

## **2. AFFILIATION PROCEDURE FOR NEW COLLEGE**

### **1. Additional Definitions**

- 1.1 Architect” means an architect registered with the Council of Architecture established under the Architects’ Act, 1972;
- 1.2 “Compliance Report” means the report submitted by a college complying with the requirements as set by the university from time to time;
- 1.3 “Foreign Student” means a student who possesses a foreign passport and fulfils eligibility requirements for admission;
- 1.4 “Minority Institution” means an institution recognized as such by the Central /Punjab Government;
- 1.5 “Programme of Study” means a higher education programme pursued for a degree, diplomas, certificates and other academic distinctions as may be decided by the competent authority of the university.
- 1.6 The number of seats, “Unit(s)” or “division(s)” in each programme will be as determined by UGC/AICTE/any other concerned statutory body from time to time.

### **2. Norms and procedures for affiliation by the University for a new college offering technical education**

A college proposing to offer technical education shall first seek affiliation from the university before starting the academic activities.

For the above purpose, the college shall follow the norms and procedures as outlined below.

#### ***2.1 Introduction***

- 2.1.1 A new college proposing to offer technical education can be created by introducing one or more programmes housed either in one or separate buildings.
- 2.1.2 New college shall be granted affiliation when it is on one contiguous plot of land.
- 2.1.3 The college shall not permit admission of students to a programme which is not affiliated by the university.

- 2.1.4 Applicants shall apply only when the building for the purpose of college is complete as per the infrastructure requirements without any deficiency at the time of submission of the application form to the university.

## ***2.2 Seeking affiliation of the University for***

Setting up a new college offering one or more technical education at Degree and Post Graduate Degree Level;

- 2.2.1 Any one of the following entities may apply for affiliation of a new college:

2.2.1.1 A society registered under the Societies Registration Act, 1860 through the Chairman or Secretary of society or

2.2.1.2 A trust registered under the Charitable Trusts Act, 1950 or any other relevant act through the Chairman or Secretary of the trust or

2.2.1.3 A company established under Section 25 of Companies Act 1956.

2.2.1.4 Central or State Government / UT Administration or by a society or a trust registered by them.

2.2.2 The above bodies as mentioned in 2.2.1 (1 to 4) may be a body, formed under Public Private Partnership (PPP) or under Build-Operate-Transfer (BOT) mode through a competent authority of Central or State Government / UT Administration.

2.2.3 The applicants fulfilling the following conditions on or before the last date prescribed for receipt of application by the university shall be eligible to apply.

2.2.3.1 The promoter society / trust / company of a new college shall have the land as required and prescribed in its lawful possession with clear title in the name of the promoter society / trust / company on or before the date of submission of application.

*Provided that*, it shall be open for the promoter society / trust / company to mortgage the land only after the receipt of letter of affiliation only for raising resources for the purpose of development of the college situated on that land.

2.2.3.2 Land requirement for college shall be as mentioned in Appendix A. The plot of land under consideration shall be contiguous, having no

obstacles, like river, canals, rail tracks, highways, or any other such entity hampering continuity of land.

While establishing a new college, the total land requirement shall be the sum total of individual land requirement of respective technical programmes of study.

Land use certificate shall be obtained from the Competent Authority as designated by the Government of Punjab.

Land conversion certification shall be obtained from the Competent Authority as designated by the Government of Punjab.

2.2.3.3 Building plan of the college shall be prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by Government of Punjab.

Instructional area requirements as stated in Appendix A shall be applicable for each programme which will be run in the college. However, there may be central common facilities such as, Central Library with Reading Rooms, Central Computing Centre, etc.

2.2.3.4 Administrative area requirements as stated in Appendix A shall be applicable for a college.

2.2.3.5 Amenities area requirements as stated in Appendix A will be applicable for a college.

2.2.3.6 Circulation area of 25% of sum of instructional, administrative and amenities area is desired for covering common walkways, staircases, entrance lobby and other similar areas.

2.2.4.

2.2.4.1 Central Library with Reading Room

Refer Programme wise area requirement in Appendix A.

2.2.4.2 Computer Centre

Refer Programme wise area requirement in Appendix A.

2.2.5 For UGC courses (Non-AICTE), the fund position of the applicant college in the form of FDRs\* and bank accounts in nationalized bank or scheduled commercial banks recognized by Reserve Bank of India shall be as under on the date of scrutiny.

A total of 15 lakhs (Rs.) per course minimum funds required as proof of operational expenses. A total FDRs of 10 lakhs (Rs) per course in the name of institution as a proof of financial security *for a period of 10 years*  
For AICTE approved courses the regulations prescribed by AICTE shall be applicable.

2.2.6 Each programme shall have separate teaching faculty as per existing qualifications and norms defined for respective programme.

2.2.7 Requirement of Computers, Software, Internet and Printers for each programme shall be as given in Appendix A.

2.2.8 Requirement of laboratory equipment and experiments for each programme shall be as given in Appendix A.

2.2.9 Requirement of books and library facilities for each programme shall be as given in Appendix A.

2.2.10 Acquisition of desirable Journals is given in Appendix A

2.2.11 Requirement of essential and desired service requirements shall be as given in Appendix A.

### ***2.3 Submission of Application***

2.3.1 The Applicant new college will have to register itself at the web portal of the university.

2.3.2 The college shall login and fill its complete information as per the online application form available at the web portal of the University.

2.3.3 The processing fee (the application fee and inspection fee for each course) 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.

2.3.4 The applicant institute, after paying the processing fee and submitting the online application, shall be required to submit the hard copy of the application with the required documents to the University.

### ***2.4 Colleges fulfilling norms and standards will be entitled to allotment of programme(s) as follows.***

2.4.1 New Colleges shall be allowed to apply for maximum of 5 courses with an intake of 2 units or 1 division each.

2.4.2 Grant of affiliation is based on self-disclosure of required facilities and infrastructure availability as submitted in the application.

2.4.3 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.

### ***2.5 Processing Fee for***

Setting up new college offering one or more technical programme at Degree / Post Graduate Degree Level

Description	Private Institution	Government/ Government promoted institute
Application Fee (Rs. In lakhs)	0.30	0.30
Inspection Fee (Rs. In lakhs)	0.15/ course	0.15/course

*\*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.

### ***2.6 Evaluation of application by Scrutiny Committee***

2.6.1 The applications shall be evaluated by a Scrutiny Committee constituted by the competent authority of the university.

- 2.6.2 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.
- 2.6.3 If the applicant remains absent for a scrutiny, then, their applications / proposals shall not be taken up for a 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.
- 2.6.4 Applicants shall produce original documents along with attested copies as listed in Appendix B at the time of scrutiny.
- 2.6.5 Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the applicant Society/ Trust / Company through web portal.
- 2.6.6 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.
- 2.6.7 Applications which are found to be in order in all respects by the Scrutiny Committee will be processed further.
- 2.6.8 The attested copies of original documents shall be retained by the committee.
- 2.6.9 All applicants recommended for Expert Committee visit by the Scrutiny Committee, shall be communicated the date of Expert Committee visit.

### ***2.7 Evaluation of Application by Expert Committee***

- 2.7.1 An Expert Committee constituted by the university shall visit the proposed premises of the college to verify
- 2.7.1.1 readiness with respect to Appendix A i.e. instructional, administrative and amenities area requirements for college.
- 2.7.1.2 readiness with respect to Appendix A i.e. computers, printers, software, internet, laboratory equipment and books, journals, library facilities for college.
- 2.7.1.3 readiness with respect to Appendix A i.e. essential and desired requirements for college.

- 2.7.1.4 Principal and faculty with respect to the norms, standards and conditions prescribed by the university must be identified and presented.
- 2.7.2 The Expert Committee will verify the physical and infrastructural facilities of the applicant college.
- 2.7.3 Expert Committee shall have access to the report of the Scrutiny Committee.
- 2.7.4 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.
- 2.7.5 Expert committee shall also verify documents in original as in Appendix B with respect to actual infrastructure visited.
- 2.7.6 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.
- 2.7.7 The Expert Committee shall submit to the university;
- 2.7.7.1 Its report in the prescribed format of the visit.
- 2.7.7.2 Attested copies of all documents.
- 2.7.7.3 Video recording of Expert Committee visit
- 2.7.7.4 Attendance sheet of faculty/staff duly signed /authenticated by the Expert Committee members, and representatives of applicant Society/Trust present during the visit.
- 2.7.8 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.

## ***2.8 Financial norms***

- 2.8.1 The total amount payable in case of establishment of a college shall be calculated by adding the amounts specified for each programme applied for.
- 2.8.2 The amount Rs. 10 lakhs deposited by the college (Endowment Fund) as Joint FDR /Bank Guarantee in its name and the university shall remain with the university for at least 10 years which may be extended as per the regulations.
- 2.8.3 The college recommended for affiliation by the Expert Committee must deposit the provisional affiliation fee, endowment fund FDR/ Bank Gurantee and other

university fee within 30 days of intimation of the recommendation, as per the table given below:

Type of Institution/Fee	Private College	Government/ Government promoted institute
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
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.*

2.8.4 The institutions that are not able to deposit the prescribed fee 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 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.

2.8.5 The principal amount of the Endowment Fund FDR shall be returned to the Society / Trust / Company on expiry of the term. However, the term of the deposited amount could be extended for a further period as may be decided on case to case basis and / or forfeited in case of any violation of norms, conditions,

and requirements and / or non-performance by the college and / or complaints against the college.

### ***2.9 Grant of affiliation***

- 2.9.1 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.
- 2.9.2 Further, based on the decision, letter of provisional affiliation or letter of rejection shall be issued by the officer authorized by the university.
- 2.9.3 The provisional affiliation shall be valid for one academic session only.
- 2.9.4 The permanent affiliation can be considered only for the period the college has been accredited by NAAC/NBA.

### ***2.10 Appointment of Principal and teaching staff in newly affiliated college***

- 2.10.1 New colleges recommended for grant of affiliation for course(s) /programme(s) by the Expert Committee, shall comply with appointment of Principal and the faculty, as per relevant UGC/AICTE Regulations regarding minimum qualifications and pay scale etc., and other technical supporting staff & administrative staff with the methods and procedures prescribed by the university, within 30 days of intimation of the recommendation.
- 2.10.2 The information about appointments in the prescribed format shall also be uploaded on the web portal of university with in maximum one month of the issue of the affiliation letter uploaded by the university on its portal.
- 2.10.3 In no circumstances, unless the appointment of all teaching and other staff is in place, the colleges shall start the courses.
- 2.10.4 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.

### ***2.11 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.

***2.12 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.