

(Academic Section)

Notificatoin

It is hereby notified that the BOM Vide resolution-1 dated June 30, 2015 approved the following Rules and Regulations for affiliation of colleges :

A. Short Title, Application and Commencement

- (i) These rules shall be called as the M. S. Brij University (Affiliation of Colleges) Rules.
- (ii) They shall apply to all colleges seeking affiliation and already affiliated to the University.
- (iii) They shall come into force from the date of notification.

B. Definitions

- (i) "Affiliation" means admission of college to the privileges of M. S. Brij University, Bharatpur.
- (ii) "College" means any institution, whether known as such or by any other name which provides for a program of study.
- (iii) "University" means the M. S. Brij University, Bharatpur.
- (iv) "Course" means one of the units which comprises a program of study.
- (v) "Program/Program of study" means a higher education program pursued for a degree, diploma etc.
- (vi) "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, such as the University Grant Commission, All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), etc.
- (vii) "Student" means person admitted to and pursuing a specified program of study.

1. Eligibility Criteria for Temporary Affiliation :-

- 1.1.1 The proposed college seeking affiliation at the time of inspection by the University shall satisfy the following requirements, or the University shall satisfy the following requirements, or the requirements in respects of any of them prescribed by the Statutory/Regulatory body concerned, whichever is higher:
- 1.1.2 Undisputed ownership and possession of land measuring not less than 2 acres if it is located in metropolitan cities and 5 acres if it is located in other areas;
- 1.1.3 Administrative, academic and other building with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University concerned for each of the higher education course/program with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory/Regulatory body concerned, taking care that all building constructed in the college are disabled friendly;
- 1.1.4 Academic building sufficient to accommodate the faculties, lecturer/seminar rooms, library and laboratories with a minimum of 15 sq. ft. per student in lecture/seminar rooms/library and 20 sq. ft. per student in each of the laboratories;

- 1.1.5 Number of teaching and non-teaching staff as per University norms;
- 1.1.6 Adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the Central/State PWD;
- 1.1.7 A library with at least 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed program to include both text books and reference books, besides two journals per subject, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC from time to time.
- 1.1.8 Necessary laboratory equipment's as prescribed by the University/statutory /Regulatory body concerned, for each of the higher education program;
- 1.1.9 A multipurpose complex/an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per the local requirements as decided by the University;
- 1.1.10 Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, Multipurpose complex/auditorium common rooms and hostel rooms, and for other facilities;
- 1.1.11 A Duly constituted managing body as specified by the University.

1.2 The college, if not run by the State Government;

- 1.2.1 Shall be managed by a duly constituted and registered society or Trust.
- 1.2.2 Shall satisfy the University that adequate financial provision as available for running the college for at least three years without any aid from any external source. In particular, it shall produce evidence of creating and maintaining a corpus Fund permanently in the name of the college by way of irrevocable Government Securities of ₹ 15 Lacs per program, if the college proposes to conduct program only in Arts, Science and Commerce, ₹ 35 Lacs per program or as prescribed by the relevant Statutory/Regulatory body, if it proposes to offer professional program, or FD Rs for like amounts jointly held by the college and the University for a minimum lock in period of three years. The interest accrued out of it may be utilized by the college with prior permission of the University for strengthening its infrastructure facilities;
- 1.2.3 Shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.
- 1.2.4 The Registered Society/Trust in justified exceptional cases may be allowed to start the college for the first year of the program in a readily available building, with the condition that all other academic and administrative requirements are satisfied under the regulations and the college shall complete the building per Para 2.4 and other requirements cited in the detailed project report by the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college shall not be granted renewal of temporary affiliation until the college moves to the permanent buildings. Under no circumstances, extension of time for this movement to the permanent building shall be granted by the University beyond five years;

1.3 The registered Society/Trust proposing the college shall execute a bond;

- 1.3.1 To impart instruction only in the subjects and for the courses/program in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such courses/program shall follow the syllabi approved by the appropriate academic bodies of the University.
- 1.3.2 To comply with all the provisions of the Act, the Statutes and the ordinances, Rules and Regulations of the university framed in this regard;
- 1.3.3 To follow the Rules, Regulations and guidelines of the Statutory/Regulatory bodies issued from time to time;
- 1.3.4 To the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Ordinance/Regulations of the University/State Government/UGC, and shall ensure imparting of adequate instruction to the students in the course/program of the studies to be undertaken by the college and that the Student-Teacher Ratio in the college shall be as per the UGC norms;
- 1.3.5 To the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales along with applicable allowances as per the pay scales prescribed by the UGC/Central/State Govt. as the case may be from time to time.
- 1.3.6 To the effect that appointment of members of the teaching and the non-teaching staff shall be made only, on considerations of merit based on qualification and experience prescribed for them and not by demanding or accepting any donation or other consideration;
- 1.3.7 To the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfillment of the conditions for affiliation to the University within a fortnight of changes coming into effect.
- 1.3.8 To the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University based on the norms of the UGC;
- 1.3.9 To the effect that no student shall be admitted to any program of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per program of study by the University;
- 1.3.10 To the effect that the college shall not, without the previous permission of the University, suspend offering an already approved course/program of study;
- 1.3.11 To the effect that the academic and welfare activities of the students belonging to the scheduled castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college.

- 1.3.12 To the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Regulations/ Orders of the UGC/University/Government shall be maintained and made available as and when required for inspection;
- 1.3.13 To the effect that the college shall furnish all such returns and other information as the UGC/University/Government may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC/University/Government may direct to maintain the same;

2. Procedure for granting Temporary Affiliation:

- 2.1 The application to start a new college and to get it affiliated to an University can be submitted by Central/State Government Institutions and Registered Society/Trust. The dates for submission of application form shall be as under-
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| Without late fee | - | 31st Dec. |
| With penalty equal to the affiliation fees & Late Fee of ₹ 500/- per course/subjects | - | 28th Feb. |
| With penalty equal to double the affiliation fees & Late Fee of ₹ 1,000/- per course/subjects | - | 31st March. |
- 2.2 If the applicant is a society/Trust, it shall have been registered under Registration of societies Act, the Trusts Act or any other Act of the Central/State Government on or before the date of submission of the application.
- 2.3 The government/Society/Trust which proposes to start the college and wishes to get it affiliated to the University in whose jurisdiction the location of college falls shall make an application within the stipulated time to the University in the prescribed preformed along with the prescribed fee in the form of Demand Draft drawn in favor of the Registrar of the University.
- 2.4 The application shall be submitted with certified copies of the following documents:**
- 2.4.1 Registration of the society/Trust along with details of Constitution and Memorandum of Association.
- 2.4.2 Letter from the competent Authority designated by the Government concerned for classification of land and its location as metropolitan or other areas;
- 2.4.3 Land Use certificate from the competent Authority designated by the Government concerned;
- 2.4.4 Registered land/Govt. leased land documents in the name of the applicant;
- 2.4.5 Appropriate order from the Govt. permitting the Society/Trust to start the college with details of the course programs intended to be offered;
- 2.4.6 Building plan of the proposed college prepared by a registered Architect and approved by the competent Authority designated by the Govt. concerned.
- 2.4.7 Registered documents by the registered society/Trust earmarking land and buildings for the proposed colleges;

- 2.4.8 Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as specified under clause 1.2.2
- 2.4.9 The required infrastructure for e.g. land, rooms and laboratories shall be submitted by the college with the verification from the XEN of the area concerned.
- 2.4.10 Detailed Project Report giving**
- a) Background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions, details of its promoters including their background; its activities in the social, charitable and educational spheres since its inspection and its vision and mission;
 - b) development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programs, increase in students, intake and introduction of postgraduate programs/ research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty and other support facilities, including students amenities, such as hostels, sports and recreational facilities.
 - c) Architectural master plan indication the land use pattern including those for the future.
 - d) Policy with regard to faculty recruitment, retention and development;
 - e) Structure of academic and administrative governance;
 - f) Sources of financing of capital and operating expenditure, besides funds to be generated through students fees; and
 - g) Resource projections and their utilization schedule.
- 2.5 The University shall make a preliminary scrutiny of the application, and if found satisfactory, issue a letter of intent, within two weeks from the date of receipt of the application by the University, to cause an inspection within a period of three months for physical verification of all requirements.
- 2.6 The college shall be subjected to an inspection by the University through a committee of experts nominated by the BOI consisting of:
- 2.6.1 One Expert for each of the faculty areas proposed for UG & in PG subject expert.
 - 2.6.2 Coordinator, College Development Council/an equivalent academician of the University.
 - 2.6.3 One of the subject experts at the level of professor, as nominated by the BOI, shall be the Chairperson of the committee.
- 2.7 The report of the inspection committee shall be submitted by the chairperson to the University duly filled in and signed by all the members. The University shall process the report through its appropriate Bodies and decide to grant, or not to grant, temporary affiliation to the college, recording the reasons in writing for its decision within three months of inspection.
- 2.8 On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each program in the college.
- 2.9 The Syndicate of the University shall be the ultimate to decide granting or not granting affiliation.

2.10 Continuation of temporary affiliation of the program of study and the colleges itself shall be granted by the University on a year to year basis through inspection process prescribed in these Regulations.

2.11 If the University decides not to grant affiliation to the college for reasons, recorded in writing, of its failure to meet the conditions/requirements for granting affiliation, the college may apply again if it fulfills the conditions, requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

3. Eligibility Criteria for Permanent Affiliation:

3.1 The college shall have completed at least five years of satisfactory performance after getting temporary affiliation and attained the academic and administrative standards as prescribed by the University/UGC/Statutory/Regulatory Body concerned from time to time.

3.2 The college shall have completed construction of buildings and all infrastructure/ facilities as stipulated in the Regulations.

3.3 All the teaching and non-teaching Staff are appointed on permanent/on regular basis, (In cases of a Government college on the UGC/Government scales of pay).

3.4 The college shall have a duly constituted Colleges council as per the norms.

4. Procedure for granting Permanent Affiliation:

4.1 A college which wishes to get permanent affiliation shall apply to the University any time after completing five years of temporary affiliation in the Performa along with the prescribed fee in the form of Demand Draft drawn in favor of the Registrar of the University.

4.2 The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in the Regulation.

4.3 If the University decides not to grant permanent affiliation to the colleges for reasons. To be recorded in writing, of its failure to meet the conditions/ requirements for getting such affiliation, the college may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

5. Eligibility to apply for addition of new programs of study:

5.1 Any proposal for adding new programs shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard in particular, to the needs of the un-served, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.

5.2 Any proposal for raising the existing under-graduate college to post-graduate studies level shall be considered by the University only after satisfactory completion of five years of the under-graduate program and the proposed building, qualified faculty and other infrastructure facilities are fully created as per the regulations.

5.3 Each application for addition of a new program or for upgrading the existing program to post-graduate level shall be accompanied by the prescribed fee in the form of demand draft in favor of the Registrar of the University.

5.4 The procedure for according temporary affiliation to additional programs of study of for upgrading the existing programs in the college shall be the same as prescribed under the regulations for temporary affiliation.

6. Withdrawal of affiliation:

6.1 The privileges conferred on a college by affiliation may be withdrawn in part or in full, suspended or modified, If the college, on the enquiry is found to have failed to comply with any of the provisions of the Act, the Statutes, the Ordinances, the Rules and Regulations or any other direction or instruction of the UGC/University/statutory

/Regulatory body concerned or failed to observe any of the conditions of affiliation or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.

- 6.2 If an affiliated college ceases to function or it is shifted to a different location or it is transferred to a different Society, Trust, individual or a group of individuals without the prior approval of the University, the affiliation granted to the college shall lapse automatically on such ceases, shifting or transfer, as the case may be, and it shall be treated as a new college for the purposes of future affiliation. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
- 6.3 Without prejudice to the Regulation, the Commission on its own, or on the basis of any complaint or any other information or report from any other sources, can cause an enquiry by the university in respect of a college, and after giving the college a reasonable opportunity of being heard, may pass an order under Section 12A(4) of the UGC Act prohibiting such college from presenting any student then undergoing such specified course/program of study therein to an University for the award of the qualification concerned and the affiliation of the college shall stand terminated as per section (12A)(5) of the UGC Act.
- 6.4 If the University decides to withdraw the affiliation of the college, or affiliation stands terminated by the order of the University, temporarily or Permanently, such decision shall not affect the interests of the students of the college who were on its rolls at the time to issue of the order till they pass out the normal duration of program to which they are registered at the time. The University/ Government shall have the duty of alleviate the educational future of the affected Students in an appropriate manner as per its decision.

7. Penalties on the University granting affiliation to sub-standard colleges or failure of Universities/colleges to comply with the Regulations of Commission:

- 7.1 If any University grants affiliation to a college which does not fulfill the conditions/requirements for affiliation as per the Regulation, or if the University grants affiliation in contravention of the relevant provisions of the UGC Act and Regulation, the commission may take such action as it may think fit, including that of withholding the grants to the University and/or delisting the said University from the list of universities maintained by the Commission under section 12B of the UGC Act.
- 7.2 If any college included under section 2(f) and receiving UGC Grants under section 12B is found guilty of violation of the Regulation, the Commission may take such action as it may think fit, including that of withholding the grants to the college and/or delisting the said college from the list of colleges maintained by the commission under Section 2(f) and/or 12B the UGC ACT.

8. Penalty on colleges:-

- 8.1 If the college on enquiry is found to have deviated from the rules and regulations of the UGC/University/Statutory/Regulatory body concerned the University will be empowered to impose a penalty on such deviation from rules. The defaulting college will incur financial penalties on repeated violation of regulations the defaulting college may be punished by disaffiliation to the University.

Schedule of Affiliation fees

Name of Course	Affiliation Fee
B.A./B.Sc/B.Com./BFA/B.Lib Pass/ Hons. Course M.Sc.- Pharmaceutical Chem/Bio-Chem/polymer Chem/&GPEM in M.A./M.Sc./M.Com/M.Ed.	₹ 56,000 per Course
B.A./B.Sc/B.Com./BFA/B.Lib Pass/ Hons. Course For per Additional Subject	₹ 14,000 per Course
M.A./M.Sc/M.Com./MJMC/MFA/M.Mus.	₹ 14,000 per Course
BBA/BCA/B.Sc.-Biotechnology/Microbiology M.Sc.- Biotechnology/Microbiology/IT Diploma Course in Film Tech./ Hotel Mgmt & Catering PG Diploma Course in GPEM	₹ 1,05,000 per Course
MIB/MFC/MHRM	₹ 42,000 per Course
PG Diploma/Certificate Course	₹ 70,000 per Course
B.Ed.	₹ 1,05,000 per Course
LLB	₹ 1,12,000 per Course
Permanent affiliation	Four times of the normal affiliation fee.
The cost of form/Online application fees 1. Temporary Affiliation 2. Permanent Affiliation	₹ 1000 ₹ 5000
Extension of Provisional Affiliation fee	50% Amount as per above chart
Inspection fee for fresh/increase intake/ additional subject:/Permanent affiliation	₹ 10000

Schedule of Submission of Affiliation forms: Session 2016-17

Last Date for submission of fee without late fee preceding to Academic Session:	31 Dec, 2015
With penalty equal to Affiliation fee and late fee (₹ 500/- per course/ subjects) preceding to Academic Session.	28 Feb, 2016
With Penalty equal to double of affiliation fee and late fee(₹ 1000/- per course subject) preceding to academic Session:	31 March, 2016

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Copy to :

1. All members of BOM.
2. All members of BOS & BOI.
3. The F.C., M. S. Brij University, Bharatpur
4. All the Principals of the Affiliated Colleges.
5. The Asstt. Registrar, Examination/ Secrecy.
6. The P.S. to Vice-Chancellor.


Registrar

Dated :- 16/9/2015


Registrar