

Annex-4
University of Education
Rules for Affiliation of Educational Institutions

1. Short title and Commencement

(1) These Rules may be called the University of Education, Lahore Rules for affiliation of Educational Institutions.

(2) They shall come into force at once.

2. Definitions

In these Rules, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them; that is to say:

- i) “ **Affiliation** ” means affiliation with the University;
- ii) “ **Affiliation Committee** ” means the committee, which guides the University regarding affiliation / de-affiliation of institution;
- iii) “ **Affiliated College** ” means an educational institution affiliated to the University but not maintained or administered by it;
- iv) “ **Higher Education Commission (HEC)** ” means the Higher Education Commission constituted under Higher Education Commission Ordinance, 2002 ;
- v) “ **Institution** ” means the educational institution seeking affiliation with the University;
- vi) “ **Principal** ” means head of the college/institution applying for affiliation;
- vii) “ **Prescribed** ” means prescribed by the University;
- viii) “ **Syndicate** ” means the Syndicate of the University of Education, Lahore;
- ix) “ **Vice Chancellor** ” means the Vice Chancellor of the University of Education, Lahore; and
- x) “ **University** ” means the University of Education, Lahore.

3. Application for affiliation

- 3.1 An institution applying for affiliation to the University shall make an application to Registrar of the University on prescribed form at least 6 months prior to the date from which affiliation is sought with sufficient time prior to commencement of academic programmed of the University. There shall be an application processing fee at such rates as may be prescribed by the University.
- 3.2 The procedure to be followed in disposing of an application for the affiliation of an institution shall be such as may be prescribed. The Syndicate may, on the recommendation of the affiliation committee, grant or refuse affiliation to an educational institution.
- 3.3 No affiliation shall be granted with retrospective effect.

4. Conditions governing the Grant of Affiliation

- 1)** The application for affiliation shall be submitted by corporate bodies registered under the Societies Registration Act XXI of 1860 in case of private institutions and the Principal in case of Govt. Institutions. No change in ownership of the corporate body will be permissible after affiliation without prior approval of the University.
- 2)** The permission from District Coordination Officer (Education) of the concerned City District Government be sought before applying to the University for affiliation.
- 3)** A copy of registration deed along with a memorandum of association will be supplied to examine the objective and credentials of the members. A brief of each member of management should also be provided.
- 4)** The college / institute shall be located in a spacious, separate and independent building housed on an area of at least 3 canals. The premises should not be shared by any other institution, discipline or person.
- 5)** No change in the premises will be made without prior permission from the University of Education and it must be easily accessible to general public. The new site will be visited by the Affiliation Committee for approval.
- 6)** Adequate hostel facilities must be separately provided for male & female students admitted unless otherwise dispensed with.
- 7)** The institution shall have a multipurpose hall, 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.
- 8)** Seating in classes will be provided for 100 percent students allocated to each particular section of the class.
- 9)** There will not be more than 50 students in a section. A minimum area of 12 Sq. Ft. per student should be provided in the classroom.
- 10)** The institution shall have proper canteen, toilets, student's common room, dispensary arrangement and playgrounds facilities.
- 11)** The permission granted shall be restricted to a specified place and for a particular subject.
- 12)** The site selected for the institution must be suitable from academic point of view. Sustainable physical viability, availability of water, electricity, fuel gas and telephone must be ensured.
- 13)** The Principal shall be a duly qualified whole-time employee having the qualifications and experience prescribed by the University of Education.
- 14)** 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.
- 15)** 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.
- 16)** There shall be whole-time sports officer and librarian. They shall have Master degree in the relevant subjects. The librarian shall have at least one library assistant and other essential library staff.
- 17)** The institution library should be located in a covered area having seating arrangement for

at least 20 percent of the total number of enrolled students.

18) The institution library should have at least five sets of each text / recommended books of all relevant subjects and a reasonable number of reference books along with relevant University publications.

19) Initially books worth not less than Rs 400,000/- shall be purchased for the institution library. Thereafter at least Rs. 50,000/- shall be allocated annually for acquisition of books for the library and Rs. 40,000/- for purchase of journals / magazine etc.

20) The library shall subscribe at least 5 reputed international / national journals of related fields as determined / approved by the affiliation committee / experts.

21) The institution shall have internet connectivity with appropriate number of computers depending upon the student's population and the subject offered.

22) Services of part-time medical officer shall be engaged who shall have medical equipment available to him to meet emergency cases.

23) Classes shall be held six days a week or as otherwise prescribed by the University.

24) The institution shall have morning classes. The institution will not be allowed to have evening classes only.

25) The total number of students in evening classes shall not exceed the number of students admitted in the morning classes.

26) An authenticated attendance record of all students should be displayed on notice board in the first week of every succeeding month in accumulative form.

27) Whole time faculty, librarian and DPE shall be paid the minimum scales prescribed by the University for commensurate posts.

28) All the salaries should be paid through Cheques. The salaries exceeding Rs. 5,000/- should be paid through crossed Cheques.

29) The institution shall provide fee concession to at least 5 percent and half fee concession to at least 5 percent of the enrolled students.

30) The course of study and syllabi taught in institution should be same as prescribed by the University.

31) All examinations leading to award of degrees / diplomas / certificates and their checking and evaluation shall be done by the University.

32) The institution shall not admit students for any degree / discipline except those to be awarded by the University under its seal.

33) The institution has framed proper rules regarding the efficiency and discipline of its staff and other employees.

34) The institution shall be governed by the Statutes, Regulations and Rules and instructions issued by the University from time to time regarding general scheme of studies, duration of courses, the medium of instruction and examination, detail syllabi for examination held by the University, the conditions under which student shall be admitted to the examination of University etc.

35) Subject to the satisfaction of the University, the institution is financially stable and has the ability to sustain a regular functioning and efficient working.

36) The sponsors prior to enrolling students will establish an endowment fund of rupees one million, whose interest be utilized for refurbishing the libraries and for provision of gadgets

aimed at enhancing the quality of education.

37) The work capital of at least Rs. 2.0 million lies with the institution for smooth functioning of the affairs of the institution.

38) The institution shall be required to strictly comply with and respect the constitutional provisions, local laws, cultural and religious sensitivities.

39) The institution must restrict to teaching, training and co-curricular activities. Political or other activities detrimental to national, religious, social or local culture shall not be undertaken.

40) The institution shall ensure to provide co-curricular activities and to provide indoor and outdoor facilities for games etc and make arrangements for promoting their health and general welfare.

41) The institution shall maintain record regarding student's admission, attendance, fee concession etc., appointment of staff and their joining reports, payment of salary, stock register and accession register of library.

42) The institution shall furnish such reports, returns and other information as the University may require, enabling it to judge efficiency, effectiveness and financial stability of the institution.

43) The University may call upon any institution to take such action as it may deem necessary in respect of any of the matter specified under law from time to time.

44) The institution shall furnish an annual statement of accounts to University with details of fee, donations and other income received and expenditure incurred duly audited within two months of the close of every financial year.

45) The institution shall not remove any record from the institution premises and shall remain available for inspection at all times by the Affiliation Committee.

46) All agreements of affiliation between the institution and University should be agreed upon and formally written down as approved legal agreement and signed by authorized representatives. Detail arrangement for affiliation should be set out clearly in the agreement and memorandum of understanding.

47) The Affiliation Committee, University of Education shall have the power to arrange for visitation at a time of its own choice and may pay surprise visits.

48) The institution may advertise in the print or other media. However, any deliberate misrepresentation shall be treated as sufficient basis for withdrawal of affiliation.

49) 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.

Fees for Affiliation

50) The institution shall be required to pay an annual affiliation fee, at such rates as may be prescribed, to cover the cost of service provided by the University.

51) The University and institution will share the gross fees received from the students, in the proportions to be determined by the Syndicate from time to time.

52) The institution shall deposit security and visitation fee prior to the visit of the institution as prescribed for each category of the institution. The security can be used for the purpose of recovering any balance / penalty towards institute payable to the University.

53) Inspection fee for each visit and re-visit shall be as prescribed by the University from time to time.

5. Duration for Affiliation

Affiliation shall initially be for one session. It may be extendable for further two sessions depending upon the performance as ascertained through visitation. The institution management must have to apply for grant of extension in affiliation on the prescribed form up to 31st May of the relevant year or as prescribed by the university from time to time.

7. Procedure for Grant of Affiliation

- 7.1 Application for grant of affiliation on the prescribed form duly filled in shall be received up to 31st May of every year. Incomplete application or application submitted after the due date shall not be entertained.
- 7.2 University of Education considers the cases of affiliation only for those disciplines, which are approved by the University.
- 7.3 Admission to the teaching program applied for affiliation must not be made until and unless the institution is granted affiliation / addition in affiliation by the University.
- 7.4 The information provided must be accurate in all respects. In case of any default misstatement, the administration of the institution shall be held responsible / accountable for legal consequences.
- 7.5 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 institution.
- 7.6 The institution will be asked to submit visit fee and security. After deposit of the dues visit of the institution will be scheduled.
- 7.7 After visit the Affiliation Committee will submit its recommendations for the consideration of the Vice-Chancellor / Syndicate.
- 7.8 After approval of the recommendations, the office order shall be issued by the Registrar's office accordingly.

8. Procedure for de-affiliation

The University of Education shall have the discretion to grant, refuse / suspend or cancel affiliation in any subject. However, the affected party shall have right of appeal to the University authorities according to the rules.

Other Conditions for Grant of Affiliation

1. The institution seeking affiliation should deposit an amount of Rs. 300,000/- as security in University of Education's Account except Government Institutions.
2. The Principal shall have Master's degree in Education from a recognized University with 5 years relevant experience.
3. There shall be at least 5 whole time teachers with academic qualifications as prescribed by the University.
4. The institution 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 school 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.
5. The practicing school shall have necessary school equipment and apparatus for the proper teaching of the subjects in which the training college seeks affiliation.
6. The minimum number of pupils on roll in the practicing school or schools shall be three times the number of students under training in the classes.

**APPLICATION FORM FOR GRANT OF AFFILIATION
UNIVERSITY OF EDUCATION**

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 subjects 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.	Other	

Note: -

The required information should be provided on the prescribed proformas.