

To

All the Directors of Education (Colleges)
In the Punjab.

Memo No.

170 /PA/DPIC

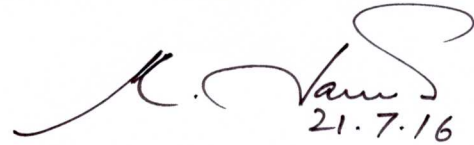
Dated 21-07-2016.

Subject:

**DETAILED GUIDELINES FOR ADMISSION POLICY 2016 AND ALLIED
MATTERS FOR ALL PUBLIC SECTOR COLLEGES OF THE PROVINCE.**

Kindly refer to the subject captioned above.

The detailed guidelines for the Admission Policy-2016 and the allied matters for all the public sector colleges of the province are enclosed for strict compliance and necessary action as discussed in the meeting held today in the Committee Room of Higher Education Department under the Chairmanship of Secretary, Higher Education.



21.7.16

(PROF. KHALID JAVED)
DIRECTOR PUBLIC INSTRUCTION (COLLEGES)
PUNJAB LAHAORE.

CC.

1. PS to Secretary Higher Education, Govt. of the Punjab, Lahore.
2. PS to Special Secretary, Govt. of the Punjab, Higher Education Department, Lahore.
3. PA to Addl. Secretary (Estt), Govt. of the Punjab, Higher Education Department, Lahore.
4. PA to Addl. Secretary (Academic), Govt. of the Punjab, Higher Education Department, Lahore.
5. PA to Deputy Secretary (General), Govt. of the Punjab, Higher Education Department, Lahore.

DETAILED GUIDELINES FOR THE ADMISSION POLICY 2016 AND ALLIED MATTERS FOR ALL THE COLLEGES IN THE PROVINCE OF THE PUNJAB

The following are the detailed guidelines for the Admission Policy-2016 and the allied matters for all the Colleges in the Province of the Punjab:-

ONLINE COLLEGE ADMISSION SYSTEM (OCAS)

The designated colleges in the Province of Punjab shall offer the online college admissions through the system generated by Information Technology Board Punjab in collaboration with the Higher Education Department. More than 700 Public Sector Colleges of the Province are using Online College Admission System (OCAS) for the processing of Intermediate Admission Applications for their F.A, F.Sc & I.C.S classes. The OCAS is available at very affordable rates for the aspiring students. Only Rs.25 is charged per application. However, a student may apply for admission in more than one college of his choice by paying the said charges separately for each college. The name of the student will appear automatically in the online generated merit list of the respective college. Any student can apply for admission from anywhere by just following the three simple steps given below.

FUNCTIONALITY OF THE SYSTEM

The entrance of the following website address i.e. www.ocas.punjab.gov.pk shall open up the following page:-



Online College Admissions System

Government of The Punjab

- [About OCAS](#)
- [Reports](#)
- [Info Desk](#)
- [News & Events](#)

APPLY ONLINE
COLLEGES
DATA ANALYSIS

The next step is to click the highlighted caption **APPLY ONLINE** whereupon, the following page shall open up:-

Apply Online for Intermediate Admissions at Public Colleges**Step 1:**

Enter your Matric Roll Number, select your Board and login.

Step 2:

Select college and program. Print application processing fee slip.

Step 3:

Deposit processing fee (Rs. 25) at any branch of Bank of Punjab.

Note: All the Public Sector Colleges shall publish the above information in the College Prospectus and shall also get the same displayed at different prominent places inside the colleges. The literature shall also be made available on the Admission Desks/Stalls by the College Authorities for the general information of the students.

CONDITIONS FOR ADMISSION IN INTERMEDIATE CLASSES

The following shall be the general conditions for the admission in Intermediate in all Public Sector Colleges in the Province of the Punjab:-

1. The aspiring students shall submit separate specific Admission Form of the College for admission in Science, Arts, General Science, I.C.S, and I.Com.
2. The Admission Quota on the basis of Sports shall only be available for F.A Arts. It is necessary to attach, with the admission form, the certificates of distinction in sports for the purpose.
3. For Admission on Disable Quota, it will be necessary to attach the Disability Certificate issued by the Institutions competent to issue the same.
4. Matric Result Mark Sheet Copy, One Attested Photograph of 1.5 x 1.5 size must be attached with the Admission Form for the admission in First Year.
5. Upon placement of name in the Merit List, the candidates must bring with them the following original documents along with the photocopies of the same.
 - (a) Matric Result Card along with two photo copies.
 - (b) Two photographs with blue background of 1.5 x 1.5 size.
 - (c) Character Certificate along with a photo copy
 - (d) Attested photo copy CNIC of father/guardian.
 - (e) Attested copy of CNIC /Form B of the applicant.
 - (f) Original NOC in case of Matric from BISE other than Lahore Board along with two photo copies.
6.
 - (a) O level students will apply manually as per schedule given by the concerned BISE.
 - (b) They will submit equivalence certificate issued by PBCC in addition to the above mentioned documents contained in Para 5 (b to e).
7. The Admission shall purely be on Merit basis. Parents shall themselves be responsible for any illegal dealing with any official/officer/teacher of the college.
8. Any admission made on account of any clerical mistake shall be deemed as cancelled ab initio.

ADMISSION OF PREVIOUS SESSION STUDENTS

Reference Govt. of the Punjab, Higher Education Department's Notification No. SO (CA) 1-28/2015. Higher Education Department has approved the admission of Students (Male / Female) of previous 5 sessions / years in all Public / Private / Autonomous Colleges, subject to following conditions:

- i. Principal of the College on the recommendations of admission shall allow admission considering the hardship / compassionate grounds.
- ii. The College Council / BOG in its special meeting may endorse the case and refer it to the BISE.
- iii. The Chairman of BISE shall give formal approval of the case for registration.
- iv. Registration / Admissions at Graduation / Post graduation Level shall be governed by the rules of the University concerned.
- v. Such admissions will be made strictly in accordance with the Merit of the College.
- vi. The candidate shall furnish an affidavit to the effect that he/she did not get admission in any institution in the period intervening between the year of passing the exam and year of application for admission.
- vii. This policy shall come into force at once.

SUBMISSION OF ADMISSION TO BISE CONCERNED

1. In case of absence in First & Second Year College Examinations and having less than 75% attendance in college lectures, the admission of the students shall not be submitted to the BISE concerned as per the rules and regulations of the Boards of Intermediate and Secondary Education.
2. In case of the absence from the college classes as per the schedule of the Academic Calendar, the students shall not be issued the Roll No Slips.
3. If a student secures "F" grade in two or more subjects in internal assessment, his/her admission shall not be submitted to the concerned Board.

COLLEGE STUDENT CARDS

The college authorities must issue College Student Cards to the admitted students well in time. The cards must have the necessary profiles of the students like their name, parentage, Section. The students must keep their college cards worn during the academic hours so that the college security system may be streamlined and be made better. The College Security Teams/Proctorial Board must ensure the proper checking of the cards of the students to ensure a conducive and protected college academic atmosphere for the students in the respective colleges.

COLLEGE SPORTS

Sports are very important for the mental, physical and moral growth. The Colleges must provide the sports facilities to students. All Male Colleges must have a Cricket Team and a Hockey Team along with all other available sports teams whereas the Female colleges must have a Badminton and Table Tennis Teams along with other teams. Necessary sports items would be made available and it is the responsibility of the Principals to ensure sports activities in colleges.

COLLEGE DISPENSARY

All colleges must have a college dispensary for the provision of first aid to the students in need of the same at the time of any emergency.

COLLEGE UNIFORM

All students must wear proper neat and clean uniform as prescribed by the college authorities. Disciplinary action shall be taken against those found without uniform.

COLLEGE MAGAZINE

All Principals of the Colleges must get the college magazines published immediately as per the directions of the Higher Education Department. The College Editorial Board must ensure the inclusion of only those articles in the magazines that are not be controversial. The material included in each article or other sections must become a source of healthy information, broadening of the vision, development of the character and enjoyment of the students of the colleges.

COLLEGE EXAMINATIONS

The College Principals shall ensure the conduct of transparent and fair examinations in the colleges. The Academic Calendar of the Department must be adhered to in letter and spirit in connection with the conduct of the examinations in the respective colleges. The College Authorities must ensure the following:-

1. Attendance of the students in the college Monthly tests is compulsory.
2. The Teachers must keep the attendance record of the students in a well prepared form right from the beginning of the academic session till its completion.
3. The record of the Monthly tests as per the Academic Calendar must be entered into the registers by the teachers concerned.

4. The Attendance Registers of the students must be checked either by the Vice Principal or the Principal on monthly basis and duly sign them.
5. It is compulsory for all the students to appear in all college tests including class tests, midterm tests, December Tests & Pre-Board/University Tests and pass the same.
6. The College Principals must ensure the presence of the students and teachers till the close of the session as per the academic Calendar.
7. A fine of Rs. 200 per paper for absence in December & Pre-Board/University tests shall be charged from the students and deposited into the Bank into the relevant fine fund through college fine slip.
8. Students not participating in the college examinations on medical grounds must produce a Medical Certificate duly issued by the MS or Authorized Medical Attendant of a Government Hospital otherwise the student shall be declared fail. Furthermore, after getting well, it will be compulsory to appear in the examination so missed due to illness.
9. The cases of the students using unfair means during any examination of the college shall be presented before the College Council and the decision of the College Council shall be final and the same cannot be challenged in any court or legal forum.
10. The Examination Branches in all Colleges must be made functional in the sense that all records i.e. the question papers, marked scripts, award lists, result registers must be maintained properly and be kept ready for inspection/checking by the Officers designated for the task by the Higher Authorities.

STUDENTS LEAVE RULES

The following students leave rules shall be observed in all the Public Sector colleges of the Province:-

1. The students, seeking leave, must send in the leave application, duly signed by the parents, to the Principal of the College.
2. In case of illness, leave for more than 4-days shall only be allowed if the ailing student submits the Medical Certificate duly issued by the MS or the authorized Medical Attendants of Government Hospitals.
3. Leave for Two days may be got sanctioned by the English Teachers/ Tutors and leave for more than two days may be got sanctioned by the Principals concerned.
4. A student who shall remain absent from the college for 15 days continuously his/ her name shall be struck off. However, readmission

- will be considered on the request of the parents/guardian. This facility shall only be available once in the academic session.
5. The students who shall not join the college after getting admitted to First Year Class and Second Year after the start of the Academic Session shall not be eligible for sending of their admission by the college to the Board.

STUDENT FINES

The following fines shall be allowed to be imposed on the students by the college authorities and the same shall be deposited into the college account concerned through the Fine slip in the Bank Concerned. The following is the specimen Fine Slip for all kinds of fines. No official/officer is allowed to get fine other than on the slip through the Bank.

GOVERNMENT COLLEGE FOR BOYS/WOMEN-----

NAME OF THE STUDENT _____

ROLL NO _____ CLASS/YEAR _____

FINE AMOUNT Rs: _____ (In Words _____)

REASON/S OF THE FINE _____

SIGNATURE OF THE
NOMINATED OFFICIAL/OFFICERSIGNATURE OF THE
AUTHORISED OFFICER BANK

The following are the different Rates of the Fine:-

| Sr. | Category/Discipline | Fine Rates/Remarks |
|------------|--|--|
| 1. | Incomplete Uniform | Rs.100-00 |
| 2. | Without Uniform | Rs.150-00 |
| 3. | Breach of any discipline | Rs.200 upto Rs.1000 |
| 4. | Bringing of Camera, Tape Recorder or cellular phone in the college | Rs.1000. The things shall only be returned on the written request of the parents of the student. |

COLLECTION OF COLLEGE FUNDS

The Principals of the College shall charge the College Funds only as per the rates already notified by the Higher Education Department Vide No. SO (CA)1-44/2016, Dated May 16, 2016.(Copy Enclosed). Furthermore, all funds being collected from the students, as per Govt. rates, must be reflected in the Fee Receipt. Collection of any fund, other than mentioned in the Fee Receipt, is strictly prohibited. Those found involved in the violation of the instructions shall be proceeded against as per prevalent and relevant laws.

COLLEGE TIME TABLE

The Principals shall ensure the preparation of the time table well before the commencement of the classes for the session 2016-17. The following are the specific guidelines for the same to be followed by all in letter and spirit:-

1. The time table will be got prepared by the Principals concerned and shall be submitted, in a binding form, to the Divisional Directors Concerned till July 30, 2016 by all means.
2. The Time Table must reflect the Class Room Nos, name of the teachers concerned, Class, the Section and the timings.
3. The Time Table of each teacher, indicating his work load, of each Department must also be sent to the DPI (Colleges) office along with the main college time table.
4. A separate Time Table for the Extra-Curricular Activities, sports, societies, clubs etc shall also be prepared by the Principals of the Colleges and submitted to the Divisional Directors Colleges along with the main college time table.
5. All Divisional Directors of Education Colleges shall scrutinize the Time Tables and approve the same and later on shall submit the same in binding form to higher authorities.
6. Time Tables once approved by the Divisional Directors Colleges concerned shall be final and shall not be allowed to be changed later on subject to the prior approval of the Directors Concerned.
7. The Time Tables must be pasted, for each class, outside the classes and the main time tables must be pasted on the College Notice Boards and the Staff Rooms. The Time Tables must also be made available in the Offices of the Principals.
8. No consecutive classes shall be allotted to any teacher.
9. The classes shall be distributed among the teachers as per the approved work load of the teachers as per their designations duly allowed by the Higher Education Department.
10. The Time Tables must be got prepared in the manner to make all teachers remain present in the colleges for the maximum time in order to make sure that teaching in a college is a full time job rather than a part time job. Every teacher must teach at least one incoming and one out going class including other classes allotted to him/her.
11. Separate work load of each inducted CTI must also be prepared along with the Main College Time Tables.
12. CTIs must only be inducted after allotted workload to regular/contract teachers is distributed.
13. Allotted workload must be ensured at any cost. All those teachers who perform other duties in the colleges must not be given any relaxation regarding the workload.
14. CTIs must only be allotted the periods at par with the Lecturers/APs.
15. CTIs must only be allotted the classes of their respective subjects.
16. CTIs must also be assigned other duties as are assigned to the Regular Teachers.

17. No CTI is allowed to teach the classes of the Regular Teachers other than those assigned on alternative arrangements due to leave of any regular teacher.
18. Teachers will also be assigned additional duties like students counseling, in charge societies, clubs, sports etc.

ALLOTTED WORKLOAD OF THE TEACHERS

The following shall be the standard allotted workload for the Lecturers, Assistant Professors, Associate Professors and Professors irrespective of the other assigned college duties.

| Sr. | Designation | Allotted Periods |
|------------|-----------------------------------|--|
| 1. | Lecturers & Assistant Professors | 24-Per Week |
| 2. | Associate Professors & Professors | 18-Per Week 18-Periods a week or 12 periods of Postgraduate Classes/BS. |


Note:- Two Periods of postgraduate/BS classes will be equivalent to three periods of Degree/Intermediate Classes
(As per Punjab Education Code Chapter-II Section 15-A)

SECOND SHIFT CLASSES

The colleges that are functioning with Second Shift Classes shall follow the following instructions in true letter and spirit:-

1. The Second Shift Classes shall commence at 1:00 PM.
2. Time Table of the Second Shifts must also be got prepared as that of the Morning Classes and submitted for approval with the college main time tables.
3. The Regular College Faculty may be preferred for the Second Shift Classes.
4. The Accounts of the Second Shift must be maintained as are maintained that of the Morning Sessions.
5. The induction of the Teachers, on the already notified rates and procedures, for the Second Shift, in case of non-availability of regular college teachers, must be ensured.
6. Instructions already notified regarding Second Shift Classes must also be adhered to completely.
7. Part-Time Teachers of Second Shift must not be allotted any classes in the Morning Sessions/Classes.
8. No CTI is allowed to teach the Second Shift Classes.

9. The Uniform of the Second Shift classes shall be different from the Morning Classes so as to make clear cut differentiation between Morning and Second Shift Students.
10. College Student Cards must also be issued to all the Second Shift Students and they shall wear them during the college timings.
11. Separate workload of the Second Shift Teachers must also be submitted to the Director Colleges Concerned along with the Second Shift and main College Time Table till the 30th of July, 2016 by all means.
12. The time table of the Second shift must also be prepared as that of the Morning Classes.
13. Second Shift enrolment shall not be included in the Morning Shift while calculating work load for recruitment of CTIs.



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20.7.16

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