



## NOTIFICATION

It is hereby notified that the University Syndicate vide its Resolution No. SYN-208.6(b)(ii) dated 11-03-2024 has approved the revised Regulations for Affiliation of Colleges/Institutes of the University (concurrent with the HEC Institutional Affiliation Policy 2024), applicable with immediate effect by repealing previous Regulations for Affiliation and Disaffiliation of Colleges, as under:

**TITLE:**

These Regulations may be called the NED University of Engineering & Technology Regulations for Affiliation of colleges, 2023.

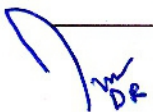
**APPLICABILITY:**

These regulations shall come into force with immediate effect by repealing previous regulations for affiliation and disaffiliation of colleges.

**1. DEFINITIONS:**

1.1 In this criterion, unless otherwise expressly provided:

- (a) "Academic Council" means the Academic Council of the University.
- (b) "Act" means the NED University of Engineering and Technology, Karachi Act 1977 (as amended).
- (c) "Affiliated College" means the College affiliated to the University.
- (d) "Affiliation" means affiliation granted under Section 41 of the Act.
- (e) "Affiliation Committee" means the affiliation Committee constituted under clause 15 of the First Statutes.
- (f) "Board of Faculty" means the Board of Faculty constituted under clause 4 of the First Statutes.
- (g) "Board of Studies" means the Board of Studies Constituted by the college.
- (h) "College" means a College as defined in the Act.
- (i) "Disaffiliation/withdrawal of affiliation" means disaffiliation or withdrawal of affiliation of programme made under Section 44 of the Act.
- (j) "First Statutes" means the NED University of Engineering & Technology, First Statutes, 1977(as amended).
- (k) "Inspection committee" means a committee formed by the competent authority for evaluation and inspection of college.
- (l) "Principal" means head of a College.
- (m) "Registrar" means the Registrar of the University.
- (n) "Syndicate" means the Syndicate of the University.

  
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(o) "University" means NED University of Engineering & Technology, Karachi.

(p) "Vice-Chancellor" means the Vice-Chancellor of the University.

(q) Any other words and/or phrases shall have the same meaning as assigned to them in the Act or the First Statutes.

## **2. GENERAL REQUIREMENTS FOR AFFILIATION AND RENEWAL OF AFFILIATION:**

- 2.1. University shall grant affiliation according to its jurisdiction prescribed in section 41(1) of the University Act 1977(as amended).
- 2.2. The ownership of the college seeking affiliation shall be under the management of government or a regularly constituted governing body rather than administrated by an individual(s) or family.
- 2.3. The college seeking affiliation shall satisfy the University about availability of funds and sources of recurring budget to manage the college.
- 2.4. The college seeking affiliation of the programme shall be relevant to the programmes offered at the University and approved by HEC and / or accredited body. Any such Programme(s) that meet the minimum requirement will only be granted affiliation.
- 2.5. The college seeking affiliation shall apply for affiliation by submitting the application for affiliation along with a prescribed checklist.
- 2.6. The college shall provide evidence so as to satisfy all parameters regarding academic and non-academic matters, physical infrastructure, accreditation, student admission, scholarships' criteria, organization, recruiting criteria of teaching and non-teaching employees, resources, healthcare, co- and extra-curricular activities of students, etc.
- 2.7. The college shall have adequate classrooms, relevant laboratories, computer labs and sufficient number of books in the library of the respective programme(s) for which affiliation is applied.
- 2.8. The college shall follow all Rules / Regulations as and when prescribed by the University.
- 2.9. The college shall prepare its academic calendar before the commencement of every academic year and get it approved from the University authorities.
- 2.10. The college shall restrict itself, group or individual (belonged to it), from any political, extremist or illegal activities. If such case is identified within the college, it shall be dealt in accordance to the law of the State or Province.
- 2.11. Affiliation granted shall be restricted to a specified place/campus and for a particular programme. No sub-campus shall be established or franchised.
- 2.12. The college shall ensure to provide internships, final year projects, job placement opportunities and other counselling services to the students.
- 2.13. The college shall be responsible to conduct its Board of Studies on academic matters according to the relevant University Statutes regarding Affiliation and Disaffiliation of colleges and matters related thereto.
- 2.14. The college shall be responsible for reporting immediately to the University authorities about hiring and/or resigning any of its management and academic staff.

### **3. AFFILIATION / RENEWAL OF AFFILIATION:**

- 3.1 Any college satisfying the conditions laid down in section 41(1) of the University Act of 1977(as amended) and desirous of affiliation or renewal of affiliation shall make an application to the Registrar of the University on a prescribed Form along with application processing fee at such rates as may be prescribed from time by time by the University. Complete resume of teaching and non-teaching staff shall be provided along with the application.
- 3.2 The application for affiliation shall be submitted six months prior to the date the affiliation is sought; whereas for renewal of affiliation three months prior to the date of re-affiliation is sought.
- 3.3 The Institute seeking affiliation shall satisfy the University with regard to the following in accordance with the HEC Affiliation Criteria / Guidelines.
- (i) Organization, Governance and Financial Management; Vision, Mission and Goals
  - (ii) Academic Programmes and Evaluation
  - (iii) Student Admission and Progression
  - (iv) Faculty and Non-academic Staff
  - (v) Physical Infrastructure, Academic Facilities and Learning Resource
  - (vi) Any other parameter as may be prescribed

### **4. INSPECTION FOR AFFILIATION AND RENEWAL OF AFFILIATION:**

- 4.1 Registrar of the University after completing initial scrutiny of the application shall report to the higher authorities for constitution of Inspection Committee.
- 4.2 There shall be an Inspection committee constituted by the Vice Chancellor for each programme, comprising member(s) of the Affiliation Committee of the University with additional membership of Registrar or his/her representative of the University and two experts of the programme(s) for which affiliation/re-affiliation is required to execute the preliminary inspection of the institution whether it fulfills the basic requirements of becoming an educational institution to cater the literary needs of the society, supplementing quality education, infrastructure, laboratories, library, curriculum, employees, health care, financial health, sports, institutional website and students strength in the programme.
- 4.3 In case of renewal of affiliation, the college shall prepare relevant documents according the requirements and guidelines of the relevant professional council or accreditation bodies (such as OBE catalogue and Framework as defined under the PEC guidelines for Engineering Programmes or Self-Assessment Reports in accordance to HEC guidelines for its BS Programmes).
- 4.4 The inspection committee may like to conduct a detailed survey of the institution before recommending for grant of affiliation or renewal of affiliation. The Committee shall submit its report along with checklist to Affiliation Committee of the University. Based upon the inspection committee's report and associated checklist and, the Affiliation Committee shall evaluate and decide the performance of the college and submit its recommendations to the Syndicate which may grant affiliation on the advice of Affiliation Committee for the period recommended by the Affiliation Committee or the Syndicate may make the decision it may deem fit.

## **5. FEE FOR AFFILIATION**

The college shall be required to pay an annual affiliation fee, in addition to application process fee, at such rates as may be prescribed, to cover the cost of services provided by the University.

## **6. ADMISSIONS**

- 6.1. The college shall admit students only for those programme(s) for which affiliation has been awarded by the University.
- 6.2. The Principal of the college before admission; will seek permission from the University about all admission criteria and number of seats for each affiliated programme.
- 6.3. The College or institution shall carry out the whole process of admission with approval of the University who shall also nominate one nominee as Member of the Admission Committee / body of the college.

## **7. REGISTRATION OF STUDENTS OF AFFILIATED COLLEGES**

- 7.1. After admission, the Principal shall forward the Registrar, the name and other particulars together with all the necessary required documents of all the students admitted along with the prescribed enrolment fee and verification fee within two weeks after admission.
- 7.2. Registrar office, after getting verification from the respective examination boards send enrolment cards to the affiliated college. In case of digital data, the enrolment cards will be displayed on the students' portal to get printed by the students. The enrolment number allotted shall be quoted in all subsequent reports.
- 7.3. The Registrar of the University shall maintain a Register of all students of an affiliated college containing all the personal and academic details of the students.
- 7.4. If the name of a student is struck off the rolls of college or he/she rejoins the college or migrate to any other institution, is rusticated or expelled, such fact shall be reported to the Registrar immediately by the Principal/Director of the college.
- 7.5. The affiliated college shall also be responsible to prepare and maintain the soft copy(ies) of all the records of the students of affiliated programmes and provide to the University as and when required.

## **8. SCHEME OF STUDIES AND CONDUCT OF EXAMINATIONS**

- 8.1. The scheme of studies, and courses taught in the college shall be as approved by the Syndicate/ Academic Council of the University after being recommended by the relevant Board of Faculty and the Board of Studies.
- 8.2. College shall ensure the attendance of the students in each course shall be at least 75%.
- 8.3. All examinations leading to the degree courses taught at college and matters related thereto shall be controlled and managed by the University in the same manner and subject to the same conditions as are prescribed by the University from time by time.
- 8.4. It shall be the responsibility of the college to conduct the examination within the premises or any other location, to be allowed by the University.
- 8.5. The grading system for all affiliated programmes shall be the same as followed by the University.
- 8.6. Degrees shall be awarded to students securing at least 2.0 CGPA and upon fulfilling all other statutory requirements.
- 8.7. Duration of completion of the degree shall not be exceeded to the maximum limit as prescribed by the University and/or respective accredited council.

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## 9. TERMS AND CONDITIONS OF SERVICE OF THE EMPLOYEES AND OTHER MATTERS

The strength, qualifications and the terms and conditions of service including conduct and discipline of the teaching and other staff of the college, and other matters shall be as prescribed by the University and/or as laid down in the HEC guidelines.

## 10. QUALITY ENHANCEMENT CELL

- 10.1. The college shall establish its own Quality Enhancement Cell to work on capacity building of its employees and be responsible to monitor the academic progress of the college. The QEC will also be responsible for preparing Self-Assessment Report(s) on HEC/PEC guidelines of its affiliated programme(s) as and when required by the University/HEC.
- 10.2. The officials of QEC of the University shall conduct the audit of the affiliated college for the compliance of Rules/Regulations as prescribed by the university or HEC.

## 11. WITHDRAWAL OF AFFILIATION

- 11.1 Where any affiliated college / institution is unable or has failed to fulfil any requirements of the Act, or has failed to observe any of the conditions of the affiliation as defined in clause 3.3 above with regard to the affiliation as prescribed by the University / and / or its statutory bodies and / or any regulatory body such as the HEC/PEC, or its affairs are conducted in a manner prejudicial to the interests of education, the Syndicate may, in the prescribed manner on the recommendation of the Affiliation Committee, and after considering the representation as the college or institution may wish to make, modify or withdraw all or any of the privileges conferred on the college by the affiliation.
- 11.2 Where any college or institution has been refused affiliation under section 41 of the Act, or all or any of the privileges conferred on any college by the affiliation have been modified or withdrawn under Section 44 of the Act, an appeal shall lie within the prescribed period to the Senate against such refusal or, as the case may be, modification or withdrawal, and be disposed in such manner as may be prescribed, provided that no order in appeal shall be passed unless the appellant college or institution has been given an opportunity of being heard.

## 12. APPEAL AGAINST THE WITHDRAWAL

The college shall have the right to appeal before the Syndicate of the University through an application along with the evidence for the clarification of the appeal.

  
**REGISTRAR**

To,  
All Principals of Affiliated Colleges/Institutes

Copy to:-

- 1- All Deans
- 2- All Chairpersons of Teaching Departments
- 3- Director QEC
- 4- Controller of Examinations
- 5- Director, I.T. Department
- 6- Deputy Registrar (Cdn)
- 7- I.T. Manager, Registrar Office

Copy for information to:-

- 1- PS to the Vice Chancellor
- 2- PA to Pro-Vice Chancellor

