

**ON THE ADMISSION OF COLLEGES/INSTITUTIONS
TO THE PRIVILEGES OF THE UNIVERSITY**

Under Section 26 (1) (q) of the NEHU Act. 1973
read with Clause (6) of Statute 33

Amended vide 83rd. AC. 28/5/10.

Admission to the Privileges of the University 1.

Admission of a College/Institution (providing instructions in subjects/courses of study for relevant degree) to the privileges of the University shall mean Affiliation of a College/Institution (within the jurisdiction of University and also a minority Educational Institution in any part of India) for the purposes of this Ordinance and related Regulations.

Affiliation of a Subject/Course of Study 2.

Admission to the privileges of the University for various subjects/course of study leading to a relevant degree (General/Honours/Professional) shall mean Affiliation of Subjects/Courses of Study (offered by a College/Institution) and shall be granted as per this Ordinance and related Regulations.

Affiliation Committee 3.

- i. The Academic Council shall constitute an Affiliation Committee to advise it on the reports of the various Committees of Inspection (referred, herein after, as the Inspection Team) appointed by it and other affiliation – related matters.
- ii. The composition of the Affiliation Committee shall be as follows:
 - (a) Vice – Chancellor or Pro-Vice-Chancellor -Chairman
 - (b) Director of Public Instruction/Higher Education or her/his nominee of the State - Member (s)
 - (c) Two nominees of the Academic Council - Members
 - (d) Controller of Examinations - Member
 - (e) Director, College Development Council (CDC). - Member – Secretary

ii. Powers and Functions

The Affiliation Committee shall (a) constitute Inspection Teams to inspect the College/Institution; (b) examine the reports submitted by the Inspection Teams; (c) consider other affiliation – related matters. It shall submit its recommendations (in

terms of granting permission to start a new College/Institution/Subject/Course of Study; grant/withdrawal of affiliation as the case may be) to the Academic Council.

iii. (3) Meetings

The Affiliation Committee shall meet as and when necessary.

iv. (4) Quorum

The Quorum for the meeting of the Committee shall be one-third of its total membership.

Stages of affiliation of a College/Institution/Subject/Course of study 4.

Affiliation of College/Institution/Subject/Course of study as per the provisions of this Ordinance and related Regulations shall be granted in two stages: (a) Provisional (Temporary) affiliation; and (b) Permanent affiliation.

Starting a New College/Institution 5.

i. When it is proposed to start a new College/Institution, the sponsoring body (either a Registered Society or a Trust) or in the case of a Government College/Institution, the authorities concerned shall submit an application to the Registrar on the prescribed proforma not later than August 15 of the preceding year, in which it proposes to start the new College/Institution. The application shall be accompanied by a detailed project report along with the prescribed fees.

ii. *Preliminary Scrutiny of the Application*

On the receipt of the application along with prescribed fees, the Affiliation Committee shall scrutinize the application and may seek further clarifications, if necessary, from the sponsoring body/authority concerned in writing. If the Committee is satisfied with the project report and having found that there is a prima facie case for starting a new College/Institution, it shall recommend to the Academic Council for constitution of an Inspection Team.

iii. *Inspection Team*

The inspection team shall comprise of the following members: (i) one expert for each of the subject areas proposed; (ii) Director, College Development Council; (iii) Director of Public Instruction/Higher Education of the State concerned or her/his nominee; (iv) one expert from the Department of Library and Information Sciences; and (v) an Engineer above the rank of Junior Engineer of the University. The Convener of the Inspection Team shall be a person not below the rank of Professor.

iv. *Inspection*

The Inspection Team shall submit its recommendations, duly filled-in and signed by all the members, on the prescribed proforma within 15 days of the visit, to the Affiliation Committee. The Inspection team shall verify suitability of the site, feasibility of the plan submitted, adequacy of physical and financial resources

offered, library/laboratory facilities and other requirements as prescribed in the proforma. If the Affiliation Committee is satisfied with the report, it shall recommend to the Academic Council for consideration of the application to start the new College/Institution. The Academic Council, on being satisfied, shall send its recommendations to the Executive Council for the grant of permission.

v. *Preliminary Steps by the Sponsoring*

Agency/Authority for Provisional Affiliation

On receipt of permission to open a new College/Institution, the sponsoring agency/authority concerned shall constitute a Governing Body and make appointment of a Principal/Director and other teaching and non-teaching staff as the case may be, in accordance with provisions of the Statutes, Ordinances and Regulations of the University.

vi. *Application for Provisional Affiliation*

The Principal/Director of the new College/Institution shall apply to the University on the prescribed proforma along with the prescribed fee for the provisional affiliation of the proposed subject (s)/course(s) of study.

vii. **Inspection Team for Provisional Affiliation**

The Inspection Team for inspecting a College/Institution for the purpose of granting provisional affiliation shall be as provided in 5 (iii) above.

viii. *Grant of Provisional Affiliation*

An Inspection Team shall be constituted to inspect the College/Institution seeking grant of provisional affiliation. The Inspection Team shall submit its recommendations on the prescribed proforma duly filled-in and signed by all the members, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its recommendations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of provisional affiliation for a period not exceeding three years at a time. On the basis of the infrastructure and other facilities to be made available by the proposed College/Institution the University shall decide the number of seats for each programme in the College/Institution.

(new provisions)

ix. Upon affiliation being granted to the concerned College/Institution by the Executive Council of the University, the said College/Institution shall be required to execute a bond of agreement with the University on the prescribed format within 30 days of the issue of the letter offering grant of affiliation to the College/Institution, failing which the offer of grant of affiliation shall stand withdrawn.¹In case of any changes /

¹Vide UGC Gazettee of February 20, 2010, para 3.4

modifications / alterations in the terms and conditions laid down in the bond the same shall be binding upon the College / Institution and a fresh bond of agreement shall have to be executed by the College / Institution to that effect.

- x. Further, the said College/Institution is required to maintain a Corpus Fund (CF) perpetually in the name of the said College / Institution by way of irrevocable Government Securities of Rs. 15.00 lakhs for undergraduate non-professional programmes (B.A., B. Sc, & B.Com.), and an equal amount for postgraduate non-professional programmes. Similarly, Rs. 35.00 lakhs for professional undergraduate programmes (Engineering, Medical including Nursing and Para-medical, Law and such other programmes), and an equal amount for postgraduate professional programmes shall be maintained as CF. The CF shall be maintained jointly by the College / Institution and the University. However, the interests or accruals of the CF may be used by the College/Institution for current expenses/developmental purposes, as decided by the College / Institution.²

Renewal of Provisional Affiliation 6.

- i. *Application for Renewal of Provisional Affiliation*
Request for renewal of provisional affiliation shall be submitted to the Registrar on the prescribed proforma, along with prescribed fee, six months before the expiry of the period of provisional affiliation. If a College / Institution does not apply for renewal within the period stipulated above, the affiliation granted shall stand terminated automatically on the expiry of the period of provisional affiliation.
- ii. **Grant of Renewal of Provisional Affiliation**
An Inspection Team shall be constituted to inspect the College/Institution seeking grant of renewal of provisional affiliation. The Inspection Team shall submit its recommendations on the prescribed proforma duly filled-in and signed by all the members, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its recommendations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for the renewal of the provisional affiliation for a period not exceeding three years at a time.
- iii. *Inspection Team for renewal of Provisional Affiliation*
The Inspection Team for inspecting a College/Institution for the purpose of renewal of provisional affiliation shall be as provided in 5 (iii) above.

²Vide UGC Gazettee of February 20, 2010, para 3.2.2

Permanent Affiliation 7.

i. *Application for Grant of Permanent Affiliation*

A provisionally affiliated College/Institution after the completion of five years of its continuous affiliation to the University, may apply for the grant of permanent affiliation to the Registrar on the prescribed proforma with the prescribed fee.

ii. *Grant of Permanent Affiliation*

An Inspection Team shall be constituted to inspect the College/Institution seeking grant of permanent affiliation. The Inspection Team shall submit its recommendations on the prescribed proforma duly filled-in and signed by all the members, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its recommendations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for the grant of permanent affiliation to the College / Institution.

iii. *Inspection Team for Permanent Affiliation*

The Inspection Team for inspecting a College/Institution for the purpose of grant of permanent affiliation shall be as provided in 5 (iii) above.

Starting a new Subject / Course of study 8.

i. *Application for Starting a new Subject / Course of study by an Affiliated College / Institution*

When a College/Institution proposes to start instructions in a new subject/course of study for relevant degree, it shall submit an application for permission to the Registrar on the prescribed proforma along with the prescribed fee.

ii. *Preliminary Scrutiny of the Application*

On receipt of the application along with prescribed fee, the Affiliation Committee shall scrutinize the application and may seek further clarifications, if necessary, from the College/Institution in writing. Having satisfied itself with the feasibility of the proposal the Affiliation Committee may grant permission to start the new subject/course of study with clear instructions that the College/Institution shall take necessary steps to fulfill all the requirements under the provisions of the relevant Ordinances and Regulations of the University in this regard.

iii. *Application for Provisional affiliation to the new subject/course of study*

The College/Institution, having made all arrangements and preparations to start the

new subject/course of study shall apply to Registrar on the prescribed proforma for provisional affiliation.

iv. *Grant of Provisional Affiliation to the New Subject / Course of study*

An Inspection Team shall be constituted as provided in 5 (iii) above, to inspect the College/Institution seeking affiliation to the new subject/course of study. The Inspection Team shall submit its recommendations on the prescribed proforma duly filled-in and signed by all the members, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its recommendations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for the grant of provisional affiliation to the new subject/course of study for a period not exceeding three years at a time.

Permanent Affiliation to a provisionally affiliated subject/course of study 9.

i. *Application for Permanent Affiliation to a provisionally affiliated subject/course of study in a permanently affiliated College/Institution*

A College/Institution which has been granted provisional affiliation may apply for permanent affiliation to a provisionally affiliated subject/course of study after the completion of five years of its continuous affiliation to the Registrar on the prescribed proforma with the prescribed fee.

ii. *Grant of Permanent Affiliation to a provisionally Affiliated Subject/Course of study in a permanently affiliated College/Institution*

An Inspection Team shall be constituted to inspect the College/Institution seeking grant of permanent affiliation of the new subject/course of study. The Inspection Team shall submit its recommendations on the prescribed proforma duly filled-in and signed by all the members, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its recommendations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for the grant of permanent affiliation to the new subject/Course of study.

iii. *Inspection Team for Permanent Affiliation to a provisionally affiliated Subject/Course of study in a permanently affiliated College/Institution*

The Inspection Team for inspecting a College/Institution for the purpose of grant of permanent affiliation to the new subject/course of study shall be constituted as provided in 5 (iii) above.

Inspection 10.

Every College/Institution admitted to the privileges of the University shall be inspected as per the provision laid down in the Statutes/Ordinances/Regulations.

Power to lay down New Conditions 11.

The Executive Council may, from time to time, lay down new conditions for affiliation (general or specific, regarding staff, building, equipment, library, laboratories, finances or other relevant matters) and specify the date by which these conditions must be satisfied, failing which the College/Institution shall not be allowed to enjoy the privileges of the University.

Admission of Students 12.

No students shall be admitted to any College/Institution/Subject/Course of study before permission is granted by the University. Breach of this rule may invite refusal of any permission to the College/Institution.

Affiliation and Other Fees 13.

Those admitted to the privileges of the University are liable to pay fee and other charges as specified in the relevant Regulations for the purpose.

Power to Withdraw Privileges 14.

The Executive Council, after consulting the Academic Council, shall have the power to withdraw privileges granted to a College/Institution at any time whenever, in the opinion of the Executive Council, (a) the College/Institution has failed to comply with the Statutes, Ordinances, Regulations, Rules, or any other directives of the University, or (b) if the College/Institution has failed to maintain order and discipline or (c) the normal regular and proper functioning of the College/Institution has become impossible due to mismanagement of the affairs of the College/Institution or (d) for any other reasons including non-payment of affiliation fee etc.

Provided that before any privileges are so withdrawn, the Governing Body/ Management Committee / Advisory Committee of the College/Institution concerned shall be given an opportunity to represent to the Executive Council why such action should not be taken.

Dissolution of a College/Institution/Subject/Course of Study 15.

No College / Institution/ Subject/ Course of Study shall be dissolved / abolished / suspended by the Governing Body / Management Committee / Advisory Committee of the College / Institution without making prior arrangements for admission of its students in another affiliated College(s) / Institution(s) and without making alternative arrangements for the employment of the permanent members of the teaching and other staff and also without obtaining prior approval of the Executive Council, the State Government, and the University Grants Commission. Provided that no College / Institution / Subject / Course of study shall be dissolved / abolished / suspended during the term of an academic session.

Removal of Difficulties 16.

Any difficulty arising in interpretation of, giving effect to, any provisions of this Ordinance, shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final.

1. Approved vide E.C. Resolution No. EC:90:96:5:1 (ii) and notified vide Notification No. CONF/13-2/Ord/87 (Vol.III)-251, dated March 20, 1997.
2. Amended vide E.C. Resolution No. EC:107:2000:5:1 (iv) and notified by Notification No. Conf/13-5/ORD/99-1824 dated September 14, 2000.
3. National Commission for Minority Educational Institution Act 2004.
4. Amended to the Title of Ordinance OB-6 was approved vide Academic Council Resolution No. AC:76:2006:2: (ii) and Executive Council Resolution No. EC:127:2006:5:1: (i): dated December 20, 2006.
5. Amendment to Clause 1 (i) approved vide Resolution No: AC:2005:2 (iv), Executive Council Resolution.
No: EC:123:12:2005:5:1(ii), dated December 14, 2005.
6. Amendment to OB-6 approved vide Academic Council Resolution No:AC:76:2006:2:(i), Executive Council Resolution No: EC:127:2006:5:1: (i) dated December 20, 2006, Notified vide No. F.Conf/13-5/ORD/99 (Vol. III) dated November 22, 2006