

Higher Education Department
Government of Haryana

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*Policy Guidelines for opening
Self Financing Degree College*

Policy Guidelines for opening Self Financing Degree College

There will be following three stages for opening a Self Financing Degree College:

1. Submission of proposal in the prescribed application form for establishment of Self Financing Degree College, alongwith the application fee and other necessary documents.
2. Issuance of Letter of Intent with conditions for compliance within a period of two years extendable for one more year.
3. On checking compliance to the Letter of Intent, No objection certificate will be issued by the State Government for opening of the College.

Submission of proposal:

1. An application in the prescribed application form (copy enclosed) containing the proposal with a detailed project report shall be submitted to the Government by the applicant by 31st January alongwith a non refundable application fee of Rs. 2.00 lacs.
2. The applicant can be a Non-profit Organization like a Public Trust/Society registered under Union or State Law or a Company registered under section 25 of the Companies Act, 1956. The society/trust/company must be in existence for at least three years. The Registration document of the sponsoring body alongwith membership and list of office bearers with address and objectives of the Society/Trust and terms & conditions governing them in the form of resolution of the Trust/Society shall be submitted alongwith the application.
3. The project report submitted by the sponsoring body shall inter alia contain the following information:
 - the background of the society/trust with reference to its experience, if any in promoting, managing and operating educational institutions, detail of its promoters including their background, their activities in education spheres since inception.
 - development plan for the college spelling out its phase wise growth plan over the first 5 years in terms of academic programmes and increase in student intake.

-architectural master plan indicating the land use pattern with future projections.

4. The applicant shall submit the audited balance sheets of at least three previous years and ways of means of financing the project.
5. The application shall be containing of all papers pertaining to land namely the registration deed/lease deed, CLU (if required), lay out plan etc.
6. The application will be processed only if the applicant offers to start all three streams namely Arts, Commerce and Science.

Requirement of land:

- (i) No Degree College can be opened unless the Sponsoring Body is in possession of
 - a. a minimum of 5 acres of land outside the municipal limits; or
 - b. a minimum of 4 acres of land within municipal committee; or
 - c. a minimum of 3 acres of land within municipal council; or
 - d. a minimum of 2 acres of land within municipal corporation.

For the purposes of this clause, "possession" means possession either by way of ownership or as a lessee having perpetual irrevocable lease of at least 30 years or gift deed at the time of application. The land shall be exclusively earmarked for the College.

- (ii) **Road connectivity:** - A well road connection to the College Land is a pre-requisite condition.

Issuance of Letter of Intent:

The State Government, if satisfied on receipt of the complete proposal as per requirement shall issue a Letter of Intent asking the sponsoring body to-

- a. Establish an endowment fund for the college with a minimum amount of Rs. Two Crore which shall be pledged in the form of FDR in original in favour of the Director General Higher Education, Haryana.

- b. A Bank Guarantee amounting to Rs 1.00 crores will also be required which shall also be deposited in the office of Director General Higher Education, Haryana.
- c. Non transferable funds worth Rs 10.00 lacs for various purposes shall be deposited in the bank accounts of the Society/Trust.
- d. Construct a minimum of 2,500 square meters (25,000 square feet) of covered area for academic and administrative purposes.
- e. Adequate facilities for essential services (water, electricity, server age facilities and proper fitting in laboratories).
- f. Separate common room for boys and girls be provided in co-educational colleges.
- g. There should be separate toilets for girls and boys.
- h. Adequate accommodation for offices and proper staff room.
- i. At least one computer laboratory with facilities with internet connectivity for fifty students and qualified faculty for providing computer education must be available.
- j. Well equipped library, laboratories (as per requirement) and classrooms with adequate furniture etc.
- k. Sports facilities should be provided subject to the availability/limitation of land.
- l. There shall be a whole time Principal in the College who shall have minimum qualifications prescribed by the UGC/State Govt./University or any other regulatory body from time to time. Appointment of the academic staff having eligible qualifications shall also be made for teaching all courses, as prescribed by the UGC/State Govt./University or any other regulating body.
- m. The institution shall adhere to all the instructions, rules and regulations issued from time to time by the Government / Universities in the regard. The reservation policy for admission by State Govt. will be followed.
- n. The institution shall charge only such fee and funds from the students as prescribed by the Affiliating University / State Government as amended for time to time. The institute will have to give undertaking for fee concession to reserve categories as per State Govt. policy and shall not charge donations, capitation fee etc. from the students.

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Compliance Report: The applicant society/trust/company shall fulfil the requirements and conditions specified in the Letter of Intent and shall report the compliance to the Government within a period of two years from the date of issuance of the Letter of Intent. On receiving the compliance report, the government shall constitute a committee of officers to verify the compliance report. However on request of the applicant, the term for submitting the compliance may be extended for a maximum period of one year by the Government.

Issuance of the No Objection Certificate: On receiving the report of the committee constituted to verify the compliance, the State Government, if satisfied, may issue the No Objection Certificate to start the degree college on self financing basis.

Any contravention of the prescribed norms/conditions shall result in withdrawal of the 'No Objection Certificate', forfeiture of the endowment fund and legal penal action against the defaulting society/institution including withdrawal of affiliation from the concerned University.

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DEPARTMENT OF HIGHER EDUCATION HARYANA
SHIKSHA SADAN, SECTOR-5, PANCHKULA
Application form for opening a New Degree College.

1. Details of proposed college
 - a. Name
 - b. Address

2. Details & status of Educational Society / Trust / Section 25 Company.
 - a. Name
 - b. Address

 - c. Registered Society / Trust / Section 25 Company / Any other
(Attach copy of Society / Trust Deed / By Law)
 - d. Date of Registration
3. Nature of the proposed college (Please tick the relevant category)
 - a. Men's College / Women College / Co-educational College.
4. Location details (Rural / Urban). If Urban, Municipal Corporation / Council / Committee be mentioned.
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5. Land Details:
 - a. Area of the Land
.....
 - b. Nature of ownership
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(Attach copy of the Ownership Deed of the land and layout plan along with CLU)
6. Need and justification for establishing the college:-
(Attach the justification)
7. Details of financial resources of the Society / Trust / Company for running the College.
 - i. Attach proof of audited balance sheets of the Society / Trust of at least previous three years.
 - ii. Attach proof regarding means of financing the college.

We hereby certify that the particulars furnished above are correct and the Educational Society agrees to abide by the rules and regulations prescribed by the State Govt. / University from time to time for running Unaided Private College.



Signature of the Governing Body
(Office bearers of the Society / Trust / Company)

Signature
President