

## MANGALORE UNIVERSITY

### Rules Governing Permanent Affiliation of Colleges/Permanently Affiliated Colleges

*(Framed under Section 45 of the K.S.U. Act, 2000)*

1. Title: Rules Governing the qualification of the teaching staff and the conditions governing tenure of office as provided under Section 59(c) of K.S.U. Act 2000.
2. A college with not less than five years continuous affiliation and has fulfilled all the conditions for affiliation and whose academic performances and administrative standards are on an average in conformity with those stipulated by the University from time to time, shall be eligible for applying for grant of permanent affiliation.
3. The provisions of section 59 shall mutatis mutandis apply for sanction of permanent affiliation.
4. The Governing Body of the College/ Institute, which shall be a body registered under Society's Registration Act or in the case of Government College/ Institute, the Officer authorized in this behalf by the Government, shall apply, along with the prescribed fee to the Registrar of the University, seeking permanent affiliation and such application shall reach the Registrar not later than the date notified by the University.
5. Application for permanent affiliation shall contain the following particulars:
  - a) Constitution and members of the Governing Body;
  - b) Courses and subjects for which permanent affiliation is sought;
  - c) Particulars of previous applications, if any, for permanent affiliation in the same subject/ course to the University and their disposal.
  - d) Accommodation, equipment, furniture, student strength of the College/ Institute, the number of students class-wise and combination-wise for whom provision has been made. (The blue prints of the building and the accommodation faculties must be attached to the application)
  - e) Particulars of the detailed statement of assets and liabilities of the College duly certified by a Chartered Accountant.
  - f) Hostel accommodation for students;
  - g) The total area of land possessed and the extent of play ground;
  - h) Sanitary facilities, rest room/s, canteen and other amenities to students;
  - i) A statement of expenditure (excluding salary) incurred in the last 5 years towards library, equipment and furniture.

The provisions contained in clause 5 (e) will not apply to applications made by the Government College.
6. The College/ Institute shall have the following infrastructure:
  - a) Permanent buildings with sufficient accommodation which can meet the academic requirements. The College buildings shall have, in addition to class rooms, the following facilities.

- i) A common room for teachers
- ii) Staff rooms (with sanitary facilities) department-wise in professional colleges/ colleges with P.G. Courses, and faculty-wise in other colleges.
- iii) A common room for students
- iv) A separate common room for women students (where it is a co-educational institution)
- v) A Library with appropriate and adequate books, journals and other reading materials and a reading hall which can accommodate at least 30% of the students in professional college/ Colleges with P.G. Courses and 15% of the students in other College.
- vi) Principal's Chamber
- vii) Administrative Office and the record's room.
- b) An auditorium large enough to accommodate at least 50% of the student at a time.
- c) A play field with a running track of 200 meters, adequate and appropriate facilities for games and sports and a sports material room. However, this provision may be relaxed to the extent justifiable in the case of City Colleges and completely waived in the case of evening Colleges.

7. The College shall fulfill the following academic requirements:

- a) Qualification of the teaching staff shall be in accordance with the UGC / State Government / University guidelines issued from time to time.
- b) The number of the staff members and their qualification/ experience shall be as prescribed by the University from time to time and at least 75% of the staff, including the Director of Physical Education/ Physical Instructor and Librarian, should be permanent.
- c) In the P.G. Departments at least 50% of the staff shall possess Ph.D. degree and there must be research facilities in the department/s.
- d) Education Science and Professional Colleges, shall have adequate and appropriate educational aids/ laboratory equipment for meeting the requirements of the courses/ subjects offered.
- e) The results of the college at the University examinations should be above the University average.
- f) The professional Colleges, wherever necessary, shall have obtained recognition from the appropriate All India Professional Bodies.
- g) The college library shall have adequate number of titles and volumes of books and standard journals relevant to the subjects offered, particularly those books & journal prescribed by the Faculties, Board of Studies etc. from time to time & internet facility in the colleges with P.G. courses.
- h) The college offering Science subjects should have adequately staffed and equipped workshop/ green-house/ museum facility.
- i) It is desirable that the College has a Parent-Teachers Association.

8. The College shall fulfill the following administrative Standards:

- a) There should be a Local Managing Committee/ Governing Council properly constituted in the case of a non-Government College and an Advisory Committee in the case of a Government College. The powers and functions of the Committee should be well defined to make the Committee effective. The total number of members of the Local Managing Committee/ Governing Council will ordinarily be not less than eleven and not more than fifteen. At least two members of the Managing Committee/ Governing Council shall be teacher representatives, other than the Principal.
- b) The college should maintain and keep up-date all records / registers which are required to be maintained under the University regulations/ Government Orders. If required, they shall be made available to the University for inspection at any time.
- c) The recruitment of staff shall be in accordance with the University and Government Regulations notified from time to time. The Principal of the College should have reasonably adequate administrative and disciplinary powers for the day today management and administration of the academic and administrative matters of the college.

9. The college shall satisfy the following financial requirements:

- a) The salaries of the members of the teaching and non-teaching staff shall be as per the scales prescribed by the UGC / State Government / University from time to time and they shall be paid regularly and fully.
- b) The Management shall arrange to have its accounts audited by the end of each year by a Chartered Accountant. Whenever required, the annual accounts and the audited report shall be made available to the University and to the Government for inspection. Annual General Body meeting of the management shall be convened every year.

10. The College shall satisfy the following General conditions:

- a) The academic and welfare facilities and provisions of the Backward Class, Scheduled Caste and Scheduled Tribe students shall be well taken care of by the college.
- b) Roster System shall be followed for the recruitment of teaching and non-teaching staff.
- c) Adequate facilities are provided to the members of the teaching and non-teaching staff for improving their academic qualifications.
- d) Curricular, Co-Curricular, Extra-Curricular and Social Activities are properly conducted by the College.

11. The College Rules relating to the fees to be paid by the students shall be in conformity with those of the Government / University notified from time to time.

12. Every college shall arrange for the medical examination of the students by a competent Medical Officer once in a year and where the Medical Officer recommends that a student needs any particular treatment the same shall be communicated to the Parent / Guardian concerned.

13. The following Registers and Records in the prescribed forms shall be maintained by each affiliated colleges:-

- a) A Register of admissions and withdrawals.

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 addresses of students;

h) A Register of marks obtained by each student at the College Terminal / University Examinations. (Including category wise details eg. Male, Female, SC/ST etc.)

i) A Transfer Certificate book with counterfoil;

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

k) A Register of members of the staff, showing qualifications, experience, salaries, number of hours of work and the subjects taught.

l) A stock and issue Register of the Stationery articles supplied by the Registrar (Evaluation).

14. One receipt of the application, referred to in Clause 2, the Syndicate shall:-

a) Constitute a Local Inquiry Committee to inspect the college and report.

b) Make such further inquiry as 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 the decision of the Academic Council shall be placed before the Syndicate for its consideration.

c) The Registrar shall submit the application for permanent affiliation along with the report of the Local Inquiry Committee, proceedings of the Academic Council and the Syndicate to the State Government.

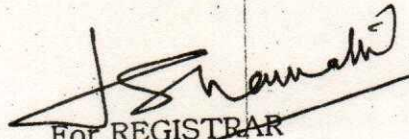
15. It shall be open to a College/ Institution,, after obtaining the approval of the Syndicate, to suspend Institution from the beginning of an academic year in any subject/s or course/s of study for which the college / institution has permanent affiliation.

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 student 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.

16. The permanent affiliation granted to a college is subject to review, which should be done at least once in five years, on the basis of the assessment of the functioning of the college by the University / Government. The report of the review committee shall be referred to the Academic Council for its opinion. The report of the Committee and the opinion of the Academic Council shall be placed before the Syndicate for its consideration and appropriate decision thereon.
17. The University shall arrange to inspect each college granted permanent affiliation once in five years and the report of the inspection commission shall be referred to the Academic Council for its opinion and the decision of the Academic Council along with the report of the inspection commission shall be placed before the Syndicate for its consideration and appropriate decision thereon.
18. The Registrar shall submit the report of the Commission and proceedings of the Academic Council and the Syndicate, to the Government.
19. 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.
20. Every permanently affiliated college shall conform to and be bound by the laws of the University in force from time to time.
21. No college which has permanent affiliation shall transfer its management or change the name and style of the college, without approval of the University and the State Government.
22. Every permanently 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.

(Approved by the Syndicate at its meeting held on 17.01.2004)

Sd/-  
REGISTRAR

  
FOR REGISTRAR