

GAUHATI UNIVERSITY



*Statute on Affiliation of Degree Colleges in Arts, Science
and Commerce, 1976*

GAUHATI UNIVERSITY
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Statute on Affiliation of Degree Colleges to the Gauhati University, 1976

((Received the assent from the Chancellor on 2.2.77)

In exercise of the powers conferred by section 21(g) of the Gauhati University Act, 1947 as amended upto date, the Executive Council with the approval of the Court of the Gauhati University do hereby make the following Statute :

1. This Statute may be called the Statute on Affiliation of Degree Colleges in Arts, Science and Commerce, 1976.
2. It shall have the like extent as the Gauhati University Act, 1947 as amended up to date.
3. It shall come into force from the first day of January, 1977.
4. Definitions : In this Statute unless there is anything repugnant in the subject or context
 - i) 'Act' means the Gauhati University Act, 1947 as amended upto date.
 - ii) 'Government' means the Government of Assam.
 - iii) 'State Government' means the Government of the State or Union Territory as the case may be in which the College is situated and to which the jurisdiction of the University extends.

- iv) 'Governing Body' means the Governing Body duly constituted under relevant Rules and Statutes as the case may be.
- v) 'Affiliation Committee' means the Committee appointed by the Executive Council to examine case of permission and affiliation of Colleges.
- vi) 'Inspector of Colleges' means the Inspector of Colleges appointed under the Statute and such other person as may be authorised by the Vice-Chancellor in this behalf.
- vii) Words and expressions not defined in this Statute shall have the same meanings as in the Act.



**Establishment
of a new
Degree College**

5. When it is proposed to establish a new Degree College the sponsoring body or in the case of Government College the Secretary to the State Government in the Department concerned shall submit an application with a fee of Rs 750/- to the Registrar not later than February 28 of the year in which it is intended to start the College. The application shall contain the following particulars :

- i) Particulars of the sponsoring body ;
- ii) Need of the proposed degree College in the area ;
- iii) Faculty and subjects proposed to be introduced ;
- iv) Distance of the proposed College from the existing Degree College or Colleges within a radius of 15 kilometers with present enrolment in each college faculty-wise.
- v) Land and building of its own as hereinafter prescribed ;

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- vi) Financial resources ;
- vii) Number of feeder Higher Secondary Schools and Colleges with Pre-University Classes in the area ;
- viii) Number of Higher Secondary School Leaving Certificate and Pre-University Examination passed students from the Higher Secondary Schools, Pre-University Colleges and Colleges with Pre-University classes of the area in the preceding 3 years yearwise ;
- ix) Financial provision for a Library ;
- x) Arrangement for laboratories and museums where necessary in case of an application for permission to open Science and other subjects involving practicals and laboratory work.

6. When it is proposed to open a new faculty or a new subject in a faculty in an existing college, the Governing Body or in the case of a Government College, the Secretary to the State Government in the Department concerned shall submit an application with a fee as hereinafter prescribed to the Registrar not later than February 28 of the year in which it is intended to open the faculty. The application shall contain the following particulars :

- i) Need of the proposed faculty ;
- ii) Subject or subjects proposed to be introduced ;
- iii) Distance of the College from other college or colleges within a radius of 15 kilometers with present enrolment in each college facultywise ;
- iv) Proposed arrangement for additional accommodation required for the new

opening of a
new Faculty
subject in
an existing
College

faculty or subject ;

- v) Financial resources of the college and provisions made for the new faculty or subject ;
- vi) Financial provision for expansion of the library ;
- vii) Arrangement for laboratories and museums where necessary in case of Science and other subjects involving practicals and laboratory work.
- viii) Any other relevant matter.

Screening of applications

7. The application shall at first be screened by the Inspector of Colleges with particular reference to the following :

- i) Need of the college or the new faculty or subject in the area on the basis of population, distance from neighbouring colleges and enrolment therein, number of students who have passed the Higher Secondary School Leaving Certificate or Pre-University examination in the preceding 3 years and educational position of the area.
- ii) Whether enrolment in the neighbouring college or colleges has exceeded the intake capacity which is to be determined by the University ;
- iii) Financial resources of the proposed degree college with particular reference to provision for buildings, library, working fund, laboratories and museums where necessary.

The Inspector of Colleges shall submit the screening report to the Registrar within March 31 of the year,

Permission to establish a new college or to open a new faculty or subject in an existing College

8. (a) The Registrar on receipt of the screening report from the Inspector of Colleges as to the need and feasibility of the proposed degree college or the new faculty, subject or subjects shall place the proposal before the Executive Council for its decision. The Executive Council after due considerations, may accept the proposal or reject it; in the case of acceptance it shall forward the proposal with its recommendation by a resolution to the State Government for their concurrence.

(b) The Executive Council on receipt of necessary concurrence from the State Government shall accord permission to open the proposed degree college subject to the fulfilment of the following conditions :

- i) The proposed college shall have land and building of its own with minimum accommodation as hereinafter prescribed ;
- ii) A fund of at least Rs. 70 000.00 in the name of proposed college invested in savings bank account of Post Office or in a Nationalized Bank.

Provided that in case of Govt. Colleges this requirement may be waived ; but all the conditions prescribed under the Statutes, Ordinances, Rules and any other directives of the University shall be fulfilled.

(c) Permission granted under this sub-clause shall be valid for a period of 12 months from the date of issue of order.

9. A new Degree College shall be permitted at the first instance to start 1st year degree class in Arts or Commerce only. No college shall be permitted to start classes in more than two faculties.

Provided that in the case of a proposal sponsored by the State Government permission may be granted to start 1st year class of the Degree course in Science alone or along with Arts or Commerce in the same year.

Provided also that a college sponsored by a body other than a State Govt. may be permitted to start Science classes at the first instance if all conditions as laid down in the Statute are fully satisfied.

Provided further that a college may be allowed to start a third faculty at a stage when it has been fully developed in the existing faculty or faculties and all the conditions prescribed from time to time are fulfilled.

General conditions of affiliation

10. A college shall fulfil the following requirements to obtain affiliation in the 1st year degree pass course.

- i) All the requirements laid down under clause 8 (b).
- ii) Possession of its own building on its own land with minimum accommodation as prescribed.
- iii) Minimum enrolment of 80 students in a single faculty, which may be relaxed only in the case of educationally backward areas and women's colleges.
- iv) Staff requirement as may be prescribed by ordinance ;
- v) At least 2000 standard volumes in the library for a single faculty ;
- vi) Regularity in payment of salary to the staff ;
- vii) Adequate arrangement for holding general, tutorial and laboratory classes ;

- viii) Provision in the time-table for periods of at least 45 minutes' duration in the day shift and at least 40 minutes' duration in the night shift and at least two periods together for each laboratory class ;
- ix) Satisfactory management and regularity in holding classes, in attendance of teaching staff, in attendance of students and satisfactory maintenance of discipline among students and staff.
- x) The College shall have a Governing Body for its management ;
- xi) Proper maintenance of essential records such as applications for admission, student's admission register, fee register, attendance register of staff and students, tutorial records, merit register, cash book, stock register, proceedings book of the Governing Body and general accounts of the College ;
- xii) Investment of a Reserve fund of Rs. 50,000.00 in NSC or fixed deposit in Nationalized Bank for a minimum period of 7 years in the name of the College besides a regular working fund of Rs. 20,000.00 in Bank or Postal Accounts ;
- xiii) Satisfactory provision for recreational and sanitary facilities for both men and women ;
- xiv) Fully equipped laboratories in its own building as hereinafter prescribed in the case of Science and adequate financial provision for additional labora-

tory equipments, furniture and fittings for the second year Degree class to be started in the following year ;

xv) That the college rules fixing the fees to be paid by the students do not generate an undesirable competition with existing colleges in the neighbourhood.

xvi) That the conditions laid down by the University at the time of granting permission have been duly fulfilled.

**Submission of
Progress report**

11. A college permitted to start classes shall be required to submit a progress report within 31st August of the year showing date of commencement of the classes, number of students admitted, subjects introduced for teaching, financial condition including reserve fund, working fund, number of volumes in the library subject-wise with price and arrangement made for laboratories in case of Science ; name of the Principal and teachers appointed (whole-time or part-time) with their age, subject, qualifications in details (with the University from which the degree was obtained and the year in which obtained, teaching experience, joining dates, salary and such other particulars as may be required by the University.

12. On receipt of the progress report, the college shall be inspected by the Inspector of Colleges who shall submit his report to the Registrar. The report shall then be considered by the Affiliation Committee and shall be submitted to the Executive Council for its decision.

13. The Executive Council on consideration of the report of the Affiliation Committee may grant permission to the College to proceed to

the second year class with such condition as it may lay down or may withhold such permission and direct the college to fulfil the conditions referred to under the Statute.

Provided that if the college fails to obtain permission to proceed to the second year class the students concerned may be allowed to continue in the college till the end of the session ; but they shall have to take their college promotion examination in any other duly affiliated college. Such a college shall be required to apply afresh for permission.

14. A college shall fulfil the following conditions to obtain affiliation upto Degree Pass Course standard.

- i) All the conditions laid down by the University at the time of granting permission to start second year Degree class shall have been fulfilled.
- ii) Minimum enrolment of 150 students in case of Arts or Commerce and 100 in case of Science in 1st year and 2nd year classes taken together which may be relaxed only in case of backward areas and purely women's colleges ;
- iii) at least 2000 volumes in the college library for a single faculty and a suitable reading room ;
- iv) adequate accommodation as hereinafter prescribed for office, classes, library, common rooms, laboratories and such other facilities as may be required ;
- v) requisite teaching staff as prescribed by the ordinance and regularity in payment of salary to the staff ;

- vi) fully equipped laboratories as prescribed by Ordinance in the case of Science.
- vii) Satisfactory conditions and management of hostel or lodge or mess, if any, maintained or approved by the college ;
- viii) The number of working days of the college in the year shall not be less than the number prescribed by the University from time to time.

**Submission of
Statement of
particulars**

15. (a) The Principal of a college shall submit a written statement of particulars to the Inspector of Colleges at the time of inspection as indicated below :

- i) In the case of new affiliation upto any particular standard the statement of particulars shall be prepared in accordance with the relevant provisions laid down in this Statute ;
- ii) In the case of extension of affiliation in a new subject or Honours course in a subject the statement shall contain the relevant information concerning the particular subject as indicated in the Statute and full particulars regarding fulfilment of the conditions laid down, if any, by the Executive Council ;
- iii) In the case of affiliation from one class to the next higher class the statement shall contain the information in terms of the relevant provisions of this Statute and full particulars regarding fulfilment of the conditions specifically laid down by the University ;
- iv) In the case of renewal of affiliation the statement shall contain full particulars regarding making up of the

deficiencies pointed out by the Inspector of Colleges and fulfilment of the conditions laid down by the University in its previous decision on the college ;

- v) Up to date enrolment in each class with men and women students shown separately, of each shift ;
- vi) Number of students in each subject, Pass and Honours shown separately, in each subject in each year class and in each shift ;
- vii) Number of tutorial or practical groups in each year class of each shift with the number of students in each group ;
- viii) A copy of the full time-table of each shift together with a separate statement of breakup showing how many periods per week a student is required to attend classes in each subject in each year class—lectures, tutorials and practicals being shown separately ;
- ix) Total number of lectures, tutorials and practicals (number of periods) held during the current session upto the date of inspection in each subject of each year class and in each shift ;
- x) Up to date list of the teaching staff in position giving names, age, subjects, designation, qualifications with percentage of aggregate marks in the Master's degree examination, the University from which such teachers passed, the year of passing the Master's degree examination, dates of joining, salary, other allowances, permanent or temporary, part-time or whole-time, new post or in

place of whom, probationary or confirmed, and the work load (number of periods shiftwise, lectures, tutorials, seminars and practicals being shown separately). In case of a part-time teacher the Institution of his whole-time employment shall be named and the original copy of the permission obtained from his whole-time employer shall be shown to the Inspector of Colleges ;

- xi) Number of books in the library on the date of inspection subjectwise for the Degree Pass standard or Degree Honours standard to be shown separately ;
- xii) Up to date list of journals subscribed ;
- xiii) Up to date financial position under different heads (Reserve fund, working fund, students' fund, scholarship fund etc.) ;
- xiv) Numbers and dates of the University receipts against payment of all dues to the University ;
- xv) Date of submission of statistical returns to the University showing the year ;
- xvi) Such other information as may be required by the Inspector of Colleges.

16. The Inspector of Colleges shall submit his report to the Registrar. The report shall then be considered by the Affiliation Committee and shall be submitted to the Executive Council for its decision. The Executive Council if it is satisfied with the inspection report may in consultation with the State Government grant affiliation for such period as it deems necessary or may withhold affiliation.

Permission to start Degree Honours Course.

17. A college shall be required to fulfil the following conditions for starting Honours course in a subject in the first year degree class ;

- i) Honours in any subject may be permitted to be started only after at least three years of temporary affiliation in the same subject in the Pass course up to degree standard, and only in the day shift in the case of Arts and Science faculties ;
- ii) Requisite teaching staff as prescribed by Ordinance ;
- iii) Additional class rooms and additional laboratory accommodation as prescribed by Ordinance ;
- iv) Adequate financial provision for necessary laboratory equipments as prescribed by Ordinance ;
- v) Adequate financial provision for recurring laboratory expenses ;
- vi) At least 200 additional volumes of Honours standard in the subject concerned in the college library ;
- vii) At least one standard journal dealing with the subject concerned to be subscribed for the College Library ;
- viii) All the conditions prescribed in this Statute for affiliation up to degree standard in the Pass course ;

Provided that ordinarily no permission shall be granted to any College to start Honours course in more than two subjects in a year.

Application for starting Honours Course

18. An application for permission to start Honours course in any subject in the first year degree class shall be submitted to the Registrar with a fee as hereinafter prescribed

within 31st March of the year in which the class is intended to be started.

19 (a). The Inspector of Colleges on receipt of such application shall inspect the college and submit his report to the Registrar. The report shall then be considered by the Affiliation Committee and shall be submitted to the Executive Council for its decision.

The Executive Council after due consideration may accept the proposal or reject it. In case of acceptance, it shall forward the proposal with its recommendations by a resolution to the State Government for their concurrence.

19 (b). The Executive Council on receipt of necessary concurrence from the State Government shall accord permission to open the proposed Honours course or courses subject to the fulfilment of the conditions as hereinafter prescribed.

**Conditions for
affiliation in
Degree Honours
Course**

20. A college permitted to start first year class in Honours course shall fulfil the following conditions to obtain affiliation ;

- i) All the requirements under clauses 10 and 17 of this Statute for the pass course and for the Honours course ;
- ii) Requisite teaching staff and regularity in payment to the staff ;
- iii) Fully and properly equipped laboratories as prescribed in the case of science subjects ;
- iv) Properly arranged museum where it is essential ;
- v) Regularity in holding classes, in attendance of staff and students, in maintenance of tutorial, seminar and labora-

tory records, in conducting students' educational excursions where essential and in holding periodical examinations and proper maintenance of records thereof ;

- vi) All other conditions that may have been laid down at the time of granting permission.

21. The Executive Council, on receipt of satisfactory inspection report may permit a college to open the second year class in the Degree Honours course.

22. If in the opinion of the Executive Council the report is not satisfactory for the purpose of permission to proceed to the second year degree class in the Honours course, the Honours class in the subject or subjects concerned shall be dissolved immediately and the students concerned shall either switch over to the corresponding pass course or get admitted into any other college duly affiliated upto Honours standard in the subject or subjects concerned.

23. The College shall be granted affiliation in the Honours course in manner laid down in clause 16.

24. A college which has failed to obtain affiliation upto Degree Pass or Honours standard may be permitted by the Executive Council to send up candidates to the University examination as non-collegiate candidates on payment of the entire amount of the non-collegiate fees by the Governing Body of the College and not by the students.

25. For affiliation in every case the college shall abide by the directives of the University regarding the permissible course or courses and

subject or subjects as the case may be, and the maximum number of students to be admitted in each case.

**Extension of
affiliation**

26. (a) A college affiliated upto the degree standard for two years or more and seeking only extension of affiliation in a new subject or subjects within the Degree Pass standard in the faculty shall submit an application with prescribed fee not later than 31st of March of the year in which the extension of affiliation is required. In such a case permission to start classes shall be granted with the concurrence of the State Government by the Executive Council within 31st of July on the basis of recommendation of the Affiliation Committee.

(b) Affiliation in such a case may be granted by the Executive Council on the recommendation of the Affiliation Committee for a specified period and under specific condition if any, on a satisfactory inspection report from the Inspector of Colleges on fulfilment of the prescribed requirements regarding staff, accommodation, library, laboratory and such other particulars as may be necessary.

**Renewal of
Temporary
affiliation**

27. A college seeking renewal of temporary affiliation shall submit an application with full particulars of the college not later than April 30 of the year in which the renewal of affiliation is required. Such renewal of affiliation shall be subject to the fulfilment of the conditions laid down by the University at the time of temporary affiliation and to a satisfactory inspection report and shall be granted by the Executive Council on the recommendation of the Affiliation Committee. It shall be within the discretion of the Executive Council, if it

approves of the application, to grant temporary affiliation for a further year or more but not exceeding 3 years at a time.

**Permanent
Affiliation**

28. A college shall be granted permanent affiliation with the concurrence of the State Government upto any standard or in any specified course or courses only when the Executive Council is satisfied through an inspection report to the effect that the college has been working on sound lines, has good management, is properly staffed, has well equipped laboratories, museums and library, has financial stability, has its own land and permanent buildings with prescribed accommodation and has complied with the University Statutes, Ordinances, rules, regulations and other directives issued by the University from time to time.

Provided that no college shall be granted permanent affiliation before the expiry of ten years from the year of its first affiliation upto the degree standard.

29. A college permitted to start classes in any course shall ordinarily be inspected for the purpose of affiliation within 31st December of the year.

**Dissolution
of a college**

30. No college shall be dissolved or abolished by its Governing Body without making prior arrangement for admission of its students in any other affiliated college or colleges and without making arrangements for employment of the permanent members of the teaching staff and also without obtaining prior approval of the State Government, the University and the University Grants Commission regarding settlement of any property including library books and laboratory equipments which might have been acquired by the college with financial

assistance from the University Grants Commission and or the State Government, as the case may be.

Provided that no college shall be dissolved or abolished under any circumstances during an academic session.

Power to lay down new conditions

31. The Executive council may from time to time lay down new general or specific conditions of affiliation regarding staff, building, equipments, library, laboratories, finance or other relevant matters and specify the date or dates by which such conditions must be satisfied.

Admission of students

32. No student shall be admitted into any college or in any course of instruction in a college before permission to start classes is granted by the University. Breach of this rule may be a sufficient ground for refusal to grant permission.

Affiliation fee

33. Applications for affiliation or renewal or extension of affiliation for each faculty shall be submitted with a fee at rates prescribed by the Executive Council from time to time.

Such fee shall not be refunded or carried over in any circumstances ;

- i) Application for permission to start a college Rs. 750.00
- ii) Application for permission to open second year degree class Rs. 500.00
- iii) Application for affiliation upto degree standard Rs. 500.00
- iv) Renewal of affiliation in a course or subject or subjects in a faculty Rs. 300.00

- v) Permission to start Honours course in a subject or subjects Rs. 300.00
- vi) Extension of affiliation in one or more new subjects in the Pass course in any year Rs. 300.00
- vii) Affiliation in a course under separate faculty in the same college Rs. 750 00
- viii) Annual enrolment fee Re. 1.00 per student on the college rolls subject to a minimum of Rs. 300.00

**Withdrawal
of Affiliation**

34. The Executive Council shall have power to withdraw with concurrence of the State Government any affiliation or permission from a college at any time whenever, in the opinion of the Executive Council, the college has failed to comply with the Statutes, Ordinances, rules, regulations or any other directive of the University, or the college authorities have failed to maintain order and discipline in the college or the normal and proper functioning of the college has become impossible due to mismanagement of the affairs of the college or for any other reason.

**Qualification
of Principal
and teachers**

35. (a) Permanent Principal of a college shall be a whole-time officer, possessing integrity, commanding personality and organising ability preferably with administrative experience. He shall be the holder of at least a first or Second Class (at least 50% marks at Masters' Degree Examinations with Honours or Distinction at degree stage) with 10 years' experience as a teacher in a college or University or as an educational administrator :

Provided that in special cases of outstanding merit and or administrative ability the length

of experience may be relaxed upto five years. His minimum age shall be 35 years.

35. (b) The number, qualifications & duties of teachers shall be such as may be prescribed by Ordinance.

36. Appointment of teaching staff and the Principal of a college shall be made by proper advertisement and selection by the Governing Body subject to approval by the University except in a case where this matter is governed by necessary rules, if any, of the State Government duly framed for the purpose.

Accommodation

37. A college shall have the following accommodation :

- i) One room for the Principal ;
- ii) One room for Vice-Principal, if any ;
- iii) One room for the college office with necessary arrangement for a Cash Counter ;
- iv) One staff Common Room ;
- v) One common room each for boys and girls separately ;
- vi) One room for the Library with an attached Reading room ;
- vii) Necessary number of class rooms each having a floor area of 8 sq. ft. per student sitting in the room ;
- viii) At least one suitable Lecture Theatre properly set up for any three Science subjects taught in the college upto Degree standard ;
- ix) Necessary arrangement for laboratories—each laboratory room having a floor area of not less than 25 sq. ft. per student working in the laboratory ;

Provided that the total number of rooms for laboratories, Museum, Balance Room, Dark Room, preparation room and such other rooms shall be such as may be considered necessary by the University in any Science subject.

- Equipments** 38. A college, permitted to start classes in any Science subject shall have adequate laboratory equipments.
- Library** 39. The College Library shall have accession of at least 200 volumes of degree standard every year.
- Inspection report** 40. The inspection report regarding affiliation or permission of a college shall not be communicated to the college before a final decision is taken thereon by the Executive Council. The copy of the report, after the decision, may, unless withheld under orders of the Vice-Chancellor for any reason whatsoever be sent to the college and to the Director of Public Instruction or Director of Education, as the case may be, of the State Government for information, guidance and necessary action.

(Passed by the Executive Council at its meeting held on 16th December, 1975 and 31st March, 1976. Approved by the Court at its meeting held on 30.12.75.)

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