

UNIVERSITY OF RAJASTHAN, JAIPUR

Affiliation Rules

1. Eligibility Criteria for Temporary Affiliation:

1.1. The proposed college seeking affiliation at the time of inspection by the University, shall satisfy the following requirements, or the University, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory body concerned, whichever is higher:

1.1.1. Undisputed ownership and possession of land measuring not less than 2 acres if it is located in metropolitan cities and 5 acres if it is located in other areas;

1.1.2. Administrative, academic and other building with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University concerned 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 concerned, taking care that all building constructed in the college are disabled friendly;

1.1.3. Academic building sufficient to accommodate the faculties, lecturer/ seminar rooms, library and laboratories with a minimum of 15 sq. ft per student in lecture/seminar rooms/library and 20 sq. ft per student in each of the laboratories;

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

- 1.1.5. Adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the Central/State PWD;
- 1.1.6. 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, alongwith 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.
- 1.1.7. Necessary laboratory equipments as prescribed by the University/ Statutory/ Regulatory body concerned, for each of the higher education programmes;
- 1.1.8. A multi purpose complex/an 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;
- 1.1.9. Appropriate furniture for lecturer/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, Multi-purpose complex/auditor common rooms and hostel rooms, and for other facilities;
- 1.1.10. A Duly constituted managing body as specified by the University.

1.2. **The college, if not run by the State Government,**

- 1.2.1. Shall be managed by a duly constituted and registered Society or Trust.
- 1.2.2. Shall satisfy the University that adequate financial provision as 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 only in Arts, Science and Commerce, Rs. 35 Lakh per programme or as prescribed by the relevant Statutory/Regulatory body, 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 prior permission of the University for strengthening its infrastructure facilities;
- 1.2.3. Shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.

- 1.3. 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 building per para 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.

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Under no circumstances, extension of time for this movement to the permanent building shall be granted by the University beyond five years.

- 1.4. The Registered Society/Trust proposing the college shall execute a bond:
- 1.4.1 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.
 - 1.4.2. To comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the University framed in this regard;
 - 1.4.3. To follow the Rules, Regulation and Guidelines of the Statutory/ Regulatory bodies issued from time to time;
 - 1.4.4. To the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/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 course/programmes of the studies to be undertaken by the college and that the Student-Teacher Ratio in the college shall be as per the UGC norms;
 - 1.4.5. 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.
 - 1.4.6. 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;

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- 1.4.7. 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.
- 1.4.8. 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;
- 1.4.9. 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;
- 1.4.10. To the effect that the college shall not, without the previous permission of the University, suspend offering an already approved course/programme of study;
- 1.4.11 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.
- 1.4.12. 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;
- 1.4.13. 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

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regard to maintenance of academic standards and shall take such action as the UGC/University/Government may direct to maintain the same;

2. Procedure for granting Temporary Affiliation:

2.1. 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. The dates for submission of application form shall be as under -

Without late fee	-	31 st Dec.
With penalty equal to the affiliation fees & late of Rs. 500/- per course/subjects	-	28 th Feb.,
With penalty equal to double the affiliation fees & late of Rs. 1,000/- per course/subjects	-	30 th April

2.2. 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.

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

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- 2.4. The application shall be submitted with certified copies of the following documents:
- 2.4.1. Registration of the Society/Trust alongwith details of Constitution and Memorandum of Association;
 - 2.4.2. Letter from the Competent Authority designated by the Government concerned for classification of land and its location as Metropolitan or other areas;
 - 2.4.3. Land Use Certificate from the competent Authority designated by the Government concerned;
 - 2.4.4. Registered land/Govt. leased land documents in the name of the applicant;
 - 2.4.5. Appropriate order from the Govt. permitting the Society/Trust to start the college with details of the courses programmes intended to be offered;
 - 2.4.6. Building plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the Govt. concerned;
 - 2.4.7. Registered documents by the registered Society/Trust earmarking land and buildings for the proposed colleges;
 - 2.4.8. Details of the latest fund position alongwith photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as specified under clause 1.2.2.
 - 2.4.9. The required infrastructure for e.g. land, rooms and laboratories shall be submitted by the college with the verification from the XEN of the area concerned.
 - 2.4.10. 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,

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charitable and educational spheres since its inspection 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 students 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.

2.5. The University shall make a preliminary scrutiny of the application, and if found satisfactory, issue a letter of intent, within tow 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.

2.6. The college shall be subjected to an inspection by the University through a committee of experts nominated by the BOI consisting of:

2.6.1. One Expert for each of the faculty areas proposed for UG & in PG subject expert.

2.6.2. Coordinator, College Development Council/an equivalent academician of the University,

One of the subject experts at the level of Professor, as nominated by the BOI, shall be the Chairperson of the Committee.

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- 2.7. 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 college, recording the reasons in writing for its decision within three months of inspection.
- 2.8. 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.
- 2.9. The Syndicate of the University shall be the ultimate to decide granting or not granting affiliation.
- 2.10. Continuation of temporary affiliation of the programmes of study and the colleges itself shall be granted by the University on a year to year basis through inspection process prescribed in these Regulations.
- 2.11. 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.

3. Eligibility Criteria for Permanent Affiliation:

- 3.1. 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.

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- 3.2. The college shall have completed construction of buildings and all infrastructure / facilities as stipulated in the Regulations.
- 3.3. 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.
- 3.4. The college shall have a duly constituted Colleges Council as per the norms.

4. Procedure for granting Permanent Affiliation:

- 4.1. 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 alongwith the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.
- 4.2. The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in the Regulations.
- 4.3. If the University decides not to grant permanent affiliation to the colleges 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.

5. Eligibility to apply for addition of new programmes of study:

- 5.1. 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.

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- 5.2. Any proposal for raising the existing under-graduate college to post - graduate studies level shall be considered by the University only after satisfactory completion of five years of the under-graduate programme and the proposed building, qualified faculty and other infrastructure facilities are fully created as per the Regulations.
- 5.3. 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 Drafts in favour of the Registrar of the University.
- 5.4. 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.

6. Withdrawal of affiliation:

- 6.1. The privileges conferred on a college by affiliation may be withdrawn in part or in full, suspended or modified, if the college, on the 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/Statutory/Regulatory 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.

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- 6.2. If an affiliated college ceases to function or its shifted to a different location or its 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 have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
- 6.3. Without prejudice to the Regulation, the Commission on its own, or on the basis of any complaint or any other information or report from any other sources, 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 undergoing such specified course/programme of study therein to an 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.
- 6.4. 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 to 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 of alleviate the educational future of the affected students in an appropriate manner as per its decision.

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