



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F. No.14-9/2013(CPP-II)


3rd December, 2013

PUBLIC NOTICE

The Hon'ble Supreme Court of India in its judgement and orders delivered on April 25, 2013 in Civil Appeal No. 1145 of 2004 and Civil Appeal No. 5736-5745 of 2004 has ruled that colleges affiliated to a University do not come under the purview of the definition of "Technical Institution" as defined under Section 2(h) of the AICTE Act, 1987. Under the circumstances, it has become imperative for the universities and UGC to evolve a suitable methodology to ensure that existing technical/engineering colleges affiliated to universities do not dilute standards of technical education imparted by them.

In view of the above, UGC has prepared the draft Regulations on Technical and Professional Education hitherto regulated by AICTE. UGC has posted these Regulations on its website www.ugc.ac.in with a view to soliciting comments/suggestions from the universities/colleges as well as other stakeholders.

All stakeholders are requested to convey their suggestions/comments on the draft Regulations to Dr. K.P. Singh, Joint Secretary, UGC either through e.mail (kpsingh.ugc@nic.in) or by post latest by 09.12.2013.


(Upamanyu Basu)
Secretary

UNIVERSITY GRANTS COMMISSION
New Delhi – 110002

**UGC [APPROVAL OF COLLEGES OFFERING TECHNICAL EDUCATION BY
UNIVERSITIES] REGULATION, 2013]**

In exercise of the powers conferred by Clauses (f) and (g) of Sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the UGC hereby makes the following Regulations, namely,

1. Short Title, Application and Commencement

1.1 These Regulations may be called the UGC [Approval of Colleges offering Technical Education by Universities] Regulations, 2013.

1.2 They shall apply to all Colleges offering Technical Education and seeking approval and/or already approved / affiliated to the Universities in India established or incorporated by or under a Central Act, a Provincial Act or a State Act.

1.3 They shall come into force with immediate effect.

2. Definitions: In these regulations

2.1 “approval” , together with its grammatical variations, include, in relation to a college offering Technical Education, authorization by a University to such college that seeks approval through the prescribed application form for

- Setting up a new college offering academic degree Programme(s) in the fields of technical education as defined herein,
- Change of site / location,
- Conversion of Women’s college into co-ed college
- Extension of approval to existing college / campus offering technical education,
- Increase / reduction in intake in existing courses,
- Adding course/s in existing Programmes,
- Closure of Programme / course,
- Mandatory provision of supernumerary seats for Tuition Fee Waiver (TFW)
- Introducing / continuing / discontinuing supernumerary seats for Persons of Indian Origin (PIO)

- Introducing / continuing / discontinuing seats for sons / daughters of Non-Resident Indians (NRIs),
 - Change of name of the college,
 - Adding dual degree courses,
 - Adding Integrated courses,
 - Adding Second shift Programme(s),
 - Adding Part-time Programmes(s).
- 2.2 “affiliation” means recognition of such college and admission of such college to the privileges of a university.
- 2.3 “college” means any institution, whether known as such or by any other name which provides for a Programme of study beyond 12 years of schooling for obtaining any qualification in from a university and which, in accordance with the rules and regulations of the university, is recognized by the UGC as competent to provide for such Programme of study and present students undergoing such Programme of study for the examination for the award of such qualifications,
- 2.4 “Commission” means the University Grants Commission established under the UGC Act, 1956,
- 2.5 “Course” means one of the units which comprises a Programme of study,
- 2.6 “Programme” / “Programmes of study” means a higher education Programme pursued for a degree specified by the Commission under Section 22(3) of the UGC Act,
- 2.7 “Statutory / Regulatory body” means a body so constituted by a Central / State Government Act for setting and maintaining standards in the relevant areas of higher education,
- 2.8 “Architect” means an Architect registered with the University of Architecture established under the Architect Act 1972.
- 2.9 “Autonomous College”, means a College, to which autonomy is granted and is designated to be so by the Statutes of affiliating University.

- 2.16 “Compliance Report” shall mean the report submitted by College complying with requirements as set by the University from time to time.
- 2.13 “Deemed University” means an institution declared as deemed to be University under section 3 of the University Grants Commission Act, 1956.
- 2.14 “Foreign Student” means a student who possesses a foreign passport and fulfils eligibility requirements for admission.
- 2.15 “Metro City” means a Metropolitan area as declared by Ministry of Urban Development, New Delhi or concerned State Government authority.
- 2.16 “Minority Institution ” means an institution established or maintained by a person or a group of persons belonging to a minority community, recognized as such by the concerned State Government / UT Administration.
- 2.17 “NBA Web-Portal ” means a web site at URL www.nba-india.org.
- 2.18 “NBA” means National Board of Accreditation set up by AICTE, under Societies Registration Act 1860.
- 2.20 “State Level Fee Committee” means a Committee notified by the concerned State Government / UT Administration for regulation of fee to be charged by the College offering technical education.
- 2.29 “Technical Campus” means a campus which offers education in one or more technical Programmes and Courses.
- 2.30 “Technical College” means a college offering programmes in technical education
- 2.31 “University Department” means a department established and maintained by the University.
- 2.21 “University” means a University defined under clause (f) of Section 2 of the University Grants Commission Act, 1956.
- 2.23 “Technical Education” means Programmes of education, research and training in the areas namely engineering & technology, architecture, town planning, management, pharmacy, applied arts & crafts, hotel management and catering technology, computer applications, and such other programmes or areas as the Central Government may, in

consultation with the Commission, by notification in the Official Gazette, declare).

3. Grant of Approval by University for a New College offering technical education, change of site / location, closure of a college offering technical education, conversion of a College of Women's College into co-ed college

3.1 For the above purposes, the university shall follow the norms and procedures outlined in Annexure-A of these Regulations.

4. Grant of Approval through prescribed Application Form for the following.

- **Extension of approval to existing College / Technical Campus**
- **Increase / reduction in intake in existing courses**
- **Adding course/s in existing programme**
- **Closure of programme / course**
- **Mandatory provision of supernumerary seats for Tuition Fee Waiver (TFW)**
- **Introducing / continuing / discontinuing supernumerary seats for Persons of Indian Origin (PIO)**
- **Introducing / continuing / discontinuing seats for sons/daughters of Non-Resident Indians (NRIs)**
- **Change of name of the College**
- **Second Shift Programs**
- **Part Time Programs**

4.1 For the above purposes, the university shall follow the norms and procedures outlined in Annexure-B of these Regulations.

5 Unapproved Colleges

5.1 No College shall offer programme(s) and course(s) in technical education without the approval of the affiliating University.

5.2 **Every University shall maintain a list of un-approved Colleges offering programme(s)/course(s) in technical education based on the information received and verified by the University and shall also inform the UGC and general public about the same from time to time,**

5.3 Any College offering technical education and which has already started without following approval procedure shall be treated as unapproved college.

5.4 All unapproved colleges, as categorized in 5.3 above, shall submit an application under Section 3 of this Regulation before admitting any subsequent batch of students

- 5.5 Students, who are admitted prior to approval 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.
- 5.6 The Colleges conducting courses / Programs 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.
- 5.7 No course other than those specifically approved by the University / UGC shall run in the same premises sharing the same facilities.
- 5.8 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 Action in case of violation of Regulations

- 6.1 Any College running any Program / Course in Technical Education in violation of Regulations, shall be liable to appropriate initiation of Penal Civil action including withdrawal of approval, 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.
- 6.2 If any College contravenes any of the provisions of concerned 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 approval to the concerned College / Program / Course.
- 6.3 In case of such a withdrawal, the operations of the said College / Program / Course shall not be started again before completion of two academic years from the date of such a withdrawal.
- 6.4 Where the approval of a college has been withdrawn, the restoration shall be as per the procedure for setting up a new College as defined in Section 3 of this regulation.
- 6.5 The Colleges shall submit the applications for approval or extension of approval in the prescribed format along with the enclosures to the concerned Office of the affiliating University each year for extension of approval by the University sufficiently in advance before the expiry of approval. However, the college shall submit a compliance report on yearly basis.

6.6 In case of non-submission / incomplete submission of application for approval or extension of approval or non-submission of compliance report, the college shall be liable to one or more of the following actions by the University:

- Suspension of approval for supernumerary seats for one academic year
- No admission status in one / more courses for one academic year
- Withdrawal of approval for Program / course
- Withdrawal of approval of the College

6.7 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:

- Excess admission fee amounting five times the total fees collected per student shall be levied against each excess admission.
- Suspension of approval for supernumerary seats for one academic year
- No admission status in one / more courses for one academic year
- Withdrawal of approval for Program / course.
- Withdrawal of approval of the College.

Amount in respect of Excess admission fee shall be remitted to the University as per instructions issued by the University.

6.8 College not having qualified Principal / Director for a period of more than 18 months is liable to be placed under “No admission” status for one academic year by the University.

6.9 Colleges not maintaining prescribed Faculty: Student ratio, not adhering to Pay scales, or qualifications prescribed for teaching staff for more than 18 months, shall be liable to one or more of the following action by the university :-

- Suspension of approval for supernumerary seats, if any for one academic year
- No admission status in respective courses for one academic year
- Withdrawal of approval in the respective course
- Withdrawal of approval of the College

6.10 Colleges not maintaining prescribed Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities shall be liable to one or more of the following actions by the University.

- Suspension of approval for supernumerary seats, if any for one academic year
- No admission status in one / more courses for one academic year
- Withdrawal of approval for Program / course

- Withdrawal of approval of the College
- 6.11 Colleges not maintaining other prescribed essential requirements shall be liable to one or more of the following action(s) by the University.
- Suspension of approval for supernumerary seats, if any for one academic year
 - No admission status in one / more courses for one academic year
- 6.12 Colleges not fulfilling prescribed built up area requirements shall be liable to one or more of the following action(s) by the University:
- Suspension of approval for supernumerary seats, if any for one academic year
 - No admission status in one / more courses for one academic year
 - Withdrawal of approval for Program/course
 - Withdrawal of approval of the College
- 6.13 Colleges not following guidelines issued by the University regarding refund of fees on cancellations of admissions or delaying refunds shall be liable to one or more of the following action(s) by the University:
- Fine for non-compliance of refund of fees levied against each case shall be twice the total fees collected per student.
 - No admission status in one / more courses for one academic year
 - Withdrawal of approval for Program / Course
 - Suspension of approval for supernumerary seats, if any, for one academic year

6.14 Procedure for restoration against punitive actions

- 6.14.1 Applicant makes an application for restoration to the university along with the application for extension of approval of the next academic year.
- 6.14.2 The restoration is subject to decision of the Executive Council/Committee / BoM / Syndicate and such other authority of the University based on the recommendations of the Expert Committee.
- 6.14.3 The expert Visit Committee shall verify all the requirements as per the approval process hand book.
- 6.14.4 Decision on the expert Visit Committee report after deliberation by Executive Committee which may issue approval for restoration or may recommend status quo.

- 6.14.5 The university may prescribe procedure for appeal in case of a decision not acceptable to the College.

7 Norms & Requirements

- 7.1 The Duration and Entry Level Qualifications for various Technical Programs such as Under Graduate Degree Program, Post Graduate Degree Program, Dual Degree Programmes, Integrated Programmes and Post Graduate Diploma Programs shall be as provided in Appendix 1.of Annexure C.

- 7.2 The list of approved nomenclature of courses at Under Graduate Degree Program, Post Graduate Degree Program and Post Graduate Diploma Programs in Engineering & Technology / Management / Pharmacy / Architecture / Town Planning / Hotel Management & Catering Technology and Applied Arts & Crafts is provided in the Appendix 2 of Annexure C

Provided that if any Institution wishes to propose any new Course, prior concurrence, as the case may be, by the University for the same shall be necessary.

- 7.3 The Colleges shall follow Norms for Intake & Number of Courses / Divisions at Under Graduate Degree Program, Post Graduate Degree Program and Post Graduate Diploma Programs level as provided in the Appendix 3 of Annexure-C.

- 7.4 The Colleges shall follow Norms for Land and Building Space requirements as provided in the Appendix 4 of Annexure-C.

- 7.5 The Colleges shall follow Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments as provided in the Appendix 5 of Annexure-C

- 7.6 The Colleges shall follow Norms for other Essential and Desired requirements as provided in the Appendix 6 of Annexure-C.

- 7.7 The Colleges shall follow Norms for Faculty requirements at under graduate & post graduate level as provided in the Appendix 7 and Appendix 8 of Annexure-C.

- 7.8 Cadre ratio as given in Appendix 7 of Annexure-C shall be ordinarily maintained.

- 7.9 The Colleges shall follow the Norms of faculty requirements & Qualifications as provided in the Appendix 7 & 8 of Annexure-C.

- 7.10 Diploma holders and B.Sc. Degree holders shall be eligible for admission to second year Engineering degree courses up to a maximum of 20% of sanctioned

intake (30% for Institutions in Andaman, Nicobar, Lakhshadweep, Diu and Daman), which will be over and above, supernumerary to the approved intake.

Provided that, Students who have completed Diploma course in Architectural Assistantship & Town Planning shall be eligible for admission to second year Architecture degree courses up to a maximum of 20% of sanctioned intake (30% for Institutions in Andaman, Nicobar, Lakhshadweep, Diu and Daman), which will be over and above, supernumerary to the approved intake.

Provided further that, students who have completed Diploma course in Pharmacy shall be eligible for admission to second year Pharmacy degree courses up to a maximum of 20% of sanctioned intake, which will be over and above (30% for Institutions in Andaman, Nicobar, Lakhshadweep, Diu and Daman), supernumerary to the approved intake.

In addition to above vacant seats (S) in a course, $S = SI - (SI - C - F + B)$, and if $S > 0$, may also be available to Diploma holders and B Sc Degree holders for lateral entry where,

SI = Sanctioned Intake

C* = No. of cancellations at the first year level

F* = No. of students not eligible for admission to second year as per rules/rules by affiliating University

B* = No. of students who belong to earlier batches who have become eligible for admission to second year as per rules / rules by affiliating University

*Students admitted against any type of supernumerary seat/s shall not be considered in C, F or B.

The concerned State Admission Authority shall decide modalities for these admissions.

- 7.11 Students who have completed Diploma and Post Diploma course in Architectural Assistantship & Town Planning shall be eligible for admission to the first year Architecture Degree course. The concerned State Admission Authority shall decide modalities for these admissions.
- 7.12 Provided further that Students who have completed Diploma and Post Diploma course in Pharmacy shall be eligible for admission to the first year Pharmacy Degree course.

The concerned State Admission Authority shall decide modalities for these admissions.

- 7.13 Norms for PGDM Programs are as per Appendix 9 of Annexure-C
- 7.14 Subscription of E-Journals – Appendix 10 of Annexure-C.

- 7.15 Format for Detailed Project Report for establishment of a new college is at Appendix 11 of Annexure-C
- 7.16 Prevention and Prohibition of Ragging – Appendix 12 of Annexure-C.
- 7.17 Abbreviations – Appendix 13 of Annexure-C.
- 7.18 Documents to be submitted for Setting up new college – Appendix 14 of Annexure-C
- 7.19 Documents to be submitted for Change in intake - Appendix 15 of Annexure-C.
- 7.20 Composition of Board of Governors / Management – Appendix 16 of Annexure-C.

ANNEXURE A

Grant of Approval by University for a New College dealing with technical education, change of site / location, closure of a college dealing with technical education, conversion of a technical college of Women's Technical College into co-ed college

1 Introduction

A new college offering technical education can be created by establishing a campus with one or more Programmes housed in separate buildings.

1.1 Existing Colleges can be converted into a campus by, combining two or more existing technical Colleges offering courses in same or different Programme.

One or more Programmes can be added on to such converted to campus
Provided,

- that all existing Institutes under consideration belong to the same parent organisation, such as trust/society, etc.
- that all the infrastructural facilities used by the Technical Colleges under consideration are on the same/contiguous plot/s of land.
- that instructional area requirements are fulfilled for each Programme with provision of separate housing for academic activities of each Programme.

However, all the Programmes may share the following facilities.

Computer Centre

Library and Reading Hall

Administrative area: Principal/Director's office, Board Room, Institute office, Central Stores, Maintenance office, Security office, Housekeeping office, Pantry for staff, Examination Control office and Placement office

Amenities area: Toilets, Boys and Girl Common rooms, Cafeteria, Stationery stores/Reprography centre, First aid cum sick room

Management Programme and / or MCA Programme as the college shall be allowed to be built on an existing Engineering / Technology / Pharmacy / Architecture / Hotel management and Catering Technology Institute provided sufficient FSI / FAR is available along with other Norms and Standards being met.

- 1.2 New college campus shall be approved when it is on one continuous plot of land except for those in North Eastern states where it can spread into 3 pieces of land not far from each other by more than 1 Km.
- 1.3 New college campus offering technical education shall not be established and / or started without prior approval of the University
- 1.4 New Technical Programme shall not be started in existing colleges without prior approval of the University.
- 1.5 An existing college shall not be converted to a new college campus without prior approval of the University.
- 1.6 Admission authority / body / college shall not permit admissions of students to a Technical Programme which is not approved by the University
- 1.7 **Applicants are advised to apply only if the Building for the purpose of application is complete as per the Infrastructure requirements without any deficiency at the time of submission of the application form to the University.**

2 Seeking approval of the University for

2.1

- a Setting up a new college campus offering one or more Technical Programme at Degree, Post Graduate Degree, and Post Graduate Diploma Level
- b Converting Existing Technical Colleges into a technical campus and / or adding new Technical Programme/s at Degree, Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level in existing Technical Colleges
- c Change of Site / Location
- d Closure of Institute
- e Conversion of Women's Technical College into Co-Ed Technical College

2.2 Requirements and Eligibility

- a A Society registered under the Societies Registration Act 1860 through the Chairman or Secretary of society or
- b A Trust registered under the Charitable Trusts Act 1950 or any other relevant Acts through the Chairman or Secretary of the trust or
- c A company established under Section 25 of Companies Act 1956.
- d Central or State Government / UT Administration or by a Society or a Trust registered by them.

- 2.3 The above bodies as mentioned in a, b, c may be a body formed under Public Private Partnership (PPP) or under Build-Operate-Transfer (BOT) mode through an officer authorized by Central or State Government / UT Administration

2.4 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.

- a The promoter society / trust / A company established under Section 25 of Companies Act 1956, of a new technical Education Technical College shall have the land as required and prescribed in its lawful possession with clear title in the name of the promoter society / trust / A company established under Section 25 of Companies Act 1956, on or before the date of submission of application.

Provided that it shall be open for the promoter society / trust / A company established under Section 25 of Companies Act 1956, proposed Technical College to mortgage the land only after the receipt of letter of approval, only for raising the recourses for the purpose of development of the Technical Education institute situated on that land

- b Land requirement for Technical campus shall be as mentioned in Appendix 4.1

Plot/s 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 Technical Campus or converting existing Technical Colleges into a Technical campus, total land requirement shall be the sum of individual land requirement of respective Technical Colleges.

Where sufficient FSI / FAR is available, Minimum land requirement shall be determined by the Programme which requires maximum land among all Programmes offered in the Technical campus. In such a case, only Management Programme and or MCA Programme as Institutes shall be allowed to be built on an existing Engineering / Technology / Pharmacy / Architecture / Hotel management and Catering Technology Institute provided sufficient FSI / FAR is available along with other Norms and Standards being met.

Further that where sufficient FSI / FAR is available, Minimum land requirement being determined by the Programme which requires maximum land among all Programmes offered in the Technical campus, in addition to MBA Programme and MCA Programme, Arts and Crafts Programme as an Institute shall be allowed to be built on an existing Architecture Institute provided sufficient FSI / FAR is available along with other Norms and Standards being met.

FSI / FAR certificate shall be obtained from the Competent Authority as designated by concerned Municipal Corporation or the local authority that approves Building Plans, or the State Government / UT.

Land use certificate shall be obtained from the Competent Authority as designated by concerned State Government / UT.

Land conversion certification shall be obtained from the Competent Authority as designated by concerned State Government / UT.

- c Building plan of the Technical College shall be prepared by an Architect registered with University of Architecture and approved by the Competent Authority as designated by concerned State Government / UT.

Instructional area requirements as stated in Appendix 4 shall be applicable for each Programme which shall be in the Technical Campus. However, there may be central facilities such as, Central Library with Reading Rooms, Central Computing Centre.

- d Administrative area requirements as stated in Appendix 4 shall be applicable for a Technical Campus.
- e Amenities area requirements as stated in Appendix 4 will be applicable for a Technical Campus
- f 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.

- 2.4.1 (i) Central Library with Reading Room
See Programme wise area requirement in Appendix 4.2.1
When number of Programme in the Technical Campus is more than one, minimum area requirement would be 400 sq m. When 1st shift / single shift intake considering all Programme-courses is more than 420, minimum area requirement would be 600 sq m.
- (ii) Computer Centre
See Programme wise area requirement in Appendix 4.2.1
When number of Programme in the Technical Campus is more than 1, minimum area requirement would be 150 sq m. When 1st shift / single shift intake considering all Programme-courses is more than 420, minimum area requirement would be 200 sq m.
- (iii) Administrative area requirements as stated in Appendix 4 will be applicable for Technical Campus.
- (iv) Amenities area requirements as stated in Appendix 4 will be applicable for Technical Campus.
- (v) Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired for covering common walk ways, staircases, entrance lobby and other similar area.

- 2.5 **The fund position of the applicant in the form of FDRs and / or Bank accounts in ationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India shall be as under on the date of Scrutiny.**

	Programme proposed (Degree, Post Graduate Degree, Diploma and Post Diploma)	Total minimum funds required, Rupees in Lakhs as proof of operational expenses.
a	Engineering & Technology	100
b	Pharmacy	50
c	Hotel Management & Catering Technology	50
d	Architecture	50
e	Applied Arts & Crafts	50
f	MCA	50
g	Management	50

- h Provided further that in case of an application for multiple Programme, the minimum fund shall be calculated by adding the amounts specified for each Programme

- 2.6 Name of the “Technical Campus” for which approval is accorded by the University shall not be changed without the approval of the University. The University may permit the change of name as per laid down procedures as given in this handbook

- 2.7 New Technical campus offering Engineering & Technology Programme shall necessarily opt for courses from group ‘C’ of courses. Minimum number of courses to be selected from group ‘C’ with respect to total number of courses opted by new Technical College is given in following table.

Total number of courses opted by New Technical Campus	Number of courses to be selected from group ‘C’	Courses listed in group ‘C’
5	3 or more	Applied Electronics & Instrumentation Chemical Engineering / Technology
4	3 or more	
3	2 or more	
2	1 or more	

1	1	Civil Engineering / Technology, Construction Engineering Computer Science, Computer Science and Engineering, Computer Science & Information Technology, Computer Technology Electrical Engineering or Electrical & Electronics Engineering Electronics and Communication Engineering Information Technology Instrumentation and Control Engineering Mechanical Engineering Production Engineering
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- 2.8 The Technical Campus shall be named as “..... Technical Campus”
- 2.9 The head of the “Technical Camps” shall be named as “Director” having qualifications satisfying existing norms as defined for Principal / Director for any of the one Programme in the Technical Campus.
- 2.10 Each Programme in a Technical Campus shall have a distinct name as “School /Faculty of (Specify distinct name)” in the Technical Campus.
- 2.11 Each Programme in a Technical campus shall have Dean or Associate Director at the level of Professor in the respective Programme as per norms.
- 2.12 Each Programme shall have separate teaching faculty as per existing qualifications and norms defined for respective Programme.
- 2.13 Requirement of Computers, Software, Internet and Printers for each Programme shall be as given Appendix 5.
- 2.14 Requirement of Laboratory equipments and Experiments for each Programme shall be as given in Appendix 5.
- 2.15 Requirement of books and Library facilities for each Programme shall be as given in Appendix 5.
Requirement of E- Journals shall be as given in Appendix 10
- 2.16 Requirement of essential and desired requirements shall be as given in Appendix 6.
- 2.17 The Technical campus may have common administrative staff at the main office including Registrar / Chief Administrative Officer, maintenance and security. Technical and other supporting staff shall be appointed at required positions for each Programme

3.3 Submission of Application

- 3.1 a A unique USER ID shall be allotted by the university to each new applicant for setting up a new College/ College Campus as per prescribed rules.

Further, if an Existing Institute applying for conversion to a Technical Campus of its existing Programmes, or adding a new Programme and conversion of the existing along with the new Programme to a Technical Campus, The Existing Technical Colleges shall use the USER ID's allotted to them previously

If any existing College has not obtained a USER ID / Password previously or has misplaced / forgotten the same for whatever may be the reason, a unique USER ID shall be allotted to applicants for further process by the university as per rules.

Using this USER ID, the application in the prescribed format shall be uploaded on the University Web-Portal By using this USER ID, the applicant will be able to track the status of the application at various stages of processing the application.

- 3.1 c **Processing Fee for**

Setting up new Technical Campus offering one or more Technical Programme at Degree / Post Graduate Degree , Diploma, Post Graduate Diploma and Post Diploma Level

Converting Existing Technical Colleges into a Technical Campus

Adding new Technical Programme/s at Degree / Post Graduate Degree , Diploma, Post Graduate Diploma and Post Diploma Level in existing Technical Colleges

- 3.2

	Type of Technical College applied for	Processing Fees in Lakhs
a	Minority Technical College	3.5
b	Technical College set up exclusively for women	3.5
c	Technical College set up in Hilly Area in North Eastern States	3.5
d	All other Technical Colleges	5.0
e	Government / Government aided / Central University / State University	Nil

- 3.2 f **Processing Fees in Rs. Lakhs for Change in Site / Location, Closure of Institute and conversion of Women only Institute to Co-Ed Institute**

Type of Technical College	Change in Site / Location	Closure of Institute	conversion of Women only Instt. to Co-Ed Instt.
Minority Technical College	2.0	2.0	2.0
Technical College set up in Hilly Area in North Eastern States other than Government / Government aided / Central University / State University	2.0	2.0	2.0
Technical College set up exclusively for women other than Government / Government aided / Central University / State University	2.0	2.0	2.0
All other Technical Colleges except Government / Government aided / Central University / State University	3.0	3.0	3.0
Government / Government aided / Central University / State University	Nil	Nil	Nil

3.3 Views of State Government and affiliating University

- 3.4 The State Government / UT and the affiliating University / Board will forward to the University, their views on the applications received, with valid reasons or otherwise within a period of 15 days from the date of receipt of applications.
- 3.5 The views of the State Government / UT and the affiliating Board will be taken into account by the University while taking the decision whether the application is to be processed further or not.

In the absence of receipt of views from the State Government / UT and / or the affiliating Board, the University will proceed for completion of approval process.

3.6 Change of Site / Location

a Conditions for Approval

The Technical College shall be University approved existing Technical College.

b Procedure

1. The University approved existing Technical College seeking change of site / location shall apply for extension of approval as per regulations
2. Select option for change of site / Location giving details as required.

The application shall be processed as per procedure of approval for New Technical College. It shall be necessary to provide built up area as per norms required to conduct all existing courses.

In the event of approval by the University for change of site / location, the equipment's, library and other movable property in the existing Institute may be shifted to new site/location and the approval for activities on existing location shall seize.

The change of site / location shall be effected only on receipt of approval in respect of new location.

Request for approval for partial shifting shall not be considered.

On approval of new location, all activities of Institute shall be necessarily compulsorily carried out at newly approved location.

Any violation in this respect may lead to withdrawal of approval and the Technical College shall not be allowed to continue its activities in either locations.

Applicant shall need to submit all documents as required for approval of new Technical College. Following additional documents shall be necessary while seeking approval for change of site / location of the existing Institute;

1. No Objection certificate (NOC), from state Government
2. Resolution of the society/Trust seeking approval for change of site / location of the existing Institute

3.7 Closure of Technical College

a Eligibility

The Technical College shall be the University approved existing Technical College.

b Conditions for Approval

- The Technical 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 year respectively.
- There shall be no Charge sheet filed or Pending court case/s against the Technical College.

c Procedure for Approval

The University approved Technical College seeking closure of the said college shall apply for the closure as per the regulation

An Expert Committee shall visit the location of the Technical College to verify

1. Status of students already studying in the Technical College
2. Status of Faculty and staff in the Technical College
3. Any other liabilities of the Technical College
4. Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institute

The closure of the Technical College shall be effected only on receipt of approval of the University.

The applicant shall be required to make arrangements for video recording of visit and make available internet ready computer, printer and scanner.

Additional documents shall be necessary while seeking approval for change of site/location of the existing Institute

1. No Objection certificate (NOC), from state Government
2. Resolution of the society/Trust seeking closure of the of the existing Institute

3.8 Conversion of Women's only Technical College to Co-Ed Technical College

a Eligibility

The Technical College shall be the University approved existing Technical College.

b Conditions / Documents for Approval

1. A certificate stating that admissions for three consecutive years are less than 40% issued by Competent Admission Authority.
2. A certificate stating the actual enrolment of students for the last three consecutive years, issued by the Registrar of the Affiliating University
3. Resolution of the Trust / Society / Board of Governors for the conversion from Women's Technical College to Co-Ed Technical College.

3. NOC of the State Government
4. Additional Money Deposit as per the Co - Ed Technical College
5. Land related documents to be submitted as per the Regulations

c Procedure

A Technical College seeking conversion from Women only to Co-Ed Technical College shall also apply for extension of approval as per regulations

The application shall be processed as per procedure of approval for New Technical College. It shall be necessary to provide built up area as per norms required to conduct all existing courses.

The conversion from Women only to Co-Ed Technical College shall be effected only after accord of approval in respect of conversion.

4 Evaluation of application by Scrutiny Committee

- 4.1 The applications shall be evaluated by a Scrutiny Committee constituted by the University.
- 4.2 An Officer of the University will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he will not be part of the committee
- 4.3 The Scrutiny Committee will invite all applicants for presentation of their proposals. Applicants are advised to adhere to given Scrutiny schedule and not to remain absent for Scrutiny.

If the applicant remains absent for a scrutiny, then in no circumstances what so ever, their applications proposal shall be taken up for a scrutiny.

Applicants shall produce original documents along with attested copies at the time of scrutiny

- 4.4 Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the applicant Society / Trust / A company established under Section 25 of Companies Act 1956, through web portal.
- 4.5 Applicants who are communicated deficiencies at the scrutiny shall apply for appeal within a period of 15 days from the date of receipt of **rejection** on the web portal.
- 4.6 Applications which are found to be in order in all respects by the Scrutiny Committee will be processed further.
- 4.7 The attested copies of original documents shall be retained by the committee. These shall be scanned & uploaded to the Web-Portal along with the report of

the committee. This scanning and uploading will be done by the office of the University.

- 4.8 All applicants recommended for Expert Committee Visit by the Scrutiny Committee, shall be communicated the date of Expert Committee Visit through Web Portal.

5 Evaluation of application by Expert Committee

- 5.1 An Expert Committee shall visit the proposed premises of the Technical College to verify
1. Readiness with respect to Appendix 4, i.e. instructional, administrative and amenities area requirements for Technical College
 2. Readiness with respect to Appendix 5, i.e. Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities for Technical College
 3. Readiness with respect to Appendix 6 i.e. Essential and Desired requirements for Technical College
 4. Progress related to appointment of Principal / Director and faculty with respect to the norms, standards and conditions prescribed by the University
- 5.2 The Expert Committee to verify the Physical and Infrastructural facilities of the applicant Institute, shall be constituted by the University.
- 5.3 An Officer of the University will assist the committee and make necessary arrangements for conduct of the Expert Committee Visit, however, will not be part of the committee
- 5.4 Expert Committee shall have access to the report of the Scrutiny Committee
- 5.5 Expert Committee shall verify actual availability of equipments, computers, software, internet, printers, book titles, book volumes, subscription of National & International E-Journals. Mere presentation of Purchase Orders / Payment records for subscription etc. without actual availability shall not be considered
- 5.6 Expert committee shall also verify documents in original as in appendix 17.2 and Video as in appendix 17.2.17 with respect to actual infrastructure visited
- 5.7 The applicant 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. Internet ready Laptop / desktop, scanner and printer.
- 5.8 The Expert Committee shall Submit to the University
- Its report in the prescribed Format of the visit.
 - Attested Copies of all documents
 - Video recording of Expert Committee visit.

- Attendance sheet duly signed / digitally authenticated by, the expert Committee members, and representatives of applicant Society/Trust present during the visit

6 Financials

6.1 The scanning and uploading of the documents as at 5.5 and 5.8 will be done by the concerned office of the University.

6.2 The total amount in case of establishment of a Technical Campus shall be calculated by adding the amounts specified for each Programme applied for.

The amount deposited by the Technical College shall remain with the University for at least 10 years which may be extended as per the regulations.

The interest accrued on this deposited amount shall be credited to the University.

6.3 The Principle amount shall be returned to the Society / Trust / A company established under Section 25 of Companies Act 1956, 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 Technical College and / or complaints against the Technical College.

7 Grant of approval

7.1 The recommendations of the Expert Committee for further process of issuance of LOA or otherwise shall be placed before the Executive Committee of the University.

Executive Committee after considering the recommendations of the Expert Committee, shall take a final decision at its meeting on grant of approval or otherwise.

Further based on the decision of the Executive Committee, Letter of Approval or Letter of Rejection shall be issued by an officer authorized by the University.

Validity of the letter of approval, if issued, shall be for two academic years from date of issue of letter.

8 Appointment of Principal / Director and teaching staff in newly approved Technical College / Programme

8.1 New Technical Colleges granted Letter of Approval and the existing Technical Colleges granted approval for introduction of new Programme/s, shall comply

with appointment of teaching staff and Principal/Director as the case may be, as per policy regarding minimum qualifications pay scale etc, and other technical supporting staff & administrative staff as per the schedule prescribed by the university.

Technical Colleges shall appoint teaching staff / Principal / Director and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University, State Governments and Hon. Court directions if any and as applicable in the case of selection procedures and selection committees.

The information about these appointments of staff in the prescribed format shall also be uploaded on the Web-Portal of UNIVERSITY.

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

9 **Appeal Procedure**

Procedure for submission of appeal and evaluation by the Standing Appeal Committee for applications rejected at scrutiny stage.

- 9.1 The Technical College, if aggrieved by the decision of UNIVERSITY taken on their application seeking approval of Technical College at the scrutiny stage, may submit an Appeal stating facts and grounds of Appeal, within a period of 15 days from the date of receipt of the letter/order/decision of the UNIVERSITY on their application on the Web Portal only.

Provided further that for the purpose of this provision, the date of communication, in case of signed hardcopy of the letter, shall be the date of receipt of such communication sent by UNIVERSITY and in case of communication of decision through e-mail, or short messaging service (SMS) or fax, the date of communication shall be the date of dispatch of the communication by UNIVERSITY.

The Appeal of the Technical College will be considered by the Standing Appeal Committee ordinarily within a period of 15 days from the date of receipt of the Appeal and for the purpose of consideration of the Appeal, the Standing Appeal Committee may devise its own procedure.

The decision of the Standing Appeal Committee shall be communicated within a period of 10 days from the date of decision of the Standing Appeal Committee and such decision of the Standing Appeal Committee and communication thereof including date of communication shall be reported to the University in its next meeting for information

The appeal schedule shall be notified on the web Portal.

- 9.2 Applicants are advised to adhere to given Standing Appeal Committee schedule and not to remain absent for Appeal.

If the applicant remains absent for Appeal, then in no circumstances what so ever, their applications / proposal shall be taken up by the Standing Appeal Committee and such Technical Colleges if they so desire may apply afresh for the next academic session.

Such Technical Colleges remaining absent for any reason whatsoever shall not be entitled for any further appeal.

- 9.3 An officer of the University shall place the records before the Standing Appeal Committee. A representative of the Technical College shall be invited to place the point of view of the Technical College before the Standing Appeal Committee for consideration.
- 9.4 The Standing Appeal Committee at its discretion may recommend a Re-Scrutiny for verification of the claims made by the applicant Society / Trust / A company established under Section 25 of Companies Act 1956.
- 9.5 The Scrutiny Committee during re-scrutiny shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards.
- 9.6 Applications which are found to be in order in all respects by the re-scrutiny Committee will be processed further as per Clause 5.0 of Chapter I
- 9.7 The report of the re-scrutiny Committee if not found in order, shall be placed along with the views of the Advisor Approvals, before the Standing Appeal Committee for review and then placed before the University for consideration.
- 9.8 The letter of rejection shall be issued by the Member Secretary or an officer authorised by him, UNIVERSITY.
- 9.9 In case of rejection of the proposal, it shall be open for the applicant to make a fresh application as prescribed by the university.

10 Procedure for submission of appeal and evaluation by the Standing Appeal Committee

- 10.1 The Technical College, if aggrieved by the decision of UNIVERSITY taken on their application seeking approval of Technical College may submit an Appeal stating facts and ground of Appeal, within a period of 15 days from the date of receipt of the letter/order/decision of the UNIVERSITY on their application.

Provided further that for the purpose of this provision, the date of communication, in case of signed hardcopy of the letter, shall be the date of receipt of such communication sent by UNIVERSITY and in case of communication of decision through e-mail, or short messaging service (SMS) or fax, the date of communication shall be the date of dispatch of the communication by UNIVERSITY.

- 10.2 The Appeal of the Technical College will be considered by the Standing Appeal Committee of University, ordinarily, within a period of 15 days from the

date of receipt of the Appeal and for the purpose of consideration of the Appeal, the Standing Appeal Committee may devise its own procedure.

- 10.3 The decision of the Standing Appeal Committee shall be communicated within a period of 10 days from the date of decision of the Standing Appeal Committee.

Such decision of the Standing Appeal Committee and communication thereof including date of communication shall be reported to the University in its next meeting for information

- 10.4 The appeal schedule shall be notified by the University.

- 10.5 Applicants are advised to adhere to given Standing Appeal Committee schedule and not to remain absent for Appeal.

If the applicant remains absent for Appeal, then in no circumstances what so ever, their applications / proposal shall be taken up by the Standing Appeal Committee in view of constraint of time for the given academic year and such Technical Colleges if they so desire may apply afresh for the next academic session.

Such Technical Colleges remaining absent for any reason whatsoever shall not be entitled for any further appeal.

- 10.6 An officer of the University shall place the records before the Standing Appeal Committee. A representative of the Technical College shall be invited to place the point of view of the Technical College before the Standing Appeal Committee for consideration.

- 10.7 The Standing Appeal Committee at its discretion may recommend an Expert Committee visit for verification of the claims made by the applicant Society / Trust / A company established under Section 25 of Companies Act 1956 after the Visit stage or reject the appeal, as the case may be.

- 10.8 The Expert Visiting Committee, if recommended by the Standing Appeal Committee, shall verify all the requirements of setting up a new Technical College / Programme as per the existing norms.

This report shall prevail over all the earlier expert committee reports that may have been submitted earlier.

- 10.9 The report of the Expert Committee shall be placed before the Standing Appeal Committee for review and then placed before the University for consideration.

- 10.10 However, If differences exist in the Expert Visit committee reports, they shall be deliberated in the University and the decision of the University shall be final and binding on the Technical College.

10.11 Based on the deliberations, the University may recommend issue of Letter of Approval or letter of rejection to be issued by an officer authorised by the UNIVERSITY.

10.12 In case of rejection of the proposal, it shall be open for the applicant to make a fresh application.

11 Time Schedule for processing of applications

The affiliating University shall notify through a Public Notice published in the leading news papers 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 and of paying slip not later than the last date as mentioned in the time schedule for this purpose.

12 Enclosures to be submitted at various stages in the approval process as per Appendices of Annexure C