

HNB GARHWAL UNIVERSITY

GUIDELINES AND REGULATIONS FOR CONTINUATION AND/OR EXTENSION OF EXISTING AFFILIATION OF COLLEGES, 2013

1. GENERAL CONDITIONS

- (1) The college/institute seeking temporary affiliation shall apply to the University on the application format given in **Annexure-I**.
- (2) The Management Committee of the College should be duly approved by the University.
- (3) Colleges affiliated to HNB Garhwal University shall not be affiliated to any other University.
- (4) Infrastructure earmarked for a course affiliated to the University shall not be used for any other course.
- (5) Colleges which have not yet fulfilled conditions of affiliation of the University shall not be considered for additional intake/new course.
- (6) The University shall not consider an application for granting affiliation to a new programme/course, which is not being conducted in the three campuses of the University.
- (7) The temporary affiliation for a programme may be granted initially for a period ranging from one to three years depending upon the duration of the course, which can be revoked by the University if in some enquiry or by surprise inspection by the University it is found that the programme is not being run in compliance to norms and conditions of the Statutory body/ University/ UGC.
- (8) Maximum number of seats for starting new postgraduate courses shall be limited to 30 only or as prescribed by the Regulatory Body, if any, for the course requested.
- (9) No further increase in seats in undergraduate courses shall be considered for the coming five years starting from the academic session 2013-14.
- (10) The affiliation fee for each undergraduate programme (up to 5 subjects) will be Rs. 2.00 lakhs and Rs. 50,000/- for each additional subject; for each postgraduate programme (subject) Rs. 3.00 lakhs; and for each Diploma programme Rs. 1.0 lakh.
- (11) If the College violates any terms and conditions prescribed for granting affiliation including admitting more students than the sanctioned seats and, if as result of this any litigation is filed in any court, the College will have to bear the litigation expenses of the University.

2. ELIGIBILITY CRITERIA FOR EXTENSION OF EXISTING TEMPORARY AFFILIATION

- (1) The college seeking extension of affiliation shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory body concerned, in the case of technical/professional courses only, at the time of affiliation:
- i. Undisputed ownership and possession of land, free from any or all encumbrances measuring not less than 2 acres if it is located in Metropolitan cities, and 5 acres if it is located in other areas:
Provided that this sub-clause shall not apply to colleges already affiliated to the University.
Provided also that the requirement of 5 acres in hilly areas could be contiguous or up to three places which are not separated by more than 2 kilometres.
 - ii. Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory/Regulatory body.
 - iii. Academic building sufficient to accommodate the faculties, lecture/seminar rooms, library and laboratories with minimum of 15 sq ft per student in lecture/seminar rooms/library and 20 sq ft per student in each of the laboratories:
Provided that this sub-clause shall not apply to colleges already affiliated to the University.
 - iv. Number of teaching and non-teaching staff as per University/statutory body norms.
 - v. Adequate essential civic facilities like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by Central/State PWD.
 - vi. Adequate measures for safety, security, pollution control etc.
 - vii. A library with at least 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journals per subject, along with a book bank facility for students belonging to SC, ST and other such sections as may be specified by the UGC from time to time.
 - viii. Necessary laboratory equipments as prescribed by University/Statutory body concerned for each programme.
 - ix. A multipurpose complex/ an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per requirements decided by the University.
 - x. Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multipurpose complex/ auditorium, common rooms and hostel rooms, and for other facilities.

- xi. Duly constituted managing body.
 - xii. The college seeking extension of affiliation of any programme/course shall also provide following information in the application:
 - a. The year when temporary affiliation was first granted for the programme/course with the details of years of gap in affiliation, if any.
 - b. Category-wise details of male and female teaching and non-teaching staff such as SC, ST, OBC etc.
 - c. Category-wise details of male and female students enrolled in various courses like SC, ST, OBC, and students from the State, other states and foreign countries.
- (2) The College, if not run by the State Government
- a. Shall be managed by a duly constituted and registered Society or Trust.
 - b. Shall satisfy the University that adequate financial provision is available for running the College for at least three years without any aid from external source. It shall produce evidence of creating and maintaining a Corpus Fund permanently in the name of the College by way of irrevocable Government Securities of Rs. 15 lakh per programme, if the college proposes to conduct programmes only in Arts, Science and Commerce, Rs. 35 lakh per programme or as prescribed by the relevant Statutory body, if it proposes other professional programmes, or FDRs for like amounts jointly held by the College and the University for a minimum lock period of three years. The interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening infrastructure facilities.
 - c. Shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.
 - d. Shall appoint the faculty and non-teaching staff as per requirements and qualifications prescribed by the Statutory body concerned/ University and the salary shall be paid to them through bank. The income tax of the staff members shall be deducted at source and should also ensure the filing of income tax returns of the staff. The college/institute shall present copies of the Form-16 of all teaching and non-teaching staff at the time of inspection.
- (3) The Registered Society/Trust proposing the College shall execute a bond as given in **Annexure-II**.

3. PROCEDURE FOR GRANTING TEMPORARY AFFILIATION

- (1) The application to start a new college and to get it affiliated to the University can be submitted by Central/ State Government/ Registered Society/ Trust.

- (2) If the applicant is a Society/ Trust, it shall have been registered under Registration of Societies Act, the Trust Act or any Act of the Central/ State Government on or before the date of submission of the application.
- (3) The Government/ Society/ Trust which proposes to start the college in the jurisdiction of the University area and wishes to get it affiliated to the University shall make an application within the stipulated time to the University in the prescribed proforma (**Annexure-I**) along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.
- (4) The application shall be submitted with certified copies of documents listed in **Annexure-III**.
- (5) The University shall make a preliminary scrutiny of the application and if found satisfactory, issue a **Letter of Intent**, within a month from the date of receipt of the application by the University, to cause an inspection within a period of three months for physical verification of all infrastructure and necessary facilities.
- (6) The college shall be subjected to a **composite inspection** for all courses by the University through a committee of experts nominated by the Vice Chancellor consisting of:
 - a. One Expert for each of the subject areas proposed
 - b. Dean, College Development Council/ an equivalent academician of the University
 - c. A representative of the higher education department of the Government not below the rank of Deputy Director
 - d. An Engineer from PWD/CPWD or the University not below the rank of Executive Engineer.

One of the subject experts at the level of Professor, as nominated by the Vice Chancellor, shall be the Chairperson of the Committee. TA/DA and sitting charges to the Experts shall be paid by the College as per Central Govt. rules.

- (7) The report of the inspection committee shall be submitted by the Chairperson within seven days of inspection to the University duly filled-in and signed by all the members on the proforma as given in **Annexure-V**. The University shall process the report through its appropriate Bodies and decide to grant, or not to grant, temporary affiliation to the College, recording the reasons in writing for its decision within three months of inspection.
- (8) On the basis of infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme in the college.
- (9) The Executive Council of the University shall be the ultimate authority to decide granting, or not granting affiliation.
- (10) Continuation of temporary affiliation of the programmes and the college itself shall be granted by the University on 1 to 3 year basis depending on the duration of the course through inspection process prescribed in these regulations.

- (11) If the University decides not to grant affiliation to the college for reasons, recorded in writing of its failure to meet the conditions/ requirements for getting affiliation, the college may apply again if it fulfils the conditions/ requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

4. ELIGIBILITY TO APPLY FOR ADDITION OF NEW PROGRAMMES OF STUDY

- (1) Any proposal for adding new programmes shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.
- (2) Any proposal for raising the existing undergraduate college to postgraduate studies level shall be considered by the University only after satisfactory completion of five years of the undergraduate programme and the proposed buildings, qualified faculty and other infrastructure facilities are fully created as per the Regulations.
- (3) Each application for addition of a new programme or for upgrading the existing programme to postgraduate level shall be accompanied by the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.
- (4) The procedure of according temporary affiliation to additional programmes of study or for upgrading the existing programmes in the college shall be the same as prescribed under the Regulations for temporary affiliation.

5. WITHDRAWAL OF AFFILIATION

- (1) The privileges conferred on a college by affiliation may be withdrawn in part or in full, suspended or modified, if the college, on due enquiry, is found to have failed to comply with any of the provisions of the Act, the Statutes, the Ordinances, the Rules and /regulations or any other direction or instruction on the UGC/ University/ Statutory body concerned, or failed to observe any of the conditions of affiliation, or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.
- (2) If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Trust, individual or a group of individuals without the prior approval of the University, the affiliation granted to the college shall lapse automatically on such ceaser, shifting or transfer, as the case may be, and it shall be treated as a new college for the purpose of future affiliation. The University/Government shall alleviate the educational future of the affected students of the college who were on rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time in an appropriate manner as per its decision.

- (3) If the university decides to withdraw the affiliation of the college, or the affiliation stands terminated by the order of the university, temporarily or permanently, such decision shall not affect the interests of the students of the college who were on its rolls at the time of the issue of the order till they pass out the normal duration of the programmes to which they are registered at that time. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

6. TIME SCHEDULE FOR APPLICATION SUBMISSION AND PROCESS OF AFFILIATION

S.No.	Process	Date
1.	Submission of application with clearance / no objection certificate from the Govt., necessary documents and bond by the College	1 st September to 31 th October
2.	Scrutiny of application by the University	Till 15 th November
3.	Issue of Letter of Intent by the University	Till 30 th November
4.	Inspection of the college by a committee of experts appointed by the University	Till 28 th February
5.	Decision of the University on affiliation	Till 31 th May

Annexure-I

PROFORMA FOR TEMPORARY AFFILIATION/ EXTENSION OF TEMPORARY AFFILIATION IN COLLEGES/INSTITUTES

(Separate application is to be submitted for each programme/course)

1. Name of the College/Institute:
2. Academic Session:
3. Programmes/Courses already conducted:
4. Affiliation for new Programmes/Courses applied for:
5. Affiliation for increase of seats in the courses applied for (including the proposed increase in each course):
6. Norms:

S.No.	DETAILS OF INFRASTRUCTURE/ FACILITY	NORMS FOR INFRASTRUCTURE/ FACILITY SPECIFIED BY NCTE/ BCI/ ICAR/ ICFRE/ MCI/ DCI/ NCI/ PCI/ UNIVERSITY	NORMS COMPLETED AS AGAINST SPECIFIED NORMS	FUTURE PLANS, IF ANY
1.	LAND 1. Complete address of the land 2. In whose name the ownership of the land is? 3. Whether the land is Registered/ Leased Deed/Rented			

	<p>Required area of land for New Colleges: 2 Acres if located in Metropolitan cities; 5 Acres if located in other areas. (Enclose copies of deed & mutation)</p>			
2.	<p>BUILDING</p> <ol style="list-style-type: none"> 1. Is the building constructed on the land purchased by the Trust/Society? 2. Is the College being run on rented building? 3. When the Trust/Society would complete the construction of its building? 4. Validity of the registration of the Society (Attach copy) 5. Names and Telephone Numbers of the President and Secretary of the Trust/Society 6. Details of rooms: <ol style="list-style-type: none"> (1) Reception (2) Principal's Room (3) Administrative Office (4) HOD's Room (5) Faculty Rooms (6) Class Rooms (7) Laboratories (8) Computer Lab (9) Stores (10) Seminar/Meeting Room 	<p>NUMBER SIZE/ AREA</p>	<p>NUMBER SIZE/AREA</p>	

	<p>2. Details of salary payment through Bank and income tax deductions</p>		<table border="1" data-bbox="1270 251 1864 706"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																																		
4.	<p>LIBRARY No. of Books and Journals as specified by the statutory body:</p>	<p>NUMBER OF BOOKS: NUMBER OF JOURNALS:</p>	<p>Number of Books: Number of Journals:</p>																																																		
5.	<p>FURNITURE</p>	<p>NUMBER</p>	<p>NUMBER</p>																																																		

	<ol style="list-style-type: none"> 1. Office Chairs/Tables for Principal/Director/ HOD of each Department/Each Teacher/ one each for office 2. Almirahs: one each for Principal/Director/Each Department and three for office 3. Furniture/Chairs for Halls/ Auditorium 4. Chairs/Tables as per student strength 5. Racks for library 6. Laboratory furniture 7. Computer tables for Computer lab 			
6.	<p>SECURITY/ FDRs</p> <p>The College will have to produce evidence of creating and maintaining a Corpus Fund as Govt. Security or FDR in the name of the College for Rs. 15 Lakh per programme only in Arts, Science and Commerce Or Rs. 35 Lakh per programme for other courses Or as specified by the Statutory body.</p>			
7.	<p>AFFILIATION FEE</p> <p>Details of University Fee {Rs. 2 Lakh for each undergraduate programme (up to 5 subjects) and Rs. 3 Lakh for each postgraduate programme (subject)} for starting new programmes/ courses payable as DD for each course.</p>		DD No. & DATE	

8.	INSTRUCTIONAL FACILITIES (OTHER THAN LIBRARY) 1. Number of OHPs 2. Number of LCDs 3. Number of PCs 4. Internet Facility (give the name of Broadband Service Provider) 5. Does the campus have Wi-Fi facility?	NUMBER	NUMBER	
9.	HOSTEL FACILITY Give details of Hostel facility for Boys and Girls:	INTAKE CAPACITY Boys Hostel: Girls Hostel:	ACTUAL INTAKE Boys Hostel: Girls Hostel:	
10.	OTHER FACILITIES/ SERVICES 1. Sewerage facility 2. Arrangements for Rainwater Harvesting 3. Plantation done/ plans proposed for it 4. Alternative sources of energy used/ proposed			
11.	SECURITY OF WOMEN EMPLOYEES AND STUDENTS Details of measures adopted for the			

	security of women employees and students in the Campus and Girls Hostel.			
12.	<p>ANTIRAGGING MEASURES</p> <p>Give details of antiragging measures in the campus and hostels</p>			
13.	<p>APPROVAL OF PROGRAMMES/ COURSES BY THE UNIVERSITY</p> <p>Is the Programme/Course approved by the Academic Council/Executive Council of the University?</p>			
14.	<p>APPROVAL OF THE PROGRAMME FOR THE COLLEGE BY THE CONCERNED STATUTORY BODY</p> <p>Has your college got approval by the concerned statutory body for the course proposed?</p> <p>If so, please specify the academic sessions for which approval has been given.</p>			
15.	<p>DETAILS OF TEMPORARY AFFILIATION GRANTED BY THE UNIVERSITY</p> <p>State the year/session when temporary affiliation was first granted to the programme/course for which extension of</p>			

	<p>affiliation is being applied</p> <p>State whether there was break in temporary affiliation for this programme/course?</p> <p>If so, give the years in break of affiliation</p>								
16.	<p>CATEGORY WISE DETAILS OF EMPLOYEES IN THE COLLEGE</p> <p>Give details of teaching and non-teaching employees in the college</p>		EMPLOYEES	M /F	SC	ST	OBC	Gen	
			Teaching Employees	M					
			Non-Teaching Employees	M					
				F					
				F					

17.	<p>CATEGORY WISE AND COUNTRY/STATE WISE DETAILS OF THE STUDENTS STUDYING IN THE COURSES BEING CONDUCTED IN THE COLLEGE</p> <p>Give details of students enrolled for each course conducted in the college</p>		<table border="1" data-bbox="1272 253 1843 487"> <thead> <tr> <th>Name of the COURSE</th> <th>M/F</th> <th>SC</th> <th>ST</th> <th>OBC</th> <th>Gen</th> </tr> </thead> <tbody> <tr> <td></td> <td>M</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>F</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>M</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>F</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>M</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>F</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="1272 555 1843 834"> <thead> <tr> <th>Name of the COURSE</th> <th>M/F</th> <th>From the STATE</th> <th>From OTHER STATES *</th> <th>From FOREIGN COUNTRIES</th> </tr> </thead> <tbody> <tr> <td></td> <td>M</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>F</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>M</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>F</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>M</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>F</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>*Give state-wise break up of students for each state.</p>	Name of the COURSE	M/F	SC	ST	OBC	Gen		M						F						M						F						M						F					Name of the COURSE	M/F	From the STATE	From OTHER STATES *	From FOREIGN COUNTRIES		M					F					M					F					M					F				
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18.	<p>ACCREDITATION OF THE COLLEGE</p> <p>Has the college been accredited by NAAC or other accrediting body?</p> <p>Is so, give Rank and period of validity of accreditation.</p>																																																																																

7. The Principal/President/Secretary will also have to submit an Affidavit stating that for the programmes/courses affiliated to the HNB Garhwal University, affiliation has not been obtained from any other University.
8. Names and Addresses of Public Information Officer and First Appellate Officer under the Right to Information Act 2005:

The information given in the above proforma is correct, and if during checking of documents or in surprise inspection, any information is found incorrect or some shortcomings are noticed as per specified norms, the Principal/Director/Secretary would be solely responsible for errors or false information, and the college shall be liable to be punished by the University such as withdrawal of the affiliation as per Regulations.

Signature of Principal/President/Secretary
With Seal

AFFIDAVIT

(As per UGC (Affiliation of Colleges by Universities) Regulations, 2009)

I, (Name of the authorized person) son of
aged about years, resident of, am the authorized signatory of the
application made for grant of recognition/permission for seeking an intake/additional intake of students.

2. That the Society/Trust/Body is in possession of land as per the following description
registered in the office of

Plot No. :

Khasra No. :

Village/Town/City :

District/State :

Total land area:

3. That the land is on ownership basis/lease from Govt./..... for a period of years since.....
4. That the land is free from all encumbrances.
5. That the land is exclusively meant for running the educational college and the permission of the competent authority to this effect has been obtained vide letter No..... dated
6. That the premises, whose approved map is enclosed herewith, shall not be used for running any educational activity/college, other than the programme for which the recognition is being sought.
7. The College has/shall generate adequate recurring income from its own resources for its continued and additional functioning.
8. That the college shall impart instructions only in the subjects and for the courses/programmes for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such courses/programmes shall follow the syllabi approved by the appropriate academic bodies of the University.

9. That the college shall comply with all the provisions of the Act, the Statutes and the ordinances, Rules and Regulations of the University framed in this regard.
10. That the college shall follow the Rules, Regulations and Guidance of the Statutory body issued from time to time.
11. That the number of teaching posts, the qualifications of teaching staff and their recruitment/ promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Ordinance/ Regulations of the University/State Govt./UGC, and shall ensure imparting of adequate instructions to the students in the courses/programmes of studies to be undertaken by the college and that the Student-Teacher Ratio in the college shall be as per the UGC norms. The selection of faculty shall be approved by the Vice Chancellor of the University.
12. That the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales along with applicable allowances not less than the pay scales as prescribed by the UGC/Central/State Govt., as the case may be, from time to time.
13. That the teaching and non-teaching staff shall be paid salary through bank and income tax shall be deducted at source from their salaries and they shall be issued Form-16 and filing of their income tax returns shall be ensured.
14. That the appointment of members of teaching and the non-teaching staff shall be made only on considerations of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration.
15. That the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfilment of the conditions for affiliation to the University within a fortnight of changes coming into effect.
16. That all fees to be charged from the students shall be as per the fee structure approved by the University based on the norms of the UGC from time to time.
17. That the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University based on the norms of the UGC.
18. That no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University.
19. That the College shall not, without the previous permission of the University, suspend offering an already course/programme of study.
20. That the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college.

21. That all registers and records, including audited statement of accounts, as required to be maintained under the Regulations/Orders of the UGC/University/ Government shall be maintained and made available as and when required for inspection.
22. That the college shall furnish all such returns and other information as the UGC/ University/ Govt. may require to enable it to monitor and judge the performance of the college with regards to maintenance of academic standards and shall take such action as the UGC/ University/ Govt. may direct to maintain the same.
23. That there shall be reservation of seats for SC/ST/OBC/Other categories etc., as per the policy of the Central/State Government.
24. That the management shall discharge the statutory obligations relating to provident fund, pension, gratuity etc. in respect of all its employees.
25. That the College shall pay the affiliation fee for each course as prescribed by the University.
26. That the College shall make necessary arrangements for security of its women employees and students.
27. That the College shall adopt necessary antiragging measures as per directions of the Supreme Court of India and the UGC.
28. The college has not evaded any information in respect to violation of conditions given in the HNB Garhwal University Guidelines and Regulations for Affiliation of Colleges, 2013. If some error or omission is found later at any stage, the same shall be brought to the notice of the University by me or may be cancelled by the University, and in such a case the College shall apply for affiliation after six months and the application for affiliation would be treated as a new application under the rules of the UGC Act.

Signature of the authorized/designated authority

along with his/her official position and office Seal

Place:

NAME IN BLOCK LETTERS

Date:

LIST OF CERTIFIED DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FOR AFFILIATION

1. Copy of the letter granting affiliation in the previous year.
2. Registration of the Society/Trust along with details of Constitution and Memorandum of Association.
3. Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college.
4. Letter from the Competent Authority designated by the government concerned for classification of land and its location as Metropolitan or other areas.
5. Land Use Certificate from the Competent Authority designated by the Government concerned.
6. Registered land/ Govt. leased land documents in the name of the Society/Trust.
7. Appropriate order from the Govt. permitting the Society/Trust to start the college with details of the courses/programmes intended to be offered.
8. Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the Govt. concerned.
9. Details of latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as specified in the application.
10. Detailed Project Report giving the following
 - a. Background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions.
 - b. Details of its promoters including their background
 - c. Activities of the Society/ Trust in the social, charitable and educational spheres.
 - d. Development plan of the college with timeline, spelling its growth plan over the first 10 year period in terms of phasing of academic programmes, increase of students intake and introduction of PG programmes/ research.
 - e. Architectural master plan indicating the land use pattern including those for the future.
 - f. Policy with regard to faculty recruitment, retention and development.
 - g. Structure of academic and administrative governance.
 - h. Sources of financing of capital and operating expenditure, besides funds to be generated through students.

PROFORMA FOR REPORT OF THE INSPECTION COMMITTEE

7. Name of the College/Institute:
8. Academic Session:
9. Affiliation for new Programmes/Courses applied for:
10. Name of the Statutory Body concerned/ University:
11. Inspection Report

S. No.	INFRASTRUCTURE/ FACILITY	OBSERVATION/ REMARKS BY THE INSPECTION TEAM
1.	Approval of the Management Committee by the University	
2.	Land	
3.	Building	
4.	Faculty recruitment (approved by the University), pay scales as per UGC scales, payment of Salary through bank and income tax deduction and ITR details	
5.	Library	
6.	Security/FDR	
7.	Affiliation Fee	
8.	Other facilities	

9.	Hostel Facility	
10.	Security of women employees and students	
11.	Ant ragging measures	
12.	Any other information	

Recommendations/Suggestions by the Committee:

Signatures/Names/Addresses of the Inspection Team Members