

BANGALORE UNIVERSITY

GENERAL NORMS/GUIDELINES FOR AFFILIATION OF COLLEGES/INSTITUTION OF BANGALORE UNIVERSITY

Affiliation process has to be carried out by the University as per provisions of the Karnataka State Universities Act, and Statutes made there under. Sections 59 and 62 of the K.S.U. Act, 2000 provide for affiliation of Colleges/Institutions of the University. Statutes 34 viz., Revised Statutes pertaining to the Affiliation of Colleges or Institutions and Statutes regarding Permanent affiliation of Colleges/Institutions are the two prevailing Statutes under which the guidelines for the affiliation process has been framed.

As per section 59 (2) of the K.S.U. Act and Statutes 34.1 the application for a) Fresh affiliation/starting of new colleges, b) Renewal of affiliation (for every academic year) to existing colleges, c) Determination of Intake to courses existing in the colleges, d) Shifting of Colleges/Change of name of the College and e) Permanent affiliation shall be invited preferably at the beginning of **August of the preceding** academic year and it shall be notified at least in two leading news papers of Kannada and English. Applications shall be received only up to **31st of August**.

Colleges seeking affiliation to fresh courses (with specialization and Combination), additional intake should be clearly specified in the application. Incomplete application and non-payment of affiliation fee prescribed by the University shall not be received. Any alteration/overwriting in the application shall strictly be attested by the Principal/Secretary of the concerned college/management.

The Registrar shall place the applications before the Syndicate (preferably during the month of September) as per Section 59 (6) of the KSU Act, 2000 and Statute 34.3. Syndicate may itself constitute or authorize the Vice-Chancellor to constitute Local Inquiry Committees and it should be constituted strictly as per the compositions as stipulated in the Statute. Syndicate / Vice-Chancellor should consider seniority of the Professors and faculty wise constitution while preparing the Local Inquiry Committees. Such constitution of Local Inquiry Committees shall be notified before **30th October**.

Local Inquiry Committees shall begin inspection during the month of October/November.

I. GUIDELINES FOR LOCAL INQUIRY COMMITTEES/ AFFILIATION NORMS & STANDARDS:

Local Inquiry Committee is sent to examine all the aspects of the proposal of an Institution or Society for starting the proposed College or extension / continuation of affiliation. The Committee should mainly look into the need (for Fresh College), the financial position, the academic feasibility and accommodation. To help the Committee, the Institution formats are developed called Check lists which shall be sent to the colleges/managements before the visit. Still the overall assessment is the responsibility of the Local Inquiry Committee and also it is expected to cover any areas that are relevant which may be missing in the format. These norms have been evolved after consultations with experienced Senior teacher in various areas and should be taken as guidelines and adhered to. However, if deviations are to be made from these norms in special circumstances, the justification for the same should be made. The main objective of the LIC should provide for Equity, Objectivity, Transparency and Academic Integrity.

Local Inquiry Committees are further requested to submit inspection report to this effect in addition to providing their observations, remarks on the various proforma (i.e., I, II, III). It is also requested that the Local Inquiry Committees do not become Committees to pointing out deficiencies but a Committee of evaluation. With this background in view the norms are enunciated below:

I A) FRESH AFFILIATION

a. NEED:

To assess the need it is necessary to take into account the number of degree colleges functioning in the area and the kind of education that is made available (Science / Arts/ Commerce, etc.). If similar educational facility is available, then the Committee should assess

whether starting another College in the same discipline would weaken the existing strength in College substantially.

The assessment should be arrived from two factors:

- i. Strength in the existing College / s
- ii. The Strength of PUC II year in the area that forms the feeding Centre for these degree Colleges, and a clear note justifying the need will be a positive help to the University in arriving at a final decision.

b. LAND:

Minimum land that should be available to set up the College is as follows:

- a. Minimum of 02 acres including playgrounds of 1 acre for Arts, Science & Commerce College.
- b. Physical Education College: 15 acres or as per NCTE norms
- c. Education College: 05 acres or as per NCTE norms
- d. For BHM : 0.5 acres in Bangalore City and 2.5 acres out side Bangalore City as per AICTE norms.
- e. For MBA/MCA : 0.5 acres in Bangalore City and 1.25 acres outside Bangalore City as per AICTE norms.

These requirements when not be fulfilled in the first instance, at least there should be firm plans and resources for acquiring stipulated land within the next 3 years of starting of an Institution. A College should have its own building within 5 years of its establishment. In case of non fulfillment of the above, renewal of affiliation shall not be granted.

c. BUILDING:

College building or buildings shall provide the following minimum accommodation.

- i. Adequate accommodation to locate all the classes depending on the courses offered and number of students proposed to be admitted. Each lecture room should provide one Sq.M of floor area per student. Laboratory should provide 2.5 Sq.M. of floor area per student. Laboratories should provide all necessary facilities like Gas, Water, Electricity, proper drainage system.
- ii. In addition to the class rooms and laboratories, accommodation shall have to be provided for Principal's Office, College Office, Staff room, Common room for women students and library with reading room which should provide seating accommodation for: 15% of the strength of admission for Arts, Science, Commerce

and Law. Besides adequate toilet facilities must be made available for Teachers, Ladies Girls and Boys separately.

- iii. Special provision for museum / Green house (Botany, Zoology and other subjects that may need museum / Green house) should be provided.
- iv. For BHM course the total built up area shall be 1000 sq.mt and for MCA/MBA courses 700 sq.mt as per AICTE norms. The built up area for B.Ed/B.P.Ed/M.Ed/M.P.Ed. courses shall be as per NCTE norms.

d. FURNITURE:

The Classrooms, Laboratories, Office and Library should be adequately furnished. Proposals for furnishing should be closely examined in relation to need and finance.

e. LIBRARY:

Adequate number of Text books, Reference books, Periodicals/ Journals should be procured to meet the requirements of the students for the courses they have offered. Following is the financial requirements for the library for various courses:

i	Arts/Science/Commerce/Management/Education per course: First year Second year Third year and onwards	Rs.1,00,000/- Rs. 50,000/- Rs. 50,000/-
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f. Equipment:

Subjects requiring equipments in Arts, Science, Commerce should be examined with reference to list of equipments that may be provided by the University. In the absence of that, equipments of the courses as mentioned in the syllabus should be taken as guidelines.

g. Playground and Recreation facilities:

Satisfactory arrangements for play grounds, hostels and recreation facilities should be made and the plans for the next 3 years in this regard should be closely examined and reported.

h. Principal:

A qualified Principal should have been appointed in accordance with University rules and norms of the UGC/AICTE/NCTE etc.

Principal should be the Member – Secretary of the Managing Committee for the College. If for some reason, in charge Principal is appointed, he/she should act as Secretary of the Managing Committee.

i. Staff Pattern:

a. Teaching staff:

- Staff pattern should be commensurate with the Courses that are proposed to be offered. For courses like BHM/MBA/MCA the pattern laid down by the AICTE has to be followed and B.Ed/B.P.Ed/M.Ed/M.P.Ed. staff pattern laid down by the NCTE and for specialized courses like BASLP/MASLP and Rehabilitation Science staff pattern laid down by the RCI has to be followed. For all other courses in Arts, Science & Commerce and PG courses staff pattern laid down by the UGC should be followed:
- The staff pattern for Arts, Science and Commerce are to be strictly in accordance with the regulations of the courses and as per the orders issued by the Dept. of Collegiate Education, Government of Karnataka.
- The appointment and qualification of the Teaching staff must be as per the Statutes governing the service condition of the teachers in the colleges affiliated to Bangalore University.
- Student to Teacher ratio fixed by the University Grants Commission/AICTE/NCTE shall be followed.

b. Non-Teaching staff:

Non-teaching staff pattern given below is as stipulated by the Dept. of Collegiate Education, Government of Karnataka shall be followed:

(i) For office:

1. For Colleges having Student strength below 500	2. For Colleges having Student strength above 500 and below 1000
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Superintendent (Admn.)	-1	Superintendent (Admn.)	-1
FDA	-1	Superintendent (Accounts)	-1
SDA	-2	FDA	-2
Jr. Typist	-1	SDA	-4
		Jr. Typist	-1
3. For increase in every 800 students and above 1000 students			
FDA	-1		
SDA	-1		
Jr. Typist	-1		

(ii) For Library

1. For Colleges having less than 1500 students:		2. For Colleges having more than 1500 students:	
Librarian	-1	Senior Librarian	-1
Library Assistants	-1	Librarian	-1
Clerck-cum-Typist	-1	Clerck-cum-Typist	-1
Attenders	-2	Attenders	-3

(iii) P.E. Teachers/Instructors

1. For Colleges having less than 1500 students:		1. For Colleges having more than 1500 students:	
Physical Culture Instructor Grade-II		Physical Culture Instructor Grade-I	
		Physical Culture Instructor Grade-II	

(iv) Class iv employees

Laboratory Assistants: One attender for thirty-five hours of practical Laboratory work per week.

Peons:

For a college with less than 250/ day students	4 Posts
For a college with 250-500/ day students	6 Posts
For a college with 501-750 /day students	7 Posts
For a college with 751-1000/ day students	9 Posts

I B) CONTINUATION OF AFFILIATION

1. Performance report:

The Committee should examine whether the conditions laid down by the previous Local Inquiry Committee have been satisfactorily fulfilled. If not, they should examine why they were not fulfilled and whether such non-compliance is found to affect the quality of instructions in the College. They should take this into account while recommending continuation of affiliation. They should list out the areas wherein satisfactory compliance is necessary and they should suggest a time limit for completing them in case they are recommending continuation of affiliation. While doing so, they should bear in mind the guidelines for the fresh colleges. In addition they should also look into the guidelines for the norms to be issued for the 2nd, 3rd and 4th year of the college. On library, equipments, etc., while recommending, the Committee should take into account the entire requirements in addition to the corpus fund and the availability of resources which should be specifically mentioned in the report.

2. Staff:

Appropriate number of teachers should be appointed. In this regard guidelines laid down by the Director of Collegiate Education in regard to UG and as per guidelines of the University in regard to P.G. should be taken into account for fixing the requirements for Arts, Science and Commerce Colleges/Departments respectively.

Continuation of service of teachers in the existing subjects has to be normally provided so that the students are provided with adequate and continuous teaching facilities and to enable the University for the conduct of examination with adequate eligible teachers. It is necessary to verify stringently whether the conditions have been satisfied in this respect and recommendations for additional staff shall also be made.

3. Continuation/Enhancement of intake:

For continuation of affiliation also, previous years conditions should be examined and in addition number of qualified teachers required should be ascertained and reported.

The requirements of lecture halls, Library, laboratory for increased number of students should be examined and reported upon.

4. Observations:

Observations for continuation of affiliation, starting of new courses, the combination and the intake of each course should be mentioned by the Committee.

Local Inquiry Committees should compulsorily co-opt a Subject expert for fresh affiliation/starting of additional courses and enhancement of intake to P.G. courses. Subject Expert should be the Chairman/Co-ordinator/Professors/Reader of the concerned Department of Studies in the University authorized by the Registrar. In case the desired course is not offered in the University, Committee should co-opt Chairman of the concerned Board of Studies for the purpose.

I C PERMANENT AFFILIATION :

The Committee should examine fulfillment of conditions laid down by the previous Local Inquiry Committees, results, achievements, and developmental activities of the college for the past 5 years. Committee should compulsorily look into the Statutes of permanent affiliation for the norms and standards prescribed therein are fulfilled and detailed report shall be submitted as per proforma III.

II. GUIDELINES FOR PERMITTING POSTGRADUATE PROGRAMMES IN AFFILIATED COLLEGES

The following shall be the guidelines for permitting Postgraduate Programmes in an affiliated Colleges:

i. General

1. The College shall comply with all the provisions of the Act, the Statutes, the Ordinances and also the rules and regulations of the University framed in this regard.
2. Colleges having permanent affiliation or atleast five years of continuous affiliation and having been **accredited B grade and above by the NAAC** only shall be eligible to start postgraduate programmes.
3. There shall be a core faculty consisting of atleast Six full-time members for each postgraduate programme in a College. All the faculty members viz. a)Professors, b) Readers c) Lecturers shall be duly appointed as prescribed by UGC from time to time. Among them at least two members should posses research degree (Ph.D).
4. All the faculty members shall be paid as per pay scales prescribed for the concerned cadres viz., Professors, Readers, Lecturers, by UGC AICTE and payment shall be made through Bank.
5. In addition to the core faculty, retired teachers having more than five years of teaching experience at the P.G. level may be appointed as visiting faculty to handle certain specialized subjects, if need be. In exceptional cases eminent persons may also be invited as guest faculty, provided that they have requisite qualification.
6. There shall be separate faculty for each P.G. Programme. The U.G. teachers shall not be allowed to handle P.G. classes.
7. The number of teaching posts, the qualifications (as prescribed by the University) of the teaching staff their recruitment procedure and conditions of service shall be in accordance with the Statutes Ordinances Regulations of the University in private colleges and shall be such as to ensure the imparting of quality instructions to the students in the courses of studies to be undertaken by the College. However, the service conditions of employees shall be as prescribed by the Government.

8. Atleast one member of the P.G. faculty of the College and one representative of the University shall be represented on the Governing Council of the College.
9. The students shall be admitted to the postgraduate programmes as per the regulations prescribed for the programme by the University and also as per the guidelines of admissions issued by the State Government from time to time.
10. The fee structure prescribed by the University should be adopted by the college. Under no circumstances any Capitation/Developmental fee should be collected. If the same is reported, disciplinary action should be initiated against the concerned college.
11. The intake of each postgraduate programme shall be as fixed by the University/AICTE/NCTE etc.,. The institution shall agree to follow the reservation policy for admission to PG courses as notified by the State Government from time to time.
12. The academic and welfare activities of the backward classes and Scheduled Cates/Tribes students shall be properly looked after and special attention be paid by the Colleges to their problem while also adhering to State rules and directions on reservation.
13. No College shall insist on any financial contribution from its teaching and non-teaching staff for meeting recurring or non-recurring general or special expenditure of the College or impose cuts in their salaries for any other purpose.
14. The College shall ordinarily have undisputed possession of land measuring atleast 5 acres (relaxable to 1 acre in Bangalore City) and shall submit a blue print of the proposed building of the College to the University.

ii. Infrastructure:

15. The College shall have a separate Library for the Postgraduate programmes. The Library shall have facilities like Reading Room, Journal Section, Text Book Section and Reference Section along with internet facility. The seating Capacity shall be in accordance with the strength of the P.G. Students. A separate qualified Librarian with P.G. degree in Library Science shall be appointed for managing the P.G. Library.
16. There shall be separate classrooms, staff rooms, Ladies common room and laboratories for the P.G. programmes. The size of the classrooms, Laboratories etc., shall be in accordance with the intake fixed for each programme as laid down by the U.G.C.

17. There shall be separate hostel facility for P.G. students.
18. The College shall satisfy the University that adequate financial provision is available and that the College has deposited the endowment funds.
19. The College shall also satisfy that it has adequate recurring income from its own resources for its continued and efficient functioning.

20. **Research Facilities:**

The postgraduate teaching will be meaningful if the institutions create facilities for research in the concerned disciplines. This will enable the faculty members of the concerned disciplines to keep themselves abreast of the latest developments in their own areas of specializations. If the institution creates research facilities it will enable the faculty members to initiate projects and also apply for funding from specific agencies.

The College shall, exhibit its potential to develop research facilities in the concerned disciplines in the following way.

- **Library:** The Library should have adequate number of journals (both Indian & Foreign) in the concerned disciplines. There should be internet facilities to enable the faculty and scholars to have access to world wide information.
 - Databases relating to the concerned disciplines should be procured by the Colleges offering P.G. Courses.
 - There shall be an investment of atleast **Rs. 2 Lakh** in the first year and **Rs.1,00,000/-** in every subsequent year for Library towards purchase of books and journals pertaining to each P.G. Programmes.
 - **Laboratory:** For the P.G. programme in the Science disciplines, the research laboratory shall be established exclusively for the purpose of research.
21. The Management of the College shall have its accounts audited at the end of each year by a chartered accountant and that a copy of its annual accounts shall be made available with the audit report to the University and State Government for inspection.
 22. All registers and records as required to be maintained under University Regulation/Government Orders shall be maintained and will be made available as and when required for inspection by the University/Government.

iii. Preliminary Project Report (Please see enclosure)

The college which intends to apply for postgraduate programmes shall prepare a preliminary project report showing the infrastructure and other facilities available for each programme, with sufficient proof of financial and other resources for sustaining the programme. The College shall also give an undertaking that it abides by all the conditions mentioned above if it is considered for granting affiliation to postgraduate programme. The preliminary project report must be prepared and submitted as per the enclosed Proforma.

iv. Local Inquiry Committee Report

Based on the Committee's report the University shall arrange to send a Local Inquiry Committee in accordance with the provisions of the Act, Statute and Regulations to visit the College and give its report. While giving its recommendations the LIC shall strictly follow the above guidelines and shall not recommend if the institution is incapable of fulfilling the conditions.

Notwithstanding the guidelines mentioned above, all the conditions prescribed by the Act, Statutes, Ordinance, and Regulations in respect of Affiliation shall be mandatory.

Local Inquiry Committees shall not consider the requests of the Managements/Colleges for any other courses/combination/enhancement of intake or intake for which they have not applied. Recommendations made by the Local Inquiry Committee in violation of the norms/ guidelines laid down by the University shall not be accepted.

Local Inquiry Committee should not make recommendations on the basis of presumption and assumptions. The recommendations should be based on the physical infrastructure available with the colleges.

Local Inquiry Committee should submit report within a month of its constitution as stipulated in section 59 (7) of the KSU Act, and should not be later than **30th November**.

The Vice-Chancellor may convene special meeting of the Academic Council for consideration of the Local Inquiry Committee reports.

The Local Inquiry Committee reports approved by the Academic Council shall be placed before the Syndicate.

After the receipt of the copy of the resolution of the Syndicate, the University shall arrange to send the proposal of starting of new colleges/additional courses/enhancement of intake for professional courses to the State Government as per statutes not later than **31st of March** as stipulated in the section 59(10) of the KSU Act 2000, with an intimation to the colleges also.

Compliance of the reports shall be obtained from the college by sending Local Inquiry Committee reports to each college and issue affiliation notification of renewal of affiliation and also orders for starting of new college and orders of additional course and enhancement of intake not later than **31st of May** so as to enable admission approval process and also to invite application for affiliation for the next academic year.

The following calendar of events for the affiliation process is strictly adheredwith for affiliation process.

Events	Date
Preparatory work	June
Inviting affiliation applications	August 1 st
Last date for submissions of applications	August 31 st
Scrutinizing of applications	September
Constitution of LIC	September
Meeting of Chairpersons & Convenors	October
Visit of Colleges by LIC	October/November
Last Date for submission of reports	November 30 th
Placing the reports before the Academic Council	December
Placing the reports before the Syndicate	December/January
Last date for sending proposals for the Government	Before March 31 st
Last date for issue of renewal of affiliation	May

Sd/-

REGISTRAR

Sd/-

VICE-CHANCELLOR

PROFORMA FOR THE PRELIMINARY PROJECT REPORT

I. Institution details

- i) Name of the Institution :
- ii) Year of establishment :
- iii) Status of the Management/Society (Trust)/any other: :
- iv) Permanent address :
- v) Name of the Principal :
- vi) Residential address and telephone:
No. of the Principal
- email: Website
- vii) Year of accreditation by NAAC with Grade:

II. Course/s details

- i) Courses offered with duration and fees charged for specific subjects :
- ii) No. of students registered in respect of each Course in the last three years :
- iii) % of results indicating class in respect of different courses, year wise during the last three years. :
- iv) No. of teachers, their names and qualifications (Please enclose bio-data of all the teachers). Specify Permanent, Part time and scales of pay. :

- v) Any new course started in the last :
three years

III Library details

- i) Total No. of Books in the Library and :
specific details in respect of different
subjects and books in the areas, specify
news papers, journals subscribed by the Library.

ii) Internet facilities:

iii) Library Space :

iv) Name of the Librarian :

v) Qualifications of Librarian & Experience :

vi) Any other staff attached to Library. :
working hours of the Library.

IV. Laboratory details:

- i) Subject-wise profile of laboratories with list :
of equipments, instruments and space
available in individual laboratories. Give
details of any other teaching aids. Details
about the supporting laboratory staff along
with yearly budget and amount spent in the
last three years.

V. Facilities for extracurricular activities

Specific sports facilities including :
space available for activities and
achievements if any

VI. Any other specific achievements of the institutions

VII. Affiliation requirements for P.G. Course

- i) Details of existing PG courses and the faculty position :
- ii) Please state the courses for which the affiliation is required along with details of subjects to be offered. :
- iii) Give justification for the choice of the courses :
- iv) Give details regarding the teaching staff to be appointed for the proposed course, enclose workload particulars. :
- v) State the facilities already existing and proposed to be acquired to augment the existing resources such as land and other infrastructure :
- vi) Financial Soundness :