

Affiliation: Procedures, Norms and Calendar of Events

Affiliation - granting of affiliation, renewal of affiliation and withdrawal of affiliation - is one of the regular and major functions of the College Development Council. The **affiliation activity begins in the month of August and concludes by 31st March every year**. The calendar of events pertaining to affiliation is as follows:

Calendar of events:

- 1) In the **first week of August** notification is issued seeking renewal of Temporary affiliation for the existing courses, Permanent Affiliation and Fresh Affiliation for new courses/ subjects/ languages and for the grant of additional intake of students.
- 2) The colleges have to submit applications within 30 days from the date of notification.
- 3) The application should contain the following particulars and CDC which scrutinizes the applications takes note of the following details:
 - a) The courses, subjects and intake for which continuation of affiliation is sought for the next academic year have to be verified with reference to the courses, subjects and intake for which continuation of affiliation has been sanctioned for the previous year
 - b) The courses and subjects and enhancement of intake for which fresh affiliation is sought for the next academic year
 - c) Whether affiliation fee has been paid as per the structure of the University?
 - d) If permanent affiliation is sought for any course or subject, it is to be verified that those courses or subjects are eligible for grant of permanent affiliation as per statutes.
 - e) If fresh affiliation is sought for starting a new college or any new course in the existing college, it is to be verified that the said courses are instituted in the University. Affiliation can not be granted to any course which is not in existence in the University.
 - f) The information to be furnished by the Colleges as required under Sec.59(3) of KSU Act, 2000 is also to be verified.
 - g) Incomplete application should be returned to the college for compliance of the observations.
- 4) After scrutiny of the applications, a statement will be prepared and placed before the Syndicate for consideration and for constitution of Local Inquiry Committees, **during October**. Usually the Syndicate will authorize the Vice-Chancellor to constitute the Local Inquiry Committees.
- 5) After consideration by the Syndicate the Local Inquiry Committees will be constituted by the Vice-Chancellor.
- 6) After Local Inquiry Committees are constituted, the Office prepares the tour programme, and the inspection programme begins in the first week **of December** and should be completed by second week of February.
- 7) After completion of inspection work all the reports of Local Inquiry Committee should be placed before the Academic Council by the end of **February or in the first week of March**, to consider the findings of the Committee and make such further enquiry as may appear to it to be necessary and record its opinion on such request and transmit it to the Syndicate.
- 8) The reports of Local Inquiry Committees along with the resolution of the Academic Council should be placed before the Syndicate by the second week of March, for consideration and shall further record its opinion on grant of affiliation.
- 9) After the approval of Local Inquiry Committees reports by the Syndicate the application and its enclosures, annexure the report of Local Inquiry Committee, and

the proceedings of the Academic Council and the Syndicate will be submitted to the State Government **before 31st March.**

- 10) On receipt of the directions of the State Government, formal order will be issued granting fresh affiliation to colleges.
- 11) After the approval of the Local Inquiry Committee report by the Academic Council and Syndicate, orders relating to renewal of affiliation or continuation of affiliation for each academic year for the existing courses of study and extension of affiliation for follow on courses, excluding new courses, will be issued before the commencement of each academic year.

Granting Affiliation to New Colleges

Norms and Procedures:

A college applying for affiliation to the University sends application to the Registrar, within the time limit stipulated in the advertisement, furnishing the information with respect to the following:

- That it will supply a need in the locality, having regard to the type of education intended to be provided by the college, the existing provision for the same type of education made by other colleges in the neighborhood and the suitability of the locality where the college is to be established;
- That it is to be under the management of a regularly constituted Governing Body;
- That the strength and qualifications of the teaching staff and the conditions governing their tenure of office are such as to make due provision for the courses of instruction, teaching or training to be undertaken by the college;
- That the buildings in which the college is to be located are suitable and that provision shall be made in conformity with the Ordinances for the residence in the college or in lodgings approved by the college, for students not residing with their parents or guardians and for the supervision and welfare of students;
- That due provision has been made or will be made for a Library;
- That where affiliation is sought in any branch of experimental science, arrangements have been or will be made in conformity with the Statutes, Ordinances and Regulations for imparting instruction in the branch of science in a properly equipped laboratory or museum;
- That as far as circumstances may permit, due provision shall be made for the residence of the Principal and members of the teaching staff in or near the college or the place provided for the residence of students;
- That the financial resources of the college are such as to make due provision for its continued maintenance and efficient working; and
- That rules fixing the fees, if any, to be paid by the students have been framed or will be framed.

Applications for affiliation of new colleges will not be entertained from individuals, but only from the Registered Society or Registered Public Trust, financially viable to run the colleges without the aid of the State Government.

The application shall further contain an undertaking that after the college is affiliated, there shall not be any transfer of Management or change of name and style of the college, without prior approval of the State Government and the University.

On receipt of application under sub-section (2), it shall be placed before the Syndicate, for consideration. The Syndicate, on consideration of each of the applications for affiliation, shall direct a local inquiry to be made by a Local Inquiry Committee:

Provided that the Local Inquiry Committee shall consist of at least one person belonging to the Scheduled Castes or the Scheduled Tribes.

The Local Inquiry Committee shall, within thirty days from the date of constitution thereof, submit a report to the Academic Council.

The Academic Council shall, soon after the receipt of the report of the Local Inquiry Committee, consider the findings of the Committee envisaged in the report and make such further enquiry as may appear to it to be necessary and record its opinion on such request and transmit it to the Syndicate.

The Syndicate shall consider the report of the Committee and the resolution of the Academic Council and shall further record its opinion on the question whether the request shall be granted either in whole or in part or be rejected, after making such further enquiry as may be deemed necessary.

The Registrar shall submit the application and its enclosures, annexures, the report of Local Inquiry Committee, and the Proceedings of the Academic Council and the Syndicate to the State Government for taking a decision thereon before 31st March of the ensuing year.

The State Government shall consider such applications, in the light of the recommendations of the Local Inquiry Committee, the Academic Council and the Syndicate and after such enquiry, as may appear to it to be necessary, make their recommendations to the University to affiliate or reject the affiliation as the case may be or any part thereof, including the variation in the intake.

The University shall, on receipt of the directions of the State Government, issue formal orders accordingly.

Conditions:

- 1. Sanction of affiliation shall, however, be subject to obtaining the prior approval of the All India Council for Technical Education, the Bar Council of India, the National Council for Teacher Education, or such other authorities or bodies concerned and the intake determined shall not exceed the intake, if any, specified by such authorities or bodies.**
2. Only, Registered Minority Educational Trust/Institutions/Organizations after strictly following the rules/regulations stipulated by NCTE/State Government and University may submit their application seeking fresh affiliation for starting new B.Ed./ B.P.Ed/ B.A.Ed/ B.Sc.Ed courses. Other registered Educational Trust/

Institutions/ Organisations may apply to start new B.P.Ed/B.A.Ed/B.Sc.Ed. Courses.

3. The Principals of the Government Colleges should have the prior approval of the Government to start new courses / subjects / languages and for additional intake, other wise such request will not be considered.
4. It is also brought to the notice of the Principals of the existing colleges/registered trust/institutions/organizations that the application for affiliation shall not be submitted to the course/optionals for which institution of such course/optionals are not yet approved by the University.
5. **Restriction on admission of students in a new college:-**

The admission of students shall not be made by a new college seeking affiliation to a University or by an existing college seeking affiliation to a new course of study or in excess of the stipulated intake, unless, as the case may be, affiliation has been granted by the University to a new college or to a new course in the existing affiliated college in respect of such a course of study or for variation of the stipulated intake.

Action shall be taken against any Institution contravening the provisions of sub-section(1), in accordance with the provisions of the Karnataka Prohibition of Admission of Students to Unrecognised and Unaffiliated Educational Institutions' Act, 1992 (Karnataka Act 7 of 1993)

Restriction for appearance in the examination:-

A student whose admission has become invalid or whose admission has not been approved by the University or who has been admitted to a college or course of study in excess of the prescribed intake shall not be eligible to appear for the examination conducted by either the College or the University.

Where the application for affiliation or fixation of intake or any part thereof is granted by the University, on the recommendation of the State Government, the University shall specify in the order the courses of study in respect of which and the period for which the College or Course is affiliated with the specified intake with or without specific conditions.

Where such an application or any part thereof is rejected by the State Government or the University, the grounds of such rejection shall be stated.

Any application made under sub-section (1) may be withdrawn by the applicant at any time before an order is made under sub-section (12)

ACCOMMODATION AND OTHER FACILITIES REQUIRED FOR (TO BE PROVIDED BY) THE PROPOSED NEW COLLEGE.

1. LAND

Each College should have a minimum of 5 acres of land. 3-2 acres for construction of buildings including staff quarters and 2-3 acres of land for play grounds.

The number of Lecture rooms, Laboratories, Library, Canteen/Cafeteria, Hostel accommodation etc., should be in accordance with the norms prescribed by the UGC/University/ State Government, regarding minimum standards of instructions for the grant of the first degree through formal education in the faculties of Arts, Humanities, Fine Arts, Music, Social Sciences, Commerce and Sciences.

The sizes of Class room/Lecture room, Laboratory and Library should be those prescribed by the U.G.C./State Government/ University from time to time. The norms prescribed at present are given below:

- I. Laboratory
- II. Lecture room area per student:
12 sq. ft. per student provided no lecture room has an area less than 400 sq. ft. some of the lecture rooms for science classes should be provided with preparation rooms with an area of about 300 sq. ft.
- III. Average space for store room
1000 to 2000 sq. ft. per 100 to 150 students.
- IV. Museums for Botany and Zoology
A minimum space of about 1000 sq. ft. for each of these departments.
- V. Standards for Library building and Furnitures
 1. Location : The library should be located with reference to buildings of faculties and departments, laboratories and hostels.

Rooms to be provided are as follows:

Sl. No.	Rooms normally separate	Academic *UGL	Library UDL**
I.	Study room		
II.	Catalogue room		
III.	General Reading room		
IV.	Periodicals reading room		
V.	Special reading room		
VI.	Research Cubical		
VII.	Group study room		
VIII.	Seminar room		
IX.	Conference room		
X.	Exhibition room		
XI.	Librarians room		
XII.	Deputy Librarian room		
XIII.	Teaching staff room		
XIV.	Administrative staff room		
XV.	Committee room		
XVI.	Display room		
XVII.	Night watchman's room		
XVIII.	Microfilm reading room		
XIX.	Document reproduction room		

XX.	Audio visual room		
XXI.	Store room		

* University Central Library

** University/College Departmental Library

3. Stock Room

3.1 Dimension of stack room should be as follows:

a) Clear length in metres – 1.80 + 3.10'

Wherein is the number of rows of books racks

* Each Unit rack 2m long may be assumed to house 700 to 700 volumes and one sq. m. of stack room area may be assumed to house 150 volumes.

NOTE: 1. The Centre to centre distance between consecutive racks is 1.80m.

b) Clear width

i) 8m (on the basis of Two (2) one rack 2m long plus and longitudinal gangway of m) close to a longitudinal wall.

ii) 5m (on the basis of racks each 2m long plus longitudinal gangway of 1 h) close to a longitudinal wall.

iii) 8m (on the basis of 3 racks each 2m long plus two longitudinal gangways of 1m each) close to each of the longitudinal walls; and

iv) 10m (on the basis of 2 racks each 2m long plus two longitudinal gangway of 1m each) close to each of the longitudinal walls ***

c) Class Height: Floor to ceiling 2.50

Note: 1. The height of the rack is 2.20m and allowance for day guide is 0.20m.

2. The stack room should be combined with necessary devices for effective ventilation.

3.2 Stock room should be so oriented as to avoid direct sun.

4. Windows

4.1 Stock room – windows in the side walls of the stack room should be opposite each cross gangway.

4.2 Each window should be provided with glass shutters and protected with wire fabric having the aperture sufficiently shall to prevent squirrels, rats, etc., from getting in. In its fully open position the glass shutter should not project into the gangway.

4.3 Other rooms – All windows and ventilators in the rooms accessible from outside should be provided with wire fabric to prevent books, pamphlets etc., being passed out through them.

5.1 Reading room – The average area per reader in the reading room should be 2.33m minimum. An illustrative layout of the reading room is shown in Fig.1.

Note: The Size of the reading table as shown in Fig. 1 is 2.4 x 0.6m. The centre to centre distance between two consecutive rows of reading room tables is 1.8m with seating arrangement on one side of the table only.

2. Sizes of other rooms shall normally be as follows:

	For Use of	Area (sq. mts.)
a)	Librarian and Deputy Librarian	03
b)	Classifier, Cataloguer, Session	09 per person
c)	Librarian and maintenance Librarian	02
d)	Secretary to the Librarian	09
e)	Visitor's room	15
f)	Administrative and professional staff not at service	05 per person

	points and other than these mentioned in (b)	
g)	Group discussion room	02 per person
h)	Conference room	02 per person
i)	Seminar room	02 per person
j)	Committee room	02 per person
k)	Cubicles	07 per person

*** Note: Three metre and five metre width are generally only in case of stack spaces, is the stack room and the reading room may be combined into single room in such cases

6. Libraries of all types are expanding at an enormous rate. Increase in demand for documents, official policy and increase in literacy make this process inevitable. Since the development of new libraries takes several years the stock to be accommodated on the opening day, therefore, will be larger than was estimated when planning started. Therefore, it is absolutely essential to estimate the areas of the library at a given future date and relate the requirements to that date.

7. Circulation

7.1 Each floor of the library, buildings shall be at a single level to facilitate the movement of back trolley from one part to another. Thresholds will not be provided any-where inside the building.

7.1.1 The movement of the book trolley from one tier to another where there are three or more tiers in the stack room should be through electric lifts provided within the stack room with landing at every tier of the stack room and at other connected adjacent rooms. In large libraries where quick mechanical carriage of books and related materials are required, special arrangements, such as pneumatic tubes and belt conveyers may become necessary. This may require to be considered at the initial stages and designing of the library and its building.

7.1.2 The rooms shall be arranged in such a way that the staff other than these serving the reading rooms shall not have no pass through the reading room disturbing the readers.

8. Relative positions of rooms.

8.1 The stack room should be so placed that it is easily assessable from and proximate to every part of the Library.

8.2 The catalogue room shall be

8.3 The general reading room should be close to the entrance.

8.4 Periodicals room may be removed from the general reading room.

8.5 Special reading rooms may be

8.6 The Librarian or the Deputy Librarian should have his room in close proximity to the general reading room.

8.7 The rooms of the technical and administrative staff should be placed in close proximity to the rooms of the Librarian and the Deputy Librarian.

8.8 The teaching staff shall have independent access to the stack and catalogue.

8.9 The cubicles, the room for group study, the committee room etc.

8.10 The exhibition room.

9. The furniture

9.1 Recruitment for fitment for

CIVIC FACILITIES

While designing the building, it may be ensured that adequate facilities of light, ventilation and toilets are provided. While designing this, the norms laid down by the Indian Standards Institution or the local authority may be kept in view.

STUDENT HOSTEL

If the opening of a new college is to cover the students in the surrounding areas, adequate hostel facilities should be provided, hostel accommodation must also be according to norms prescribed by the UGC.

PRINCIPALS RESIDENCE

Principals residence may be provided right in the beginning.

STAFF QUARTERS FOR TEACHERS

Flat type accommodation for at least 25% of the teachers along with certain common facilities. If the college is to be established in a remote area higher percentage of teachers may be provided with accommodation in order to facilitate their participation in the corporate life of the college.

ESSENTIAL SERVICE

Adequate facilities for essential facilities (water electricity and sewerage facilities) be provided in all the buildings.

LABORATORY

Laboratory should have adequate safety arrangements – Gas plants proper fitting and ensure regular supply of water electricity etc.

LIBRARY

In the beginning the Library should have at least 100 books in divergent titles on each subject. It may be raised to 200 within a period of three years. The Library should have adequate number of reference books and journals. There should be a reading room and suitable space available for library staff with proper furniture. Recurring expenditure be of not less than 3,000/- per subject per year for books. This may be reviewed whenever prices of books go up.

For every subject, at least two subject journals should be subscribed to by the Library. The UGC Journals, if any in the subject concerned should also be subscribed.

For teachers to examine the class work of students and to prepare for their own lectures, cubicals should be provided (9 sq.ft.) for at least 25% of the strength of the staff and they can be shared by the teachers. Almirahs or lockers should be also be provided for each teachers.

GENERAL

- a) Ramps be provided in the building for the physically handicapped.
- b) Separate common rooms for girls and boys be provided in co-educational colleges.
- c) There should be separate toilets for girls.

- d) Adequate accommodation be provided for Principals Office. Bursar's Office and Administrative Staff.
- e) There should be a staff room of a proper size.

LABORATORY EQUIPMENT

The Laboratory equipment should be in accordance with the norms adopted by the University. Maintenance and running expenses of the Laboratory should also be in accordance with the norms prescribed by the University.

STAFF

No teacher is appointed without fulfilling the qualifications laid down by the Commission from time to time as per the regulation framed by the Commission in this regard.

6.3 Norms for Renewal of Affiliation

Renewal of affiliation or continuation of affiliation or continuation of affiliation for each academic year for the existing courses of study and extension of affiliation for follow-on courses, excluding new courses, may be granted by the Syndicate in consultation with the Academic Council in the same manner as applicable for grant of fresh affiliation.

The intake in respect of each of the courses of study shall be determined, on an yearly basis, by the University well before the commencement of each academic year in the order granting affiliation or continuation of affiliation, as the case may be provided that in case of professional courses like Law Engineering, Architecture and Management, including Post-graduate Programmes in the affiliated colleges, the intake shall be fixed by the State Government.

6.4 Norms for Permanent Affiliation:

There are 64 permanently affiliated colleges which are covered under 2F (12B).

Eligibility for Permanent Affiliation

The existing colleges which have temporary affiliation for a continuous period of FIVE years and have fulfilled the conditions laid down by the Local Inquiry Committee and achieved the academic and administrative standards prescribed by the University and having NAAC accreditation (**C, C++**) may also submit their application seeking for permanent affiliation.

The provisions of Section 59 shall *mutatis mutandis* apply for sanction of permanent affiliation.

A College shall be permanently affiliated to the University subject to review of its functioning, both administratively and academically, from time to time by the University and the State Government, at least once in a period of five years.

Notwithstanding anything contained in the preceding sub-sections, if a permanently affiliated college fails to fulfill any of the conditions specified in sub-section (1), the permanent affiliation shall be revoked:

Provided that permanent affiliation shall not be revoked unless an opportunity is afforded by the University to the college concerned:

Provided further that on revocation of the permanent affiliation, the concerned college shall seek temporary continuation of affiliation on yearly basis.

WHO SHOULD APPLY?

In the case of a Government College, the Officer authorized in this behalf by the Government and in the case of other colleges, the Management of the college or the institution, which shall be a body registered under the Societies, Registration Act, shall apply to the Registrar, Mysore University, seeking permanent affiliation and such application containing all the required particulars along with the prescribed fee shall reach the Registrar not later than the date notified by the University during the preceding year.

PARTICULARS WHICH THE APPLICATION SHOULD CONTAIN:

- (a) Name of the college and year of establishment;
- (b) Constitution and Personnel of the Governing body;
- (c) Courses and subjects in respect of which permanent affiliation is sought;
- (d) Accommodation, equipment, furniture, the strength of the college or Institute, the number of students Class wise and Combination for whom provision has been made (the information relating to accommodation must be accompanied by blue prints);
- (e) The detailed statement of assets and liabilities of the college duly certified by a Chartered Accountant;
- (f) Previous application, if any, for Permanent affiliation in the same subject to this University and their disposal;
- (g) Hostel accommodation for students;
- (h) The total area of land under possession and the extent of playgrounds;
- (i) Sanitary arrangements, Canteen and other amenities for students;
- (j) A statement of expenditure incurred in the last five years towards Library, Equipment and Furniture except salary;
- (k) Number of teaching Faculty in each subject (with detailed break up);

NOTE: The provision contained in Clause (e) will not apply to an application made by a Government College.

On receipt of application, the syndicate shall-

- (a) direct a local enquiry to be made by competent persons authorized by the Syndicate in this behalf in respect of the matters referred to under the statement and such other matters as may be deemed necessary and relevant including particularly in the case of composite colleges whether the teaching facilities available are adequate for both the PUC and Degree Colleges;
- (b) make such further enquiry as may appear to it to be necessary;
- (c) Therefore, the matter to the Academic Council for its opinion on the application.

CONDITONS WHICH WILL HAVE TO BE FULFILLED BEFORE GRANT OF PERMANENT AFFILIATIONS TO ANY COLLEGES OR INSTITUTION

The College or Institution shall satisfy the following general conditions before Permanent Affiliation could be granted to it.

The college building shall have the following facilities in addition to the Class Rooms.

- (a) Permanent building, with sufficient accommodation which can meet the academic requirements.
- (b) A common room for teachers.
- (c) Departmental Staff Room in Professional Colleges.
- (d) Faculty wise staff rooms in other colleges with sanitary facilities.
- (e) A common room for students,
- (f) A separate common room for women students if it is a co-educational institution with sanitary facilities.
- (g) A library hall with book-shelves and reading hall to accommodate at least 50% of the students in professional colleges and 40% of the students in other colleges.
- (h) Office Room for Principal, Office Room for Administrative staff and records.

The college shall have an

- (i) Auditorium large enough to accommodate 80% of students at a time.
- (j) In respect of Medical, Dental and Pharmacy Colleges, the College shall have the physical facilities as prescribed by the IMC, IDC, IPC.
- (k) The College shall have a play field with a running track of 200 meters and provide facilities for games and sports and have sports materials room; provided that this may be relaxed to some extent in the case of City Colleges and completely waived in the case of evening colleges.
- (l) The College should have made adequate facilities for the members of the teaching and non-teaching staff for improvement of their academic qualifications.
- (m) The College should have ensured that the academic and welfare activities of the Backward Class, Scheduled Caste and Scheduled Tribes students have been properly looked into and special attention has paid to look into their problems.
- (n) The College has been conducting the co-curricular, extra-curricular extra social activities.
- (o) The College should have made sufficient arrangement to have the students examined every year by a Competent Medical Officer and recommends that a student needs any particular treatment, the same shall be communicated to the parent/guardian.
- (p) The College rules fixing fee to be paid by the students shall be in conformity with those prescribed by the University or Government.

ADMINISTRATIVE STANDARDS (INCLUDING FINANCIAL REQUIREMENTS) REQUIRED TO BE ATTAINED FOR GRANT OF PERMANENT AFFILIATION:

For the purpose of granting permanent affiliation, the college or the Institution should have fulfilled the following administrative and financial requirements.

- (1) There should be a Governing Council properly constituted in the case of non-government colleges and an Advisory Committee in the case of Government make the committee effective. The total number of members of the Governing Council will ordinarily be not less than seven and more than eleven. At least one member of the Governing Council shall be a teacher representative, other than the Principal.
- (2) The Executive Committee members of the Educational Society which runs the college, and for which temporary affiliation has been granted should not belong to one Community/Caste or to one family and for the

Educational Institute being managed by the SC/STs there shall at least be fifty percent of its members of the Management belonging to SC/STs.

- (3) All records or registers as are required to be maintained as required under University Regulation/Government Orders and they shall be up-to-date. They shall be made available at any time when required for inspection.
- (4) The recruitment of staff shall be as per University stipulations as laid down from time to time.
- (5) There shall be Board of Appointment approved by the University consisting of Faculty Experts to select teachers.
- (6) The members of the teaching and non teaching staff should be regularly and fully paid as per prescribed rules.
- (7) The Management shall arrange to have its accounts audited by the end of each year by a Chartered Accountant. The annual accounts and the audited reports will be made available to the University and to the Government for Inspection, wherever applicable. Annual General Body Meeting shall be convened regularly.
- (8) The details of grants received from the UGC for various purposes and its utilization should be made available.
- (9) The details of grants received from the State Government for various purposes and its details should be available.
- (10) Details of donation received from Philanthropists, its purpose and utilization details etc., should be scrupulously recorded, audited and those records be made available for inspection.

(11) **Registers :**

- A Register of admission and withdrawals.
- A Register of attendance.
- A Register of fees paid showing date of payment.
- A Counterfoil Fee Receipt Book.
- Account Books showing financial transactions of the College, separate from those of the management. The accounts shall show transactions in full.
- A Register of Scholarships and Concessions of all kinds whether of tuition, boarding and lodging.
- A Register or other records of addresses of students.
- A Register of Marks obtained by each student at the College terminal examinations.
- A Counterfoil Book of Transfer Certificate.
- A Service Register as prescribed from time to time for each member of the staff.
- A Register of members of the Staff showing qualifications, previous experience, salaries, number of hours of work and classes and the subjects taught

ACADEMIC STANDARD REQUIRED TO BE ATTAINED FOR GRANT OF PERMANENT AFFILIATION:

For the purpose of granting permanent affiliation, the college or institution should have fulfilled the following academic requirements.

- (1) The number of the staff may be as per University requirements as fixed from time to time and at least 75% required staff appointed should be permanent including the Physical Instructor and Librarian.
- (2) Qualification of the teaching staff shall as far as possible be in accordance with Statutes framed from time to time.

- (3) Education, Science, Engineering and Medical Colleges shall have the Educational aids and equipment in laboratories sufficient to conduct experiments as per syllabus.
- (4) The results of the examinations conducted by the University so far a colleges are concerned should be comparable to the results of the University.
- (5) In respect of the Professional Colleges, e.g., Medical, Dental shall have obtained recognition from the respective All India Professional bodies e.g. Indian Medical Council of India and Dental Council of India.
- (6) The College Library shall have some important minimum number of books in each subject as may be prescribed by the Faculties, Boards of Studies, etc including the reference books and some standard Journals for the students.
- (7) The college with science wing should provide workshop, greenhouse and museum facilities with adequate staff wherever necessary.
- (8) As far as possible, the college shall have a parent-teacher association.
- (9) Adequate representation on the staff of teaching and non-teaching must have been given to the SC/STs and other backward Castes in accordance with the reservations for SC/STs as prescribed by State Government Register should be maintained wherein seniority of teachers along with category from which they were recruited is recorded.
- (10) The University while granting permanent affiliation to any college or institution shall clearly mention the terms and conditions subject to which such permanent affiliation is granted.
- (11) It shall be open to a college, after obtaining the previous approval of the Syndicate, to suspend instruction from the beginning of an academic year in any subject or subjects or courses of study in which the college or institute is permanently affiliated. The classes in the subject or subjects suspended shall not be re-started without obtaining the previous sanction of the Syndicate, and if the work is not resumed at the end of a period of three years, the affiliation previously granted shall be regarded as having lapsed: Provided that where in any year a college being prepared to make the usual arrangements to give instructions in subjects in which it has been affiliated, does not for want of students offer instruction in one or more of these subjects and it reports to the Syndicate within a fortnight after the last date prescribed for the admission in August, it shall not be deemed that the College or Institute has suspended instruction in the subject or subjects concerned.
- (12) Every permanently affiliated college shall conform to and be bound by the laws of the University in force for the time being.
- (13) Every college, which has been granted permanent affiliation, shall forthwith report to the Syndicate all changes affecting the management, teaching staff and all other changes affecting the terms and conditions of affiliation.
- (14) **Periodical Inspection:** The University shall arrange to have periodical inspection of every permanently affiliated college in three years.
- (15) **Withdrawal of affiliation:** If the college to which permanent affiliation has been granted has failed to comply with or failed to observe any of the conditions of its affiliation or has been conducted in a manner which is prejudicial to the interest of Education, the University may withdraw in whole or in part or modify the rights conferred on the college by affiliation, after following the procedure prescribed in Section 56 of the KSU Act.

Withdrawal of Affiliation:

The rights conferred on a college by affiliation, either temporary or permanent, may be withdrawn in whole or in part or modified, if the college has failed to comply with any of the provisions of this Act or if the college has failed to comply with any of the conditions of the affiliation or if the college conducted in a manner prejudicial to the interests of education.

A motion for the withdrawal or the modification of such rights shall be initiated only in the Syndicate. Any Member of the Syndicate, including an Ex-Officio Member, who intends to move such a motion, shall give a notice of it in writing setting out the grounds on which such a motion is made.

Before taking the said motion into consideration, the Syndicate shall send a copy of the said notice to the Principal of the College concerned specifically intimating that any representation in writing on the motion shall be submitted by the College within a period to be specified in such intimation and the same will be considered by the Syndicate.

The period so specified in sub-section (3) may, if so expedient, be extended by the Syndicate upto a reasonable time.

On receipt of the representation or on the expiry of the period referred to in the preceding sub-sections, the Syndicate shall, after considering the notice of motion, the grounds set out therein and the representation received thereon and after such inspection by a Committee constituted and authorized by it in this behalf and after such further enquiry as may appear to it to be necessary, pass a resolution regarding the reasons thereof and shall transmit it to the Academic Council.

On receipt of the report under sub-section (5), the Academic Council shall, after such further enquiry, if any, as may appear to it to be necessary, record its opinion and refer back to the Syndicate.

The Syndicate, after considering the resolution of the Academic Council, shall pass a final resolution recommending the withdrawal of affiliation. Such a resolution shall not be deemed to have been passed by the Syndicate unless it has obtained the support of two thirds of the members present at a meeting.

The Registrar shall submit the proposal, with all the documents including the notice of motion, the reply of the College, Resolutions of the Syndicate and the Academic Council, to the State Government for taking decision.

The State Government, after such further enquiry as may appear to it to be necessary, may direct the University to withdraw the affiliation in whole or in part or as modified and as applicable from a particular academic year or to reject the proposal.

The University shall, on receipt of such directions, pass formal orders in accordance with such directions.

The students of a college, the affiliation of which has been withdrawn in whole or in part, shall be accommodated in the nearby colleges by the University by increasing the intake in respect of particular course of study to the extent of such students to be accommodated. All the documents in respect of such students shall be transferred from the college in respect of which the affiliation has been withdrawn to the college to which they are transferred by the University.

Granting affiliation to Autonomous Colleges:

There are **five** autonomous attached to university at the moment. They are: 1) Yuvaraja's College (also an affiliated College), 2) JSS Arts, Commerce & Science College, Mysore, 3) JSS Women's College, Mysore, 4) St. Philomena's College, Mysore, and 5) Sarkaari Mahavidyalaya, Mandya.

Criteria for Autonomous Colleges

Any College or Institution which has been permanently affiliated to Mysore University shall be eligible to apply for autonomous status.

Such Colleges and institutions shall submit an application in prescribed form, in quadruplicate, to The Registrar, Mysore University, Mysore.

The applicant College shall, along with the duly completed application, submit copies of relevant and authenticated supportive documents and shall also pay the prescribed application fee, if any.

The applicant College, Institution shall, also make a remittance of Rs.25,000/- (Rupees twenty five thousands only) towards the processing fee through a Crossed and Account payee, Demand Draft drawn in favour of The Registrar, University of Mysore, Mysore-5.

The processing fee of Rs.25,000/- (Rupees twenty five thousands only) shall not be refundable to the applicant.

All completed applications for grant of Autonomy shall be submitted to the Registrar on or before the date prescribed the University.

PROCEDURE FOR GRANT OF AUTONOMY:

The Syndicate shall constitute a Standing Committee which shall consist of:

- i) a nominee of the Vice-Chancellor who shall act as Chairman of the Standing Committee.
- ii) a nominee of the Syndicate / Senate;
- iii) a nominee of the University Grants Commission;
- iv) a nominee of All India Council for Technical Education where an application has been received from a School of Management Studies.
- v) A nominee of Bar Council of India where an application for autonomy has been received from a Law College or School of Legal Studies.
- vi) At least one expert from out side the state to be nominated by the syndicate and
- vii) The Registrar, who shall act as Member / Secretary of the Standing Committee.

PROCEDURE FOR APPLICATION AND THE CRITERIA TO BE FOLLOWED:

Applications for autonomy shall be forwarded by the Registrar to the Standing Committee.

The Standing Committee, on receipt of the completed applications, shall visit the College/institutions / status and make such inquiry as it deems fit and file its REPORT to the Registrar, who in turn shall place it before the Academic Council of the University for consideration.

The Standing Committee, shall while preparing its REPORT, be guided by, amongst other things, the following illustrative criteria:

- a. history of the Institution seeking autonomous status
- b. academic reputation and previous performance in the University examinations and its academic / Co-curricular activities in the past
- c. academic attainment of faculty
- d. physical facilities, library facilities, equipments, recreational facilities available
- e. financial resources at the disposal of the management and its capacity to raise additional funds for the development of the College seeking autonomy,
- f. purpose for which autonomy is sought for; whether the applicant College is seeking autonomy for promoting higher standards, for curriculum development or for innovations and experimentation to make education socially relevant and purposeful
- g. academic Reports of the Institution
- h. quality and merit of the teaching staff in Academic Circles and their noteworthy Contributions in the field of their specialization;
- i. degree of academic freedom enjoyed by the Faculty members to develop scholarship, to engage in research, experimentation and for educational innovation and reforms
- j. mode of selection of students for admission and appointment of teachers with particular reference to whether adequate opportunities are provided to persons belonging to SC,ST and Category I, Groups in the light of reservation norms laid down by the Government from time to time
- k. quality of institutional management and responsiveness of administrative structure and
- l. Preparedness to switch over to an autonomous setting to ensure that the responsibilities accompanying autonomy shall be properly discharged.
- m. Adequacy of infrastructure: Library, laboratory, equipment and space for academic activities.

The Academic Council shall refer the Report to the Syndicate and then, in the light of the recommendation of the Academic council of University, the Syndicate may resolve whether the applicant's request for autonomy be granted or rejected.

If the Syndicate resolves to grant autonomy to the applicant college, the Syndicate shall transmit all the relevant records to the State Government and the University Grants Commission for obtaining their concurrence.

The Registrar shall only after the State Government and the University Grants Commission concur, intimate the applicant College / Institution about the proposal to grant autonomy, the period for which the applicant shall enjoy autonomous status and the conditions, if any, subject to which such status shall be granted.

The applicant shall, on receipt of such intimation about the proposal to grant autonomy pay within fifteen days such fee or fees and such earnest money deposit as may be prescribed by the University from time to time.

The College / Institution after having complied with the provisions of statutes of chapter V shall make a report to the University of such compliance by enclosing all documents in support thereof and indicating its preparedness to function as an autonomous College / Institution.

On receipt of such report under statute 6.1, the Registrar shall place it before the Syndicate along with his report indicating whether or not the College / Institution has fulfilled the conditions and terms of letter of intimation and requirements of statutes of Chapter V.

The Registrar shall in accordance with the Syndicate resolution issue a letter granting Autonomous Status per format in Annexure 'D' with modifications if necessary.

Autonomous Status shall be granted initially for a period of five years subject to the condition that thirty days before commencement of each academic year the college / Institution shall remit to the University a sum of Rs.25,000/- (Rupees twenty five thousands only) or such other sum prescribed as Annual Fee by the University from time to time.

The University reserve the right to revoke the autonomous status when the annual fee prescribed is not paid within the time specified above.

Notwithstanding anything contained in this Act or statutes, Ordinances and Regulations made there under, University may, with the prior concurrence of the State Government, designate, for such a period as may be specified, an affiliated college, Development or Units as an Autonomous College for any course of study, after following the procedure and subject to such conditions to may be specified in the Statutes made in this behalf and with a view to improve the quality of education and to introduce new and relevant courses of study.

Subject to the Statutes made in this behalf, an Autonomous College so designated shall be entitled to design the courses of study, devise appropriate teaching methods, devise methods of evaluation, examination and tests pertaining to the award of the degree or diploma in the University and frame rules of admission of students.

Subject to such periodic review as may be prescribed in the Statutes, the University may, with the prior Concurrence of the State Government, continue the designation of the Autonomous College for such further period as may be specified or cancel such designation.

The Statutes for this purpose shall be made in consultation with the Academic Council of the University and shall provide for –

- The manner in which and the conditions subject to which an affiliated college, Department or Unit may be designated as an Autonomous College or the designation of such college may be cancelled.
- Matters incidental to the administration of an Autonomous College, including the constitution or reconstitution, functions, powers and duties of the Governing Body, Academic Council, Board of Studies and Board of Examiners of the Autonomous College;
- Matters relating to admission of students;

- Periodic review for continuance or cancellation of designation of Autonomous College;
- Such other matters as may be relevant to the working of an Autonomous College including the matters mentioned in sub-section (2).

Granting Affiliation to Postgraduate Programmes in Affiliated Colleges

There are 33 PG and PG Diploma Courses offered in 23 colleges, and the affiliation sought for 16 new Courses for the academic year 2012-13.

The following are the guidelines for permitting Postgraduate Programmes in an affiliated college:

I. Guidelines:

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 at least five years of continuous affiliation only shall be eligible to start postgraduate programmes.
3. There shall be a core faculty consisting of at least four full-time members for each postgraduate programme in a college. All the faculty members shall be duly qualified as prescribed by UGC from time to time. Among them atleast two members should possess 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 topics/subjects, if need be. In exceptional cases eminent persons may also be invited to deliver lectures.
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 adequate 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 concerned University shall be represented in the Governing Council.
9. The students shall be admitted to the postgraduate programmes as per the regulations prescribed for the concerned programme by the concerned University and also as per the guidelines of admissions issued by the State Government from time to time.
10. The Institution shall collect tuition and other fees as prescribed by the University / State Government from time to time.
11. The intake for each postgraduate programme shall be as fixed by the University/State Government/AICTE/Bar Council/NCTE etc. The Institution shall agree to set apart certain percentage of seats as directed by the State Government.
12. The academic and welfare activities of the backward classes and Scheduled Castes/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 impose levies 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 have undisputed possession of land measuring atleast 5 acres (relaxable to 1 acre in metropolitan cities) and shall submit a blue print of the proposed building for the college.

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 Librarian shall be appointed for managing the P.G. Library, especially if there are more than two P.G. courses in the college.
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 (Concerned University shall prescribed the requirement i.e., Classrooms, laboratories and other facilities based on the requirements for the concerned P.G. programme).
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 more meaningful if the institutions create facilities for research in the concerned disciplines. This will enable the faculty members of 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 their 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.1 lakh in the first year and Rs.50,000/- in every subsequent year for library towards purchase of books and journals pertaining to each P.G. programme.
 - 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 a Non-Government college shall have its accounts audited by the end of each year by a chartered accountant out of a panel approved by the University or the State Government and that a copy of its annual accounts shall be made available with the audit report to the University to 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, 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 programmes. The preliminary project report must be prepared and submitted as per the enclosed Performa.

After receiving the preliminary project report the University shall constitute a Committee including the Dean of the concerned faculty and one or two expert members to evaluate the preliminary report and give its opinion about the feasibility and need for starting the postgraduate programme in the college.

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.

V. Final Approval

Before issuing Affiliation, a one man committee with Dean concerned shall reinspect the college to verify if all the above conditions have been fulfilled and the college assures that it will abide by the conditions stipulated as above.

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

VI. Voluntary closure of a College or a Course:-

The management of any college, which intends to close down a college or a course in view of its incapacity or financial viability or breakdown of the Management, shall give a notice, in writing, of not less than three months prior to the intended closure of the college, to the University and to the State Government, stating the reasons therefore.

The application for closure of the college or a course shall be considered by the Academic Council and the Syndicate and pass appropriate resolutions thereon.

The Registrar shall transmit the application and the resolutions of the Academic Council and the Syndicate to the Government which shall, on consideration of the same, issue directions either to permit the closure or to reject the closure to the University and the University shall on receipt of such directions, pass orders accordingly.

The Management shall not close down the college and a course during the currency of the academic year, and until the annual examinations conducted by the University in respect of the course of study are over and the formal order is issued by the University to do so.

The students of such closed colleges shall, on transfer, be accommodated in the nearby colleges by the University, by increasing the intake in respect of a particular course of study to the extent of such students to be accommodated from such closed colleges and all documents in respect of each student shall be transmitted to the college in which such students are admitted.

If, within ninety days after the expiry of the term of notice under sub-section (1), the State Government does not issue any direction either permitting or rejecting the closure, it shall be deemed, subject to the provisions of sub-section (4), that the Management is permitted to close the College or the course as the case may be.