

GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT



**Affiliation Rules | Government College Women University,
Sialkot**

Web: www.gcwus.edu.pk, Tell # 052-950137, 052-9250768

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1. Definition

- i. 'Affiliation' means affiliation with the Government College Women University, Sialkot
- ii. 'Affiliation Committee' means the committee, which guides the University regarding affiliation/ de-affiliation of college
- iii. 'Commission' means Higher Education Commission
- iv. 'Inspection Committee' means the committee executing inspection of the institute.
- v. 'College' means the college seeking affiliation with the Government College Women University, Sialkot
- vi. 'Principal' means the head of the college or the chief executive of the college applying for affiliation
- vii. 'Syndicate' means the Syndicate of Government College Women University, Sialkot
- viii. 'Vice Chancellor' means Vice Chancellor of Government College Women University, Sialkot
- ix. 'University' means Government College Women University, Sialkot

2. Application for Affiliation

- i. The College applying for affiliation to the University shall make an application to Registrar of the University on a prescribed form by the University at least 6 month prior to the date from which affiliation is sought. Incomplete application/s submitted after the due date shall not be entertained.
- ii. In case of Government colleges, head of the college will submit application through proper channel.
- iii. In case of private colleges, it shall be under the management of a regularly constituted governing body.
- iv. The governing body shall submit the application and no change in the ownership of the body will be permissible after affiliation without prior approval of the University.
- v. 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 at least 6 month prior to the date from which affiliation is sought.
- vi. The application shall be processed by the Affiliation Committee and be recommended for grant or refuse affiliation to an educational college to Syndicate.

Note: No affiliation shall be granted with retrospective effect.

3. Inspection and Processing Fee

- i. Government College: The application processing and visiting fee shall be Rs. 15,000 which is to be deposited along with application. Similarly, Rs. 10,000 shall be charged for every revisit.
- ii. Private College: The application processing and visit fee shall be Rs. 40,000 which. is to be deposited along with application. Similarly Rs. 20,000 shall be charged for every revisit.

4. Location

- i. The college shall be located in a spacious, separate and independent building housed on the area of at least 4 kanal. However, the area of multistory building(s) covering 4000 sq. ft. area may be considered along with the other requisite requirements i.e Playground etc in case of Private Colleges. The premises should not be shared by any other college, discipline or person. A No Objection Certificate from the local bodies regarding suitability of the proposed location for establishment of the college shall be provided.
- ii. The permission granted shall be restricted to a specified Place and for a particular subject. No sub-campus or branch shall be established or franchised.

- iii. No change in the premises will be made without prior permission from the Government College Women University, Sialkot. The new site will be visited by affiliation committee for approval.
- iv. 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 5 years preferably in a non-residential area.
- v. 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.

5. Requirement of the Building

- i. The college shall have an Auditorium, Offices and Classrooms of reasonable sizes, library, common room, laboratories of appropriate size, and the staff room for whole-time/part-time staff is also a mandatory requirement.
- ii. 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.
- iii. Seating in classes will be provided for 100 percent students allocated to each particular Section of the Class.
- iv. There will not be more than 60 students in a Section. A minimum area of 12 sq. ft. per student should be provided in the classroom.
- v. 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.
- vi. The College shall have proper Canteen, Toilets, Dispensary arrangement and Playgrounds facilities.
- vii. The college shall be responsible to provide premises for conduction the University examination at least equal to the number of students they have admitted.

6. Principal, Teaching Staff and Library Staff

- i. The Principal shall be a duly qualified whole-time employee having the qualifications & experience prescribed by the Government College Women University, Sialkot and shall be paid accordingly.
- ii. The college shall have at least 20 to 25% of the faculty with MS & Ph.D degrees, particularly in the subjects of Basic Sciences; Computer Sciences; and Information Technology Subjects.
- iii. The college in private sector must possess 50% of its teaching members employed on permanent basis with minimum prescribed qualification as Master's degree from an accredited / charter University in relevant subjects.
- iv. 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.
- v. 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.
- vi. There shall be whole-time Sports Officer and Librarian. They shall have Master degrees in the relevant subjects.
- vii. The Librarian shall have at least one Library Assistant and other essential Library Staff.

7. Facility of Library

- i. 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.
- ii. The College library should have at least five sets of each text/recommended book of all relevant subjects and a reasonable 4 number of reference books along with relevant University publications, especially Urdu Encyclopedia of Islam. It should also have a considerable number of books related to the discipline of humanities specially literature.
- iii. 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.
- iv. The Library shall subscribe at least 5 reputable International / National Journals of related fields as determined / approved by the Affiliation Committee / Experts.

8. Evening Classes

- i. The College shall have morning classes. They will not be allowed to have Evening classes only.
- ii. The total number of students in Evening classes shall not exceed the number of students admitted in the Morning classes.

9. Maintenance of Record

- i. 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.
- ii. College record shall not be removed from the college premises and shall remain available for inspection at all times by the Affiliation Committee.

10. Payment of the Salaries

- i. All the salaries should be paid through cheques. The salaries exceeding Rs. 5,000/- should be paid through crossed cheques.
- ii. Whole time Faculty, Librarian and DPE shall be paid the minimum scales prescribed by the University for Commensurate Posts.

11. Fee Concession

At least 10% students be granted fee concession and scholarship on need basis.

12. Violation of Rules/ Cancellation of Affiliation

- i. The college shall follow all instructions/regulations issued by the University from time to time.
- ii. The Affiliation Committee, Government College Women University, Sialkot shall have the power to arrange for visitation at a time of its own choice and may pay surprise visits.
- iii. Any affiliated college may advertise in the print or other media however 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.
- iv. Government College Women University, Sialkot 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 authority according to the rules.

13. Curriculum

- i. The courses of study and syllabus taught in college should be same as being followed by the University and academic year shall be equivalent to the academic session of the university.

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SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO DEGREE CLASSES

- i. The management should deposit an amount of Rs. 200,000/- as Security (Re-fundable) in the Account of Government College Women University, Sialkot.
- ii. The Principal shall be at least having Master Degree (I/II Division) from recognized University with at least five years teaching experience.
- iii. For each Subject of experimental Science a Separate independent well-equipped Laboratory should be provided for Degree Classes.
- iv. The College will follow the annual system of examinations as prescribed by the University.
- v. At least Five Hundred (500) titles of books should be available in the library for each discipline.
- vi. Trained Lab staff should be employed.
- vii. The college will follow the semester system of examination as prescribed by the University.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO TEACH BS PROGRAMS

- i. The Management should deposit an amount of Rs. 300,000/- for every discipline as Security (Re-fundable) per program in the Account of Government College Women University, Sialkot.
- ii. There should be separate block for post graduate classes consisting of the following facilities:
 - a) At least two class room of reasonable size
 - b) Office of Head of the Departments
 - c) Offices for the teachers
 - d) Common Room for the students
- iii. There shall be at least 7 whole time teachers with academic qualification specified for BS classes.
- iv. At least Five Hundred (500) titles of books should be available in the library for each discipline.
- v. Laboratories should be well equipped and according to syllabus requirement.
- vi. Trained Lab staff should be employed.
- vii. The college will follow the semester system of examination as prescribed by the University.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO TEACH POST GRADUATE CLASSES

- i. The Management should deposit an amount of Rs. 300,000/- as Security (Re-fundable) in the Account of GC Women University Sialkot.
- ii. There should be a block for postgraduate classes consisting of the following facilities.
 - a) At least 02 classrooms of reasonable size specially meant for Post Graduate classes of each discipline.
 - b) Office for the Head of Department for each discipline
 - c) Offices for teachers of each discipline.
 - d) Common room for students.
 - e) Separate Post Graduate Library/ Reading Rooms.
- iii. There shall be at least 7 whole time teachers with academic qualification prescribed by the University. There should be at least One Ph.D/M.Phil/Foreign qualified faculty member in the faculty of that subject.
- iv. Laboratories should well equipped and according to syllabus requirement.
- v. Trained Lab staff should be employed.
- vi. The college will follow the semester system of examination as prescribed by the University.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO TEACH B.ED. CLASSES

- i. A separate full-fledged college should be established.

- ii. The management should deposit an amount of Rs. 200,000/- as security in the Account of Government College Women University, Sialkot.
- iii. The Principal shall be having M.A. Education degree from recognized university with 5 years relevant experience.
- iv. There shall be at least 5 whole time teachers with academic qualifications as prescribed by the University.
- v. The college shall have suitable arrangements for practice of teaching in a school, which need not necessarily be recognized. For this purpose it should have either a complete secondary school (from the 6th to 10th class) under its direct control or failing that to satisfy the Affiliation Committee that necessary facilities for the practice of teaching of its students have been made with other school or schools, which should be located within a convenient distance from the college.
- vi. The practicing school shall have necessary school equipment and apparatus for the proper teaching of the subjects in which the training college seeks affiliation.
- vii. The minimum number of pupils on roll in the practicing school shall be three times the number of students under training in the B.Ed. Classes.
- viii. The college will follow the semester system of examination as prescribed by the University.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO COMMERCE COLLEGE

- i. A separate full-fledged college should be established.
- ii. The management should deposit an amount of Rs. 300,000/- as security in the Account of Government College Women University, Sialkot.
- iii. The Principal shall be having M.Com./MBA degree from recognized university with 5 years relevant experience.
- iv. 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.
- v. There shall be a computer laboratory properly equipped to accommodate 20 percent of the students admitted at a time.
- vi. The college will follow the semester system of examination as prescribed by the University.



ROCEDURE FOR GRANT OF AFFILIATION

1. Application for grant of affiliation on the prescribed form duly filled in shall be received at least 6 month prior to the date from which affiliation is sought. Incomplete application/s submitted after the due date shall not be entertained.
2. Government College Women University, Sialkot 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.

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The Registrar,
Government College Women University, Sialkot

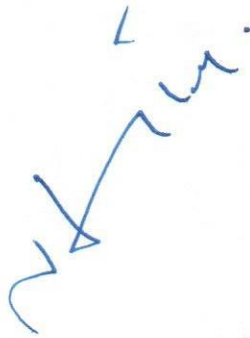
Subject: **GRANT OF AFFILIATION WITH GOVERNMENT COLLEGE WOMEN UNIVERSITY,
SIALKOT**

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 (Signature & Stamp)

A handwritten signature in blue ink, appearing to be 'M. J. Khan', written in a cursive style.

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

1.	Name of Institution	
2.	Postal Address	
3.	Phone/Fax	
4.	E-Mail Address	
5.	Program / subject applied for Affiliation	In case of degree classes attach list of elective and optional subject at Annex-A
6.	Detail of Other Disciplines being run with BISE etc.	<u>Discipline Affiliation / Recognition Enrollment</u>
7.	Management Body (for private institutions)	Attach copy of Memorandum and article of association at Annex-B Attach copy of Registration Certificate for current session from Registrar Joint Stock Company, Under the Societies Registration Act XXI of 1860 at Annex-C
8.	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 District Govt. Education Department at Annex-D
9.	Efficiency & Discipline Rules / Code of Conduct for Private Institution only	Attach Copy of Rules for Employees at Annex-E Attach Copy of Rules for Students at Annex-F
10.	Prospectus	Attach Annex-G
11.	Building (For Private Institutions) Owned/Rented Total Area Covered Area A minimum of 04 Kanals is required for BS Programs.	Attach Copy of Rent Deed / Registry Annex-H Attach Detail on Form No 14-L Attach Copy of Map Annex-I Attach Building Fitness Certificate (Issued by Building Department only; no private institution certification shall be accepted) Attach Hygiene Certificate issued by District Health Office
12.	Finances (For Private Institution)	Attach Detail Form No 17-P and 17-Q Attach Bank Guarantee/ Certificate, Annex-M
13.	Sports Facilities	Attach Detail on Form No 18-T
14.	Teaching Staff	Attach Detail on Form No 19-U
15.	Non-Teaching Staff	Attach Detail on Form No 20-V
16.	Library Facilities	Attach Detail on Form No 21-W
17.	Laboratories	Attach Detail on Form No 22-X

GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT

STATEMENT DETAIL OF THE BUILDING

Name of College: _____

Sr. #	Detail of Rooms	Size	Number	Remarks

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Signature _____

Designation _____

GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT

Statement of Non- Recurring (Development) Receipt & Expenditure for the Year _____

(FOR PRIVATE INSTITUTION)

Name of College _____

RECEIPTS	AMOUNT	EXPENDITURE	AMOUNT
Opening Balance		Building	
		(i) Construction	
		(ii) Repair	
		(iii) Others	
College Funds/ Fee		Furniture	
		(i) Purchase	
		(ii) Repair	
		(iii) Others	
Govt. Grant		Equipment	
		(i) Purchase	
		(ii) Repair	
Other		Library	
		Others	
Total		Total	

Signature _____

Designation _____

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GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT

STATEMENT OF RECURRING RECEIPT & EXPENDITURE FOR THE YEAR _____

(FOR PRIVATE INSTITUTION)

Name of College: _____

RECEIPTS	AMOUNT	EXPENDITURE	AMOUNT
Opening Balance		Salaries	
		(i) Whole time faculty	
		(ii) Visiting faculty	
Income From Fee*		(iii) Admin / Office Staff	
Govt. Grant		(iv) Others	
		Building	
		(i) Construction	
		(ii) Repair	
Others		(iii) Others	
		Rent of Building	
		Telephone	
		Electricity	
		Sui- Gas	
		Furniture	
		Lab Equipment	
		Library	
		Sports	
		Medical Facility	
		Miscellaneous	
		Others	
Total		Total	

Give details of Fee i.e. admission Fee, Tuition Fee Funds other Charges per student per year for each program.

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Signature _____

Designation _____

GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT

STATEMENT OF SPORTS FACILITIES / EQUIPMENT

Name of College: _____

Sr. #	ITEMS	QUANTITY	REMARKS

(Handwritten signature)

Signature _____

Designation _____

GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT

STATEMENT OF LIBRARY BOOKS/ FACILITIES

Name of College: _____

Sr.#	Subject	Text / Recommended Books		No. of Relevant Books	No. of Reference Books	Others
		No. of Titles	No. of Books			

Others Facilities:

Sr.#	Almirah	Racks	Chairs	Tables	Computers	Others

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Signature _____

Designation _____

GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT

STATEMENT OF LABORATORY / EQUIPMENT

Name of College: _____

Sr. #	Subject / Lab	Name of Items	Quantity	Remarks

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Signature: _____

Designation: _____

GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT

STATEMENT OF TEACHING STAFF FOR THE YEAR _____

Name of College: _____

Sr. #	Name	Qualification			Designation	Nature of Appointment	Salary	Date of Appointment
		Degree	Subject	Passing Year / Institution / University				



Signature: _____

Designation: _____

GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT

STATEMENT OF NON TEACHING STAFF FOR THE YEAR _____

Name of College: _____

Sr. #	Name	Qualification				Designation	Nature of Appointment	Salary	Date of Appointment
		Degree	Subject	Passing Year	Institution / University				

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Signature: _____

Designation: _____



GC WOMEN UNIVERSITY SIALKOT

Office of the Controller of Examinations

Email: Controller@gcwus.edu.pk Ph: 052-9250768 Ext: 158,166

COMPOSITION OF AFFILIATION COMMITTEE OF GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT

1. Senior Professor (Nominate by The Vice Chancellor)	Convener
2. Associate Professor (Nominate by The Vice Chancellor)	Member
3. Two Lecturers (Nominate by The Vice Chancellor)	Member
4. Two Subject Expert (co-opted)	Member
5. Controller of Examinations or nominee not less than BS-18	Member
6. Additional Director Academics	Member
7. Director QEC	Member
8. Dy. Director Library	Member
9. Registrar or nominee	Secretary

TORs of the Committee:

1. Affiliation Committee visits the colleges who applied for the affiliation with Govt. College Women University, Sialkot and submits its report to the Competent Authority regarding infrastructure, faculty, laboratories etc. for the grant of affiliation.
2. The affiliation committee may co-opt any expert for specific meeting from inside or outside of the Govt. College Women University with the approval of the Vice Chancellor.
3. The quorum for a meeting of Affiliation Committee shall be three members.
4. The term of office of the members shall be three years.
5. However, the Vice Chancellor may increase or decrease the permanent members of the committee.

The functions of the Affiliation Committee shall be:

- i) To advise competent authority regarding affiliation of an institution.
- ii) To monitor the academic performance of the institutions.
- iii) To inquire into complaints alleging breach of conditions of affiliation by institutions and to advise the competent authority thereon.
- iv) To recommend to the competent authority the suspension or withdrawal of privileges of the University to an institution.
- v) To perform such other functions as may be assigned from time to time.

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