

AFFILIATION RULES



GOVERNMENT COLLEGE
UNIVERSITY,
FAISALABAD

Government College University, Faisalabad

Affiliation Rules

1- Definitions

In these Rules, unless anything repugnant in the subject and context, the following expressions shall have the meanings assigned to them, that is to say:-

- a. 'Ordinance' means the Government College University, Faisalabad Ordinance, 2002;
- b. 'University' means the Government College University, Faisalabad;
- c. 'Affiliation' means affiliation with the University;
- d. 'Affiliation Committee' means the Affiliation Committee constituted under Section 10 of the First Schedule appended to the Ordinance;
- e. 'Commission' means Higher Education Commission;
- f. 'Higher Education Department' means Punjab Higher Education Department;
- g. 'Inspection committee' means the committee executing inspection of the institute;
- h. 'College or Institute' means the college or institute seeking affiliation with the University;
- i. 'Prescribed' means prescribed by the University;
- j. 'Principal' means the head of the college or the chief executive of the institute applying for affiliation;
- k. 'Syndicate' means the Syndicate of the University;
- l. 'Vice Chancellor' means Vice Chancellor of the University;
- m. 'Body' means a Body registered under the relevant Act/Law etc.

2- Legal Formalities

- a. The head of the college/institute shall, at the time of applying for affiliation, produce No Objection Certificate from the concerned Department of Government for starting new departments/subjects.
- b. The Government Colleges/Institutes may also seek permission from the Director (Colleges) concerned before applying to the University for affiliation.
- c. The ownership of a private institution shall vest in a registered body and not in individual(s) or family, registered under the relevant laws of Companies Ordinance/Societies Registration act / trust as a foundation / society / trust etc. This shall not be required in case the college or institute is in the Public Sector.
- d. No change in ownership of the body will be permissible after affiliation without prior approval of the University.
- e. No Educational Institution situated within the territorial limits of the University shall, without consent of the University and sanction of Higher Education Department for Provincial jurisdiction and, of Commission for Federal Capital Territory, be associated in any way with or seek affiliation with any other University.
- f. In case of a private sector College/Institute, a copy of the Registration Deed alongwith a Memorandum of Association will be supplied to examine the objectives and credentials of the members of the body.

3- Application for Affiliation

1. A College or Institute applying for affiliation to the University shall make an application to the University on a form prescribed by the University within the date fixed by the University. In case of failure to apply for affiliation within due date, double or tripple fee, as the case may be, shall be charged.
2. In case of Government institutions, head of the institution will submit application through proper channel.
3. In case of private institutions, it shall be submitted by the Principal or nominee of the management of the governing body.

4. The application shall be processed by the Affiliation Committee and be recommended for grant or refusal of affiliation to the Syndicate.

4- Processing and Visiting Fee

1. **Government College/Institute:** The application processing and visiting fee shall be Rs. 15,000/- which shall be deposited alongwith application. Similarly, Rs. 10,000/- shall be charged for every revisit.
2. **Private Institution:** The application processing and visit fee shall be Rs. 40,000/- which shall be deposited alongwith application. Similarly Rs. 20,000/- shall be charged for every revisit.

Note: The Application Processing and Visiting Fee, once deposited, shall not be refunded, in any case. The University may, from time to time, change/enhance Processing and Visiting Fee, subject to approval of its Statutory Bodies.

5- Location

1. The college/institute must be located in a spacious, separate and independent building housed on an area of at least 4 kanals. However, the area of multi story building(s) covering 4000 sq ft area may be considered along with the other requisite requirements i.e Playground etc in case of Private Institutions. 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/institute shall be provided.
2. The site selected for the college/institute must be suitable from academic point of view. Sustainable physical viability, availability of water, electricity, fuel gas, telephones must be ensured.
3. The site existing or selected for the college/institute must be easily accessible to general public.
4. The affiliation granted shall be restricted to a specified Place and for a particular subject. No sub-campus or branch shall be established or franchised.

6- Change in Premises

No change in premises will be made without prior permission of the University. The new site will be visited by the Affiliation Committee before approval, subject to payment of prescribed Visit Fee.

7- Rented Building

Where a college/institute is proposed to be located in rented premises, the management shall ensure that the institution will acquire its own building within a period of five to ten years, preferably in a non residential area.

8- College/Institute in More than One Buildings

An affiliated college or institute can be allowed to function in more than one buildings provided that administrative and academic control is centralized and the buildings are within reasonable and convenient distance from each other. The Affiliation Committee shall be sole judge in this matter.

9- Hostel Facilities

Adequate hostel facilities must be separately provided for admitted male and female students unless otherwise dispensed with.

10- Requirement of the Building

1. Sufficient space in shape of classrooms, common room, library, laboratories and common room for girls must be available with appropriate size not less than 16'x32' sq. ft. for each section of a class not exceeding 40 in number.
2. Size of laboratory in case of Basic / Natural and Applied Science subjects should be at least 20'x40' sq. ft.
3. Institution shall have an auditorium, offices and class rooms of reasonable sizes. A ladies common room with attached toilet and staff room for the whole time/part time staff must be available.
4. College/Institute shall have adequate canteen, toilets, a dispensary and facility for indoor and outdoor games.
5. Provision shall be made for well stocked library and well equipped laboratory facilities and other practical work, where affiliation is sought in any branch of experimental science. Where affiliation is sought in IT fields, due arrangements shall be made for imparting instructions in a well-equipped IT laboratory having Internet connectivity, which can cater to the course needs of students and teachers.

11- Strength of the Students

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 class room.

12- Examination premises

The affiliated college/institute shall be responsible to provide premises for conducting the University Examination, at least equal to the number of students they have admitted.

13- Principal, Teaching Staff and Library Staff

1. The principal shall be a duly qualified whole time employee, and shall be paid accordingly.
2. The college/institute shall have at least two M.Phil or one Ph.D teacher for each BS Program or as revised by the University from time to time.
3. The college/institute in private sector must possess 50% of its teaching members employed on permanent basis with minimum prescribed qualification as M.Phil degree from an accredited / charter University in relevant subjects.
4. The work load of the faculty in a private college/institute should not exceed the limits prescribed by the University for affiliated institution in public sector,
5. There shall be whole-time qualified Sports Officer and Librarian. They shall have Master degree in relevant subjects.
6. The librarian shall have at least one Library Assistant and other essential staff.
7. Change of Principal or teaching staff with reasoning and justification shall be intimated to the University within 15 days, failing which an appropriate action will be taken by the University.

14- Library and internet Facility

1. The library should be located in a covered area for at least 20 percent of the enrolled students.
2. Initially, books worth not less than Rs. 200,000 shall be purchased for library by the college/institute.
3. The library shall have at least 50 books per subject as reference books and at least 200 books per subject for supplementary reading. The College/Institute should spend at least Rs. 100,000/- per annum for updating the library by adding new editions and titles. The College/Institute should subscribe 10 daily newspapers and 5 weekly periodicals.

4. The college/institute must have Internet connectivity with appropriate number of computers depending upon the student's enrollment and the subjects offered.

15- Book Bank

The college/institute shall establish a Book Bank capable of providing prescribed text books to at least 10 percent of the students on roll.

16- Co-curricular & Health Care facilities

1. The college/institute shall promote the extracurricular and recreational activities of students, and make arrangements for promoting their health and general welfare.
2. The college/institute shall ensure to provide co-curricular activities like debating contest, declamation contest, Quran Khawani, Naat Khawani, Holding of Musharahas, Camp-Fire, Boy Scouts, Bids Guides activities etc. Excursions to historically importance places and students' visits to Factories, Stock Exchanges, Chambers of Commerce & industries and other educational trips etc- shall also be arranged for augmenting the development of students;
3. The indoor and outdoor facilities for games should be ensured to provide healthy outlets to the youngsters for imbibing the sense of competition and tolerance. The students should be encouraged to participate in one / two of the games. If possible, the facilities of gymnasium should also be made available.
4. Services of a part-time Medical Officer shall be engaged who shall have medical equipment available to meet emergency cases.

17- Constitutional and Cultural Adherence

1. The College/Institute shall frame proper rules regarding the efficiency and discipline of its staff and other employees.
2. The college/institute shall be required to strictly comply with and respect the constitutional provisions, local laws, cultural and religious sensitivities;
3. The college/institute 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.
4. The sponsors will provide career counseling and job search services to the students.

18- Evening Classes

1. The total number of students in evening classes shall not exceed the students admitted in the morning classes.
2. The College / Institute shall not be allowed to have evening classes only.

19- Attendance Record

An authenticated attendance record of all students should be maintained and be displayed on the Notice Board in the first week of every succeeding month in accumulative form.

20- Maintenance of Record

1. The College/Institute shall maintain record regarding students' admission, attendance, fee concession, appointment of staff, their joining reports, payment of salaries, stock register and accession register of library.
2. The record shall not be removed from institution premises and remain available for inspection at all times by the Affiliation Committee.

21- Payment of the Salaries

1. Whole time Faculty, Librarian, and Sports Officer shall be paid the minimum scales prescribed by the University for corresponding positions.
2. The salaries shall be paid through crossed Cheques/Bank transfers to all employees.

22- Fee Concession

At least 10% of students should be granted fee concession and scholarships on need basis.

23- Violation of Rules

1. The College / Institute shall follow all instructions / regulations issued by the University, from time to time.
2. Any affiliated College / Institute may advertise admissions in the print or other media.
3. Any violation of the rules or deliberate misrepresentation of facts shall be treated as sufficient basis for the withdrawal of affiliation or to impose any penalty.

24- Curricula

The College/Institute shall strictly follow the Curriculum/Syllabus/Schemes of Studies provided by the University for Affiliated Programs.

25- Examination and Evaluation

1. All examinations leading to award of degrees / diplomas / certificates and their checking and evaluation shall be done by the University.
2. The College / Institute shall not admit students for any degree / discipline except those awarded by the University.

26- Financial

1. Subject to satisfaction of the University, the College / Institute must be stable and must have the ability to sustain a regular functioning and efficient working.
2. The College / Institute shall furnish such reports, returns and other information as the University may require, to enable it to judge the financial sustainability and soundness of the sponsors.
3. The sponsors shall, prior to enrolling students establish an endowment fund of Rupees one million, whose interests be utilized for refurbishing the laboratories and libraries and for provision of gadgets aimed at enhancing the quality of education.
4. Working capital of at least Rs. 2.0 million must lie with the College / Institute for smooth functioning of their affairs.
5. Tangible assets in form of land, building etc. not less than Rs. 5.0 million must be in existence on ground.

Note: Above financial arrangements need to be supported by documentary evidence.

27- Inspection and Affiliation Requirements:

1. Affiliation shall be initially for three years for Government Colleges / Institutes and for one year for private Colleges / Institutes, respectively. It may be extended from time to time depending upon the performance as ascertained through inspection. The College / Institute management must have to apply for grant of extension in affiliation on the prescribed form alongwith the prescribed documents and processing/ visit fee.

2. The validity period of the agreements shall be clearly agreed upon by the parties. Any provision of extension shall specify the requirements for review.
3. No affiliation shall be granted with retrospective session.
4. The University shall have the discretion to grant / suspend / cancel the affiliation in any subject. However, the affected party shall have the right of one-time appeal to the University authority, according to rules.
5. The University shall have the power to constitute the Affiliation Committee and arrange for inspection at a time of its own choice, and may pay surprise visits.
6. In order to physically verify the academic and physical infrastructure available with the College / Institute, the Affiliation Committee shall conduct a detailed survey of the College / Institute before grant of affiliation. The affiliation, however, will be granted subject-wise. The College / Institute shall furnish such reports, return and other information as the University may require, enabling it to judge efficiency and effectiveness of the College / Institute.
7. Monitoring and inspection of College / Institute will be carried out by Affiliation Committee, when there exists substantial evidence on any aspect of the Institutional inefficiency or malfunctioning.
8. The University may call upon any Colleges/Institutes to take such action, as it deems necessary, in respect of any of the matter specified under the law, from time to time.
9. The University shall have full powers to take any action it may consider appropriate including disaffiliation of the College / Institute, if it is found indulged in any subversive or unlawful activity, or against provisions of any law.
10. The College/Institute shall be liable to provide facilities to the representatives of Higher Education Commission, Punjab Higher Education Department and the University for visitation to enable them to verify that the College/Institute is maintaining appropriate academic standards.
11. The College/Institute shall furnish an annual statement of accounts to the University with details of fees, donations and other income received and expenditure incurred (duly audited) within two months of the close of every financial year.
12. An inspection of the College / Institute shall be held once a Year during first three years of its affiliation by the Inspection Committee constituted by the University and subsequently once in three years.

28- Formal Agreement for Affiliation

1. All arrangements of affiliation between the College/Institute and University shall be agreed upon and formally notified by the University showing the detailed terms & conditions of affiliation.
2. The Notification shall take into account the scope of the arrangements, responsibilities, financial arrangements, quality control mechanism mode and means of payments and validity period, procedure for resolution of differences etc.
3. The Notification shall clearly spell-out the provisions for quality control mechanism including monitoring, assessment procedures and review and visitation.
4. The Notification must also spell-out that in the event of termination of affiliation, the interests of the students must be safeguarded and should be duly notified to the general public and the Commission.

29- University Dues/Share

a. Security Fee

1. **Government Colleges/Institutes:** No Security Fee will be charged from Government Colleges/Institutes. However, the head of the college/institute shall, at

the time of applying for affiliation, produce No Objection Certificate from the concerned Department of Government for starting new departments/subjects.

2. **Private Colleges/Institutes:** A private college/institute shall deposit a security fee as detailed below, for each category:

Sr. #	Name of Program	Amount
1	ADA/ADS/ADC and AD Programmes (2-Year)	Rs.150,000
2	BS (4-year) Programmes	Rs.300,000
3	Master Programmes (MA/M.Sc and 5th Semester etc.)	Rs.200,000
4	Commerce College	Rs.300,000
5	Management Sciences College	Rs.300,000
6	Law College	Rs.300,000
7	Pharmacy College/Medical	Rs.500,000
8	B.Ed. & M.Ed. Programmes	Rs.200,000
9	PMDCP and MS/M.Phil Programmes (if affiliation in MS/M.Phil is allowed by HEC)	Rs.400,000

Note: The security fee is refundable, however, it can be used for the purpose of recovery and balance / penalty outstanding towards college/institute payable to the University.

b. *** University Share**

1. **For BS Program**

20 percent of Tuition Fee of total enrolled students (per semester), as per University Fee Structure of the relevant year (non-refundable).

2. **For ADA/ADS/ADC Program etc.**

Rs. 2,000/- per student, per year (non-refundable)

*** Note:** Only for Private Affiliated Colleges/Institutes

c. **Sports Fee**

Rs. 800/- per student per annum (non-refundable).

d. **Registration Fee**

Rs. 2,000/- per student, once at the time of admission (non-refundable).

e. **Affiliation Fee**

Rs. 10,000/- per program/per subject (once at the time of Affiliation) (non-refundable).

f. **Examinations Fee**

i. **For Semester System Programs**

Government Colleges/Institutes	Private Colleges/Institutes
Rs. 3,000 + 30 = 3,030/- per semester (non-refundable)	Rs. 5,000 + 30 = 5,030/- per semester (non-refundable)

ii. **For Annual System Programs**

ADA/ADC (non-practical subjects)	Rs. 2,500/- per annum (non-refundable)
ADA (practical subjects)	Rs. 3,000/- per annum (non-refundable)
ADS and other subjects	Rs. 3,000/- per annum (non-refundable)

Note: The University may, from time to time, change/enhance any of the above mentioned Security/Share/Fee etc., subject to approval of its Statutory Bodies.

30- Constitution of Affiliation Committee

1. The Affiliation Committee shall consist of
 - i. A Chairperson to be nominated by the Syndicate;
 - ii. Two professors to be nominated by the Academic Council
 - iii. Two teachers to be nominated by the Syndicate.
 - iv. The Deputy Director (Colleges) / a senior Principal of any Government College of District Faisalabad to be nominated by the Syndicate.
2. The term of office of the members of the Committee, other than ex-officio members, shall be two years.
3. The Affiliation Committee may co-opt not more than three experts who shall be counted for the quorum of an inspection/visit by the Committee.
4. The quorum for the meeting of, or an inspection/visit by the Committee shall be three.
5. The Deputy Registrar, dealing with the affiliation cases, or such other person, as may be designated by the Vice Chancellor for this purpose, shall act as Secretary to the Committee.

31- Functions of the Affiliation Committee

The functions of the Affiliation Committee shall be to:-

1. inspect the educational institution seeking affiliation with or admission to the privileges of the University and to advise the Syndicate thereon;
2. inquire into complaints alleging breach of conditions of affiliation by affiliated colleges and to advise the Syndicate thereon; and
3. perform such other functions, as may be prescribed by the Regulations.

32- Teaching Staff and Other Condition

1. **Undergraduate Colleges (Offering Associate Degree Programs Only):** Principal and teaching staff having at least Master degree in relevant subject; principal having five year teaching/administrative experience of any reputed institution. For each subject of experimental science, a separate / independent well-equipped laboratory shall be established.
2. **Postgraduate Colleges:** There must be at least seven teachers in the College out of which there must be at least one Ph.D or two M. Phil qualified permanent teachers for each subject. A separate / independent well-equipped laboratory shall be established for each subject of experiment science. At least five hundred title books should be available in the Post-Graduate Library.

3. **Commerce / Management Science Colleges:** There shall be minimum six permanent teachers, out of which, there must be one Ph.D or at least two M.Phil teachers in each program. There shall be a Computer Laboratory properly equipped to accommodate 20 percent of the admitted students at a time. At least five hundred title books should be available in the Library.
4. **Law Colleges:** Principal of a law college should be full time employee of the college having LL.M degree with at least ten year teaching experience from a reputed institution. There shall be at least six whole time teachers with LL.M qualification. At least one Ph.D or two LL.M qualified permanent teachers for LL.B. The minimum required number of library books is 500, excluding reports and journals. The Library of Law College should subscribe at least two reputable international law journals or have access to law journals through internet. Furthermore, there should be at least one set of all law reports published in Pakistan, till date.

Note: Affiliation to a Law College shall be granted subject to approval of Pakistan Bar Council.

5. **Pharmacy Colleges:** There shall be minimum 8 teachers for B Pharmacy and 12 teachers for Pharm D classes in the following disciplines.
 1. Pharmaceutics
 2. Pharmaceutical Chemistry
 3. Pharmacognosy
 4. Pharmacology

There shall be at least one Ph.D or two M.Phil teachers in each discipline. Principal of the college shall be full time employee having Ph.D degree in any of the above mentioned disciplines with at least ten year teaching / research experience in relevant field from a reputed institution. For each discipline, a separate / independent well-equipped laboratory shall be established. At least five hundred title books should be available in the Library.

Note: Affiliation to a Pharmacy College shall be granted subject to approval of Pharmacy Council of Pakistan.