



THE  
UNIVERSITY OF  
LAHORE

AFFILIATION REGULATIONS

THE UNIVERSITY OF LAHORE

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In exercise of the powers conferred under section 5(2) of The University of Lahore Ordinance 2002 (LXI of 2002), the Board of Governors has approved the following Affiliation Regulations pertaining to affiliation of education institutions by the University of Lahore.

1. **Short title, application and commencement;** These Regulations may be called as The University of Lahore Affiliation Regulations 2012:
  - 1.1 These shall apply for affiliation to education institutions in the territorial limit of the province of Punjab.
  - 1.2 They shall come into force at once.
2. **Definitions;** In affiliation regulations, the following expressions shall have the meanings hereby respectively assigned to them:
  - 2.1 University means The University of Lahore.
  - 2.2 Ordinance means The University of Lahore Ordinance 2002(LXI of 2002).
  - 2.3 Chairman means the Chairman of the Board of Governors of the University.
  - 2.4 Rector means the Rector of the University.
  - 2.5 Registrar means the Registrar of the University.
  - 2.6 Controller of examinations means the Controller of examinations of the University
  - 2.7 Principal means the principal of the College.
  - 2.8 Head means the Head of the concerned department of the College.
  - 2.9 Affiliation Committee means the affiliation committee constituted by the Board of Governors of the University.
  - 2.10 Affiliation means affiliation granted to an education institution under prescribed regulations of affiliation.
  - 2.11 Conduct of examinations means the examinations conducted by the Controller of examinations under the academic rules prescribed by the University.
  - 2.12 Council means any council constituted by the federal government for accreditation of a professional program.

**3. General Conditions;** (1) Education Institutions / Corporate Bodies submitting applications to the University on a prescribed form provided by the University for affiliation shall fulfill and follow the conditions specified for this purpose:

- 3.1.1 Those institutions which offer instructional programs for undergraduate, graduate and post graduate degree programs shall be eligible for submitting application.
- 3.1.2 The college shall be located in a spacious, separate and independent building housed on an 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.
- 3.1.3 No change in the premises will be made without prior permission from The University of the Lahore. The new site will be visited by the Affiliation Committee for approval.
- 3.1.4 Where a college is proposed to be located in a rented building, the management shall ensure that the college will acquire its own building within a period of six years preferably in a non-residential area.
- 3.1.5 The college shall have appropriate laboratories and equipment where the delivery of courses involves practical work.
- 3.1.6 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.
- 3.1.7 There will not be more than 75 students in a section. A minimum area of 10 sq.ft. per student should be provided in the classroom. Seating in sections will be provided to 100 percent students.
- 3.1.8 The college library should be located in a covered area having seating arrangement for at least 10 percent of the total number of enrolled students having at least five sets of each text/recommended book of all relevant subjects and a reasonable number of reference books along with at least 5 journals in the relevant fields.
- 3.1.9 The college shall have proper canteen, toilets, student's common room, dispensary arrangement and playgrounds facilities.
- 3.1.10 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.

- 3.1.11 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.
- 3.1.12 The college should 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. This record shall not be removed from the college premises and shall remain available for inspection at all times by the Affiliation Committee.
- 3.1.13 Affiliation of a college offering professional degree programs shall be subject to the regulations prescribed by the relevant Council constituted by the Federal Government or any other legal authority.
- 3.1.14 The Affiliation Committee shall submit the report to the Board of Governors within 5 days after holding inspection.
- 3.1.15 No affiliation shall be granted with retrospective effect.
- 3.1.16 Application for grant of affiliation/extension in affiliation or increase in intake on the prescribed form duly filled in shall be received at least two months before the start of academic session.
- 3.1.17 The college shall follow all instructions/regulations issued by the University from time to time.
- 4. Affiliation and other fees;** (1) The applicant shall deposit security and visitation fee prior to the visit of the institute/college as prescribed in the regulations. The security can be used for the purpose of recovering any balance/penalty out-standing towards college payable to the University.
- 4.1.1 The management of college shall deposit an amount of Rs. 2,50,000/- for each subject applied for, as security in The University of Lahore account.
- 4.1.2 Inspection fee for visit and re-visit will be charged as prescribed by the University from time to time.
- 4.1.3 Affiliation shall initially be granted for a period of one academic session, extendable for further two sessions depending on the performance as ascertained through visitation on fresh application accompanied by inspection fee.

- 4.1.4 The college shall pay 10% of the gross revenue collected by it to the University to run the affairs of the affiliation.
- 4.1.5 The Affiliation Committee shall have the power to arrange for visitation at a time of its own choice and may pay surprise visits.
- 4.1.6 The college shall provide full fee concession to at least 2 percent and half fee concession to at least 3 percent of the enrolled students.
- 4.1.7 The college shall maintain a bank account with the scheduled bank and its account shall be verified by the University every year.

**5. Conduct of Examinations;** (1) the educational institution affiliated with the University shall follow the examination regulations prescribed by the University:

- 5.1.1 The examinations shall be conducted by the institution according to the regulations prescribed by University.
- 5.1.2 The academic year should comprise of 16 to 18 weeks in one year. However, in case of annual system, the regulations pertaining to the conduct of examinations as approved by the University shall be applicable.
- 5.1.3 In case of semester system, the award of grades shall be based on same numerical and analytical systems as specified by the Controller of Examinations. The scheme of examination in semester system or annual system shall conform to the specifications set out by the University.
- 5.1.4 In case of annual system, 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.
- 5.1.5 The transcript as well as the degree shall be issued by the Controller of Examinations.

**6. Principal, Teaching Staff & Non Teaching Staff;** (1) The college shall follow the regulations pertaining to qualification, experience and other conditions specified by the University;

- 6.1.1 There shall be a Selection Committee constituted for the purpose of appointment of principal and teaching staff in the college.
- 6.1.2 One nominee of the Chairman Board of Governors of the University shall be member of the Selection Committee.

- 6.1.3 The Principal shall be a duly qualified whole-time employee having the qualifications & experience prescribed by the University and shall be paid accordingly
  - 6.1.4 The teaching staff should be appointed on full time basis on the criteria specified by the University. Not more than 2% teachers or a fraction thereof shall be appointed on part time.
  - 6.1.5 Services of part-time Medical Officer shall be engaged who shall have medical equipments available to him to meet emergency cases.
  - 6.1.6 There shall be whole-time Sports Officer and Librarian. They shall have Master degrees in the relevant subjects.
7. 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 authorities according to the regulations.
  8. Any violation of the regulations or deliberate misrepresentation of facts shall be treated as sufficient basis for withdrawal of affiliation or to impose any penalty.
  9. 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.