



**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

1st July, 2021

NOTIFICATION

No. SO (Univ.) PHEC-1/2021 Government of the Punjab has been pleased to approve following Criteria/ Guidelines for Affiliation of Institutions by Private Sector Universities/Degree Awarding Institutes, Punjab, 2021:

- 1. Title:** - This Criteria shall be cited as Criteria for Affiliation of Institutions by Private Sector Universities / Degree Awarding Institutes, 2021.
- 2. Definitions:** In this Criteria:
 - a. 'Affiliation' means affiliation to an Affiliating University/ Degree Awarding Institute (DAI);
 - b. 'Affiliation Committee' means the Affiliation Committee constituted by an Affiliating University/DAI;
 - c. 'Affiliating University/DAI' means a private chartered educational body having the power to award degree and grant affiliation in its Charter and duly notified by the Government as an Affiliating University/DAI according to the following benchmarks:
 - a) No inspection and inquiry proceedings should be pending against an Affiliating University/DAI;
 - b) An Affiliating University/DAI fulfills the criteria of Commission in terms of faculty, facilities and infrastructure requirements at its principal seat;
 - c) An Affiliating University/DAI has satisfactory research productivity over the last five years;
 - d) Degrees issued by an Affiliating University/DAI have been recognized / attested by the Commission for the last five years.
 - d. 'BOG' means Board of Governors as provided and constituted under the Act / Ordinance of an Affiliating University/DAI;
 - e. 'Commission' means Higher Education Commission set up under the Higher Education Commission Ordinance 2002 (LIII of 2002);
 - f. 'Government' means Government of the Punjab;



- g. 'Institution' means legally established educational body seeking affiliation with an Affiliating University/DAI;
- h. 'Prescribed' means prescribed by the Affiliating University/DAI or Commission or Punjab Higher Education Commission, as the case may be;
- i. 'Principal' means the head of a college and includes Director and Chief Executive of the Institution applying for affiliation;
- j. 'Principal Seat' means the principal campus of an Affiliating University/DAI which is provided in its Act / Ordinance; and
- k. 'Punjab Higher Education Commission' means the Punjab Higher Education Commission set up under the Punjab Higher Education Commission Act 2014 (I of 2015);

3. Legal Formalities:

- i) An Affiliating University/DAI should have the provision of grant of affiliation in its Act / Ordinance.
- ii) The Universities shall not grant affiliation to any Institution in other provinces and Islam Abad Capital Territory (ICT).
- iii) The ownership of the Institution should vest in a body corporate and not in individual(s) or family. It should be registered under the relevant laws of Companies Ordinance / Societies Registration Act / Trust Act as a Company / Foundation / Society / Trust. This shall not be required in case the Institution is in the public sector.
- iv) A copy of the Registration Deed along with a Memorandum of Association shall be supplied to Affiliating University/DAI to examine the objectives and credentials of the members. A brief profile of each member of management shall also be provided.
- v) Each time an Affiliating University/DAI intends to affiliate an Institution, its case shall be processed in accordance with this Criteria and the provisions of Section 12 of PHEC Act, 2014.



- vi) An Affiliating University/DAI shall grant affiliations only on subject basis duly authorized to it by the Government on the recommendations of Accreditation Committee in terms of Section 12 of PHEC Act, 2014. In case of programs in which regulators, that is, PEC, PBC, PCP etc. are involved, NOC of the regulatory body shall be obtained according to the Institutional, academic and infrastructural requirements of such a regulatory body prior to applying to PHEC for grant of affiliation.
- vii) An Affiliating University/DAI and Institution shall follow the Guidelines of Commission and PHEC with regard to affiliation of Institutions by the private sector Universities / DAI, for the time being in force or framed from time to time.
- viii) The Affiliating University/DAI shall apply to PHEC under Section-12(d) of the PHEC Act for obtaining the approval of its affiliation policy.
- ix) The Institution seeking affiliation with the Affiliating University/DAI shall obtain No Objection Certificate (NOC), before applying for affiliation, from Director Public Instructions (DPI) (Colleges) Punjab.
- x) The Affiliating University/DAI shall grant affiliation only on subject basis. No subject shall be offered or taught without prior approval of the Affiliating University/DAI.
- xi) That permission granted shall be restricted to a specified place and for a particular subject or subjects. No sub-campus, outpost or branch shall be established or franchised by an Affiliating University/DAI or by the affiliated Institution other than the duly notified permission.
- xii) That maximum number of affiliated programs to be housed at an Institution shall be determined by the Accreditation Committee on a case-to-case basis keeping in view the quality of education *viz-a-viz* available infrastructure at the required piece of land under this Criteria.
- xiii) Institution will follow the Guidelines of the PHEC and Affiliating University/DAI with regard to affiliation of Institutions, for the time being in force or framed from time to time.



- xiv) All examinations leading to award of degrees/diplomas/certificates shall be carried out by the Affiliating University/DAI.
- xv) Affiliating University/DAI shall inscribe the name of Institution, wherefrom a student has completed his degree/ program, on the degree.
- xvi) Affiliating University/DAI shall notify the list of affiliated Institutions annually and place it on official website for public information.
- xvii) Formal agreement between Affiliating University/DAI and Institution regarding affiliation shall be reduced to writing. Sample agreement is appended at Annex-1.
- xviii) Relationship between Affiliating University/DAI and Institution shall be guided by Affiliating University/DAI-Institution relationship. Sample guidelines are appended at Annex-II. Institution shall satisfy the Affiliating University/DAI in accordance with sample guidelines appended at Annex-III.

4. Application for Affiliation:

- 1) An Institution shall make an application to the Registrar of the Affiliating University/DAI on prescribed form at least 6 months prior to academic session. Sample application form is placed at Annex-IV. There shall be an application processing fee at such rates as may be prescribed by the Affiliating University/DAI.
- 2) The Institution shall satisfy Affiliating University/DAI with regard to objectives of the Institution and credentials of the members of the corporate body.
- 3) Affiliating University/DAI shall not affiliate subjects which are not being offered and taught in its principal seat.
- 4) The CV's of faculty shall be provided along with application for affiliation.
- 5) The BOG, after making itself satisfied in accordance with the procedure it may prescribe for the evaluation of applications for affiliations, shall resolve to process the case for the grant of affiliation in accordance with the procedure prescribed in Section 12 of PHEC Act, 2014.

5). Conditions Governing the Grant of Affiliation:

An Institution seeking affiliation to an Affiliating University/DAI shall satisfy:



5.1). Institutional and Academic:

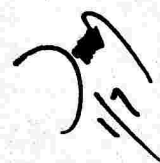
- i) That the Institution is functional under the management of a regularly constituted governing body;
- ii) That the Institution is suitable from academic point of view. Sustainable physical viability, availability of water, electricity, fuel/gas, telephones and internet shall be ensured;
- iii) That the Institution is easily accessible to students and general public at large;
- iv) The Institution is located on a minimum of 0.5 acres (4 kanals) land with required physical infrastructure;
- v) That Institution has made provision for well-equipped laboratory facilities before seeking affiliation in any branch of experimental science, and well-equipped IT laboratory having internet connectivity sufficient for the needs of students and teachers before seeking affiliation in any field of Computer Science/Information Technology (IT);
- vi) That Institution has made provision for library which is stocked with at least 100 books per subject as text and reference books, 100 general reading books, and at least 200 books per subject for supplementary reading. The Institution shall spend at least Rs. 50,000/- per annum for updating the library by adding new editions and titles. The Institution shall subscribe to 10 daily newspapers and 5 monthly / weekly periodicals;
- vii) That the library of the Institution has seating facility for minimum of 10% of the total number of students for that shift.
- viii) That Institution shall maintain internet connectivity 10Mbps bandwidth per student with appropriate number of computers depending upon the student's population and the subjects offered;
- ix) That Institution shall grant, to at least 10% of students, fee exemptions and scholarships on tuition fee on need basis;
- x) That permission granted shall be restricted to a specified place and for a particular subject or subjects. No sub-campus or branch shall be established or franchised;



- xi) That the strength and qualifications of teaching and other staff and the terms and conditions of their service are adequate;
- xii) That the Institution has framed proper rules regarding the efficiency and discipline of its staff and other employees;
- xiii) That in drawing up the organizational structure of the Institutions, the standard and quality of teaching and efficiency of the system must be ensured;
- xiv) That the strength and qualifications of the teaching and other staff, and the terms and conditions of their service, are appropriate enough to provide for courses of instruction, teaching and training work to be taken;
- xv) That the Institution has at least 4 full time faculty members including one PhD or two M.Phil/ MS in the relevant subject to start a BS 4 years program;
- xvi) That the Institution has at least 4 full time faculty members with Masters/ BS 4 years to start an Associate Degree Program;
- xvii) That the workload of the faculty does not exceed the limits prescribed by the Government / affiliating Universities for affiliated Institution in public sector;
- xviii) That the courses of study and syllabi taught in an Institution shall be same as being followed by the Affiliating University/DAI;
- xix) That the Institution shall be governed by the statutes, regulations, rules framed by the Affiliating University/DAI from time to time regarding general scheme of studies, duration of courses, the medium of instruction and examination, detailed syllabi for examination held by Affiliating University/DAI and the conditions under which students shall be admitted to the examination of Affiliating University/DAI etc.
- xx) That the Institution shall not admit students except in the subjects duly affiliated to Affiliating University/DAI;
- xxi) That the Institution shall provide career counseling and job search services to students.
- xxii) That Institution shall establish QEC.
- xxiii) That the Institution shall implement / meets the HEC Quality Criteria.

5.2). **Financial:**

- i) That the Institution is financially stable and has the ability to sustain a regular functioning and efficient working;



- ii) That the Institution shall furnish such reports, returns and other information as the Affiliating University/DAI may require, to enable it to judge the financial sustainability and soundness of the Institutions;
- iii) That Institutions 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;
- iv) That working capital of at least Rs. 2.0 Million lies with the Institution for smooth functioning of the affairs of Institution;
- v) That tangible asset in form of land, building of the Institution etc. not less than Rs. 5.0 Million are in existence on ground.
- vi) That above financial arrangements are supported by documentary evidence.

5.3). Constitutional and Cultural:

- i) That the Institution shall strictly comply with and respect the constitutional provisions, local laws, cultural and religious sensitivities;
- ii) That the Institution shall restrict to teaching, training and co-curricular activities. Political or other activities detrimental to national, religious, social or local culture shall not be undertaken.

5.4). Co-Curricular & Health Care-Facilities:

- i) That the Institutions shall promote the extra-curricular and recreational activities of students, and to make arrangements for promoting their health and general welfare;
- ii) That Institution shall ensure to provide co-curricular activities like debating contest, declamation contest, Quran Khawani, Naat Khawani, holding of Musharahas, campfire, boy scouts, girl's guides activities etc. Excursions to places of historical importance and student's visits to factories, stock exchanges, chambers of commerce & industries and other educational trips etc. shall also be arranged for augmenting the development of students;
- iii) That indoor and outdoor facility for games shall be ensured to provide healthy outlets to the youngsters for imbibing the sense of competition and tolerance. The students shall be encouraged to participate in one/two of the games. If possible the facilities of gymnasium shall also be made available;



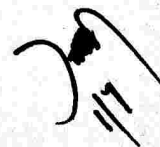
- iv) The practice of providing necessary health care to the students has gradually dwindled and dispensed with in most of the Institutions. Since, the students work in groups and have to spend most of the time together, the chances of catching the contagious / infectious diseases are greater than in any other gathering. That's why, it is advisable that quarterly medical checkup shall be ensured, and students be advised for health problems.

5.5). Space Standards:

- i) That the Institution is located in a spacious, separate and independent building conducive for academic activities, situated on plot of at least half acre (04 kanals), has the potential for further development, without any other Institution sharing the premises;
- ii) That sufficient space in shape of classrooms, common room, library, laboratories and common room for girls shall be available with appropriate size not less than 16' X 32' sq. ft. for each section of a class;
- iii) That the size of laboratory in case of Basic / Natural and Applied Science subjects is at least 20' X 40' sq. ft.;
- iv) That Institution has an auditorium, 2 class rooms, students common room (in case of girl's students) and staff room;
- v) That Institution has adequate canteen, toilets, a dispensary and facility for indoor and outdoor games;
- vi) That Institution meets space standards as laid down in Form appended at Annex -V.

6). Monitoring, Visitation and Report:

- a) An Affiliating University/DAI shall constitute an Affiliation Committee with its composition and TOR as may be prescribed by its BoG for the consideration of applications of grant of affiliations at BoG level and subsequently for monitoring and visitation of its affiliated Institution(s).
- b) The following general guidelines may be considered for the purpose:
An Affiliation Committee may comprise the following:
 - i. The Chairman; a professor of an Affiliating University/DAI to be nominated by Vice-Chancellor / Rector of an Affiliating University/DAI.



- ii. Two Professors / Associate Professors of an Affiliating University/DAI of different disciplines, in which affiliation is being sought by the Institution.
 - iii. An Associate Professor / Assistant Professor of a local Institution of concerned academic discipline.
 - iv. An Affiliation Committee may co-opt an expert for specific meetings from inside or outside the Affiliating University/DAI, conforming to the matter being considered.
- c) PHEC shall be empowered to cause monitoring, evaluation, inspection and visitation of the performance of the Affiliating University/DAI including its out posts, faculties, departments and disciplines through Accreditation Committee in terms of Section 10 and 12 of PHEC Act, 2014.

7). Extension in Affiliation:

For extension in affiliation, addition in the allocated seats or of new programs of study, the procedure prescribed for affiliation of an Institution in this Criteria shall be followed. For a case of extension, an Affiliating University/DAI shall provide semester-wise intake and passed out details of the students enrolled at the affiliated Institution along with the approval of its BoG granted on the recommendation of Affiliation Committee of the Affiliating University/DAI.

8). Formal Agreement:

- i) All arrangements of affiliation between Institution and Affiliating University/DAI shall be agreed upon and reduced to writing formally as approved legal agreement and signed by senior authorized representatives. Detailed arrangements for partnership shall be set out clearly in the agreement and memorandum of understanding;
- ii) The agreement shall take into account the scope of the arrangements, responsibilities, financial arrangements, quality control mechanism, mode and means of payment, validity period, procedure for resolution of differences and termination of agreement etc;
- iii) The agreement shall clearly spell out the provisions for quality control mechanism including monitoring, assessment procedures and review and visitation;

- iv) The validity period of the agreements shall be clearly agreed upon by the parties. Any provision or extension should specify the requirements for review;
- v) Termination of affiliation shall safeguard the interests of the students and shall be duly notified to the general public and Punjab Higher Education Commission.

9). Conditions and Procedure for Dis-affiliation:

- 1) If an Institution affiliated to an Affiliating University/DAI fails to fulfill any requirement of the this criteria/Guidelines or fails to observe any of the conditions of affiliation or its affairs are conducted in a manner prejudicial to the interest of education, BOG of the Affiliating University/DAI may, in the prescribed manner, and after considering any representation that the educational Institution may wish to make, modify or withdraw all or any of the privileges conferred on the educational Institution by the affiliation.
- 2) Where any Institution has been refused affiliation or all or any of the privileges conferred on any Institution by affiliation have been modified or withdrawn under sub-section (1), it may, within the prescribed period, apply for review to the BOG against such refusal and the application shall be disposed of in such manner as may be prescribed.
- 3) In case of Disaffiliation of an Institution, the placement of students already enrolled in the Institution will be the joint responsibility of Institution and Affiliating University/DAI. However, if no appropriate alternate academic arrangement is possible for the students of disaffiliated Institutions, such students shall be given the option to join, without additional or extra financial setting, the Affiliating University/DAI which had affiliated Institution.

10). Fees for Affiliation:

The Institution shall be required to pay an annual affiliation fee, at such rates as may be prescribed, to cover the cost of services provided by the Affiliating University/DAI.

**BY THE ORDER OF THE GOVERNMENT
SECRETARY
HIGHER EDUCATION DEPARTMENT**

No. & Date Even

A copy is forwarded for information and necessary action to:-

1. Principal Secretary to Governor, Punjab.
2. Principal Secretary to Chief Minister, Punjab w.r.t. his diary No. 13909, dated 07.05.2021.
3. The Chairperson, Higher Education Commission, Islamabad.
4. The Chairperson Punjab Higher Education Commission, Lahore.
5. P.S. to Minister for Higher Education Punjab, Lahore.
6. P.S. to Secretary, Higher Education Department, Lahore.
7. P.S. to Additional Secretary (Universities) Higher Education Punjab, Lahore.
8. P.A. to Deputy Secretary (Universities-I&II) Higher Education Punjab, Lahore.
9. The Superintendent, Government Printing Press, Punjab, Lahore, with the request to publish the Notification in the Official Gazette of Punjab.
10. Notification file.

(INAM-UL-HAQ)
SECTION OFFICER
(PVT-UNIV.II)

Annexure - I

Formal Agreement between University and Institute:

- i) All arrangements of affiliation between Institution and Affiliating University/ DAI shall be agreed upon and reduced to writing formally as approved legal agreement and signed by senior authorized representatives. Detailed arrangements for partnership shall be set out clearly in the agreement and memorandum of understanding;
- ii) The agreement shall take into account the scope of the arrangements, responsibilities, financial arrangements, quality control mechanism, mode and means of payment, validity period, procedure for resolution of differences and termination of agreement etc;
- iii) The agreement shall clearly spell out the provisions for quality control mechanism including monitoring, assessment procedures and review and visitation;
- iv) The validity period of the agreements shall be clearly agreed upon by the parties. Any provision or extension should specify the requirements for review. Termination of affiliation shall safeguard the interests of the students and shall be duly notified to the general public and Punjab Higher Education Commission.



AFFILIATING UNIVERSITY/DAI - INSTITUTION RELATIONSHIP

The Affiliating University/DAI will consider application for affiliation from Institutions offering programs similar to those offered by the Affiliating University/DAI. The Quality Assurance System governing Affiliating University/DAI and the Institution must be designed to meet the following conditions:

- a) It is rigorous enough to offer the security about the standard and quality of the programs being provided.
- b) It provides frequent and reliable two-way communication between the Institution and the Affiliating University/DAI.
- c) It is effectively managed both academically and administratively.

In practice, the nature of the Affiliating University/DAI relationship with each Institution may be different, because of the previous experience of staff, the profile of the portfolio of programs to be offered, the resources available, and geographical location.

- a) The Affiliating University/DAI should take an institutional view of the context within which higher education programs are to be provided. It should set up a team to visit the Institution to review the facilities available for higher education students and to discuss with staff of the Institutions and their counterparts in the Affiliating University/DAI involved in managing the proposed affiliation provision a range of matters including:
 - i. Communications, and particularly the lines of academic accountability from the Institutions programs to the Affiliating University/DAI.
 - ii. Arrangements for the academic and administrative management of the programs to be offered.
 - iii. Learning resources: provision on site, and arrangements for access to the Affiliating University/DAI's collections

- iv. Staffing strategy: procedures for the identification and appointment of staff to teach, plans for staff development and scholarly activities, and arrangements for staff management and deployment.
 - v. The provision of information to students in publicity material, handbooks etc., and related matters such as appeals and complaints procedures.
 - vi. Student services.
 - vii. Relationships with academic service providers of the Affiliating University/DAI, the Admissions Department and the relevant Faculty Office(s), to secure the integrity of the admissions and, particularly, the assessment processes:
- b) The Affiliating University/DAI may prefer arrangements in Institutions which bring all their higher education provision together in one policy making forum, constituted to be able to make and secure the implementation of academic judgments on the affiliated higher education programs being offered:
 - c) The Affiliating University/DAI should make arrangements to monitor periodically the effectiveness of the relationship with its affiliated Institutions.

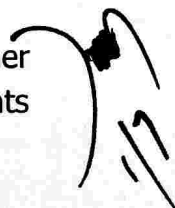


GUIDING CRITERIA

An affiliated Institution should possess the following characteristics. It should be able to provide evidence that:

- Its policies for academic planning, quality assurance and resource allocation are coherent and relate to its mission aims and objectives.
- Its systems of governance and management embody clear functions and lines of accountability and responsibility.
- It has demonstrable depth and strength of academic leadership.
- Its missions, policies and systems are developed, implemented, communicated and reviewed through consultation with stakeholders.
- It is able to demonstrate continued confidence and stability over an extended period of time in its governance, financial control, quality assurance arrangements and organizational structure.
- Its programs are established and maintained at the appropriate academic standards, as confirmed by academic peers from other higher education Institutions and, where appropriate, from professional and statutory bodies.
- Its programs are regularly self-assessed through annual monitoring and periodic review to ensure that they consistently meet stated objectives and outcomes, and that their subject matter and pedagogical methods are kept up to date.
- Its procedures specify the body responsible for approving amendments to approved programs.
- Its academic authority is vested in the academic council or equivalent, and the responsibilities of the bodies established within the academic committee structure are clearly differentiated, with their powers of decision, discretion and action carefully described.
- It defines monitors and maintains academic standards through its assessment criteria and practices, which in turn are related to declare learning objectives and learning outcomes.
- It monitors the effectiveness of its learning and teaching infrastructure, ensuring that teaching is consistent with stated objectives and learning outcomes, and that resources for learning are adequate to facilitate students learning to the standard required.
- Its admissions, student induction and student counseling arrangements support its academic aims.
- It engages external peers in the assessment of its students.

- It monitors the reliability and validity of its assessment practices, and the outcomes of its monitoring inform program planning decisions.
- It manages its assessment procedures expeditiously, and keeps its examiners and students informed at the earliest opportunity.
- It gives students constructive formative feedback on their assessed work.
- It is able to monitor student progression and performance and provide timely and accurate information to satisfy academic and non-academic information needs.
- Its staff is well qualified, with a significant proportion having higher degrees, relevant professional qualifications and experience, experience of teaching elsewhere in higher education, and experience to curriculum and assessment design.
- Its staff is actively engaged with the pedagogic development of their discipline, through subject associations and relevant professional bodies, Institutional staff development opportunities, and teaching development activities.
- Its staff are acknowledged by external academic and professional peers as having academic expertise, as demonstrated through research and scholarly activity, consultancy, external funding for academic development initiatives, and contributions to professional journals.
- Its staff maintains the high professional standards associated with higher education, as demonstrated by the formal consideration of feedback from students and other stakeholders, including reports from professional bodies.



APPLICATION FORM FOR AFFILIATION

Note: please answer every question clearly and fully

1. General:

- i. Name of Institution, address with fax/email/telephone numbers;
- ii. Year and objectives of establishment;
- iii. Name of the controlling authority/chief executive;
- iv. Name, designation and qualifications of the head of Institution;
- v. Name of registered Society/body, Trust, Foundation, NGO etc.;
- vi. Governing body, its composition, and other relevant details.

2. Physical facilities:

- i. Infrastructure available in shape of land, type of current building and total covered area of the administration building;
- ii. Total number and size of class rooms, capacity for students;
- iii. Details of the laboratories, workshops and equipment's appropriate to the courses;
- iv. Details of the office equipment, furniture and fixtures;
- v. Number of quarters/residence at the campus for teaching staff;
- vi. Details of sports grounds and other facilities;
- vii. Position of gas and water and electricity fitting;
- viii. Transport vehicles for official use and students;
- ix. Details of hostel buildings;

3. Academic facilities:

- i. Current academic programs presented at Institution;
- ii. Details of subjects to be offered at Bachelor's level with proposed combinations of academic groups;
- iii. Subjects to be offered at Master's level

4. Faculty/staff:

- i. Faculty strength, names of members of teaching staff, their qualification, designations, experience, pays scales;
- ii. Mode of appointment of teaching staff and criteria of selection;
- iii. Total number of non-teaching, administrative and supporting staff, their designation, qualifications and experience;
- iv. Details of medical services for students and employees.

5. Library:

- i. Number of books, textbooks, journals (international and national), periodicals, newspapers, reference books in library;
- ii. Information regarding accommodated number of students in reading room.

6. Facilities regarding Information Technology:

- i. Details of computer literacy and integration of networking and visualization into normal Institutional activities, student computer ratio;
- ii. Internet connectivity available to students.

7. Students:

- i. Total number of students enrolled in the Institution;
- ii. Enrolment of students' level-wise.

8. Admissions:

- i. General policy;
- ii. Number of students to be enrolled, level-wise;
- iii. Procedures and criteria of admission.

9. Quality assurance and student supervision:

- i. Arrangement for academic supervision of students;
- ii. Arrangements for quality assurance;
- iii. Level of administrative and technical support for quality assurance.

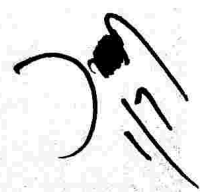
10. Finances:

- i. Financial position of Institution and sources of income to meet the recurring and developmental expenses of the Institution;
- ii. Receipts in form of grants, donations, gifts, assets and investment income and fees in term of regular, casual and miscellaneous;
- iii. Recurring expenditure in term of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.

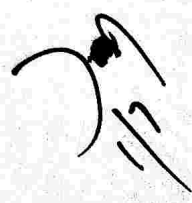
11. Additional information, if any.

STANDARD CRITERIA FOR AFFILIATION OF AN INSTITUTION

Component	Nature of Requirement	Standards/Norms for affiliation of Institutions		Available Facilities in College
Departments	Departments (Physics, Chemistry etc.)	Only One Department		
	Teacher: Student ratio	1:20	Maximum for Science subjects involving lab. Work	
		1:30	For others	
	No. of administrative staff including laboratories, library & other staff for miscellaneous duties.	Equal to teaching staff		
Teaching Faculty	Faculty	<p>At least 4 full time faculty members including one PhD or two M.Phil / MS in the relevant subject are required to start a BS 4 years program.</p> <p>At least 4 full time faculty members with Masters / BS 4-years are required to start an Associate Degree Program.</p>		
Libraries	Journals	Subscription to 5 journal / scientific magazines, at least 5 monthly / weekly periodicals		
	Books required	At least 100 text and reference books per subject 100 general reading books and at least 200 books per subject for supplementary reading		
Facilities	Hall / Lecture theatres	16' x 32' for each section of class (not exceeding 40 students)		



Component	Nature of Requirement	Standards/Norms for affiliation of Institutions	Available Facilities in College
	No. of rooms required	2 lecture rooms, 1 seminar room, 1 Library cum Reading room, 1 committee room	
Teaching and Administrative Staff Offices	Required for each College	1 Staff room 1 Faculty office	
Laboratories / Workshops / PC / Internet service	No. of laboratories required	At least 1 Lab. Per department with appropriate space (in case of science subject)	
	Workshops	20 to 40 sq. ft. per student	
	PC / Laptop / Computers	Computer Lab. for 40-50 students 1 for 3 students in case of IT Courses	
	Internet service	Minimum 10 Mb access rate shall be provided	
Gross Area	Area in acres	1/2 acre (04 kanals) at least (depending upon the location having potential for further development)	
	Built in / covered Area	Minimum 100 sq. ft. per student at one time	
	General facilities: office, staff rooms, cafeteria, reading room, auditorium, committee room, conference room, housing for staff, parking space, and toilets etc.	Basic facilities for staff and students	
Hostels (Desirable)	Cubicles (desirable) Dormitories (desirable) Dinning (desirable) Gross space (desirable)	-	
Scholarships	Scholarships and free ships	At least 10% of the students to be given scholarships / concession in tuition fee	



Component	Nature of Requirement	Standards/Norms for affiliation of Institutions	Available Facilities in College
Finance	Endowment Fund (Secured in the name of Trust / Society etc.)	Rs. 1.0 million	
	Tangible assets in the form of land / building etc.	Rs.5.0 million	
	Working Capital	Rs.2.0 million	
	Total:	Rs.8.0 million	

Note: The requirements of Faculty, Labs, Workshop, Library, Student Teacher Ratio (STR) may differ for different subjects keeping in view the professional councils' requirements (such as LAW, PEC etc).

(INAM-UL-HAQ)
SECTION OFFICER
(PVT-UNIV.II)