

## **ORDINANCE No - 82**

*(Approved by Governor Office letter no.: 4077/6167/2012/रास/यू-4 dated 03.08.2012)*

### **PROCEDURE FOR ADMISSION OF COLLEGES TO THE PRIVILEGES OF THE UNIVERSITY AND FOR THE RECONGNITION OF EXAMINATION CENTRES AND WITHDRAWAL OF SUCH PRIVILEGES AND RECOGNITION**

#### **A: Affiliation of Colleges by Indira Kala Sangit Vishwavidyalaya**

##### **1. Short Title, Application and Commencement :**

- 1.1 These Ordinances will be called Affiliation of Colleges by Indira Kala Sangeet Vishwavidyalaya.
- 1.2 They shall apply to all colleges seeking affiliation and already affiliated to the University in India established or incorporated by University act.
- 1.3 They shall come into force with immediate effect.

##### **2. Definitions in the Ordinance:**

- 2.1 “affiliation” together with its grammatical variations, includes, in relation to a college with, and admission of such college to the privileges of Indira Kala Sangit Vishwavidyalaya;
- 2.2 “college” means any institution, whether known as such or by any other name which provides for a programme of study beyond 12 year of schooling for obtaining any qualification from the university and which in accordance with the rules and regulations of the university, is recognized by the university as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification;
- 2.3 “course” means one of the units which comprise a programme of study;
- 2.4 “programme”/programme of study means a higher education programme pursued for a degree specified by the Commission under Section 22 (3) of the UGC Act;
- 2.5 “grant-in-aid college” means a ‘college’ receiving grants from the Government for payment of salary of its employees;”
- 2.6 “Statutory /Regulatory body” means a body so constituted by a Central/State Government Act for setting and maintaining standards in the relevant areas of higher education.

2.7 “student” means a person admitted to and pursuing a specified programme of study;

3. **Eligibility Criteria for Temporary Affiliation:**

3.1 The proposed college seeking affiliation, at the time of inspection by the university, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory body Concerned in the case of technical/professional courses only.

3.1.1 Undisputed ownership and possession of land free from any or all encumbrances measuring not less than 1.5 acres if it is located in mega cities, 2 acres if it is located in metropolitan cities and 5 acres if it is located in other cities;

Provided that this sub-clause shall not apply to colleges already affiliated to the Universities in India;

Provided further that the lesser land requirement in Mega cities shall not compromise extracurricular/extra-mural curricular activities of the college:

Provided also that the requirement of 5 acres in hilly areas could be contiguous or upto three places which are not separated by more than 2 Kilometers.

3.1.2 Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements for each buildings constructed in the college should be disabled friendly;

3.1.3 Academic building sufficient to accommodate the faculties, lecture/seminar rooms, library and a minimum of 15 sq. ft. per student in each of the practice room. For other specific practical oriented courses the requirement for per student will depend on the requirement of the course program.

Provided that that this sub-clause shall not apply to colleges already affiliated to the Universities in India.

3.1.4 Number of teaching and non-teaching staff as per University norms;

3.1.5 Adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc in conformity with the norms laid down by the Central/State PWD.

3.1.6 Adequate measure for safety, security, pollution control, etc.

3.1.7 A library with at least 1000 books in different titles on each subject,

whichever is more, if 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 specified by the university.

- 3.1.8 Necessary musical instruments and equipments as prescribed by the University.
- 3.1.9 A multi-purpose complex auditorium and facilities for sports canteen, health care, separate common rooms and separate hostels for boys and girls as per the local requirements as decided by the University.
- 3.1.10 Appropriate furniture for lecture/seminar rooms, library, faculty rooms, rooms for administrative staff including the Principal, auditorium, common rooms and hostel rooms, and for other facilities;
- 3.1.11 A duly constituted managing body as specified by the University.
- 3.2 The college , if not run by the state government,
  - 3.2.1 shall be managed by a dully constituted and registered society or trust;
  - 3.2.2 shall satisfy the university that adequate financial provision is available for running the college for at least three years without any aid from any external source. In particular, it shall produce evidence of creating and maintaining a corpus fund permanently in the name of the college by way of irrevocable Government securities of Rs. 15 lakh per programme, if the college proposes to conduct programme in music and Arts or any other programme approved by the university., Rs. 35 lakh per programme or as prescribed by the university. If it proposes to offer professional programmes, Or FDRs for like amounts jointly held by the college and the University for a minimum lock in period of three years. The interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening its infrastructure facilities;
  - 3.2.3 shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.
- 3.3 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 per para 4.4.6 and other requirements cited in the detailed project report 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.

- 3.4 The Registered Society/Trust proposing the college shall execute a bond:
- 3.4.1 to impart instruction only in the subject 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,
  - 3.4.2 to comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the University framed in this regard;
  - 3.4.3 to follow the Rules, Regulations and Guidelines of the Statutory/Regulatory bodies issued from time to time;
  - 3.4.4 to the effect that the number of teaching posts, the qualification of teaching staff and their recruitments/promotion procedures as 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;
  - 3.4.5 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;
  - 3.4.6 to the effect that appointment of members 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;
  - 3.4.7 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.

- 3.4.8 to the effect that all fees to be charged from the students shall be as per the fee structure approved by the University;
- 3.4.9 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;
- 3.4.10 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;
- 3.4.11 to the effect that the college shall not, without the previous permission of the University, suspend offering an already approved course/programme of study;
- 3.4.12 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;
- 3.4.13 to the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Orders of the UGC/University/Government shall be maintained and made available as and when required for inspection;
- 3.4.14 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;

#### **4. Procedure for granting Temporary Affiliation:**

- 4.1 The application to start a new college and to get it affiliated to a University can be submitted by Central/State Government institutions and Registered Society/Trust.
- 4.2 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.
- 4.3 The Government/Society/Trust which proposes to start the college and wishes to get it affiliated to the University in whose jurisdiction the location or college falls shall make an application within the stipulated time to the University in the prescribed proforma along with the

prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.

- 4.4 The application shall be submitted with certified copies of the following documents:
  - 4.4.1 Registration of the Society/Trust along with details of Constitution and Memorandum of Association;
  - 4.4.2 Letter from the Competent Authority designated by the Government concerned for classification of land and its location as Metropolitan for other areas;
  - 4.4.3 Land Use Certificate from the Competent Authority designated by the Government concerned;
  - 4.4.4 Registered land/Govt. leased land documents in the name of the applicant;
  - 4.4.5 Appropriate order from the Govt. permitting the Society/Trust to start the college with details of the courses/programmes intended to be offered;
  - 4.4.6 Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the Govt. concerned;
  - 4.4.7 Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college;
  - 4.4.8 Details of the latest fund positions 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.
  - 4.4.9 Detailed Project Report giving
    - a) background of the Society/Trust with reference to its experience in promoting, managing and operation educational institutional; details of the 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 indication 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.
- 4.5 The University shall make a preliminary scrutiny of the application, and if found satisfactory, issue a letter of intent, within two weeks from the date of receipt of the application by the university, to cause an inspection within a period of three months for physical verification of all requirements for the grant of temporary affiliation.
- 4.6 The college shall be subjected to an inspection by the University through a committee of experts nominated by the Vice chancellor consisting of:
- 4.6.1 One Expert for each of the subject areas proposed,
  - 4.6.2 Dean, College Development Council/an equivalent academician of the university;
  - 4.6.3 A representative of the higher education department of the Government not below the rank of Deputy Director, and
  - 4.6.4 An Engineer from PWD/CPWD or the University (or his representative) not below the rank of Executive Engineer.
- One of the subject experts at the level of Professor, as nominated by the Vice Chancellor, shall be the Chairperson of the Committee.
- Note: The applicant shall deposit adequate amount for travel expenses of the inspection board constituted by the university. The members of the inspection board shall avail the T.A. and D.A. as per their entitlement.*
- 4.7 The report of the inspection committee shall be submitted by the Chairperson to the University duly filled in and signed by all the members. The University shall process the report through its appropriate Bodies and decide to grant, or not to grant, temporary affiliation to the colleges, recording the reasons in writing for its decision within three months of inspection
- 4.8 On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme in the college

- 4.9 The Executive Council of the University shall be the ultimate authority to decide granting, or not granting, affiliation
- 4.10 Continuation of temporary affiliation of the programmes of study and the college itself shall be granted by the University on a year to year basis through inspection process prescribed in these Regulations
- 4.11 If the University decides not to grant affiliation to the college for reason, recorded in writing, of its failure to meet the conditions/requirements for getting affiliation the college may apply again if it fulfils the conditions /requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

*Note: the affiliation fee, annual continuation fee and the specific dates for remittance of all fees shall be decided by the university from time to time.*

## **5. Eligibility Criteria for Permanent Affiliation:**

- 5.1 The college shall have completed at least five year 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.
- 5.2 The college shall have completed construction of buildings and all infrastructure/facilities as stipulated in the Ordinance.
- 5.3 All the teaching and non teaching staff are appointed on permanent (appointed on regular basis, in case of a Government college) on the UGC/Government scales of pay.
- 5.4 The college shall have a duly constituted College Council as per the norms.
- 5.5 The college shall be accredited by NAAC or any other accreditation agency by State/Central Government.

## **6. Procedure for granting Permanent Affiliation:**

- 6.1 A college which wishes to get permanent affiliation shall apply to the University any time after completing five years of temporary affiliation in the proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.
- 6.2 The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in ordinance.
- 6.3 If University decides not to grant permanent affiliation to the college for



reasons, to be recorded in writing, of its failure to meet the conditions/requirements for getting such affiliation, the college may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

## **7. Eligibility to apply for addition of new programmes of study:**

- 7.1 Any proposal for adding new programmes shall be considered by the University only after ensuring equitable distribution of facilities for higher education having due regard in particular to the needs of the unserved underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.
- 7.2 Any proposal for raising the existing under-graduate college to postgraduate studies level shall be considered by the University only after satisfactory completion of two years of the under-graduate programme and the proposed buildings qualified faculty and other infrastructure facilities are fully created as per the ordinance.
- 7.3 Each application for addition of a new programme or for upgrading the existing programme to post graduate level shall be accompanied by the prescribed fee in the form of Demand drawn in favour of the Registrar of the University.
- 7.4 The procedure for according temporary affiliation to additional programmes of study or for upgrading the existing programmes in the college shall be the same as prescribed under the Regulations for temporary affiliation.

## **8. Withdrawal of affiliation**

- 8.1 The privileges conferred on a college by affiliation may be withdrawn in part or in full suspended or modified if the college on due enquiry is found to have failed to comply with any of the provisions of the Act the Statutes the Ordinances the Rules and Regulations or any other direction or instruction of the UGC/University body university conducted or failed to observe any of the conditions of affiliation or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.
- 8.2 If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Thust individual or a group of individuals without the prior approval of the University the affiliation granted to the college shall lapse automatically on such ceaser shifting or transfer as the case may be, and it shall be treated as a new college for the purposes of future affiliation. The University/

Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

- 8.3 Without prejudice to the ordinance on its own, or on the basis of any complaint or any other information or report from any other source, can cause an enquiry by the University in respect of a college and after giving the college a reasonable opportunity of being heard may pass an order under Section (12A) (4) of the UGC Act prohibiting such college from presenting any student then university for the award of the qualification concerned and the affiliation of the college shall stand terminated as per Section (12A) (5) of the UGC Act.
- 8.4 If the University decides to withdraw the affiliation of the college, or the affiliation stands terminated by the order of the University temporarily or permanently, such decision shall not affect the interests of the students of the college who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time. The University/Government shall have the duty to alleviate the educational future of affected students in an appropriate manner as per its decision.

**(B) Examination Centres:**

1. Application for recognition of Examination Centre shall be accepted in the prescribed form along with the fees prescribed by the university from time to time.
2. The institution concerned shall bear the actual expenditure on T. A. /D. A. of the Board of Inspectors consisting of three members, out of whom two shall be subject experts and one shall represent the administration appointed by the Vice-Chancellor. The Committee after an inspection shall submit the detailed report of the centre regarding the recognition.
3. On receipt of an application, the Vice-Chancellor shall appoint a Board of Inspector who shall visit the institution and satisfy itself with regard to the following:
  - a. That the institution is a duly Registered Body.
  - b. That the institution has the capacity to make arrangements for examinations of the private candidates viz: accommodation, furniture, musical instruments etc.
  - c. That there is not legal proceeding against the Institution, which may debar it from recognition as an Examination Centre.

4. The report of the Board of Inspectors shall be submitted to the University within two weeks of its visit to the Institution and the same shall be placed before the Executive Council for consideration.
5. The Executive Council shall after considering the report, accord the necessary recognition with conditions, if any, to be fulfilled by the Institution within a specified period or reject the application.
6. An Examination Centre shall have at least fifty students to appear in the examinations failing which the centre shall be liable to be de-recognised subject to the approval of the Executive Council. The Council may consider some of the centres to continue for one or two years as a special case if it finds justification of the centre is valid.
7. The annual continuation fee and the specific dates for remittance of all fees shall be decided by the university from time to time.
8. Withdrawal of privileges of Recognised Centres.

- a. Whenever, as a result of an adverse report or failure in fulfillment of the conditions prescribed, the Executive Council consider it necessary to initiate action for the withdrawal of all or any of the privileges granted to recognition given to an Institution, the Executive Council shall issue a show cause notice to the Governing Body or the Government as the case may be apprising the decision of the Executive Council.

Further an institution of recognised examination centres is admitted for the privileges of the University for a certain period and the recognition is not extended further the privileges shall be withdrawn automatically.

- b. The notice under sub-para (a) shall state that:
  - i. The reasons for which the intended action is contemplated and
  - ii. The specified time of the reply of show cause notice to be reached to the Registrar of the University.
- c. The Executive Council, for reasons recorded, may extend the period for reply from time to time but the total period shall not exceed three months.
- d. On receipt of the reply of the show cause notice to the college within the stipulated period, under sub-para (2) and (3), the Executive Council may consider the matter in the light of the reply and representation made, if any, by the recognised examination centre concerned. If no such reply is received, it may consider the

matter after expiry of the said period and make such order as deemed fit as withdrawal of all or any of the privileges granted to the recognised examination centre accorded to an Institution.

## **PROCEDURE FOR ADMISSION OF RESEARCH CENTRE TO THE PRIVILEGES OF THE UNIVERSITY**

Research Centre affiliated to the University as regular Centre for presenting students as Internal Candidates to the University research.

### **Research Centre:**

1. An application for affiliation of Research Centre either for the first time or for addition of a new course for research shall be submitted by the officer of the Government if the centre is maintained by the Government or by the President of the Founding Society/Governing Body with a copy of relevant resolution of the Founding Society/ Governing Body seeking such affiliation.
2. All applications shall reach to the Vice-Chancellor/Registrar of the University.
3. The application for affiliation and/or addition of subject/course shall be accompanied with the details of the institution on the form prescribed by the University along with the following fees:

4. Fee payable for affiliation for first time:

No.	Course	Fee payable by Colleges in Chhattisgarh	Fee payable by Colleges outside Chhattisgarh
1.	For all subjects	30000.00	50000.00

**Note:** In addition of the above prescribed fees, the Centres concerned shall bear the actual expenditure on the T. A. /D. A. of a board of three Inspectors which shall be appointed by the Vice-Chancellor to report the University about the infrastructure after the inspection of the Centre for the affiliation.

5. On receipt of an application mentioned in the preceding paragraph along with all details and fees, the Vice-Chancellor shall appoint a Board of Inspectors, which includes two experts from the Teaching Faculties and one representative of University administration.
6. The Board of Inspectors shall inspect the Centres and submit the report to the University as per the rule laid down as under:

7. The Centre shall have Endowment funds of Rs. 1,00,000.00 deposited in the name of the centre, to be utilized exclusively for the purpose of the Centre.
8. The centre shall have provision for a good Library.
9. Adequate facilities such as furniture, teaching materials, musical instruments /equipments and studio equipments for Visual Arts etc. are mandatory.
10. The report of the Board of Inspectors shall be submitted to the University within two weeks of their visit to the centre concerned duly signed by all the members of the Board.

On receipt of the report, the same shall be placed before the Academic Council and Executive Council for approval. After the approval of Executive Council the same shall be forwarded to the State Government for its approval under section 23 (I) (i). After the receipt of the approval of the State Government. The Centre shall be notified as permanent affiliation Centre.

The Centre shall pay annual continuation fees @ Rs. 10,000.00 per year on the date of affiliation.

#### **Withdrawal of privileges of Affiliated Centres:**

1. Whenever as a result of an adverse report submitted by the University regarding the failure in fulfillment of the conditions prescribed by the Executive Council and to consider to initiate action for withdrawal of all or any of the privileges granted to a centre, the Executive Council shall issue a show cause notice to the Governing Body of the Government as the case may be apprising of the decision of the Executive Council.

Further when a centre is admitted for the privileges of the University for a certain period and the affiliation is not extended further, the privileges shall be considered automatically withdrawn.

2. The notice sub-para (1) shall state that:
  - a. The reasons for which the intended action is contemplated and
  - b. The specified time of the reply of show cause notice to be reached to the Registrar of the University.
3. The Executive Council for reasons recorded, may extend the period for reply from time to time but the total period shall not exceed more than three months.

4. On receipt of the reply of the show cause notice to the Centre within the stipulated period, under sub-para (2) and (3), the Executive Council may consider the matter in the light of the reply and representation made, if any, by the Centre concerned. If no such reply is received, it may consider the matter after expiry of the said period and make such order as deemed fit as a withdrawal of all or any of the privileges granted to the Centre or Institution.