

## **REPORT OF THE EXPERT COMMITTEE ON COMMON GUIDELINES OF AFFILIATION**

Ref: APSCHE/UM/738/Committee-Affi.Colleges/2012, Dt:12.07.2012.

**Preamble:** - The State Council of Higher Education constituted an Expert Committee on 12<sup>th</sup> July 2012 with following members to examine the existing procedures followed and to evaluate common guidelines for Conventional Universities and separate guidelines for Technological Universities so as to strengthen the affiliation system that would help in improving standards in affiliated colleges.

### **Members of the Committee**

1. Prof.K.Muthyam Reddy, Professor of Economics (Retd.), OU & Former Registrar, Mahatma Gandhi University, Nalgonda.
2. Prof. P.Vijaya Prakash, Professor of Anthropology (Retd.) & Former Registrar, Andhra University, Visakhapatnam.
3. Prof. K.Hemachandra Reddy, Registrar, JNTU, Ananthapur.
4. Dr. T.Kishan Kumar Reddy, O.S.D. to Vice-Chancellor, JNTU, Kukatpally, Hyderabad.

The first meeting of the Committee held on 28<sup>th</sup> July 2012 in presence of Prof. Jayaprakash Rao, Chairman, and Dr. P.Sathi Reddy, Secretary of A.P. State Council of Higher Education were also present. The Chairman, APSCHE briefed the Committee members the context in which the present Expert Committee was constituted. In the meeting, a resolution was taken to write to the Registrars of all the Universities to submit the existing guidelines of affiliation.

In subsequent meetings the existing guidelines submitted by the Registrars of the Universities were reviewed and discussions were held with some of the Deans of CDC's and Director, Directorate of Academic Audit were held.

It was broadly observed that the affiliation guidelines followed by Universities are not uniform and differ in many ways. Some of the Universities do not even have guidelines but they followed their statutes where a mention with regard to affiliations was made. Some others, particularly the New Universities, neither have statutes nor

comprehensive affiliation guidelines. However, the guidelines followed by some of the established Universities are of much use to the Committee.

The report consists of two parts, Part-A and Part-B. Part-A consists of affiliation guidelines for all the State Universities governed by Andhra Pradesh Universities Act of 1991. The affiliation guidelines for all the Technological Universities of the State Governed by the Jawaharlal Nehru Technological Universities Act 30 of 2008 are presented in Part-B.

Each part is presented in two sections, mainly Common Guidelines and Annexures. While the common guidelines may be incorporated in the Statutes of the corresponding Universities, the annexures may form general rules for the universities, which may be modified as per the university's requirement from time to time.

## **PART-A**

The following pages present the details of the affiliation guidelines, rules and regulations. These guidelines were framed in accordance with clauses 16 , 19, 20 & 24 of Section 19 of the A.P. Universities Act of 1991. Therefore, they may be incorporated into statutes of the Universities in Andhra Pradesh.

### **AFFILIATION AND RECOGNITION TO COLLEGES AND INSTITUTIONS: COMMON GUIDELINES**

#### **1.0 AUTHORITY COMPETENT TO GRANT / WITHDRAWAL OF AFFILIATION / RECOGNITION / PERMISSION**

The Executive Council of a University, in consultation with the Academic Senate, shall have the power to:

- 1.1 Grant affiliation to a College, within its jurisdiction which was approved by the competent authority, for providing a course or courses of study qualifying the students for admission to University Degrees / Diplomas, in accordance with the regulations prescribed under the Andhra Pradesh Universities Act, 1991. Once the College is affiliated to a University, permission may be granted separately for each course/subject/combination of subjects.

- 1.2 Accord recognition to reputed Government or quasi Government Institutions imparting instruction and guidance to students for a postgraduate degree /diploma under a memorandum of Understanding with the University. Once the Institution is recognised, permission shall be granted separately for each course / subject / combination of subjects.
- 1.3 Accord recognition to reputed and established Research & Development Institutions preparing the students for a research degree (M.Phil/Ph.D/D.Sc.), in accordance with the regulations prescribed under the Andhra Pradesh Universities Act, 1991.
- 1.4 Withdraw affiliation / recognition / permission granted to a College / Institution / Course / Subject/Combination of subjects, for proven violation of rules/conditions of affiliation/recognition/permission.
- 1.5 A University may withdraw affiliation/recognition/permission to a college / institution for a valid reason as defined by the University concerned.

**2.0 PROVISIONAL AFFILIATION TO COLLEGES AND PERMISSION TO COURSES / COMBINATION OF SUBJECTS ETC.**

- 2.1 A University shall notify every year in the month of December the schedule of dates for receiving applications, inspection, processing, finalization and fee particulars for granting affiliation to Colleges and permission to run Courses /Combination of Subjects for the ensuing academic year. The University shall examine the applications received, complete the process of affiliation and permissions within four (4) months from the last date of receiving the applications, and communicate its decision to concerned parties not later than **31<sup>st</sup> May**, so as to enable the colleges to offer course/subject/combination of subjects in the ensuing academic year.
- 2.2 The Chairman/ Secretary/Correspondent of the notified College (and in case of Government Colleges the appropriate authority representing the Government. Example: Principal of the College) only can apply for affiliation. In case of private un-aided colleges the Society/Trust/such other competent body seeking affiliation for the College should fulfil the conditions Sufficient funds, Corpus Fund, Accommodation, Furniture, Laboratory Equipment, Computer Facilities, Library and

Salaries to staff etc., to fulfil the conditions stipulated from time to time by the University / Government. The Society/ Trust/such other body shall have to furnish the details of its funds and sources of income, along with supporting evidences, from which it proposes to meet the expenditure.

2.3 The University may reject the applications for affiliation/permission summarily, on verification, if they do not conform to the notified guidelines and requirements of affiliation / permission. Once an application is rejected, it shall not be considered again for the same academic year.

2.4 In case of those applicants who complied with the notified guidelines and requirements of affiliation/permission, the University will cause an inspection of the proposed College for verifying the information and supporting documents provided by the applicant and for assessing the feasibility of the request.

2.5 For the purpose of affiliation/permission, the Inspection Committee shall consist of the following:

(i) Dean / Chairperson of the Faculty concerned	...	Chairman
(ii) Head of the Department/School concerned	...	Member
(iii) A Nominee of the Vice-Chancellor	...	Member
(iv) Director, Directorate of Academic Audit/ Dean CDC	...	Member-Convenor

The Academic branch of the University represented by its Deputy Registrar/Asst. Registrar shall assist the committee during the inspection.

2.6 If any member(s) mentioned above is (are) unable to serve on the Committee for valid and approved reasons, the Vice-Chancellor will make necessary and suitable substitute arrangements. Whenever some technical help is needed for the Committee, the Vice-Chancellor may nominate persons with necessary expertise for the purpose. If the permission sought is for more than one Course / Combination, a combined Inspection Committee may be constituted by the Vice-Chancellor with the Deans and Heads of the Departments concerned, whom one will be the Chairperson.

2.7 After visiting the proposed College, verifying the information provided by the applicant College, and assessing the feasibility of the applicant's request, the

Inspection Committee shall submit, within one week from the date of inspection, a report in the prescribed pro-forma along with its recommendation, to the Registrar of the University, who shall submit the Inspection Committee Report to the Standing Committee of the Academic Senate, as soon as possible, for its consideration and decision.

2.8 Affiliation to a College/Permission to a Course/Combination of Subjects granted by a University shall be provisional and is valid for one academic year only. The College will have to apply for, and seek extension of affiliation/permission for each academic year. In case of conditional affiliation, if any, granted by the University, the College shall fulfil such conditions, and submit the Compliance Report with documentary evidence within the prescribed time limit, failing which the College shall be disqualified for renewal of the provisional affiliation/permission. The University may appoint, if necessary, a Committee to verify the Compliance Report submitted by the College.

2.9 When the Applicant College is unable to start the College/Course/ Combination of subjects in the academic year for which provisional affiliation/permission has been granted, the provisional affiliation/ permission stands cancelled automatically.

2.10 Every college with provisional affiliation/permission shall pay the prescribed annual affiliation fees, and such other fees as levied by the University, based on the number of courses permitted and the ceiling strength thereon, before the prescribed date.

2.11 A provisionally affiliated College shall apply to the University, on or before 30<sup>th</sup> December of each year, for extension of affiliation/permission by submitting a renewal application along with relevant documents and prescribed fee. The University shall process the renewal applications as per the clauses mentioned above.

### **3.0 PERMANENT AFFILIATION OF COLLEGES**

3.1 A College with provisional affiliation for five consecutive years is eligible to apply for permanent affiliation, provided the College is fulfilling the conditions stipulated for this purpose by a University and the Government from time to time.

3.2 The College seeking permanent affiliation shall submit in prescribed pro-forma along with the relevant documents and fees, six months before the expiry of the existing provisional affiliation.

3.3 A University shall process the application for permanent affiliation as per the items **2.2 and 2.7** above. The Inspection Committee constituted by the University for the purpose of permanent affiliation shall submit a comprehensive and specific report, in the prescribed pro-forma about the academic, administrative, financial aspects of the College, on inspection, together with the compliance on the recommendations made earlier by the University for academic improvements in the college.

3.4 The Inspection Committee for the purpose of permanent affiliation shall be constituted by the Executive Council, and the Committee shall be:

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|---|-----|-----------------|
| (i) Dean of a Faculty   | ... | Chairman        |
| (ii) Member of the Executive Council  | ... | Member          |
| (iii) A senior Professor of the University<br>(Nominated by Vice-Chancellor | ... | Member          |
| (iv) Director, Directorate of Academic Audit/<br>Dean CDC                   | ... | Member-Convenor |

The Academic branch of a University represented by its Deputy Registrar/Asst. Registrar shall assist the committee during the inspection.

3.5 If any application for permanent affiliation is not considered favourably the same application may be processed for renewal of provisional affiliation for the next academic year.

3.6 The College, which has been granted permanent affiliation shall pay the prescribed annual affiliation fees and such other fees as levied by the University based on the number of courses permitted, and the ceiling strength thereon, before the prescribed dates.

3.7 The University shall inspect and review, once in five years or earlier, every affiliated College with permanent affiliation, to ensure maintenance of academic standards, and quality enhancement in the College with regard to infrastructure facilities, financial viability, classroom training, teaching staff, library, and other related matters. The

University may direct any College so inspected to take remedial action within a stipulated period.

3.8 A University shall withdraw permanent affiliation to any College for proven violation of rules/conditions of permanent affiliation and also for non-compliance of any directions from the University. Such College will be treated as under provisional affiliation for that academic year.

#### **4.0 RECOGNITION OF COLLEGES FOR M.Phil, Ph.D/ D.Sc AND INSTITUTIONS AS RESEARCH CENTRES FOR PG / M.Phil / Ph.D PROGRAMMES.**

4.1 A reputed Government or quasi Government Institution situated in the jurisdictional area of the University as defined in Andhra Pradesh Universities Act, 1991 (as amended), and have entered into a Memorandum of Understanding (MoU) for the purpose, are eligible to apply for University recognition, as per the provision **2.2 and 2.7** above, for conducting postgraduate degree courses, M.Phil/Ph.D.

4.2 Permanent Affiliated Colleges/National Research Laboratories and/or Institutes / Reputed Industrial establishments with accredited R & D Laboratories, as defined in Section 6 (1) of Andhra Pradesh Universities Act, 1991, are eligible to apply for university recognition as a 'Centre for conducting Research Studies' leading to M.Phil/Ph.D degree in a subject approved by the University.

4.3 The guidelines for eligibility, method of applying, processing the application and other general rules and regulations for recognition of Colleges/ Institutes as 'Centres for conducting Research Studies' shall be devised and notified by the University. The provisions mentioned in sections 2 and 3 above are also applicable.

4.4 Recognition of a College / Institute as 'Centre for conducting Research Studies' is provisional and is based on the recommendation of a Committee constituted for the purpose by the Vice-Chancellor. The Committee may consists of a Senior Dean of Faculty, Head and Chairman Board of Studies of concern department and the Registrar.

4.5 Admission of students to M.Phil/Ph.D programme in Colleges/Institutions recognised as 'Centre for conducting Research Studies' will be made by the University as per the regulations in vogue.

**5.0 GENERAL:**

5.1 No affiliation either permanent or provisional shall be granted, retrospectively, to any College, under any circumstances.

5.2 Affiliation granted to any College to run any course(s), are not transferable to any other College or Society or Trust.

5.3 Every College affiliated to the University shall conform to and be bound by the rules of the University that are now in force or that may be framed from time to time.

**6.0 DISAFFILIATION:**

All the Colleges/Institutions that are affiliated / recognized by the University shall comply with the Rules, Regulations, Ordinances, and Statutes, standing orders or directions issued by the University, from time to time. Colleges/Institutions that are found to violate the rules, regulations ordinances, statutes, standing orders or directions of the University are liable for disaffiliation/de-recognition.

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