

3. Norms and procedures for continuation of affiliation for the following:

- Continuation of affiliation to existing college
- Increase / reduction in intake in existing course(s)
- Adding course(s) in existing programme(s)
- Change of site / location
- Closure of a college/ programme/course
- Conversion of a Women's College into Co-ed College.
- Mandatory provision of supernumerary seats for Tuition Fee Waiver (TFW)
- Change of name of the college

For the above purposes, the University shall follow the norms and procedures as outlined below.

1(a) New programme(s) shall not be started in existing colleges without prior affiliation from the University, and

1 (b) Each college offering technical programme shall submit an application to the University, every year, for continuation of affiliation of course(s) offered by the college and/or the other purposes listed above.

2 Submission of application

2.1 The existing college shall submit the request in a form prescribed by the University on its web portal.

2.2 The college may submit an application to the University for:

- a) Continuation of affiliation to existing college
- b) Increase / reduction in intake in existing course(s)
- c) Adding new course(s) in existing programme(s)
- d) Change of site / location
- e) Closure of a college
- f) Conversion of a Women's College into Co-ed College.
- g) Mandatory provision of supernumerary seats for TFW
- h) Change of name of the college

2.3 Submission of an application for the above purposes on or before the last date as mentioned in Appendix 'F' is mandatory.

- 2.4 A college / Society / Trust / Company or its member if charge-sheeted, shall not be considered for continuation of affiliation.
- 2.5 No increase shall be given to a college where a FIR / an enquiry by CBI / CVC / any other investigation agency or punitive action initiated by the University for any violation in the norms and standards, is pending.
- 2.6 The processing fee shall be paid to the University as prescribed below or as applicable from time to time:

Type of Institution	Private College	Government/ Govt. promoted college
Continuation fee for EoA (Rs. In lakhs)	0.375/course/unit* for AICTE courses except B.Arch	Nil
	0.25/course/unit* for B.Arch course (AICTE)	Nil
	0.25/course/unit* for UGC (Non-AICTE) courses	Nil
Application Fee for (Rs. In lakhs) i) New courses/ ii) Increase/decrease in Seats iii) Closure of Course	0.30	0.30
Application Fee for (Rs. In lakhs) i) Change of Site/ Location ii) Conversion to Co-Ed	0.30	0.30
Application Fee for Closure of Institute (Progressive/Abrupt)	1.0	1.0
Inspection Fee for (Rs. In lakhs) i) new courses ii) increase in seats iii) Change of Site/ Location iv) Conversion to Co-Ed	0.15/course	0.15/course
Youth Welfare Fee (Rs. In lakhs)	0.075	0.075
Sports Fee (Rs. In lakhs)	0.075	0.075

**One Unit shall be of minimum 18 seats for M.Tech., M.Pharm and M.Arch., of 30 seats for all UGC (UG & PG), AICTE (UG courses except B.Arch), of 20 seats for B.Arch.*

The institutions that are not able to apply by the last date as mentioned in the schedule circulated on web portal, shall be given another chance to apply within 20 days by paying late fee of Rs. 2,000/- per day with a maximum limit of Rs. 40,000/-. The late fee shall also be applicable to the Government/ Government Promoted Institutions. However, the Vice-Chancellor shall have the power to allow the institute to apply within another 20 days under exceptional circumstances. However, the institute shall be required to pay additional penalty of Rs. 4,000/- per day with a maximum limit of Rs. 40,000/-. The decision of the Vice-Chancellor shall be ratified by the Board of Governors of the university.

3.1 Processing of Application for Continuation of affiliation/ decrease in seats for existing college

- 3.1.1 The applicant college will have to register itself at the web portal of the University if not registered earlier.
- 3.1.2 The college shall login and fill its complete information as per the online application form available at the web portal of the University.
- 3.1.3 The processing fee shall have to be paid by the applicant college using the payment mode chosen at the web portal. The applicant college shall be able to submit its application online after the processing fee is paid.
- 3.1.4 The applicant college, after paying the processing fee and submitting the online application, shall be required to submit the hard copy of the application along with the copy of required supporting documents to the University.
- 3.1.5 The University shall issue the letter of Continuation of Provisional affiliation to the institution based on self disclosure of required facilities and infrastructure availability as submitted in the application.
- 3.1.6 The University reserves the right to carry out physical inspection to check the correctness of the required facilities and infrastructure availability as submitted in the application with respect to the faculty, infrastructure and norms as prescribed by the University for the courses applied by the applicant college.

3.2 Processing of Application for New Courses/ increase in seats for courses in Existing Institutions.

1. A college shall be allowed to apply for maximum of 2 new courses/ increase in 2 existing courses with an intake of 2 units or 1 division each. For AICTE courses, the AICTE norms prevailing at that time shall be applicable.
2. Grant of affiliation is based on self-disclosure of required facilities and infrastructure availability as submitted in the application.

An affidavit sworn before First class Judicial Magistrate or Notary or an Oath Commissioner that the college has required facilities and infrastructure as per the provisions of these regulations and in the absence of which the University is liable to invoke the provisions, both civil and / or criminal as per the regulations in place, is to be submitted.

3.2.1 Evaluation of application by Scrutiny Committee

- 3.2.1.1** The applications shall be evaluated by a Scrutiny Committee constituted by the appropriate authority of the University.
- 3.2.1.2** The Scrutiny Committee will invite all applicants for presentation of their proposals. Applicants shall adhere to given scrutiny schedule and not to remain absent for scrutiny.
- 3.2.1.3** If the applicant remains absent for scrutiny then their applications / proposals shall not be taken up for scrutiny. However, under exceptional circumstances, the Vice-Chancellor may allow another date for scrutiny of the documents within the announced schedule of presentations, at the prior request of the applicant institute.
- 3.2.1.4** Applicants shall produce original documents along with attested copies at the time of scrutiny as listed at Appendix B.
- 3.2.1.5** Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the applicant Society / Trust / Company through web portal.
- 3.2.1.6** The applicant may be given the option of removing the deficiencies communicated by Scrutiny Committee within a period of 15 days from the date of intimation on the web-portal. These shall be then re-examined by the Scrutiny Committee.

3.2.1.7 Applications which are found to be in order in all respects by the Scrutiny Committee will be processed further.

3.2.1.8 The attested copies of original documents shall be retained by the committee.

3.2.1.9 All applicants recommended for Expert Committee visit by the Scrutiny Committee, shall be communicated the date of Expert Committee visit.

3.2.2 Evaluation of Application by Expert Committee

3.2.2.1 An Expert Committee constituted by the University shall visit the proposed premises of the college to verify

3.2.2.1.1 readiness with respect to Appendix A i.e. instructional, administrative and amenities area requirements for college.

3.2.2.1.2 readiness with respect to Appendix A i.e. computers, printers, software, internet, laboratory equipment and books, journals, library facilities for college.

3.2.2.1.3 readiness with respect to Appendix A i.e. essential and desired requirements for college.

3.2.2.1.4 progress related to appointment of faculty with respect to the norms, standards and conditions prescribed by the University.

3.2.2.2 The Expert Committee will verify the physical and infrastructural facilities of the applicant college.

3.2.2.3 Expert Committee shall have access to the report of the Scrutiny Committee.

3.2.2.4 Expert Committee shall verify actual availability of equipment, computers, printers, software, internet, book titles, book volumes, subscription of journals. Mere presentation of purchase orders / payment records for subscription etc. without actual availability shall not be considered.

3.2.2.5 Expert committee shall also verify documents in original as in Appendix B with respect to actual infrastructure visited.

3.2.2.6 The applicant college will arrange for video recording with date and time of the entire proceedings of the Expert Committee visit, which will form part of the Expert Committee report.

- 3.2.2.7** The Expert Committee shall submit to the University;
- 3.2.2.7.1** Its report in the prescribed format of the visit.
- 3.2.2.7.2** Attested copies of all documents.
- 3.2.2.7.3** Video recording of Expert Committee visit
- 3.2.2.7.4** Attendance sheet of faculty/staff duly signed /authenticated by the Expert Committee members, and representatives of applicant Society/Trust present during the visit.
- 3.2.2.8** The Expert committee may recommend 'Re-inspection' of the applicant institute if it feels that the discrepancies exist and the institution needs to be inspected again for compliance of norms. The institute will be required to pay an additional inspection fee of Rs 1 lakh for re-inspection.

3.2.3 Grant of affiliation

- 3.2.3.1 The recommendations of the Expert Committee for further process of issuance of provisional affiliation or otherwise shall be placed for approval before the appropriate authority of the University for taking the final decision.
- 3.2.3.2 Further, based on the decision, letter of provisional affiliation or letter of rejection shall be issued by an officer authorized by the University.
- 3.2.3.3 The provisional affiliation shall be valid for one academic session only.
- 3.2.3.4 The permanent affiliation can be considered only for the period the college has been accredited by NAAC/NBA.

3.2.4 Financial norms

The total amount payable shall be calculated by adding the amounts specified for each programme/course and the intake applied for.

The college recommended for affiliation by the Expert Committee for new courses/increase in intake applied, must deposit the affiliation fee and other prescribed University fee admissible within 30 days of intimation of the recommendation, as per table given below and as may be prescribed by the University from time to time:

Type of Institution /Fee	Private College	Government/ Government promoted College
Provisional Affiliation fee (Rs. In lakhs)	0.75/course/unit* for AICTE courses except B.Arch	NIL
	0.50/course/unit* for B.Arch course (AICTE)	NIL
	0.50/course/unit* for UGC (Non-AICTE) courses	NIL

**One Unit shall be of minimum 18 seats for M.Tech., M.Pharm and M.Arch., of 30 seats for all UGC (UG & PG), AICTE (UG courses except B.Arch), of 20 seats for B.Arch.*

The institutions that are not able to deposit the prescribed fee as applicable with in time specified above, shall be allowed to deposit the same within 15 days by paying late fee of Rs.50,000/-. The late fee shall also be applicable to the Government/ Government promoted institutions. The institutions not able to deposit the fee even after 45 days, shall not be granted the affiliation for the courses. However, the Vice-Chancellor shall have the power to allow the institute to deposit the fee within another 15 days under exceptional circumstances. However, the institute shall be required to pay additional late fee of Rs. 50,000. The decision of the Vice-Chancellor shall be ratified by the Board of Governors of the University.

3.2.5 Appointment of teaching staff for new courses/increase in seats in existing affiliated college

3.2.5.1 The existing colleges recommended for grant of affiliation for course(s) /programme(s) by the Expert Committee, shall comply with appointment of additional faculty and other technical supporting staff required as per relevant UGC Regulations regarding minimum qualifications and pay scale etc with the methods and procedures prescribed by the University, within 30 days of intimation of the recommendation.

3.2.5.2 The information about the appointments in the prescribed format shall also be uploaded on the web portal of the University within maximum one month of the issue of the affiliation letter uploaded by the University on its portal.

3.2.5.3 In no circumstances, unless the appointment of all teaching and other staff is in place, the colleges shall start the approved new courses.

3.2.5.4 If any college is found guilty of violation of these regulations, the University shall take such action as it may deem fit, including that of withdrawing the affiliation. The fee paid by the college also shall stand forfeited and will not be refunded or adjusted.

3.3 Change of Site / Location

a) Conditions for Permission

A college shall be considered for change of site/location if it is already an affiliated college.

b) Procedure

1. The existing college seeking change of site / location shall apply for continuation of affiliation as per regulations.
2. **The application shall be processed as per procedure of affiliation for new college.** It shall be necessary to provide built up area as per norms required to conduct all existing courses.
3. In the event of permission by the University for change of site / location, the equipment, library and other movable property in the existing college may be shifted to new site/location and the permission for activities on existing location shall cease.
4. The change of site / location shall be effected only on receipt of permission in respect of new location.
5. Request for permission for partial shifting shall not be considered.
6. On permission of new location, all activities of college shall be necessarily carried out at new location.
7. Any violation in this respect may lead to withdrawal of affiliation and the college shall not be allowed to continue its activities in either locations.
8. Applicant shall need to submit all documents as required for affiliation of new college, as mentioned in Appendix B. Following additional documents shall be submitted while seeking permission for change of site / location of the existing college;
 - Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).
 - Resolution of the Society/Trust/Company seeking permission for change of site / location of the existing college.

Note: However, NOC from the State Government and the approval form concerned Statutory body shall have to be submitted by the applicant college before approval for change of site/location is granted by the university.

3.4 Closure of College

a) Conditions for permission

- The college shall be closed completely in one instance and no partial or progressive closure shall be allowed at the first year level. However the subsequent years of working shall lapse at the end of each academic session respectively.
- There shall be no charge-sheet filed or pending court case/s against the college.

b) Procedure

The University affiliated college seeking closure of the said college shall apply for the closure as per the Regulations.

An Scrutiny Committee shall scrutinize the application of the college to verify

- Status of students already studying in the college
- Status of faculty and staff in the college.
- Any other liabilities of the college
- Pending court cases and serious charges, violation of norms, pending ragging cases against the college.
- Applicant college shall need to submit all documents as required for permission of closure of college as per Appendix C.

If the documents are accepted, then University shall consider the application further and grant approval for change of name of the institution.

The closure of the college shall be effected only on receipt of permission of the University.

Following additional documents shall be submitted while seeking permission for closure of the college;

- Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).
- Resolution of the Society/Trust/Company seeking closure of the existing college.

Note: However, NOC from the State Government and the approval form concerned Statutory body shall have to be submitted by the applicant college before approval for Closure of Institute is granted by the university.

3.5 Conversion of Women's College to Co-ed

a) Conditions for Permission/Eligibility

A college shall be considered for change of site/location if it is already an affiliated college.

b) Procedure

- The existing college seeking conversion from women's college to co-ed college shall apply for continuation of affiliation as per regulations.
- **The application shall be processed as per procedure of affiliation for new college.** and provide built up area as per norms required to conduct all existing courses as per Appendix A.

c) Conditions / Documents for Permission

- A certificate stating that admissions for three consecutive years are less than 40% of sanctioned intake.
- An affidavit stating the actual enrolment of students for the last three consecutive years.
- Resolution of the Trust / Society / Company for conversion from women's college to Co-ed college.
- Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).
- Additional money deposit as per norms for Co-ed college.
- Land related documents to be submitted as per the Regulations.

The conversion from Women's College to Co-ed College shall be effected only after accord of affiliation in respect of conversion.

3.6 Document verification in case of Change of Name

Applicants shall submit the following along with the application form.

- Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).
- Resolution by the Governing Body

Procedure

1. Scrutiny Committee shall verify the correctness of the documents.
2. If the documents are accepted, then University shall consider the application further and grant approval for change of name of the institution.

3.7 Tuition Fee Waiver scheme (TFW)

AICTE norms admissible at the time of application shall be valid.

3.8 Appeal Procedure

If the application is rejected by the Expert committee, the applicant may appeal for revision of decision which shall be taken up by the College Development Council only. The decision of the College Development Council shall be final and binding.

3.9 Time Schedule for processing of applications

The University shall notify through a Public Notice published in the leading newspapers and through uploading on the University web-portal regarding cut off dates for various purposes including receipt of applications and processing thereof from time to time. The time schedule mentioned in the Public Notice shall be final and binding. The last date of submission of application form shall mean submission of application along with copy of documents and of paying slip not later than the last date as mentioned in the time schedule for this purpose.