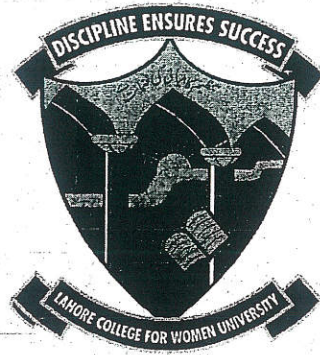


AFFILIATION RULES



(Vide Notification No. Reg/LCWU/3632, Dated: 12th August 2010)

**LAHORE COLLEGE FOR WOMEN
UNIVERSITY, LAHORE**

AFFILIATION RULES

LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE

1. 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.
2. The applicant shall deposit security and visitation fee prior to the visit of the Institute/College as prescribed for each category of the college. This security can be used for the purpose of recovering any balance/penalty out-standing towards college payable to the University.
3. Inspection fee for each visit and re-visit shall be Rs. 30,000/- and Rs. 15,000/- respectively or as prescribed by the University from time to time. (Appendix-I)
4. The college shall be located in a spacious, 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 from the local bodies regarding suitability of the proposed location for establishment of the college be provided.
5. No change in the premises will be made without prior permission from the LCW, University. The new site will be visited by the Affiliation Committee for approval.
6. Where a College is proposed to be located in a rented premises, the Management shall ensure that the College will acquire its own building within a period of five years preferably in a non-residential area.
7. An Affiliated College 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. Adequate hostel facilities must be separately provided for female students admitted unless otherwise dispensed with.
9. 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.
10. Seating in classes will be provided for 100 percent students allocated to each particular Section of the Class.
11. 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.

12. 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.
13. The College shall have proper Canteen, Toilets, Student's Common Room, Dispensary arrangement and Playgrounds facilities.
14. The Principal shall be a duly qualified whole-time employee having the qualifications & experience prescribed by the LCW, University and shall be paid accordingly.
15. Change of Principal 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.
16. There should be adequate number of whole time qualified teachers as prescribed by the University. Part time teachers should also be qualified as prescribed by the University.
The committee will judge the ratio of whole time and part time teachers.
17. There shall be whole-time Sports Officer and Librarian. They shall have Master degrees in the relevant subjects.
18. The Librarian shall have at least one Library Assistant and other essential Library Staff.
19. The College Library should be located in a covered area having seating arrangement for at least 20 percent of the total number of enrolled students.
20. The college library should have at least five sets of each text/recommended book of all relevant subjects and a reasonable number of reference books along with relevant University publications, specially Urdu Encyclopedia of Islam. It should also have a considerable number of books related to the discipline of humanities specially literature.
21. Initially books worth not less than Rs 5,00,000/- shall be purchased for the college ~ library. Thereafter at least Rs. 100,000/- shall be allocated annually for acquisition of books for the library and Rs. 50,000/- for purchase of journals/magazine etc.
22. The Library shall subscribe at least 5 reputable International / National Journals of related fields as determined / approved by the Affiliation Committee / Experts.
23. The College shall establish a Book Bank capable of providing prescribed textbooks to at least 10 percent of the students on the rolls.
24. Services of part-time Medical Officer shall be engaged who shall have medical equipment available to him to meet emergency cases.
25. Classes shall be held six days a week and academic year shall be equivalent to the academic session of the University.
26. 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 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.
29. Whole time Faculty, Librarian and DPE shall be paid the minimum scales prescribed by the University for Commensurate Posts.
30. All the salaries should be paid through cheques. The salaries exceeding Rs. 5,000/- should be paid through crossed cheques.
31. College record shall not be removed from the college premises and shall remain available for inspection at all times by the Affiliation Committee.
32. The College shall provide full fee concession to at least 10 percent and half fee concession to at least 10 percent of the enrolled students.
33. Affiliation shall initially be for one session. It may be extendable for further two sessions depending on the performance as ascertained through visitation. The college management must have to apply for grant of extension in affiliation on the prescribed form up to 31 May of the relevant year.
34. No affiliation shall be granted with retrospective effect.
35. The LCW, University shall have the discretion to grant/ refuse/ suspend/ cancel affiliation in any subject. However the affected party shall have the right of appeal to the University authority according to the Rules.
36. The Affiliation Committee, LCW, University shall have the power to arrange for visitation at a time of its own choice and may pay surprise visits.
37. Any Affiliated College may advertise in the print or other media.
38. However, any deliberate misrepresentation shall be treated as sufficient basis for withdrawal of affiliation.
39. The college shall follow all instructions/ regulations issued by the University from time to time.
40. 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.

Note:

Application for grant of affiliation/extension in affiliation/addition in affiliation or increase in intake on the prescribed form duly filled in shall be received up-to 31st May of every year. Incomplete applications submitted after the due date shall not be entertained.

**SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO
DEGREE COLLEGES**

1. The management should deposit an amount of Rs. 1,50,000/- as security in the LCW, University Account.
2. The Principal shall be at least having Master degree (III division) from recognized university with at least five years experience.
3. At least two whole time teachers having qualifications prescribed by the University for each subject applied for affiliation should be appointed.
4. For each subject of experimental science a separate independent well-equipped laboratory should be provided for degree classes.
5. All recommended books of each subject should be available in graduate library.

**SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO TEACH
POST GRADUATE CLASSES**

1. The management should deposit an amount of Rs. 2,00,000/- for each subject applied for, as security in the LCW, University Account.
2. There should be a separate block for postgraduate classes consisting of the following facilities:
 - a. At least 2 class rooms of reasonable size specially meant for post graduate classes.
 - b. Separate laboratories for experimental subjects.
 - c. Office for the Head of the Department.
 - d. Offices for the teachers.
 - e. Common room for the students.
 - f. Separate Post Graduate Library/reading room.
3. Teaching Staff
 - a. Seven (7) teachers specified for Master degree classes.
 - b. There should be at least one (1) *Ph.D/M.Phill* foreign qualified teacher in the faculty.
4. Library
 - a. At least five hundred titles of books should be available in the post graduate library.

**SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO
COMMERCE COLLEGE**

1. A separate full-fledged college should be established.
2. The management should deposit an amount of Rs. 3,00,000/- as security in the LCW, University Account
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 percent of the Students admitted at a time.

**SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO
INFORMATION TECHNOLOGY COLLEGES**

1. A separate full-fledged college should be established.
2. The management should deposit an amount of Rs. 3,00,000/- as security in the LCW, University Account.
3. The Principal shall be having Master degree in Computer Science or equivalent degree from a recognized university with 5 years relevant experience.
4. At least 6 whole time teachers should have the qualifications as prescribed by the University consisting of at least 3 MCS or equivalent degree holders.
5. Computer laboratory facilities for 50% of students admitted at a time should be provided.
6. At least 2 multimedias should be provided in the class room.
7. The college will follow the semester system of examination as prescribed by the University for affiliated Colleges of information technology.

PROCEDURE FOR GRANT OF AFFILIATION

1. Application for grant of affiliation on the prescribed form duly filled in shall be received up to 31st May of every year. Incomplete applications or application submitted after the due date shall not be entertained.
2. LCW, University considers the cases of affiliation only for those disciplines, which are approved by the university.

3. Admission to the teaching program 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.
6. The college will be asked to submit visit fee and security. After deposit of the dues visit of the college will be scheduled.
7. After visit, the Affiliation Committee will submit its recommendations for the consideration of the Vice-Chancellor/Syndicate.
8. After approval of the recommendations, the office orders shall be issued by the Registrar's office accordingly.

The Registrar,
Lahore College for Women University,
Lahore.

Subject: GRANT OF AFFILIATION WITH LAHORE COLLEGE FOR
WOMEN UNIVERSITY, LAHORE

The application along with proformas duly filled is submitted for grant of affiliation to teach

I solemnly affirm that the facts declared in the application are correct to the best of my knowledge.

It is requested that affiliation may kindly be granted. The undersigned undertakes to abide by all rules and conditions laid down by the University and to maintain the record/facilities properly.

Yours Sincerely

Principal

(Stamp)

APPLICATION FORM FOR GRANT OF AFFILIATION LCW, UNIVERSITY

1.	Name of Institution	
2.	Postal Address	
3.	Phone/Fax	
4.	E-Mail Address	
5.	Program/Subjects applied for affiliation	In case of Degree classes attach list of Elective and Optional subject at Ann-A.
6.	Subjects already affiliated (if any) Reference No.	Attach list at Ann-B.
7.	Detail of other disciplines being run with BISE etc.	Discipline Affiliation Recognition Enrollment
8.	Management Body (For private Institutions)	Attach copy of Memorandum and Article of Association at Ann-C. Attach copy of Registration Certificate for current session from Registrar Joint Stock Company, under the Societies Registration Act XXI of 1860 at Ann-D.
9.	Registration of the Institution/College for Private Institutions only.	Attach copy of Registration Certificate under the Punjab Private Educational Institutions (Promotion & Regulation) Ordinance Rules 1984 from Government of the Punjab, Education Department Lahore/ concerned District Govt. Ann-E.
10.	NOC from Govt, concerned (for Govt. Institutions only.)	Attach at Ann-F.
11.	Efficiency & Discipline Rules/Code of Conduct	Attach copy of Rules for employees at Ann-G. Attach copy of Rules for students at Ann- H.
12.	Prospectus	Attach Ann-I.
13.	Certificate that no other discipline is being run in collaboration/affiliation with any other University.	Attach Ann-J.
14.	Building: Owned Rented Total Area Covered Area	Attach copy of Rent deed/Registry Ann-K. Attach detail on Form No. 14-L. Attach copy of Map Ann-M.
15.	Students Hostel	Attach the detail of hostel facilities. Ann-N.
16.	Staff Residences	Attach the detail of staff residences. Ann-O.
17.	Finances: Development Funds Recurring Funds Reserve Fund	Attach detail on Form No. 17-P and 17-Q. Attach Bank guarantee/ certificate. Ann-R.
18.	Sports Facilities Grounds Equipment	Owned/ Acquired. Attach documents. Ann-S. Attach detail on Form No. 18-T.
19.	Teaching Staff	Attach detail on Form No. 19-U.
20.	Non Teaching Staff	Attach detail on Form No. 20-V.
21.	Library Detail of Books Other facilities	Attach detail on Form No. 21-W.
22.	Laboratories	Attach detail on Form No. 22-X.
23.	Others	

**APPLICATION FORM FOR GRANT OF AFFILIATION WITH
LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE**

1.	Name of Institution	
2.	Postal Address	
3.	Phone/Fax	
4.	E-Mail Address	
5.	Program/Subjects applied for affiliation	
6.	Subjects already affiliated (if any) Reference No.	
7.	Detail of other disciplines being run with BISE etc.	Discipline Affiliation Recognition Enrollment Attach as Annex-A.
8.	Management Body (For private Institutions)	Attach as Annex-B.
9.	Registration of the Institution/College for Private Institutions only.	Attach as Annex-C.
10.	NOC from Govt, concerned (for Govt. Institutions only.)	Attach copy as Annex-D.
11.	Efficiency & Discipline Rules/Code of Conduct	Attach copy of Rules for employees as Annex-E. Attach copy of Rules for students as Annex-F.
12.	Prospectus	Attach copy as Annex-G.
13.	Certificate that no other discipline is being run in collaboration/affiliation with any other University.	Attach copy as Annex-H.
14.	Building: Owned Rented Total Area Covered Area	Attach copy of Rent deed/Registry as Annex-I. Attach detail on Form No. 14-J. Attach copy of Map as Annex-K.
15.	Students Hostel	Attach the detail of hostel facilities as Annex-L.
16.	Staff Residences	Attach the detail of staff residences as Annex-M.
17.	Finances: Development Funds Recurring Funds Reserve Fund	Attach detail on Form No. 17-N and 17-O. Attach Bank guarantee/ certificate as Annex-P.
18.	Sports Facilities Grounds Equipment	Owned/Acquired. Attach documents as Annex-Q. Attach detail on Form No. 18-R.
19.	Teaching Staff	Attach detail on Form No. 19-S.
20.	Non Teaching Staff	Attach detail on Form No. 20-T.
21.	Library Detail of Books Other facilities	Attach detail on Form No. 21-U.
22.	Laboratories	Attach detail on Form No. 22-V.
23.	Others	

LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE**STATEMENT OF NON-RECURRING (DEVELOPMENT) RECEIPT &
EXPENDITURE FOR THE YEAR**

NAME OF COLLEGE

RECEIPTS	AMOUNT	EXPENDITURE	AMOUNT
Opening Balance*		Building <ul style="list-style-type: none"> • Construction • Repair • Others 	
College Funds/Fee		Furniture <ul style="list-style-type: none"> • Purchase • Repair • Others 	
Govt. Grant		Equipment <ul style="list-style-type: none"> • Purchase • Repair 	
Others		Library <ul style="list-style-type: none"> • Others 	
Total		Total	

*Give detail of resources.

Signature

Designation

LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE**STATEMENT OF RECURRING RECEIPT & EXPENDITURE FOR
THE YEAR**

NAME OF COLLEGE

RECEIPTS	AMOUNT	EXPENDITURE	AMOUNT
Opening Balance*		Salaries <ul style="list-style-type: none"> • Whole time faculty • Visiting faculty • Admin./Office Staff • Others 	
Income from Fee Govt. Grant		Building <ul style="list-style-type: none"> • Construction • Repair • Others 	
Others		Rent of Building	
		Telephone	
		Electricity	
		Sui Gas	
		Furniture	
		Lab. Equipment Library	
		Sports	
		Medical Facility	
		Miscellaneous	
		Others	
Total		Total	

*Give detail of fee i.e. Admission Fee, Tution Fee, Funds, Other charges per student per year for each program.

Signature

Designation

