

Affiliated Colleges
(Under Section 44 of the Act)

O.42 Every application for each course of study and specialization wise in any discipline for every type of Affiliation (Permanent or otherwise) of Colleges / Institutions shall be sent to the Registrar in the form prescribed by the Syndicate, so as to reach him on the date & month shown here below, preceding the year

from which Affiliation is intended to take effect.

Every application for Affiliation shall be accompanied with a non-refundable fee as shown below:

1.	Application Fees	Rs. 25,000.00 (upto 30th April) Rs. 50,000.00 (upto 30th June)
2.	Registration Fees	Rs. 25,000.00 (upto 30th June) Rs. 50,000.00 (upto 30th September)
3.	<u>Affiliation Fees :</u>	
	Category (A) Where the New Trust is applying for New Course / Programme with a New Institution.	Rs. 3,00,000.00
	Category (B) Where the Existing Trust is applying for New Course / Programme in the Existing Institution	Rs. 1,50,000.00
	Category (C) Where the Existing Trust is applying for a New Course / Programme in the New Institution	Rs. 2,00,000.00
	Category (D) Where the Existing Trust is applying for an additional division for Existing Course / Programme in the Existing Institution	Rs. 1,00,000.00
4.	Every visit of On-the-spot committee as Well as Monitoring Committee.	Rs. 25,000.00

In addition to the above, the detailed rules and regulations for granting different types of affiliation is annexed and marked as "Rules and Regulations for granting affiliation" for the purpose.

SARDAR PATEL UNIVERSITY VALLABH VIDYNAGAR

RULES AND REGULATIONS FOR GRANTING AFFILIATION

In order to implement the rules for granting affiliation to courses/programmes being offered by Institutions, following categories may be evolved & accordingly the rules may be framed. These rules have been framed considering the experience the University has gathered so far. The rules have been framed in order to encourage and maintain quality of education at various institutions affiliated to Sardar Patel University. The rules carry the focus of “**sustainability with quality**”. These rules have encouraging impact on the institutions with a direction of growth and development strengthening existing courses and programmes creating better overall infrastructure for imparting quality education.

Categories

Category (A): Where the New Trust is applying for a New Course/Programme with a New Institution.

Category (B): Where the Existing Trust is applying for a New Course/Programme in the Existing Institution.

Category (C): Where the Existing Trust is applying for a New Course/Programme in the New Institution.

Category (D): Where the Existing Trust is applying for an additional division for existing course/programme in the Existing Institution.

Category (A) : Where the New Trust is applying for a New Course/Programme with a New Institution.

Stage : 1 Application for Affiliation

- 1) This is the stage where, primarily, it would be assessed whether the new trust has such objects in its deed or constitution to commence such courses & programmes by establishing institution leading to Diploma/PG Diploma/Bachelor/Master/Research Degrees.
- 2) Hence, such trust shall have to fill in an Application with a Fee Rs.25,000/- per Course/Programme.
- 3) On the basis of the form filled up, it will be assessed *prima-facie* whether the Trust has ability to sustain such courses/programmes in future.
- 4) On the basis of the information given in the form, the University shall determine whether the Trust may be allowed for further procedure for affiliation.

Stage : 2 Registration for Affiliation

- (1) If accepted in Stage 1, then the Form shall be issued with an Application Fee of Rs.25,000/- per course/program.
- (2) Proposed course curriculum shall be submitted by the Trust along with the Form as part of Annexure.

- (3) The Form shall not be placed before the Scrutiny Committee, if the form is not filled in properly and/or proposed curriculum is not submitted

Stage : 3 **Scrutiny Committee**

- (1) Application form for Affiliation shall be placed before the Scrutiny Committee duly constituted by the University.
- (2) The Committee shall scrutinize all the details given in the form in order to assess the ability of the Trust to carry out educational pursuits successfully and to the satisfaction of Sardar Patel University.
- (3) The decision to recommend for grant of affiliation shall be taken by the Committee considering the details shown in the form as well as other factors, such as,
Demand for the Course, existing intake available, students admitted against the intake, etc.

Stage : 4

- (1) After the Scrutiny Committee recommends for grant of the affiliation, the University shall constitute a Committee of Experts related to the discipline in which the course/program falls. The committee shall prepare the framework in detail with each year's requirement (for a period of 2 years or 3 years or 4 years) depending on the length of the entire course/program. The following requirements shall be considered while preparing the framework.
 1. Number of Faculty
 2. Number of Technical Staff
 3. Laboratory with facilities
 4. Equipments required
 5. Library required
 - ❖ Book – title
 - ❖ Journals/Periodicals
 - ❖ Magazines
 6. Working Expenses excluding salary expenses per year.
- (2) The permission will be granted as a total course: First Year to Last Year with framework for each year.
- (3) Any other requirements, the Experts feel, shall also be considered.

Stage : 5

- (1) Thereafter, the University shall constitute LIC which will visit the institute & give the framework to the authority of the institute. LIC may give additional recommendations, if it so desires.
- (2) It shall be obligatory on the part of the Trust/Institutions to implement the framework & recommendations made by the LIC.

Stage : 6

- (1) The University shall constitute On-The-Spot Committee. The committee shall visit before 31st October of each Academic year to verify LIC committee report before the completion of the each academic year for a period of four years or Six Years or Eight Years, i.e. double the length of the Course/Programme.

- (2) If any deficiency is found in implementing the framework and/or recommendations, the affiliation once granted, may be withdrawn from the next year, if such deficiency adversely affects the quality of the course/programme.
- (3) If the college/institution is being run on a sharing building continuously for a period of more than 3 years from the commencement of the course/programme, the affiliation granted to such course/programme shall be withdrawn on completion of these 3 years.
- (4) If the college/institution does not have full-time Principal appointed as per University/UGC/Govt. norms for a period of more than 3 years continuously from the commencement of the course/program, the affiliation granted to such course/programme shall be withdrawn on completion of these 3 years.

Stage : 7

- (1) When there is satisfactory report of the On-The-Spot Committee each year, then, after completion of the period (i.e., double the length of the course/programme from the commencement of the course/programme), the institution shall apply for permanent affiliation for the whole course/programme one year prior to completion of the said period in the prescribed format with permanent affiliation fee of Rs 1,50,000.
- (2) The University shall constitute LIC; and LIC shall visit the Institution for the said course/programme while reviewing permanent affiliation.
- (3) The LIC shall recommend to the Institute the requirements for the Course/program to enhance or maintain quality of education in the said course/programme.
- (4) All those recommendations shall be carried out by the Institute.
- (5) Thereafter, On-The-Spot Committee, constituted by the University, shall visit the Institute for the said course/programme followed by monitoring committee to visit at every 2/3/4 Years depending on the length of the course/programme.
- (6) In case, the Institute has failed to carry out such recommendations, then the University shall withdraw the affiliation to the said course/programme.

Category : B Where the Existing Trust is applying for a New Course/Programme in the Existing Institution.

Stage : 1 Application for Affiliation

1. This is the stage where, primarily, it would be assessed whether the trust has such objects in its deed or constitution to commence such courses & programmes in the existing institution leading to Diploma/PG Diploma/Bachelor/Master/Research Degrees.
2. Hence, such trust shall have to fill in an Application” with a Fee Rs.25,000/- per Course/Programme.

3. On the basis of information filled in the form, it will be assessed *prima facie* whether the Trust has ability to sustain such courses/programmes in future.
4. On the basis of the information given in the form, the University shall determine whether the Trust may be allowed for further procedure for affiliation.

Stage : 2 Registration for Affiliation

1. If accepted in Stage 1, then the Form shall be issued with an Application Fee of Rs.25,000/- per course/program.
2. Proposed course curriculum shall be submitted by the Trust along with the Form as part of Annexure.
3. The Form shall not be placed before the Scrutiny Committee, if the form is not filled in properly and/or proposed curriculum is not submitted

Stage : 3 Scrutiny Committee

1. Application form for Affiliation shall be placed before the Scrutiny Committee duly constituted by the University.
2. The Committee shall scrutinize all the details given in the form in order to assess the ability of the Trust to carry out educational pursuits successfully and to the satisfaction of Sardar Patel University.
3. The decision to recommend for grant of affiliation shall be taken by the Committee considering the details shown in the form as well as other factors, such as Demand for the Course, existing intake available, students admitted against the intake, etc. In addition, the following information shall be considered for deciding the granting of affiliation.

(1) Building :

- a) If the existing Course /Programme (Other than the new course applied for) is being run in a building on sharing basis, the new course shall not be granted.
- b) However, the Sharing of building shall be allowed for maximum of 3 years from the commencement of the First Course.
- c) If the First course is started in a sharing bldg., then no further new course shall be permitted till the building is provided exclusively for the existing course/Programme

(2) Principal :

- a) When the institution does not have a full-time Principal as per UNIVERSITY/UGC/Govt. norms, duly approved by the Syndicate,
 - (i) Advertisement. for the Post of Principal should be given at least 2 times in a year both at the national level & the state level till the full-time Principals, as per Uni./UGC/Govt. norms is appointed.

- (ii) In case of In-Charge Principal, such practice may be allowed for maximum of 3 years from the commencement of first course or from the date of resignation of the full-time Principal appointed as per UGC norms in the said institution.
 - (iii) In-charge Principal appointed should have at least 5 years' teaching experience with a proper scale of pay in the lecturer's grade otherwise the position of Principal shall be deemed to have remained vacant.
 - (iv) In case "In charge Principal" continues for more than 3 years or the position of Principal remains vacant for more than 3 years, the institution shall not be granted affiliation of the new course/program applied for.
- b) In case, a grant-in-aid institution applies for new Diploma/PG Diploma/UG/PG Course on self finance basis, the institute shall have to appoint full-time coordinator from the full-time teachers appointed for such self-finance course/program, otherwise affiliation to such course/programme shall not be granted.
 - c) In case of "In-charge Principal" continues for more than 3 years, he/she shall not become a competent authority to make correspondence with the University. In such case, the Chairman/Secretary of the trust shall be the competent authority for all communication and correspondence with the University.

(3) Teachers :

- (1) Data on existing course/programme shall be obtained regarding teachers.
- (2) The cognizance shall be taken on the present status of teachers in the existing courses/programmes being run in Colleges/Institutions & shall be reviewed with the Experts' framework and LIC recommendations of earlier/existing courses/programs.
- (3) If any deficiency is found in the required number of teachers appointed as recommended in the Experts' framework and LIC recommendations of the earlier/existing course/programme granted, affiliation shall not be granted for the course/programme applied for.
- (4) If all the requirements of teachers have been complied with the experts' framework and LIC recommendations of the existing course/programme, the affiliation process will enter the Stage-4.

Stage : 4

After the Scrutiny Committee decides to recommend for grant of affiliation, the University shall constitute a Committee of Experts related to the discipline in which the course/program falls. The committee shall prepare the framework in detail with each year's requirement (for a period of 2 years or 3 years or 4 years) depending on the length of the entire course/program. The following requirements shall be considered while preparing the framework.

- 1. Number of Faculty
- 2. Number of Technical Staff
- 3. Laboratory with facilities
- 4. Equipments required

5. Library required
 - a. Book – title
 - b. Journals/Periodicals
 - c. Magazines
6. Working Expenses excluding salary expenses per year.
7. The permission will be granted as a total course: First Year to Last Year with framework for each year.
8. Any other requirements the Experts feel shall also be considered.

Stage : 5

- (1) Thereafter, the University shall constitute LIC which will visit the institute & give the framework to the authority of the institute. LIC may give additional recommendations, if the Committee so desires.
- (2) It shall be obligatory on the part of the Trust/Institutions to implement the framework & recommendations made by the LIC.

Stage : 6

- (1) The University shall constitute On-The-Spot Committee. The committee shall visit before 31st October of each Academic year verify LIC committee report before the completion of the each academic year for a period of four years or Six Years or Eight Years, i.e. double on the length of the Course/Programme.
- (2) If any deficiency is found in implementing the framework and/or recommendations, the affiliation once granted, may be withdrawn from the next year, if such deficiency adversely affects the quality of the course/programme.

Stage : 7

- 1) When there is satisfactory report of the On-The-Spot Committee each year, then, after completion of the period (i.e.,double the length of the course/programme from the commencement of the course/programme), the institution shall apply for permanent affiliation for the whole course/programme one year prior to completion of the said period in the prescribed format with permanent affiliation fee of Rs 1.5 lakh.
- 2) The University shall constitute LIC; and LIC shall visit the Institution for the said course/programme.
- 3) The LIC shall recommend to the Institute the requirements for the Course/program to enhance or maintain quality of education in the said course/programme while reviewing permanent affiliation.
- 4) All those recommendations shall be carried out by the Institute.
- 5) Thereafter, On-The-Spot Committee, constituted by the University, shall visit the Institute for the said course/programme followed by Monitoring Committee to visit at every 2/3/4 Years depending on the length of the course/programme.
- 6) In case, the Institute has failed to carry out such recommendations, than the University shall withdraw the affiliation to the said course/programme.

Category : C Where the Existing Trust is applying for a New Course/Programme in the New Institution.

Stage : 1 Application for Affiliation

1. This is the stage where, primarily, it would be assessed whether the existing trust has such objects in its deed or constitution to commence such courses & programmes in the new institution leading to Diploma or Bachelor/Master/Research Degrees.
2. Hence, such trust shall have to fill in an Application” with a Fee Rs.25,000/- per Course/Programme.
3. On the basis of information filled in the form, it will be assessed whether the Trust has ability to sustain such courses/programmes in future.
4. On the basis of the information given in the form, the University shall determine whether the Trust may be allowed for further procedure for affiliation.

Stage : 2 Registration for affiliation

1. If accepted in Stage 1, then the Form shall be issued with an Application Fee of Rs.25,000/- per course/program.
2. Proposed course curriculum shall be submitted by the Trust along with the Form as part of Annexure.
3. The Form shall not be placed before the Scrutiny Committee, if the form is not filled in properly and/or proposed curriculum is not submitted

Stage : 3 Scrutiny Committee

1. Application form for Affiliation shall be placed before the Scrutiny Committee duly constituted by the University.
2. The Committee shall scrutinize all the details given in the form in order to assess the ability of the Trust to carry out educational pursuits successfully and to the satisfaction of Sardar Patel University.
3. The decision to recommend for grant of affiliation shall be taken by the Committee considering the details shown in the form as well as other factors, such as Demand for the Course, existing intake available, students admitted against the intake, etc. In addition, the following information shall be reviewed.

(1) Building :

- a) If the existing Courses/Programmes in the existing colleges/institutions are being run in a building on sharing basis, the new course/programme shall not be granted affiliation to be run in the new institution.
- b) If any of the courses/programmes are being run in a sharing building, then no further new colleges/institutions shall be granted affiliation till the building is provided exclusively for the existing course/Programme.

(2) Principal :

- a) When the existing college/institution does not have a full-time Principal as per UNIVERSITY/UGC/Govt. norms, duly approval by the Syndicate,
 - (i) Advt. for the Post of Principal should have been given at least 2 times in a year both at the national level & the state level.
 - (ii) In case of In-Charge Principal, such practice may be allowed for maximum of 3 years from the commencement of first course or

from the date of resignation of the full-time Principal appointed as per UGC norms in the existing institution.

- (iii) In-charge Principal appointed in the college/institution should have at least 5 years' teaching experience with a proper scale of pay in the lecturer's grade, otherwise the position of Principal shall be deemed to have remained vacant.
 - (iv) In case "In charge Principal" continues for more than 3 years or the position of Principal remains vacant for more than 3 years, the affiliation granted shall be withdrawn on completion of 3 years.
- b) In case of In-charge Principal continues for more than 3 years, he/she shall not become a competent authority to make correspondence with the University.

(3) Teachers :

- (1) Data on existing courses and programmes being run in the existing colleges/institutions shall be obtained regarding teachers.
- (2) The cognizance shall be taken on the present status of teacher in such courses/programmes being run in existing Colleges/Institutions.
- (3) If any deficiency is found in the required number of teachers to be appointed as recommended in the Experts' framework and LIC recommendations of the earlier/existing course/programme applied for, the affiliation shall not be granted.
- (4) If all the requirements of teachers have been complied with the experts' framework and LIC recommendations of the existing course/programme, the affiliation process will enter the Stage-4.

Stage : 4

After the Scrutiny Committee grants the affiliation the University shall constitute a Committee of Experts related to the discipline in which the course/program falls. The committee shall prepare the framework in detail with each year's requirement (for a period of 2 years or 3 years or 4 years) depending on the length of the entire course/program. The following requirements may be considered while preparing the framework.

- 1. Number of Faculty
- 2. Number of Technical Staff
- 3. Laboratory with facilities
- 4. Equipments required
- 5. Library required
 - a. Book – title
 - b. Journals/Periodicals
 - c. Magazines
- 6. Working Expenses excluding salary expenses per year.
- 7. The permission will be granted as a total course: First Year to Last Year with framework for each year.
- 8. Any other requirements, the Experts feel, shall also be considered.

Stage : 5

- (1) Thereafter, the University shall constitute LIC which will visit the institute & give the framework to the authority of the institute. LIC may give additional recommendations, if it so desires.

- (2) It shall be obligatory on the part of the Trust/Institutions to implement the framework & recommendations made by the LIC.
- Stage : 6**
- (1) The University shall constitute On-The-Spot Committee. The committee shall visit before 31st October of each Academic year to verify LIC committee report before the completion of the each academic year for a period of four years or Six Years or Eight Years, i.e. double on the length of the Course/Programme.
- (2) If any deficiency is found in implementing the framework and/or recommendations, the affiliation once granted, may be withdrawn from the next year, if such deficiency adversely affects the quality of the course/programme.

- Stage : 7**
- 1) When there is satisfactory report of the On-The-Spot Committee each year, then, after completion of the period (i.e., double the length of the course/programme from the commencement of the course/programme), the institution shall apply for permanent affiliation for the whole course/programme one year prior to completion of the said period in the prescribed format with permanent affiliation fee of Rs 1.5 lakh
- 2) The University shall institute LIC; and LIC shall visit the Institution for the said course/programme while reviewing permanent affiliation.
- 3) The LIC shall recommend to the Institute the requirements for the Course/program to enhance or maintain quality of education in the said course/programme.
- 4) All those recommendations shall be carried out by the Institute.
- 5) Thereafter, On-The-Spot Committee, constituted by the University, shall visit the Institute for the said course/programme followed by Monitoring Committee to visit at every 2/3/4 Years depending on the length of the course/programme.
- 6) In case, the Institute has failed to carry out such recommendations, than the University shall withdraw the affiliation to the said course/programme.

Category : D Where the Existing Trust is applying for an additional division for existing course/programme in Existing Institution.

Stage : 1 Application for Affiliation – Exempted

Stage : 2 Application for Registration

1. The Form shall be issued with an Application Fee of Rs.25,000/- per course/program.

Stage : 3 Scrutiny Committee

1. Application form for Affiliation shall be placed before the Scrutiny Committee duly constituted by the University.
2. The Committee shall scrutinize all the details given in the form in order to assess the ability of the Trust to carry out educational pursuits successfully and to the satisfaction of Sardar Patel University.
3. The decision to recommend for grant of affiliation shall be taken by the Committee considering the details shown in the form as well as other factors,

such as Demand for the Course, existing intake available, students admitted against the intake, etc. In addition, the following information shall be reviewed.

(1) Building :

- a) If the existing Course/Programme is being run in a building on sharing basis, the additional division shall not be granted.
- b) If the existing course/programme is started in a sharing bldg., then no further additional division shall be granted till the building is provided exclusively for the existing course/Programme

(2) Principal :

- a) When the institution does not have a full-time Principal as per UNIVERSITY/UGC/Govt. norms duly approved by the Syndicate,
 - (i) Advt. for the Post of Principal should be given at least 2 times in a year both at the national level & the state level.
 - (ii) In case of In-Charge Principal, such practice may be allowed for maximum of 3 years from the commencement of first course or from the date of resignation of the full-time Principal appointed as per UGC norms, otherwise additional division shall not be granted.
 - (iii) In-charge Principal appointed should have at least 5 years' teaching experience with a proper scale of pay in the lecturer's grade, otherwise the position of Principal shall be deemed to have remained vacant.
 - (iv) In case "In charge Principal" continues for more than 3 years or the position of Principal has remained vacant, no additional intake/or division shall be granted for the existing course/program.
- b) In case, a grant-in-aid institution applies for, the institute shall have appointed full-time co-coordinator from the full-time teachers appointed for such self-finance course/program, otherwise no additional division shall be granted.
- c) In case of "In-charge Principal" continues for more than 3 years, he/she shall not become a competent authority to make correspondence with the University. In such case, the Chairman/Secretary of the trust shall be the competent authority.

(3) Teachers :

- (1) Data on existing course shall be obtained regarding teachers.
- (2) The cognizance shall be taken on the present status of teacher in the course and College/Institution & shall be reviewed with the Experts' framework and LIC recommendations for current courses/programmes. On the basis of such information the University shall take a decision of granting or not granting the additional division.
- (3) If any deficiency is found in the required number of teachers appointed as recommended in the Experts' framework and LIC recommendations for the existing course/programme applied for, no additional division shall be granted.

- (4) If all the requirements of teachers have been complied with the experts' framework and LIC recommendations for the existing course/programme, the affiliation process will enter the Stage-4.

Stage : 4

After the Scrutiny Committee grants the affiliation, the University shall constitute a Committee of Experts related to the discipline in which the course/program falls. The committee shall prepare the framework in detail with each year's requirement (for a period of 2 years or 3 years or 4 years) depending on the length of the entire course/program. The following requirements shall be considered while preparing the framework arising out of additional division.

1. Number of Faculty
2. Number of Technical Staff
3. Laboratory with facilities
4. Equipments required
5. Library required
 - i. Book – title
 - ii. Journals/Periodicals
 - iii. Magazines
6. Working Expenses excluding salary expenses per year.
7. The permission for additional division will be granted as a total course: First Year to Last Year with framework for each year.
8. Any other requirements the Experts feel shall also be considered.

Stage : 5

- (1) Thereafter, the University shall constitute LIC which will visit the institute & give the framework to the authority of the institute. LIC may give additional recommendations, if the Committee so desires.
- (2) It shall be obligatory on the part of the Trust/Institutions to implement the framework & recommendations made by the LIC.

Stage : 6

- (1) The University shall constitute On-The-Spot Committee. The committee shall visit before 31st October of each Academic year to verify LIC committee report before the completion of the each academic year for a period of four years or Six Years or Eight Years, i.e. double on the length of the Course/Programme.
- (2) If any deficiency is found in implementing the framework and/or recommendations, the affiliation once granted, may be withdrawn from the next year, if such deficiency adversely affects the quality of the course/programme.

Stage : 7

- 1) There shall not be permanent affiliation for additional division or divisions in the existing courses/programmes.