

AFFILIATION REGULATIONS 2016

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1. SHORT TITLE AND COMMENCEMENT

- 1.1. These Regulations may be called the University of Education, Lahore Regulations for affiliation/de-affiliation of Educational Institutions under section 4(F) of the University of Education, Lahore Ordinance 2002.
- 1.2. They shall come into force at once.

2. DEFINITIONS

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

- 2.1. **“Academic Council”** means Academic Council of the University of Education, Lahore.
- 2.2. **“Affiliation”** means affiliation with the University of Education, Lahore.
- 2.3. **“Affiliation Committee”** means the Committee, which guides the University regarding affiliation / de-affiliation of the institution.
- 2.4. **“Affiliated Institution”** means an educational institution affiliated to the University but not maintained or administered by it.
- 2.5. **“Higher Education Commission (HEC)”** means the Higher Education Commission constituted under Higher Education Commission Ordinance, 2002.
- 2.6. **“Institution”** means the educational institution seeking affiliation with the University of Education, Lahore.
- 2.7. **“Principal”** means head of the institution applying for affiliation.
- 2.8. **“Prescribed”** means as prescribed by the University of Education, Lahore.
- 2.9. **“Syndicate”** means the Syndicate of the University of Education, Lahore.

2.10. “Vice Chancellor” means the Vice Chancellor of the University of Education, Lahore.

2.11. “University” means the University of Education, Lahore.

3. AFFILIATION COMMITTEE

3.1. The Affiliation Committee shall consist of:

- a) Chairman to be nominated by the Syndicate
- b) Two Faculty Members to be nominated by the Academic Council
- c) Director/Principal of a division/campus to be nominated by the Vice Chancellor
- d) An expert to be nominated by the HEC
- e) Treasurer or his Nominee
- f) Controller or his Nominee
- g) Director QEC or his Nominee
- h) Registrar or his Nominee who will act as Secretary

3.2. The term of office of the members of the Committee shall be two years.

3.3. The Affiliation Committee may co-opt two Faculty Members in the relevant subjects. The co-opted members shall be counted for the quorum of an inspection.

3.4. The quorum for a meeting of Affiliation Committee shall be five however, the quorum for an inspection by the Affiliation Committee shall be three.

4. FUNCTIONS OF AFFILIATION COMMITTEE

4.1. To arrange visitation at a time of its own choice and may pay surprise visits after approval of the Vice Chancellor.

4.2. To visit and inspect the educational institution seeking affiliation with (or admission to the privileges of) the University.

4.3. To recommend the programs along with number of seats.

4.4. To monitor the academic performance of the institutions.

4.5. To inquire into the complaints alleging breach of conditions of affiliation by affiliated institutions and to advise Vice Chancellor thereon.

4.6. To recommend the Vice Chancellor the suspension or withdrawal of affiliation granted to an institution (or privileges of the University).

4.7. To perform such other functions as may be prescribed or directed by the Vice Chancellor.

5. FUNCTIONS OF REGISTRAR, CONTROLLER OF EXAMINATIONS, TREASURER, DIRECTOR QEC AND CHAIRMAN AFFILIATION COMMITTEE:

5.1. The functions of Registrar and Controller of Examinations as prescribed in the University of Education Ordinance 2002 will extend to the Affiliated institutions.

5.2. The functions of the Treasurer shall be to look into the Financial Matters of the affiliated institutions and advise the Affiliation Committee thereon.

5.3. The functions of the Director QEC shall be to monitor the Quality standards at the institutions and advise the Affiliation Committee Thereon.

5.4. Chairman Affiliation Committee shall be the primary Focal Person for affiliation and de-affiliation and initiation of the various processes with necessary approval(s) in this regard.

6. AFFILIATION PROCEDURE

The procedure to be followed in disposing of an application for the affiliation of an institution shall be as prescribed.

6.1. An institution applying for a fresh affiliation or seeking extension thereof shall make an application to Secretary Affiliation Committee of the University on the prescribed form duly filled and submitted prior to the closing date as announced, along with the payment of all applicable fees.

6.2. After closing date, the Affiliation Committee will review all the applications and submit its summary to the Vice Chancellor.

6.3. On Completion of the documents the case will be presented in the Affiliation Committee for visit of the institution.

6.4. Any recommendations finalized by the Affiliation Committee will be placed before Vice Chancellor.

6.5. The Vice Chancellor may, on the recommendations of the Affiliation Committee, grant or refuse affiliation to an educational institution.

6.6. After approval of the recommendations, notification shall be issued by the Registrar's Office accordingly and the same shall be reported to the syndicate.

7. LEGAL FORMALITIES AND FORMAL AGREEMENT

7.1. The ownership of the institution shall vest in a body corporate and not in individual(s) or family, registered under the relevant laws of companies ordinance/societies registration act/trust act as a foundation/society/trust. This shall not be required in case the institution is in the public sector.

7.2. 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.

7.3. The permission/ registration certificate from Directorate of Public Instructions (Colleges), Higher Education Department, Government of the Punjab should be sought under the provisions of the Punjab, Private Educational institutions (Promotion and Regulation) ordinance, 1984.

7.4. The institution is to be under the management of governing body constituted in accordance with the applicable regulations.

7.5. 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.

7.6. That the institution shall not remove any record from the institution premises and shall maintain its availability for inspection at all times by the affiliation committee.

7.7. All agreements of affiliation between institution and University should be agreed upon and formally written down as approved legal agreement and signed by authorized representatives.

8. CONDITIONS GOVERNING FOR THE GRANT OF AFFILIATION

8.1. General Conditions

8.1.1. No affiliation shall be granted with retrospective effect.

8.1.2. University may grant affiliation only in the program(s) which are approved by the Academic Council.

8.1.3. Permission granted shall be restricted to specified place and for a particular subject; no sub-campus or branch shall be established or franchised.

8.1.4. 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.

8.1.5. Incomplete application or application submitted after the due date shall not be entertained.

8.1.6. Admission to the programs applied for affiliation must not be offered until and unless the institution is granted affiliation by the University.

8.2. Institutional and Academic Conditions

8.2.1. The Principal shall be a duly qualified whole-time employee having minimum master's degree awarded after 16 years of education from an HEC recognized University with 5 years relevant experience.

8.2.2. Change of Principal or any change in the management with reasoning and justification should be made under intimation to the University within 30 days, failing which an appropriate action will be taken by the University.

8.2.3. The institution in private sector must possess 50% of its teaching members employed on permanent basis with minimum prescribed qualification as per HEC criteria.

8.2.4. The workload of the faculty should not exceed the limits prescribed by the University.

8.2.5. The institution shall frame rules and regulations regarding the efficiency and discipline and conduct of the institution.

8.2.6. 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.

8.2.7. All examinations leading to award of degree/diplomas/certificate and their checking and evaluation shall be as prescribed by the University.

8.2.8. 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.

8.2.9. 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.

8.2.10. 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.

8.2.11. The institution must have to fill at least 20% of the seats sanctioned for admission in each of the affiliated program(s) failing which the students will not be granted registration.

8.2.12. There will not be more than 50 students in one section.

8.2.13. The institution shall not be allowed to offer a degree program in evening, if the same program is not offered in morning.

8.2.14. An authenticated attendance record of all students should be maintained.

8.2.15. The institution will provide career counseling and job search services to the students.

8.3. Fees and Financials

8.3.1. All the salaries should be paid through crossed cheques.

8.3.2. At least 10% of students be granted fee exemptions and scholarships on need basis.

8.3.3. That the working capital of at least Rs. 2.0 million lies with the institution for smooth functioning of the affairs of institution.

8.3.4. The institution shall furnish an annual statement of accounts to Treasurer of the 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.

8.3.5. That subject to the satisfaction of the University institution is financially stable and has the ability to sustain a regular functioning and efficient working.

8.3.6. The institution is in possession of tangible assets in form of land, building etc. not less than rupees 5 million.

8.3.7. The institution shall be required to pay an annual affiliation fee, at such rates as may be prescribed.

8.3.8. The University and institution will share the gross fees received from the students, in the proportions to be prescribed by the University from time to time.

8.3.9. The affiliated institution except Government institutions shall submit the Security Fees (Refundable) as prescribed by the University within 30 days of the issuance of the notification.

8.4. Constitutional and Cultural Conditions

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

8.4.2. 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 under taken.

8.5. Space Standards

8.5.1. 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.

8.5.2. The institution shall be located in a spacious, separate and independent building housed on an area of at least 4 kanals. The premises should not be shared by any other institution and it must be easily accessible to general public.

8.5.3. Any change in the institution premises should be made with the prior approval of Affiliation Committee.

8.5.4. The institution shall have proper infrastructure having rooms of reasonable sizes, canteen, library, computer lab, laboratories, etc. A ladies room with attached toilet and staff room for the whole-time/part-time staff is also a mandatory requirement.

8.6. Library, Computer Labs and Science laboratories

8.6.1. There shall be a well-stocked library having at least 50 books per subject as reference books and at least 200 book per subject for supplementary reading.

8.6.2. The library shall subscribe at least 5 reputed international/national journals of related fields and 2 daily newspapers.

8.6.3. There shall be well equipped science laboratory facilities required by the scheme of studies of the relevant programs.

8.6.4. There should be well equipped IT laboratory having internet connectivity which can cater to the course needs of students and teachers depending upon the students populations and subjects offered.

8.7. Extra-Curricular and Healthcare Facilities

Affiliated institutions shall promote extra-curricular and recreational activities of the students.

8.7.1. The institution shall have student's common room, dispensary arrangement and playgrounds facilities.

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

9. DURATION FOR AFFILIATION

Affiliation shall initially be for one year extendable for yearly periods provided that institution seeks such extension through a formal application and fulfills its financial as well as academic obligations as laid down in these regulations.

10. DE-AFFILIATION CONDITIONS:

10.1. The University shall have the discretion to grant, refuse / suspend or cancel affiliation in any or all subjects. However, the affected party shall have right of appeal to the Vice Chancellor.

10.2. 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 provisions of law or fails to observe the conditions of its affiliation, however in doing so the placement of the students pursuing different academic programs will be the responsibility of the institution.

10.3. 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.