

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**  
**Kukatpally, Hyderabad – 500 085**



**Affiliation Procedure and Regulations**  
**(With effect from 2020-21)**

**University Academic Audit Cell**  
**Jawaharlal Nehru Technological University Hyderabad**  
**JANUARY, 2020**

FOREWORD

The Jawaharlal Nehru Technological University Hyderabad is one of the largest affiliating Universities in the State of Telangana and in the country. The quality of education in the College / Institute affiliated to JNTUH thus reflects the quality of engineers from the State. It is therefore imperative that the University bears responsibility to ensure academic infrastructure and environment that promotes quality education. In this endeavor, the University has shown adaptiveness in curriculum design and laid down norms and regulations for effective implementation of the curriculum.

The quality of education will improve when continuous, objective and scientific methods are adopted. Hence, in the interest of developing the quality of education, better methods of evaluation have to be adopted. It is obvious that the need of the hour in the field of education or for that matter in any other field in our country now is accountability and autonomy. Accountability of the staff to the society and accountability of the institution as a whole to the society is required to turn College / Institute into centers of academic excellence.

The University presently has about 300 Colleges / Institutes affiliated to it, offering varied courses both at Under Graduate and Post Graduate levels, in Engineering, Pharmacy and MBA/MCA with the ever increasing demand of students in taking up engineering education and increasing interest of private Managements in establishing the technical Institutions. Greater awareness on the minimum standards expected of College / Institute for providing quality technical education and specially, availability of academic infrastructure for practical orientation has been prescribed in the University syllabus and curriculum. The role of University as a regulating body rests not only in prescribing the syllabus, but also in ensuring that the College / Institute are adequately equipped to implement the curriculum to achieve the desired quality of education, uniformly wherever the courses offered.

A comprehensive and objective assessment of institutions in terms of norms and regulations laid down can only be achieved through procedures and formats, enabling transparency and automation within a stipulated duration. The emphasis on infrastructure to support practical orientation of curriculum, accountability of institutions to the society, monitoring of institutions on a continuous basis, automation for faster processing, greater awareness of requirements and norms, opportunity to College / Institute for improvement of academic infrastructure are just a few of the revisions adopted towards University's continuous efforts as a regulating body.

Earlier a committee, viz. "Affiliation Regulations Committee" was constituted to review and recommend revisions to the affiliation regulations and procedures. The members of the committee were Prof. Suleman Siddiqui, Former Vice-Chancellor – OU, Prof. K. Lal Kishore, Former Vice-Chancellor – JNTUA and Former Registrar of JNTUH, Prof. G. Tulasiram Das, Former Vice-Chancellor – JNTUK and Former Registrar of JNTUH, Prof. N. V. Ramana Rao, Former Registrar of JNTUH, Mr. Abhishek Reddy, Standing Counsel of JNTUH on Affiliation matters and Prof. G. Vijaya Kumari, Director, Academic Audit Cell, Member Convener. Prof. N. Yadaiah, Registrar- JNTUH, Dr. Srinath, special officer, UAAC and Dr. P. Bhramara, Coordinator, UAAC as Special Invitees. Under the chairpersonship of Vice-Chancellor I/C of JNTUH, Smt. Shailaja Ramaiyer, number of meetings were held by the committee to review the regulations and recommend revisions to the existing affiliation regulations and procedures.

Further, the draft affiliation regulations were placed on the JNTUH website, inviting suggestions/ feedback. More than 100 e-mails and letters were received in response from individuals, Colleges / Institutes and associations. A series of stake holder interaction meetings with various affiliated College / Institute Managements (Minority Institutions, Group Institutions, Autonomous Colleges / Institutes, Single College / Institute managements, Stand-alone Colleges / Institutes and Pharmacy Colleges / Institutes) were held. There were more than 200 representatives from various College / Institute attended and the feedback was placed before the committee.

The final recommendations of the committee were placed before the Executive Council of the University for approval and the same were implemented for the Academic Year 2016-17.

Meanwhile several representations were received from various associations of Colleges / Institutes and in view of the past experience of Standing Committee, Appellate Committee and Honorable High Court decisions, the Hon'ble Vice-Chancellor Professor A. Venu Gopal Reddy has constituted a high power committee consisting of Prof. N. V. Ramana Rao, Rector as Chairman, Prof.B.C. Jinaga, Former Rector of JNTUH, Prof. K. Vijaya Kumar Reddy, Former DAP of JNTUH, Prof. A. Govardan, Principal, JNTUH CEH as Members and Prof. M. Sreenivasa Rao, Director, Academic Audit Cell, Member Convener. Prof. A.V.Sita Rama Raju, OSD (Affiliation) to Vice-Chancellor, Prof.G.Vijaya Kumari, Former Director, Academic Audit Cell, Dr. K.Anitha Sheela, Coordinator, UAAC and Dr. C. Srinath, Special Officer, UAAC as Special Invitees to further review the regulations. The committee met several times and finalized the regulations which were implemented for the Academic Year 2017-18.

To further review the regulations keeping in view of the past experience of Appellate Committee and the Hon'ble High Court Judgments in various writ petitions filed by some of the affiliated College / Institutes, the Hon'ble Vice Chancellor, Prof A. Venugopal Reddy has constituted an Affiliation Regulation Review Committee, which will be effective from the Academic Year 2018-19. The Committee consisting of Prof. B. N. Bhandari, Director, Academic & Planning, JNTUH as Chairman, Prof. B.C.Jinaga (Retd.), Former Rector, JNTU, Prof. A. Govardhan, Rector, JNTUH , Sri A. Abhishek Reddy, Standing Counsel, Prof. G.Vijaya Kumari, Director, J-HUB, JNTUH, Prof. A.V. Sitarama Raju, OSD (affiliations) to Vice-Chancellor as Members, Prof. M. Sreenivasa Rao, Director, UAAC, JNTUH as Convener & Member, Prof. K.Anitha Sheela, Coordinator, UAAC and Sri G. Praveen Babu, Coordinator, UAAC, as Special Invitees and conducted several meetings in the University. The committee recommended several changes to the existing regulations.

Further, the draft affiliation regulations were placed on the JNTUH website, inviting suggestions/ feedback. Subsequently a series of stake holder interaction meetings with various affiliated College / Institute Managements were held. More than 200 representatives from various Colleges / Institutes attended and the feedback was placed before the Committee. The final recommendations of the Committee were placed before the Executive Council of the University for approval and which will be effective from the Academic Year 2018-19.

As a part of annual Affiliation Process, the In-charge Vice Chancellor Sri. Jayesh Ranjan, IAS has constituted a committee to review the existing Affiliation Regulations thoroughly keeping the past experiences during the Academic Year 2019-20 in view and strengthen the existing regulations for the ensuing Academic Year 2020-21. The Committee consisting of Prof. A. Govardhan, Rector & Registrar I/c., JNTUH as Chairman, Prof. C.Venugopal Rao, Director, Academic Audit Cell, Osmania University as Member, Prof. B. N. Bhandari, Director, Academic & Planning, JNTUH as Member, Prof. E. Saibaba Reddy, Principal, JNTUH as Member, Prof. Ramamohan Reddy Kasa, In-Charge Director, UAAC, JNTUH as Convener & Member, Sri V.Ramchander Goud, Standing Counsel as Member, Prof. K.Anitha Sheela, Head of the Department, ECE and Sri G. Praveen Babu, Coordinator, UAAC, as Special Invitees and conducted few meetings. The committee recommended minor changes to the existing regulations and the final recommendations of the Committee were placed before the Executive Council of the University for approval and which will be effective from the Academic Year 2020-21.

The endeavor of the University is to see that the standard and quality of education is improved University ensures that through proper infrastructure facilities, qualified faculty, lab equipment etc. are made available throughout the academic year to the students and not just at the time of Inspections only. The present regulations are a step forward to see that the College / Institute are made accountable and encourage the College / Institute to maintain academic standards throughout the year. Grant of affiliation to a particular

College / Institute does not mean in any way that the College / Institute can terminate the services of some of the faculty, not making available the required material for laboratory tests, not maintaining the equipment in working condition after the affiliation orders are passed. The Colleges / Institutes are legally bound to see that the student staff ratio is maintained throughout the year and the labs and other equipment for conducting various tests are in proper working condition. In order to see that the College / Institute maintains the academic standards throughout the year, it has been decided that the grant of affiliation will be subject to the Surprise Inspections, mandatory Biometric Attendance and Academic Performance of the College / Institute and report thereof will be considered for grant of affiliations. The efforts in bringing out these regulations will not only enhance the quality of education, improve the infrastructure, maintenance of academic standards, but also the accountability of institutions and provide proper guidance to the prospective students.

Prof. Ramamohan Reddy Kasa  
Director I/c, AAC

In Exercise of the powers conferred under Section (xxi)(1) of Act 30, 2008 read with 47 of 3(f) of the Jawaharlal Nehru Technological University Hyderabad Act, 2008 (30 of 2008) and in supersession of the affiliation regulations 2012 notified in August 2011, regulations 2016 notified in November 2015 were brought in. Subsequently amendments were made for the regulations 2016-17, 2017-18, 2018-19 and 2019-20 regarding grant of affiliation, reduction of intake capacity of seats for the courses or programs, approved by AICTE /PCI / other statutory bodies and annual grant of affiliation for existing institutions the Jawaharlal Nehru Technological University Hyderabad, Hyderabad makes the following with effect from Academic Year 2020-21:

1		<b>Short Title, Application and Commencement</b>
	1.1	These Regulations may be called “The Jawaharlal Nehru Technological University Hyderabad Regulations for the Grant of Affiliation to the Colleges / Institutes.”
	1.2	They shall apply to all the Technical Institutions approved by AICTE / PCI/ other statutory bodies for conducting and /or intending to conduct technical education and such other programs and areas as notified by the University from time to time for recognition / association / affiliation of the University for admissions to examination for the award of degrees, and other academic distinctions of the University including Autonomous Colleges.
	1.3	They shall come into force with effect from the date of Statutory approval and shall remain in force till such time they are amended, suspended or annulled.
2		<b>Definitions</b>
	2.1	<b>Terms:</b> <b>Academic program</b> “means any course of study offered by a College / Institute in Engineering, Technology , Pharmacy, MBA and MCA for admission to the examinations for the award of degrees, and other academic distinctions of the University.”
	2.2	<b>Affiliation</b> means the recognition of the College /Courses in the College / Institute by the University as approved by AICTE / PCI/ other statutory regulatory bodies and satisfying the academic norms/regulations prescribed from time to time for admission to examination for the award of degrees and other academic

		distinctions of the University by the University and to run the academic programs as per the curriculum prescribed by the University from time to time. That the University while granting affiliation to various courses will follow the regulations and guidelines issued by <b>All India Council for Technical Education</b> (AICTE) for Courses like B.Tech, M.Tech, MBA, MCA etc.; Pharmacy Council of India (PCI) for Pharmacy Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D(PB) etc.
	2.3	<b>Approval</b> means College / Institution approved by AICTE/ PCI / other competent and relevant statutory Bodies as mentioned in Clause 2.2 of these regulations.
	2.4	<b>Inspections</b> mean physical verification of academic infrastructure, faculty members, library and other amenities by a Fact Finding Committee on Affiliation (FFCA) of the University either by way of regular inspection or through surprise inspection.
	2.5	<b>Autonomous College / Institute</b> means a College / Institute which is declared so by the University Grants Commission (UGC).
	2.6	<b>Appeal</b> means an opportunity given to a College / Institution to seek redressal or compliance of deficiencies before a duly constituted Appellate Committee, in case the College / Institution is aggrieved by any decision of the Standing Committee for Affiliation (SCA)
	2.7	<b>Recruitment of Faculty</b> means Faculty who are appointed by the College /Institution by a duly constituted Selection Committee as per the norms in accordance with the procedure set out in the regulations ( <b>Annexure – 1 &amp; 3</b> ). Responsibility of retaining the faculty till the end of the academic semester lies with the College / Institute Management. <b>However, the faculty member is also equally responsible to continue in the same College / Institute for a semester, where he / she is presently working without causing any inconvenience to the students.</b> The faculty who are frequently changing the College / Institute will be blacklisted by the University.
	2.8	Qualified faculty means faculty having the prescribed qualifications and experience as prescribed by the norms of the AICTE/PCI/University to hold specified post.



2.9	<b>Minority College / Institution</b> means a College / Institute established or maintained by a person or group of persons belonging to Minority Community recognized as such by the State Government / concerned Department of the Government.
2.10	<b>Online Application</b> means filing/submitting online a digital application through Internet directly to the University Portal / Directorate of Academic Audit Cell Portal with all the relevant documents in support of the online application. No physical copies of the application or the relevant documents will be entertained or considered by the University.
2.11	<b>Cutoff Date</b> means the last date notified/announced by the University for filing an application for grant of affiliation / examination / faculty recruitment/ remitting the prescribed fee as the case may be. Any violation of cutoff date attracts appropriate penal action including non-consideration of the application. No application (online form) will be entertained/considered after the cutoff date by the University and it shall be deemed that the College / Institute has not applied for affiliation for that Academic Year.
2.12	<b>Notification</b> means the notification/communication published by the way of public notice published in at least two leading News Papers and/or through the Academic Audit cell Web Portal regarding the schedule cutoff date for submission of the online application form along with all relevant and supporting documents for various purposes including receipt of application and processing thereof from time to time if so necessitates. Time schedule for cutoff dates published in Public notice shall be final and binding.
2.13	<b>Submission</b> means the submission of online prescribed application form for grant of affiliation on or before the last date along with all the relevant documents and data and confirming the same by <b>pushing / clicking the submit button</b> . Confirmation by pushing / <b>clicking</b> the submit button will alone be treated as submission of digital online application form in the University Portal / Directorate of Academic Audit Cell Portal and no other means of submission will be entertained after the cutoff date.
2.14	<b>Approved College / Institution</b> means a College / Institution approved by AICTE for Technical Courses like B.Tech, M.Tech, MBA, MCA etc.; and Pharmacy

		Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D(PB) etc. which is prerequisite for the grant of affiliation by the University.
	2.15	<b>Program</b> means UG and PG in the field of Engineering/Technology, Management, Pharmacy and such other programs and areas as notified by the University from time to time.
	2.16	<b>Course</b> means one of the branches of learning such as Civil Engineering, Mechanical Engineering etc. in a Program
3.		<b>Conditions to be satisfied by the College / Institute seeking Affiliation</b>
	3.1	<p><b>A Registered Society</b> / Registered Trust / <b>Registered Company</b> satisfying the conditions stipulated in the Statutes and so far as not inconsistent with the regulations stipulated by the University and AICTE/PCI/Other Statutory bodies from time to time can seek affiliation for the academic Program(s) / Courses run in a College / Institute established by it every Academic Year.</p> <p>Where:</p> <p>A Society, registered under the Societies Registration Act, 1860 through the Chairman/Secretary of Society.</p> <p>A Trust, registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts through the Chairman/ Secretary of the Trust</p> <p>A Company established under Section 8 of the Companies Act, 2013</p>
	3.2	<p><b>Pre-Requisite for Affiliation</b></p> <p>Any Existing College / Institute applying for an existing intake / reduction in intake in <b>the program(s)</b> already affiliated shall obtain prior approval (<b>Extension of Approval (EOA)</b>) from the AICTE for Technical Courses like B.Tech, M.Tech, MBA, MCA etc.; and Pharmacy Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D (PB) etc. as per provisions of the respective Act. However, for Pharmacy Courses Pharmacy Council of India (PCI) norms will be applicable for grant of Affiliation.</p>
	3.3	<b>The duration</b> and entry level qualifications for admission into various programs shall be as prescribed by AICTE for Technical Courses like B.Tech, M.Tech, MBA, MCA etc.; Pharmacy Council of India (PCI) for Pharmacy Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D(PB) etc. from time to time.
	3.4	The College / Institute shall follow the norms for intake and number of courses at

		<p>UG level and PG Level as approved by the University, the intake in no case shall exceed those sanctioned by AICTE for Courses like B.Tech, M.Tech, MBA, MCA etc.; and Pharmacy Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D (PB) etc., for that academic year. The University may consider any variation in intake after obtaining approval from AICTE/PCI/State Government/other statutory bodies, prior to admissions for the current academic year.</p> <p>The College / Institution shall follow the regulations and norms of the University and will strictly adhere to the intake approved by the University and the courses for which affiliation is granted. The University will follow the approvals granted by AICTE for Courses like B.Tech, M.Tech, MBA, MCA etc., and Pharmacy Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D(PB) etc. The grant of approval by the relevant Statutory bodies does not automatically entitle the Institutions for the grant of affiliation for the same intake, but is subject to the satisfaction of the University that all the parameters for grant of affiliation are fulfilled by the Institution.</p>
3.5		<p><b>The admissions of NRI / GOI /Management quota shall be as per norms fixed by AICTE/PCI/State Government on the University approved intake only. Any deviation from the above will attract punitive action by the University.</b></p>
3.6		<p><b>Constitution of Governing Body</b></p> <p>The College / Institute shall be managed by a duly constituted Governing Body. The composition, functions and other conditions pertaining to the Governing Body shall be as given in <b>Annexure-1</b>. The College / Institute shall upload the details of the Governing Body members to the Directorate of Academic Audit Cell (AAC) portal from time to time. Further, it is mandatory that the Governing Body shall meet at least twice a year and the minutes of the meeting shall be uploaded to the AAC portal within a week time, failing which, the University will take stringent action.</p>
3.7		<p><b>Land and Building Requirements</b></p> <p>The College / Institute shall have its own adequate land and buildings to provide academic infrastructure and amenities. They shall be used only for the academic purposes of the College / Institute and affiliating University. The minimum requirement of land and the norms for academic/instructional area, administrative area, amenities area etc., are as prescribed in the <b>Annexure-2</b>. However, as per the</p>

	<p>AICTE norms of clause 7.17 of APH 2020-21 page nos.104-105, the College / Institute may be allowed for Private Lease accordingly.</p>
<p>3.8</p>	<p><b>Laboratories and Equipment</b></p> <p>The College / Institute shall have the required laboratories and equipment to carryout experiments / studies, meeting the requirements of the curriculum and syllabi for the academic program(s), as prescribed by the University from time to time. The College / Institute shall ensure that the equipment is in proper working condition and all consumables, attachments required for the conduct of experiments as per the University syllabus and academic regulations applicable, are made available by the date of submission of application. The Colleges / Institutions shall ensure that the lab consumables are made available and lab equipments are in proper working condition for carrying out the required tests by the students throughout the year.</p> <p>The number of Laboratories and equipment based on the intake of respective courses are to be shown along with the time tables to ascertain whether the available sessions during working days are sufficient with respect to the number of sections. Further, the number of experimental setups is to be so arranged that a maximum of four students shall work on one experiment / equipment. In addition to the parent Department, if any laboratory is serving the needs of other Departments, the strength of those Departments should also be taken into account to provide additional laboratory Space and experimental setups.</p> <p>Additional laboratories (First to Final year): If the number of students using any laboratory in a particular semester exceeds 300 (as per University sanctioned Intake) then the College / Institution shall provide additionally one more such similar laboratory for every 300 students and part thereof.</p> <p>The details of required equipments are listed in the Application form.</p>
<p>3.9</p>	<p><b>Bio Metric Attendance:</b></p> <p>Biometric attendance for faculty members, UG &amp; PG students in all the affiliated Colleges / Institutes is mandatory. By taking the Biometric attendance of faculty as evidence, the University may initiate the punitive actions like Rejection of Affiliation for ensuing Academic Year or Suspension /Withdrawal of Affiliation for existing programs / courses under the following circumstances:</p> <ol style="list-style-type: none"> <li>i. If total faculty biometric attendance is inadequate on any working day.</li> </ol>

		<p>ii. If the number of faculty in BAS portal is less than the required faculty as per the norms at any point of time.</p> <p>iii. If the College / Institute does not maintain the required faculty student ratio throughout the academic year</p> <p><b>Note 1:</b> If any faculty member is absent beyond the eligible leaves as per University norms (i.e.,G.O.Ms.No.15 of State Government) in a semester, his/her candidature as a faculty will not be considered for grant of affiliation for the ensuing academic year even if he/she is present on the day of FFC/Surprise inspection.</p> <p><b>Note 2:</b> It is the responsibility of the College / Institute to retain the faculty for atleast one semester and at the same time it is the moral responsibility of the faculty member to continue with the same College / Institute for a minimum of one semester, where he / she is presently working to avoid inconvenience to the student community. However, in the extraordinary cases if a faculty resigns, his/her vacancy should be filled within 15 days from the date of resignation of the faculty member and his/her particulars are to be updated in the BAS and College portal with due intimation to the University.</p>
3.10		<p><b>Surprise Inspections:</b></p> <p>Surprise inspections will be conducted throughout the academic year as a part of academic audit for monitoring the conduct of class work (theory / practicals), examinations as per the schedule. The surprise inspections may be conducted for all the Colleges / Institutes during the academic year. If it is found that, no class work or examinations are conducted as per prescribed time table (or) number of faculty available is not adequate (or) unauthorized absence of Principal (or) no academic activity due to declaration of unauthorized holiday, sports day, tours etc., then it will attract punitive actions like Rejection of Affiliation for ensuing Academic Year or Suspension /Withdrawal of Affiliation for existing programs / courses.</p>
3.11		<p><b>English Language Communication Skills Lab (ELCS Lab)</b></p> <p>Every College / Institute shall have English Language Communication Skills Lab (ELCS Lab) as a centralized facility for the use of students and staff of the College / Institute. This lab shall have computer systems and software as stipulated in norms given in <b>Annexure-2</b>.</p>

3.12	<p><b>Computer Centre</b></p> <p>The College / Institute shall have a centralized computer center for the use of students and staff of the College / Institute. In addition, individual Departments shall have their own computer laboratories. While computing the number of computers in the College / Institute, the computers available in all the laboratories will be counted, excepting the computers dedicated for machines such as data loggers etc. The requirement of Computers shall be as given in <b>Annexure-2</b>.</p>
3.13	<p><b>Examination Branch</b></p> <p>The College / Institute shall have an examination branch with sufficient space, personnel and facilities for conduct of <b>Electronic Distribution of Examination Papers</b> (EDEP) examinations and secured accessibility to maintain confidentiality of the examination practice. The details of the Equipment, Space, Internet and other facilities required are given in <b>Annexure-2</b>.</p>
3.14	<p><b>Faculty &amp; Staff</b></p> <p>The College / Institute shall have adequate number of qualified teaching and non-teaching staff appointed on a full-time basis. Each course shall have separate teaching faculty as per existing qualifications and norms defined for the respective program / course. Unless the appointment of all teaching and other staff is in place, the College / Institute shall not be granted affiliation. If it is found that the data uploaded to the University is not in accordance with that of the one uploaded to AICTE/PCI, the University may reject the application for grant of affiliation. <b>In case, some of the faculty members are leaving the College / Institute in the middle of the course / semester, the same may be brought to notice of the University duly, to enable the University to take the appropriate measures for rectification.</b> The College / Institute while making application for grant of affiliation shall upload the details of the required number of faculty only for the proposed and existing programs/courses. <b>If it is found that the College / Institute is not maintaining the required number of faculty members as per norms for a program / Course after the grant of the Affiliation, the College / Institute shall be liable for the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Rejection of application for grant of affiliation for new batch of students in the Program / Course.</b></li> </ol>

	<p>2. Suspension of affiliation for the Course / College / Institute</p> <p>3. Withdrawal of affiliation for the existing Program / Course</p> <p>4. Withdrawal of affiliation for the College / Institute</p> <p>The minimum qualifications and experience of faculty is as given in <b>Annexure-3</b></p>
3.15	<p><b>Faculty &amp; Staff Recruitment</b></p> <p>The College / Institute shall recruit qualified faculty and staff by strictly adopting the procedure stipulated in Clause 11 of these regulations. All Colleges / Institutes shall upload in the academic audit cell portal, the details of all the faculty members and that of the Principal. All the faculty members shall register themselves on the University portal giving the details of the qualifications that they have acquired, the teaching experience they have along with the supporting documents and the appointment letters. The scanned copies of the <b>originals uploaded in the portal should be clear and visible</b>. The information shall be updated from time to time. This information shall be available through academic audit cell to all stakeholders. The College / Institute shall evolve necessary establishment rules for service conditions of staff (Teaching and Non-Teaching), and rules for conduct and procedure for disciplinary proceedings. Such rules shall be made available to all the staff of the College / Institute. The College / Institute shall evolve a mechanism for grievance redressal of all the staff of the College / Institute at its <b>level itself. It is mandatory that the College / Institute shall furnish to the University</b> a copy of staff service rules duly approved by the Governing Body on annual basis while submitting the Affiliation Application. Details are given in Annexure-1 &amp; 3.</p>
3.16	<p><b>Faculty Training and Development</b></p> <p>All the faculty members shall be provided with opportunities to improve their qualifications through Quality Improvement Program (QIP) and quality improvement through Faculty Development Program (FDP) or any other such program. Opportunities shall be provided for professional training for a total period of four weeks in every three years by deputing them to courses offered by the <b>UGC HRDC unit</b> of the University or any other such training programs as recognized by the University. Training of teachers is expected to contribute both towards their professional development and improvement in career prospects. Every teacher must have undergone one four week orientation course to improve</p>

		quality of teaching as a <b>minimum requirement.</b>
3.17	<b>Performance Appraisal</b> <b>Faculty (Both Self-Appraisal and through Student Feedback)</b>	A performance appraisal system for the faculty shall be set-up, well integrated with institutional functioning and this should lead to the identification of individual training and development needs. This should also enable the identification of faculty members whose performance is outstanding. Such performance and excellence shall be well recognized and rewarded. All Colleges / Institutes shall introduce a suitable transparent performance appraisal system as approved by the Governing Body.
3.18	<b>Student Feedback</b>	Performance of the teachers shall be obtained from the students in the form of questionnaire, where the student details are optional. The feedback shall be analyzed and follow up action shall be taken by the College / Institute after placing before the Governing Body. The analysis of the same shall be sent to the University. <b>Further, as per AICTE norms APH 2020-21, page no.294 (as a part of Mandatory Disclosures) the College / Institute shall provide the same information in the Brochure besides being hosted on the Institution's official Website, any breach shall be penalized.</b>
3.19	<b>Library</b>	Every College / Institute shall have a central library with books and journals and Learning Resources (LRs) as per the specialization and syllabus of the academic program(s) offered. They shall also update the library periodically as per the recommendations of the University, program/course wise. The minimum requirements of library including norms for reference section, and seating capacity is given in <b>Annexure-2.</b>
3.20	<b>Hostel</b>	It is desirable for the College / Institute to provide hostel facility for its students. If so, the College / Institute shall make a separate and suitable provision for the residence of its students in the campus, as prescribed by the University from time to time. No student shall be provided any accommodation in the academic



		building in the premises of the College / Institute.
3.21	<b>Health Centre</b>	The College / Institute shall have a health centre with required first aid facilities. Medical, Para-medical staff and ambulance facility are desirable.
3.22	<b>Extra-Curricular Activities &amp; Co-Curricular Activities</b>	The College / Institute shall have facilities to offer Extra Curricular activities such as National Cadet Corps (NCC), National Service Scheme (NSS), National Sports Organization (NSO) and Youth Red Cross (YRC) along with adequate manpower and infrastructure facilities. Indoor and outdoor sports facilities shall be provided for the students with training through qualified full-time Physical Director. Students shall be encouraged to participate and organize Technical Fests, Seminars, Symposia, Conferences etc., Invited Lectures from experts in the Industry and Academia shall be conducted <b>from time to time</b> for necessary exposure and overall development of the students. A brief report of the activities shall be <b>uploaded at the University portal</b> on regular basis . The College / Institute shall bring out the campus newsletter periodically.
3.23	<b>Necessary Amenities</b>	The College / Institute shall make available all necessary amenities, as prescribed by the <b>AICTE / PCI</b> / University from time to time.
3.24	<b>Financial Stability</b>	The College / Institute shall have adequate financial resources to effectively meet the annual maintenance and development expenditures of the College / Institute including salaries of employees of the College / Institute. The audited account statement approved by the Governing Body shall be submitted to the University annually. The heads of income and expenditure in the audited account statement should clearly state the details mentioned in <b>Annexure-2</b> .
3.25	<b>Grievance Redressal Committee</b>	The College / Institute shall have a mechanism to redress all grievances of students and <b>staff at the College level itself</b> . To maintain harmony and discipline in the College / Institute including the hostel premises, committees shall be constituted as indicated in the <b>Annexure-1</b> .

3.26	<p><b>Maintenance of Registers and Records</b></p> <p>The recording of attendance of all the Staff and students (both UG &amp; PG) shall be strictly through Biometric method only. The College / Institute shall install adequate number of Biometric machines for recording the attendance of all the staff and the students (UG and PG) and maintain the same in proper working condition throughout the year. The Colleges / Institutes shall ensure that their Biometric machines are linked to the University BAS server. The attendance recorded in University BAS server shall only be taken into consideration. All the registers and records pertaining to academic, administrative and financial functions of the College / Institute, stock register of all Equipment / Books / Journals etc., selection committee minutes of faculty, IT deduction, proof of salary statement etc. shall be made available for verification by the University as and when asked for. The minimum list of registers and records to be maintained is mentioned in Annexure-4.</p>
3.27	<p><b>Affiliation to PG programs:</b> The PG program(s) proposed to be offered in a Department shall be affiliated, subject to the grant of affiliation of the UG program in the concerned departments, unless the College /Institution is a standalone PG College / Institute as approved by AICTE/PCI/other statutory bodies.</p>
3.28	<p><b>Conduct of Academic Programs, other than those Affiliated to University</b></p> <p>Starting and conduct of “Study Centers” of Open Universities in the premises of the affiliated College / Institute shall be carried out only with the prior permission of the University.</p> <p>Academic programs leading to the award of degrees, certificates and other academic distinctions awarded by other Universities / Institutions / Organizations shall not be conducted by the affiliated College / Institute except those courses that are duly approved by government body (Diploma with prior information to the University).</p>

3.29	<p><b>Reasons for Rejection of Affiliation for ensuing Academic Year or Suspension / Withdrawal of Affiliation for existing programs / courses</b></p> <p>The University shall monitor for fulfillment of norms by the College / Institute from time to time. In the event of non-fulfillment or violation of regulations, it shall initiate punitive action including rejection/suspension/withdrawal of grant of affiliation. The reasons for Rejection of Affiliation for ensuing Academic Year or Suspension /Withdrawal of Affiliation for existing programs / courses include:</p> <ol style="list-style-type: none"> <li>1. Non fulfillment of norms such as non-availability of qualified Principal, non-availability of laboratory equipment, non-availability of qualified and required number of faculty or any other matter violating the established norms / regulations.</li> <li>2. If it is found that the College / Institute is not following the academic schedule <b>duly approved</b> by the University and declaring holidays <b>on the dates which are not included in the list of holidays approved by the University</b> without prior <b>notice and</b> approval of the University in addition to the Scheduled Holidays declared by the University.</li> <li>3. Non-conduct of Theory or practical classes as per the scheduled time tables uploaded to the University.</li> <li>4. Non-Compliance of orders of the University in conducting University Examinations as center in the College / Institute, not deputing senior faculty for spot evaluation , for observer duty and <b>for</b> any other duty assigned by the University from time to time.</li> <li>5. Management/Principal/Director/Faculty encouraging mass copying in the examinations.</li> <li>6. Failure to curb ragging and not taking proper steps laid down by anti-ragging act.</li> <li>7. Collection of excess amounts of fees/special fees from students other than prescribed by Govt. G.O./University/TAFRC.</li> <li>8. Tampering/fabrication/altering of Biometric/Registered attendance records of the students against actual attendance and tampering/fabrication/altering of staff Biometric attendance.</li> <li>9. Misuse of students scholarships awarded by the Government.</li> <li>10. Conduct of class work in temporary location other than the permanent</li> </ol>
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		<p>location approved by the University.</p> <ol style="list-style-type: none"> <li>11. Not complying with University instructions on academic/administrative matters and maintenance of proper accounts of finances.</li> <li>12. Faculty appointed with fraudulent /unrecognized degree certificates.</li> <li>13. Shifting of faculty/equipment etc. from one institute to another.</li> <li>14. Preventing University officials from carrying out surprise checks during working hours.</li> <li>15. Admitting ineligible candidates in UG/PG programs.</li> <li>16. Non-cooperation to conduct Examinations of the University / other examinations as per the University directions when the College / Institute has examination center.</li> <li>17. Non- payment of any pending dues including affiliation fee, Common service fee etc., to the University.</li> <li>18. Violation of the rules and regulations of the University.</li> <li>19. If the College / Institute withholds the original certificates except as prescribed under the UGC regulations.</li> <li>20. The College / Institute and/or Education Society who do not respond / comply in time to the Letters/ Circulars / Notices issued by the University from time to time.</li> </ol>
3.30		<p><b>Institutions for Temporary Suspension in Academic Program / Course</b></p> <p>In case of three preceding consecutive years of low enrolment, less than 25% of University sanctioned intake in any University affiliated course, it is the discretion of University to refuse / grant of affiliation for that course in the ensuing Academic Year. However, an undertaking is to be given by the College / Institute to continue the facilities to the existing students who have already been admitted till the completion of their studies in that course. The College / Institute can also apply for suspension/closure of a course for the reasons stated above and the University may pass appropriate orders on the said application on such terms and conditions as it deems fit. That in case a course is suspended/withdrawn by the University for the reasons stated hereunder and subsequently the College / Institute is desirous of starting the course again, the application will be processed as if the same is for Starting a New Course which</p>

		requires AICTE approval and State Government permission.
3.31	<b>Inspection Fee</b>	The College / Institute while submitting the application for affiliation of academic program(s) shall remit the inspection fee, as approved by the University from time to time, along with the application towards processing and inspection charges. In case of recommendation of re-inspection by Appellate Committee / any other relevant statutory body, the institution shall pay the inspection fee / processing fee once again. Details are given in <b>Annexure-6</b> .
3.32	<b>Affiliation, Common service and other Fee</b>	All the Colleges / Institutes (including Autonomous Colleges / Institutes) shall remit the affiliation fee, Common service fee etc., at the rates approved by the University from time to time. <b>It is mandatory that the College / Institute shall strictly clear all the pending dues pertaining to Affiliation fee, Common Service fee or any other fee. Renewal of grant of affiliation will be subject to the clearing of all the pending dues.</b> Late fee if any shall be levied as decided by the University. <b>There will not be any scope for receiving any undertaking of pending fees under any circumstances.</b> In the event of withdrawal of affiliation as per the regulations the College / Institute shall remit fresh affiliation fee as prescribed above for seeking re-affiliation of the same academic program. Details are given in <b>Annexure-6</b> . <b>However, the University also empowers the Telangana State Council of Higher Education (TSCHE), Social Welfare department and the State Government authorities to assist the University to recover all the pending dues.</b>
3.33	<b>NOC for UGC Autonomy:</b>	To encourage Colleges / Institutes to evolve into an autonomous mode, Colleges / Institutes with satisfactory affiliation record and accredited by NAAC or having programs accredited by NBA are eligible for issue of NOC by the University for applying to UGC for autonomous status. The autonomous status of the College / Institute does not in any manner mean that the Colleges / Institutes need not apply for Affiliation every year. All the norms and regulations applicable for other Colleges / Institutions are applicable to these autonomous Colleges / Institutions also and they shall apply for grant of Affiliation every year. More details are given in Annexure-7.
3.34		The University will inspect the College / Institute every academic year before

		counseling for admissions to UG and PG programs (including College / Institute which have been granted autonomous status by UGC). All the Colleges / Institutes have to submit the applications for all existing academic program(s) along with the supporting documents and pay the inspection fee, as approved by the University from time to time towards processing and inspection charges. In case, it is found that the College / Institute has not fulfilled the requirements of grant of <b>affiliation (during regular / surprise inspection)</b> , the University shall take punitive action.
3.35	<b>Interpretation</b>	Any question arising out of the interpretation of these regulations, shall be decided by the University and the decision of the University shall be final and binding.
3.36	<b>Steps Involved in Affiliation Process</b>	<p>The following steps are involved in granting affiliation to a College / Institute after the clearance of all pending dues:</p> <ol style="list-style-type: none"> <li>1. Submission of online application for affiliation along with all relevant and supporting documents and by remitting necessary <b>application and</b> inspection fees.</li> <li>2. Inspection of College / Institute by Fact Finding Committee for Affiliation (FFCA) either by way of regular or Surprise inspections.</li> <li>3. Review of report of FFCA <b>will be done</b> by the Standing Committee for Affiliation (SCA). The SCA will also Scrutinize the documents submitted by the College / Institute online, the Biometric attendance of the staff, the Academic Performance of the College / Institute and any other document(s) while making recommendations.</li> <li>4. The recommendations of SCA will be communicated to the respective College / Institute.</li> <li>5. College / Institute may Appeal Online for reconsideration of the recommendations of the SCA along with supporting documents/clarifications.</li> <li>6. Review of appeal / compliance report by Appellate Committee</li> <li>7. <b>If the Appellate Committee recommends for re-inspection of the College / Institute, then the College / Institute should pay the requisite fee for the same.</b></li> <li>8. Final communication of grant/rejection of application for affiliation</li> <li>9. Communication of List of approved Colleges / Institutes along with courses for admissions to State Council for Higher Education and respective admission Conveners for Counseling.</li> </ol>

4.		<b>Procedure for Submission of Application for Grant of Affiliation</b>
	4.1	All Colleges / Institutes including the Colleges/Institutes which are permitted for Progressive Closure till all admitted students have completed their Course and shall apply online along with all the relevant and supporting documents for affiliation / recognition of the University annually.
	4.2	The College / Institute shall require prior approval of the AICTE for Courses like B.Tech, M.Tech, MBA, MCA etc.; and Pharmacy Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D(PB) etc. for the courses as listed in the application for the grant of affiliation by the University.
	4.3	College /Institute shall submit an application online to the University in the prescribed form and within the time schedule along with the processing fee as prescribed by the University every year for grant of affiliation of courses offered by it.
	4.4	The application submitted to AICTE (Part I and II and Deficiency Report (if any)) / PCI / Other Statutory Authorities as the case may be for seeking approval is to be enclosed along with the application for affiliation. Faculty information uploaded to AICTE shall also be uploaded to University in Excel format.
	4.5	An affidavit signed by the Secretary /Management and the Principal of the College / Institute confirming to the authenticity of the information submitted is to be submitted by the College / Institute along with the application as given in <b>Annexure-8</b>
	4.6	At any stage, if it is found that the information furnished by the College / Institute in its application is false /incorrect, appropriate punitive action will be initiated by the University including action under the penal law.
	4.7	Processing and Inspection fee as approved by the University ( <b>Annexure-6</b> ) shall be paid by the College / Institute by the cutoff date.
	4.8	Submission of an application for grant of affiliation by the cutoff date is mandatory for all the existing Colleges / Institutes . No individual relaxation in this matter will be given to any College / Institute under any circumstances.
5.		<b>Procedure for Reduction in intake /Change of site or location/ conversion of Women's College / Institute to co-educational College / Institute, Grant of Affiliation to New Colleges / Institutions and/or New Programs / Courses,</b>

		<b>Increase in intake, etc.</b>
	5.1	Financial stability of the Institution, the affiliation of programs / courses in the same College / Institute or any other College / Institute, run by the same Management shall be taken into consideration.
	5.2	The Financial Statement of the College / Institute shall contain the details of allocation of funds for all the necessary academic infrastructure / class rooms and additional space required, faculty recruitment etc.,
	5.3	The College / Institution shall submit the resolution of the Governing Body for the Reduction in intake <b>for a Program / Course.</b>
	5.4	The University will not issue NOC or grant of affiliation for courses/programs not listed in the <b>Annexure-5.</b>
	5.5	The existing College / Institute after <b>obtaining</b> approval/awaiting approval from AICTE, <b>has to obtain</b> the requisite permission from the State Government. <b>Later, the College / Institute</b> can apply for affiliation to the University on or before the cut-off date prescribed by the University through online application for the academic year annually. No application for grant of affiliation will be considered after the cut-off date. However, the Grant of Affiliation by the University is subjected to approval from AICTE / PCI / State Government as the case may be.
	5.6	The permission for establishing Colleges and starting of new programs in the existing Colleges shall be considered by the University as per the priority/ policy of the State Government if any. <b>Hence, the College / Institute shall obtain prior permission from the State Government to start a new Program / College.</b>
6		<b>Procedure for issue of NOC for <b>New Courses / Increase in Intake</b> / Closure of Course or/and College/Institution/ Change of Name / Change of <b>Site/Location</b> or any other matter where University NOC is required.</b>
	6.1	The applications for issue of NOC for Increase in Intake/ Closure of Course or College/Institution / Change of Name / Change of Site/Location or any other matter where University NOC is required shall be accompanied by the resolution from Society / Management. <b>Further, for starting a new Course / Increase in intake / Closure of Course or College/Institute / Change of Site/Location of the existing College/Institute, prior permission from the State Government is mandatory.</b>



6.2	The same may be placed before the Governing Body and the minutes of the Governing Body shall be enclosed with the application.
6.3	The details of number of students on rolls in the previous years and those who are trailing due to failures / detention, shall be clearly provided in the said application.
6.4	An undertaking on stamp paper as per the format given in Annexure-9 shall be given by the College/Institute Management for continuation of infrastructural and other facilities for existing students and scheme for protecting the services of faculty as per service rules framed by the College / Institute in case of Closure of Course / College / Institution/ or any other matter where University NOC is required in which termination of faculty is involved.
7	<b>Procedure for Evaluation of Application for the grant of Affiliation</b>
7.1	The applications submitted online shall be verified by an FFCA constituted by the University by selecting the members using transparent random selection process. The Committee shall have a minimum of two members preferably from among the senior faculty members of the University Colleges / Institutes, or former faculty members of the University Colleges / Institutes or experts from Industries / Government Organizations.
7.2	For regular inspection of the College / Institute by the Fact Finding Committee shall be purely selected on random basis by the Standing Committee for Affiliation (SCA) and intimated about the Inspection with a prior notice of 48 hours. In case of surprise inspection, prior notice will not be given to the College / Institution.
7.3	The University may also conduct from time to time surprise inspections without any prior notice and also take photographs of faculty, staff, Lab facilities, verify documents etc., and may document the inspection by taking videograph.
7.4	The College / Institute shall place relevant records and documents before the FFCA and also allow the FFCA to verify the availability of academic and other Infrastructural facilities. The availability of equipment, its working condition, make, model of the equipment and relevant documents with regard to purchase of equipment shall be verified. The roll call of faculty and the documents relating to recruitment of the faculty and other documents relating to

		the norms shall be verified.
7.5		The College / Institute shall also make necessary arrangements for video coverage with date and time of the entire proceedings of the FFCA visit and provide a copy of the video footage in duplicate to the FFCA by the end of the visit. The committee shall submit its report on the same day.
7.6		The observations of the FFCA are updated and the computerized/ decoded, deficiency reports are generated course wise and placed before the Standing Committee for Affiliation. The Standing Committee for Affiliation will not only verify the reports submitted by the FFCA but also any other documents deemed necessary for validation of the application for affiliation. SCA will also verify the qualifications of the faculty and if it is found that the faculty members identified are not having the requisite qualification for the post which they are appointed or holding, or they do not have the minimum required Biometric attendance then the Standing Committee for Affiliation will not take into consideration such faculty members and pass appropriate orders. If upon verification of the records and data, it is found that the faculty is working in some other College / Institution or identified by some other College / Institute for the purpose of grant of affiliation, then punitive action shall be initiated against such faculty and College / Institute.
7.7		Based on the recommendations of the Standing Committee for Affiliation the University shall communicate deficiencies if any to the College / Institute as stated in the time schedule. The list of deficiencies shall be posted in the AAC web portal for information, the tentative format of which is given in <b>Annexure-10</b> along with the scanned copy of FFCA reports.
7.8		The University may grant affiliation course wise based on the recommendations of the Standing Committee for Affiliation.
7.9		In the event of rejection of application for affiliation for that academic year the College / Institute shall not be considered for admission of fresh batch of students.
7.10		The University shall not grant any conditional affiliation to any College / Institute for an academic year / new batch.
8		<b>Procedure for Appeal before Appellate Committee</b>
8.1		Any College / Institute aggrieved by the recommendations of the Standing Committee for Affiliation of the University will be permitted only one opportunity

		to file an appeal before the Appellate Committee, within ten days from the date of receipt of letter/ order/ decision of the University. The appellate committee shall be constituted by the Vice-Chancellor with the members other than SCA members.
8.2		The College / Institute shall submit its appeal online in the format prescribed in <b>Annexure-11</b> by paying a requisite fee prescribed in <b>Annexure-6</b> . Any supporting documents which are also needed to be submitted along with the appeal shall be uploaded online. In case the Appellate Committee recommends for re-inspection, the institution has to pay the inspection fee again as given in <b>Annexure-6</b> .
8.3		If a College / Institute wish to appeal for reconsideration they can do so by rectifying the deficiencies indicated by the University. In such a case they need to pay the application processing fee once again. Appeal for reconsideration shall be in online proforma as in <b>Annexure-11</b> . If computers, books, lab equipment, furniture etc., have been purchased for overcoming the deficiencies pointed out by FFCA, the original bills and demand draft payment photo copies have to be uploaded along with bank transaction proofs. The appeal shall include the copy of SCA recommendations which indicates the deficiencies. Appeal for reconsideration shall be made within ten days from the date of communication of SCA recommendations in case the institution wants it to be considered for the same academic year. During appeal period, the College / Institute may be allowed to recruit a maximum of TWO faculty members per Department in compliance of the deficiency pointed out by SCA. However, if any existing faculty is disqualified due to any discrepancy in uploading the certificates/documents, it can be rectified by re-verification process upon the request by the College / Institute.
8.4		During re-inspection, the FFCA will conduct inspection of all courses and the re-inspection will not be restricted to appealed courses.
8.5		The Appeal will be considered by the Appellate Committee of the University within a period of 15 days from the date of receipt of Appeal.
8.6		The report of the FFCA shall be placed before the Appellate Committee for review.
8.7		If any differences are found with the FFCA reports they shall be deliberated by the University and the decision of the University shall be final and binding.

8.8	The office of the Directorate of the Academic Audit Cell shall place the records before the appellate committee. The Principal of the College / Institute may be invited to give any clarification before the Appellate Committee if necessary
8.9	The recommendations of the Appellate Committee shall be placed before the Vice-Chancellor whose decision shall be final. The decision shall be communicated within a period of 10 days from the date of receipt of recommendations of the Appellate Committee.
8.10	The Final Letter of affiliation or letter of rejection shall be issued after final decision.
8.11	In case of rejection of the application, no further reconsiderations are allowed for the current academic year.
8.12	In the event of withdrawal of affiliation for the existing courses, the University shall recommend to the State Government for transfer of the students of the College / Institute whose affiliation to programs/courses has been withdrawn by the University till the completion of the program/course.
8.13	Affiliation powers shall be delegated to the Vice - Chancellor of the University. The Vice - Chancellor may in exceptional cases, for removal of any hardship or such other reasons to be recorded in writing, relax any of the provisions of these regulations in respect of any class or category of institutions, after approval of the Executive Council of the University.
9	<b>Procedure for Suspension of Affiliation</b>
	The University may suspend the affiliation of any academic program in a College / Institute, if any complaints are received or if the University finds that the College / Institute has not complied with the conditions stipulated in Clause 3.29 , provided the University verifies the authenticity of the complaints received against the College / Institute and / or non-compliance of statutory regulations or provisions pending the final decisions regarding withdrawal of affiliation. The preliminary investigations shall be made by the University authorized enquiry committee to verify. During the period of suspension of any such academic program the College / Institute shall not admit fresh students to the said program.
10	<b>Procedure for Withdrawal of Affiliation</b>

		If any College / Institute contravenes any of the provisions of these regulations, the University may withdraw the affiliation granted by the University, after making such inquiry, as it may consider appropriate and after giving the College / Institute concerned an opportunity of being heard.
11		<b>Procedure for Faculty Direct Recruitment/Promotion under Career Advancement Scheme(CAS):</b>
		The College / Institute shall adopt the following steps for direct recruitment/ promotion under Career Advancement Scheme (CAS) for faculty positions.
11(a)		Notification regarding recruitment of new faculty positions in various Departments duly approved by the Governing Body shall be published in two reputed News Papers of which, at least one should be an English National daily. A copy of the same shall be placed in the College / Institute website. In case of CAS an internal circular directing the faculty to apply for promotion along with the format is to be circulated twice in a year.
11(b)		<p>For direct recruitment, after Scrutiny of applications based on the eligibility criteria and depending on the number of eligible applicants, if necessary, screening test may be conducted and the shortlisted candidates in the ratio of 1:4 shall be called for interview in the form of call letter either by post or by email.</p> <p>Further, if the faculty member selected through University selection (SCM) is willing to move from one College / Institute to another College/ Institute and in such circumstances if the break of service is more than one year, he / she has to attend before the duly constituted Selection Committee with University nominees.</p> <p>The responsibility of verification of eligibility of the candidates applied (as per AICTE/PCI norms and genuineness of their certificates) solely lies with the respective College / Institute. In case it is found, at a later date that a faculty recruited is not qualified as per AICTE/PCI norms or his / her certificates are not genuine, the College / Institute is liable for punitive action. An undertaking to this effect is to be given by the College / Institute to the University along with the request for University selection committee nominees (Format of Undertaking is given in Annexure-I).</p> <p>In case all the shortlisted applicants (<u>For the post of Assistant/Associate Professors only</u>) are previously selected through a duly constituted Selection Committee(with University nominee) and working in the same post and same</p>

	<p>Department in any institution under JNTUH, the Institute may recruit such faculty through the College/Institute Internal Selection Committee without requesting for a University nominee. The relaxation of exempting University nominee in Selection Committee is not applicable to the applicants who are not in service in any of the affiliated College / Institutes of JNTUH as on the date of their interview. However, the College / Institute has to upload the notification for recruitment, College / Institute Internal Selection Committee minutes, previous University Selection Committee Minutes, relieving order from the previous College / Institute, new appointment order and joining report of the concerned faculty in the College / Institute portal. <b>(Constitution of faculty Selection through Internal Selection Committee is given in Annexure-I).</b></p> <p><b>The selection Process for the Professors and Principal shall remain as set out in Annexure-I item VI</b></p>
11(c)	<p>In respect of candidates who apply for the post of Associate Professor, the College / Institute shall send the copy of the relevant documents and API Score calculations if any, to the University for confirmation of eligibility of promotion under CAS/Direct recruitment as per norms.</p>
11 (d)	<p>Candidate Selection shall be as per the norms by a duly constituted Selection Committee, University / Internal as the case may be shown in <b>Annexure-1&amp;3</b>.</p>
11(e)	<p>The recommendations of the Selection committee and selected candidates must be listed in the prescribed format and duly signed by all the members of the Selection committee.</p>
11(f)	<p>All selection procedures outlined above shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with recommendations made on the basis of merit and duly signed by all members of the selection committee.</p>
11(g)	<p>The appointment letters clearly stating the scale of pay and pay fixation shall be issued to the selected candidates along with the service conditions and rules of the College / Institute with due acknowledgement. The College / Institutes may have a waiting list of selected candidates to address any contingency requirements.</p>
11(h)	<p>Any <b>candidate having prescribed qualifications as per AICTE/PCI norms</b> and seeking faculty position in any of the affiliated Colleges of JNTUH, has to register in the faculty registration portal of the University by uploading clearly visible</p>

	<p>Scanned original qualification Certificates, PAN &amp; Aadhaar Cards and obtain a unique registration number, which shall be used for further correspondence. With the aforesaid faculty registration number, he / she can apply for faculty position as per qualifications and notification issued by any of the affiliated Colleges/Institutes to undergo University Selection Process as per the requirement of the respective affiliated College/Institute. Once the candidate gets selected through a duly constituted Selection Committee, he/she is required to upload the appointment order and joining letter. However, if a faculty member shifts from one College / Institute to the other, he / she has to obtain relieving letter and service certificate from the previous College / Institute and upload at new College / Institute portal. , experience certificate(s) if any, additional qualifications (if any) acquired after obtaining the faculty registration number, in the faculty portal with the same faculty registration number obtained earlier.</p>
<p>11(i)</p>	<p>The list of faculty members joined/relieved from the College / Institute shall be updated by the College / Institute in the College / Institute website from time to time.</p> <p><b>A) In the case of Faculty working with the College / Institute,</b> the College / Institute shall maintain service registers of faculty members updating it from time to time</p> <ol style="list-style-type: none"> <li>i) The salary must be paid periodically through Bank indicating the basic Pay, AGP, DA, HRA, CCA, PT, TDS, and PF Deduction etc.</li> <li>ii) Annually Form-16 must be issued to the faculty after remitting the tax amount to the Income Tax Department.</li> <li>iii) All the records of Selection procedure from notification to service registers updated from time to time and shall be made available to the University committee/ University scrutiny any time as desired by the University.</li> </ol> <p><b>B) In case of mobility of Faculty members:</b></p> <p>If a faculty member joins a College / Institute through the prescribed procedure, the faculty member and the concerned College / Institute are required to upload the particulars of their details along with copies of the joining letter and relieving letter of the previous Institute (if applicable). The College / Institute has to take necessary steps to add the particulars of that faculty member in the corresponding College / Institute portal within a period of one month, failing which the</p>

		<p>University will take appropriate action.</p> <p>If a faculty member resigns from a College / Institute through a prescribed procedure, the College / Institute has to take necessary steps to delete the particulars of that faculty member from the corresponding College / Institute portal within a period of one month failing which the University will take appropriate action.</p> <p>The responsibility of intimation to the University in case of mobility of a faculty member rests on both the faculty member and the College / Institute. In case of any violation in this process the decision of the University shall be final.</p> <p><b>C) In case of ineligible faculty members on rolls:</b></p> <p>i) Non-Qualified faculty members, (for example the candidates with B.Tech qualification only or Candidates with B.Tech second class and M.Tech second Class) must not be recruited/ appointed.</p> <p>ii) The students who are pursuing Masters Programme on regular basis in the same College / Institute or any other College / Institute shall not be permitted to work as regular faculty during the same time/period.</p> <p>iii) Faculty registering with fraudulent identity proofs such as wrong / invalid / duplicate PAN / AADHAAR Proofs are liable for punitive action including legal proceedings under the penal laws.</p>
12		<b>Non Fulfillment of Norms and Requirements</b>
	12.1	<p><b>Non fulfillment of Laboratory Equipment Requirements</b></p> <p>College / Institute that do not maintain prescribed laboratory equipment's in working condition throughout the academic year shall be liable to following punitive actions by the University</p> <ol style="list-style-type: none"> <li>1. Rejection of application for grant of affiliation for new batch of students in the Course.</li> <li>2. Suspension of affiliation for the Course / College / Institute</li> <li>3. Withdrawal of affiliation for the course</li> <li>4. Withdrawal of affiliation for the College / Institute</li> </ol>
	12.2	<p><b>Non fulfillment of requirement of qualified Principal / Director</b></p> <p>Colleges / Institutes that do not appoint Principal/Director as per norms and without due intimation to the University, recruiting non-qualified Principal /</p>



	<p>Director and recruiting Principal/Director by improperly constituted selection Committee, are liable to following punitive actions by the University</p> <ol style="list-style-type: none"> <li>1. Rejection of application for grant of affiliation for the ensuing Academic Year</li> <li>2. Suspension of affiliation for the College / Institute</li> <li>3. Withdrawal of affiliation for the College / Institute</li> </ol>
12.3	<p><b>Non fulfillment in Faculty - Student ratio, not adhering to pay-scales and / or qualifications prescribed for teaching staff</b></p> <p>College / Institute that do not maintain adequate student /faculty ratio as per norms throughout the year, possessing non-qualified faculty, faculty claimed with fraudulent certificates and pursuing PG on full time basis, not adhering to pay scales are liable for following punitive actions by the University:</p> <ol style="list-style-type: none"> <li>1. Rejection of application for grant of affiliation for new batch of students in the course.</li> <li>2. Suspension of affiliation for the Course / College / Institute</li> <li>3. Withdrawal of affiliation for the course</li> <li>4. Withdrawal of affiliation for the College / Institute</li> <li>5. Fraudulent faculty members are liable for legal action and / or blacklisting from the University affiliation system.</li> </ol>
12.4	<p><b>Non fulfillment of Library books and journals</b></p> <p>College / Institute that do not maintain prescribed library books and journals shall be liable to following punitive action(s) by the University:</p> <ol style="list-style-type: none"> <li>1. Rejection of application for grant of affiliation for new batch of students in the course.</li> <li>2. Suspension of affiliation for the Course / College / Institute</li> <li>3. Withdrawal of affiliation for the course</li> <li>4. Withdrawal of affiliation for the College / Institute</li> </ol>
12.5	<p><b>Non fulfillment of AICTE/PCI/Other Statutory Bodies requirements as the case may be based on which Approval is granted</b></p> <p>If the information provided by the College / Institute to AICTE / PCI/ Other Statutory Bodies is found to be false during FFCA inspection or there is a large discrepancy between the data uploaded to the University and the one uploaded to</p>

	<p>the statutory authorities by the College / Institute, they shall be liable to the following action by the University</p> <ol style="list-style-type: none"> <li>1. The University may reject the application for grant of affiliation for that particular course or program.</li> <li>2. Appraisal to AICTE/ <b>PCI/Other Statutory Bodies</b> and the concerned program/ course shall be recommended for admission in the current academic year only after clearance from AICTE is obtained by the College / Institute before the completion of admissions.</li> </ol>
12.6	<p><b>Non Submission of Application for the annual grant of Affiliation.</b></p> <p>Existing Institutions who do not apply for annual grant of affiliation <b>before</b> the scheduled date, shall be liable <b>for</b> the following punitive action(s) by the University:</p> <ol style="list-style-type: none"> <li>1. Suspension of affiliation for the College / Institute till clearance from AICTE is obtained after appraisal to the AICTE.</li> <li>2. Permanent Withdrawal of affiliation for the College / Institute</li> <li>3. Initiation of Legal action against the College / Institute and / or its Society and individuals associated as the case may be.</li> </ol>
12.7	<p><b>Non- payment of affiliation fee / other dues</b></p> <p>Any College / Institute (including Autonomous) which are not remitting affiliation fee and other dues <b>to the University</b> as per norms for more than <b>one</b> year from the date of grant of affiliation, shall be liable for the following punitive action(s) by the University:</p> <ol style="list-style-type: none"> <li>1. Rejection of application for grant of affiliation for new batch.</li> <li>2. Suspension/Withdrawal of affiliation for the College / Institute</li> </ol>
12.8	<p><b>Termination of Staff</b></p> <p>Every College / Institute shall frame service rules for the Teaching and Non-teaching staff of the College / Institute. A copy of the same shall be provided to the staff on appointment after obtaining the due acknowledgement of same. Any termination of the staff in violation of the agreed conditions of service and on receipt of a complaint, the College / Institute is liable for the following punitive action(s) by the University:</p> <ol style="list-style-type: none"> <li>1. Penalty</li> <li>2. Suspension of affiliation for the College / Institute</li> </ol>

12.9	<p><b>Fraudulent Faculty</b></p> <p>The faculty member will be treated as fraudulent and blacklisted by the University under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Appearance in more than one College / Institute during FFCA</li> <li>2. Moving from one College / Institute to another College / Institute without proper relieving and joining letters and <b>no</b> intimation to the University</li> <li>3. Not uploading the scanned copies of the original certificates in the faculty Registration portal</li> <li>4. Uploading incorrect/ improper/ambiguous certificates in the faculty Registration portal</li> <li>5. Uploading certificates of Unrecognized Institutes/Universities</li> <li>6. Having multiple registrations in faculty portal</li> <li>7. Claiming of Service as faculty while pursuing any regular course of study</li> <li>8. The faculty who are frequently changing the College / Institute.</li> </ol> <p>In all the above cases the University will initiate appropriate action including blacklisting of the fraudulent faculty, imposition of penalty and legal action.</p>
12.10	<p><b>Punitive Action against misrepresentation of Finances</b></p> <p>College / Institute submitting false financial statements to the University shall be liable to punitive actions including:</p> <ol style="list-style-type: none"> <li>1. Penalty</li> <li>2. Suspension of affiliation for the College / Institute</li> <li>3. Withdrawal of Affiliation for the College / Institute</li> <li>4. Legal Action</li> </ol>
12.11	<p><b>Failure to Curb Ragging by the College / Institute</b></p> <p>Every College / Institute shall ensure compliance with the provisions of these regulations as well as provisions of any law, for the time being in force concerning ragging and prevent ragging in the institution. Any College / Institute not complying the same shall be liable to the following punitive action(s) by the University:</p> <ol style="list-style-type: none"> <li>1. Penalty</li> <li>2. Suspension of affiliation for the College / Institute</li> <li>3. Withdrawal of Affiliation for the College / Institute</li> <li>4. Legal Action</li> </ol>

	12.12	Faculty recruited after the last date of appeal shall <b>not</b> be taken into consideration for grant of affiliation for that academic year.
	12.13	<b>The College / Institute and/or Educational Society who do not respond / comply in time to the Letters/ Circulars / Notices issued by the University from time to time, shall attract Punitive Action.</b>
	12.14	<p><b>Violation of Regulations</b></p> <p>Any College / Institute found running in violation of these regulations either on receipt of a complaint, shall be liable for punitive action including withdrawal of affiliation and /or legal action against the College / Institute and / or its Society and individuals associated as the case may be.</p>

**ANNEXURE-1**

**CONSTITUTION & FUNCTIONS OF VARIOUS COMMITTEES**

**I. FACT FINDING COMMITTEE ON AFFILIATION (FFCA)**

Fact Finding Committees for Affiliation of academic program(s) shall be constituted by the Vice - Chancellor for regular, surprise and re-inspections. The Fact Finding Committee shall visit the College / Institute and verify the correctness of the particulars furnished by the College / Institute in the application and also verify whether all the affiliation conditions laid down by the University are satisfied. The Committee shall submit a report to the University in the prescribed format. The Committee shall have a minimum of 2 members, preferably from among regular faculty members of the University / College / Institutes, or former faculty members of the University / College / Institutes, or experts from the industries / organizations. On receipt of the online application from the College / Institute for affiliation, a Fact Finding Committee for Affiliation (FFCA) shall be constituted by the University. In addition to scheduled visits, FFCA's are empowered to conduct surprise inspections and also take photographs of faculty, staff, Laboratory facilities, verify documents etc. The FFCA shall inspect and then submit a report to the University in the format specified by the University. The FFCA report shall include the following:

**1. GRIEVANCE REDRESSAL MECHANISM**

The College / Institute shall have a duly constituted 'Grievance Redressal Committee', to maintain harmony and discipline in the College / Institute campus including the hostel premises and to redress all grievances of students and of staff. *Some of the common grievances received by the University like withholding of Certificates pertaining to student(s) and faculty member(s) by the College / Institute, forcing the students (who wish to discontinue studies) to pay the extra tuition fees, withholding / non-payment of salaries and termination of faculty member(s) without valid reason by the College / Institute.*

**a) General Grievance Committee (Academic/Ragging) Composition**

The complaints cum redressal/ General Grievance Committee shall be headed by senior Faculty member, All Heads of Departments, A senior lady staff member from each Department (if available) A senior member from BC., SC., or ST categories (if available)

**Functions**

- i) To enquire into complaints received from the aggrieved students or staff of the College / Institute including complaints of ragging.
- ii) To recommend to the principal of the College / Institute, the penalty to be imposed.

**b) Committee on Grievances on Sexual Harassment**

The Committee shall consist of

- i) A presiding officer who shall be a women faculty member employed at a senior level at the educational institution.
- ii) Not less than two teaching employees and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- iii) Not less than three students, who shall be enrolled at the undergraduate, masters and research scholar levels respectively.
- iv) One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

Any kind of misbehavior / abuse / assault on student / teaching or non-teaching staff in the College / Institute premises will be viewed very seriously and may attract punitive action by the University against the concerned involved.

The University has made provision for Online Grievance Redressal, wherein the various stake holders can register their grievances through online mode at the AAC portal. The College / Institute shall respond to the grievance within a week time, failing which College / Institute has to appear before the University Grievance Redressal Committee (UGRC). Further, if the College / Institute do not adhere to the decision taken by the UGRC, the information about the default College / Institute shall be communicated to the apex bodies for further action.

**c) Anti-Ragging Committee**

Every College / Institute shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police

administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

**d) Anti-Ragging Squad:**

Every College / Institute shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times, provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning

the incidents of ragging, and considerations such other relevant information as may be required.

e) **Mentoring Cell:**

Every College / Institute shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

The Principal upon receipt of the report from the committee shall, after giving an opportunity of being heard to the person complained against, submit the case with the committee's recommendation to the Governing Body of the College / Institutes.

The Governing Body shall confirm with or modify the penalty recommended after duly following the prescribed procedure.

## **2. MALPRACTICE PREVENTION COMMITTEE**

A malpractice Prevention Committee shall be constituted to examine and punish the students who indulge in malpractice/ behave in a undisciplined way in examinations.

**Members of the Committee The committee shall consists of:**

- i) Principal
- ii) Head of the Department of concerned subject paper, faculty of the concerned subject
- iii) Head of the department of the concerned discipline to which the student belongs
- iv) Faculty In-charge Examination branch of the College / Institute

**Duties of the Committee**

To conduct the meeting on the same day of examination or latest by next working day of the incidence and punish the student as per the guidelines prescribed by the University from time to time.

## **II. STANDING COMMITTEE FOR AFFILIATION (SCA)**

The Standing Committee for Affiliation (SCA) shall be constituted by the University. It shall consist of members as detailed below:

1. Director Academic and Planning



2. Director Academic Audit Cell
3. Director of Evaluation
4. Director of Admissions
5. Principal of one of the Constituent College / Institutes of the University.

The Chairman of the committee shall be nominated from among the members by the Vice - Chancellor.

The Standing Committee for Affiliation shall scrutinize the applications received from

- i) The College / Institute, ii) the reports received from the Fact Finding Committee for Affiliation, iii) the Biometric attendance iv) Academic performance of the college and v) any other relevant data and consolidate its recommendations. The SCA may seek further clarification, if necessary, from the Fact Finding Committee and may make appropriate recommendations on affiliation as per regulations. The Committee shall submit its recommendations to the Vice-Chancellor whose decision shall be final.

### **III. APPELLATE COMMITTEE**

The Appellate Committee shall be constituted by the Hon'ble Vice Chancellor from time to time. The Committee shall scrutinize the appeals received online from the Institutions along with supporting documents. The Committee may seek further clarification, if necessary, by inviting the Principal of the College / Institute and/or recommend for a re-inspection of the College / Institute by an FFCA. After scrutiny of the documents and re-inspection report if any, the Committee shall make appropriate recommendations on affiliation as per regulations. The Committee shall submit its recommendations to the Vice-Chancellor whose decision shall be final.

### **IV. GOVERNING BODY OF A COLLEGE / INSTITUTE**

The Governing Body shall be duly constituted by the College / Institute with the following composition and functions as per AICTE APH 2020-21 (clause 18.0) – page no. 202:

#### **1. Composition**

The Governing Body shall have at least eleven members including the Chairman and the Member Secretary. The Registered Trust/ Society/ Company shall nominate six members including the Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below:

- i. Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either Entrepreneur or an Industrialist or an Educationist of repute who is interested in the development of Technical Education and has demonstrated an interest in promotion of quality Education.
- ii. Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society/ Company.
- iii. Nominee of the affiliating University/ Board (Not applicable to PGDM Institutions).
- iv. Nominee of the All India Council for Technical Education (Ex-officio) (Applicable to PGDM Institutions Only).
- v. Nominee of the State Government/ UT (Ex-officio).
- vi. An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government/ UT.
- vii. Principal/ Director of the concerned Technical Institution (as nominee of the Trust/ Society/Company) - Member Secretary.
- viii. Two Faculty members to be nominated from amongst the Regular Staff, one at the Level of Professor and one at the Level of Assistant Professor.

The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of Educationists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body, however, shall not exceed 21.

In case of autonomous College / Institutes, additional members, if any, as per UGC shall be included in the constitution of Governing Body.

## **2. Term**

The term of the members, except the ex-officio member, shall be for a period of three years.

## **3. Meeting and its Venue**

The Governing Body shall meet at least twice a year. All such meetings shall be held within the respective College / Institute campuses. In the absence of the

Chairman, the members can elect a pro-term Chairman from amongst the members present for that meeting. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and the minutes are recorded. *The presence of the University nominee for the meetings is mandatory.*

#### **4. Quorum**

The quorum for the meeting shall be 40% of the total members of the Governing Body and the University nominee.

#### **5. Functions**

The Governing Body besides being the supreme administrative authority of the College / Institute, shall have the following additional functions:

- i) To monitor the academic and other related activities of the College / Institute.
  - ii) To consider the recommendations of the Staff Selection Committee.
  - iii) To consider the important communications, policy decisions received from the University, Government, AICTE/PCI, etc., from time to time.
  - iv) To monitor the students' Performance and faculty development programs.
  - v) To consider the recommendations of the Planning and Monitoring Board of the College / Institute for implementation.
  - vi) To pass the annual budget of the College / Institute (including clearance of all University dues).
  - vii) To check the audited income and expenditure accounts and approve the same for the College / Institute annually.
  - viii) To approve the reduction of intake, courses, and closure
  - ix) Approval of performance appraisal of faculty
  - x) To monitor and advice for Industry Institute Interactions
  - xi) To monitor the steps taken for Students' Training and Placement Activities
- Any other relevant matter.

In case of Autonomous College / Institutes, the Governing Body shall have powers laid down by UGC in addition to the functions mentioned above.

### **V. COLLEGE / INSTITUTE ACADEMIC COMMITTEE**

#### **(1) Composition**

The College / Institute Academic Committee (CAC) shall have a minimum of seven members, including the Chairman. All other members will be nominated by the Chairman. The constitution of the CAC will be as follows:

- i) Principal of the College / Institute – Chairman
- ii) All Heads of the departments- Members
- iii) Two other senior faculty members of the College / Institute-Members

iv) Officer-In-Charge Examination Branch-Member

The College / Institute Academic Committee meeting shall be convened not less than four times a year and the interval between two consecutive meetings should not be more than three months.

**(2) Quorum**

The quorum for the meeting shall be 40% of the total members.

**(3) Functions**

- To review the academic and other related activities of the College / Institute
- To review the students and faculty development programs
- To visualize and formulate perspective plans for the development and growth of the College / Institute
- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
- To draw new schemes of development for the College / Institute
- To plan for resource mobilization through industry interaction, consultancy and extra-mural funding
- To promote research and extension activities in the College / Institute campus
- To promote teaching innovations and student placement programs
- To plan for sustaining the quality of education, quality improvement and permanent affiliation of the College / Institute
- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence
- To review student attendance at the end of every semester /malpractices in exams and forward the approved list if any to the University
- To resolve attendance between 65 to 75 % and send recommendations to the University
- To oversee the internal examination/evaluation/ analysis of results/ performances of Students/ plan for conduct of remedial of class

## VI. FACULTY SELECTION COMMITTEE

### 1. Constitution of Selection Committee

The Constitution of the selection committee shall be as laid by State Government G.O's issued/Other Statutory bodies from time to time. The extract of University selection committee norms are as follows

**A)** For Appointment of **Assistant Professor** the members of the Selection Committee shall include

1. Chairperson of the Governing Body of the College / Institute or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal of the College / Institute.
3. Head of the Department of the concerned subject.
4. Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert.
5. Two subject-experts who are not connected with the College / Institute to be nominated by the Chairperson of the governing body of the College / Institute out of a panel of five names approved by the relevant statutory body of the University concerned.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.
7. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

**B)** For Appointment of **Associate Professor**, the members of the Selection Committee shall consist of

1. The Chairperson of the Governing Body or his/ her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee;
2. The Principal of the College / Institute,
3. The Head of the Department of the concerned faculty from the College / Institute.

4. Two University representatives nominated by the vice chancellor, one of whom will be the Dean of College / Institute Development Council or equivalent position in the University, and the other must be expert in the concerned subject.
5. Two subject-experts not connected with the College / Institute to be nominated by the Chairperson of the governing body of the College / Institute out of a panel of five names approved by the relevant statutory body of the University.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

C) For Appointment of **Principal** the members of the Selection Committee shall include Chairperson of the Governing Body as Chairperson.

1. Two members of the Governing Body of the College / Institute to be nominated by the Chairperson of whom one shall be an expert in academic administration.
2. One nominee of the Vice Chancellor who shall be a Higher Education expert. In case of College / Institutes notified/declared as minority educational institutions, two nominees of the Chairperson of the College / Institute from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University of whom one should be a subject expert.
3. Three experts consisting of the Principal of a College / Institute, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College / Institute) out of a panel of six experts approved by the relevant statutory body of the University concerned.
4. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the

applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

5. At least five members, including two experts, should constitute the quorum.

It is the responsibility of the College / Institute to retain the Principal for atleast one Academic Year to ensure smooth administration and effective Academic activity. Further, the Principal of the College / Institute has equal moral responsibility in working at a College / Institute for atleast one Academic Year. However, in case of emergency if the College / Institute appoints a qualified Principal (as per norms) without the selection process as prescribed by the University (i.e., without University Nominees), the College / Institute may appoint the Principal by mentioning in the appointment order - ***“appointment to the post of Principal is purely on temporary basis and subject to final selection by the Committee duly constituted by the University”*** with due intimation to the University.

The term of appointment of the College / Institute Principal shall be FIVE years with eligibility for reappointment for one more term only. After the completion of the term of the Principal, he/she can be reappointed in the same College / Institute by extending his/her service for one more term, subject to satisfying the age limit, Biometric attendance and AICTE norms without any further selection **but** with due permission from the University. However, if he/she moves to other College / Institute as Principal, he/she has to undergo the prescribed Selection Process.

**(D)** The appointment of **Professors and Adjunct faculty** will be done at the University level duly following the norms and guidelines stipulated by the respective statutory councils from time to time

The selection process for Professor and will be at the University level by a selection committee with the following constitution:

S. No	Role	Designation
1.	Chairman	Vice- Chancellor
2.	Member	Nominee of the Vice-Chancellor other than subject expert
3.	Member	Director Academic & Planning
4.	Member	Head of the affiliated College / Institute - Principal
5.	Subject Expert-1	BOS Chairperson of Concerned faculty of the University
6.	Subject Expert-2	Nominated by Vice Chancellor

7.	Member	Senior Professor of the concerned subject of the University
8.	Member	Chairman of the College / Institute Management
9.	Member Convener	Registrar

The quorum should have at least five members including two subject experts. The regular Selection Committee nominees are not empowered to do the selections for Professors.

**(E)** The selection process for **adjunct faculty** and will be at the University level by a selection committee with the following constitution:

S. No	Role	Designation
1	Chairman	Vice- Chancellor
2	Senior faculty of the University	Nominee of the Vice-Chancellor other than subject expert
3	Subject Expert-1	BOS Chairperson of Concerned faculty
4	Subject Expert-2	Nominated by Vice Chancellor
5&6	Head of the affiliated College / Institute	Chairperson and Principal of the concerned College / Institute
7	Member	Director, University Academic Audit Cell
8	Member	Director Academic & Planning
9	Member Convener	Registrar

The quorum should have at least five members including two subject experts. The regular Selection Committee nominees are not empowered to do the selections for adjunct faculty.

## 2.

### **A. Appointment of University nominees for Faculty Selection Committees:**

The affiliated College / Institutes are required to make online request to the University for appointment of University nominees for faculty selection committees through respective College / Institute portals (links given in the respective dash boards). While making online request it is mandatory to upload the following details.

1. Copy of notification for recruitment in News Papers.
2. The total number of faculty required as per AICTE norms, number of available faculty and the number of faculty to be recruited cadre wise and department wise.



3. Faculty Registration IDs of candidates who have applied and shortlisted as per the eligibility criteria prescribed by AICTE/PCI/University.

Based on the above information the University will provide the University nominees for various programs for the selection process. Information of the nominees will be sent to the registered mail IDs of the respective College / Institutes and to the respective University nominees.

### **B. Minority Institutions:**

The relaxation for minority institutions can be availed as prescribed by UGC/ State Govt from time to time. The present relaxation of Vice-Chancellor nominee as per UGC regulations 2010 is as follows.

In case of College / Institutes notified / declared as minority educational institutions, two nominees of the chairpersons of the College / Institute, from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University from the list of experts suggested by the relevant statutory body of the College / Institute, of whom one should be a subject expert.

The minority Institution shall upload the certificates of qualification, experience and appointment letters in the faculty registration portal of the University along with their joining report and obtain a registration number which shall be used for further correspondence. It is open for the University to verify qualification and experience of the appointed faculty including verification of genuineness of the certificates.

### **C. Internal Selection Committee Constitution by the College / Institute:**

For Appointment of **Assistant/Associate Professor**, the Internal Selection Committee shall include:

1. Chairperson of the Governing Body of the College / Institute or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal of the College / Institute.
3. Head of the Department of the concerned subject.
4. Three subject-experts who are not connected with the College / Institute to be nominated by the Chairperson of the governing body of the College / Institute.
5. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories is to be nominated by the Chairperson of the governing body of the

**College / Institute**, if any of candidates representing these categories is the applicant, if any of the above members of the selection committee do not belong to that category.

The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

### **3. Selection Committee Proceedings:**

All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with scoring proforma and recommendation made on the basis of merit with the list of selected & waitlisted candidates/ Panel of names in order of merit, duly signed by all members of the selection committee.

College / InstituteThe University nominee shall submit a record of the faculty selected along with their qualifications to the University along with the dissent note if any. The decision of the University on inquiry based on dissent note if any and after taking due explanation from the College / Institute, shall be final. The College / Institute/Institution shall be liable for further action by the University.

## ANNEXURE-2

### ACADEMIC INFRASTRUCTURE REQUIREMENTS

#### 1. Land and Building Requirements:

The College / Institute shall have its own adequate land and building space for running the Institutions as per the norms prescribed by AICTE /PCI /other statutory bodies from time to time. The Land use certificate, approved building plan approved by competent authority shall be made available in original for verification by the FFCA. The land must be on absolute ownership basis and in possession of the applicant registered Society / Trust / Company through a sale deed. The College / Institute shall have boundary walls clearly defining the area of the Institute. **As far as the land and building requirements are concerned, the College / Institute shall strictly adhere to AICTE norms of clause 4.1(a) to (f) of Approval Process Handbook (APH) 2020-21 page nos.147-148.**

#### 2. Built-up area Requirements:

The College / Institute/ shall have instructional area, Administrative area, Amenities area as per the norms laid down by AICTE/ PCI/ other statutory bodies from time to time.  
**For details refer regulations of existing AICTE / PCI / Other statutory Bodies.**

#### 3. Examination Branch:

The College / Institute shall maintain a separate hall for Printing / Distribution of exam papers and maintain examination records. The minimum carpet area of the exam branch shall be 30 sq.m. In addition, the institution shall maintain adjoining to the Examination branch, an additional space of 66 sq.m for housing EDEP equipment and distribution and receiving of question paper/ answer scripts and for maintaining records. The location of the room shall be close to Principal's chambers with secured accessibility to maintain confidentiality of examination branch.

#### 4. ELCS Lab:

The College / Institute/ shall maintain a centralized facility for English language communication skills labs (ELCS) for the use of students and staff of the College / Institute. The lab shall have a minimum carpet area of 66 sq.m for housing computers. In addition, the institution shall maintain discussion rooms, audio visual equipment etc., required for lab practice, adjoining the lab for regular lab practice.

The ELCS lab shall have computer systems with respect to students in the ratio of 1:4.

All computer systems shall be equipped with headphones, software etc., for lab practice.

The details of individual equipment/ software is annexed in the Equipment List **of the Application form.**

**5. Books, Journals and library facilities:**

Programme	Total number of Divisions	Titles	Volumes	National Journals	International Journals	E Journals	Reading Room seating	Multimedia PCs for Digital Library/Internet Surfing in reading room
		Number					% of total students	% of total students
Engineering/ Technology (UG)	B	100 <sup>#</sup> All Text books Prescribed as per Syllabus of relevant Regulations  50*/Course yearly increment (Reference books as per syllabus)	500xB* 250 per course /yearly increment	6xB	Desirable	Required- (DELNET, IEEE, ELSEVEIR, SPRINGER, TAYLOR,	15 % (Max 150)	1 % (Max 10) NPTEL
Pharmacy** (UG)	B	100 <sup>#</sup> All Text books Prescribed Syllabus of relevant Regulations  50*yearly increment (Reference books as per Syllabus)	500xB* 500xB/yearly increment	6xB				
MBA / MCA	B	100 <sup>#</sup> All Text books Prescribed Syllabus of relevant Regulations  50*yearly increment (Reference books as per Syllabus)	500xB* 500xB/yearly increment	12xB				
Engineering/ Technology/ Pharmacy (PG)	B	50 <sup>#</sup> As <sup>s</sup> required	200 <sup>+</sup> 100/yearly increment	5xB(IEEE, ELSEVEIR, SPRINGER, TAYLOR & FRANCIS)			25 % (Max 100)	

\* At least 5 copies each of the text books prescribed as per the syllabus and one copy each of reference book

+ At least 2 copies of books prescribed as per syllabus and one copy each of reference book

\*\*The number of titles, volumes and journals shall be as per PCI norms in case of B. Pharm, M.Pharm and Pharm D programs.  
The library shall have adequate number of computer systems and Wifi facility for students to utilise the digital library.

1 <sup>#</sup>	Book titles and volumes required at the time of starting new Institution.
2*	Yearly increment.
3 <sup>s</sup>	Component for additional division / course.
4.	Total number of titles and volumes shall be increased in continuation till 15 years, which shall be the minimum stock of books. Colleges/Institutions shall have to add annual increment of books based on the changes in curriculum and syllabus from time to time by the affiliating University/Board.
5	Hard Copy International Journals is desirable to procure. However subscription to E-Journals and National Journals as per AICTE norms is essential.
6	Journals and Books may also include subjects of Science & Humanities.
7	Digital Library facility with multimedia facility is essential.
8	Reprographic facility in the library is essential.
9	Document scanning facility in the library is essential.
10	Document printing facility in the library is essential.
11	Library books/non books classification as per standard classification methods is essential.
12	Availability of NPTEL facility at the library is essential.
13	Computerized indexing with bar coded / RF tagged book handling is desired.
14	25% of total number of titles and volumes each can be in the form of e-books.
15	Institution should be a member of National Digital Library (NDL)

## **6. Laboratory Equipment and Experiments**

Every College / Institute shall provide necessary laboratories and equipment prescribed for offering their programmes as stipulated by the university. This will be based on the recommendations of the respective Board of Studies (BOS) of the University. The minimum equipment required as per BOS course wise is annexed in the Equipment list. All lab equipment shall have unique equipment ID / manufacturer's ID, make and model. The unique ID shall be the manufacturer's ID of the equipment. Individual Departments shall have their own computer laboratories with computer requirements as per AICTE /PCI/ other statutory bodies from time to time.

While counting the number of computers in the College / Institute the computers available in all laboratories will be counted excepting the computers dedicated for machines such as data logger etc. The computers shall be identified by their unique MAC ID / Hardware address, make and model. The software as recommended by the BoS or any equivalent open source software approved by BOS shall be available. The College / Institute shall make permanent/ unique identification mark of the College / Institute (in the form of institute name or symbol) on all equipment and furniture of the Institution. Stock registers of all equipment should be maintained in the laboratories.

## **7. EDEP Equipment**

The examination branch shall house equipment necessary for conduct of University EDEP examination and other examinations. Computers with good internet facilities for downloading question papers, printing along with high speed photo copying/ Xerox facility shall be available for conduct of the examination. The examination branch shall have an exclusive phone and fax facility which can be used for communication with the University. It is advised that a standby printing and photo copy facility shall be available for efficient conduct of examination process. The computers used for the examination branch shall be isolated from the general LAN of the College / Institute to maintain confidentiality.

## **8. Computer Centre**

The minimum requirements of computers and software application / system and internet bandwidth shall be as prescribed by AICTE / PCI / Other statutory bodies from time to time.

## **9. Other Amenities**

The College / Institute shall provide basic amenities for smooth conduct of day to day functions of the Institutions. Every College / Institute shall provide well maintained necessary amenities such as Generator (with minimum of 62.5 kVA), Standby Generator, Canteen, Students' Activity Centre, Open Air Theatre, Vehicle Parking Stands, Play Field, Guest House, Co-operative Stores, Transport Facilities for Students and Staff (wherever required), Reprographic Facilities, Telephone Facilities, Bank/ATM Facilities, Drinking Water Facilities and Toilets as stipulated in Norms.

To meet the needs of the guests visiting the institution for official work and the parents visiting their wards, it will be necessary to have a guest house.

There shall be an estate office headed by an estate officer with adequate supporting staff for carrying out the up-keep and maintenance of the campus.

To facilitate the physically challenged persons, the College / Institute shall provide a ramp in the ground floor and lift or elevator to reach to the upper floors. In addition, the wash rooms shall be provided with special facility for accessibility to such persons.

## **10. Financial Stability Information**

The Financial Statement of the College / Institute shall contain the details of allocation of funds for all the necessary academic infrastructure / classrooms and additional space required, faculty recruitment etc., The audited financial statement shall include clearly the sources of income and expenditure giving details under the heads of Salary, Equipment, Books, Journals and other infrastructural amenities.



**ANNEXURE-3**  
**FACULTY AND STAFF QUALIFICATION**

**1. Types of faculty and staff**

**Staff Pattern**

Every College / Institute shall have the following categories of staff:

- i. Principal/Director and teaching faculty
- ii. Workshop Staff
- iii. Technical Supporting Staff
- iv. Library and Computer Centre Staff
- v. Physical Director (Desirable)
- vi. Administrative Staff
- vii. Maintenance staff and other miscellaneous staff

**Faculty Cadre**

The faculty cadres shall be as follows:

- i. Assistant Professor
- ii. Associate Professor
- iii. Professor
- iv. Adjunct faculty
- v. Principal/Director

In order to cater to instructional requirements, particularly in specialized subjects, visiting faculty may be appointed. However, the College / Institute shall not depend on visiting / part-time faculty on continuous basis in lieu of essential regular faculty.

In respect of the requirement of number of professors, the principal can be shown as a professor in the concerned discipline.

The visiting faculty should not be included for the calculation of number of faculty available in the Department concerned.

**2. Faculty Qualification and Cadre ratio**

The qualifications for faculty recruitment, pay scales, and service conditions for faculty shall be as prescribed by AICTE / PCI/ other statutory body from time to time. The faculty requirement norms and cadre ratio shall be as prescribed by AICTE / PCI/ G.O. MS No. 15 and their amendments from time to time. Faculty recruited/identified for the PG program shall be considered for UG programs in case there is deficiency of faculty for UG programs Dept wise.

*Any ambiguity in the requirement of educational qualifications pertaining to recruitment of faculty in affiliated College / Institutes of JNTUH a particular course, the respective BOS committees will finalize the eligibility criteria.*

For claiming experience in any cadre the candidate should possess regular / ratified experience with valid selection committee norms in vogue of any University / Organization along with valid API scores where ever applicable as per AICTE Guidelines. Appointment order should have the reference of the selection Committee minutes. Further, service certificate issued by the earlier organization should indicate the details of period and scale of pay.

For considering industrial experience, the following guidelines shall be followed:

- i) Working experience in public sector undertaking is preferred. However, private sector can also be considered provided the Industry has a successful continuous standing of at least 10 years.
- ii) The experience can be considered only after production of certificate (experience) issued by the competent authority.
- iii) The area of operation of the industry shall be related to relevant field of discipline.

In addition to the faculty norms prescribed by AICTE, the industrial experience in cadre can be considered only if the candidate has experience in the relevant area and is drawing equivalent scale of pay. A Committee will be constituted by the University to decide on the equivalence and eligibility.

**ANNEXURE-4**

**LIST OF REGISTERS AND RECORDS TO BE MAINTAINED BY THE INSTITUTION**

1. AICTE approval letter.
2. Land registration document.
3. Master plan of the campus.
4. Approved building plans.
5. Government Orders (GO) from the State Government
6. Minority Certificate from the Concerned State Government Department or State Minority Welfare Department
7. Laboratory occupancy time table for each lab.
8. Notification for Principal appointment, selection committee minutes, appointment orders, joining report and Principal certificates (UG/ PG/ Ph. D).
9. Notification for faculty members appointment, selection committee minutes, appointment orders, joining report of faculty members in the same order as per the list furnished.
10. List of journals in the library.
11. Payment of salary through bank for the last one year for the Principal and Faculty along with PAN card numbers and Form16.
12. Service Rule and Service Registers of Faculty members and Staff.
13. Compliance of deficiencies if any, in the last 3 years
14. Court cases if any, in the last 3 years
15. Stock Registers for laboratory equipment, invoices and delivery challans of equipment, Consumables, furniture, computers, printers, library reference and text books, LRs, Software, Audio-Visual Aids, Sports and Games Facilities, Medical Facilities, Vehicles etc. and any other related items.
16. Adequate Biometric machines shall be linked to University BAS portal.

**ANNEXURE-5**  
**LIST OF COURSES FOR AFFILIATION BY THE UNIVERSITY**

B.Tech, M.Tech, B.Pharm, Pharm D, M.Pharm, MCA, MBA

The List of JNTUH approved specializations in UG and PG courses for which the affiliation is being granted is presented below:

**Bachelors and Masters Degree Courses Approved by JNTUH for Affiliation**

**(a) List of Bachelors Degree Specializations:**

1. Aeronautical Engineering
2. Automobile Engineering
3. Bio-Medical Engineering
4. Bio-Technology
5. Chemical Engineering
6. Civil Engineering
7. Computer Science and Engineering
8. Electrical and Electronics Engineering
9. Electronics and Communication Engineering
10. Electronics and Computer Engineering
11. Electronics and Instrumentation Engineering
12. Electronics and Telematics Engineering
13. Information Technology
14. Instrumentation and Control Engineering
15. Mechanical (Mechatronics) Engineering
16. Mechanical (Production) Engineering
17. Mechanical Engineering
18. Mining Engineering
19. Petroleum Engineering
20. Metallurgy and Material Technology
21. B.Pharmacy
22. Pharmaceutical Engineering
23. Artificial Intelligence
24. Computer Science & Information Technology
25. Computer Science & Business Systems
26. Information Technology & Engineering

**(b) List of M. Tech Specializations:**

- 1) Advanced Manufacturing Systems
- 2) Aerospace Engineering

- 3) Automation
- 4) Bio-Technology
- 5) CAD/CAM
- 6) Chemical Engineering.
- 7) Communication Systems
- 8) Computer Networks
- 9) Computer Networks and Information Security
- 10) Computer Science
- 11) Computer Science and Engineering
- 12) Computers and Communication Engineering
- 13) Control Engineering
- 14) Control Systems
- 15) Design for Manufacturing / Design and Manufacturing
- 16) Digital Electronics and Communication Engineering
- 17) Digital Electronics and Communication Systems
- 18) Digital Systems and Computer Electronics
- 19) Electrical Power Engineering
- 20) Electrical Power Systems
- 21) Electronics and Communication Engineering
- 22) Electronic Design Technology
- 23) Electronics & Instrumentation
- 24) Embedded Systems
- 25) Embedded Systems and VLSI Design
- 26) Geo-Technical Engineering
- 27) Heating Ventilation & Air Conditioning
- 28) Highway Engineering
- 29) Image Processing
- 30) Industrial Engineering and Management
- 31) Information Technology
- 32) Machine Design
- 33) Mechatronics
- 34) Neural Networks
- 35) Parallel Computing
- 36) Power and Industrial Drives
- 37) Power Electronics
- 38) Power Electronics and Electrical Drives
- 39) Power Engineering and Energy Systems
- 40) Power Systems with Emphasis H.V Engineering/H.V Engineering

- 41) Real Time Systems
- 42) Systems & Signal Processing
- 43) Software Engineering
- 44) Structural Engineering
- 45) Thermal Engineering
- 46) VLSI
- 47) VLSI and Embedded Systems
- 48) VLSI Design
- 49) VLSI Systems Design
- 50) Web Technologies
- 51) Wireless and Mobile Communications
- 52) Artificial Intelligence
- 53) Data Sciences

**(c) List of M. Pharmacy Specializations:**

- 1) Industrial Pharmacy
- 2) **Pharmacy Practice**
- 3) Pharmaceutics
- 4) Pharmaceutical Chemistry
- 5) Pharmacognosy
- 6) Pharmacology
- 7) **Pharmaceutical Analysis.**
- 8) **Pharmaceutical Regulatory Affairs.**
- 9) **Pharmaceutical Quality Assurance.**

- **Pharma-D (6 years)**
- **Pharma-D (Post Baccalaureate)**
- **MBA**
- **MCA**

and any other course approved by the University from time to time.

**ANNEXURE-6**

**FORM A-520: JNTUH FEE STRUCTURE FOR AFFILIATION FROM THE A.Y. 2020-21**

<b>a) Application Processing Fee: (To be paid along with application)</b>		
UG Programs:	Rs. 750/- per application	
PG Programs:	Rs. 750/- per application	
UG and PG Programs together	Rs.1000/- per application	
<b>b) Inspection Fee (To be paid along with application)</b>		
UG Programs :	Rs. 25,000/- per inspection for 4 courses Rs. 4,000/- for each additional course	
PG Programs (M.Tech, MBA & MCA, M.Pharmacy, Pharm.D) :	Rs. 12,000/- per course/ inspection	
Dual Degree Programs:	Rs. 40,000/- per course / inspection	
<b>c) Re-inspection fee (if any)</b>	<b>Rs. 25,000/- per inspection</b>	
<b>d) Fee for Appeal (if any) by the Colleges in respect of deficiencies</b>	<b>Rs.5000/- per application</b>	
<b>e) Affiliation Fee</b>		
(1) UG Programs (B.Tech., B. Pharmacy) The Affiliation fee per candidate per year	0.5 % of the tuition fee as recommended by TAFRC	
<p><b>Note:</b> (i) For 1st year students, Affiliation fee shall be paid as per full sanctioned Intake.                  (ii) From 2nd year onwards Affiliation fee shall be paid as per the following calculation:  <math display="block">\text{Percentage of the seats filled to the sanctioned strength} = \frac{\text{No. of Students on roll}}{\text{Sanctioned strength}} \times 100</math></p>		
<b>Slab</b>	<b>Percentage of Seats filled with respect to Sanctioned Intake</b>	<b>Amount shall be paid</b>
1.	≤ 25 %	25% of the Affiliation fee
2.	> 25% ≤ 50%	50% of the Affiliation fee
3.	> 50 ≤ 75%	75% of the Affiliation fee
4.	> 75 %	100% of the Affiliation fee

<b>f) Affiliation fee for PG Programme:</b>	<b>Rs. 30,000/- per year per each specialization</b>
<b>g) Affiliation fee for Dual Degree Programs:</b>	<b>Rs. 40,000/- per year per each specialization</b>

**NOC FEE**

<b>h) Change of Location of the College / Institute:</b>	<b>Rs. 75,000/-</b>
<b>i) Change of Name of the College / Institute:</b>	<b>Rs. 75,000/-</b>
<b>j) Change of Name of the Society</b>	<b>Rs. 75,000/-</b>
<b>k) Conversion of women College / Institute into Co-education Institute or vice-versa</b>	<b>Rs. 75,000/-</b>
<b>l) Conversion of existing Institution into Integrated Campus</b>	<b>Rs. 75,000/-</b>
<b>m) Change of Affiliation of the College / Institute from other University to JNTUH.</b>	<b>Rs. 75,000/-</b>
<b>n) To Establish New College and Affiliation to JNTUH</b>	<b>Rs. 75,000/-</b>
<b>o) To start Additional Course UG/PG (each)</b>	<b>Rs. 25,000/-</b>
<b>p) To Establish Attached Hostel</b>	<b>Rs. 25,000/-</b>
<b>q) Closure of Courses(s) UG/PG (each)</b>	<b>Rs. 25,000/-</b>
<b>r) Increase / Decrease in Intake each course</b>	<b>Rs. 25,000/-</b>
<b>s) Closure of College / Institutes</b>	<b>Rs. 45,000/-</b>
<b>r) NOC for applying to UGC for Autonomous status</b>	<b>Rs. 2,00,000/-</b>

## ANNEXURE-7

### **Issue of NOC to apply for UGC Autonomy:**

Any College / Institute shall be considered for issue of NOC by the University for applying to UGC for autonomous status, only after completion of all the eligibility requirements as stated below.

1. “All Colleges / Institutes (of any discipline) under section 2(f) of the UGC act whether aided, partially aided and unaided / self financing are eligible to apply for autonomous status”
2. The College / Institute shall have a total **existence** of 10 years
3. Shall have all courses affiliated **during** the last 5 consecutive years.
4. Shall have accreditation by NAAC or at least 50% of the programs accredited by NBA.
5. The College / Institute shall have Faculty/Infrastructure strictly as per AICTE / PCI / JNTUH / Government norms.
6. The College / Institute shall maintain the required **cadre** ratio of faculty for all the courses / programs.
7. All the faculty members including Principal / Director should be either ratified or selected through a proper Selection process as prescribed by the University.

### **Grant of NOC for applying to UGC for grant of 2(f) &12(b) status:**

All affiliated Colleges / Institutes may be considered for recommendation to UGC on receipt of an Undertaking on non-judicial stamp paper about their limiting collection of fees as per the Govt. Norms.

\* All the Colleges/Institutes will apply for Affiliation every Academic Year after complying with all the requirements of the approving body and that of the University and pay the required fees as prescribed in Annexure No 6 every year.



**ANNEXURE-8**  
**AFFIDAVIT TO BE SUBMITTED ALONG WITH THE APPLICATION FOR THE**  
**GRANT OF AFFILIATION**

**Affidavit**

**(Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs.100/-)**

I/We, <Name>, Chairman/ Secretary, name of the Trust/Society, son of \_\_\_\_\_, aged \_\_\_\_\_ years and, resident of \_\_\_\_\_ name, Principal / Director, name of the Institution, son of \_\_\_\_\_, aged \_\_\_\_\_ years and, resident of \_\_\_\_\_, in connection with our application dated \_\_\_\_\_ made to JNTUH for grant of Affiliation for the A.Y. \_\_\_\_\_.

**Hereby solemnly affirm and declare as under:**

1. That the information given by us in the application made to JNTUH is true and complete. Nothing is false and nothing material has been concealed.
2. That if any of the information is found to be false, incomplete, misleading and / or that have failed to disclose all the information and / or suppressed any information and / or misrepresent the information, we are liable to be prosecuted by the University.
3. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

**We further certify that:**

- The Institute is not offering any academic programme, which is not approved by JNTUH.
- No other University has been approached for affiliation of the institute/courses mentioned in this application.
- All Courses are conducted as per norms; standards and guidelines approved by JNTUH and all the rules and regulations of the university are being followed as specified from time to time.
- All the physical deficiencies stated in the last approval letter for UG & PG programmes have been rectified (for existing institutions).
- The AICTE / PCI scales of pay and allowance have been granted to the teaching faculty and other staff.
- The admissions are made strictly on merit basis and as per JNTUH admission guidelines and capitation fee or donation of any kind has not been charged for admission.

- The teaching faculty and staff have been recruited as per qualification and experience as laid down by the AICTE / PCI.
- The tuition and the other fee are charged within the criteria prescribed by the Competent Authorities.
- The accounts of the institution are being maintained as per the provisions of relevant statutes and certified by a Chartered Accountant.
- The intake in any of the JNTUH approved courses has not been increased beyond the sanctioned intake, without prior approval from the University.
- The building and premises in which the institution is functioning is not being utilized for any other courses/ Programmes which are not approved by the AICTE.

**We understand that:**

- Liabilities if any on this count shall be the sole responsibility of the applicant's Society/Trust and shall be settled as per the rules and regulations as applicable.
- The Grant or Rejection of this affiliation application does not in any way absolve the Society/Institution from the final outcome of the Court cases pending in the High Court or any other court or any other action that may be initiated by the University or Government against the Management/Institution for the previous academic years.
- The mere submission of this Application does not guarantee an Affiliation. (Affiliation is purely based on satisfaction of norms and criteria as laid down by AICTE/PCI/University from time to time.)
- If any conditional affiliation is given to the Institution or College / Institute, then the University has absolute right to cancel the affiliation without prior notice if the Institution/ College / Institute does not comply with the conditions of affiliation within the time stipulated in the conditional affiliation order.

We solemnly declare that all the information provided in this application form is true and if any information is found to be incorrect or false, we are liable for rejection of the application and further prosecution and legal action by the University as per University regulations.

**Date:**

**Place:**

**Name and Signature of the  
Chairperson/Secretary of the Society**

**Name and Signature of the  
Head of the Institution**

**ANNEXURE-9**

**UNDERTAKING BY THE MANAGEMENT IN CASE OF REDUCTION OF INTAKE / CLOSURE OF COURSE / PROGRAMME / COLLEGE / ANY OTHER MATTER, REQUESTING UNIVERSITY NOC**

**UNDERTAKING (on Rs.100 stamp paper)  
(Retain Paragraph(s) / Table(s) as applicable)**

Submitted to the Registrar, Jawaharlal Nehru Technological University Hyderabad by the College / Institute Management for Closure of Course(s)/Program(s) or Institution for the Academic Year \_\_\_\_\_

I, Smt. / Sri / Dr. \_\_\_\_\_ Chairperson / Secretary on behalf of the \_\_\_\_\_ Society sponsoring the Institution named \_\_\_\_\_ situated at \_\_\_\_\_

solemnly affirm as follows:

1. I / we undertake to provide all necessary infrastructure facilities, faculty, labs, Library, Class rooms, and equipment for the existing students until they pass out in the same College / Institute (in case of Progressive Closure) / redistribute the students as per the detailed scheme in the table given below along with the NOC from the College / Institute to which students are redistributed (which may be approved by the University). In case the Society fails to do this, the University may take any disciplinary action against the College / Institute and Society.
2. I / We confirm for progressive closure/closure of the following course(s)/program(s) or the institution from the Academic Year \_\_\_\_\_ and shall make provision for the rearrangement of the existing students / faculty.
3. We also confirm reduction in intake of the course(s)/program(s) as given in the table below.
4. We are enclosing the following: a). The Minutes of Governing Body Meeting with resolution for closure of the course(s)/program(s) or the institution or reduction in intake. b). The Minutes of the Society / Trust Committee Meeting of the College / Institute with resolution for closure of the course(s)/program(s) or the Institution or reduction in intake. The details are as follows:

**Table-a: Alternative arrangement for faculty members if opted for reduced intake or closure of course/program/College / Institute.**

Course(s) recommended for closure/reduction in intake	Total Number of students currently on rolls in this course	List of faculty associated with this course	* Details of Rearrangements of faculty
		1.	

		2.	
--	--	----	--

\* Note: Type-1: Adjusted with other related depts. of this College / Institute. Type-2: Terminated with 3 months notice / 3 months advance salary paid and terminated without notice.

**Table-b: Alternative arrangement for students if opted for closure of course/program/College / Institute.**

Sl No:	Name of the Program like B.Tech, M.Tech, MBA etc.	Name of the course like Civil, CSE etc.	Existing students year-wise for the A.Y 2020-21		Name of the Institute from which NOC Obtained #
			Year of study	No. of students	
1.			II year		
			III year		
			IV year		
2.					
3.					

# Note: Re-arrangement of current students / students who were admitted in these courses in the previous years and who are trailing due to failures, etc. in the following table. Course requested for closure subject to the norms of available seats and fee structure.

Signature of the Chairperson / Secretary:  
Name & Address:

Mobile:  
E-mail Id:

**ANNEXURE-10**  
**FORMAT OF DEFICIENCY REPORT COURSE WISE**  
**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**  
**KUKATPALLY, HYDERABAD, TELANGANA, INDIA - 500 085**  
**TENTATIVE FORMAT OF DEFICIENCY REPORT**

College Name:

CC:

Principal Deficiency:  Yes  No If Yes Reason:

**Deficiencies in Faculty** (Department/ Specialization Wise):

SNo	Dept	Degree	Specialization	Intake of Previous Three A.Y			Proposed Intake	Total Department Faculty	Specialization Wise Faculty		PG Specialization	Faculty with Ph.D		Remarks
				Sanctioned	Admitted	#Divisions			Required	Available		Required	Available	
				II Year	II Year	II Year	I Year							
				III Year	III Year	III Year								
				IV Year	IV Year	IV Year								

\* II, III & IV Year for B.Tech; I & II Year for M.Tech # Every 60 or part there of admitted is considered as one division for UG.

**Deficiencies in Laboratory** (Department/ Specialization Wise):

S.No	Degree	Department	Specialization	Year & Sem.	Names of the Labs with Deficiency (Details Annexed)

**LIST OF EQUIPMENT NOT AVAILABLE**

S.No	Program/Branch	Year & Sem.	Lab Name	Equipment Name

**ANNEXURE-11**  
**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**  
**KUKATPALLY, HYDERABAD, TELANGANA, INDIA - 500 085**  
**FORMAT FOR SUBMISSION OF ONLINE APPEAL**

**College Name:**

**CC:**

**Principal:**

Deficiency:  Yes  No If Yes Reason:

Appeal for Consideration of Compliance

Appeal for re verification

**Deficiencies in Faculty** (Department/ Specialization Wise):

SNo	Department	Degree	Specialization	Total Intake *	Specialization Wise Faculty Required	Specialization Wise Faculty Available	Deficiency	Deficiency of Ph.D faculty	Compliance/ Re verification	Supporting Documents
									Appointment of new faculty <input type="checkbox"/>	Selection committee minutes <input type="checkbox"/>
									Appeal for re-verification <input type="checkbox"/>	Joining Report <input type="checkbox"/>
										Physical Presence on Day of Inspection <input type="checkbox"/>
* II, III & IV Year for B.Tech; I & II Year for M.Tech										

**LIST OF EQUIPMENT NOT AVAILABLE**

S.No	Lab Name	Equipment Name	Compliance/ Re verification	Supporting Documents
			Procured New Equipment <input type="checkbox"/> Appeal for Re verification <input type="checkbox"/>	Delivery Challan <input type="checkbox"/> Bank Statement showing payment Transaction <input type="checkbox"/> Photograph of Installed Equipment Set up <input type="checkbox"/> Stock Register Entry <input type="checkbox"/>