**ELIGIBILITY CONDITIONS FOR AFFILIATION**

1. **Eligibility Criteria for Temporary Affiliation:**
	1. The proposed college seeking affiliation, at the time of inspection by the university, shall satisfy the following requirements, in respect of any of them prescribed by the Statutory/Regulatory body concerned, whichever is higher.
		1. Undisputed ownership and possession of land measuring not less than 2 acres if it is located in metropolitan cities and 5acres if it is located in other areas;
		2. Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements with adequate scope for future expansion taking care that all buildings constructed in the college are disabled friendly.
		3. Academic building sufficient to accommodate the faculties, lecture/seminar rooms, library and laboratories with a minimum of 15sq.ft per student in lecture/seminar room/library and 20 sq.ft per student in each of the laboratories.
		4. Number of teaching and non-teaching staff as per University norms.
		5. Adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the PWD.
		6. A library with at least 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journals per subject, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC from time to time;
		7. Necessary laboratory equipments as prescribed in the syllabus.
		8. A multipurpose complex/an auditorium and facilities for sports, canteen, separate common rooms and separate hostels for boys and girls as per the local requirements.
		9. Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi/purpose complex/auditor urn, common rooms and hostel rooms, and for other facilities.
		10. A duly constituted Governing/managing body.
	2. The college, if not run by the State Government.
		1. Shall be managed by a duly constituted and registered Society or Trust.
		2. Shall satisfy the University that adequate financial provision is available for running the college without any aid from any external source. In particular, it shall produce evidence for FDRs for amounts prescribed by the university jointly held by the college and the University. The interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening its infrastructure facilities.
		3. Shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.
	3. The Registered Society/Trust in justified exceptional cases may be allowed to start the college for the first year of the programmes in a readily available building, with the condition that all other academic and administrative requirements are satisfied under the Regulations and the college shall complete the buildings and other requirements by the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college shall not be granted renewal of temporary affiliation until the college moves to the permanent buildings. Under no circumstances, extension of time for this movement to the permanent building shall be granted by the University beyond five years.
	4. The Registered Society/Trust proposing the college shall execute a bond:
		1. To impart instruction only in the subjects and for the courses/programmes in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such courses/programmes shall follow the syllabi approved by the appropriate academic bodies of the University;
		2. To comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the University framed in this regard;
		3. To follow the Rules, Regulations and Guidelines of the Statutory/Regulatory bodies issued from time to time;
		4. To the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures and prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Ordinance/Regulations of the University/State Government/UGC, and shall ensure imparting of adequate instruction to the students in the courses/programmes of studies to be undertaken by the college and that the Student-Teacher Ratio in the college shall be as per the UGC norms;
		5. To the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales along with applicable allowances as per the pay scales prescribed by the UGC/Central/State Govt., as the case may be, from time to time;
		6. To the effect that appointment of member of the teaching and the non-teaching staff shall be made only on considerations of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration;
		7. To the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the university within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfillment of the conditions for affiliation to the University within a fortnight of changes coming into effect;
		8. To the effect that all fees to be charged from the students shall be as per the fee structure approved by the University based on the norms of the UGC from time to time;
		9. To the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University based on the norms of the UGC;
		10. To the effect that no student shall be admitted to any programme of study by the college in

 anticipation of grant of affiliation or in excess of the number of seats sanctioned per

 programme of study by the University;

* + 1. To the effect that the college shall not, without the previous permission of the University,

 suspend offering an already approved course/programme of study;

* + 1. To the effect that the academic and welfare activities of the students belonging to the

 Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities,

 wherever applicable, shall be properly taken care of by the college;

* + 1. To the effect that all registers and records, including audited statement of accounts, as

 required to be maintained under the Regulations/Orders of the UGC/University/

 Government shall be maintained and made available as and when required for inspection;

* + 1. To the effect that the college shall furnish all such returns and other information as the

 UGC/University/Government may require to enable it to monitor and judge the

 performance of the college with regard to maintenance of academic standards and shall

 take such action as the UGC/University/Government may direct to maintain the same;

1. **Procedure for granting Temporary Affiliation:**
	1. The application to start a new college and to get it affiliated to an University can be submitted by Central/State Government institutions and Registered Society/Trust.
	2. If the applicant is a Society/Trust, it shall have been registered under Registration of Societies Act, the Trusts Act or any other Act of the Central/State Government on or before the date of submission of the application.
	3. The Government/Society/Trust which proposes to start the college and wishes to get it affiliated to the University in whose jurisdiction the location of college falls shall make an application within the stipulated time to the University in the prescribed proforma along with the prescribed fee.
	4. The Application shall be submitted with certified copies of the following documents;
		1. Registration of the Society/Trust along with details of Constitution and Memorandum of Association;
		2. Letter from the Competent Authority designated by the Government concerned for classification of land and its location as Metropolitan or other areas;
		3. Land Use Certificate from the Competent Authority designated by the Government concerned;
		4. Registered land/Govt. leased land documents in the name of the applicant;
		5. Appropriate order from the Govt. permitting the Society/Trust to start the college with details of the courses/programmes intended to be offered;
		6. Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the Govt. concerned;
		7. Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college.
		8. Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as specified under Clause 3.2.2
		9. Detailed Project Report giving

a)background of the Society/Trust 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;

b) development plan for the college with timeline, spelling out its growth plan over the first 10 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.

c) Architectural master plan indicating the land use pattern including those for the

 future.

d) Policy with regard to faculty recruitment, retention and development;

e) Structure of academic and administrative governance;

f) Sources of financing of capital and operating expenditure, besides funds to be

 generated through students fees; and

g) Resource projections and their utilization schedule.

1. **Eligibility Criteria for Permanent Affiliation:**
	1. The college shall have completed at least five years of satisfactory performance after getting temporary affiliation and attained the academic and administrative standards as prescribed by the University/UGC/Statutory/Regulatory Body concerned from time to time.
	2. The college shall have completed construction of buildings and all infrastructure/facilities as stipulated in the Regulations.
	3. All the teaching and non-teaching staff are appointed on permanent basis on the UGC/Government scales of pay.
	4. The colleges shall be accredited by NAAC or any other statutory accreditation agency by State/Central Government.