



Visvesvaraya Technological University
"Jnana Sangama"
Belgaum-590 018, Karnataka State

VTU STATUTES ON TEMPORARY AFFILIATION OF COLLEGES (AMENDED) 2011
(Statutes framed under Section 40 of (2006 amended) VTU Act, 1994)

1. SHORT TITLE AND COMMENCEMENT:

- a. The Statutes shall be called "VTU Statutes on Temporary Affiliation of Colleges (Amended) 2011".
- b. These Statutes shall come into force from the date of assent by the Chancellor.

2. DEFINITIONS:

- a. "Act" means Visvesvaraya Technological University Act 1994, with amendments assented by the Chancellor from time to time.
- b. "Academic Senate" means the Academic Senate of the University.
- c. "Affiliation" means association of a College and its admission to the privileges of the University.
- d. "College" means an institution, whether known as such or by any other name, which provides for a programme of study beyond 12 years of schooling for obtaining a Degree conferment from the University to which it is affiliated.
- e. "Commission" means the University Grants Commission (UGC).
- f. "Council" means the All India Council for Technical Education (AICTE).
- g. "Course" means one of the units which comprise a programme of study as specified by the Council.
- h. "DPR" means Detailed Project Report of the College;
- i. "Executive Council" means the Executive Council of the University.
- j. "Faculty" means the teaching staff of the College appointed by following the specified rules of the University and/or the Council.
- k. "Laws" means laws of the University covering the Statutes, Ordinances, Regulations and Rules.
- l. "LIC" means the Local Inquiry Committee" of Experts constituted for conducting inspection and physical verification of the Colleges seeking affiliation;
- m. "MOA" means Memorandum of Association" of the Registered Society/Trust;
- n. "Principal" means the Principal or Head of a College.
- o. "Programme or Programme of Study" means a higher education programme for a Degree award by the University, as specified by the Commission.
- p. "Registrar" means the Registrar of the University.
- q. "Student" means a person admitted to and pursuing a specified programme of study.
- r. "Temporary Affiliation" means affiliation of Programme(s) of Study at a College granted by the University on an annual basis.
- s. "University" means Visvesvaraya Technological University (VTU).
- t. "Vice Chancellor" means the Vice Chancellor of the University.

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3. ELIGIBILITY CRITERIA:

The College seeking Temporary Affiliation shall satisfy the following requirements or the requirements in respect of any of them prescribed by the Council from time to time, whichever is higher:

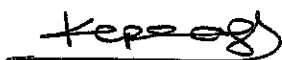
- a. Undisputed ownership and possession of land measuring a minimum of :
 - (i) 2.5 acres, if located in other than rural places; or
 - (ii) 10 acres, if located in rural places as defined by the Competent authority;
- b. Administrative, academic and other buildings with sufficient space and barrier-free facilities for differently abled persons in the existing and proposed Programmes of Study, as specified by the Council;
- c. Number of teaching and non-teaching staff of the appropriate cadres, as specified by the Council based on proposed students' intake;
- d. Adequate civic facilities like water, power, telecom, internet, ventilation, toilets, sewerage in the campus, as specified by the Council;
- e. Central Library for the College meeting the specifications prescribed by the Council;
- f. Necessary teaching and laboratory/workshop facilities as specified by the Council for the Programmes and/or Courses proposed;
- g. Multipurpose complex or Auditorium and facilities for separate common rooms, students' hostels, sports, canteen, health centre etc., as per the norms of the Council;
- h. Appropriate furniture for the class rooms/ seminar halls/auditoria/laboratories/workshops /Principal's & Faculty Offices/Library Reading Rooms etc., meeting the norms of the Council;
- i. A duly constituted Managing Body as specified by the Council, based on Government-Funded, Government-Aided, University or Private Self-Financing nature of the College;

4. APPLICATION PROCEDURE:

- a. The application(s) to start new College(s) and to get its Programme(s) of study affiliated to the University shall be submitted to the Registrar in the prescribed format, before the closing date notified by the University during the preceding academic year. The University shall also receive the application(s) from the Affiliated College(s) for extending the affiliation for a further period, addition of new programmes(s) of study and/or courses, variation in students' intake etc., at this time. Specified fees shall be payable to the University together with each such application.
- b. The applications can be submitted by the Central/State Government institutions and the Registered Societies/Trusts. The Governing Body of the College in the case of Government- Aided and Private Self-Financing Colleges, the Officer authorized in this behalf by the Government in the case of Government-Funded Colleges, or by the University in the case of Constituent Colleges, shall submit the applications on behalf of their respective institutions.
- c. If the applicant is a Registered Society/Trust, it shall have been registered under the Societies' / Trusts' Registration Act, or any other Act of the Central/State Government on or before the date of the Application.

5. APPLICATION FORMAT:

- 5.1 Each such application shall contain the following particulars and be accompanied by Certified Copies of the documents listed herein:



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- a. Whether the Sponsoring Authority is a Registered Body registered under the Societies'/Trusts' Registration Act or any other Law and has a Governing Body;
- b. The Constitution and Membership of the Governing Body;
- c. The aims and objectives of the Society/Trust;
- d. Programme(s) of study and/or Course(s) for which affiliation is sought;
- e. Previous applications, if any, for affiliation in the same Programme(s) of study/Course(s) to this or any other University and their disposal;
- f. The accommodation for academic, administrative and extra-curricular functions including barrier-free facilities for differently abled persons, equipment/facilities, teaching/ non-teaching staff strength, number of students for whom provision has been made or is proposed to be made at the College;
- g. Library/Reading room facilities and collections to meet the academic needs of the faculty and students alike;
- h. Registration status of the Society/Trust along with the details of its constitution & MOA;
- i. The financial resources of the College; the cost of building and equipment proposed to be obtained; the finances available for the purpose and the funds available for creating an endowment;
- j. Hostel accommodation available/proposed for the students, both men and women;
- k. The total area of grounds available in the campus and the extent of playground for the students;
- l. Civic amenities like water, power, telecom, internet, ventilation, toilets, sewerage in the campus,
- m. A brief write-up on how the College will serve the needs of the society at large, through its presence and the Programme(s) of study offered;

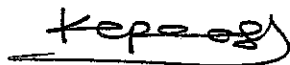
5.2 The above particulars shall be supported by documentary evidences (in certified copy form) of relevant documents like Society/Trust Registration, Land Ownership/ Location, Land Use Plan, Campus Master Plan, Building Plans, Financial Status, etc., as issued by the Competent Authorities designated for the purpose in all the cases other than Government-Funded, University Constituent Colleges. Besides, the particulars under clauses a-c and h shall not be applicable to Government-Funded and University Constituent Colleges.

5.3 Each Application for a new College shall be accompanied by a DPR prepared in the format prescribed by the Council, containing such details as, Background, Development Plan, Architectural Master Plan, Faculty /Staff Recruitment/Retention/Development Policy, Academic and Administrative Governance structure, Financing Plan, Resource Projections and their Utilization Schedule. And, applications for other categories of affiliation in later years shall be based on pursuance of the various plans and projections included in the DPR.

6. UNDERTAKINGS TO BE EXECUTED:

Each application shall further contain the following undertakings, the Government-Funded and University Constituent Colleges being exempted from the Clauses a, d and i:

- a. That the College is under the management of a Registered Body (Registered under the Societies'/Trusts' Registration Act or any other Law) having a duly constituted Governing Council.



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- b. That the total number of members of the Governing Body shall be ordinarily not less than nine and not more than thirteen.
 - c. That the strength and qualifications of the Faculty shall be in conformity with the rules framed by the University/Council/Commission from time to time in this behalf.
 - d. That the conditions governing the service, tenure and salaries of the Faculty shall be in conformity with the service regulations framed by the University/Government from time to time.
 - e. That the College shall provide suitable and adequate infrastructure in the form of class rooms, laboratories, administrative offices, library, computer centre, training and placement cell, sports grounds, staff and student amenities, canteen etc., with barrier-free facilities as per the norms prescribed by the University/Council.
 - f. The tuition and other fees collected from the students shall not be more than those duly approved by the University/Government.
 - g. Due provision shall, so far as circumstances permit, be made for the residence of the Principal and Faculty in or near the College or the place provided for the residence of Students.
 - h. That after affiliation, all changes effected in the Management, Faculty and all other changes affecting the conditions and terms of affiliation shall forth-with be reported to the University.
 - i. That any scheme of Provident Fund laid down by the Competent Authority for the Staff of the College shall be implemented by the Management.
 - j. That the conditions specified under Section 40 of the Act and such other conditions as might be laid down by the University from time to time shall be fulfilled by the Management.
 - k. In the case of a new College, the Principal and the required Faculty/Staff duly satisfying the qualifications laid down by the University/ Council in that behalf shall be identified before the visit of the LIC and appointed before the students' admission to the College.
 - l. That the Faculty appointed in the College shall be such as to fulfill the qualifications laid down in the Ordinances in force from time to time and that no person who has reached the age of superannuation as prescribed by the Council shall be appointed as a full time Faculty.

7. APPLICATIONS FOR EXTENDING THE AFFILIATION:

- 7.1. Where additions to the existing Programme(s) of study and/or Courses in a College already affiliated to the University are required, the Governing Body of the College or the Officer Authorized in case of Government-Funded/ University Colleges shall make Applications to the Registrar giving details of the Programme(s) of study and/or Courses for which the College is already affiliated to the University and including the new Programme(s) of study or Course(s) proposed, the variations in students' intake planned, or combinations thereof. Such Applications shall reach the Registrar along with the prescribed fee not later than the date notified by the University during the preceding academic year.
- 7.2 All the new Programmes of study/Courses shall have to be from the list of those instituted by the University already, as Applications from the Colleges for grant of affiliation to Programme(s) of study/Courses not instituted in the University, shall not be considered.


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8. PROCEDURE TO BE FOLLOWED:

- 8.1 On receipt of the Applications for new Colleges as per Statute 5, the University shall make a preliminary scrutiny of each Application, and if found satisfactory, issue a letter of intent within two weeks from the last date for the receipt of Applications to cause an inspection within a further period of three months for physical verification of all the requirements for the grant of temporary affiliation, as per Statute 3.
- 8.2 The Executive Council shall then:
- Direct a local inquiry to be made by the LIC constituted for this purpose, in respect of the matters referred to under Statutes 4, 5 and such other matters as may be deemed necessary and relevant;
 - Make such further inquiry as it deems to be necessary.
 - Thereafter the matter of affiliation shall be referred to the Academic Senate for its recommendation on the application; and
 - The Executive Council shall then consider the Report of the LIC and the Resolution of the Academic Senate and shall decide on the granting or not granting of temporary affiliation to an applicant College, by recording reasons for the latter. It shall also decide as to whether affiliation shall be granted either in whole or in part or rejected, after making such further enquiry as may be deemed necessary. In all these cases, the Executive Council shall be the ultimate Authority to decide on granting or not granting of the affiliation applied for by the applicant College.

8.3 Composition of the LIC :

The composition of the LIC to be constituted by the Vice Chancellor shall be as follows:

8.3.1. For a New College

- 1) One Expert for each Programme of study/Course proposed- *Members*
- 2) Dean of the Faculty (or an equivalent academician at the University)-*Member*
- 3) One representative of the State Government, not below the rank of Deputy Director-*Member*
- 4) One Engineer from University/PWD/ CPWD, not below the rank of Executive Engineer-*Member*
- 5) One University Officer-*Member Convener*

One of the experts from 1) at the level of Professor shall be nominated by the Vice Chancellor as the *Chairperson* of the LIC.

8.3.2. For an Existing College

- 1) One Academician not below the rank of Professor(as per the University norms)-*Chairperson*
- 2) One expert for each Programme of study/Course proposed - *Members*
- 3) One University Officer - *Member Convener*.

- 8.4 The Registrar shall notify each applicant College on the decision of the Executive Council to grant it temporary affiliation wholly or partly or otherwise, together with the reasons for the latter decision. The Registrar shall also forward the copies of such Notifications to the State Government/Council for its information.



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9. ADHERENCE TO UNIVERSITY LAWS:

Every Affiliated College shall confirm to and be bound by the laws of the University in force from time to time.

10. HEALTH CENTRE REQUIREMENTS:

Every Affiliated College shall have a Primary Medical Care Centre on its campus or have formalized access to such a Centre in the nearby vicinity. It shall have arrangement for medical examination of the students of the College at entry level and also annually by a qualified Medical Officer.

11. AUDITING OF ACCOUNTS:

Every Affiliated College shall arrange to have its Accounts audited each year by a Chartered Accountant. The year for the purpose shall be from 1st April to 31st March. The Annual Accounts and the Audit Report duly considered and approved by the Governing Body of the College shall reach the University before the June 30th of each year.

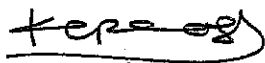
12. REGISTERS AND RECORDS:

The following Registers and Records in the proforma that may be approved by the Executive Council shall be maintained by each Affiliated College and their entries shall be up to date at any time of the year:

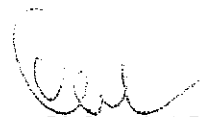
- a. A Register of Admissions and Withdrawals (including category-wise details, like, Male, Female, SC/ST);
- b. Registers of Attendance of Faculty/Staff/ Students;
- c. A Register of fees paid by the Students showing the dates of payment;
- d. A counterfoil Fee Receipt Book;
- e. Account books showing the financial transaction of the College separate from those of the Management. The Accounts shall show the transaction in full;
- f. A Register of scholarships and concessions of all kinds, whether of tuition, boarding or lodging provided to the Students;
- g. A Register of Marks obtained by each Student at the College examinations, including Internal Assessments;
- h. A Register of Marks obtained by each Student at the Semester-end/University examination; (including category-wise details; like Male, Female, SC/ST);
- i. A counterfoil book of Transfer Certificates issued;
- j. A Register of record of addresses of Students;
- k. A Service Register in the format prescribed by the University/Government from time to time with entries under attestation of the Principal for each member of the Staff;
- l. A Register of members of the Staff showing their qualifications, previous experience, salaries, number of hours of work, classes and the subjects taught and the service conditions.

13. FREEDOM TO SUSPEND INSTRUCTION;

It shall be open to an Affiliated College, after obtaining the previous approval of the Executive Council, to suspend instruction from the beginning of an academic year in any Programme of study/Course in which the College is affiliated.



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The classes in the Programme(s) of study/Course(s) shall not be restarted without obtaining the previous sanction of the Executive Council and if the instruction is not resumed by the end of a period of three years, the affiliation previously granted shall be regarded as having lapsed; Provided that if any year, the Affiliated College being prepared to make the usual arrangements to give instruction in Programme(s) of study/Course(s) in which it has been affiliated, does not, for want of Students, makes admissions in one or more of these Programmes of study/ Courses and it reports to the Executive Council accordingly before the last date fixed by the University, it shall be deemed that the affiliation already granted in the Programme(s) of study/ Course(s) concerned in which the admissions were not made, is still in force.

Further, in case of admissions to a new Affiliated College or a new Programme of study/Course in an existing Affiliated College, the decision of the University shall hold good for the next academic year, if the affiliation process is not completed within the current academic year.

14. ADDITIONAL CONDITIONS TO BE FULFILLED:

A College affiliated to the University shall fulfill the following conditions in addition to those conditions stipulated in Section 40 of the Act:

- a. Every Affiliated College shall have a duly constituted Governing Body as per norms, with the University representative nominated by the Vice-Chancellor included therein.
- b. The admission of the students to the Affiliated College shall be as per the University /Government guidelines specified in this respect from time to time and shall be transparent.
- c. The admission of Students at an Affiliated College shall be limited to the intake sanctioned by the University/Council.
- d. There shall be suitable welfare measures provided by the Affiliated College for its Staff and Students.
- e. The functioning/operation of the Affiliated College shall be financially viable.

15. ANNUAL INSPECTION

Every Affiliated College shall be inspected at least once in every year by the LIC appointed by the Vice Chancellor regarding the fulfillment of the conditions of affiliation. The LIC shall submit its Report to the University with its recommendations.

16. WITHDRAWAL OF AFFILIATION

The affiliation granted to a College by the University during the period of such temporary affiliation may be withdrawn in whole or in part or modified if the College has failed to comply with any of the provisions of the conditions of affiliation in accordance with Section 43 of the Act. The State Government /Council shall be kept informed of such withdrawal by the University from time to time.


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H.R. BHARDWAJ
Chancellor