



GOA UNIVERSITY
Taleigao-Plateau-Goa. 403 206.

Ref.No: 1/Affiliation/2/2014-15/2519

Date:29/09/2014.

CIRCULAR

Re: Application for Extension/Continuation of Affiliation to Colleges/Programs, starting new programs and Research Centres for the academic Year 2015-16.

1. It is notified for information of all concerned that the last date for receipt of application forms for extension/continuation of affiliation for existing programs, proposing new programs and Research Centres during the academic year 2015-16, is **31st October, 2014**.
2. Six sets of application for each program, duly filled in as per the prescribed form available on the University Website www.unigoa.ac.in, should be submitted to the Registrar on or before **31st October, 2014** along with the prescribed fees as detailed in Annexure I.
3. Any proposal for opening a new college and/or starting a new program shall be examined first by the Standing Affiliation Inquiry Committee. Such proposals, whether under grant-in-aid or self-financing, shall be submitted to the University along with a copy of the NOC issued by the Directorate of Higher Education, Government of Goa. Applications received without the NOC from the Government and submitted after **31st October, 2014** shall not be processed further for their consideration during the academic year 2015-16.
4. Applications for extension of affiliation to a new program for which the syllabus and/or Ordinance is not approved by the appropriate University authorities, should be submitted at least one year prior to the commencement of the academic year during which the college proposes to offer the said program.
5. In the case of extension of affiliation to a new program, the process of affiliation will not be initiated unless the syllabus for the entire duration of the program, and the relevant Ordinances are duly approved by the appropriate authorities of the University.

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6. *Applicant colleges/institutions are advised to refrain from announcing or advertising a new program or offering admission to such proposed programs, until such time as a formal communication confirming affiliation to the program is received from the University. Any violation of these guidelines may compel the University to take appropriate action against such college/institution.*
7. *Upon constitution of the Affiliation Inquiry Committee, the Academic (General) Section of the University shall duly inform the Principal of the proposed date of visit of the Committee. The college/institution shall keep all the required information/documents ready for perusal of Committee.*
8. *The process of affiliation shall be governed by the provisions of Statute SC-1, UGC (Affiliation of Colleges by Universities) Regulations, 2009, and UGC (Affiliation of colleges by Universities) Amendment Regulations, 2012.*

Sd/-
Prof. V.P. Kamat
REGISTRAR

SCHEDULE OF AFFILIATION FEES

Affiliation fees for starting a new college/Continuation/Extension/Permanent Affiliation per program/per part program from June 2012 onwards.

Sr.No		Grant-in-aid program	Self-financing program
1	<i>Starting a program in a new college or existing college* (Inclusive of fees for FY program)</i>	Rs.30,000/-	Rs. 40,000/-
2	<i>Permanent Affiliation per program*/per part program**</i>	Rs.35,000/-	NA
3	<i>Extension of Affiliation per course/ subject (For FY., SY., TY.etc to be paid separately)</i>	Rs.15,000/-	Rs.25,000/-
4	<i>Continuation of affiliation per program/per year upto third/final year (For FY., SY., TY.etc to be paid separately)</i>	Rs.15,000/-	Rs.25,000/-

Once the initial affiliation is complete, for all the subsequent years of the program, the University will charge only Rs.15, 000/- for grant-in-aid programs and Rs.25, 000/- for self financing programs from the next academic year per program. If a revisit is arranged to verify the compliance of conditions, college will be charged Rs.15, 000/-per program.

Annual fees for continuation of Permanent Affiliation to grant-in-aid programs in affiliated Colleges.

1. For colleges/Institutions offering Professional /non-professional/ Bachelors/Masters/ Research, Degree, Diploma, per program.

- | | |
|---------------------------|----------------|
| a. Upto five programs | : Rs. 20,000/- |
| b. Upto ten programs | : Rs. 30,000/- |
| c. More than ten programs | : Rs.40,000/- |

Sd/-
Prof. V.P.Kamat
REGISTRAR

**Programs represent independent courses e.g. B.A. Marathi, BA History, B.Sc. Chemistry, B.Sc. Zoology etc.*

***Part program represent any individual paper/papers for any year, which alone does not lead to a Degree.*

GOA UNIVERSITY

(Application for First time Affiliation of a College/Institution and continuation/extension of affiliation of existing programme)

Part I

Date:

1. Name of the College
2. Address Whether the programme is self-financed
or grant-in aid:
3. Telephone No.:
4. Website and E-mail ID
5. Proposed programs and intake (For new College/new Programme)

Name(s) of Programmes	Proposed Intake

6. List of Programme for which continuation/extension of affiliation is applied for

Name of programme	Sanctioned Strength	Type of Affiliation	Period of Affiliation Sought	Year when the Programme started

7. Principal of the College
 - a) Is the Principal of the College qualified as per the norms? (Yes/No)
 - b) Is the appointment approved by the University? (Yes/No)
 - c) Furnish the letter No. and date of approval _____
 - d)

8. Financial Position:

Enclose evidence of creating and maintaining Corpus Fund by way of irrevocable Government Securities/Joint FDR with University for a minimum period of three years:

- (i) Rs. 35 lakhs per programme(Professional)
- (ii) Rs. 15 lakhs per programme (other programme)

9. College Building:
- (a) Is the land/existing building of the college owned by the society or on hire
- (b) Will the college complete the building by the end of the second year?
Provide details:
- (c) Will the college move completely to the proposed permanent building by the beginning of the third year.
- (d) Whether 15 sq ft. area per student is available in lecture/seminar room/library and 20 sq. ft. per student in each of the laboratory. Provide details:
- (e) Other requirements **(as per Annexure "A")**
10. The Registered Society/Trust proposing the college shall execute a bond **(As per Annexure "B")**
11. Whether NOC has been obtained from (i) Government of Goa (ii) Concerned National Body of the Council. If yes, enclose copies.
12. Requirements to be fulfilled **(as per Annexure "C")**
13. The application shall be submitted with certified copies of the documents **(as per Annexure "D")**
14. NAAC/NBA Accreditation status(for existing colleges): Give details
15. No. of applications received for admission to the Programme for the preceding 3 years

No. of applications received for the programme	No. of seats sanctioned	No. of seats filled

16. Placement details of the passed out students or study for the past 3 academic years (Programme -wise) (for existing colleges):
17. Fees charged for the course:
18. Whether Vishakha Committee is in place (Yes/No): If Yes, indicate the Order No. & Date under which the Committee is constituted

19. Details of Faculty:

Name	Highest Qualification	% marks or Grade at highest qualifying exam	Designation	Pay	Nature of appointment

DECLARATION

We hereby declare that the data given above is factual data.

Signature of Management and Principal

Annexure "A"

- (a) Undisputed ownership and possession of land free from any or all encumbrances, measuring not less than 5 acres. (Yes/No)
- (b) Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by Goa University for each of the higher education courses/programs with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory/Regulatory body concerned, taking care that all buildings constructed in the college are disabled-friendly. (Yes/No)
- (c) Academic building sufficient to accommodate the faculties, lecture/seminar rooms, library and laboratories with a minimum of 15 sq. ft. per student in lecture/seminar room/library and 20 sq. ft. per student in each of the laboratories. (Yes/No)
- (d) Number of teaching and non-teaching staff as per University norms / Central councils, as applicable. (Yes/No)
- (e) Adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage in conformity with the norms laid down by the Central/State PWD. (Yes/No)
- (f) Adequate measures for safety, security, pollution control, etc. (Yes/No)
- (g) A Library with at least 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journals per subject, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC / other regulatory bodies, as applicable from time to time. (Yes/No)
- (h) Necessary laboratory equipments as prescribed by the University/ Statutory/Regulatory body concerned, for each of the higher education programmes. (Yes/No)
- (i) A multipurpose complex/ an auditorium and facilities for sports, canteen, healthcare, separate common rooms and separate hostels for boys and girls as per the local requirements, as decided by the University / appropriate authorities. (Yes/No)
- (j) Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostel rooms, and for other facilities. (Yes/No)
- (k) A duly constituted managing body as specified by the University. (Yes/No)

Annexure "B"

- (a) To impart instruction only in the subjects and for the courses/ programmes in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such courses/programmes shall follow the syllabi approved by the appropriate academic bodies of the University.
- (b) To comply with all the provision of the Act, the Statutes and the Ordinances, Rules and Regulations of the University framed in this regard.
- (c) To follow the Rules, Regulations and Guidelines of the Statutory/ Regulatory bodies issued from 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 / other regulatory councils and conditions of service shall be in accordance with the Statutes/Ordinance/ Regulations of the University/State Government/ UGC / other regulatory councils and shall ensure imparting of adequate instruction to the students in the courses/ programmes of studies to be undertaken by the college and that the Student-Teacher Ratio of the college shall be as per the norms of the UGC / other regulatory councils.
- (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 prescribed by the UGC/ Central/ State Govt. 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 only on consideration of merit based on qualifications and experience prescribed for them and not demanding or accepting any donation or other consideration.
- (g) To the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfilment of the conditions for affiliation to the University within a fortnight of changes coming into effect.
- (h) To the effect that all fees to be charged from the students shall be as approved by the University based on the norms of the UGC / State Government, from time to time.
- (i) To the effect that the college shall not collect any capitation fee or donation in any form, from or on behalf of any of its students or their parents/guardians or any other source, except the prescribed fee and other charges as approved by the University based on the norms of the UGC.
- (j) To the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University.

- (k) To the effect that the college shall not, without the previous permission of the University, suspend offering an already approved course/ programme of study.
- (l) To the effect that the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college.
- (m) To the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Regulations/ Orders of the UGC/ University/ Government shall be maintained and made available as and when required for inspection by competent authorities.
- (n) To the effect that the college shall furnish all such returns and other information, as the UGC/University/Government may require, to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and that it shall take such action as the UGC/ University/ Government may direct to maintain the same.

Annexure "C".

- (a) The college or the Governing Body of the College has been registered as a Society under the Societies Registration Act, 1860 (21 of 1860) or as a Trust with Trustees being appointed and vested with legal powers and duties. However, this condition shall not apply to Colleges opened by the State or Central Government.
- (b) The college for which affiliation is sought, a local managing committee shall be constituted by the management as provided by the Ordinances made in that behalf.
- (c) The College if managed and maintained by the State or Central Government, notwithstanding the clause (b) above, shall have an Advisory Committee as provided by the Ordinances made in that behalf.
- (d) The strength and qualification of the teaching staff shall be in accordance with the Statute/ Ordinances /Regulations of the University.
- (e) The emoluments and the terms and conditions of service of the teaching staff shall be in conformity with the Statutes/Ordinances/ Regulations framed by the University from time to time. Provided that if a college is maintained by the State or Central Government, these shall be in conformity with the Rules and Regulations framed by the Government in that behalf.
- (f) The college has or shall acquire a plot of land of a size prescribed by U.G.C., that the building in which the college is to be located are or shall be owned by the college and that such buildings the number and sizes of lecture rooms, laboratories, library and other facilities are in accordance with the norms prescribed by the U.G.C. in this regard with adequate facilities of light, ventilation and toilets being provided keeping in view the norms laid down by the Indian Standard Institution or the local authority and that adequate facilities for essential services (water, electricity and sewerage facilities) are provided in all the buildings.
- (g) If the college is to cover the students in the surrounding area, adequate hostel facilities shall be provided, according to norms prescribed by the U.G.C.
- (h) The laboratories have adequate safety arrangement, proper fitting and regular supply of water, electricity, etc.
- (i) The Library has or shall have adequate number of text books, reference books and journals, suitable space for reading room and library staff with proper furniture, and space by way of cubicles or otherwise for the teachers, as prescribed by the U.G.C.
- (j) The provision has been made or will be made within reasonable time for the residence of the Principal and some members of the teaching staff in or near the college campus.
- (k) The rates of fees charged to the students are in accordance with the rates prescribed by the University from time to time.
- (l) The college gives an undertaking that in the event of affiliation being granted, it shall not change or transfer the management of the college without previous permission of the Executive Council and shall report all changes in the teaching staff and all other changes that may result in any of the aforesaid requirements not being fulfilled or continuing to be fulfilled.
- (m) The college gives an undertaking that the emoluments including allowances that are

required to be paid to teachers and other employees of the college are, and shall be in accordance with the grades and allowances sanctioned under the Statutes from time to time and that the rules prescribing the qualifications, security of tenure, disciplinary matters and other terms and conditions of services of the teachers and other employees of college shall be in accordance with the Statutes made by the University from time to time. Provided that if a college is maintained by the State or Central Government, all these shall be in conformity with the Rules and Regulations framed by the Government in that behalf.

- (n) The college gives an undertaking that it shall create a non-transferable Reserve Fund in the name of the Society or Trust, shall deposit in the Fund such amounts as may be prescribed by the Ordinance made in that behalf, and shall create an irrevocable trust deed in respect of such Fund. Provided that this condition shall not apply to colleges opened by the State or Central Government.
- (o) The college gives an undertaking that it shall comply with all the provision of the University Act and Statutes, Ordinances, Regulations and Rules made there under.
- (p) The college shall comply with any conditions of affiliation as may be laid down by the Affiliation Inquiry Committee and accepted by the Executive Council.
- (q) No student shall be admitted to any course of instruction in the college in anticipation of grant of affiliation. The affiliated College shall impart instruction only in the subject and for the courses in the faculties for which it has been granted affiliation by the University.
- (r) The academic and welfare activities of the backward classes and scheduled caste/tribes students shall be properly looked after and special attention shall be paid by the college to their problems while also adhering to state rules and directions on reservations.
- (s) The College shall furnish such returns and other information as the University or the State Government may require to enable it to monitor and judge its performance towards maintenance of academic standards and shall take such action as the University or the State Government may consider necessary to maintain the same.
- (t) The college shall not collect any capitation fee or donation from any of its students or employees except the prescribed fee and other charges as approved by the University.
- (u) The Management of non-Government College shall have its accounts audited by the end of each year by a chartered accountant out of a panel approved by the University or the State Government and that a copy of its annual accounts shall be made available with the audit report to the University and State Government for inspection.
- (v) All registers and records as required to be maintained under University Regulation/Government orders shall be maintained and will be made available as and when required for inspection by the University/Government.

The application shall be submitted with certified copies of the following documents:

1. Registration of the Society/Trust along with details of Constitution and Memorandum of Association.
2. Letter from the Competent Authority designated by the State Government for classification of land and its location as Metropolitan or other areas.
3. Land Use Certificate, from the Competent Authority designated by the State Government.
4. Document(s) relating to registration of land or that of lease by the Government in the name of the applicant.
5. Appropriate order from the State Government permitting the Society/Trust to start the college with details of the courses/programmes intended to be offered.
6. Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the State Government.
7. Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college.
8. Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose.

Detailed Project Report giving

- (a) Background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions, details of its promoters including their background, its activities in the social, charitable and educational spheres since its inception and its Vision and Mission.
- (b) Development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in student-intake and introduction of Bachelor's degree, Master's degree, postgraduate diplomas and research programmes and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, sports and recreational facilities.
- (c) Architectural master plan indicating the land use pattern including those for the future.
- (d) Policy with regard to faculty recruitment, retention and development.
- (e) Structure of academic and administrative governance.
- (f) Sources of financing of capital and operating expenditure, besides funds to be generated through students' fees and
- (g) Resource projections and their utilization schedule.