

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OB-6

ON THE AFFILIATION OF COLLEGES AND SUBJECT OF STUDIES

*Under Section 26(1) (q) of the NEHU Act, 1973
read with Clause (6) of Statute 33*

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| Affiliation Committee | 1. | <p>The Academic Council shall constitute an Affiliation Committee for Colleges/ Institutions(including minority Educational Institutions in any part of India)/Subject/Courses of Study under the University.</p> <p>The composition of the Committee shall be as follows:</p> <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;">i.</td> <td style="padding-right: 20px;">Vice-Chancellor or Pro-Vice-Chancellor</td> <td style="text-align: right;">Chairman</td> </tr> <tr> <td>ii.</td> <td>Director of Public Instruction/Higher Education or her/his nominee of the State(s) concerned</td> <td style="text-align: right;">Member(s)</td> </tr> <tr> <td>iii.</td> <td>Two nominees of the Academic Council</td> <td style="text-align: right;">Members</td> </tr> <tr> <td>iv.</td> <td>Controller of Examinations</td> <td style="text-align: right;">Member</td> </tr> <tr> <td>v.</td> <td>Director, College Development Council (CDC).</td> <td style="text-align: right;">Member-Secretary</td> </tr> </table> | i. | Vice-Chancellor or Pro-Vice-Chancellor | Chairman | ii. | Director of Public Instruction/Higher Education or her/his nominee of the State(s) concerned | Member(s) | iii. | Two nominees of the Academic Council | Members | iv. | Controller of Examinations | Member | v. | Director, College Development Council (CDC). | Member-Secretary |
| i. | Vice-Chancellor or Pro-Vice-Chancellor | Chairman | | | | | | | | | | | | | | | |
| ii. | Director of Public Instruction/Higher Education or her/his nominee of the State(s) concerned | Member(s) | | | | | | | | | | | | | | | |
| iii. | Two nominees of the Academic Council | Members | | | | | | | | | | | | | | | |
| iv. | Controller of Examinations | Member | | | | | | | | | | | | | | | |
| v. | Director, College Development Council (CDC). | Member-Secretary | | | | | | | | | | | | | | | |
| Powers and Functions | 2. | <p>The Affiliation Committee shall be the main body to scrutinize the applications for affiliation and recommend to the Academic Council affiliation of Colleges/ Institutions/Subjects/Courses of Study. Withdrawal of affiliation if any, of Colleges/ Institutions/Subjects/ Courses of Study , shall also be recommended by the Affiliation Committee.</p> | | | | | | | | | | | | | | | |
| Meetings | 3. | <p>The Affiliation Committee shall meet as and when necessary.</p> | | | | | | | | | | | | | | | |
| Quorum | 4. | <p>The Quorum for the meeting of the Committee shall be one-third of its total membership.</p> | | | | | | | | | | | | | | | |
| Degree College/ Institution | 5. | <p>The College/Institution for the purpose of this Ordinance shall be Degree College/Institution providing instructions in subjects/Courses of study for relevant degrees.</p> | | | | | | | | | | | | | | | |
| Admission to the Privileges of the University | 6. | <p>Admission of a college/Institution (providing instructions in subjects/courses of study for relevant degrees) to the privileges to the University shall mean Affiliation for the purposes of this Ordinance and related Regulations.</p> | | | | | | | | | | | | | | | |
| Affiliation of a Subject/Course of Study | 7. | <p>Admission to the privileges of the University for various subjects/course of study leading to a relevant degree (General/Honours/Professional) shall shall mean Affiliation and shall be granted as per this Ordinance and related regulation.</p> | | | | | | | | | | | | | | | |

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| Stages of affiliation of a college/ institution/subject/ course of study. | 8. | Affiliation of a college/institution/subjects/courses of study as per the provisions of this Ordinance and related regulation shall be granted in two stages: (i) provisional affiliation; and (ii) permanent affiliation. |
| Starting a New College/ Institution/ Course | 9. | When it is proposed to start a new college/ institution, the sponsoring body, or in the case of a Government College/Institution the authority concerned, shall submit an application to the Registrar on the prescribed proforma not later than August 15 of the preceding year in which it is intended to start the college/ institution. The application shall be accompanied by a project report giving details along with required fees. |
| Initial Screening of the Application | 10. | On the receipt of the application along with prescribed fees, the Affiliation Committee shall scrutinize the application and may seek further clarification, if necessary, from the sponsoring body /authority concerned in writing. If the Committee is satisfied with the project report and having found that there is a prima facie case for starting a new college/institution, then it shall recommend constitution of an inspection team. |
| Inspection Team | 11. | The inspection team shall comprise not less than three members including the Director of Public Instruction/ Higher Education of the State concerned or her/his nominee and the subject expert(s). The Convener of the Inspection Team shall be a person not below the rank of Professor. |
| Inspection | 12. | The Inspection Team shall submit its recommendations, on the prescribed proforma within 15 days of the visit, to the Affiliation Committee on the need for proposed college/institution after inspecting the site. The Inspection team shall verify suitability of the site, feasibility of the plan submitted, the adequacy of physical and financial resources offered, library/laboratory facilities and other requirement as prescribed in the proforma. If the Affiliation Committee is satisfied with the report, it shall recommend to the Academic Council for consideration of the application to start the college/institution. The Academic Council shall send its recommendations to the Executive Council for grant of permission. |
| Preliminary Steps by the Sponsoring Agency/Authority for Provisional Affiliation | 13. | On receipt of permission to open a college/institution, the sponsoring agency/authority concerned shall constitute a Governing Body and make appointment of the Principal/Director and other teaching and non-teaching staff as the case may be, in accordance with provisions of the Statutes, Ordinances and Regulations of the University. |

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| Application for Provisional affiliation | 14. | The Principal/Director of the new college/institution shall apply to the University on the prescribed proforma along with the prescribed fee for provisional affiliation of the proposed subject(s)/course(s) of study. |
| Grant of Provisional Affiliation | 15. | The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution. The Inspection Tem shall submit its recommendations on the prescribed proforma, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of provisional affiliation for a period of not more than three years. |
| Inspection Team for Provisional Affiliation | 16. | The Inspection Team for inspecting a college/institution for the purpose of provisional affiliation shall comprise not less than three members including subject expert(s). The Convener of the Inspection team shall be a person not below the rank of Professor. |
| Application for Renewal of Provisional Affiliation | 17. | Request for renewal of provisional affiliation shall be submitted to the Registrar on the prescribed proforma, along with required fee, six months before the expiry of the period of provisional affiliation. If a college/institution does not apply for renewal within the period stipulated above, the affiliation granted shall stand terminated automatically on the expiry of the period of provisional affiliation. Provisional affiliation to a college/institution shall be renewed for a period of not more than three year at a time. |
| Grant of Renewal | 18. | The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution. The Inspection Team shall submit its recommendations on the prescribed proforma, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for the renewal of the provisional affiliation for a period of not more than three years at time. |
| Inspection Team for renewal of Provisional Affiliation | 19. | The Inspection Team for inspecting a college/institution for the purpose of renewal of provisional affiliation shall comprise of members as given in clause 16 above. |

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| Application for Permanent Affiliation | 20. | A college/institution which has been granted provisional affiliation, after the completion of ten years of its unconditional affiliation to the university, may apply for permanent affiliation to the Registrar on the prescribed proforma with the required fee. |
| Grant of Permanent Affiliation | 21. | The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution. The Inspection shall submit its recommendations on the prescribed proforma, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of permanent affiliation. |
| Inspection Team for Permanent Affiliation | 22. | The Inspection Team for inspecting a college/institution for the purpose of grant of permanent affiliation shall comprise of members as given in clause 16 above. |
| Application for Starting a new Subject/course of study by an affiliated college/ institution. | 23 | When a college/institution proposes to start instructions in a new subject/course of study for relevant degree, it shall submit an application for permission to the Registrar on the prescribed proforma along with the required fee. |
| Initial Screening of the Application | 24. | On receipt of application along with the prescribed fee, the Director, CDC shall scrutinise the application and may seek further clarifications, if necessary, from the college/institution in writing. Having satisfied herself/himself the Director, CDC, with the approval of the Chairman of the Affiliation Committee, may grant permission to start the new subject/course of study with clear instructions that the college/institution takes necessary steps to fulfill all the requirements under the provisions of the relevant Ordinances and Regulations of the University in this regard. |
| Application for Provisional affiliation to the new subject/new course of study | 25. | The college/institution, having made all arrangements and preparations to start the new subject/course of study shall apply to Registrar on the prescribed proforma for provisional affiliation. |
| Grant of Provisional Affiliation to the new subject /new course of study | 26. | The Chairman of the Affiliation Committee shall constitute an Inspection Team, as given in clause 3:(7) above, to inspect the college/institution. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of provisional affiliation for a period of three years. |

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| Application for Permanent Affiliation to a provisionally affiliated subject /course of study In a permanently affiliated college/ Institution | 27. | A college/institution which has been granted provisional affiliation, may apply for permanent affiliation to a provisionally affiliated subject/course of study after the completion of five years of its unconditional affiliation to the University. |
| Grant of Permanent Affiliation to a Provisionally Affiliated subject/ Course of study in a permanently affiliated college/ institution | 28. | The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution. The Inspection Team shall submit its recommendations on the prescribed proforma, within 15 days of the visit, to the Affiliation Committee. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of permanent affiliation. |
| Inspection Team for Permanent Affiliation to a provisionally affiliated subject/ Course of study in a permanently affiliated college/ institution | 29. | The Inspection Team for inspecting a college/institution for the purpose of grant of permanent affiliation shall comprise of members as given in clause 16 above. |
| Inspection | 30. | Every college/institution admitted to the privileges of the University shall be inspected as per the provision laid down in the Statutes/Ordinances/ Regulations. |
| Power to lay down New Conditions. | 31. | The Executive Council may, from time to time, lay down new conditions for affiliation (general or specific, regarding staff, building, equipment, library, laboratories, finance or other relevant matters) and specify the date by which these conditions must be satisfied, failing which the college/institution may not be allowed to enjoy the privileges of the University. |
| Admission of Students | 32. | No student shall be admitted to any college/ institution/course of study before permission is granted by the University. Breach of this rule may invite refusal of any permission to the college/institution. |

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Affiliation and Other Fees	33.	As specified in the relevant Regulation.
Power to withdraw Permission of Any Affiliation for a College/Institution	34.	The Executive Council shall have the power to withdraw permission or any affiliation from a college/institution at any time whenever, in the opinion of the Executive Council, the college/institution has failed to comply with the Rules, Regulations, Statutes, Ordinances or any other directives of the University, or if the college/institution has failed to maintain order and discipline in the College/institution or the normal regular and proper functioning of the College/institution has become impossible due to mismanagement of the affairs of the college/institution or for any other reasons including non-payment of affiliation fee etc.
Dissolution of a College/institution/ Subject/Course of Study	35.	No college/ institution/ subject/ course of study shall be dissolved/abolished/suspended by the 'Governing Body' or Advisory Committee of the college/institution without making prior arrangement for admission of its students in another affiliated college(s) /institution(s) and without making alternative arrangement for the employment of the permanent members of the teaching and other staff and also without obtaining prior approval of the Academic Council, Executive Council, the State Government, and the University Grants Commission. Provided that no College/institution/subject/ course of study shall be dissolved/abolished/suspended in the midst of an academic session.
Removal of Difficulties	36.	Any difficulty arising in interpretation of, giving effect to, any provisions of this Ordinance, shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final.

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1. Approved vide E.C. Resolution No. EC:90:96:5:1(ii) and notified vide Notification No. CONF/13-2/Ord/87(Vol.III)-251, dated March 20, 1997.
 2. Amended vide E.C. Resolution No. EC:107:2000:5:1(iv) and notified by Notification No.Conf/13-5/ORD/99-1824 dated September 14, 2000.
 3. National Commission for Minority Educational Institution Act 2004.
 4. Amended to the Title of Ordinance OB-6 was approved vide Academic Council Resolution No.AC:76:2006:2:(ii)and Executive Council Resolution No.EC:127:2006:5:1:(i): dated December 20, 2006.
 5. Amendment to Clause 1(i) approved vide Resolution No:AC:2005:2(iv), Executive Council Resolution No:EC:123:12:2005:5:1(ii), dated December 14, 2005.
 6. Amendment to OB-6 approved vide Academic Council Resolution No:AC:76:2006:2:(i), Executive council Resolution No:EC:127:2006:5:1:(i) dated December 20, 2006, Notified vide No.F.Conf/13-5/ORD/99(Vol.III) dated November 22, 2006.