



**સરદાર પટેલ યુનિવર્સિટી**  
**વલ્લભવિધાનગર - ૩૮૮ ૧૨૦ (ગુજરાત) ભારત**  
**નેક એફિડીએશન ગ્રેડ 'એ' (૧૦-૦૧-૨૦૨૩ થી ૦૯-૦૧-૨૦૨૮)**



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### **શૈક્ષણિક વર્ષ ૨૦૨૬-૨૭ અને ૨૦૨૭-૨૮ માટે કોલેજ જોડાણ અંગેની જાહેરાત**

યુનિવર્સિટી એક્ટની કલમ-૨૭ તથા સ્ટેચ્યુટ-૬૯, ૨૭૫, ૨૭૬, ૨૮૭, ૨૮૮, ૨૮૯ અન્વયે શૈક્ષણિક વર્ષ ૨૦૨૬-૨૭ થી નવી કોલેજ/નવા અભ્યાસક્રમ/વધારાના વર્ગ માટે ઓનલાઇન અરજી કરવા ઇચ્છતા રજીસ્ટર્ડ મંડળ/ટ્રસ્ટ/સંસ્થા/સોસાયટી પાસેથી ઓર્ડિનન્સ-૪૨માં દર્શાવેલ એપ્લીકેશન ફી નિયત કરાયેલ સમયમર્યાદા ધ્યાને લઈ અરજી તારીખ: ૩૦/૦૯/૨૦૨૫ સુધીમાં અરજી કર્યા બાદ નિયત ફી ભરીને ફી ભર્યાની રસીદ સાથે કરેલ અરજીની હાર્ડ કોપી ૩(ત્રણ) નકલમાં યુનિવર્સિટીના જોડાણ વિભાગમાં/સિન્ડિકેટ વિભાગ આગળની કાર્યવાહી માટે અચૂક જમા કરાવવા જણાવવામાં આવે છે. સદર બાબતની વિસ્તૃત માહિતી યુનિવર્સિટી વેબસાઇટ

પરથી ફોર્મ ડાઉનલોડ કરીને ભરી શકાશે. શૈક્ષણિક વર્ષ ૨૦૨૬-૨૭ અને ૨૦૨૭-૨૮ થી નવી કોલેજ/નવા અભ્યાસક્રમ શરૂ કરવા માટે યુનિવર્સિટીમાં કરેલી બધી જ અરજીઓ માટે શિક્ષણ વિભાગમાંથી **Letter of Intent** મેળવ્યા પછી જ કોલેજ અભ્યાસક્રમ શરૂ કરવાની કાર્યવાહી કરવાની રહેશે તથા શિક્ષણ વિભાગની સૂચનાનુસાર મોડામાં મોડું ડિસેમ્બર પહેલા **Letter of Intent** મેળવવા કાર્યવાહી કરવાની રહેશે, જેની નોંધ લેવી.

કુલસચિવ

તારીખ: ૦૨/૦૯/૨૦૨૫

**SARDAR PATEL UNIVERSITY  
VALLABH VIDYANAGAR -388120**

**APPLICATION FOR AFFILIATION**

**AFFILIATION FOR NEW INSTITUTION/ NEW COURSE/DIVISION**

<b>1</b>	<b>Name and Address of Applicant Trust/Society</b> <b>Name:</b> <b>Address:</b>	
	<b>Pin code</b>	
	<b>Phone no</b>	
	<b>Mobile no</b>	
	<b>Email address</b>	
	<b>Website</b>	
<b>2</b>	<b>Name and address of Institution or Proposed institute</b> <b>Name:</b> <b>Address:</b>	
	<b>Pin code</b>	
	<b>Phone no</b>	
	<b>Mobile no</b>	
	<b>Email address</b>	
	<b>Website</b>	
<b>3</b>	<b>Institute Applied for (New college/New course/additional division)</b>	<b>Course name:</b> <b>Intake :</b>
<b>4</b>	<b>Land Area in Acres</b>	
<b>5</b>	<b>Whether this land owned by the applicant Society/trust</b>	
<b>6</b>	<b>Land is Non disputed/Disputed (Attach property card )</b>	<b>Encl : _____</b>
<b>7</b>	<b>If land is on lease then purpose for which it was leased and period of lease granted (Attach Document )</b>	<b>Encl : _____</b>
<b>8</b>	<b>Whether the land is Non Agriculture? yes/no Yes then(Attach Document )</b>	

		Encl : _____
9	Land survey No: (Attach Document )	Encl : _____
	How many institute run on above mention land area  (Attach college list )	Encl : _____
10	Whether this the applicant society/Trust is registered:	Registration number: _____ Date of registration: _____ Place of registration : _____  Encl : _____
11	Details of member /trustee (Attach Signed Document )	Encl : _____
12	Whether this course application submitted in concerned council body?  (Profs of submission should be enclosed along with application form)	Encl : _____
13	FDR Details (Joint name of registrar)	Rs.6,00000/- , NO: _____ Rs.2,00000/- , NO: _____  Encl : _____
14	Fund available in Bank (Attach Xerox copy of passbook )	Encl : _____
15	Whether the accounts of the applicant society/trust are audited	
16	Whether the income-tax return filed (Attach Xerox copy of last two years)	Encl : _____
17	Whether the Architectural building plan are approved by the competent authority	If yes , then date of approval  Encl : _____
18	Is the building in institutional complex shared?	If yes , then give details
	Building has B.U Certificate?  Building has completion certificate?	

	(Attach Documents )	Encl : _____		
	Building has fire safety? (Attach Documents )	Encl : _____		
19	Whether the building is suitable and adequate for conduct of courses during first year as per norms  If yes , then attach layout plan& photograph of premises	Encl : _____		
20	Infrastructure facilities available :			
	Details	Facilities Available	Facilities Not available	
	Class Rooms			
	Library			
	Reading Rooms			
	Laboratories			
	Work shop			
	Common Rooms			
	Boys Rooms			
	Girls Rooms			
	Male staff Rooms			
	Female staff Rooms			
	Play ground			
	Canteen			
	Staff Quarters			
	Principal bungalow			
	Boys hostel			
	Girls hostel			
	Administrative office			
	Principal Rooms			
	Auditorium			
	Conference Rooms			
	Wash Rooms male			
	Wash Rooms female			
	Other facilities			
	If shared .....provide details			
21	Staff required			
		F.T/Part time	No of position	Pay scale
	Principal/Director			
	Professor			
	Reader			
	Lecturer			
	Technical			
	Non-teaching			





**SARDAR PATEL UNIVERSITY**

**VALLABH VIDYANAGAR - 388 120**

**NAAC Accredited With Grade 'A' (10-01-2023 to 09-01-2028)**



## **Affiliation Fees Structure**

### **(0.42)**

**O.42** Every application for each course of study and specialization wise in any discipline for every type of Affiliation of Colleges/Institutions shall be sent to the Registrar in the form prescribed by the Executive Council, 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.	<b>Application Fees</b>	<b>Rs. 25,000.00</b>
2.	<b>Registration Fees</b>	<b>Rs. 25,000.00</b>
3.	<b><u>Affiliation Fees :</u></b>	
	<b>Category (A)</b> Where the New Trust is applying for New Course / Programme with a New Institution.	<b>Rs. 3,00,000.00</b>
	<b>Category (B)</b> Where the Existing Trust is applying for New Course / Programme in the Existing Institution	<b>Rs. 1,50,000.00</b>
	<b>Category (C)</b> Where the Existing Trust is applying for a New Course / Programme in the New Institution	<b>Rs. 2,00,000.00</b>
	<b>Category (D)</b> Where the Existing Trust is applying for an additional division for Existing Course / Programme in the Existing Institution	<b>Rs. 1,00,000.00</b>
4.	Every visit of On-the-spot committee as Well as Monitoring Committee.	<b>Rs. 25,000.00</b>



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## **Gujarat Public Universities Act**

### **CHAPTER VIII**

#### **PERMISSION FOR AFFILIATION AND RECOGNITION**

27. (1) The management applying for affiliation or recognition, and the management whose college or institution has been granted affiliation or recognition, shall give the following undertaking and shall comply with the following conditions,

namely:-

- (a) that the provisions of the Act and Statutes, Ordinances and Regulations made there under and the standing orders and directions of the university and the State Government shall be complied with;
- (b) that the number of students admitted for courses of study shall not exceed the limits prescribed by the university, University Grants Commission (UGC) and the State Government, from time to time;
- (c) that there shall be suitable and adequate physical facilities such as land, buildings, laboratories, libraries, books, equipments required for teaching and research, hostels, gymnasium, etc. as may be prescribed;
- (d) that the financial resources of the college or institution shall be such as to make due provision for its continued maintenance and working;
- (e) that the strength and qualifications of teachers and non-teaching employees of the affiliated/constituent colleges and recognised institutions and the emoluments and the terms and conditions of service of the staff of affiliated/constituent colleges and recognised institutions shall be such as may be specified by the university and the State Government and which shall be sufficient to make due provision for courses of study, teaching or training or research, efficiently;
- (f) that the services of all teachers and non-teaching employees and the facilities of the college to be affiliated/constituted shall be made available for conducting examinations and evaluation and for promoting other activities of the university;
- (g) that the directions and orders issued by the Vice-Chancellor and other officers of the university in exercise of the powers conferred on them under the provisions of this Act, Statutes, Ordinances and Regulations shall be mandatorily complied with;
- (h) that there shall be no change or transfer of the management or shifting of location of college or institution, without prior permission of the university and the State Government-
  - (a) that the college or institution shall not be closed without prior permission of the university and the State Government;
  - (b) that in the event of disaffiliation or de-recognition or closure of the college or institution, the management shall abide by and execute the decision of Academic Council and Board of Management regarding the damages or compensation to be recovered from management;
- (i) no college or institution of higher learning which is part of another university jurisdiction area shall be considered for affiliation or recognition, as the case may be, unless a no objection certificate is given by the parent university and the State Government.

Provisions regarding procedure for permission for opening new college or new course, subject, faculty division; procedure for affiliation; procedure of recognition of institutions; procedure for recognition of private education provider; recognition to

empowered autonomous skills development colleges; continuation and extension of affiliation or recognition; permanent affiliation and recognition; shifting college location; inspection of colleges and recognised institutions and report; transfer of management; withdrawal of affiliation or recognition; closure of affiliated/constituent college or recognised institutions shall be followed as prescribed by the State Government by notification/ Government Resolution at regular interval of time.

## **CHAPTER VIII**

### **NORMS OF GRANT AND WITHDRAWAL OF AFFILIATION TO COLLEGES AND INSTITUTIONS/ LEARNER SUPPROT CENTRES**

#### **(Under Section 20 (d) and 20 (o) of the Act)**

**69.** (As per UGC ODL OL Regulations 2020 and amendments time to time):

- (1) The University shall publish a notification in the local newspaper and also on the official web site of the University, inviting online applications from the managements for opening of new colleges or institutions of higher learning or for starting new courses of study, subjects, faculties, additional divisions or satellite centres which are in conformity with the perspective plan, before 31st August of the year preceding the year from which the permission is to be granted.
- (2) The management seeking permission to open a new college or institution of higher learning shall apply online in a prescribed format, along with the affiliation fees prescribed by the University, to the Registrar of the University before the last day of September of the year preceding the year from which the letter of intent from the State Government is sought.
- (3) The applicant Society/Trust/Company shall have been registered under the Section 8 of the Companies Act, 2013, as the case may be, at least one year before the date of submission of the application for opening of new colleges or institutions of higher learning.
- (4) The following documents shall be uploaded by the management while making online applications for opening new colleges or institutions of higher learning, namely:-
  - (a) Registration Certificate of the Society/ Trust/Company along with details of constitution and Memorandum of Association;
  - (b) Audited Statement of Accounts of the previous Financial Year;
  - (c) details of the latest fund positions along with Bank agreements and receipt of Fixed Deposit of the amount prescribed by the State Government or the University, from to the time;
  - (d) detailed financial estimate (budget) of the current financial year.
  - (e) documents showing that the financial transactions of the Society/Trust/Company are made through Nationalized / Scheduled Banks;
  - (f) letter given by the Society/Trust jointly with the Nationalized / Scheduled Bank concerned undertaking that deposits in the bank shall not be withdrawn without prior permission of the University;
  - (g) in case of colleges to be started on 'no grant in aid basis', an Affidavit on the stamp paper of Rs. 300/- to the effect that the expenses incurred on the salary and other expenses of the colleges as per rules, shall be borne by the Society/Trust/Company;
  - (h) documents relating to own land;
  - (i) documents relating to rented land;
  - (j) documents showing that the proposed college has 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 University Grants Commission/ Statutory/Regulatory body concerned, ensuring that all buildings constructed in the college are disabled friendly;



- (k) documents showing that the proposed college has academic building sufficient to accommodate the faculties, lecturer/seminar rooms, library and laboratories with a minimum of the area as prescribed by the University/ Statutory/Regulatory body concerned, from time to time;
- (l) Documents showing that the proposed college has appointed number of teaching and non-teaching staff as per the University norms;
- (m) documents showing that the proposed college has adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the Central/State Public Works Department;
- (n) documents showing that the proposed college has taken adequate measures for safety, security, pollution control, etc.
- (o) documents showing that the proposed college has a library with books relating to the proposed programmes including both text books, reference books, journals, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribe and such other sections, as may be specified by the University Grants Commission/ Statutory/Regulatory body concerned, from time to time;
- (p) documents showing that the proposed college has necessary laboratory equipment as prescribed by the University/Statutory/Regulatory body concerned, from time to time, for each of the higher education programmes;
- (q) documents showing that the proposed college has a multi-purpose complex/an auditorium and facilities for sports, canteen, parking, healthcare, separate common rooms and separate hostels for boys and girls, as per the local requirements as decided by the University;
- (r) documents showing that the proposed college has appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostels for boys and girls, and for other facilities;
- (s) registered Lease Agreement, if the playground is to be used on rental basis;
- (t) letter from the Competent Authority designated by the State Government for classification of land and its location as Metropolitan or other areas;
- (u) land Use Certificate from the Competent Authority designated by the State Government.
- (v) building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the State Government;
- (w) registered documents by the registered Society/ Trust/Company earmarking land and buildings for the proposed college;
- (x) detailed Project Report, giving-
  - (i) background of the Society/Trust/Company with reference to its experience in promoting, managing and operating educational institutions; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
  - (ii) development plan for the college with timeline, spelling out its growth plan over the first ten-year period in terms of phasing of academic programmes/ increase in students' intake and introduction of postgraduate programmes/research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, sports and recreational facilities;
  - (iii) Architectural master plan indicating the land use pattern including those for the future;
  - (iv) Policy with regard to faculty recruitment, retention and development;
  - (v) Structure of academic and administrative governance;
  - (vi) Sources of financing of capital and operating expenditure, besides funds to be generated through students' fees; and
  - (vii) Resource projections and their utilization schedule.
- (y) other documents, if any, prescribed by the State Government and the University, from time to time.

- (5) The management shall submit a hard copy of the online application along with the attested copies of the required documents mentioned in Clause (4) above to the Academic Section of the University before the last day of the September of the year preceding the year from which the letter of intent from the State Government is sought.
- (6) Procedure as notified for grant of permission from the State Government for opening new college or new course, subject, faculty, division or satellite centre and procedure as mentioned in notification for grant of affiliation and provisions of notification for continuation of affiliation, as may be applicable, shall be complied with.

## **CHAPTER XXI**

### **PERMISSION FOR AFFILIATION AND RECOGNITION**

**(Under Chapter VIII of the Act)**

- 275.**(1) The proposal for opening of new colleges or institutions of higher learning off campuses or for starting new courses of study, subjects, faculties, additional divisions or satellite centres, shall be invited and considered by the university.
- (2) No application for opening a new college or institution of higher learning, which is not in conformity with the perspective plan prepared under section of Perspective Plans of The Gujarat Public Universities Act – 2023 shall be considered by the university.
  - (3)(a) The Management seeking a Letter of Intent for opening a new college or institution of higher learning shall apply in a prescribed format to the Registrar of the university before the (Date decided by Board of Management) of the year preceding the year in which the Letter of Intent is sought.
  - (b) only those applications complying with the requirements and received within the prescribed time limit, shall be accepted and considered by the university;
  - (c) all such applications received within the aforesaid prescribed time limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of the Board of Management on or before (Date decided by Board of Management) of the year in which such application is received by the university The university shall submit along with the application, its recommendation, duly supported by relevant reasons, as are deemed appropriate by the Board of Management;
  - (d) out of the applications recommended by the university, the State Government may grant a Letter of Intent on or before (Date decided by State Government) of the immediately following year after the recommendations of the university under clause (c) The Letter of Intent may be granted to such institutions as the State Government may consider fit and proper in its absolute discretion, taking into account the relevant factors, the suitability of the management seeking Letter of Intent, state level priority with regard to location of institutions of higher learning, etc The Letter of Intent shall be communicated by the State Government to the university, on or before the date specified in this clause :
 

Provided, however, that in exceptional cases and for the reasons to be recorded in writing any application not recommended by the university may be approved by the State Government for grant of a Letter of Intent to college or institutions of higher learning;
  - (e) such Letter of Intent granted by the State Government shall be valid up to (Date decided by State Government) of the next following year The management shall have to comply with the necessary conditions mentioned in the Letter of Intent, within such period and submit compliance report to the university with the present status of the academic and infrastructure facilities and readiness to start the institutions with required documents for final approval;
  - (f) such compliance report received within aforesaid time-limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of the Board of Management on or before, 1st day of May in which the compliance report has been received The recommendation of the Board of Deans and approved by the Board of Management shall be duly supported by relevant reasons and documents as are deemed appropriate by Board of Management:

Provided that, if the management fails to comply with the conditions of Letter of Intent, within the time limit as specified in clause (e), the Letter of Intent shall be deemed to have been lapsed:

Provided however that, in exceptional cases and reasons to be recorded in writing, the State Government may, on application by the management duly processed by the university, extend from time to time, the validity of Letter of Intent for further period which shall not exceed twelve months in the aggregate;

- (g) after considering the report of the university under clause (f), the State Government may grant final approval to such management as it may consider fit and proper in its absolute discretion, taking into account the State Government's budgetary resources, and other relevant factors, the suitability of management seeking permission to open new institution, etc The final approval under this clause may be granted on or before (Date decided by Board of Management), of the year in which such new college or institutions are proposed to be started Such approval from the State Government shall be communicated to the university Approvals granted thereafter shall be given effect by the university only in the subsequent academic year;

Provided however that, in exceptional cases and for the reasons to be recorded in writing any compliance report on the Letter of Intent, which is not recommended by the university, may be approved by the State Government

- (4)(a) The management seeking permission to start a new course of study, subjects, faculties, additional divisions or satellite centers shall apply in a prescribed format to the Registrar of the University before the (Date decided by Board of Management), of the year preceding the year in which the permission is sought;
- (b) only those applications complying with the requirement and received within the prescribed time limit shall be accepted and considered by the university;
- (c) all such applications received within the aforesaid prescribed time limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of Board of Management on or before the 1<sup>st</sup> day of April of the year, with such recommendation duly supported by relevant reasons as are deemed appropriate by the Board of Management;
- (d) out of the applications recommended by the university, the State Government may grant permission to such institutions as it may consider fit and proper in its absolute discretion, taking into account other relevant factors, the budgetary resources of the State Government and other relevant factors, the suitability of the management seeking permission, etc The permission shall be communicated by the State Government to the university, on or before the date specified in this clause:

Provided however that, in exceptional cases and for the reasons to be recorded in writing any application not recommended by the university may be approved by the State Government

- (5) No application shall be entertained directly by the State Government for grant of Letter of Intent, under sub-section (3) or final approval under subsection (4), as the case may be
- (6) The application for starting new course of study, subject, faculty or additional division or satellite center by existing colleges or institutions of Higher learning, shall not be forwarded to the State Government by the university, if,-
  - (a) they have not been accredited or re-accredited either from National Assessment and Accreditation Council (NAAC) or National Board of Accreditation (NBA) even though they are eligible and due for being accredited or re-accredited as per the norms of accreditation agencies; and
  - (b) they have not complied with the conditions laid down by the State Government

- (7) Notwithstanding anything contained in the Act or any other law for the time being in force, -
  - (a) no management shall establish or open a new college or an institution of higher learning in the State, except with the prior permission of the State Government;
  - (b) no management shall start a new course of study or subjects, faculty, additional division or satellite centers except with the prior permission of the State Government;

Explanation - For the purpose of this sub-section, the expressions "establish or open a new college or an institution of higher learning" and "start a new course of study, subject, faculty,

- additional division or satellite center” shall include establishing or opening of such college or institution of higher learning, and starting of any such course of study, subject, faculty, additional division, or satellite center, on the basis of no grant-in aid from the State Government
- (8) In case of extraordinary situations which warrant starting of new divisions of particular faculties, the State Government, with reasons to be recorded in writing, shall have the authority to declare and adopt the fast track system of grant of permission to start such new divisions and the norms and procedures related thereto:
- Provided that, the procedure for grant of permission in such extraordinary situations shall be completed not later than the Academic Year in which such new divisions are to be started:
- Provided further that, the applications for starting of new divisions under the fast track system shall be duly processed by the university. On the compliance of necessary conditions, if the University recommends to the Government the proposal for starting such new divisions, then such permission shall be deemed to have been accorded by the State Government if no adverse communication of any nature is issued by the State Government upto the Academic Year in which such new divisions are to be started.
- (9) The State Government, for the purpose of giving effect to the provisions of sub-section (3) or sub-section (4), as the case may be, may by notification in the Official Gazette, lay down the procedure to be followed for the purposes under the said sub-sections.

## **PROCEDURE FOR AFFILIATION**

- 276.** (1) On receipt of the permission from the State Government, the Academic Council of the university shall consider grant of first time affiliation to the new college or institution of higher learning or to the new courses of study, subjects, faculties, additional divisions, or satellite centers as the case may be
- (2) The Academic Council shall decide, -
- (a) whether affiliation should be granted or rejected;
  - (b) whether affiliation should be granted in whole or part;
  - (c) subjects, courses of study, the number of students to be admitted;
  - (d) conditions, if any, which may be stipulated while granting or for granting the affiliation to be complied within reasonable time: Provided that, in case of failure to comply with such conditions within such period, the affiliation granted shall be deemed to have been cancelled and no communication in this regard by the university to the management concerned shall be necessary.
- (3) The Vice-Chancellor shall communicate the decision of Academic Council to the management with a copy to the Director of Higher Education, within one month from the date of communication of sanction by the State Government in respect of opening the new college or institution of higher learning or starting a new course of study, subjects, faculties or additional divisions, or satellite centers and if the application for affiliation is granted, along with an intimation regarding,
- (a) the courses of study, subjects, faculties or additional divisions for which affiliation is granted;
  - (b) the number of students to be admitted
  - (c) the conditions, if any, subject to the fulfillment of which the affiliation is granted and time stipulated for compliance of such conditions
- (4) Where the college or institution is eligible and due for accreditation or reaccreditation, as the case may be, and such college fails to comply with the requirements of accreditation or re-accreditation, then no affiliation shall be granted by the university to such college or institution;
- Provided that, nothing in this sub-section shall apply in respect of the affiliation for natural growth of the faculty, additional division, course of study, subject or satellite center
- (5) No student shall be admitted by the college or institution unless the university has granted the affiliation to the college or institution of higher learning or to a new course of study, subject, faculty or additional division.

## CHAPTER XXII

### RECOGNITION OF POST GRADUATE CENTRE

(Under Section 31 of the Act)

**287.** For the purpose of organisation and co-ordination of Post-graduate teaching, training and research in the University will be conducted at such centres/affiliated colleges and in such subjects as may be specified when granting the recognition.

The following shall be the requirements for recognition of a centre for imparting postgraduate instructions and/or teaching:

- (a) In the faculties of (1) Arts (2) Science in all subjects other than Chemistry, and (3) Commerce,
  - (i) For instituting a post-graduate centre in the subject concerned it shall be necessary that full teaching of all the papers in the subject be organised and implemented.
  - (ii) It shall be necessary for a post-graduate centre in a subject concerned in any of the above faculties to have on its local staff at least three recognised postgraduate teachers in the subjects. Provided that while granting a Post-graduate centre in common subjects like English Economics in different faculties, in the colleges run by the same management in the same premises, the recognised post-graduate teachers working in a college or colleges or institution or institutions under the same management in the same premises may for the purpose of this ordinance with the permission of the Vice Chancellor be treated as the local staff for any one faculty but not in two or more faculties.
- In the Faculty of Science (Chemistry only): For instituting a post-graduate centre in the subject of Chemistry, the following local staff of a College/Institution shall be required:
  - (b) Three recognised post-graduate teachers out of which two recognised postgraduate teachers shall be in the branch of the subject concerned and one recognised post-graduate teacher shall be in either of the remaining branches of the subject concerned.
- (Provided that In the case of any of the post-graduate centres in Inorganic, Organic, or Physical Chemistry if there is no adequate local staff as required due to certain circumstances, such a centre will be permitted to continue, provided it has one full-fledged post-graduate teacher in the branch of the subject of the post-graduate centre concerned and other teachers in any other branch or branches as required under clause above.)
- For instituting a post-graduate centre in Group "D" - Analytical Chemistry, following shall be the minimum requirement of local teaching staff:
  - (c) Not less than two-third of the total number of periods in the subjects be provided for by the college from amongst its own local staff duly recognised and not more than one third of the total number of periods per subject per week may be provided for in a term by inviting such number of recognised teacher or teachers duly recognised either as postgraduate from other colleges or recognised institutions or University departments.
  - (d) No Centre shall work for less than five days a week where practical work is not involved and six days a week where practical work is involved with not more than four lectures to be delivered on Sundays, if necessary.

### Requirements for recognition of post graduate centre of the university

- 288.** (a) The authorities of an affiliated college or a recognised institution desiring to have/start a post-graduate centre for a particular subject at their college or recognised institution which have 2 passed out batches of Undergraduate, shall apply to the University in a prescribed form in terms of condition laid down above along with fees of Rs. 30000/- per semester in case of Arts and Commerce and Rs. 50000/- per semester in case of Science.
- (b) The matter of recognition of a Post- Graduate Centre any institution situated within the University area must be first examined by the Academic Council which would then recommend the same to the Executive Council.
- (c) The Executive Council would, if needed, may set up a Local Inquiry Committee (LIC), before deciding the recognition. Such recognition will be given by the University on the basis of recommendation of LIC.
- (d) The affiliated colleges, learner support centres or recognised institutions applying to the University for recognition of post-graduate centres in one subject or more shall undertake the responsibility of

fulfilling the requirements of such a centre and other terms and conditions as laid down by the University from time to time.

- (e) There shall not generally be more than three post-graduate centres in a district, provided that the University may in its discretion permit the opening of a fourth Centre in an exceptional case for the same subject of post-graduate study at another place, if
  - (i) there are at least two hundred forty students enrolled in those three centres in the preceding year, and
  - (ii) the institution applying for the new centre has at least forty candidates ready for enrolment to start with and fulfils all the conditions laid down under the relevant rules for opening a centre. In no case, there shall be more than four centres in a subject in the same district.
- (f) It shall be a condition for affiliation of colleges and recognition of institutions that they will co-operate in the scheme and work of postgraduate teaching of the University.
- (g) In case of post-graduate teacher of a particular place requiring to visit a recognised centre for collaboration in its teaching work, the inviting postgraduate centre will bear the expenses of lodging of the visiting teachers.

The actual travelling expenses of the teacher shall be borne by the University as per rules to be made in that behalf.

## **Guidelines for permitting postgraduate programmes in an affiliated college**

### **289. (a) General Conditions**

- (1) The college shall comply with all the provisions of the Act, the Statutes, the Ordinances and also the rules and regulations of the University framed in this regard.
- (2) Colleges having permanent affiliation or at least four years of continuous affiliation only shall be eligible to start postgraduate programmes.
- (3) There shall be a core faculty consisting of at least four full-time members for each postgraduate programme in a college. All the faculty members shall be duly qualified as prescribed by the UGC from time to time. Among them at least two members should possess research degree (Ph.D.)
- (4) All the faculty members shall be paid as per pay scales prescribed for the concerned cadres viz., Professors, Readers, Lecturers by UGC/AICTE and payment shall be made through Bank.
- (5) In addition to the core faculty, retired teachers having more than five years of teaching experience at the P.G. level may be appointed as visiting faculty to handle certain specialized topics/subjects if need be. In exceptional cases eminent persons may also be invited to deliver lectures.
- (6) There shall be separate faculty for each postgraduate programme. Undergraduate teachers shall not be permitted to handle post-graduate classes.
- (7) The number of teaching posts, the qualifications (as prescribed by the University) of the teaching staff, their recruitment procedure and conditions of service shall be in accordance with the Statutes/Ordinances/Regulations of the University in private colleges and shall be such as to ensure the imparting of adequate instructions to the students in the courses of study to be undertaken by the College. However, the service conditions of employees shall be as prescribed by the Government.
- (8) At least one member of the P.G. faculty of the college and one representative of the concerned University shall be represented in the Governing Council.
- (9) The students shall be admitted to the postgraduate programmes as per the regulations prescribed for the concerned programme by the concerned university and also as per the guidelines of admissions issued by the state Government from time to time.
- (10) The college/institution shall collect tuition and other fees as prescribed by the University/ State Government from time to time.
- (11) The intake for each postgraduate programme shall be as fixed by the University/State Government/AICTE/Bar Council of India/ AICTE/UGC etc.
- (12) The academic and welfare activities of the students belonging to backward classes and Scheduled castes/Tribes shall be properly looked after and special attention be paid by the colleges to their problem while also adhering to State rules and directions on reservation.
- (13) No college shall impose levies its teaching and non-teaching staff for meeting recurring or non-recurring general or special expenditure of the college or impose cuts in their salaries for any other purpose.
- (14) The college shall have undisputed possession of land measuring at least 5 acres and shall submit a blue print of the proposed building for the college.

### **(b) Infrastructure Requirements**

- (1) The college shall establish a separate library specifically dedicated to postgraduate programs. This library will be equipped with essential facilities such as a reading room, journal section, textbook section, and reference section, in addition to internet access. The seating capacity of the library will be determined based on the number of postgraduate students enrolled in the programs. A designated librarian will be appointed to manage the postgraduate library, especially if the college offers more than two postgraduate courses.
- (2) Additionally, the college will provide separate classrooms, staff rooms, ladies' common room, and laboratories exclusively for the postgraduate programs. The size of these facilities, including classrooms and laboratories, will be determined based on the number of students admitted to each program.
- (3) Furthermore, the college must ensure the availability of separate hostel facilities for postgraduate students.
- (4) The college is required to demonstrate to the University that it possesses adequate financial provisions and has deposited the necessary endowment funds to support the postgraduate programs.
- (5) Moreover, the college must also prove that it has a sufficient recurring income from its own resources to ensure its continuous and efficient functioning.

**(c) Research Facilities**

The postgraduate teaching will be more meaningful if the institutions create facilities for research in the concerned disciplines. This will enable the faculty members of the concerned disciplines. This will enable the faculty members of the concerned disciplines to keep themselves abreast of the latest developments in their own areas of specializations. If the institution creates research facilities, it will enable the faculty members to initiate projects and also apply for funding from specific agencies.

**(d) Library**

The library should have an adequate number of journals (both Indian and Foreign) in the concerned disciplines. There should be internet facilities to enable the faculty and scholars to have access to worldwide information.

- (i) Databases relating to the concerned disciplines in colleges offering postgraduate courses should be procured by the first year, and
- (ii) There shall be an investment of at least Rs. 2 lakh in the first year and Rs.50,000 in every subsequent year for library and journals pertaining to each P.G. program.

**(e) Laboratories**

- (1) For the post-graduate programmes, in the science disciplines, a dedicated research laboratory shall be established exclusively for research purposes.
- (2) In the case of a Non-Government college, its management is required to have its accounts audited annually by a chartered accountant chosen from a panel approved by the University. A copy of the annual accounts, along with the audit report, must be provided to the University for inspection.
- (3) All necessary registers and records, as mandated by University Regulations and Government orders, shall be meticulously maintained. These records will be made available for inspection by the University or Government authorities whenever required.

**(f) Preliminary Project Report**

- (1) The college which intends to apply for postgraduate programmes shall prepare a preliminary project report showing the infrastructure and other facilities available for each programme, sufficient proof of financial and other resources for sustaining the programme.
- (2) The college shall also give an undertaking that it abides by all the conditions mentioned above if it is considered for granting affiliation to postgraduate programmes.
- (3) The preliminary project report must be prepared and submitted as per the enclosed Proforma.
- (4) After receiving the preliminary project report, the University shall constitute a committee including the Dean of the concerned faculty and one or two expert members. This committee will assess the preliminary report and provide its opinion about the feasibility and need for starting the postgraduate program in the college.

**(g) Local Inquiry Committee**

Based on the committee's report the University shall arrange to send a Local Inquiry Committee in accordance with the provisions of the Act, Statute and Regulations to visit the college and give its report. While giving its recommendations the LIC shall strictly follow the above guidelines and shall not recommend if the institution is incapable of fulfilling the conditions.

**(h) Final Approval/Disapproval**

- (1) Based on the report of LIC the University will approve/disapprove the affiliation.

(2) Notwithstanding the guidelines laid down above, all the conditions prescribed by the Act, Statutes, Ordinance, and Regulations in respect of Affiliation shall be mandatory.

**Note:** The Exercise on affiliation shall begin at least nine months in advance and get completed at least two months before the admissions are made in the College.

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