GC University Lahore

Affiliation Rules & Regulations

Issued in: 2012

Government College University Lahore
1. **Preamble**

   Government College Lahore was established on January 1st, 1864, with a class consisting of nine students. After 138 years of meritorious evolution and achievement, Government College, Lahore was raised to the status of a University in 2002. It was renamed as GC University Lahore. The academic life here has been re-shaped in accordance with its new challenges and we hope to fulfil the expectations that go with a University. GC University Lahore is committed to act as a promoter of quality education for all.

   This Institution is one of the oldest seats of learning in the sub-continent. As a seat of higher learning GC University, Lahore blends grand old traditions and modern educational standards to meet the ideals set by persons such as the first principal Dr. G. W. Leitner, the poet philosopher, Dr. Muhammad Iqbal and the Nobel Laureate, Dr. Abdus Salam. Through its majestic corridors have walked men and women who went on to become leading scientists, economists, bureaucrats and politicians.

   An introduction to GC University Lahore is incomplete without the mention of the Ravian Spirit. This spirit is best encapsulated in the word “quest” – a passionate spirit of inquiry and the ability to question, probe and endeavour. This institution’s motto – **Courage to Know** – has over the time span of nearly a century and a half promoted the spirit of curiosity, inquiry and independent pursuit of knowledge among generations of students.

   GC University Lahore is a modern, demand-driven, futuristic, quality conscious public university. The University wishes to build its future through internationally recognized research work, scholarships and learning within a distinctive scholarly environment. GC University Lahore has attained a distinguished place among Pakistani Universities due to its strong commitment to teaching and research pursuits. At the Undergraduate level, the University offers BA/BSc 4-Year (Hons.) Degree Programme in 26 disciplines of Science & Technology, Arts and Social Sciences and Languages. At the Postgraduate level, the University offers MBA, EMBA, MPhil/MS and PhD Degree in 24 Disciplines of Science & Technology, Arts & Social Sciences and Languages in a highly research-conducive environment.

   GC University Lahore is now offering affiliation to institutions in the various programmes listed below in the light of its Ordinance 2002.

<table>
<thead>
<tr>
<th>S#</th>
<th>Subject/ Discipline</th>
<th>Programme(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applied Physics</td>
<td>MPhil / PhD</td>
</tr>
<tr>
<td>2</td>
<td>Banking and Financial Economics</td>
<td>MS</td>
</tr>
<tr>
<td>3</td>
<td>BFA in Graphic Designing</td>
<td>BA (Hons)</td>
</tr>
<tr>
<td>4</td>
<td>Biotechnology</td>
<td>B.Sc. (Hons.)/ M.Phil/ Ph.D.</td>
</tr>
<tr>
<td>5</td>
<td>Botany</td>
<td>B.Sc. (Hons.)/ M.Sc/ M.Phil/ Ph.D.</td>
</tr>
<tr>
<td>6</td>
<td>Business Accounting and Finance</td>
<td>B.Sc. (Hons.)</td>
</tr>
<tr>
<td>7</td>
<td>Chemistry</td>
<td>B.Sc. (Hons.)/ M.Phil/ Ph.D.</td>
</tr>
<tr>
<td>8</td>
<td>Computer Science</td>
<td>B.Sc. (Hons.)/ MS/ PhD</td>
</tr>
<tr>
<td>9</td>
<td>Commerce</td>
<td>B.Com</td>
</tr>
</tbody>
</table>
2. **Affiliation Rules (Ordinance 2002)**

(1) An educational institution seeking affiliation to the University shall make an application satisfying the University that –

(i) the educational institution is under the management of the Government or a regularly constituted governing body;

(ii) the financial resources of the educational institution are sufficient to ensure its continued maintenance and efficient working;

(iii) the strength and qualifications and the terms and conditions of service of the teaching and other staff of the educational institution are satisfactory for the purpose of teaching of prescribed courses of studies and training in the institution;

(iv) the educational institution has framed proper rules governing the conduct and discipline of its employees;

(v) the building of the educational institution is suitable and commodious for its requirements;
the educational institution has, or can make, a provision in the
prescribed manner for the residence of students not residing with
their parents or guardians, and their supervision and physical and
general welfare;

(vii) the educational institution has a provision for a library and adequate
library service;

(viii) the educational institution has properly equipped laboratories,
museums and other places of practical work required for courses of
studies taught in the educational institution;

(ix) the educational institution has, or can make, provision for the
residence of its Principal/Director and other members of the
teaching staff in the educational institution building or near such
building or the residence of students; and

(x) The affiliation of the educational institution shall not be injurious to
the education or discipline of the students of other institutions in the
neighbourhood.

(2) The application shall further contain an undertaking by the educational
institution that after the institution is affiliated, any change in the
management or the teaching staff shall forthwith be reported to the
University and that the teaching staff shall possess such qualifications as
are, or may be, prescribed.

(3) The Syndicate shall after considering the recommendations of the
Affiliation Committee, dispose of the application for affiliation in
accordance with such procedure as may be prescribed and may grant or
refuse affiliation provided that the affiliation shall not be refused, unless
the educational institution has been given an opportunity of making a
representation against the proposed decision.

2.1 Extension of Affiliation

Where an affiliated college/institution desires to add to the courses of
studies in respect of which it is granted affiliation, the procedure prescribed
for affiliation of colleges shall as far as possible be followed.

2.2 Inspection and Reports

(1) Every affiliated college/ institution shall furnish such reports, returns and
other information as the University may require to enable it to judge the
efficiency of the affiliated college/ institution.

(2) The University may call upon any affiliated college/institution to take,
within a specified period, such action in respect of any matter mentioned in
sub-section (1) of section 2 as the University may deem fit.

2.3 Disaffiliation

(1) Where any affiliated college/institution has failed to fulfil any requirement
of this Ordinance, or has failed to observe any of the conditions of
affiliation or its affairs are conducted in a manner prejudicial to the interests
of education, the Syndicate may, in the prescribed manner, and after
considering any representation that the college/institution may wish to
make, modify or withdraw all or any of the privileges conferred on the
college/institution by the affiliation.

(2) Where any college/institution has been refused affiliation or all or any of
the privileges conferred on any college/institution by affiliation have been
modified or withdrawn under sub-section (1) it may, within the prescribed
period, apply for review to the Syndicate against such refusal and the application shall be disposed of in such manner as may be prescribed.

2.4 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 Executive District Officer (Education), Lahore.
(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 by the Affiliation Committee.
(4) The quorum for a meeting of, or an inspection by, the Affiliation 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 of the Committee.

2.5 Functions of the Affiliation Committee
The functions of the Affiliation Committee shall be to
(a) inspect the college/institution seeking affiliation with or admission to the privileges of the University and to advise the Syndicate thereon;
(b) inquire into complaints alleging breach of conditions of affiliation by affiliated college/institution and to advise the Syndicate thereon; and
(c) perform such other functions as may be prescribed by the Regulations.

3. General Rules for Affiliation
(1) The application for affiliation shall be submitted by Corporate Bodies / Govt. College/ Institutions. There will be no change in ownership of the corporate body/affiliation holder after affiliation without prior approval of the GC University Lahore.
(2) The applicant shall have to deposit a specific non-refundable amount as visitation fee (Table 2) prior to the visit of the college/ institution and security fee (Table 1) will be paid after the approval of application for Affiliation. This security fee can be used for the purpose of recovering any balance/ penalty out-standing towards college / institution payable to the GC University Lahore.
(3) There shall be visitation fee (Table 2) for each visit and re-visit or as prescribed by the University from time to time.
(4) The applicant college/Institution shall be located in a large, separate and independent building housed on area of at least 3 kanals. The premises should not be shared by any other institution, discipline or person. A No Objection Certificate (NOC) from the local bodies regarding suitability of the proposed location for establishment of the college/institution is provided.
(5) No change in the premises will be made without prior permission from the GC University Lahore. The new changes/site must be visited by the Affiliation Committee for approval.
(6) If the applicant college/institution is located in rented premises/building, the college/institution management/owners shall have to ensure that own
building will be acquired within a period of five years preferably in non-
residential/commercial area. It shall also ensure that this building fulfils the
requirements as outlined in general rule for affiliation No. 4. After getting
building the affiliation committee shall visit the new/existing location for
further approval.

(7) An affiliated college/institution can be allowed to function in more than one
building provided that administrative and academic control is centralized
and the buildings are within a reasonable and convenient distance of each
other. The committee shall be the sole judge in this matter.

(8) An affiliated college/institution can be allowed to have separate campuses
for male and female students provided that administrative and academic
control is centralized and the buildings are within a reasonable and
convenient distance of each other. The committee shall be the sole judge in
this matter.

(9) There shall be adequate separate hostel facilities for male & female
students.

(10) The college/institution shall have an auditorium/hall, offices and
classrooms of reasonable sizes. A ladies common room with attached
washroom(s) and staff room(s) for the whole-time/part-time faculty is also
a mandatory requirement. Well equipped and of reasonable size
laboratories are required for the subjects where laboratories are needed.

(11) Seating in classes will be provided for 100 percent students allocated to
each particular section of the class.

(12) 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.

(13) The affiliated college/institution shall be responsible for providing
premises for conducting the university examinations at least equal to the
number of students they have admitted.

(14) Students will be registered with the GC University Lahore. The fee for
registered students shall be as outlined in Table 3. The fee is subject to
change as shall be prescribed by the University from time to time.

(14-A) Prescribed Tuition Fee shall be charged from the affiliated
college/institution as mentioned in Table-4 or 10% of the tuition fee shall
be charged from the affiliated college/institution as University share from
their own prescribed fee structure, whatever is higher.

(14-B) Affiliated college/institution shall submit dues (student’s Registration,
Tuition and Examination fee) through Pay Order/Banker’s Cheque in
favour of Treasurer GC University Lahore along with the details of students
on prescribed format provided by GC University Lahore for the
management of students fee accounts.

(14-C) Affiliated college/institution shall submit all dues (Tuition fee and
Examinations fee) within two months of the date of commencement of
every semester. In case of failure Rs. 1000/- per day shall be charged as
fine.

(14-D) Rs. 1000/- per student shall be charged in addition to University dues, if
the cases of student’s registration is received after 21 working days from the
due date of commencement of academic session.

(14-E) After 30 days from the date of commencement of academic session, no
student of affiliated institution shall be considered for registration

(15) The affiliated college/institution must have sufficient financial resources to
guarantee its continued existence. It should have permanent source of
income to meet, the running expenses of the institution so as to maintain it
at a reasonable standard of efficiency, to pay salaries to the teachers and other categories of staff regularly at least at par with the corresponding categories in the State Government Institutions and to undertake improvement/development of institution facilities.

(16) The college/institution shall have proper canteen, toilets, student's common room, dispensary arrangement and playground facilities.

(17) The Principal/Academic Head shall be full-time employee having the qualifications & experience as prescribed by the GC University Lahore and shall be paid accordingly.

(18) Change of Principal/Academic Head 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.

(19) The desirable student teacher ratio should be 20 to 1 and at least 60% of the staff should be whole time qualified teachers as prescribed by the University. Part time teachers should also be qualified as prescribed by the University.

(20) There shall be a librarian with master degree in the relevant subject and sufficient library staff.

(21) The college/institution library should be located in a covered area having seating arrangement for at least 20 percent of the total number of enrolled students.

(22) The college/institution library should have at least five sets of each text/recommended book of all relevant subjects and a reasonable number of books in each subject.

(23) Initially books worth not less than Rs. 300,000/- shall be purchased for the library. Thereafter at least Rs. 100,000/- shall be allocated annually for acquisition of books/journals/magazine etc. for the library.

(24) Services of full time/part-time Medical Officer shall be engaged who shall have medical equipment available to him/her to meet emergency cases.

(25) Affiliated college/institution shall have to observe Academic Calendar of the GC University Lahore.

(26) The college/institution shall have morning classes and may be allowed to have evening classes after the clearance from the University. The total number of students in evening classes shall not exceed the number of students admitted in the morning classes.

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

(28) The college/institution will follow the examination system as prescribed by the University for affiliated college/institution.

(29) The college/institution 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 and will be subject to inspection by the University.

(30) All the salaries should be paid through a bank.

(31) College/Institution record shall not be removed from the college/institution premises and shall remain available for inspection at all times by the Affiliation Committee.

(32) The college/institution shall provide full fee concession to at least 5 percent and half fee concession to at least 5 percent of the enrolled students.
Affiliation shall initially be granted for four years to a particular programme. It may be extendable subject to the performance as ascertained through visitation. The college/institution management must apply for grant of extension in affiliation on the prescribed form three months before the end of affiliation period.

The number of students to be admitted to a particular programme shall be determined by GC University Lahore at the time of grant of affiliation and only those shall be registered.

No affiliation shall be granted with retrospective effect. The GC University Lahore shall have the discretion to grant/refuse/suspend/cancel affiliation to any programme or may offer provisional affiliation. However, the affected party shall have one right of appeal to the University authority according to the rules.

The Affiliation Committee shall have the power to arrange for visitation at a time of its own choice and may pay surprise visit(s).

Any Affiliated college/institution may advertise in the print or other media. However, any deliberate misrepresentation shall be treated as sufficient basis for withdrawal of affiliation.

The college/institution shall follow all instructions/regulations 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.

Rules are subject to change and affiliated college/institution is bound to implement these changes.

4. **Special Conditions for Grant of Affiliation to Information Technology College/Institution**

1. Purpose built building should be allotted.
2. The management should deposit an amount as security in the University account (Table 1).
3. The Principal shall be having Master degree in Computer Science or equivalent degree from a recognized university with 5 years of relevant experience.
4. At least 6 whole time teachers should have the qualifications as prescribed by the University consisting of at least 3 M.C.S. or equivalent degree holders.
5. Computer laboratory facilities for 50% of students admitted at a time should be provided.
6. At least 2 multi-medias should be provided in the class rooms.

5. **Special Conditions for Grant of Affiliation to Commerce College**

1. Purpose built building should be allotted.
2. The management should deposit a security in the University Account (Table 1).
3. The Principal shall be having M.Com./MBA degree from recognized university with 5 years relevant experience.
4. At least six whole time teachers having qualifications prescribed by the University, should be appointed initially. At least 4 of them should be M. Com. or equivalent degree holders.
(5) There shall be a computer laboratory properly equipped to accommodate 20% of the students admitted at a time.

6. Special Conditions for Grant of Affiliation for Post Graduate Programmes
   For postgraduate classes (MS/MPhil), separate block is needed with following facilities:
   (i) Two class rooms
   (ii) Computer facilities
   (iii) Laboratories where required
   (iv) At least two PhD teachers
   (v) Sufficient number of support staff
   (vi) Office of Chairperson
   (vii) Offices for teachers
   (viii) Postgraduate Library

7. Procedure for Grant of Affiliation
   (1) Application for grant of affiliation on the prescribed form along-with required documents; complete in all respect shall be submitted to the Registrar not later than 30th June each year.
   (2) The University considers the cases of affiliation only for those disciplines, which are offered by the University.
   (3) Admission to the teaching programme(s) applied for affiliation must not be made until and unless the college/institution is granted affiliation/addition in affiliation by the University.
   (4) 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.
   (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 college/institution.
   (6) The college/ institution will be asked to submit visit fee. After deposit of the dues, visit of the college/institution will be scheduled.
   (7) After visit, the Affiliation Committee will submit its recommendations for consideration to the Vice Chancellor/Syndicate.
   (8) After approval of recommendations, the institution will be asked to submit the prescribed amount of security fee after which a notification will be issued.