

**HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY,
SRINAGAR (GARHWAL)**

**GUIDELINES AND PROCEDURE FOR CONTINUATION AND/OR EXTENSION OF
EXISTING AFFILIATION OF COLLEGES, 2024**

PROCEDURE:

The following steps and procedure is to be followed for continuation /and / or granting extension of affiliation to the colleges / institutes by the HNB Garhwal University:

1. Invitation of Applications for extension of affiliation to the colleges / institutes through on-line affiliation portal / module.
2. Examination of Applications uploaded / submitted by the colleges through on-line portal and verification with hardcopies of the relevant documents/ certificates.
3. Constitution of panels for inspection of the colleges / institutes as per prescribed norms and procedure.
4. Submission of Inspection Reports by the Conveners of the Inspection Committees.
5. Examination of the Inspection Report by the Standing Committee and recommendations for extension of temporary affiliation.
6. Action on the recommendations of the Standing Committee by the Affiliation Section.

Time -Line:

1- GENERAL CONDITION

1. The college/institute seeking temporary affiliation shall apply to the University on the application format given in **Annexure-I**
2. The Management Committee of the college should be duly approved by the University.
3. College affiliated to HNB Garhwal University shall not be affiliated to any other University.
4. Infrastructure earmarked for a course affiliated to the University shall not be used for any other course.
5. Colleges which have not yet fulfilled conditions of affiliation of the University shall not be considered for addition intake /new course.
6. The University shall not consider an application for granting affiliation to a new programme/course, which is not being conducted in the three campuses of the University.
7. The temporary affiliation for a programme may be granted initially for a period ranging from one to three years depending upon the duration of the course, which can be revoked by the University if in some enquiry or by surprise inspection by the University it is found that the programme is not being run in compliance to norms and conditions of the statutory body/University/UGC.
8. Maximum number of seats for starting new postgraduate course shall be limited to 30 only or as prescribed by the Regulatory body, if any, for the course requested.
9. No further increase in seats in undergraduate course shall be considered for the coming five years starting from the academic session 2013-2014.
10. The affiliation fee for each undergraduate programme (up to 5 subjects) will be Rs. 2.00 lakhs and Rs.50,000/- for each additional subject, for each postgraduate programme (subject) Rs. 3.00 lakhs; and for each Diploma programme Rs. 1.00 lakj.
11. If the college violates any terms and conditions prescribed for granting affiliation including admitting more students than the sanctioned seats and, if as result of this any litigation is filed in any court, the college will have to bear the litigation expenses of the University.

2. ELIGIBILITY CRITERIA FOR TEMPORARY AFFILIATION

- 1) The college seeking temporary affiliation shall apply to the University on the application format given in **Annexure-I**.
- 2) The proposed college seeking affiliation, at the time of affiliation by the University, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulator body concerned, whichever is higher:
 - i. Undisputed ownership and possession of and measuring not less than 2 acres if it is located in Metropolitan cities, and 5 acres if it is located in other areas.
 - ii. 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 UGC/Statutory/Regulatory body.

- iii. Academic building sufficient to accommodate the faculties, lecture/seminar rooms, library and laboratories with minimum of 15 sq ft per student in lecture/seminar rooms/library and 20 sq ft per student in each of the laboratories.
 - iv. Number of teaching and non-teaching staff as per University/statutory body norms.
 - v. Adequate essential civic facilities like water, electricity, ventilation, toilets, sewerage, etc. In conformity with the norms laid down by Central/State PWD.
 - vi. 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 SC, ST and other such sections as may be specified by the UGC from time to time.
 - vii. Necessary laboratory equipments as prescribed by University/Statutory body concerned for each programme.
 - viii. A multipurpose complex/ an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per requirements decided by the University.
 - ix. Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multipurpose complex/ auditorium, common rooms and hostel rooms, and for other facilities.
 - x. Duly constituted managing body.
 - xi. The college seeking extension of affiliation of any programme/course shall provide following additional information in the application:
 - a. The year when temporary affiliation was first granted for the programme/course with the details of years of gap in affiliation, if any.
 - b. Category-wise details of male and female teaching and non-teaching staff such as SC, ST, OBC etc.
 - c. Category-wise details of male and female students enrolled in various courses like SC, ST, OBC, and students from the State, other states and foreign countries.
- 3) The College, if not run by the State Government**
- a. Shall be managed by a duly constituted and registered Society or Trust.
 - b. Shall satisfy the University that adequate financial provision is available for running the College for at least three years without any aid from external source. 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 programmes only in Arts, Science and Commerce, Rs. 35 lakh per programme or as prescribed by the relevant Statutory body, if it proposes other professional programmes, or FDRs for like amounts jointly held by the College and the University for a minimum lock 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 infrastructure facilities.

- c. Shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.
- 4) The Registered Society/Trust proposing the College shall execute a bond as given in **Annexure-II**.

3. PROCEDURE FOR GRANTING TEMPORARY AFFILIATION

- a. The application to start a new college and to get it affiliated to the University can be submitted by Central/ State Government/ Registered Society/ Trust.
- b. If the applicant is s Society/ Trust, it shall have been registered under Registration of Societies Act, the Trust Act or any Act of the Central/ State Government on or before the date of submission of the application.
- c. The Government/ Society/ Trust which proposes to start the college in the jurisdiction of the University area and wishes to get it affiliated to the University shall make an application within the stipulated time to the University in the prescribed proforma (**Annexure-I**) along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.
- d. The application shall be submitted with certified copies of documents listed in **Annexure-III**.
- e. The University shall make a preliminary scrutiny of the application and if found satisfactory, issue a **Letter of Intent**, within a month 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 infrastructure and necessary facilities.
- f. The college shall be subjected to an inspection by the University through a committee of experts nominated by the Vice Chancellor consisting of:
 - a. One Expert for each of the subject areas proposed
 - b. Dean, College Development Council/ an equivalent academician of the University
 - c. A representative of the higher education department of the Government not below the rank of Deputy Director
 - d. An Engineer from PWD/CPWD or the University 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.

- g. 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 College, recording the reasons in writing for its decision within three months of inspection.
- h. On the basis of infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme in the college.

- i. The Executive Council of the University shall be the ultimate to decide granting, or not granting affiliation.
- j. Continuation of temporary affiliation of the programmes and the college itself shall be granted by the University on a year to year basis through inspection process prescribed in these regulations.
- k. If the University decides not to grant affiliation to the college for reasons, 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.

4. WITHDRAWAL OF AFFILIATION

- a. 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 on the UGC/ University/ Statutory body concerned, 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.
- b. If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Trust, 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 alleviate the educational future of the affected students of the college who were on 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 in an appropriate manner as per its decision.