



# University of Education, Lahore

## Application form for Affiliation / Extension in Affiliation

(Version 1.0)

### Instructions:

- Please Review Affiliation Regulations 2016 before Application
- Please fill in Block Letters
- All the Attachments Must be Duly Signed and Stamped

### Portion A (General)

#### Application for (Tick One)

New Affiliation	<input type="checkbox"/>	Extension in Affiliation	<input type="checkbox"/>	Extension in Affiliation + Affiliation in New Programs	<input type="checkbox"/>
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#### Institution Type (Tick One)

Public Institution	<input type="checkbox"/>	Private Institution	<input type="checkbox"/>
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#### Institution Contact Information

Name of the Institution	
Address	
District	
City	
Phone	
Email	
Website	

#### Principal / Point of Contact Information

Name	
Designation	
Address	
Mobile Phone	
Email	

#### Information Regarding Foundation / Society / Trust (In Case of Private Institutions)

Name of the Foundation / Society / Trust under which Institution is Established	
Initial Registration Date	
Address	
District	
City	
Phone	

Authorized Signatories

## Portion B (Institution Summary)

### Any other Business/ affiliation in the name of the Institution?

No	<input type="checkbox"/>	Yes (Please Specify & Attach details)	<input type="checkbox"/>
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### Building

Building Ownership	Owned	<input type="checkbox"/>	Rented	<input type="checkbox"/>
Total Area			Stories	
Covered Area			No. of class Rooms	
Playground Area			Average Size of Class Rooms	

### Financials (in Millions)

Working Capital		Endowment Funds	
Reserve Funds		Developmental Funds	

### Library

No. of Books		No. of National Research Journals	
No. of Newspapers		No. of National Research Journals	

### Computer Lab

No. of Computers		Internet Bandwidth	
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### Human Resources

No. of Teaching Staff (permanent)		No. of Admin/support Staff	
No. of Teaching Staff (Contractual)		No. of Library Staff	
		No. of Laboratory Staff	
		No. of Sports Staff	
<b>Total Teaching Staff</b>		<b>Total Support Staff</b>	

## Portion C (Programs for Affiliations)

Program(s)	For Existing Programs				For New Programs	
	Existing Seats		Additional Seats Requested		Seats	
	Morning	Evening	Morning	Evening	Morning	Evening

[illegible]

### Portion D (Requirements from Affiliation Regulations 2016)

## Section 7 | Legal Formalities

Section	Description	Evidence (Attachment)	Comments (if any)
7.1 7.5	<p>The ownership of the institution shall vest in a body corporate under the relevant laws of company's ordinance/societies registration act/trust act as a foundation/society/trust.</p> <ul style="list-style-type: none"> <li>● Copy of registration deed</li> <li>● memorandum of association</li> <li>● A brief of each member of management</li> </ul>		

Section	Description	Evidence (Attachment)	Comments (if any)
7.3	The permission/ registration certificate from Directorate of Public Instructions (Colleges), Higher Education Department, Government of the Punjab should be sought under the provisions of the Punjab, Private Educational institutions (Promotion and Regulation) ordinance, 1984. <ul style="list-style-type: none"> <li>• Certificate from the DPI Colleges</li> </ul>		
7.4	The institution is to be under the management of governing body constituted in accordance with the applicable regulations. <ul style="list-style-type: none"> <li>• Institution Governing Body</li> </ul>		

## Section 8.2 | Institutional and Academic Conditions

Section	Description	Evidence (Attachment)	Comments (if any)
8.2.1	The Principal shall be a duly qualified whole-time employee having minimum master's degree awarded after 16 years of education from an HEC recognized University with 5 years' relevant experience. <ul style="list-style-type: none"> <li>• Resume of Principal along with copy of all the Academic &amp; Professional Documents</li> </ul>		
8.2.3	The institution in private sector must possess 50% of its teaching members employed on permanent basis with minimum prescribed qualification as per HEC criteria. <ul style="list-style-type: none"> <li>• List of subject wise permanent &amp; contractual teaching staff</li> <li>• List of Support / Admin Staff</li> </ul>		
8.2.5	The institution shall frame rules & regulations regarding efficiency and discipline and conduct of the institution. <ul style="list-style-type: none"> <li>• Copy of all the Relevant Rules</li> </ul>		

## Section 8.3 | Fees and Financials

Section	Description	Evidence (Attachment)	Comments (if any)
8.3.1	All the Salaries should be paid through Crossed Cheque.		
8.3.3	That the working capital of at least Rs. 2.0 million lies with the institution for smooth functioning of the affairs of institution.		
8.3.6	The institution is in possession of tangible assets in form of land, building etc. not less than rupees 5 million.		

## Section 8.5 | Space Standards

Section	Description	Evidence (Attachment)	Comments (if any)
8.5.1 8.5.4 8.7.1	<p>- The site selected for the institution must be suitable from academic point of view. Sustainable physical viability, availability of water, electricity, fuel gas and telephone must be ensured.</p> <p>- The institution shall have proper infrastructure having rooms of reasonable sizes, canteen, library, computer lab, laboratories, dispensary, playground, Common Rooms etc. A ladies' room with attached toilet and staff room for the whole-time/part-time staff is also a mandatory requirement.</p> <ul style="list-style-type: none"> <li>● Building Plan (Mentioning Area)</li> </ul>		
8.5.2	<p>The institution shall be located in a spacious, separate and independent building housed on an area of at least 4 kanals. The premises should not be shared by any other institution and it must be easily accessible to general public.</p> <ul style="list-style-type: none"> <li>● Building documents</li> </ul>		

## Section 8.6 | Library, Computer Labs and Sciences Laboratories

Section	Description	Evidence (Attachment)	Comments (if any)
8.6.1 8.6.2	<p>There shall be a well-stocked library having at least 50 books per subject as reference books and at least 200 book per subject for supplementary reading. The library shall subscribe at least 5 reputed international/ national journals of related fields and 2 daily newspapers.</p> <ul style="list-style-type: none"> <li>● Complete details of the books &amp; Journals</li> </ul>		
8.6.3	<p>There shall be well equipped science laboratory facilities required by the scheme of studies of the relevant programs.</p> <ul style="list-style-type: none"> <li>● Complete List of equipment of applicable laboratory</li> </ul>		
8.6.4	<p>There should be well equipped IT laboratory having internet connectivity which can cater to the course needs of students and teachers depending upon the students' populations and subjects offered.</p> <ul style="list-style-type: none"> <li>● Number of Computers and their specification and Internet Bandwidth Details</li> </ul>		

Name, Title & Date

Authorized Signatories