MANGALORE UNIVERSITY

Statute Governing Temporary Affiliation of Colleges / Institutions

(Framed under Section 40 (g) read with Section 59 of K.S.U. Act, 2000)

1) **Title and Commencement:**

(i) This Statute shall be called "The Statute governing Temporary Affiliation of Colleges / Institutions".

(ii) This Statute shall come into force from the date of assent of the Chancellor.

2) The Governing Body of a College or Institute or in the case of a Government College or Institute, the Officer authorized in this behalf by the Government shall apply to the Registrar, Mangalore University for affiliation. The application, along with the prescribed fee shall reach the Registrar, not later than the date notified by the University. Application for affiliation from a new college shall be entertained only if the applicant is a Registered Society or Registered Public Trust which is financially sound and capable of running the college without the aid of the State Government.

3) **Application for affiliation shall contain the following particulars:**

a) Whether the sponsoring authority is registered under the Societies Registration Act or other Law / has a claim as SC/ ST/ Minority;
(relevant certificate from the Competent Authority shall be enclosed)

b) The aims and objectives of the Society / Trust;

c) Constitution and members of the Governing Body;

d) Subject / Courses for which affiliation is sought;

e) Particulars of previous applications, if any, for affiliation in the same course / subject to this or to any other University and their disposal;

f) Building, accommodation facilities, equipment, student strength of the College / Institute, the number of students for whom provision has been made or is proposed to be made (The blue prints of the buildings and the accommodation facilities must be attached to the application);

g) Details regarding the financial resources of the College / Institute, the cost of buildings and equipments available and proposed to be provided; the amount of money available for endowment fund; certified copies of Trust deeds or title deeds executed in favour of or for the benefit of the College / Institute, finance expected, if any, the source from which they are expected.

h) Hostel accommodation for students and whether the hostel accommodation provided is in conformity with the relevant rules or regulations

i) Total area of grounds available and the extent of playgrounds;

j) Sanitary arrangements, rest rooms, tiffin rooms and other amenities to students and staff;

k) The suitability of the locality where the college is proposed to be established, the number of students studying the subjects for which the affiliation is sought in the Pre-University course or its equivalent course in the locality to be served by the college seeking affiliation, how the college will cater to the needs of the locality having regard to the type of education intended to be provided by the college and the existing type of education given by other colleges in the neighbourhood.

The provisions contained in clauses (a), (b), (c) and (g) will not apply to applications made by Government.

4) **The application shall also contain the following undertakings:**

a) That the college is under the management of registered body (Registered under Societies Registration Act or any other Law) with a governing council.

b) That the total number of members in the Governing body will ordinarily be not less than eleven and not more than fifteen.

c) That the strength and qualifications of the teaching staff will be in conformity with the rules framed by the State Government / University from time to time in this regard.

d) That the condition governing the tenure and salary of the teaching staff will be in conformity with the service regulations framed by the UGC / State Government / University from time to time in this regard.

e) That the buildings in which the college is to be located will be appropriate, suitable, adequate and that the floor space, cubic space, structure, strength, ventilation of rooms etc. will be according to the stipulation of the University.

f) That adequate and appropriate provision will be made for library and library facilities.

g) Specific financial provisions for different purposes will be made by the management and that under no circumstances the amount set apart for the library will be spent for other purpose.

h) Provision will be made for properly and adequately equipped laboratories, museums etc in conformity with the statute, ordinances and Regulations for importing instructions in Science branches.

i) The tuition and other fees to be collected from the students shall be in accordance with the State Government / University notifications.

j) That due provision will so far as circumstances permit, be made for the residence of the Principal and Teaching staff in or near the College/ Institute of the place provided for the residence of students.

k) That after the college is affiliated there will not be any transfer of the management or change of name and style of the college without the approval of the University and the State Government.

l) That any scheme of pension or provident fund laid down by competent authority will be carried out by the management.

m) That the conditions specified in Section 59 of the K.S.U. Act and such other conditions as may be laid down by the Syndicate and the Academic Council will be fulfilled by the management.

n) That a Principal for the College and at least one full time teaching staff, for each department / course with the qualification / experience prescribed by the University will be appointed before students are admitted to the college.

o) That the Principal and other teaching staff will have the qualifications as prescribed by the State Government / University.

p) That no person who has reached the age of 60 years will be appointed / continued as full time teacher. (in exceptional cases appointment of full time teachers above 60 years of age may be made with the specific approval of the Syndicate)

Provided that nothing contained in Clause (a), (d), (g), (l) will be applicable to application made by Government.

5) In the case of College, already affiliated to the University, seeking addition/s to the existing course/s of instruction the Governing Body of the college or the appropriate authority in the Government in the case of a Government College shall make an application to the Registrar giving details of the course/s for which the college is already affiliated to the University and the new course/s, subjects/s or combination/s proposed to be started. Such applications, along with the prescribed fee shall reach the Registrar not later than the date notified by the University.

In respect of disposal of the applications received under Clause 5, the procedure indicated in the sub-clauses 2 to 16 shall be followed mutatis mutandis.

6) **On receipt of an application under Clause (3), the Syndicate shall:-**

a) Direct a local inquiry in respect of the matters referred to in Clause 3 and such other matters deemed necessary and relevant by competent persons appointed for the purpose by the Syndicate.

b) Make such further inquiry deemed necessary.

The Local Inquiry Committee shall submit within 30 days from the date of its visit to the college the report to the University for placing it before the Academic Council for its opinion. The report along with decision of the Academic Council shall be placed before the Syndicate for its consideration.

7) The Registrar shall submit the application for fresh affiliation along with the report of the Local Inquiry Committee, proceedings of the Academic Council and the Syndicate to the State Government before 31st March of the ensuing year for taking appropriate decision thereon.

8) On receipt of the directions of the State Government, the University shall issue necessary formal orders.

9) Grant of affiliation, however, shall be subject to the College / Institution obtaining, wherever necessary, prior approval of the All India Council for Technical Education, the Bar Council of India, the National Council for Teachers Education, or such other authorities or bodies concerned and the intake sanctioned by the University shall not exceed the intake, if any, specified by such authorities or bodies.

10) Where the application for affiliation of fixation of intake or any part thereof is granted by the University on the approval of the State Government, the University shall specify in the order the courses of study in respect of which and the period for which and the conditions if any, under which, College is affiliated.

11) 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.

12) Any application made under sub-section (4) may be withdrawn by the applicant at any time before an order is made under sub-section (12).

13) Renewal of affiliation or continuation of affiliation for each academic year for the existing course/s of study and extension of affiliation for follow-on course/s, may be granted by the Syndicate in consultation with the Academic Council in the same manner as prescribed for grant of fresh affiliation.

14) The intake in respect of each of the courses of study in a college / institution shall be fixed by the University State Government on yearly basis and the same shall be noted in the order granting affiliation or continuation of affiliation, as the case may be, and communicated to the college / institution concerned well before the commencement of the academic year.

Provided that the intake for post-graduate programmes in affiliated colleges and for professional courses like Law, Engineering, Architecture and Management shall be fixed by the State Government.

15) Every affiliated college shall comply with the directions of the University issued from time to time in respect of all matters relating to academic, administrative and those ancillary thereto.

GENERAL MANAGEMENT OF THE COLLEGE:

16) Every College / Institute shall arrange for the medical examination of the students of the college by a qualified Medical Officer once a year.

17) The College / Institute shall arrange to have its accounts audited each year by a Chartered Accountant. The year for this purpose shall be from 1st April to 31st March. The annual accounts and the Audit Report should reach the University before the end of June of each year.

18) The following Registers and Records in the prescribed format shall be maintained by each affiliated college:-

a) A Register of Admissions and Withdrawals (The Register shall contain Male, Female, SC/ST, Category-wise details etc.)

b) A Register of Attendance;

c) A Register of fees paid by the students showing the dates of payment;

d) A fee receipt book with counterfoil;

e) Account books showing the financial transactions of the college as separate from those of the Management. (The accounts shall show the details of the transactions fully).

f) A Register of scholarships and tuition, boarding, lodging charges, concession provided to the students etc;

g) A Register of Marks obtained by each student at the college examinations;

h) A Register of Marks obtained by the students (Male, Female, SC/ST, Category wise details etc.) at the University examinations.

i) A book of transfer certificates with counterfoil;

j) A Register of addresses of students;

k) A Service Register for each member of the staff in the form prescribed by the University / Government from time to time with up-to-date entries attested by the Principal.

l) A Stock and Issue Register of Stationery, Articles supplied by the Registrar (Evaluation).

m) A Register of members of the staff showing in respect of each staff member the qualifications, experience, salary, workload per week indicating the class/es subject/s assigned and the service conditions.

19) It shall be open to a college, with prior approval of the Syndicate to suspend, from the beginning of an academic year, imparting instructions in any subject/s or course/s of study for which affiliation has been granted.

Imparting instruction in the subject/s or course/s suspended shall not be resumed without obtaining the permission of the Syndicate. If imparting instruction in the subject/s or course/s suspended is not resumed within three years of the suspension of imparting instruction, the affiliation previously granted to the subject/s or course/s shall deemed to have been lapsed. Provided that if, in any year, a college having made usual arrangements to give instruction in a subject / course to which affiliation

has been granted, does not, for want of students, admit students to the subject/ course, the affiliation granted to that subject / course shall continue to be in force for that year if the college reported the matter to the University before the last date fixed for the purpose by the University.

20) A college affiliated to the University shall fulfill, in addition to those conditions specified in Section 59 of the K.S.U. Act. 2000, the following conditions:

a) Every affiliated college shall have a duly constituted Governing Body consisting of not less than eleven and not more than fifteen members of which one shall be the Principal of the college, at least two shall be from among the teaching staff selected, for a period of two years, by rotation according to seniority, and two shall be the representatives of the University. The two representatives of the University shall be nominated by the syndicate. Provided that, in the case of an Institution/ College maintained by the government, it shall have an Advisory Committee, instead of Governing Body consisting of that much number of members, not exceeding fifteen, as the Government may determine subject to the condition that of the Advisory Committee members, one shall be the Principal of the college, at least two shall be the teachers in the college and two shall be the representatives of the University.

b) Every affiliated college shall abide by the University Statutes, Ordinances, Rules and Regulations that are in force from time to time.

21) Every affiliated college shall be inspected at least once in a year by a committee appointed by the Syndicate. The committee shall make its report, with recommendations, if any, with regard to the compliance by the college of the conditions of affiliation, to the Syndicate for its consideration and appropriate action thereon.

22) If a college fails to comply with any of the provisions / conditions of the affiliation, the University may withdraw or modify in whole or in part the affiliation granted to the college in accordance with Section 63 of the K.S.U. Act 2000.

23) Without the prior approval of the Syndicate no affiliated college shall appoint a person, who has inspected the college as a member of the affiliation commission, as a teacher within three years of the date of the inspection. Any college which violates this provision shall be liable for disaffiliation.

24) In the case of application for introduction of new course/s or special subject/s, the fee will not be refunded if the application is withdrawn by the college.

25) If a college withdraws its application for affiliation except for those course/s referred to in 24, before the date notified for inspection, 80% of the affiliation fee shall be refunded.

(Assented by the Hon'ble Chancellor on 30-09-2006 as communicated in Govt. order No. ED 03 UDS 2004, dated: 16-10-2006)

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