

UNIVERSITY OF SARGODHA A, SARGODHA

NOTIFICATION

No. UOS/Aff/_____

Dated:___ / ___/2018

The Syndicate in its 1/2018 meeting held on 12.05.2018 has approved the following revised rules for grant of affiliation / extension in affiliation / addition in affiliation for Public as well as Private Sector colleges who are already affiliated with University of Sargodha or intends to seek affiliation with University of Sargodha:

GENERAL RULES FOR GRANT OF AFFILIATION/ EXTENSION/ADDITION IN AFFILIATION With UNIVERSITY OF SARGODHA

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. Single proprietorship/ownership institutions are not eligible to apply for Affiliation.
2.	The applicant institution shall deposit visitation fee (non-refundable) prior to the visit of the College / Institute as prescribed for each category of the college. The applicant institution shall deposit Endowment Fund (Refundable) prior to the issuance of Notification of the College / Institute as prescribed for each category of the college from time to time. This Endowment Fund can be used as Security for the purpose of recovering any balance / penalty out-standing towards college/institute payable to the University. All University dues will be deposited in shape of Demand Draft in favor of Treasurer, University of Sargodha
3.	Inspection fee for each visit and re-visit shall be RS.10,000/- for Govt. Colleges for initial 03 years and Rs.35,000/- Private Institutions or as prescribed by the University from time to time (in shape of Demand Draft in favor of Treasurer, University of Sargodha or verified receipt from the HBL University of Sargodha).
4.	The college shall be located in a spacious, separate and independent building housed on area of at least 03 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 shall be provided.
5.	No change in the premises will be made without prior permission from the University of Sargodha. If any Institution/College administration intends to change the premises, the proposed site will be visited / inspected by the Affiliation Committee, and if recommended / approved then the premises can only be changed.
6.	Where a College is proposed to be located in rented premises, the management shall ensure that the College will acquire its own building (PURPOSE BUILT) within a period of Five Years (05) preferably in a non-residential area.
7.	An Affiliated College can be allowed to function in more than one buildings 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 male & female students admitted unless otherwise dispensed with.
9.	The college shall have an Auditorium, Offices and Classrooms of reasonable size. A Ladies Room with attached Toilet and Staff Room for the full-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 conduction 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 Playground facilities.
14.	The Principal shall be a duly qualified full time employee having the qualifications & experience prescribed by the University of Sargodha.
15.	Changing of Principal and teaching faculty should be made with the permission of University Authorities. The case for the said purpose should be submitted with reasoning and justification, failing which an appropriate action will be taken by the University.
16.	There should be adequate number of full time qualified teachers as prescribed by the University. Part time teachers should also be qualified as prescribed by the University. The Affiliation Committee will judge the ratio of full time and part time teachers. The Part time teachers should have NOC from Parent Department.
17.	There shall be full 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 alongwith relevant University Publications, specially Urdu Encyclopedia of Islam.
21.	Initially books worth not less than Rs.200,000/- 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.
22.	The Library shall subscribe at least 05 reputable International / National Journals of related fields as determined / approved by the Affiliation Committee / Subject 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. There shall be a computer lab with internet facility & properly equipped to accommodate 20 percent of the students admitted at a time.
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 College shall have Morning Classes. College will not be allowed to have Evening classes only.
27.	The total number of students in Evening Classes (if allowed by the University) shall not exceed the number of students admitted in the Morning classes (in any case).
28.	An authenticated Attendance Record of all students should be displayed on notice board in the first week of every succeeding month in accumulative form.

29.	The college should maintain record regarding student's admission, attendance, fee concession etc., appointment of staff, their joining reports, payment of salary, stock register and accession register of library.
30.	Full time Faculty, Librarian and DPE shall be paid the minimum scales prescribed by the University for commensurate posts.
31.	The salaries exceeding Rs.5,000/- should be paid through crossed cheques.
32.	College record shall not be removed from the college premises and shall remain available for inspection at all times/during surprise visits by the Affiliation Committee.
33.	The college shall provide full fee concession to at least 05 percent and half fee concession to at least 05 percent of the enrolled students.
34.	Affiliation shall initially be for one Session only. It may be extendable for further 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 notified date by the University for each succeeding year. Application for extension in affiliation for each academic year shall be mandatory. Those colleges/institutions who not apply for Extension in Affiliation in each Academic Year well in time and as per prescribed schedule, shall stands Dis-Affiliated with University of Sargodha automatically.
35.	No affiliation/extension or addition in affiliation shall be granted with retrospective effect.
36.	The University of Sargodha 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.
37.	The Affiliation Committee, University of Sargodha shall have the power to arrange for visitation at a time of its own choice/convenience and may pay surprise visits also.
38.	Any Affiliated College may advertise in the print or other media. However, any deliberate misrepresentation shall be treated as sufficient basis for withdrawal of affiliation.
39.	The college shall follow all instructions / regulations issued by the University from time to time in letter and spirit.
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.

**SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO TEACH
POSTGRADUATE CLASSES**

1. There should be a separate block for postgraduate classes consisting of the following facilities:
 - a. At least 02 class rooms of reasonable size specially meant for postgraduate classes.
 - b. Separate laboratories for experimental subject.
 - c. Office for the Head of the Department.
 - d. Offices for the teachers.
 - e. Common room for the students.
 - f. Separate Postgraduate Library/Reading Room.

2. Teaching Staff:
 - a. Seven (7) teaches specified for Master Degree classes
 - a. There should be at least one (1) Ph.D/M.Phil/ Foreign qualified teacher in the faculty.
3. Library:
 - a. At least five hundred titles of books should be available in the Postgraduate library

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO COMMERCE COLLEGES

1. A separate full-fledged college should be established.
2. The management should deposit an amount of Rs.10,000/- as Inspection Fee in the University of Sargodha's Account, in case of Govt. Colleges and Rs.35,000/- in case of Private Institutions (**in shape of Demand Draft in favor of Treasurer, University of Sargodha**). Furthermore, Private Institutions shall deposit Endowment Fund / Security to University of Sargodha as specified from time to time.
3. The Principal shall be having M.Com / MBA degree from recognized university with 05 years relevant experience.
4. At least six full time teachers having qualification prescribed by the University should be appointed initially. At least 3 of them should be M.Com or equivalent degree holders.
5. There shall be a computer laboratory properly equipped with provision of internet facility to accommodate 20 percent of the students admitted at a time.

SPECIAL CONDITIONS FOR GRANT OF AFFILIATION TO DEGREE COLLEGES

1. The management should deposit an amount of Rs.35,000/- (**in shape of Demand Draft in favor of Treasurer, University of Sargodha**) as Inspection Fee in the Sargodha University's Account.
2. The Principal shall be at least having Mater Degree (I/II division) from a recognized university with at least five years experience.
3. For each subject of experimental science a separate/independent well-equipped laboratory should be provided for degree classes. There shall be a computer laboratory properly equipped with provision of internet facility to accommodate 20 percent of the students admitted at a time.

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

1. A separate full –fledged college should be established.
2. The management should deposit an amount of Rs.200,000/- (**Separately for each program**) as Endowment Fund (refundable) **in shape of Demand Draft in favor of Treasurer, University of Sargodha**.
3. The Principal shall be having M.A Education degree from recognized University with five year relevant experience.
4. There shall be atleast 5 whole time teachers with academic qualifications as prescribed by the University.
5. The college shall have suitable arrangements for practice teaching in school, which

need not necessarily be recognized. For this purpose it should have either a full fledged secondary school (from 6th to 10th class) under its direct control or 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 with the condition of satisfaction of the Affiliation Committee.

6. The practicing school shall have necessary school equipment / apparatus for the proper teaching of the subjects in which the training college seeks affiliation.
7. 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 /M.Ed classes (If allowed).

AFFILIATION REGULATION FOR ENGINEERING AND TECHNOLOGY INSTITUTIONS/DEPARTMENT.

EXISTING RULES

1. INFRASTRUCTURE

Sr. #	Type	Quantity (min.)	Size (min.)
1.	Office Program Director/Principal/HOD Department with P.A room	01	12x20 Feet
2.	Faculty Rooms	20-25	12x20 Feet
3.	Lecture Halls/ Class Rooms	10-15	20x40 Feet
4.	Lab Rooms (Details attached in Annexure-A)	10-15	20x40 Feet
5.	Common Room for Male and Female	02	According to the strength of students
6.	Cafeteria	01	According to the strength of students
7.	Library	01	Text & Reference books for each subject curriculum wise alongwith Shelves for the books and current magazines with sitting area for study.
8.	Computer Lab	01	One computer for one student according to the strength of students.

9.	Drawing Hall	01	30x50 Feet One drawing table for one student. According to the strength of students.
10.	Workshop	01	30x50 Feet. Properly equipped with all workshop instructions according to the strength of students.
11.	Teaching Facility	Multimedia slide and transparency paper projectors. Sound system and board with markers in each class room.	
1. HUMAN RESOURCE (TEACHING FACULTY & SUPPORTING STAFF)			
Principal/Head of Department /Chairman/Incharge/Coordinator etc. shall necessarily be an Engineer and any staff hired on full time or part time basis shall have minimum of 3 year of Contract (extendable)			
Teaching Faculty	Required (Minimum)	Minimum Required Qualification	
Professor	01 for each Discipline	As per rules and regulations of the University of Sargodha	
Associate Professor	01 for each Discipline	As per rules and regulations of the University of Sargodha	
Assistant Professor	05 for each Discipline	As per rules and regulations of the University of Sargodha	
Lecturer	07 for each Discipline	As per rules and regulations of the University of Sargodha	
Lab. Engineer	06 for each Discipline	As per rules and regulations of the University of Sargodha	
Visiting Faculty	For minor subjects, (minor subject refers having marks equal or less than 100).	As per rules and regulations of the University of Sargodha	
OTHER STAFF			
Admin Officer	01	As per rules and regulations of the University of Sargodha	
Assistant	01	As per rules and regulations of the University of Sargodha	
Senior-Clerk	02	As per rules and regulations of the University of Sargodha	
Data Entry Operator	02	As per rules and regulations of the University of Sargodha	

Librarian	01	As per rules and regulations of the University of Sargodha
Lab Technicians	01	As per rules and regulations of the University of Sargodha
Lab Assistants	01 each in all Labs	As per rules and regulations of the University of Sargodha
Lab Attendants	01 each in all Labs	As per rules and regulations of the University of Sargodha
Junior Clerk	04	As per rules and regulations of the University of Sargodha
Naib Qasid	04	As per rules and regulations of the University of Sargodha

List of Labs for BS Technology

1. Civil Technology

- a) Concrete Lab
- b) Surveying Lab
- c) Mechanics Lab
- d) Fluid Mechanics Lab
- e) Mechanics of Materials Lab
- f) High Way Lab
- g) Soil Mechanics Lab
- h) Engineering Geology Lab
- i) CAD/CAM Lab

2. Electrical Technology

- a) Basis Electronics
- b) Electrical Machines
- c) Network Analysis
- d) Instrumentation and Measurement
- e) Power Generation, Digital Electronics
- f) Power Transmission and Distribution
- g) Micro Processor
- h) Power Electronics
- i) Communication
- j) Control

k) High Voltage

3. Mechanical Technology

- a) Machining Process Lab
- b) Thermodynamics Lab
- c) Mechanics of Materials Lab
- d) Electronics Lab, Electrical Lab
- e) Fluid Mechanics Lab
- f) Manufacturing Process
- g) Machine Design, I.C Engines
- h) Power Plant, Mechanical Vibrations
- i) Renewable Energy
- j) Refrigeration and Air Conditioning
- k) Production Automation

The above rules shall be effective from Academic Session 2018-19 and onwards.

(Shafeeq ur Rehman)
Assistant Registrar (Aff.)
for Registrar

Distribution:

1. Chairman & Members of Affiliation Committee
2. All Heads of Teaching Departments & Principals of constituent colleges
3. Controller of Examinations
4. Treasurer
5. Director Academics
6. Director, Quality Enhancement Cell
7. Assistant Registrar (Registration)
8. Web Master (for uploading on University website)
9. Secretary to Vice Chancellor
10. P.A to Registrar
11. Notification File