been defined in the University of the Punjab Act, 1973 and statutes framed thereunder;]**

ii To monitor the academic performance of the College/Institute.

iii To inquire into complaints alleging breach of conditions of affiliation by the College/Institute and to advise the [4]**[Syndicate]**/Senate thereon. [5]**[An online Complaint Management System be established and circulated amongst the affiliated colleges for the interest of students.]**

iv To recommend to the [6]**[Syndicate]**/Senate the suspension or withdrawal of privileges of the University/DAIfrom a College/Institute.

v To perform such other functions as may be assigned from time to time.

vi [7]**[To impose fine/penalty on the colleges due to non-compliance of the affiliation parameters.]**

---

[1] Omitted [In case of grievance, the HEC may be approached] by the Academic Council dated 26.03.2024, with the remarks that the decision of the Senate be considered final against the decision of Syndicate.
[2] The word "Syndicate" inserted by the Academic Council 26.03.2024.
[3] Added by the Academic Council dated 26.03.2024.
[4] The word "Syndicate" inserted by the Academic Council 26.03.2024.
[5] Added by the Academic Council dated 26.03.2024.
[6] The word "Syndicate" inserted by the Academic Council 26.03.2024
[7] Added by the Academic Council 26.03.2024.

CamScanner

Affiliation Agreement

This Affiliation Agreement is made and entered into as of the date of grant set forth below.

BETWEEN: UNIVERSITY OF THE PUNJAB, Quaid-e-Azam Campus, Lahore.

AND: College name with complete address along with the name of company/cooperate body running the college.

TERMS OF THE AGREEMENT:

- The term of this Agreement will begin upon on submission of your college application for grant of Affiliation.
- The college undertakes to abide by all the statutes/rules/regulations and conditions laid down in University Calendar and to maintain the record/facilities properly.
- The college shall not be associated in any way with any other University.
- 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.
- The college shall not admit students for any degree / discipline except those to be awarded by the University under its seal.
- 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.
- 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 and laboratories.
- 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.
- The University 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.
- In order to physically verify the detailed academic and physical infrastructure available with the Institution, the Affiliation Committee may like to conduct a detailed survey of the Institution before grant of affiliation. The affiliation, however, will be granted subject-wise.

CamScanner

- The Affiliation Committee shall have the power to arrange for visitation at a time of its own choice and may pay surprise visits.
- Affiliated college may advertise in the print or other media. However, any deliberate misrepresentation shall be treated as sufficient basis for withdrawal of affiliation.
- The college shall follow all the statutes/rules/regulations and any instructions issued by the University from time to time.
- 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.
- The University shall have full powers to take any action, it may consider appropriate including de-affiliation of an Institution, if it is found indulging in any subversive or unlawful activity, or against provision of laws.
- The Institution shall be liable to provide facilities to the representatives of Higher Education Commission and University for visitation to enable them to verify that the Institution is maintaining appropriate academic standards.

Representative of
University of the Punjab

Representative of
College

Secretary Affiliation Committee

Dated:

Principal

Dated:

CamScanner