Chapter-V

Affiliations and Approvals

1. Definitions

(i) 'Affiliation' together with its grammatical variations, includes, in relation to a college, recognition of such college by, association of such college with, and admission of such college to the privileges of the university;

(ii) 'AICTE' means All India Council for Technical Education, established by the All India Council for Technical Education Act, 1987;

(iii) 'UGC' means the University Grants Commission established under the UGC Act, 1956;

(iv) 'NAAC' means National Assessment and Accreditation Council, an autonomous body under Section 12(ccc) of UGC Act, 1956;

(v) 'NBA' means National Board of Accreditation, an autonomous body under Section 10(u) of AICTE Act, 1987;

(vi) 'Autonomous College'means a college which is declared as such by UGC and is admitted to the privileges of the University under its rules and regulations;

(vii) 'Technical Education' means the education in the subjects of Engineering Technologies, Sciences, Management, Humanities, Pharmacy, Social Sciences and Architecture and such other subjects, as may be deemed fit by the State Government from time to time;

(viii) 'University' means Maharaja Ranjit Singh Punjab Technical University, Bathinda;

(ix) 'Principal/Director' or by whatever name he may be called, appointed for the purpose, unless of administering the constituent college as per rules and regulations of the University.

2. Constituent, Affiliated and Autonomous Colleges of the University

'College'means a college or an institution maintained by or admitted to the privileges of the University under the Maharaja Ranjit Singh Punjab Technical University Act, 2014.

The definition of affiliated college, constituent college and autonomous college as per UGC (Affiliation of Colleges by Universities) Regulations, 2009 are as under.

(i) **Constituent College:** means an institution operating under the administrative, academic and financial control of the University.

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(ii) **Affiliated College:** together with its grammatical variations, includes, in relation to a college, recognition of such college by, association of such college with, and admission of such college to the privileges of a university and which provides for a programme of study beyond 12 years of schooling for obtaining any qualification from a university and which, in accordance with the rules and regulations of the university, is recognized by the UGC as competent to provide such programme of study and present students undergoing such programme of study for the examination for the award of such qualification.

(iii) **Autonomous College:** "autonomous institution" or "autonomous department" means a college, institution or department to which autonomy is granted and is designated to be so by the regulations.

3. Constituent Colleges/Institutions of the University

Regulations

(i) The University may set up a constituent college/institute, or by any name it may be called, that will be maintained and managed by the Board of the University.

(ii) The constituent college will be headed by a Principal/Director, or by any name he may be called, will perform such responsibilities as may be assigned by the University from time to time.

(iii) The Directorship of the College shall be rotated amongst the Professors, and in case of non-availability of Professor, amongst Associate Professors, according to seniority with a tenure of 03 years, which may be extended for another term in absence of any other eligible faculty member.

(iv) In the absence of the Principal/Director, due to any reason whatsoever, the next senior most faculty member not below the rank of Associate Professor shall act as administrative head of the constituent college.

(v) The Director of the Constituent College will be the controlling head of the college; and all approvals to be sought from the competent authority of the University by the college, will be routed through his office.

(vi) These colleges will offer such courses as may be approved by the competent authority of the University from time to time, as per the procedure laid down by the University for this purpose.

(vii) The admission procedure, fees and funds to be charged from the students, the examination schedule and all such academic and financial matters relating to the students of these colleges, will be as per the decision/s of the University.

(viii) There will be separate budgetary provision for each Constituent College which will form the part of main budget of the University, and will be operated as per

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rules and regulations of the University. All the receipts & expenditure of all the Constituent Colleges/Institutes of MRSPTU, Bathinda shall be called the receipt & expenditure of MRSPTU, Bathinda.

(ix) The employees, both teaching and non-teaching, in the constituent colleges will be appointed by the University as per rules and regulations approved by the Board.

(x) The employees, both teaching and non-teaching, in the constituent colleges will be governed, unless otherwise specified, as per the rules and regulations and statutes applicable in case of the University employees. However, the employees of the Constituent Colleges appointed prior to transfer of the College to the University shall have same terms and conditions of service in regard to Pension/GPF/CPF as they opted at the time of their appointment.

All the existing employees of Constituent Colleges and main Campus shall have common inter-se seniority in their respective cadre

4. Autonomous Colleges of the University

All Colleges under Section 2(f), aided, unaided, partially aided and self-financing which are or are not covered under 12(B) of the UGC Act are eligible to apply for autonomous status. This includes Engineering Colleges also.

Autonomy granted to the Institution is Institutional and covers all the courses at UG,PG, Diploma, M.Phil. and Ph.D. level, which are being run by the Institution at the time of conferment of autonomous status. Also all courses introduced by the Institution after the conferment of autonomous status shall automatically come under the purview of autonomy. Partial autonomy cannot be given to any Institution.

Autonomous status covers certificate, diploma, undergraduate, postgraduate and M.Phil. programmes offered in colleges that are autonomous and those seeking autonomous status. The parent university will confer the status of autonomy upon a college that is permanently affiliated, with the concurrence of the State Government and the University Grants Commission. Once the autonomy is granted, the University shall accept the students of autonomous college for award of such degrees as are recommended by the autonomous college. The Act and Regulationsof the Universitiy ought to be amended to provide for the grant of autonomy to affiliated colleges. Before granting autonomy, the university will ensure that the management structure of the applicant college is adequately participatory and provides ample opportunities for academicians to make a creative contribution.

Consequent upon the approval of Academic Council and Board of the University, the autonomous colleges shall be governed as per the following Regulations.

4.1 Application Processing for Academic Autonomy

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(i) Permanent affiliated Institute interested for Academic Autonomy from UGC first apply to the university for NOC and according to existing norms will submit three years affiliation fee and other charges as applicable to issue the NOC.

(ii) Thereafter the Institute will submit the detailed application alongwith all the relevant documents to the University for further forwarding it to the UGC. The University may conduct the inspection before forwarding the application to the UGC if so required.

(iii) Once the application is forwarded, the University will support the Institute/College for the further processing of the application from UGC and will also participate as a member of the UGC inspection team.

(iv) On the basis of the academic autonomy granted to the Institute by the UGC, the University will confer the autonomous status to it as per UGC norms with approval from Academic Council and its Board.

4.2 Governance of Autonomous Institutes

(i) As the Institute/College has already paid three years affiliation fee at the time of obtaining NOC for permanent affiliation for applying to autonomous status with UGC, therefore, no affiliation fee will be charged from the autonomous Institute for three years and after three years the affiliation fee and other charges will be applicable according to the existing norms.

(ii) The college will ensure proper management of academic, financial and general administrative affairs after the autonomous status is conferred.It will be a binding on the Institute to notify the statutory bodies like Governing Body, Academic Council, Board of Studies, Finance Committee etc. as applicable.

(The Governing Body is different from Trust Board/Board of Management/ Executive Committee/ Management Committee).

(iii) The Composition and functions of the above committees are as per UGC guidelines for autonomous institutes. The college will, in addition, have other non statutory committees such as the Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Extra-Curricular Activities Committee and Academic Audit Committee.

(a) **Governing Body:** The constitution of this body will be according to the structure as per UGC guidelines for autonomous college.

(b) **Academic Council:** The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the University and the government. The decisions

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taken by the Academic Council will not be subject to any further ratification by the Academic Council of the university or other statutory bodies of the university. The composition and functions of the Academic Council shall be as per UGC guidelines for an autonomous college.

(c) **Board of Studies:** The Board of Studies is the basic constituent of the academic of an autonomous college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc. The composition and functions of the Board of Studies shall be as per UGC guidelines for an autonomous college.

(d) **Finance Committee:** The Finance Committee will advise the Governing Body on financial matters and shall meet at least twice a year. The constitution and functions of the Finance Committee shall be as per UGC guidelines for an autonomous college.

(iv) The admission procedure of the autonomous Institutes shall be identical as applicable to other colleges*i.e.* as notified by the University / Punjab Govt.

(v) The eligibility of the students admitted by autonomous institute shall be verified by the University according to the applicable norms for all the institutes and the admission processing fee as applicable shall have to be deposited by the autonomous institutes.

(vi) All the university related fees shall be applicable to the autonomous Institutes at par with the other colleges.

(vii) As the examinations are to be conducted by the autonomous institute/college at its own level and the certification is to be made by the university,therefore, the examination fee shall be shared in the ratio of 70:30 i.e. 70% is to be retained by the college and 30% to be paid to University. The norms as prescribed by the UGC shall be applicable to issue the DMC/Degree certificates to the students.

(viii) The college will submit, course wise, gazette and result list to the University within the prescribed time limit and can also intimate the students regarding provisional results.

(ix) The College shall submit to the University; copies of all question papers of House Tests and semester-end examination in regard to all courses at the end of each semester. The University shall get these examined in respect to syllabus coverage, quality of questions and their repetition.

(x) The applicable fees to issue the certificates/documents as charged by the university from the students of all the colleges shall also be applicable at par to the students of autonomous Institutes/Colleges.

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(xi) In case of any discrepancy in Degree / DMC, the same can be corrected within prescribed time limits i.e. within three months as applicable now.

(xii) Intra-University or inter college migration shall be allowed by the University as per the existing migration norms.

(xiii) The college which has been granted autonomous status by UGC shall only be considered for academic autonomy, and no other college will have the right to demand academic autonomy without any approval from UGC though may be governed by the same management.

(xiv) An autonomous college is free to start a new degree or postgraduate course with the prior approval of the University. The new nomenclature should be as specified by UGC under section 22 of UGC Act or as per AICTE norms.

(xv) The college will apply to the University for increase in intake/starting of new course. The applicable norms for continuation of affiliation shall also be applicable to the autonomous Institutes at par with the other Institutes.

(xvi) The University has the right to review all courses of autonomous college at any time to maintain standards or quality of technical education.

(xvii) University can depute various nominees to serve in various committees of the autonomous colleges and get the feedback on their functioning.

(xviii) The University may create separate department wherever necessary to facilitate the smooth working of the autonomous colleges.

(xix) Wherever the above regulations are silent the governing of the autonomous institutes will be made at par with the other institutes affiliated with the University.

To implement the policy in true sprit the autonomous colleges are free to make use of the expertise of university departments and other institutions to frame their curricula, devise methods of teaching, examination and evaluation. They can recruit their teachers according to the existing procedures (for private and government colleges). The University will accept the methodologies of teaching, examination, evaluation and the course curriculum of its autonomous colleges. It will also help the colleges to develop their academic programmes, improve the faculty and to provide necessary guidance by participating in the deliberations of the different bodies of the colleges.

5. Affiliated Colleges of the University

Affiliation Regulations

5.1 General Rules

To promote and coordinate technical education, and for the monitoring and maintenance of standards of teaching, examination and research in technical institutions, the Universityin exercise of powers conferred by Punjab Govt.

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notification hereby makes the following Regulations that are based on UGC [affiliation of colleges offering technical education by Universities] regulations, 2014 vide File no: F. No. 14-9/2013 (CPP-II) dated 28th February, 2014.

5.1.1 Short Title, Application and Commencement

(i) These Regulations shall be called the MRSPTU [Affiliation of Colleges] Regulations, 2015.

(ii) They shall apply to all colleges offering technical education and seeking affiliation and/or already affiliated to MRSPTU in the Districts of the State of Punjab, namely Bathinda, Barnala,Faridkot,Fatehgarh Sahib, Fazilka,Ferozepur,Mansa, Moga,Sri Muktsar Sahib,Patiala, and Sangrur.

(iii) These Regulations will be in addition to and not incontraventionofthe UGC and/orAICTE Regulations.

(iv) They shall come into force with immediate effect.

5.1.2 Norms & requirements for affiliation/renewal of affiliation of colleges

(i) While according affiliation/renewal of affiliation to colleges, University shall follow the norms and guidelines as given in Section 5.2 and 5.3 of these Regulations. These are based on the prevailing AICTE norms and standards.

(ii) College shall ensure that a proposal for the purposes mentioned in Section 5, meets the norms as prescribed therein.

5.1.3 Mandatory accreditation of colleges seeking affiliation/renewal of affiliation

(i) Accreditation of the colleges by NAAC and their programmes by NBA shall be mandatory as per relevant regulations of UGC as amended from time to time.

(ii) New college that has been issued Letter of Intent (LoI) shall be granted affiliation subject to the condition that they furnish an undertaking to apply for assessment to NBA within six months from the date of their eligibility.

(iii) The Colleges shall obtain required approvals from concerned regulatory body(ies)including 'No Objection' certificate, be it government or private society/trust.

(iv) All colleges which are more than six years old shall apply for accreditation to NAAC or NBA within six months of issue of these regulations.

(v) All colleges which are accredited by NAAC or whose programmes are accredited by NBA may be considered for permanent affiliation for the period of accreditation subject to fulfillment of other conditions as laid down by the university.

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5.1.4 Action in case of violations of Regulations

If any college violates/does not fulfill the conditions/requirements for affiliation as provided in these regulations, the University shall take such action as it may deem fit, including that of withdrawing the affiliation.

5.2 Affiliation Procedure for New College

5.2.1 Additional Definitions

(i) 'Architect' means an architect registered with the Council of Architecture established under the Architects' Act, 1972;

(ii) 'Compliance Report' means the report submitted by a college complying with the requirements as set by the university from time to time;

(iii) 'Foreign Student' means a student who possesses a foreign passport and fulfils eligibility requirements for admission;

(iv) 'Minority Institution' means an institution recognized as such by the Central /Punjab Government;

(v) 'Programme of Study' means a higher education programme pursued for a degree, diplomas, certificates and other academic distinctions as may be decided by the competent authority of the university.

(vi) The number of seats, 'Unit(s)' or 'division(s)' in each programme will be as determined by University/UGC/AICTE/any other concerned statutory body from time to time.

5.2.2 Norms and procedures for affiliation by the University for a new college offering technical education

A college proposing to offer technical education shall first seek affiliation from the university before starting the academic activities.

For the above purpose, the college shall follow the norms and procedures as outlined below.

5.2.3Introduction

(i) A new college proposing to offer technical education can be created by introducing one or more programmes housed either in one or separate buildings.

(ii) New college shall be granted affiliation when it is on one contiguous plot of land.

(iii) The college shall not permit admission of students to a programme which is not affiliated by the university.

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(iv) Applicants shall apply only when the building for the purpose of college is complete as per the infrastructure requirements without any deficiency at the time of submission of the application form to the university.

5.2.4 Eligibility for Entities Applying for Affiliation

For setting up a new college offering one or more technical education at Degree and Post Graduate Degree Level, any one of the following entities may apply for affiliation of a new college:

(i) A society registered under the Societies Registration Act, 1860 through the Chairman or Secretary of society or

(ii) A trust registered under the Charitable Trusts Act, 1950 or any other relevant act through the Chairman or Secretary of the trust or

(iii) A company established under Section 25 of Companies Act 1956.

(iv) Central or State Government/UT Administration or by a society or a trust registered by them.

(v) The above bodies as mentioned in 5.2.4(i to iv) may be a body, formed under Public Private Partnership (PPP) or under Build-Operate-Transfer (BOT) mode through a competent authority of Central or State Government/UT Administration.

5.2.5 Essential Conditions for Applicants

The applicants fulfilling the following conditions on or before the last date prescribed for receipt of application by the university shall be eligible to apply.

(i) The promoter society / trust / company of a new college shall have the land as required and prescribed in its lawful possession with clear title in the name of the promoter society / trust / company on or before the date of submission of application.

(ii) Provided that it shall be open for the promoter society / trust / company to mortgage the land only after the receipt of letter of affiliation only for raising resources for the purpose of development of the college situated on that land.

(iii) Land requirement for college shall be as mentioned in Section 7.4. The plot of land under consideration shall be contiguous, having no obstacles, like river, canals, rail tracks, highways, or any other such entity hampering continuity of land.

While establishing a new college, the total land requirement shall be the sum total of individual land requirement of respective technical programmes of study.

Land use certificate shall be obtained from the Competent Authority as designated by the Government of Punjab.

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Land conversion certification shall be obtained from the Competent Authority as designated by the Government of Punjab.

(iii) Building plan of the college shall be prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by Government of Punjab.

(iv) Instructional area requirements as stated in Section7.6 shall be applicable for each programme which will be run in the college. However, there may be central common facilities such as, Central Library with Reading Rooms, Central Computing Centre, etc.

(v) Administrative area requirements as stated in Section 7.7 shall be applicable for a college.

(vi) Amenities area requirements as stated in Section 7.8 will be applicable for a college.

(vii) Circulation area of 25% of sum of instructional, administrative and amenities area is desired for covering common walkways, staircases, entrance lobby and other similar areas.

(viii) Central Library with Reading Room: Refer Programme wise area requirement in Section 7.10

(ix) Computer Centre: Refer Programme wise area requirement in Section 7.10

(x) For UGC courses (Non-AICTE), the fund position of the applicant college in the form of FDRs* and bank accounts in nationalized bank or scheduled commercial banks recognized by Reserve Bank of India shall be on the date of scrutiny as under:

A total of Rs. 15lakh per course minimum funds are required as proof of operational expenses. A total FDRs of Rs. 10 lakh per course in the name of institution as a proof of financial security for a period of 5 years.

(xi) For AICTE approved courses the regulations prescribed by AICTE shall be applicable.

(xii) Each programme shall have separate teaching faculty as per existing qualifications and norms defined for respective programmes.

(xiii) Requirement of Computers, Software, Internet and Printers for each programme shall be as given in Section 7.10

(xiv) Requirement of laboratory equipment and experiments for each programme shall be as given in Section 7.10.

(xv) Requirement of books and library facilities for each programme shall be as given in Section 7.10.

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(xvi) Acquisition of desirable Journals is given in Section 7.10.

(xvii) Requirement of essential and desired service requirements shall be as given in Section 7.11.

5.2.6 Submission of Application

(i) The Applicant new college will have to register itself at the web portal of the university.

(ii) The college shall login and fill its complete information as per the online application form available at the web portal of the University.

(iii) The processing fee (the application fee and inspection fee for each course) shall have to be paid by the applicant college using the payment mode chosen at the web portal. The applicant college shall be able to submit its application online after the processing fee is paid.

(iv) The applicant institute, after paying the processing fee and submitting the online application, shall be required to submit the hard copy of the application with the required documents to the University.

5.2.7 Norms and Standards

Colleges fulfilling norms and standards will be entitled to allotment of programme(s) as follows.

(i) New Colleges shall be allowed to apply for maximum of 5 courses with an intake of 2 units or 1 division each.

(ii) Grant of affiliation is based on self-disclosure of required facilities and infrastructure availability as submitted in the application.

(iii) A Self-Declaration that the college has required facilities and infrastructure as per the provisions of these regulations and in the absence of which the university is liable to invoke the provisions, both civil and / or criminal as per the regulations in place, is to be submitted.

5.2.8 Processing Fee

For setting up new college offering one or more technical programme at Degree / Post Graduate Degree Level

Description	**Private Institution**	**Government/Government promoted institute**
Application Fee (Rs. In lakhs)	0.30	0.30
Inspection Fee (Rs. In lakhs)	0.15/course	0.15/course

**Unit shall be of 18 seats for M.Tech., M.Pharm. and M.Arch., 20 seats for B.Arch. and 30 seats for all other courses.*

The institutions that are not able to apply by the last date as mentioned in the schedule circulated on web portal, shall be given another chance to apply within 20 days by

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paying late fee of Rs. 2,000/per day. The late fee shall also be applicable to the Government/ Government Promoted Institutions. However, the Vice-Chancellor shall have the power to allow the institute to apply within another 20 days under exceptional circumstances. But, the institute shall be required to pay additional late fee of Rs. 4,000/per day. The decisions of Vice-Chancellor shall, however, need to be ratified by the Board.

5.2.9 Evaluation of application by Scrutiny Committee

(i) The applications shall be evaluated by a Scrutiny Committee constituted by the competent authority of the university.

(ii) The Scrutiny Committee will invite all applicants for scrutiny/verification of the documents submitted with their application. Applicants shall adhere to given scrutiny schedule and not to remain absent for scrutiny.

(iii) If the applicant remains absent for scrutiny meeting,the applications/proposals shall not be taken up for a scrutiny. However, under exceptional circumstances, the Vice-Chancellor may allow another date for scrutiny of the documents within the announced schedule of presentations, at the prior request of the applicant institute.

(iv) Applicants shall produce original documents along with attested copies as listed in Section 8.2 at the time of scrutiny.

(v) Copy of the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be provided to the applicant representatives present for scrutiny of their application and documents.

(vi) The applicant may be given the option of removing the deficiencies, communicated by Scrutiny Committee, with in a period of 15 days from the date of scrutiny. These shall be then re-examined by the Scrutiny Committee.

(vii) Applications which are found to be in order in all respects by the Scrutiny Committee will be processed further.

(viii) The attested copies of original documents shall be retained by the committee.

All applicants recommended for Expert Committee visit by the Scrutiny Committee, shall be communicated the date of Expert Committee visit.

5.2.10 Evaluation of Application by Expert Committee

(i) An Expert Committee constituted by the university shall visit the proposed premises of the college to verify

(a) readiness with respect to Section 7 containing faculty and infra-structure norms.

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(b) Principal and faculty with respect to the norms, standards and conditions prescribed by the university must be identified and presented.

(ii) Expert Committee shall have access to the report of the Scrutiny Committee.

(iii) Expert Committee shall verify actual availability of lab equipment, computers, printers, software, internet, book titles, volumes, subscription of journals. Mere presentation of purchase orders/ payment records for subscription etc. without actual availability shall not be considered.

(iv) Expert committee shall also verify documents in original as in Section 8.3 with respect to actual infrastructure visited.

(v) The applicant college will arrange for video recording with date and time of the entire proceedings of the Expert Committee visit, which will form part of the Expert Committee report.

(vi) The Expert Committee shall submit to the university;

(a) Its report in the prescribed format of the visit.

(b) Attested copies of all documents.

(c) Video recording of Expert Committee visit

(d) Attendance sheet of faculty/staff duly signed /authenticated by the Expert Committee members, and representatives of applicant Society/Trust present during the visit.

(vii) The Expert committee may recommend 'Re-inspection' of the applicant institute if it feels that the discrepancies exist and the institution needs to be inspected again for compliance of norms. The institute will be required to pay an additional inspection fee of Rs 1 lakh for re-inspection.

(viii) Copy of the recommendations of the Expert Committee, the deficiencies, if any, shall be provided to the applicant representatives.

5.2.11 Financial norms

(i) The total amount payable in case of establishment of a college shall be calculated by adding the amounts specified for each programme applied for.

(ii) The amount Rs. 10 lakh deposited by the college (Endowment Fund) as Joint FDR /Bank Guarantee in its name and the University shall remain with the university for 10 years which may be extended as per the regulations.

(iii) The college recommended for affiliation by the Expert Committee must deposit the affiliation fee, Endowment fund FDR and other University fee/s within 30 days of intimation of the recommendation, as per the table given below:

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Type of Institution/Fee	Private College	Government/ Government promoted institute
Affiliation fee (Rs. in lakhs)	0.75/course/unit* for AICTE courses except B.Arch.	NIL
	0.50/course/unit* for B.Arch course	NIL
	0.50/course/unit* for UGC (Non-AICTE) courses	NIL
Youth Welfare Fee (Rs. in lakhs)	0.075	0.075
Sports Fee (Rs. in lakhs)	0.075	0.075

** Unit shall be of 18 seats for M.Tech., M.Pharm and M.Arch., 20 seats for B.Arch. and 30 seats for all other courses.*

(iv) The institutions that are not able to deposit the prescribed fee applicable with in time specified above, shall be allowed to deposit the same within 15 days by paying late fee of Rs.50,000/-. The late fee shall also be applicable to the Government/ Government promoted Institutions. The institutions not able to deposit the fee even after 45 days, shall not be granted affiliation for the courses. However, the Vice-Chancellor shall have the power to allow the institute to deposit the fee within another 15 days under exceptional circumstances. However, the institute shall be required to pay additional late fee of Rs. 50,000.

(v) The principal amount of the Endowment Fund FDR shall be returned to the Society / Trust / Company on expiry of the term. However, the term of the deposited amount could be extended for a further period as may be decided on case to case basis and / or forfeited in case of any violation of norms, conditions, and requirements and / or non-performance by the college and / or complaints against the college.

5.2.12 Grant of affiliation

(i) The recommendations of the Expert Committee for further process of issuance of provisional affiliation or otherwise shall be placed for approval before the appropriate authority of the University for taking the final decision.

(ii) Further, based on the decision, letter of provisional affiliation or letter of rejection shall be issued by the officer authorized by the university.

(iii) The provisional affiliation shall be valid for one academic session only.

(iv) The permanent affiliation can be considered only for the period the college has been accredited by NAAC/NBA.

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5.2.13 Appointment of Principal and teaching staff in newly affiliated college

(i) New colleges recommended for grant of affiliation for course(s) /programme(s) by the Expert Committee, shall comply with appointment of Principal and the faculty, as per relevant UGC/AICTE Regulations regarding minimum qualifications and pay scale etc., and other technical supporting staff & administrative staff with the methods and procedures prescribed by the university, within 30 days of intimation of the recommendation.

(ii) The information about appointments in the prescribed format shall also be uploaded on the web portal of the college within maximum one month of the issue of the affiliation letter uploaded by the university on its portal.

(iii) In no circumstances, unless the appointment of all teaching and other staff is in place, the colleges shall start the course(s).

(iv) If any college is found guilty of violation of these regulations, the University shall take such action as it may deem fit, including that of withdrawing the affiliation. The fee paid by the college also shall stand forfeited and will not be refunded or adjusted.

5.2.14 Appeal Procedure

If the application is rejected by the Expert committee, the applicant may appeal for revision of decision which shall be taken up by the College Development Council only. The decision of the College Development Council shall be final and binding.

5.2.15 Time Schedule for processing of applications

The university shall notify through a Public Notice published in the leading newspapers and through uploading on the university web-portal regarding cut off dates for various purposes including receipt of applications and processing thereof from time to time. The time schedule mentioned in the Public Notice shall be final and binding. The last date of submission of application form shall mean submission of application along with copy of documents and of paying slip not later than the last date as mentioned in the time schedule for this purpose.

5.3 Norms and procedures for continuation of affiliation

This section describes the norms and procedures for continuation of affiliation for the following:

- Continuation of affiliation to existing college
- Increase / reduction in intake in existing course(s)
- Adding course(s) in existing programme(s)
- Change of site / location
- Closure of a college/ programme/course
- Conversion of a Women's College into Co-ed College.

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- Mandatory provision of supernumerary seats for Tuition Fee Waiver (TFW)
- Change of name of the college

It may be noted that the regulations prescribed by AICTE shall be applicable for AICTE approved courses. For the above purposes, the University shall follow the norms and procedures as outlined below.

(a) New programme(s) shall not be started in existing colleges without prior affiliation from the University, and

(b) Each college offering technical programme shall submit an application to the University, every year, for continuation of affiliation of course(s) offered by thecollege and/or the other purposes listed above.

5.3.1 Submission of application

(i) The existing college shall submit the request in a form prescribed by the University on its web portal.

(ii) The college may submit an application to the University for:

(a) Continuation of affiliation to existing college

(b) Increase / reduction in intake in existing course(s)

(c) Adding new course(s) in existing programme(s)

(d) Change of site / location

(e) Closure of a college

(f) Conversion of a Women's College into Co-ed College.

(g) Mandatory provision of supernumerary seats for TFW

(h) Change of name of the college

(iii) Submission of an application for the above purposes on or before the last date as per schedule announced by the University is mandatory.

(iv) A college/Society/Trust/Company or its member if charge-sheeted, shall not be considered for continuation of affiliation.

(v) No increase shall be given to a college where a FIR/an enquiry by CBI/ CVC/ any other investigation agency or punitive action initiated by the University for any violation in the norms and standards, is pending.

5.3.2 Processing Fee

The processing fee shall be paid to the University as prescribed below or as applicable from time to time:

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Type of Institution	Private College	Government/ Government promoted college
Continuation fee for EoA (Rs. in lakhs)	0.375/course/unit* for AICTE courses except B.Arch.	Nil
	0.25/course/unit* for B.Arch course	Nil
	0.25/course/unit* for UGC (Non-AICTE) courses	Nil
Application Fee for (Rs. in lakhs) i) New courses/ ii)Increase/decrease in Seats iii)Change of Site/Location iv)Conversion to Co-Ed v)Closure of Course	0.30	0.30
Application Fee for (Rs. in lakhs) i) Closure of Institute	1.0	1.0
Inspection Fee for (Rs. in lakhs) i) new courses ii) increase in seats iii)Change of Site iv)Conversion to Co-Ed	0.15/course	0.15/course
Youth Welfare Fee (Rs. In lakhs)	0.075	0.075
Sports Fee (Rs. In lakhs)	0.075	0.075

** Unit shall be of 18 seats for M.Tech., M.Pharm and M.Arch., 20 seats for B.Arch. and 30 seats for all other courses.*

Continuation of Affiliation Fee for M.Tech., M.Arch. and M.Pharm beyond 18 seats (one unit) will be chargeable on proportionate basis. For Progressive Closure, university related fee, exam fee, sports/Youth-welfare fee etc. shall be payable by the institute till there are students on the roll of the university.

The institutions that are not able to apply by the last date as mentioned in the schedule circulated on web portal, shall be given another chance to apply within 20 days by paying late fee of Rs. 2,000/per day. The late fee shall also be applicable to the Government/ Government promoted institutions. However, the Vice-Chancellor shall have the power to allow the institute to apply within another 20 days under exceptional circumstances. However, the institute shall be required to pay additional late fee of Rs. 4,000/day.

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5.3.3 Processing of Application for Continuation of affiliation/ decrease in seats for existing college

(i) The applicant college will have to register itself at the web portal of the University if not registered earlier.

(ii) The college shall login and fill its complete information as per the online application form available at the web portal of the University.

(iii) The processing fee shall have to be paid by the applicant college using the payment mode chosen at the web portal. The applicant college shall be able to submit its application online after the processing fee is paid.

(iv) The applicant college, after paying the processing fee and submitting the online application, shall be required to submit the hard copy of the application along with the copy of required supporting documents to the University as listed in Section 9.

(v) The University shall issue the letter of Continuation of Provisional affiliation to the institution based on self-disclosure of required facilities and infrastructure availability as submitted in the application.

(vi) The University reserves the right to carry out physical inspection to check the correctness of the required facilities and infrastructure availability as submitted in the application with respect to the faculty, infrastructure and norms as prescribed by the University for the courses applied by the applicant college.

5.3.4 Processing of Application for New Courses/ increase in seats for courses in Existing Institutions.

(i) A college shall be allowed to apply for maximum of 2 new courses/ increase in 2 existing courses with an intake of 2 units or 1 division each. For AICTE courses, the AICTE norms prevailing at that time shall be applicable.

(ii) Grant of affiliation is based on self-disclosure of required facilities and infrastructure availability as submitted in the application.

A Self-Declaration that the college has required facilities and infrastructure as per the provisions of these regulations and in the absence of which the University is liable to invoke the provisions, both civil and / or criminal as per the regulations in place, is to be submitted.

5.3.5 Evaluation of application by Scrutiny Committee

(i) The applications shall be evaluated by a Scrutiny Committee constituted by the appropriate authority of the University.

(ii) The Scrutiny Committee will invite all applicants for presentation of their proposals. Applicants shall adhere to given scrutiny schedule and not to remain absent for scrutiny.

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(iii) If the applicant remains absent for scrutiny then their applications / proposals shall not be taken up for scrutiny. However, under exceptional circumstances, the Vice-Chancellor may allow another date for scrutiny of the documents within the announced schedule of presentations, at the prior request of the applicant institute.

(iv) Applicants shall produce original documents along with attested copies at the time of scrutiny as listed in Section 9.2.

(v) Copy of the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be provided to the applicant representatives.

(vi) The applicant may be given the option of removing the deficiencies communicated by Scrutiny Committee with in a period of 15 days from the date of Scrutiny. These shall be then re-examined by the Scrutiny Committee.

(vii) Applications which are found to be in order in all respects by the Scrutiny Committee will be processed further.

(viii) The attested copies of original documents shall be retained by the committee.

(ix) All applicants recommended for Expert Committee visit by the Scrutiny Committee, shall be communicated the date of Expert Committee visit.

5.3.6 Evaluation of Application by Expert Committee

(i) An Expert Committee constituted by the university shall visit the proposed premises of the college to verify

(a) readiness with respect to Section 7 containing faculty and infra-structure norms.

(b) Principal and faculty with respect to the norms, standards and conditions prescribed by the university must be identified and presented.

(ii) Expert Committee shall have access to the report of the Scrutiny Committee.

(iii) Expert Committee shall verify actual availability of lab equipment, computers, printers, software, internet, book titles, volumes, subscription of journals. Mere presentation of purchase orders/ payment records for subscription etc. without actual availability shall not be considered.

(iv) Expert committee shall also verify documents in original as in Section 9 with respect to actual infrastructure visited.

(v) The applicant college will arrange for video recording with date and time of the entire proceedings of the Expert Committee visit, which will form part of the Expert Committee report.

(vi) The Expert Committee shall submit report to the university;

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(a) Its report in the prescribed format of the visit.

(b) Attested copies of all documents.

(c) Video recording of Expert Committee visit

(d) Attendance sheet of faculty/staff duly signed /authenticated by theExpert Committee members, and representatives of applicant Society/Trust present during the visit.

(vii) The Expert committee may recommend 'Re-inspection' of the applicant institute if it feels that the discrepancies exist and the institution needs to be inspected again for compliance of norms. The institute will be required to pay an additional inspection fee of Rs 1 lakh for re-inspection.

(viii) Copy of the recommendations of the Expert Committee, the deficiencies, if any, shall be provided to the applicant representatives.

5.3.7 Grant of Affiliation

(i) The recommendations of the Expert Committee for further process of issuance of provisional affiliation or otherwise shall be placed for approval before the appropriate authority of the University for taking the final decision.

(ii) Further, based on the decision, letter of provisional affiliation or letter of rejection shall be issued by an officer authorized by the University.

(iii) The provisional affiliation shall be valid for one academic session only.

(iv) The permanent affiliation can be considered only for the period the college has been accredited by NAAC/NBA.

5.3.8 Financial norms

The total amount payable shall be calculated by adding the amounts specified for each programme/course and the intake applied for.

The college recommended for affiliation by the Expert Committee for new courses/increase in intake applied, must deposit the affiliation fee and other prescribed University fee admissible within 30 days of intimation of the recommendation(s), as per table given below and as may be prescribed by the University from time to time:

Type of Institution/Fee	**Private College**	**Government/Government promoted College**
Affiliation fee (Rs. In lakhs)	0.75/course/unit* for AICTE courses except B.Arch.	NIL
	0.50/course/unit* for B.Arch.	
	0.50/course/unit*	NIL

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	for UGC (Non-AICTE) courses	

** Unit shall be of 18 seats for M.Tech., M.Pharm and M.Arch., 20 seats for B.Arch. and 30 seats for all other courses.*

The institutions that are not able to deposit the prescribed fee as applicable within time specified above, shall be allowed to deposit the same within 15 days by paying late fee of Rs.50,000/-. The late fee shall also be applicable to the Government/ Government promoted institutions. The institutions not able to deposit the fee even after 45 days, shall not be granted affiliation for the courses. However, the Vice-Chancellor shall have the power to allow the institute to deposit the fee within another 15 days under exceptional circumstances. However, the institute shall be required to pay additional late fee of Rs. 50,000.

5.3.9 Appointment of teaching staff for new courses/increase in seats in existing affiliated college

(i) The existing colleges recommended for grant of affiliation for course(s)/programme(s) by the Expert Committee, shall comply with appointment of additional faculty and other technical supporting staff required as per relevant UGC Regulations regarding minimum qualifications and pay scale etc with the methods and procedures prescribed by the University, within 30 days of intimation of the recommendation.

(ii) The information about the appointments in the prescribed format shall also be uploaded on the web portal of the University within maximum one month of the issue of the affiliation letter uploaded by the University on its portal.

(iii) In no circumstances, unless the appointment of all teaching and other staff is in place, the colleges shall start the approved new courses.

(iv) If any college is found guilty of violation of these regulations, the University shall take such action as it may deem fit, including that of withdrawing the affiliation. The fee paid by the college also shall stand forfeited and will not be refunded or adjusted.

5.3.10 Change of Site / Location

(i) Conditions for Permission

A college shall be considered for change of site/location if it is already an affiliated college.

(ii) Procedure

(a) The existing college seeking change of site / location shall apply for continuation of affiliation as per regulations.

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(b) The application shall be processed as per procedure of affiliation for new college. It shall be necessary to provide built up area as per norms required to conduct all existing courses.

(c) In the event of permission by the University for change of site / location, the equipment, library and other movable property in the existing college may be shifted to new site/location and the permission for activities on existing location shall cease.

(d) The change of site / location shall be effected only on receipt of permission in respect of new location.

(e) Request for permission for partial shifting shall not be considered.

(f) On permission of new location, all activities of college shall be necessarily carried out at new location.

(g) Any violation in this respect may lead to withdrawal of affiliation and the college shall not be allowed to continue its activities in either locations.

(h) Applicant shall need to submit all documents as required for affiliation of new college, as mentioned in Section 9.4. Following additional documents shall be submitted while seeking permission for change of site / location of the existing college;

- Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).
- Resolution of the Society/Trust/Company seeking permission for change of site / location of the existing college.

Note: However, NOC from the State Government and the approval from concerned Statutory body shall have to be submitted by the applicant college before approval for change of site/location is granted by the university.

5.3.11 Closure of College

(i) Conditions for permission

(a) The college shall be closed completely in one instance and no partial or progressive closure shall be allowed at the first year level. However the subsequent years of working shall lapse at the end of each academic session respectively.

(b) There shall be no charge-sheet filed or pending court case/s against the college.

(ii) Procedure

(a) The University affiliated college seeking closure of the said college shall apply for the closure as per the Regulations.

(b) The Scrutiny Committee shall verify the following:

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- Status of students already studying in the college
- Status of faculty and staff in the college.
- Any other liabilities of the college
- Pending court cases and serious charges, violation of norms, pending ragging cases against the college.

(c) The Applicant College shall need to submit all documents as required for permission of closure of college as per Section 9.3 to the Scrutiny Committee.

(d) Following additional documents shall be submitted while seeking permission for closure of the college;

- Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).
- Resolution of the Society/Trust/Company seeking closure of the existing college.

(e) The NOC from the university shall be issued only if recommended by the Scrutiny committee.

The NOC from the State Government and the approval from concerned statutory body shall have to be submitted by the applicant college before approval for Closure of Institute is granted by the university. The college seeking progressive closure will need to pay the Continuation Fee, University related Fee, Exam Fee, Sports Fee and Youth Welfare Fee for the students till the time they are on the Roll of the university.

5.3.12 Conversion of Women's College to Co-ed College

(i) Eligibility

The college shall be a University affiliated existing college.

(ii) Conditions / Documents for Permission

(a) A certificate stating that admissions for three consecutive years are less than 40% of sanctioned intake.

(b) An affidavit stating the actual enrolment of students for the last three consecutive years.

(c) Resolution of the Trust / Society / Company for conversion from women's college to Co-ed college.

(d) Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).

(e) Additional money deposit as per norms for Co-ed college.

(f) Land related documents to be submitted as per the Regulations.

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(iii) Procedure

A college seeking conversion from women's college to Co-Ed college shall also apply for continuation of affiliation as per the regulations. The application shall be processed as per procedure of affiliation for a new college and provide built up area as per norms required to conduct all existing courses as per details contained in Section 7.

The NOC from the State Government and the approval from concerned statutory body shall have to be submitted by the applicant college before approval for conversion from Women's College to Co-ed College is granted by the university.

5.3.13 Change of Name

(i) Applicants shall submit the following along with the application form.

(a) Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).

(b) Resolution by the Governing Body

(ii) Procedure

(a) Scrutiny Committee shall verify the correctness of the documents.

(b) If the documents are accepted then the University shall consider the application further and grant approval for change of name of the institution.

The NOC from the State Government and the approval from concerned statutory body shall have to be submitted by the applicant college before approval for change in name of the College is granted by the university.

5.3.14 Tuition Fee Waiver scheme(TFW)

AICTE norms admissible at the time of application shall be valid.

5.3.15 Appeal Procedure

If the application is rejected by the Expert committee, the applicant may appeal for revision of decision which shall be taken up by the College Development Council only. The decision of the College Development Council shall be final and binding.

5.3.16 Time Schedule for processing of applications

The University shall notify through a Public Notice published in the leading newspapers and through uploading on the University web-portal regarding cut off dates for various purposes including receipt of applications and processing thereof from time to time. The time schedule mentioned in the Public Notice shall be final and binding. The last date of submission of application form shall mean submission of

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application along with copy of documents and of paying slip not later than the last date as mentioned in the time schedule for this purpose.

6. Unapproved Colleges and Punitive Actions

6.1 Un-approved Colleges

(i) No college shall offer programme(s) and course(s) in technical education without the affiliation of the university.

(ii) Any college offering technical education without following prescribed procedure of the university shall be treated as an un-approved college.

(iii) Students who are admitted prior to affiliation by the university will not have any right for re-admission and will have to fulfil all the requirements for admission as prescribed by the competent admission authority of the university.

(iv) The colleges conducting course(s)/programme(s) in technical education, in temporary location or at location not approved by the university, shall be liable for action for closure and other appropriate action as per Regulations against defaulting Societies/Trusts/Companies/associated Individuals as the case may be.

(v) No degree level course(s)/programme(s) other than those permitted by the university shall be run in the same premises sharing the same facilities.

(vi) The university shall initiate appropriate penal, civil and / or criminal action against such defaulting colleges / Societies / Trusts / Companies / Associated Individuals as the case may be.

6.2 Action in case of violation of Regulations

(i) Any college running any programme/course in technical education in violation of these Regulations, shall be liable to initiation of appropriate action including Penal Civil action such as, for example, withdrawal of affiliation, if any, and/or criminal action by the university against defaulting Societies/Trusts / Companies / Associated Individuals and / or the college, as the case may be.

(ii) If any college contravenes any of the provisions of these Regulations, the university after making such inquiry as it may consider appropriate and after giving the college concerned, an opportunity of being heard, under appropriate regulations, may withdraw affiliation from the concerned college/ programme/course.

(iii) In case of such a withdrawal, the operations of the said college / programme / course shall not be started again before completion of two academic years from the date of such a withdrawal.

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(iv) Whenever the affiliation of a college has been withdrawn, the restoration shall be as per the procedure for setting up a new college as defined in Section 5 of these Regulations.

(v) It is mandatory for each college to apply for extension of affiliation for each academic session as per schedule notified by the university for the purpose.

(vi) In case of non-submission/submission of incomplete application for affiliation or extension of affiliation or non-submission of compliance report, the college shall be liable to one or more of the following action(s) by the university:

(a) suspension of permission for supernumerary seats for one academic year.

(b) no admission status in one / more courses for one academic year.

(c) withdrawal of affiliation for programme(s)/course(s).

(d) withdrawal of affiliation of the college

(vii) Excess admissions over the sanctioned intake shall not be allowed under any circumstances. In case any excess admission is reported to / noted by the university, the college shall be liable to one or more of the following actions by the university:

(a) excess admission fee amounting to five times of the total fees collected per student shall be levied against each excess admission.

(b) suspension of permission for supernumerary seats for one academic year.

(c) no admission status in one / more courses for one academic year.

(d) withdrawal of affiliation of programme(s) / course(s).

(e) withdrawal of affiliation of the college.

(viii) College not having qualified Principal for a period of more than 18 months is liable to be placed under 'No Admission' status for one academic year by the university.

(ix) College not maintaining prescribed Faculty: Student ratio, not adhering to pay scales, or qualifications prescribed for teaching staff for more than 12 months, shall be liable to one or more of the following action(s) by the university :-

(a) suspension of permission for supernumerary seats, if any for one academic year.

(b) No admission status in respective course(s) for one academic year

(c) withdrawal of affiliation in the respective course(s)

(d) withdrawal of affiliation of the college

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(x) College not maintaining prescribed computers, printers, software, internet, laboratory, equipment and books, journals, library facilities shall be liable to punitive actions by the university as listed under points viii & ix above.

(xi) College not following guidelines issued by the university regarding refund of fees on cancellations of admissions or delaying refunds shall be liable to action(s) by the university as given under:

(a) Fine for non-compliance of refund of fees levied against each case shall be twice the total fees collected per student.

(b) No admission status in one / more courses for one academic year

(c) Withdrawal of affiliation for programme(s)/course(s)

(d) Suspension of permission for supernumerary seats, if any, for one academic year

(xii) Procedure for restoration against punitive actions

(a) A college may apply for restoration to the university along with the application for extension of affiliation of the next academic year.

(b) The Expert Committee shall verify all the requirements as per the requirements of the university.

(c) Permission for restoration or maintenance of status-quo may be granted based on the recommendation of the Expert Committee.

7. Faculty and Infrastructure Norms

7.1 Norms & Requirements

The norms and requirements circulated by AICTE and Council of Architecture (COA) in their 'Approval Hand Book' shall be applicable to all courses regulated and governed by AICTE and COA respectively. The norms for other courses are otherwise specified in this Section.

The colleges that apply for affiliation to Maharaja Ranjit Singh Punjab Technical University, Bathinda for Non-AICTE courses shall follow the norms and satisfy the requirements listed in this appendix for:

- Land and Building Space requirements
- Books, journals, library facilities, computer, printers, software, internet, and laboratory equipment
- Other essential and desired requirements
- Cadre ratio to be ordinarily maintained.
- Faculty requirements at under graduate, post graduate level

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The details of various other Sections are as given under:

- Format for Detailed Project Report for establishment of a new college is at Section 10.
- Documents to be submitted for setting up new college are at Section 8.
- Documents to be submitted for various approvals are given at the end of the Chapter.

The University will not allow any college to continue those course/courses in a particular institute if the admission is less than 10 students in a specific course of unit size 30 seats and similarly if admission is less than 6 students with a course of unit size 18 seats. This minimum limit will be applicable on both UGC as well as AICTE courses. The students of these closed courses (if admitted) will be shifted to nearby college of their choice.

7.2 Grievance Redressal

In case of any dispute between a college and the university on the outcome of the affiliation process followed by the university, the parties would be free to approach the UGC, which may arbitrate in the matter for resolving the issue. The decision of the UGC in this regard shall be binding on the parties.

7.3 Applicability of all AICTE/ UGC Regulations / Guidelines for prevention of ragging

For issues not covered in the present Regulations, the relevant AICTE/ UGC Regulations/ Guidelines namely, UGC Regulations on Prevention of Ragging-2009, etc. shall be applicable to all colleges offering technical education.

7.4 Norms for Land requirement and Building Space for Colleges offering Technical Education

For Non-AICTE courses the minimum land requirement shall be as given under:

Sr. No.	Course Name	Rural area	Urban Area
1	UG Courses	2 acres	0.75 acres
2	PG Courses	2 acres	0.5 acres

Change of Land Use Certificate issued by the competent authority (Chief Town Planner) must be attached. (Please see Punjab Govt. rules) attached with application

Note:

A	**For B.Sc Agriculture in addition to above mentioned land, 10 acres of land is required for field work**, out of which 04 acres of agricultural land shall be owned by concerned college/society, the rest may be on lease basis within radius of 05 Km of the campus. This land requirement of B.Sc Agriculture is non divisible. It is minimum requirement and is sufficient for 2 units (60 students). The condition of Land Use Certificate is not applicable on

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	agricultural land required in B.Sc Agriculture for field work
B	Land area shall cover hostel facilities, if any
C	Land shall be in one continuous piece
D	300 students shall be allowed per acre of land available when FSI = 1 for Non-AICTE courses

7.5 Built-up Area Requirements

A.2..2	a	The Institution area is divided in Instructional area (INA, carpet area in sq. m.), Administrative area (ADA, carpet area in sq. m),Amenities area (AMA, carpet area in sq. m.).
	b	Circulation area (CIA) is equal to 0.25 X (INA+ADA+AMA).
	c	Total built up area in sq. m. is equal to (INA+ADA+AMA) + (CIA).

7.6 Instructional Area (Carpet Area) in sqm required as per Course Curriculum

	Number of Divisions	Duration of course in Yrs	Class Rooms (C)	Tutorial Rooms (D) PG Class rooms (H)	Laboratory	Research Laboratory	Computer Centre	Library	Seminar Halls
Carpet Area in sqm per room			66	33	66	66	150	200	100
Number of rooms required for new Institution	A	B	C= A	D=C/B	02/Course	-	1	1	1
Total Number of rooms	A	B	C= Ax B	D=C/B	As per requirement of syllabi of the course	As per requirement	1	1	1/Course

1	Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively to achieve total number as stated
2	Additional space required for reading room of the library
3	Round off fraction in calculation to the next integer

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7.7 Administrative Area (Carpet Area) in sq m

	Principal Office	Board Room	Office all inclusive	Department Offices	Cabins for Head of Departments	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for staff	Examinations Control Office	Placement office
Carpet Area in sqm per room	30	20	150	20	10	5	30	10	10	10	10	30	30
Number of rooms require for new College	1	1	1	-	-	First Year Student intake /20	1	1	1	1	1	1	-
Total Number of rooms	1	1	1	1/Dept	1/Dept	One per teaching faculty (as per norms) in the Institution	1	1	1	1	1	1	1

7.8 Amenities Area (Carpet Area) in sqm

	Toilets (Ladies & Gents)	Boys Common Room	Girls Common Room	Cafeteria	Stationery Store&	First Aid cum Sick room	Principal's quarter	Guest House	Sports Club/ Gymnasium	Auditorium/Amphitheater	Boys Hostel	Girls Hostel
Carpet Area sqm per	50	75	75	100	10	10	150	30	100	250	Adequate	Adequate
Number of rooms required for New College	Adequate	-	-	-	1	1	-	-	-	-	-	-
Total Number of Rooms	Adequate	1	1	1	1	1	Desired	Desired Desired	Desired	Desired	Desired	Desired

7.9 Circulation Area in sqm

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Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walk ways, staircases, entrance lobby

7.10 Norms for Books, Journals, Library facilities, Computers, Printers, Software, Internet and Laboratory Equipment for Technical Institution

(a) **Computers, Printers Software and Internet**

Type of Course	Number of PCs to students ratio (Min 20 PCs)	Legal system software	Legal application software	LAN & Internet Mail Server & Client		Internet Mbps/intake of 240 students with Bandwidth Contention of 1:1 (Min 1 Mbps)	Printers including color printer (% of total no. of PCs)
Under Graduate course related to Computer Sc/ Information Technology	1: 4	03	10	All	Desired	01	10%
Post Graduate course related to Computer Sc/ Information Technology	1: 2	01	05	All	Desired	01	10%
Other Courses	1: 6	01	05	All	Desired	01	10%

A	**Utilization of Open Source Software may be encouraged**
B	Secured WiFi facility is highly recommended
C	Purchase of most recent hardware is desired.
D	Library, Administrative offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to students ratio.
E	@Adequate number of software licenses is required
F	#Central Xeroxing facility for students is preferred

(b) **Laboratory Equipment and Experiments**

The laboratories shall have equipment as appropriate for experiments as stated/suitable for the requirements of the affiliating University/Board's curriculum. It is desired that number of experiment set up be so arranged that maximum four students shall work on one set.

(c) **Books, Journals and Library facilities**

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Program	Total number of divisions (i.e. two units) per course	Titles	volumes	National Journals	International Journals	E Journals	Reading Room Seating	Multimedia PCs for Digital Library
		Number					% of total	% of total students
Under Graduate Courses (UG)	B	100*	500XB*	3xB	Desirable	Desirable	Seating arrangement for 15% (Max150)	1% (Max 05)
		50** per Course	250xB** per course					
Post Graduate Courses (PG)	B	100*	500 X B*	6xB				
		50** per course	250 X B**					

* New College/New Course

** Subsequent addition every year i.e. yearly increment

B= Number of divisions at 1st year

1	Reprographic facility in the library is essential
2	Document printing facility in the library is essential
3	Library books classification as per standard classification methods is
4	Availability of NPTEL facility at the library is essential
5	Computerized indexing with bar coded / RF tagged book handling is desired

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7.11 Norms for Essential and Desired requirements for College (Essential are needed to be made available at the time of the Expert Committee visit)

1.	Language Laboratory This Lab shall have 25 Computers for every 1000 students	Essential
2.	Potable Water supply and outlets for drinking water at strategic locations	Essential
3.	Electric Supply	Essential
4.	Backup Electric Supply	Desirable
5.	Sewage Disposal	Essential
6.	Telephone and FAX	Essential
7.	Vehicle Parking	Essential
8.	Institution web site	Essential
9.	Barrier Free Built Environment for disabled and elderly	Essential
10.	Safety provisions including fire and other calamities	Essential
11.	All weather approach road	Essential
12.	General Notice Board and Departmental Notice Boards	Essential
13.	First aid, Medical and Counselling Facilities	Essential
14.	Transport Desirable	Desirable
15.	Post, Banking Facility / ATM	Desirable
16.	CCTV Security System	Desirable

7.12 Norms for Faculty requirements and Cadre Ratio

	Faculty : Student ratio	**Principal**	**Professor**	**Associate Professor**	**Assistant professor**	**Total A+B+C+D**
		A	B	C	D	A+B+C+D
Under Graduate	1:15* (1:20)**	1	(S/15xR) – 1	(S/15 xR) – 2	(S/15xR)– 6	S/15
Post Graduate	1:12* (1:18)**	1	(S/12xR)– 1	(S/12 xR) – 2	(S/12xR)– 6	S/12

1.	S = Sum of number of students as per Approved Student intake at all years
2.	R = (1+2+6)

* The Faculty Student Ratio must be reached at the earliest but not later than three academic sessions

** Minimum Faculty student ratio to be maintained

The stipulated cadre ratio of 1:2:6 must be reached at the earliest but not later than three academic sessions.

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Faculty Cadre and Qualifications

The essential and desirable qualifications of academic staff at different levels in various areas of technical education shall be as per the UGC Regulations (Minimum Qualifications for Appointment of Teachers and other Academic Staff for Universities and Colleges and Maintenance of Standards in Higher Education) 2010 as amended from time to time.

Subscription of E-Journals (desirable)

Membership of DELNET is required

8. Documentstobesubmittedfor new college / new course

Setting up new college offering one or more Technical Programs at Degree, Post graduate Degree Level

Adding new Technical Program(s)/ Course(s) at Degree Level in existing Colleges

8.1 New Institute

Applicant shall present following supporting documents in original along with one duly attested copy and other necessary information to the Scrutiny Committee.

Supporting documents shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution.

8.2 Documents to be submitted at the time of scrutiny Committee

(i) Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government.

(ii) A Self-Declaration, in a format as prescribed by the University, on College/Trust Letter Head.

(iii) Resolution by the applicant organization in a format as prescribed by the University

(iv) Certificate issued by an advocate in a format as prescribed by the University

(v) Certificate issued by an architect regarding approved building plans

(vi) Certificate issued by bank manager regarding financial status of the applicant

(vii) A print of the complete application as prescribed by the University.

(viii) A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents is required.

(ix) Detailed Project Report (DPR).

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(x) Registration document of the Society/Trust/A company established under Section 25 of Companies Act 1956/PPP/BOT indicating its members, objectives and Memorandum of Association and Rules, duly attested / certified by the Authority concerned.

(xi) Board of the college.

(xii) Provided that in the case of a company established under Section 25 of Companies Act 1956, the MoA and Rules must contain a provision that the objective of the company is not profit making and any surplus earning shall be used exclusively for the purpose of development of the college.

(xiii) Provided further that in case of an application made with a proposal of PPP / BOT, the applicant shall submit a certified copy of the agreement/contract regarding PPP/BOTduly attested by a gazetted officer. The applicant shall also submit a certificate or endorsement from the concerned District Magistrate or the SDM, regarding such a proposal pertaining to PPP / BOT in the said area with the applicant Society / Trust / a company established under Section 25 of the Companies Act 1956.

(xiv) Resolution by the applicant organization pertaining to starting the College, adding new program and allocation of land / building / funds to proposed activities in the format as prescribed by the University.

(xv) Documents showing ownership in the name of the applicant in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered)/ Irrevocable lease (for a minimum of 99 years) by the Private Limited or Public Limited company or industry having turnover of at least Rs 100 Cr per year for previous 3 years / Irrevocable Government Lease (for a minimum period of 30 years) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced.

(xvi) Land Use Certificate permitting the land to be used for educational purpose from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.

(xvii) Land Conversion Certificate permitting the land to be used for educational purpose to establish a college, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution

(xviii) Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.

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(xix) Wherever applicable, FSI / FAR certificate shall have been obtained from the Competent Authority as designated by concerned Municipal Corporation or the local authority that approves Building Plans, or the State Government.

(xx) Proof of working capital (funds) as stated in Section 5.2.5, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained by the applicant organization in a Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a certificate issued by the Branch Manager of the Bank.

(xxi) Audited statement of accounts of the applicant organization for last three years, as may be applicable.

(xxii) Site Plan, Building Plan of proposed College prepared by a an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority of the State administration

(xxiii) Floor plans, sections and elevations of all proposed/existing buildings exclusively intended for use for the proposed college at the permanent site with a table clearly mentioning all rooms, with carpet area of each in sq. m., as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.

(xxiv) Phase-wise plan of construction to achieve total carpet and built up area as required for conduct of all applied / existing courses from the first to final year. This shall be certified by Architect registered with the Council of Architecture.

(xxv) Certificate regarding Minority Status, if applicable, at the time of application. Any claim thereafter shall not be entertained.

(xxvi) Certificate of the competent authority indicating whether the land for the proposed new Institution / College falls in the rural area or otherwise.

8.3 Documents to be submitted at the time of Expert Committee

(i) Applicant shall present following supporting documents in original along with one duly attested copy and other necessary information to the Visiting Expert Committee

(ii) Copy of the advertisement in at least one National Daily for recruitment of Principal and faculty members

(iii) Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipment and other dead stock items.

(iv) Proof of provision of Internet bandwidth in Mbps and contention ratio.

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(v) List giving titles of books and volumes of each purchased for Library.

(vi) Copy of Invoice / Cash Memo for equipment and Library Books.

(vii) List and details of subscription of Journals.

(viii) Sanction of electrical load by electric supply provider company.

(ix) Details of provision of backup power supply.

(x) A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.

(xi) Details and proof of telephone connections available at the proposed college.

(xii) Details and proof about medical facility and counselling arrangements.

(xiii) Details of reprographic facility available for students.

(xiv) Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a member.

(xv) Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building(s), internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the Principal's room, Board room, main office, departmental offices, faculty cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.

8.4 Documents to be submitted after the issuance of LoI (Recommendation of Expert Committee Report)

(i) New Institutions recommended for affiliation by the Expert Committee and the existing Institutions granted permission for introduction of new course/s program/s, and change in intake capacity, shall comply with appointment of teaching staff and Principal as the case may be, as per policy regarding minimum qualifications, pay scale etc, norms prescribed by the University and other technical supporting staff & administrative staff as per the schedule prescribed by the University.

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(ii) Institutions other than minority Institutions shall appoint teaching staff / Principal and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the University particularly in case of selection procedures and selection committees.

(iii) The information about these appointments of staff in the prescribed format shall be submitted to the University.

(iv) In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.

(v) Faculty and non-teaching staff data shall be entered as per the prescribed format on the University portal.

9. Documents to be submitted For Existing Colleges for

1. Continuation of affiliation to existingCollege
2. Increase / reduction in intake in existing courses
3. Closure of Institute
4. Change of Site or Location
5. Conversion of Women's Institute into Co-Ed Institute

9.1 Documents to be submitted for issuance of Continuation of Affiliation of Existing Institutions

The applicant Institution applying for Continuation of Affiliation (EoA) shall submit to the University the List of enclosures as given below duly attested by the Chairman of the Applicant Organization.

Supporting documents shall be made on the applicant's letterheads and duly authenticated by the Chairman of the applicant organization or by the Head of the Institution

A print of the complete application shall be submitted to the University and State Government, along with all enclosures as below, duly attested by the Chairman of the applicant organization or by the Head of the Institution on or before the date as mentioned in the schedule.

(i) Stamped receipt from an authorized signatory of the State Government as proof of submission of these documents is required.

(ii) Copy of payment receipt in respect of Continuation of Affiliation.

(iii) Show Cause Notice issued by the University, if any, during the last two years, since the establishment of the college.

(iv) Details of court cases filed against the University and order of the Court, if any.

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(v) A self-declaration in a format as prescribed by the University for information submitted in the application on college letter head.

(vi) Copy of all the accreditation letters, if obtained in the last one year.

(vii) The letter of affiliation of courses offered by the institution issued by the University for the current academic year

(viii) Certificate by the Head of the college to the effect that all Faculty and all non teaching staff data has been entered as per the prescribed format on the University Web Portal.

(ix) Latest salary sheet giving details, such as scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff.

(x) Audited statement of accounts of the Institution and applicant Society / Trust / A company established under Section 25 of Companies Act 1956, and existing College for last three years, if applicable.

(xi) Certified income-expenditure statement for the last financial year.

(xii) Details regarding current approved fee structure.

(xiii) Details of operational funds as on date certified by the Bank as per format prescribed by the University.

9.2 Additional documents to be submitted for permission of New Course/ Increase in intake in Existing Programs

(i) Resolution by the applicant organization pertaining to increase in intake, starting additional courses /divisions in existing program and allocation of land / building / funds to proposed activities in the format as prescribed by the University.

(ii) Building plans approved by competent authority mentioning additional carpet area fulfillment for additional intake applied.

(iii) Certificate from an architect registered with Council of Architecture regarding additional built up area of the building and carpet area of each room.

(iv) Land/Building related documents (including Land use Certificate if required) for the new course applied.

9.3 Additional documents to be submitted for closure of Existing Institutions

(i) Resolution by the applicant institution pertaining to application for reduction in intake or closure of course / program in the format as prescribed by the University.

(ii) Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).

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(iii) A certificate is required from the college with clear mention about provisions / alternative arrangements made to take care of education of existing students studying in the Institute in the format as prescribed by the University.

(iv) Details of the RPGF / Joint FDR / FD made with the University for establishment of the Institution.

9.4 Additional documentsrequired for seeking permission for Change of Site/ Location

(i) Resolution by Governing Board Members approving change in Site / Location, duly signed by the Chairman of the Society / Trust.

(ii) Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).

9.5 Additional documents required while seeking permission for the Conversion of Women's Institute into Co-Ed Institute.

(i) A certificate stating that less than 40% admissions for three consecutive years issued by Competent Admission Authority.

(ii) A certificate stating the actual enrolment of students for the last three consecutive years.

(iii) Resolution of the Trust / Society / Board for the conversion from Women's Institution to Co-Ed Institution.

(iv) Copy of application submitted to the State Government for grant of No Objection Certificate (NOC).

(v) Money to be deposited as per the Regulations in lieu of return of the existing FDR, if any, as prescribed by the University.

(vi) Land related documents to be submitted as per the Regulations.

10. Format for Detailed Project Report (DPR) for Establishment of A New College

10.1 Preamble

This Chapter is expected to cover the genesis of the proposal with respect to the background of the technical education and industry scenario of the State where the proposed institution is being located and the credentials of the consultants, if any, engaged by the promoters for preparation of the DPR

- Introduction
- Background of the Consultants
- Technical Education & Industry Scenario

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10.2 The Promoting Body

This Chapter is expected to cover the status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz. Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, Educational activities along with a list of major activities undertaken to date, its mission and vision.

- Introduction to its Genesis including its Registration Status
- Details of its Promoters including their Background
- Activities of the Promoting Body including a listing of major educational initiatives
- Promotion activities undertaken by it in the past
- Mission of the Promoting Body
- Vision of the Promoting Body

10.3 Objectives and Scope of the Proposed College

This Chapter is expected to cover the Goal of the proposed college, Scope and Justification of its establishment in the light of the prevailing technical education and industry scenario in the State, availability of students for admission, particularly the number of students passing the qualifying examination viz.+2 Science in First Class and the number of seats already available in the particular course (B. E. / B. Pharm / B. Arch. / BHMCT / MCA etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State and objectives of the college.

General and Technical Education Scenario of the State

- Status at Entry Level
- Status of Technical Level manpower
- Industrial Scenario of the State
- Scope of the College vis-à-vis the Industrial and Educational Scenario
- Facilities already available in the State.

10.4 Academic Programs

This Chapter is expected to cover the basic Academic Philosophy of the college and to list the identified Programs, targets, and various facilities

- Basic Academic Philosophy of the college
- Type of Programs
- Identified Programs
- Phase-wise Introduction of Programs & Intake

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- Target Date for Start of Academic Programs
- Central Computing facility
- Central library
- Central Workshop
- Central Instrumentation Facility
- Affiliating Body
- Scholarships

10.5 Salient Features of Academic Divisions

This section is expected to give phase-wise details of the Academic Programs / Divisions that the proposed college desires to setup in consonance with its Academic Philosophy including the Objectives, Areas of Focus, Detailed Analysis of requirements of Faculty, Building Space, Equipment, etc. for each Academic Division

(i) Classification of Academic Divisions i.e. Departments, Centres, Schools, Central Academic Facilities

(ii) Details of each Academic Department / Centre, like:

- Academic Objectives
- Areas of Focus
- Academic Program
- Faculty Requirement & Phase-wise Recruitment
- Requirement of Laboratories, Space and Equipment (cost)
- Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

10.6 Quality and Human Resource Development

This Chapter is expected to cover the Human Resource Developmental aspects of the proposed Institution including the Policies of the Management to promote excellence among Faculty & Staff, Strategies to attract and retain bright faculty and methodologies towards quality management and fostering of academic excellence

(i) Academic Values

(ii) Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder

(iii) Policies for Teaching and Non-teaching Staff Development

(iv) Permanent and Contract Services for Teaching, Non-teaching and other support Personnel

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(v) Total Quality Management

(vi) Overall Teaching and Non-teaching Staff Requirements

10.7 Linkages in Technical Education

This Chapter is expected to elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, personality development etc. for the wholesome growth of students as well as for contribution of the colleges to Society at large

(i) Introduction

(ii) Linkages with industry

(iii) Linkages with the community.

(iv) Linkages with other colleges in the region

(v) Linkages with Institutions of excellence such as the IITs and IISc., Bangalore,

(vi) Linkages abroad

(vii) Linkages with R&D laboratories

(viii) Personality development of the students (including sports)

10.8 Governance, Academic and Administrative Management

This Chapter is expected to cover the basic philosophy of governance, including academic and administrative management focusing on the structure of its Governing Body, the organizational chart for operational management along with responsibilities vested at various levels of academic and administrative hierarchy. It is expected that a well thought out method of institutional governance and administration will be the key to its growth and success.

(i) Philosophy of Governance

(ii) Board

(iii) Organizational structure & chart for day-to-day Operations & Management

(iv) Role and responsibilities of Key senior Positions

(v) Methods / Style of Administration / Management

10.9 Conceptual Master Plan for Main Campus Development

This Chapter is expected to cover the details of the Master Plan for Campus Development starting from the selection of site to the proposed land use pattern and the Phase-wise construction of various facilities / utilities to the level of landscaping. Institutional aspects of development is expected to be taken up in consonance with

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the Master plan keeping in view various aspects of convenience, safety and utility of the facilities

(i) The Site

(ii) Proposed Land Use Pattern

(iii) Design Concept

(iv) Buildings and Facilities in the Campus

(v) External Services

(vi) Construction Systems and Materials

(vii) Landscape Proposal

10.10 Requirement of Staff, Space and Equipment and their Cost

This Chapter is expected to make a consolidated estimate of phase- wise requirements of the staff, building, equipment and their cost, along with strategies for the mobilization of funds required

(i) Introduction

(ii) Faculty Requirements

(iii) Non-teaching Staff Requirements

(iv) Building Requirements: Area and Costs

(v) Estimated Cost of Equipment, including library

(vi) Phase-wise Financial Requirements

(vii) Strategies for Financial Mobilization

10.11 Action Plan for Implementation

This Chapter is expected to cover the Activity Chart from the conceptual stage to final implementation, indicating atime-activity chart for various activities, its constraints and implementation strategy including financial outlay

(a) Activity Chart

(b) Constraints

(c) Financial Outlay

(d) Strategy for Implementation, including its time frame

10.12 Executive Summary of the Detailed Project Report

This Chapter is expected to present a Summary of the DPR as per the following format for ready reference

(a) Details about the Promoting Body

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(b) Name and Address of the Promoting Body

(c) Date of Registration / Establishment of the Promoting Body

(d) Nature of the Promoting Body:

(e) Activities of the Promoting Body since inception

(f) Constitution of the Promoting Body

10.13 Faculty Data

Name	**Academic qualifications**		**Nature ofAssociation with the promoting body**	**Experience in academic institutions (inyears)**		
	Technical	Non Technical		Promotional	Management	Organizational

10.14 Proposed Institution

(a) Details about the proposed college

(b) Development Plan for the proposed college

(c) Vision of the Promoting Body

(d) Mission of the Promoting Body

10.15 Bar Charts

(a) Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment and for next 10 years at intervals of five years.

(b) Give a bar chart indicating the recruitment of faculty (separately for Lecturer, Assistant Professor, Professor) for the proposed project at the time of establishment & for next 10 years at intervals of five years.

(c) Give a bar chart indicating creation of built up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment & for next 10 years at intervals of five years.

(d) Give a bar chart indicating investment on equipment (including library) and machinery for the proposed project at the time of establishment & for next 10 years at intervals of five years.

10.16 Total Project cost (at the time of establishment and next five years)

10.17 Details for mobilization / source of funds (capital & recurring) (at the time of establishment and next five years) (Rs. in Lakhs)

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10.18 Recruitment of faculty (at the time of establishment and next five years)

Year	Professor	Associate. Professor	Assistant Professor	Total

10.19 Recruitment of non-teaching staff (at the time of establishment and next five years)

Year	Recruitment		Total
	Technical	Administrative	

10.20 Proposed structure of governing body

Sr.	Trust / Society Representative	Academic background		Industry Rep.	Others
		Technical	Non-technical		

10.21 Industry Linkages (at the time of establishment, and next five years)

10.22 Declarations

I / We, on behalf of "....." hereby confirm that this Detailed Project Report has been prepared for its proposed college under the name and style of "……". It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the proposal may be rejected.

(Authorized Signatory of the applicant)

Place: Name

Date: Designation:

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SELF DECLARATION (BIOMETRIC ATTENDANCE)

TO BE PRODUCED ON COLLEGE LETTER HEAD

I / We, <Name & Designation> on behalf of <Trust name> hereby confirm that attendance of Faculty, Staff and Students working/studying in my institution <Institution name> is being recorded using Biometric Machines as per instructions/guidelines of Maharaja Ranjit Singh Punjab Technical University, Bathinda.

It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the application for Affiliation for the Academic Session 2017-18 may be rejected.

(Authorized Signatory of the applicant)

Place: Name:

Date: Designation:

Seal

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SELF DECLARATION (FACULTY DETAIL)

TO BE PRODUCED ON COLLEGE LETTER HEAD

I / We, <Name & Designation> on behalf of <Trust name> hereby confirm that details of the Faculty and Staff working in my institution <Institution name> has been uploaded on institution website (URL: <URL of website>) as per instructions/guidelines of Maharaja Ranjit Singh Punjab Technical University, Bathinda. The items contained in the details uploaded are as given below:

Faculty Name

Father/Husband Name

Date of Birth

Designation

Course/ Branch

Qualification

Area of specialization

Aadhaar Card No.

Emoluments

Bank Name

Branch Name

IFSC Code

Account Number

PAN Number

Mobile No.

Email ID

Photograph

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It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the application for Affiliation for the Academic Session 2017-18 may be rejected.

(Authorized Signatory of the applicant)

Place: Name:

Date: Designation:

Seal

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SELF DECLARATION (INTAKE APPLIED)

TO BE PRODUCED ON COLLEGE LETTER HEAD

I / We, <Name & Designation> on behalf of <Trust name> of <Institute name & address> hereby confirm that the courses and their Intake (No. of seats) applied to the University and various statutory bodies like AICTE/COA/PCI etc. are identical.

The detail of this information mentioned in various application forms is given below:

Sr. No	**Course/ Branch Name**	**Intake applied to AICTE (If applicable)**	**Intake applied to COA (If applicable)**	**Intake applied to PCI (If applicable)**	**Intake applied to MRSPTU**

It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the application for Affiliation for the Academic Session 2017-18 may be rejected.

(Authorized Signatory of the applicant)

Place: Name:

Date: Designation:

Seal

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SELF DECLARATION (MANDATORY DISCLOSURE)
TO BE PRODUCED ON COLLEGE LETTER HEAD

I / We, <Name & Designation> on behalf of <Trust name> hereby confirm that the complete details of the institution i.e Infrastructure/Faculty/Staff/ Facilities/ Norms etc. required to be mentioned in the mandatory disclosure as per prescribed format of the university have been uploaded on institution website at the URL mentioned below:

<URL of website>

It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the application for Affiliation for the Academic Session 2017-18 may be rejected.

(Authorized Signatory of the applicant)

Place: Name:

Date: Designation:

Seal

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SELF DECLARATION (INFORMATION FILED IN THE APPLICATION)
TO BE PRODUCED ON COLLEGE LETTER HEAD

I/We, <name>, Chairman/Secretary, <name of the Trust/Society>, son of ……..., aged…….…… years and, resident of ……., in connection with our application dated …… made to the MRSPTU, Bathinda for, *(retain items in the list below as applicable)*

1. Setting up new College offering Technical Program at UG/PG Degree
2. Change of Site / Location
3. Closure of Institute
4. Conversion of Women's Institution into Co-Ed Institution
5. Increase in intake in existing courses
6. Adding New course/s
7. Reduction in intake
8. Closure of program and / or course
9. Change of name of the Institute

Hereby solemnly affirm and declare as under:

1. That <designation>, <applicant Institution>.
2. That the declaration, information and documents pertain to one location with building and infrastructure therein where the approval, Extension of Approval is sought.
3. That the information given by <name/s> in the application made to the university is true and complete. Nothing is false and nothing material has been concealed.
4. That if any of the information is found to be false, incomplete, misleading and / or that the<name/s> fail/s to disclose all the information and / or suppress any information and / or misrepresent the information, I/we shall be liable to be prosecuted by the university.
5. That the university shall be free to take any action including withdrawal of affiliation and / or any other action as deemed fit against the <name/s> and others as the case may be and /or the individuals associated with the Society / trust / A company established under Section 25 of Companies Act 1956, and/or the Institution.
6. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

<Reproduce only appropriate section/s related to application in the table below>

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Sr. No.	Document No.	Date ofRegistration	Plot No.	Address (Village) Dist	Area in acres
				Total area in acres	

(Detail of Building/ added carpet area for which application is being submitted)

Room No	Room type (mention Class room / Lab / Toilet, etc.)	Carpet area (in sq m)	Completion of Flooring	Completion ofWalls and painting	Completion of Electrification and lighting

Details of RPGF / Joint FDR / FD (Only in case of Closure of Institution)

Details of the RPGF / Joint FDR / FD	Name and Address of theBank	Date of Issue	Amount(Rs.)	FDR No.	Date ofMaturity
Details of RPGF / Joint FDR / FDmade with University for establishment of the Institution.					

(Name, Designation and Address of the Executants) (seal)

DEPONENT/s

VERIFICATION

I / We, the above named deponent do hereby verify that the facts stated in the above declaration is true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at <name of the place> on this the <date>.

(Name, Designation and Address of the Executants) (seal)

DEPONENT/s

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SELF DECLARATION (Endowment Fund)

TO BE PRODUCED ON COLLEGE LETTER HEAD

Self-declaration to be submitted by the applicant along with deposit of requisite amount for Endowment Fund.

I/We,<name>, Chairman/ Secretary,<name of the Trust/Society>,son of …….., aged……, resident of ……., do hereby solemnly affirm, state and undertake to comply with the following in connection with my / our application to MRSPTU, Bathinda for establishment of Institution <name and add proposed Institution>,

1. That in accordance with the norms, procedures and conditions prescribed by the university, an amount of Rs. ……shall be required to be deposited by the <name of the Trust/Society> in MRSPTU"s account , for a period of 10 years.
2. That the interest accrued on the deposit shall be retained by MRSPTU during the period of deposit.
3. That MRSPTU in its discretion may extend the term of the deposit for a further period and /
   or forfeit the amount for violation of norms, conditions and requirements prescribed by the university and / or non-performance by the Institution and / or closure of the Institution due to withdrawal of affiliation or for any other reason. In an event of forfeiture, the proceeds of the fixed deposit shall be utilized for meeting the expenditure towards refunds to the students and others.
4. That all remaining requirements as mentioned under the regulations and the affiliation process, applicable <name and address of proposed Institution> will be complied within one month from the date of issuance of the affiliation letter.
5. That the land measuring ……. acres, on which <name of the proposed Institution> is located was not mortgaged for any purpose to any Institution on the date of filing the application and that status is continuing till date and will continue till the date of issuance of the letter of affiliation.
6. In the event of non-compliance by the <name of the Trust/Society> and / or <name of the proposed Institution> with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, MRSPTU shall be free to take appropriate action including withdrawal of its affiliation without consideration of any related issues and that all liabilities arising out of such withdrawal shall solely be that of the (Society / Institute / College).
7. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

Name of the authorized person executing the undertaking along with his / her official position) with (SEAL)

DEPONENT(s)

Maharaja Ranjit Singh Punjab Technical University * Bathinda * Office of Registrar

VERIFICATION

I / We, the above named deponent do hereby verify that the facts stated in the above declaration is true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at <name of the place> on this the <date>.

(Name, Designation and Address of the Executants) (seal)

DEPONENT(s)

Maharaja Ranjit Singh Punjab Technical University * Bathinda *
Office of Registrar

C e r t i f i c a t e 1

T o b e P r o d u c e d o n A d v o c a t e ' s L e t t e r H e a d

The copies of <Trust/Society> registration documents, land documents, land use certificate, land conversion certificate in respect of application submitted by <name & address of the applicant> who is an applicant for establishment of new technical Institution offering technical education programs were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness.

A. Trust/Society Registration Documents:

Registration Certificate No.	
Date of Registration	
Registered at	
Registered under act	

1. I have verified the above-mentioned Trust/Society registration documents from the office of <Competent Authority>.
2. The above-mentioned Trust/Society registration documents are/are not registered at the office of <Competent Authority>.
3. The above-mentioned Trust/Society Registration Documents are /are not authentic.

B. Land Documents:

Sr. No.	Document No.	Survey No.	Registration No. and Date	Land Area in acres
			Total Area (in acres)	

I hereby certify that:

1. I have verified the above-mentioned land documents from the Sub Registrar Office <place>

2. The above-mentioned land documents are/are not registered at Sub Registrar Office <place>

3. The above-mentioned land documents are /are not authentic.

4. The above-mentioned land documents are / are not in the name of applicant.

5. The title of the land pertaining to the above-mentioned land documents is/ is not clear.

6. The applicant is / is not in lawful possession of the land pertaining to the above-mentioned land documents.

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C. Land Use Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

1. The competent Authority to issue the Land Use Certificate respect of Land under reference and for the proposed Institution mentioned above is ……..
2. It has / has not been approved by the competent authority.
3. I verified the above-mentioned land use certificate from the Office of <Competent Authority>.
4. The above-mentioned land use certificate is / is not authentic.
5. It has been / not been issued for the full extent of Land.

D. Land Conversion Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

1. The competent Authority to issue the Land Conversion Certificate respect of Land, under reference and for the proposed Institution mentioned above is ……..
2. It has / has not been approved by the competent authority.
3. I verified the above-mentioned land conversion certificate from the Office of <Competent Authority>.
4. The above-mentioned land conversion certificate is / is not authentic.
5. It has been / not been issued for the full extent of Land.

Signature of the Advocate Seal / Stamp of the advocate

Name of the Advocate …… Practicing at ……..

Registration No. ……

Date ……..…… Place: ……..

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C E R T I F I C A T E 2

T O B E P R O D U C E D O N L E T T E R H E A D O F

A R C H I T E C T R E G I S T E R E D W I T H C O U N C I L F O R A R C H I T E C T U R E

The copies of approved site plan & building plans in respect of application submitted by <name & address of the applicant> who is an applicant for establishment of new technical Institution <name of the Institutions> at <address> were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness.

Details of Site Plan & Building Plans

Plans approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. The competent authority for approving the site plan and building plans of an educational Institute at the proposed site mentioned above is ……..
2. I have verified the above-mentioned site plan & building plans from the office of <Competent Authority>.
3. The above-mentioned site plan & building plans have/have not been approved by the competent authority.
4. The above-mentioned site plan & building plans are /are not authentic.
5. Construction of building admeasuring with the following details has been completed in all respects as per the approved building plan.

Sr.	Room No	Room type (mention Class room / Lab / Toilet, etc.)	Carpet area (in sqm)	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting

Signature of the Architect **with Seal**

Name of theArchitect

Registration No

Place : **Date :**

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C E R T I F I C A T E 3

T O B E P R O D U C E D O N T H E B A N K L E T T E R H E A D D U L Y S I G N E D B Y T H E B A N K M A N A G E R O F T H E B R A N C H W H E R E T H E A P P L I C A N T H A S B A N K A C C O U N T

The copies of documents pertaining to the funds position i.e. the bank statement and/or Fixed Deposit Receipts in respect of application submitted by <Name & address of the applicant> who is an applicant for establishment of new technical Institution <Name of the Institution> at <address>) were provided to me by <name & address of the applicant>for verification regarding their authenticity and appropriateness.

A. **Bank Statement**

Name of the Account Holder	
Account Number	
Name & Address of the Bank	

It is certified that,

1. I verified the above-mentioned bank account from <name & address of bank>.
2. The above-mentioned bank account is in the name of ……...
3. The above-mentioned bank account is /is not authentic.
4. The balance in the above-mentioned bank account as on today, i.e. <dd/mm/yyyy> is Rs.……..

B. **Fixed Deposits**

Sr. No.	FDR Number	Date of Deposit	Date of Maturity	Amount	Name & Address of Bank
			Total Amount		

It is certified that,

1. I have verified the above-mentioned FDRs from our Branch / Bank.
2. The above-mentioned FDRs are / are not in the name of the applicant under reference mentioned above.
3. The above-mentioned FDRs are / are not authentic.

Signature of the BANK MANAGER	**Seal**
Name of the BANK MANAGER	……
Date	Place…… ……

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Certificate4

Certificate of Sub-Divisional Magistrate or Collector or Tehasildar

This is to certify that land measuring---------- (acre) bearing Plot No./Survey No. ----------(give details of Land) situated at …….. is registered in the name of

……Society/Trust/Company vide Registration bearing Document No.--------

dated…….. by way of Registered Sale Deed / Irrevocable Gift Deed (Registered) / Irrevocable

Government lease (for a period of minimum 30 years).

There is no dispute pertaining to the said land and the land is free from all encumbrances. The building plan for the building constructed on the aforesaid land is duly approved by ---

authority which is competent to approve the said building plan in ------- area. The land and building is

fit to be used for running a Technical Institution.

(Sub-Divisional Magistrate / Collector / Tehsildar)

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Format1

Resolution for establishment of New Technical Institution

That the Trust / Society vide its executive meeting held on …….at ……. vide item no.

……. have resolved that, <name of the trust / society> shall apply to MRSPTU, Bathinda for affiliation to start <name of the Institution> to offer technical education in <Program> and shall allocate, land at <complete address with survey numbers, plot numbers> measuring …… acres, earmarked for the proposed <name of the technical Institution> at <full address>and required funds for creation of carpet and built up area in <name of the Institution> at <address>, as required for proposed Technical Institute namely, <name of the Institution>, and shall allocate required funds for procurement of equipment, furniture and other required entities for smooth functioning of the same.

(Signature and name of Chairman / Secretary, Trust / Society), (Designation), (Name of the organization)

Format2

Resolution for Additional Program / Additional Intake / Additional Course

That the Trust / Society vide its executive meeting held on …….at ……. vide item no.

……. have resolved that, <name of the trust / society> shall allocate required funds for creation of additional carpet and built up area in <name of the Institution> at <address>, as required for <additional Program> / <additional course> / <additional intake in … course> in <name of the Institution>, and shall allocate required funds for procurement of equipment, furniture and other required entities for smooth functioning of the same.

(Signature and name of Chairman / Secretary, Trust / Society), (Designation), (Name of the organization)

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Format3

Resolution for Closure of Courses / Programs / Reduction in Intake

<retain paragraphs as applicable>

That the Trust / Society vide its executive meeting held on …….at ……. vide item no.

……. have resolved that,<name of the trust / society> shall allocate required funds for meeting liabilities on account of such closures in the <name of the Institution> at <address>, as required for <closure of program> /<closure of course> / <reduction in intake> in <name of the Institution>.

<name of the Institution> shall apply for,

- Reduction in intake in <course1>, from <current intake> to <reduced intake>, <course2>, from <current intake> to <reduced intake>
- Closure of program <Program1> , <Program2> ..
- Closure of course/s <course1>, <course2> ..

(Signature and name of Chairman/Secretary of parent organization), (Designation), (Name of the organization)

Format10
For No Objection Certificate from State Government
For Change of Site / Location

The <name of the trust / society> vide its executive meeting held on …….at ……. vide item no. ……. have resolved to Change of Site / Location of the Institute from <name of the Institution> at <address>, (Old) to <name of the Institution> at <address>, (New)

Vide application ref. No…… Date: …….made by the Society / Trust Name……Address as at…….., This is to confirm that the <State Government>…….. has no objection for Change of Site / Location of the Institute from

<name of the Institution> at <address>, (Old) to <name of the Institution> at <address>, (New)

Liabilities if any on this count shall be the sole responsibility of the applicant of the Society / Trust and shall be settled as per the rules and regulations as applicable

Authorised Signatory

<State Government >

Maharaja Ranjit Singh Punjab Technical University * Bathinda * Office of Registrar

Format12
For No Objection Certificate from State Government
For Closure of the Institute

The <name of the trust / society> vide its executive meeting held on …….at ……... vide item no. ……. have resolved for closure of institute <name of the Institution> at <address>,

Vide application ref. No…… Date: …….made by the Society / Trust Name……Address as at…….., This is to confirm that the <State Government / UT >…….. has no objection for Closure of the Institute

□<name of the Institution> at <address>,

□<course1 (intake…) ,..course2 (intake…) at <name of the Institution> at <address>

Liabilities if any on this count shall be the sole responsibility of the applicant of the Society / Trust and shall be settled as per the rules and regulations as applicable

Authorised Signatory

<State Government >

Maharaja Ranjit Singh Punjab Technical University * Bathinda * Office of Registrar

Affiliation Process Schedule of MRSPTU, Bathinda

Affiliation Process Schedule of MRSPTU, Bathinda is as per the table below:

S. No.	Description	Scheduled Dates
1.	Inviting applications	9th January to 8th February
2.	Scrutiny of Applications	1st February to 28th February
3.	Expert Inspections	15th February to 31st March
4.	Issue of Affiliation Letters	1st April to 10th April
5.	Appeal by rejected / disputed cases	11th April to 30th April
6.	Settlement of appeals	1st May to 15th May

The above schedule is as per the guidelines of the Hon'ble Supreme Court.

Maharaja Ranjit Singh Punjab Technical University * Bathinda * Office of Registrar