

- (v) Draft revised Ordinance OB-6 and Regulations RB.1- 6 relating to affiliation matters.

The 22nd Affiliation Committee in its meeting held on 24.9.99 after discussing at length on the revision of Ordinance OB-6 and Regulations RB.1-6 relating to affiliation matters to the colleges' submitted the draft revised Ordinance and Regulations which is placed as Annexure -'A'.

The matter was placed before the 62nd meeting of the Academic Council and the Council Resolved to approve the same.

The matter is placed before the Council for consideration.

CLJ

<u>Sl.No.</u>	<u>Existing</u>	<u>Proposed</u>
<u>Clauses</u>		
Affiliation Committee	1.(1) The Academic Council shall constitute an Affiliation Committee for Colleges /Institutions under the University -The composition of Committee shall be as follows:  (i) Vice-Chancellor or Chairman Pro-Vice-Chancellor.  (ii) Director of public Instruction/Member(s) Higher Education or his nominee of the State(s) concerned  (iii) Two nominees of the - Members Academic Council  (iv) Registrar or any other Member - Controller - Member Officer nominated by the Vice- of Examination. Chancellor.  (v) - Director, CDC - Member-Secretary	
Starting a New College/Institution/Course	(3) (1) When it is proposed start a new college/institution/course, the sponsoring body, or in case of a Government college/Institution, the Head of the Government department concerned, shall submit on an application to the Registrar in a prescribed form not later than August 15 of the preceeding year in which it is intended to start the college/institution/course. The application shall be accompanied by a project report giving details along with required fees as laid down hereunder.	When it is proposed to start a new college/institution/course, the sponsoring body, or in the case of a Government College/Institution, the Head of the College/Institution./ sponsoring authority concerned, shall submit on an application to the Registrar with copy to Director, CDC in a prescribed form not later than August 15 of the preceeding year in which it is intended to start the college/institution/course. The application shall be accompanied by a project report giving details along with required fees as laid down here - under.

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Sl.No  
Clauses

Existing

Proposed

Remarks

Initial  
Screening  
of the  
application

(2) On the receipt of the application along with prescribed fees, the Affiliation Committee shall scrutinise the application and may seek further clarification, if necessary from the sponsoring body either in writing or through a representative. If the Committee is satisfied with the project report, it shall constitute an Inspection Team with the approval of the Vice-Chancellor, with not less than three members including the Director of Public Instruction/ Higher Education of the State concerned or his nominee and the subject expert(s). The Convener of the Inspection Team shall be a person not below the rank of Professor.

(3)

On the receipt of the application along with prescribed fees, the Affiliation Committee shall scrutinise the application and may seek further clarification, if necessary from the sponsoring body in writing. If the Committee is satisfied with the project report and having found that there is a prime facie case for starting a new college/institution then it shall recommend constitution of an Inspection Team. The Inspection Team shall comprise of not less than three members including the Director of Public instruction/Higher Education of the State concerned or his nominee and the subject expert(s). The Convener of the Inspection Team shall be a person not below the rank of Professor.

The Affiliation Committee shall not forward any case for the consideration of A.C. unless the college/institution/ sponsoring authority satisfies the minimum prescribed requirement for starting a new college/institution.

(4) The Inspection Team shall take necessary steps to examine the request, inspect the site and submit its report on the need for the proposed college/institution/ course, the suitability of the site feasibility of the plan submitted the adequacy of physical and financial resources offered, library/ laboratory facilities and submit the necessary recommendations to the Affiliation Committee. If the Affiliation Committee is satisfied

The Inspection Team shall take necessary steps to examine the request, inspect the site and submit its report on the need for the proposed college/institution/ course, the suitability of the site, feasibility of the plan submitted, the adequacy of physical and financial resources offered, library/laboratory facilities and submit the necessary recommendations to the Affiliation Committee. If the Affiliation Committee is satisfied with the report it shall recommend to the A.C. for

Sl.No.  
Clauses

Existing

with the report it shall recommend for getting permission to start a college/institution/course to the Academic Council.

permission to start a college/institution/course.

Preliminary 5(2)  
steps by the  
sponsoring  
Agency for  
Provisional  
Affiliation.

The college/institution seeking provisional affiliation should have a regular and qualified Principal, teaching and non-teaching staff as per University norms.

Grant of  
Provisional  
Affiliation  
1st step

(7) The Chairman of the Affiliation Committee shall constitute either a fresh Inspection Team or send the same team (the one on whose report permission was granted) to visit the college/institution on any working day in the first academic session latest by 31st October and submit a report in the form as may be prescribed in the Regulations. The Affiliation Committee after receiving the report will forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may grant provisional affiliation for a period of three years only. Affiliation may ordinarily be granted in the first instance, to start general level courses. Provided that in the case of a college/institution sponsored by the Govt. or by an Educational Society

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Sl. No.  
Clauses

Existing

Proposed

Remarks

of repute, affiliation may be granted to general and major level/professional courses simultaneously.

Renewal of Provisional Affiliation  
2nd step

4(1) Provisional affiliation to a college institution shall be granted for a period not exceeding three years at a time. Request for renewal shall be submitted in the prescribed form six months before the expiry of the period of provisional affiliation.

Provisional affiliation to a college/institution shall be granted for a period not exceeding three years at a time. Request for renewal shall be submitted in the prescribed form six months before the expiry of the period of provisional affiliation. If a college/institution does not apply for renewal of affiliation well within the period of provisional affiliation, the affiliation granted shall stand terminated automatically.

Inspection

5. Every college/institution admitted to the privileges of the University shall be inspected as per the provision laid down in the Statutes.

Every college/institution admitted to the privileges of the University shall be inspected as per the provision laid down in the Statutes/Ordinances/Regulations.

Permanent Affiliation

6(1) A college/institution which has been granted provisional affiliation, after the lapse of the stipulated period as prescribed in the Regulation, may apply for permanent affiliation\* which may be considered by the Executive Council on the basis of recommendation of the Academic Council.

Executive Council - 45

\*if the college has been enjoying temporary affiliation for 10 years or more.

Admission of Students

(3) No student shall be admitted to any college/institution/course of study before permission to start classes is granted by the University.

No student shall be admitted to any college/institution/course of study before permission to start classes is granted by the University, breach of this rule may invite refusal of any permission to the college/institution.

<u>Sl.No.</u> <u>Clause</u>	<u>Existing</u>	<u>Proposed</u>	<u>Remarks</u>
Affiliation and other fees	4(iii) Fees for permission to open a new course/subject-Rs.3000/-	Rs.3000/- for each course and an additional Rs.3,600/- for each subject.	
	(iv) -	All college/institutions affiliated permanently have to deposit affiliation fee of Rs.5000/-after every three years.	
Minimum staffing RB-2	1(ii) Three year degree Course Science (General) At least four teachers	for each subject	
	(iii) Three year degree course, Science (Honours) At least five teachers	for each subject	
	(iv) Three year degree course(per programmes) other than Science (General) At least three teachers	for each subject	
	(v) Three year degree course(per programmes) other than Science (Honours)	for each subject	
2.	-	Qualification	as per UGC Norms
3.	-	Principal	
		Colleges to take preparatory steps to increase the number of teachers.	
Application For	To The Registrar, North-Eastern Hill University Mawkynroh, Umshing Shillong - 793 022	To The Registrar/CDC, Director, North-Eastern Hill University Mawkynroh, Umshing Shillong - 793 022.	

Sl.No  
Clauses

PROFORMA FOR INSPECTION  
REPORT FOR PROVISIONAL/  
RENEWAL OF AFFILIATION

Existing

Inspection Team Report for (to be  
submitted to the University in  
duplicate)

Proposed

/PERMANENT AFFILIATION

Inspection Team Report for (to be  
submitted to the University in  
duplicate)

Remarks

1. Name of the College \_\_\_\_\_

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2. Its sponsoring Authority \_\_\_\_\_

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3. The level status of the college  
(whether college is a registered  
body under Societies Registration  
Act.

3(i) Registration No. \_\_\_\_\_  
(ii) The Level Status of the college  
(whether college is a registered body  
under societies Registration Act)  
(Copy of Registration to be enclosed)

4. Whether the college is having a  
Governing Body duly constituted  
for the purpose.

4. Whether the college is having a Governing  
Body duly constituted for the purpose  
(Enclose a list of G.B. Members).

attached a copy of the constitution

attached a copy of the constitution

5. Any special features of the Governing  
Body/Constitution which deserve special  
attention for the grant of affiliation

Physical and Financial Resources

Physical and Financial Resources

6. Whether the college is already  
located at its own site? Yes/No:

6. Whether the college is already located  
at its own site Yes/No.

i. Area of the site  
ii. Build in area  
(copy of the site plan to be enclosed)

(a) If not, whether the college has  
already acquired land?

(a) If not, whether the college has  
already acquired land?

i. Give total area  
ii. Registration No. \_\_\_\_\_ dt. \_\_\_\_\_

Sl.No.

Existing

Proposed

6. Students seeking Admission:

- |          |         |
|----------|---------|
| General  | Honours |
| 1. B.A.  |         |
| 2. B.Sc  |         |
| 3. B.Com |         |

8. Students seeking Admission:

- |                     |         |
|---------------------|---------|
| General             | Honours |
| 1. B.A.             |         |
| 2. B.Sc             |         |
| 3. B.Com            |         |
| 4. LL.B.            |         |
| 5. Any other course |         |

9. Whether the college has adequate number of titles of books and journals for the courses of study mentioned at para above.

9. Whether the college has adequate number of titles of books and journals for the courses of study mentioned at para above? (Enclose a list of subjectwise titles)

10. Facilities for classroom, reading room etc. Give details

10. Facilities for classroom, reading room etc. Give details.

- (a) Reading room No. Size.....Adequate/Inadequate
- (b) Classrooms No. Adequate/Inadequate
- (c) Students' Common room No. (for boys/girls)
- (d) Principal's room
- (e) Vice-Principal's room
- (f) Teachers' Common room
- (g) Library Size.... Adequate/Inadequate

- (h) General utility
  - i. Teachers
  - ii. Boys
  - iii. Girls

11. Whether the college has adequate equipment/laboratory facilities for practical classes?

11. Whether the college has adequate equipment/laboratory facilities for practical classes? (A list of equipment to be enclosed).

Sl. No.  
Clause

Existing

Proposed

Remarks

12. Details of teachers

12. Details of teachers including the Principal

1	2	3	4	5	6	7
Name	Lec turer spe cial isa tion	Divi sion Grade	% of marks	Date of join ing	Re search	Pub. lic ation

(a) Principal:

Name	Age	Date of birth	Quali- fica tion	is he a regular Principal Yes/No.
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1	2	3	4	5	6	7	8
(b) Name	Age	Lec tur er spe cial isa tion	Divi sion	% of marks	Date of join ing	Research of degree	Pub lica tion

Note: Enclose copies of appointment letters of teachers and the Principal.

13. Whether the college has adequate No. of qualified teachers as per the University regulations in the subjects for which affiliation is sought?

13. Whether the college has adequate No. of qualified teachers as per the University regulations in the subjects for which affiliation is sought?

- No. of regular teachers (subjectwise)
- No. of temporary teachers (subjectwise)

14. Whether the college is maintaining a fixed term deposit in any bank? Yes/No.

14. Whether the college is maintaining a fixed term deposit in any bank in the name of the college/institution? Yes/No.

If yes, the Fixed Deposit Certificate No. \_\_\_\_\_ dated \_\_\_\_\_

If yes, the Fixed Deposit Certificate No. \_\_\_\_\_ dated \_\_\_\_\_

For Rs. \_\_\_\_\_

For Rs. \_\_\_\_\_

in the Bank \_\_\_\_\_

in the Bank \_\_\_\_\_

(mention the name of the Bank & Branch)

(Enclose copy of the FDC)

Sl.No.  
Clauses

Existing

Proposed

Remarks

15. Any other observation (s)

15. Any other observation(s)

16. Recommendations:

15. The Convenor of the Inspection Team should obtain and enclose a certificate from the competent college authority (Principal or Chairman of the G.B.) that the information provided by them about the college/institution is correct.

17. Recommendations:

Notes:

Notes:

(A) If conditional recommendation is made kindly specify the conditions and the period by which the same are expected to be fulfilled by the college for the Provision/Extension of Affiliation.

(A) If conditional recommendation is made kindly specify the conditions and the period by which the same should be fulfilled by the college for the Provision/Extension of Affiliation. The College authority should inform the College Development Council about the fulfilment of the conditions within the stipulated time/period.

(B) If provisional affiliation is recommended upto a certain period only, this may be mentioned.

(B) If provisional affiliation is recommended upto a certain period, the same may be specified with conditions if any.

Signature of the members  
of the Inspection Team

Signature of the members  
of the Inspection Team with date.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Item No.5

## ACADEMIC MATTERS

**5:1- Statutes, Ordinances, Regulation & Rules.**

## (i) Framing of an Ordinance on Certificate and PG Diploma Courses

EC:105:99:5:1: (I): The Council considered the draft Regulation on Certificate and PG Diploma Courses and RESOLVED to approve the same as per Annexure I.

## (ii) Membership of Statutory Bodies of the University.

EC:105:99:5:1: (ii): The Council considered the membership of retired teachers to the Statutory Bodies of the University and RESOLVED that the re-employed teachers may be treated as 'Invitees' to the academic bodies of the University. Further, Visiting Professors with at least one year tenure may also be treated as 'Invitees'

✓ (iii) Regulation / Rules regarding constitution, Power and functions of the Departmental Research Committee.

EC:105:99:5:1: (iii): The Council considered the constitution, powers and functions of the Departmental Research Committee and RESOLVED to refer the matter back to the Academic Council Committee to edit the draft powers and functions.

(iv) Provision of the Ordinance OC-5 on the eligibility criteria for teaching M.Phil Courses & supervision of Research work.

EC:105:99:5:1: (iv): The Council considered the provisions of Ordinance OC-5 on the eligibility criteria for teaching M.Phil Courses and supervision of research Work and RESOLVED to accept the recommendations of the Academic Council.

(v) Draft revised Ordinance OB-6 and Regulation RB-16 relating to affiliation matters.

EC:105:99:5:1: (v): The Council considered the draft revised Ordinance OB-6 and Regulation RB-16 and RESOLVED to refer the matter to the Affiliation Committee for editing and incorporating the recommendations of the Academic Council.