



Ref. No:1/Affiliation/2/2020/05

Date:16/06/2020

CIRCULAR

I. Application for Extension/Continuation of Affiliation to Colleges/Programs, starting new Programs and Research Centres for the academic year 2021-22.

1. Applications for i) Continuation of affiliation ii) Extension of affiliation iii) Affiliation to start new programmes/courses iv) Affiliation to start additional divisions/ increase in sanctioned intake (including A.Y. 2020-21) v) Affiliation to start new Colleges vi) Recognition to start/continuation of Research Centers for the academic year 2021-22 shall be accepted **online** from the date of issue of this Circular as per the following Schedule:

Sl. No.	Date for submission	Fees including Late fees
1.	Applications received up to 31.08.2020	Fees as per schedule in Annexure -A
2.	Applications received from 1 st September to 30 th November, 2020	Fees as per Annexure-A plus a late fee of Rs.20,000/- per programme.
3	Applications received from 1 st December, 2020 to 31 st March, 2021	Fees as per Annexure-A plus a late fee of Rs.40,000/- per programme.

2. The Colleges must login through the GUMS login link provided on the University website www.unigoa.ac.in using the Principal id and pass word mailed to them. The User Manual for affiliation is also available on the University website. The payment of the prescribed affiliation fees and late fees will be calculated by the system and as indicated in Annexure 'A'.
3. All the required documents are to be scanned and uploaded along with the application for affiliation. **Six hard copies of the filled in (downloadable) application for affiliation (in PDF format) along with all the enclosures is also required to be sent to the Assistant Registrar - Academic (Gen.) for reference and record.**
4. Any proposal for opening a new college and/or starting a new program including starting of Research Centres and extension of affiliation for General and Honour programmes shall be first examined by the Standing Affiliation Inquiry Committee. Proposals received 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/Directorate of Technical Education/Directorate of Health Services, Government of Goa.
5. Applications for affiliation received late i.e. after **31st August, 2020** will be charged late fees as indicated above. Applications for affiliation received without NOC from the Directorate of Higher Education will also be charged late fees and the late fee amount will be determined on the basis of the actual receipt of the NOC by the University from the College and also as per the schedule of late fees.

6. 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.
7. 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.
8. 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.
9. Upon constitution of the Affiliation Inquiry Committee, the Academic (General) Section of the University shall duly inform the Principal the date of visit of the Committee. The college/institution shall keep all the required information/documents (**as per list enclosed**) ready for perusal and verification by the AIC.
10. 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.

II. Part-I of the Format of the Report of the Affiliation Inquiry Committee (AIC)

1. Part-I of the Format of the Report of Affiliation Inquiry Committee (AIC) is enclosed which is required to be filled in by the College separately for each programme for which they are applying for affiliation and submitted along with the application for affiliation before the last date.
2. Part-I of the Format of the Report of the AIC is an important document for the AIC to recommend continuation/extension of affiliation and therefore care may be taken to provide authentic data. Submission of the said Format is mandatory. Non-submission of the Format may result in the AIC not visiting the College.
3. In case the Part-I of the said Format requires some changes after submission of the same to the University especially the information regarding the Faculty, the Colleges may send a revised version of the Part-I immediately but not after the completion of the visit of the AIC to the College. The Format received after the completion of the AIC visit to the College will not be considered.
4. The instructions indicated at the end of the said Format shall be strictly followed while filling up the same.

(Prof. Y.V.Reddy)
REGISTRAR

- Encl: 1. Schedule of Affiliation Fees.
2. List of documents to be made available.
3. Part-I of the report of the AIC.

To,
Principals/Deans/Directors of affiliated Colleges/Institution



GOA UNIVERSITY

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Date: 16/06/2020

ANNEXURE - A SCHEDULE OF AFFILIATION FEES

Table 1.

Sr. No.	Description	Fees	
		Professional College	Non Professional College
1.	Starting of a new college	Rs. 2, 00,000/-	Rs. 1, 00,000/-
2.	Starting of new Community College/ B.Voc. College	Rs. 1,00,000/-	

Table 2.

Sr. No.	Description	Grant-in-aid	Self-financing
1.	Starting of a program in an existing college (Inclusive of fees for FY program)	Rs.40,000/-	Rs. 50,000/-
2.	Permanent Affiliation per program*/per part program**	Rs. 50,000/-	NA
3.	Extension of Affiliation per course/subject (For S.Y., T.Y. etc to be paid separately) till one cycle of Program completes	Rs.25,000/-	Rs.40,000/-
4.	Continuation of affiliation per program	Rs.25,000/-	Rs.40,000/-
5.	Additional division in existing program to be paid per year	Rs .25000/-	Rs. 40,000/-
5.	New Colleges starting new programs (First time affiliation)	Rs.40,000/-	Rs.50,000/-
6.	Certificate Course 3/6 months and Certificate Course	Rs. 10,000/-per program	
7.	Diploma/Advanced Diploma	Rs. 20,000/- per program	
8.	Revisit to verify compliance report	Rs. 20,000/- per program	

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

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

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

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

- Upto five programmes: ---- Rs. 40,000/-
- Upto ten programmes: ---- Rs. 60,000/-
- More than ten programmes:---- Rs. 80,000/-

Annual Continuation of Affiliation fees when continuation of affiliation is granted for more than one year:

For Colleges who have been granted continuation of affiliation for period ranging from two to five years and do not need to apply for continuation of affiliation on a yearly basis.

- Grant-in-aid Programme -- Rs. 20,000/-
 - Self Financing Programmes – Rs. 35,000/-
- } per year for the subsequent year/s for which continuation has been granted.

(Prof. Y.V.Reddy)
REGISTRAR

LIST OF DOCUMENTS TO BE MADE AVAILABLE BY THE COLLEGE TO BE VERIFIED BY THE AFFILIATION INQUIRY COMMITTEE (AIC)

Statute No.	Particulars	Yes/ No
	INFRASTRUCTURE	
SC-1(iii) 1	Requirements prescribed by the Statutory/Regulatory bodies	
SC-1 (iii) (a)	LAND Documents regarding ownership and possession of land (not less than 5 acres)	
SC-1(iii) (b)	BUILDINGS Administrative, academic and other buildings to run the programme.	
SC-1(iii) (c) & (j)	LECTURE ROOMS AND LABORATORIES Lecture/Seminar rooms/ library (15 sq. ft. per student) with appropriate furniture	
SC-1(iii) (c) & (j)	Laboratories (20 sq. ft. per student) with appropriate furniture	
SC-1(iii) (e) & (f)	CIVIC FACILITIES Water, electricity, ventilation, toilets sewerage in conformity with the norms laid down by the Central/State PWD including safety, security	
SC-1(iii) (g)	LIBRARY A library with at least 1000 books or 100 books in different titles on each subject, reference books, two journals per subject along with a book bank facility to SC,ST, etc. students	
SC-1(iii) (h)	EQUIPMENTS Necessary laboratory equipments as prescribed by the University/statutory/regulatory body concerned for each programme.	
SC-1(iii) (i)	SPORTS FACILITIES, COMMOM ROOMS, CANTEEN FACILITIES Facilities for sports, canteen, and healthcare, separate common rooms and separate hostel for boys and girls.	
SC-1 2. (b)	FINANCIAL POSITION i) Check evidence of creating and maintaining Corpus Fund by way of irrevocable Government Securities/Joint FDR with the University for a minimum period of three years: (a) Rs. 35 lakhs per programme (professional) (b) Rs. 15 lakhs per programme (other programmes).	
SC-1 2 2.8	FUND POSITION i) Budget for the year for which affiliation is sought ii) Audited statement of the previous year	

<p>SC-1 4 (d) & (g)</p> <p>SC-1 4 (e)</p>	<p>APPOINTMENT AND SALARY OF FACULTY</p> <p>i) Whether the appointment is approved by the Goa University</p> <p>ii) Whether salary to the teaching and non-teaching staff is regularly paid alongwith the applicable allowances as prescribed by UGC/State Govt.</p> <p>iii) Salary Acquittance Roll</p> <p>iv) Statement showing salary of teaching and non-teaching staff and evidence of its crediting to the respective bank accounts to ascertain whether the salary is paid and credited in time.</p> <p>v) Verify the deductions in salary including Income tax, P.F. etc. and evidence of sending deductions to various agencies including Income Tax Department.</p>	
<p>SC-1(iii) 1 (k)</p> <p>SC-1 7 (b)</p>	<p>CONSTITUTION OF</p> <p>i) Managing Body</p> <p>ii) Local Managing Committee</p>	
<p>SC-1 2.1</p>	<p>Registration of Society/Trust</p>	
<p>SC-19 (XII) (8)</p>	<p>MUSTER ROLL OF FACULTY AND NON-TEACHING STAFF</p> <p>i) Verify whether the strength shown tallies with those on the Master Roll (Department-wise)</p> <p>ii) Leave orders to ascertain that the leave is granted as per the provisions of the Statute.</p>	
<p>SC-1 4 (d), (e) & (g)</p>	<p>MEETING WITH THE FACULTY AND NON-TEACHING STAFF</p> <p>to ascertain whether:</p> <p>i) Appointment is approved by the Goa University.</p> <p>ii) Salary is paid as per the norms of U.G.C /Directorate of Higher Education and is paid in time.</p> <p>iii) All deductions in salary are done and the amount remitted accordingly including income tax.</p> <p>iv) Adequate facilities are available to the Faculty for teaching etc.</p>	
<p>SC-1 4 (a)</p> <p>SC-1 4 (h)</p>	<p>MEETING WITH THE STUDENTS</p> <p>to ascertain whether:</p> <p>i) Teaching is done as per approved syllabus and as per the Time Table.</p> <p>ii) Adequate facilities are available in terms of required books in the library including book bank facility and computers in the computer labs.</p> <p>iii) Fees are charged as notified and approved by the Authorities.</p>	

(Signature of Chairman/Chairperson)

GOA UNIVERSITY

Taleigao Plateau, Goa 403 206

REPORT OF THE AFFILIATION INQUIRY COMMITTEE

Part -1

Date of visit	
Name of the College/Institution	
NAAC Accreditation	
If Yes, Grade and year	
Research funding received by college last year	
Programme being reviewed by AIC	
Programme fee per year per student	
Is financial position of the programme as per SC-1?	

Faculty (add more rows in the table below if needed)

Number of faculty members sanctioned for programme	
Number of faculty positions filled	
Faculty Member 1	Name
Highest qualification	Degree, university, % marks, grade, etc.
Qualified as per UGC?	Yes/No
Nature of Appointment	Perm/Contract/Lecture-basis
Salary	
Faculty Member 2	Name
Highest qualification	Degree, university, % marks, grade, etc.
Qualified as per UGC?	Yes/No
Nature of Appointment	Perm/Contract/Lecture-basis
Salary	

No. of applications received for admission to the programme during last 3 academic years

Academic year	No. of applications	No. of seats sanctioned	No. of seats filled

Infrastructure

Classrooms available to the programme and area of each classroom	
Teaching aids available for the programme	
Laboratories used by the programme and area of each laboratory	
Special equipment used in the programme	
Availability of staffroom to teachers	
Availability of common room to students	
Library facilities available to the programme	
Sports facilities available to the programme	
Canteen facilities	
Health facilities, Counseling, etc. available to the programme	
Description of facilities that have been added since the last AIC visit	

Data on placements of last 3 batches:

Batch:

Sr. No	Students Name	Placement
01		
02		
03		
04		
05		

IMPORTANT INSTRUCTIONS TO FILL THE FORMAT:

1. The format of AIC Report is to be prepared in A4 size MS word format.
2. The font should be Calibri size 12 with single spacing.
3. The column borders should be white background and about 15% to 20% darker.
4. Unnecessary bold and capital letters to be avoided.
5. The date of the AIC visit in the format of the AIC Report is to be left blank.
6. A hard copy of this format of the AIC report duly filled in is required to be sent along with the application for affiliation.
7. A soft copy of the filled in format of the AIC Report is to be sent by mail to argeneral@unigoa.ac.in
8. Separate format of the AIC report is to be filled for each programme for which affiliation is applied for.