



कोटा विश्वविद्यालय, कोटा

एम.बी.एस. मार्ग, कबीर सर्किल के पास, कोटा (राज0)

क्रमांक एफ-5()शैक्ष./कोविको/2023-24/109

दिनांक : 3-4-24

अति-आवश्यक

प्राचार्य/सचिव/अध्यक्ष,
समस्त सम्बद्ध राजकीय/निजी महाविद्यालय, (समस्त पाठ्यक्रम)
कोटा विश्वविद्यालय, कोटा।


विषय :-महाविद्यालय में संचालित विभिन्न पाठ्यक्रमों में अस्थायी एवं स्थायी सम्बद्धता प्रदान किये जाने के संबंध में नियमावली की पालना तथा निजी महाविद्यालयों में प्राचार्य एवं व्याख्याताओं का चयन अनुमोदन करवाये जाने की समय-सीमा निर्धारण, स्वीकृत से अधिक सीटों पर छात्रों का प्रवेश, असम्बद्ध पाठ्यक्रम/विषय में छात्रों को प्रवेश देने समेत अन्य कई बिन्दुओं के संबंध में कार्य प्रक्रिया के लिये निर्धारित नियमों की पालना बाबत।

महोदय,

उपर्युक्त विषयान्तर्गत लेख है कि निरीक्षण मण्डल की बैठक दिनांक 08.01.2024 के मद संख्या 7 में लिये गये निर्णयानुसार कोटा विश्वविद्यालय, कोटा के क्षेत्राधिकार में अवस्थित समस्त राजकीय/निजी महाविद्यालयों में संचालित विभिन्न पाठ्यक्रमों में अस्थायी एवं स्थायी सम्बद्धता प्रदान किये जाने के संबंध में नियमों/कार्यप्रणाली तैयार की गई है जिसकी पालना सुनिश्चित किये जाने हेतु सभी महाविद्यालयों को निर्देशित किया जाता है। साथ ही उक्त नियमावली में विभिन्न मदों में शास्ति राशि भी निर्धारित की गई है, नियमों की छाया प्रति पत्र के साथ संलग्न है।

उक्त संबंध में अग्रिम लेख है कि निरीक्षण मण्डल द्वारा उक्त नियमावली के अंतिम पृष्ठ पर उल्लेखित विभिन्न कमियों/मदों पर शास्ति राशि (Penalty) निर्धारित की गई। महाविद्यालयों को उक्त नियमावली प्रेषित कर पालनार्थ तथा विभिन्न मदों पर निर्धारित शास्ति (Penalty) को सूचित कर कमीपूर्ति करने हेतु 2 माह का समय दिया जाता है तथा 2 माह की समाप्ति तक कमी पूर्ति नहीं किये जाने पर/कौताही बरती जाने पर पैनल्टी राशि व अन्य कार्यवाही की जावेगी, जिसके लिये महाविद्यालय प्रशासन जिम्मेदार रहेगा।

संलग्न-उपरोक्तानुसार।


कुलसचिव

क्रमांक एफ-5()शैक्ष./कोविको/2023-24/

दिनांक

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. निजी सचिव, कुलपति, कोटा विश्वविद्यालय, कोटा को माननीया कुलपति महोदया के समक्ष प्रस्तुत करने हेतु प्रेषित है।
2. वेब मास्टर, कोटा विश्वविद्यालय, कोटा को भेजकर अनुरोध है कि उक्त पत्र व संलग्न नियमावली को विश्वविद्यालय की वेबसाइट पर अपलोड कराने का कष्ट करें।

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कुलसचिव

RULES

Temporary & Permanent Affiliation

1. Eligibility Criteria for Temporary Affiliation

A college within the University Jurisdiction, on satisfying the condition may be affiliated to the University. The proposed college seeking affiliation, at the time of inspection by the university, shall satisfy the following requirements, and/or the requirements in respect of any of them prescribed by the Statutory/Regulatory body concerned.

- a. No, Objection Certificate from State Government (not applicable for govt. colleges)
- b. Undisputed ownership and possession of land in the jurisdiction of the University & measurement as per the concerned regulatory bodies i.e. NCTE, AICTE, Bar Council of India etc. or the State Government norms from time to time.
Provided that it shall not be applicable to colleges already affiliated to the University. Further, it is noted that it should not compromise extracurricular/extra-mural curricular activities of the college.
- c. Building safety certificate from PWD or competent authority of the State Government. (not applicable for govt. colleges)
- d. Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements. As specified by the University time to time for each course/subject with adequate scope, for future expansion in conformity with those prescribed by the UGC/Statutory/Regulatory body. The building/s constructed in the college are disabled friendly;
- e. Building Sufficient to accommodate the faculties, lecture/seminar rooms, library, laboratories and offices.
- f. Number of teaching and non-teaching staff as per UGC/Statutory/Regulatory/ University Norms.
- g. Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, common room and Principal room and offices
- h. Adequate civic facilities for essentials like water including safe drinking water, electricity, ventilation, toilets (separate for Girls), Sewerage, etc. In conformity with the norms laid down by the State/UGC/University; further adequate measure should be ensured for safety, security, pollution control, etc.
- i. To start a library, at least 300 books of 40 different titles for each section of student, which should include text books of all subjects, besides reference books, one journal per subject, one journal multi disciplinary & online subscription of journals along with a book bank facility for students belonging to the Scheduled Castes and Scheduled Tribes or as per the concerned

regulatory bodies i.e. NCTE, AICTE, etc or the state govt. norms from time to time. Annual addition of 100 books of all subjects in case of extension in provisional affiliation in all Government & Private colleges. At least two computers with internet facility is required in library.

- j. Necessary laboratory equipments as prescribed by the University/Statutory/Regulatory body concerned.
- k. Facilities for sports, canteen, health care, separate Girls/Boys common room, and separate hostels for boys and girls as per the local requirements and as decided by the University from time to time;
- l. A duly constituted managing body (minimum 15 members) in which the principal and one teaching staff should be ex-officio members (for private colleges).
- m. Landline telephone, Internet & CCTV facility in working condition is required in the college.

The college, if not run by the State Government: (Private Colleges)

- i. The college run by a registered society or trust need to submit
 - a. Certificate of its Registration.
 - b. Shall satisfy the University that adequate financial provision is available for running the college for at least three years without any aid from any external source. In particular, college should produce evidence of creating and maintaining a Corpus Fund/Endowment Fund as prescribed by University time to time. If the college proposes to introduce/start course/subject in Arts, Science and Commerce or any other discipline for five year in the form of FDRs, amount jointly held by the college and the University. The interest accrued out of it may be utilized by the college for strengthening its infrastructure facilities with the prior permission of the University.
 - c. Shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.
- ii. The Registered Society/Trust in exceptional cases, if justified by the management committee of the college, may be allowed to start the college for the first year of the course/subject in a readily available building, with the condition that all other academic and administrative requirements are satisfied under the Rules and the college shall complete the buildings and other requirements cited in the detailed project report by the end of the third year, and the college is moved completely to the proposed permanent building by the beginning of the fourth year, failing which the college shall not be granted renewal of temporary affiliation until the college moves to the permanent building.
- iii. The Registered Society/Trust proposing the college shall execute a bond of Rs. 100/-



- a. To impart instruction only in the subjects and for the courses/subjects in the faculties for which affiliation has been granted by the University. All such courses/subjects shall follow the syllabi of the University;
- b. To comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the University as amended from time to time;
- c. To follow the Rules, Regulations and Guidelines of the Statutory/Regulatory bodies/University issued time to time;
- d. To the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC/Statutory/Regulatory body and conditions of service shall be in accordance with the Statutes/Ordinances/Regulations of the University/State Government/UGC.
- e. 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/State Government, as the case may be, from time to time;
- f. To the effect that appointment of members of the teaching and the non-teaching staff shall be made as prescribed in Statutes/Ordinance/Regulations/Rules/Office Orders of the University.
- g. The college shall submit the recommendation of the selection committee constituted as per the statute 26(5) of the University.
- h. 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 student or their parents/guardians except the prescribed fee and other charges as approved by the University/state Government from time to time.
- i. The college shall compulsorily participate in at least Five sports Inter-Collegiate (Men or Women) Tournaments organized by the Sports Board of the University.
- j. The college shall compulsorily participate in at least two Inter-collegiate cultural and literary activity organized by the University.
- k. To the effect that no student shall be admitted to any course/subject by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per course/subject by the University;
- l. No affiliated institution shall be allowed to discontinue the study of any subject/faculty without prior permission of the University and application for such permission shall be made to the Registrar by the Head of the Institution duly forwarded by the Management at least one full academic year (July 1to June30) in advance giving reasons in support of the Proposals. (i.e. for the academic session 2022-23, the one full academic year means 1st July 2020 to 30th June 2021)



- m. To the effect the admission, academic and welfare activities of the students belonging to the Scheduled Castes, Schedule Tribes and Physically challenged shall be properly taken care of by the college and Reservation to be followed as per Guideline of State/Central Government/University from time to time.
- n. To the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Rules/Regulations/Orders of the UGC/University/Government shall be maintained and made available as and when required for inspection:
- o. To the effect that the college shall furnish all such return and other information as the UGC/University/Government may require enabling it to monitor and judge the performance of the college with regard to maintains 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

- i. A College seeking affiliation whether for the first time or for extension in the period of temporary/provisional affiliation or in additional subject(s) or for additional courses(s) of study shall make a written application through proper channel to the Registrar accompanied with necessary fee as prescribed by the University time to time. The date of submission of application form for the next academic session for all courses, along with fee as decided by the University shall be as under;
Affiliation Fees up to 31st December (Without late fees); With Late fees triple the Affiliation Fees till 31st May. The Vice Chancellor may allow the application of a college to submit affiliation fees with six time late fees, after 31st July, subject to the approval of Board of Management.

Note: the above dates will be of the immediately preceding to the academic year/session from which the college seeks affiliation.

- ii. If the applicant is Society/Trust, it shall have been registered under Registration of the Societies Act, the Trusts Act or any other Act of the Central/State Government on or before the date of submission of the application.
- iii. The Government/Society/Trust which proposed to start the new college or new course and wishes to get it affiliated to the University in its jurisdiction in which location of college falls shall make an application within the stipulated time in the prescribed proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar, University of Kota, Kota.
- iv. In case of private colleges, the application shall be submitted with certified copies (attested by the Secretary or Chairman of the Society) of the following documents:

- a. Registration of the Society/Trust along with details of Constitution and Memorandum of Association;
- b. The identity Proof with Photo of the Chairman and Secretary of the society/trust with telephone number, email id, website address shall be enclosed.
- c. Appropriate order from the State Government permitting the Society/Trust to start the college with details of the course/subject intended to be offered (No Objection Certificate)
- d. Registered land/Govt. leased land documents in the name of the applicant;
- e. Land Use Certificate from the Competent Authority of Government.
- f. Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority of State Government;
- g. Registered documents by the Society/Trust earmarking land and building for the proposed college;
- h. Building safety Certificate from the PWD of the State Government.
- i. Details of the latest fund position along with photocopies of relevant bank accounts. Including the evidence of the Corpus/Endowment Fund earmarked for the purpose.

In case of Govt. colleges, the application of fresh affiliation shall be submitted to the Registrar, University of Kota with the permission letter of State Govt. regarding establishment of a new College along with demand draft of prescribed affiliation fee.

- v. The University shall make a preliminary scrutiny of the application, and if found satisfactory, appoint the inspector(s) to cause an inspection for physical verification of all requirement for the grant of temporary affiliation.
- vi. The college shall be subjected to an inspection by the University through a committee of inspectors nominated by the Vice-Chancellor. The committee will consist of minimum of two inspectors. The inspector shall be from following categories:
 - (i) University Professors and Associate Professors;
 - (ii) Principal/Professors of the affiliated colleges;

And

 - (iii) Heads of the Post-graduate Departments in the affiliated colleges; and
 - (iv) Teachers possessing at least 10 years experience of teaching UG and/or PG Classes. In case of Post-graduate course, the teaching experience should be 10 years out of which at least 5 years should be the experience of teaching at post-graduate level.
- vii. The report of the inspection committee shall be submitted within seven days from the date of inspection by the Convener to the University duly filled in and signed by all the members. The University shall process the report through its academic section. The inspection report should be given in the form of 'YES', 'No'

- or RE-INSPECTION' for granting the affiliation, clearly mentioning number of seats.
- viii. In case of any irregularity, complaint etc of the affiliated colleges, the Vice Chancellor may appoint a team of inspectors (minimum two) for Surprise Inspection and the Convener will submit the Report to the Vice Chancellor within seven days.
 - ix. The Vice Chancellor shall decide to grant, or not to grant, temporary affiliation to the college, within two month of inspection. The reasons for granting or not granting the affiliation should be recorded in writing. The Registrar should issue the letter of granting or not granting affiliation and the order of the Vice-Chancellor is to be reported to the Board of Inspection and Board of Management of the University.
 - x. If the inspection team or the appropriate body finds any deficiency in the inspection report with respect to any of the requirements, the college should fulfill the same within two months from the date of issue of temporary affiliation letter, otherwise, the college will not be granted affiliation from the next coming academic session.
 - xi. On the basis of the infrastructure and other facilities available at the college, the inspectors shall decide the number of seats for each course/subject in the college,
 - xii. Continuation of temporary affiliation of the course/subject and the college itself shall be granted by the University yearly basis through inspection process or documents verification of the college for every session under these rules.
 - xiii. In case of Re-inspection as recommended by the inspectors, the college shall submit the application with inspection fees within one month from the date of re-inspection letter is dispatched. The inspection process shall remain the same as mentioned above.
 - xiv. 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 for the next session if it fulfills the conditions/requirements subsequently with the prescribed affiliation fees.
 - xv. Six monthly minutes (progress report) of Governing Council shall be submitted to Registrar, University of Kota, Kota.

3. Eligibility Criteria for Permanent Affiliation

- i. 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. The Permanent No Objection Certificate is also required from the Central/State Government.
- ii. The college shall have completed construction of buildings in its own land and all infrastructure/facilities as per norms laid down by the



University/UGC/Statutory/Regulatory Body concerned as amended from time to time.

- iii. Principal, all the teaching and non-teaching staff, librarian and Director Physical education are appointed on permanent basis as per the University norms. The eligibility and the selection process shall be as per University Act, Statutes and Ordinances. All the teaching and non-teaching staff, librarian and Director Physical education shall be paid UGC scales of pay. The Dearness Allowance be paid at the rates prevailing in the State Govt. from time to time.
- iv. The college shall have a duly constituted Governing Council (Management Committee) as per the norms.
- v. The college shall deposit prescribed fee for Permanent Affiliation to the University in favor of Registrar, University of Kota, Kota.

4. Procedure for granting Permanent Affiliation

- i. A College which wishes to get permanent affiliation for a course/subject shall apply to the Registrar of the University any time after completing five years of temporary affiliation and fulfilling the above eligibility criteria in that course/subject, in the prescribed Performa along with the four times of the affiliation fee prescribed for provisional affiliation fee to the course/subject concerned in the form of Demand Draft. The date of submission of application form for the next academic session for all courses, along with fee as decided by the University shall be as under;
Permanent affiliation fees up to 31st December (Without late fees); With Late fees triple the permanent affiliation fees till 31st May.
- ii. Draft drawn in favor of the Registrar, University of Kota, Kota
- iii. The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in the regulations.
- iv. If the University decided not to grant permanent affiliation to the college for reasons, to be recorded in writing, of its failure to meet the conditions/requirements for getting such affiliation, the college may apply again for the next session if it fulfills the condition/requirements subsequently with the prescribed affiliation fees, but not earlier than six months from the date of rejection of its earlier application.

5. Eligibility to apply for addition of new course/subject of study

- i. Any proposal for adding new course/subject shall be considered by the University only after ensuring equitable distribution of faculties for higher education, having due regard, in particular, to the needs of the under-developed, rural, tribal and backward areas within its jurisdiction.

- ii. Each application for additional of a new course/subject for additional seats/sections shall be accompanied by the prescribed fee.
- iii. The procedure for according temporary affiliation to additional course/subject of study or for additional seats/sections shall be the same as prescribed under the regulations for temporary affiliation.
- iv. The colleges already granted permanent affiliation, if wish to start a new course/subject will have to get temporary affiliation for five years for the particular proposed course/subject. On fulfillment of the requirements for that course/subject it can be given status of permanent affiliation.

General Rules:

1. The request of the institution regarding the carry forward of deposited affiliation fee to next session shall be considered only if the application receives in University by 30th November of that session and if the inspection not carried out.
2. Application of refund of affiliation fee will be considered only in such cases :-
 - (i) If the institution receives back the deposited recognition fee/non-objection certificate fee from the governing body due to change in policy. The refund shall be made after deduction of 10% as administrative charges in affiliation fee.
 - (ii) If the new applicant society of the institution doesn't want to run the college due to non-receive of recognition order/NOC of State Govt. then affiliation fee will be refunded after deduction of 25% of affiliation fee as administrative charges.
 - (iii) The deposited affiliation fee will be carried forward upto two sessions (consecutive years) on the request of the college in the same faculty if the inspection was not conducted of the college. Refund of fee shall not be considered in any case (except i & ii). 10% of total amount of affiliation fee shall be deducted as administrative charges per year for such carry forward.
3. Inspection of the college may be conducted as and when required to check or ensure the compliance of various norms and standards prescribed in the regulation of governing body like UGC, NCTE, AICTE, State Govt. etc. and strict adherence of the norms of affiliation. Sudden Inspection may also be conducted if there is any complaint against the college.
4. If the inspection team or the appropriate body finds any deficiency in the inspection report with respect to any of the requirements, the college should fulfill the same within two months from the date of issue of letter, otherwise, the institution shall not be granted affiliation from the next academic section.
5. In case of Re-inspection as recommended by the inspectors, the college shall submit the application with inspection fees within one month. The inspection process shall remain the same as mentioned above.
6. The application of the college for affiliation whether for the first time or for extension in the period of temporary/provisional affiliation or in additional subjects or for additional courses of study or for permanent affiliation, shall be received

through proper channel, to the Registrar accompanied with the necessary fee as prescribed under the ordinances not later than 31st December preceding the academic year from which recognition sought is to take effect. However, applications may also be entertained thereafter but not later than 31st May provided that special valid reasons to the satisfaction of the University authorities are given and the application is accompanied with a late fee equal to triple of the affiliation fee.

Note:- However, the college opens during the budget announcement of State Govt. even after 31st May then it shall be considered by the University but with a late fee equal to the triple of the affiliation fee unless & until further directions received from state Govt./Commissionerate, College Education.

7. In case the applications received from the society for opening of new college (other than govt. colleges) after 31st May, the application, in such case shall not be considered and shall be returned to the society in original.
8. With regards to admission by the college to the course to which affiliation/permission is not granted by the University, the penalty of sum of Rs. 10,000/- be imposed for per student per year in first instance and if it is repeated in the second year also, a penalty of Rs. 15,000/- per student per year be imposed. College be directed to change the subject of such students in second year selecting a subject in which affiliation is granted. Where students have reached in III year and another college in the same town is running same subject, students of the former college be shifted to the later college. If college does not stop this practice in future, its affiliation may be cancelled by the University.
9. The college may be allowed to take the admissions on the seats recommended by inspection team, and approved by University in case of private colleges. However, in case of Govt. Colleges, number of seats sanctioned by state govt. shall be considered. Teacher training institutes will take admissions on the seats sanctioned by their governing bodies.
10. Undergraduate courses other than Science will have 80 seats in one section & 70 seats in one section in case of Science faculty.
11. Superannuated Principal/teaching staff of govt. colleges can be appointed as Principal in private institutions upto the age of 65 years. The tenure of non-govt. principal working in private institution may be extended upto the age of 65 years after seeking the permission of Hon'ble Vice-Chancellor by giving valid reasons.
12. Penalty shall be imposed on the colleges in following reasons :-
 - (a) If the society runs its college without the appointment of Principal since 3 Months. - Rs. 1 lakh
 - (b) If the society runs its college through appointed Principal but the selection is not made according to the norms of selection process of the University since 6 months. - Rs. 1 lakh

- (c) If college admits the students in excess than the sanctioned seats.- Rs. 50,000/- per student for UG programme (Part-I, Part-II & Part-III) & for PG programme Rs. 30,000/- per student (includes previous and final).
- (d) If college admits the students in non-affiliated subjects. – Rs. 1 lakh as penalty & admitted students shall be transferred.
- (e) If qualified teaching faculties are not appointed in the college in required number (as per student-teacher ratio).- Rs. 50,000/- per teaching staff.
- (f) If the college submits fake/fabricated information to the University- Legal action shall be taken against the college.
- (g) Other reasons observed during sudden inspection or time to time by the University.

Note: The penalty amount shall be decided in BOI according to the case other than above cases. University can also withdraw the affiliation of the college, depends on the matter.

13. No inspection fee shall be charged from the college for sudden inspection.