

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
Kukatpally, Hyderabad – 500 085



Affiliation Procedure and Regulations
(With effect from 2018-19)

University Academic Audit Cell

Jawaharlal Nehru Technological University Hyderabad
JANUARY, 2018

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 and 2017-18 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 2018-19 :

1		Short Title, Application and Commencement
	1.1	These Regulations may be called “The Jawaharlal Nehru Technological University Hyderabad Grant of Affiliation Regulations for the Colleges / Institutes.”
	1.2	They shall apply to 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.
	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		Definitions
	2.1	Terms: Academic program “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	Affiliation 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 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		Approval means Institution approved by AICTE/ PCI / other competent and relevant statutory Body as mentioned in Clause 2.2 of these regulations.
2.4		Inspections mean physical verification of academic infrastructure, faculty, 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		Autonomous College / Institute means a College / Institute which is declared so by the University Grants Commission (UGC).
2.6		Appeal means an opportunity given to an Institution to seek redressal or compliance of deficiencies before a duly constituted Appellate Committee, in case the institution is aggrieved by any decision of the Standing Committee on Affiliation (SCA)
2.7		Recruitment of Faculty 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 (Annexure – 1 & 3). Responsibility of retaining the faculty till the end of the academic semester lies with the College / Institute Management. 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 a specified post.
2.9		Minority Institution 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		Online Application 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		Cutoff Date 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 either online or in physical 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		Notification 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		Submission 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 conforming the same by pushing the submit button. Confirmation by pushing 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		Approved Institution means an institution approved 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. which is prerequisite for the grant of affiliation by the University.
2.15		Program 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		Course means one of the branches of learning such as Civil Engineering, Mechanical Engineering etc. in a Program

3.		Conditions to be satisfied by the College / Institute seeking Affiliation
	3.1	A Registered Society / Registered Trust 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.
	3.2	Pre-Requisite for Affiliation Any Existing College / Institute applying for an existing intake / reduction in intake in an already affiliated program(s) shall obtain prior approval 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.
	3.3	The duration 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 UG level and PG Level <i>as approved by the University, the intake in no case shall exceed those sanctioned</i> by 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., <i>for that academic year</i> . The University <i>may</i> consider any variation in intake after obtaining approval from AICTE/PCI/State Government/other statutory bodies, prior to admissions for the current academic year. The 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. , Pharmacy Council of India (PCI) for 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 met by the Institution.
3.5		<i>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.</i>
3.6		<p>Constitution of Governing Body</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 Annexure-1.</p>
3.7		<p>Land and Building Requirements</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 Annexure-2, and no rented premises will be allowed to be used for running the College / Institute.</p>
3.8		<p>Laboratories and Equipment</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 by the date of submission of application. The Institutions will 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><i>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. Also 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</i></p>

	<p><i>account to provide additional laboratory Space and experimental setups.</i></p> <p><i>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 institution shall provide separate laboratory for every 300 students and part thereof.</i></p> <p>The details of required equipment are listed in the Application form.</p>
3.9	<p>Bio Metric Attendance:</p> <p>Biometric attendance for faculty & PG students in all the affiliated Colleges 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"> i. If total faculty biometric attendance is inadequate on any working day. ii. If the number of faculty in BAS portal is less than the required faculty as per the norms at any point of time. iii. If the college does not maintain the required faculty student ratio throughout the academic year <p>Note 1: If any faculty member is absent beyond the eligible leaves as per University norms in a semester his/her candidature as faculty, will not be considered for grant of affiliation even if he/she is present on the day of FFC/Surprise inspection for the ensuing academic year.</p> <p>Note 2: It is the responsibility of the College to retain the faculty for atleast one semester. However, in the extraordinary cases even 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.</p>
3.10	<p>Surprise Inspections:</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 in an 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</p>

		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.
3.11	English Language Communication Skills Lab (ELCS Lab)	Every College / Institute shall have a 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 Annexure-2 .
3.12	Computer Centre	The College / Institute shall have a centralized computer centre 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 Annexure-2 .
3.13	Examination Branch	The College / Institute shall have an examination branch with sufficient space, personnel and facilities for conduct of EDEP examination and secured accessibility to maintain confidentiality of the examination practice. The details of the Equipment, Space, Internet and other facilities required are given in Annexure-2 .
3.14	Faculty & Staff	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 in variance with that of the one uploaded to AICTE/PCI, the University may reject the application for grant of affiliation. 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. The college should maintain faculty cadre ratio.

		The minimum qualifications and experience of faculty is as given in Annexure-3 .
3.15	Faculty & Staff Recruitment	<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 documents so uploaded should be clear scanned copies of the originals. 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 for 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. A copy of the rules shall be furnished to the University duly approved by the Governing Body. Details are given in Annexure-1 & 3.</p>
3.16	Faculty Training And Development	<p>All the faculty shall be provided with opportunities to improve their qualifications through Quality Improvement Program (QIP) and quality improvement through Faculty Development Program (FDP) or such other programs. 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 Academic Staff College / Institute 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 quality of teaching.</p>
3.17	Performance Appraisal	<p>(a) Faculty (Both Self Appraisal and through Student Feedback)</p> <p>A performance appraisal system for the faculty shall be set-up, well integrated</p>

	<p>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.</p> <p>(b) College / Institute: The academic performance of the College / Institute (course wise) will be taken into account while granting affiliation and the same will be based on the pass percentage of the students, percentage of detentions (both credits and attendance), and drop outs. A Colleges / Institutes having consistently poor academic performance will not be considered for grant of affiliation for that course for the ensuing academic year.</p>
3.18	<p>Student Feedback</p> <p>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.</p>
3.19	<p>Library</p> <p>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 Annexure-2.</p>
3.20	<p>Hostel</p> <p>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.</p>

3.21	<p>Health Centre</p> <p>The College / Institute shall have a health centre with required first aid facilities. Medical, Para-medical staff & ambulance facility are desirable.</p>
3.22	<p>Extra Curricular Activities & Co-Curricular Activities</p> <p>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.</p> <p>Students shall be encouraged to participate and organize Cocurricular activities like Technical Fests, Seminars, Symposia, Conferences etc. Invited Lectures from experts in the Industry and Academia shall be conducted for necessary exposure and overall development of the students. A brief report of the activities shall be sent to the University on regular basis. The College / Institute shall bring out the campus newsletter periodically.</p>
3.23	<p>Necessary Amenities</p> <p>The College / Institute shall make available all necessary amenities, as prescribed by the University from time to time.</p>
3.24	<p>Financial Stability</p> <p>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 Annexure-2.</p>
3.25	<p>Grievance Redressal</p> <p>The College / Institute shall have a mechanism to redress all grievances of students and staff. To maintain harmony and discipline in the College / Institute campus including the hostel premises, committees shall be constituted as indicated in the Annexure-1.</p>

3.26	<p>Maintenance of Registers and Records</p> <p>The recording of attendance of all the Staff and students (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 (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>Affiliation to PG programs: 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>Conduct of Academic Programs, other than those Affiliated to University</p> <p>Starting and conducting of “Study Centers” of Open Universities in the affiliated College / Institute premises shall be done 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 approved by government body (Diploma with prior information to the University).</p>
3.29	<p>Reasons for Rejection of Affiliation for ensuing Academic Year or Suspension / Withdrawal of Affiliation for existing programs / courses</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</p>

Suspension /Withdrawal of Affiliation for existing programs / courses include:

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.
2. If it is found that the College / Institute is not following the academic schedule as published by the University and declaring holidays without prior approval of the University in addition to the Scheduled Holidays declared by the University.
3. Non-conduct of Theory or practical classes as per the scheduled time tables uploaded to the University.
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 any other duty assigned by the University from time to time.
5. Management/Principal/Director/Faculty encouraging mass copying in the examinations.
6. Failure to curb ragging and not taking proper steps laid down by anti ragging act.
7. Collection of excess amounts of fees/special fees from students other than prescribed by Govt. G.O./University/TSAFRC.
8. Tampering/fabrication/altering of Biometric/Registered attendance records of the students against actual attendance and tampering/fabrication/altering of staff Biometric attendance.
9. Misuse of students scholarships awarded by the Government.
10. Conduct of class work in temporary location other than the permanent location approved by the University.
11. Not complying with University instructions on academic/administrative matters and maintenance of proper accounts of finances.
12. Faculty appointed with fraudulent /unrecognized degree certificates.
13. Shifting of faculty/equipment etc. from one institute to another.
14. Preventing University officials from carrying out surprise checks during

	<p>working hours.</p> <p>15. Admitting ineligible candidates in UG/PG programs.</p> <p>16. Non-cooperation to conduct Examinations of the University / other examinations as per the University directions when the College / Institute has examination center.</p> <p>17. Non-payment of any pending dues including affiliation fee, Common service fee etc., to the University.</p> <p>18. Any other matter in violation of the norms and regulations brought to the notice of the University authorities from time to time.</p>
3.30	<p>Temporary Suspension of Instructions in Academic Program / Course</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 open to the University to refuse / grant of affiliation for that course in the ensuing Academic Year. However, an undertaking will 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 requires AICTE approval and State Government permission</p>
3.31	<p>Inspection Fee</p> <p>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 Annexure-6.</p>

3.32	<p>Affiliation, Common service and other Fee</p> <p>The College / Institute shall remit the affiliation fee, Common service fee etc., at the rates approved by the University from time to time. Affiliation shall be granted to academic program(s) only after the clearance of all affiliation, Common service or any other fee dues. Late fee if any shall be levied as decided by the University. 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 Annexure-6.</p>
3.33	<p>NOC for UGC Autonomy:</p> <p>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 shall be 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 all the Colleges / Institutions will apply to these autonomous Colleges / Institutions also and they shall apply for grant of Affiliation every year. More details are given in Annexure-7.</p>
3.34	<p>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 with 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 either in regular/surprise inspection, that the College / Institute has not fulfilled the requirements of grant of affiliation, the University shall take punitive action.</p>
3.35	<p>Interpretation</p> <p>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.</p>

3.36		<p>Steps Involved in Affiliation Process</p> <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"> 1. Submission of online application for affiliation along with all relevant and supporting documents and by remitting necessary inspection fees. 2. Inspection of College / Institute by Fact Finding Committee for Affiliation (FFCA) either by way of regular or Surprise inspections. 3. Review of report of FFCA by Standing Committee on Affiliation (SCA). In addition 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. 4. The recommendations of SCA will be communicated to the respective College / Institute. 5. College / Institute may Appeal Online for reconsideration of the recommendations of the SCA along with supporting documents/clarifications. 6. Review of appeal / compliance report by Appellate Committee 7. Final communication of grant/rejection of application for affiliation 8. Communication of List of approved Colleges / Institutes with courses for admissions to State Council for Higher Education and respective admission Conveners for Counseling.
4.		<p>Procedure for Submission of Application for Grant of Affiliation</p>
4.1		<p>All Colleges / Institutes including the Colleges/Institutes which are permitted for Progressive Closure till all admitted students have completed their Course shall apply online along with all the relevant and supporting documents for affiliation / recognition of the University annually.</p>
4.2		<p>The College / Institute shall require prior approval of the 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. for the courses as listed in the application for the grant of affiliation by the University.</p>
4.3		<p>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</p>

		prescribed by the University every year for grant of affiliation of courses offered by it. The Colleges / Institutes shall note that the online application for affiliation will not open for the College / Institute which are having previous pending dues of various fees to the University.
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 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 Annexure-8
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.
4.7		Processing fee as approved by the University (Annexure-6) 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.		Procedure for Reduction in intake /Change of site or location/ conversion of Women’s College / Institute to co-educational College / Institute.
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 offunds for all the necessary academic infrastructure / classrooms and additional space required, faculty recruitment etc.,
5.3		The Institution shall submit the resolution of the Governing Body for the Reduction in intake.
5.4		The University will not issue NOC nor grant affiliation for courses/programs not listed in the Annexure-5 .

5.5	The existing College / Institute after getting approval/awaiting approval from AICTE/ getting the requisite permission from the state government can apply for affiliation to 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.
6	Procedure for issue of NOC for Reduction of Intake / Closure of Course or/and College/Institution/ Change of name/Change of site/ or any other matter where University NOC is required
6.1	The applications for issue of NOC for reduction of intake/ closure of Course or College/Institution/ change of name/change of site/ or any other matter where University NOC is required shall be accompanied by the resolution from Society/ Management.
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 the reduction of intake/ closure of course /College/ Institution/ or any other matter where University NOC is required in which termination of faculty is involved.
7	Procedure for Evaluation of Application for the grant of Affiliation
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/College / Institutes, or former faculty members of the University /College / Institutes or experts from Industry /Organization.

7.2	The Fact Finding Committee shall visit the College / Institute with a prior notice of 48 hours, in case of regular inspections. In case of surprise inspections no prior notice will 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 on Affiliation. The Standing Committee on 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 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 on Affiliation will not take into consideration such faculty member and pass appropriate orders. If on verification of the records and data it is found that the faculty is working in some other 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.
7.7	Based on the recommendations of the Standing Committee on 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 Annexure-10 along with the scanned copy of FFCA reports.
	7.8	The University may grant affiliation course wise based on the recommendations of standing committee on 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		Procedure for Appeal before Appellate Committee
	8.1	Any College / Institute aggrieved by the recommendations of the Standing Committee on 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 Annexure-11 . 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 also have to pay the inspection fee again.
	8.3	If a College / Institute wishes 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 Annexure-11 . 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 enclosed 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 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		Procedure for Suspension of Affiliation
		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 3.27 , 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		Procedure for Withdrawal of Affiliation
		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		Procedure for Faculty Direct Recruitment/Promotion under Career Advancement Scheme(CAS):
		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 an year.
	11(b)	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. The responsibility of verification of eligibility of the applied candidates as per AICTE/PCI norms solely lies with the respective College / Institute. In case it is

	<p>found at a later date that a faculty recruited is not qualified as per AICTE/PCI norms, 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 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. (Constitution of Internal faculty selection committee is given in Annexure-I).</p> <p>The selection Process for the Professors and Principal shall remain as set out in Annexure-I item VI</p>
11(c)	In case 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.
11 (d)	Candidate Selection shall be as per the norms by a duly constituted selection committee University/internal as the case may be shown in Annexure-1&3 .
11(e)	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.
11(f)	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.
11(g)	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.
11(h)	Any candidate seeking faculty position in any of the affiliated Colleges of JNTUH, having prescribed qualifications as per AICTE/PCI norms has to register in the faculty registration portal of the University by uploading Scanned original qualification Certificates, PAN & Aadhar 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 properly constituted Selection Committee, he/she is required to upload the appointment order, relieving letter from previous College/Institute/Organization (if working already), 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.
11(i)	<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>A) In the case of Faculty working with the College / Institute/ The College / Institute shall maintain service registers of faculty members updating it from time to time</p> <p>i) The salary must be paid through Bank indicating the basic Pay, AGP, DA, HRA, CCA, PT, TDS, and PF Deduction etc.</p> <p>ii) Annually Form-16 must be issued to the faculty after remitting the tax amount to the Income Tax Department.</p> <p>iii) All the records of Selection procedure from notification to service registers updated from time to time shall be made available to the University</p>

		<p>committee/ University scrutiny at any time as desired by the University.</p> <p>B) In case of mobility of Faculty members:</p> <p><i>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 University will take appropriate action.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p>C) In case of ineligible faculty members on rolls:</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 / AADHAR Proofs are liable for punitive action including legal action.</p>
12		Non Fulfillment of Norms and Requirements
	12.1	<p>Non fulfillment of Laboratory Equipment Requirements</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"> 1. Rejection of application for grant of affiliation for new batch of students in the course. 2. Suspension of affiliation for the Course / College / Institute 3. Withdrawal of affiliation for the course 4. Withdrawal of affiliation for the College / Institute
	12.2	<p>Non fulfillment of requirement of qualified Principal / Director</p> <p>Colleges / Institutes that do not appoint Principal/Director as per norms, recruiting non-qualified Principal / 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"> 1. Rejection of application for grant of affiliation for new batch of students in the course. 2. Suspension of affiliation for the College / Institute 3. Withdrawal of affiliation for the College / Institute
	12.3	<p>Non fulfillment in Faculty - Student ratio, not adhering to pay-scales and / or qualifications prescribed for teaching staff</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 fulltime basis, not adhering to pay scales are liable for following punitive actions by the University:</p> <ol style="list-style-type: none"> 1. Rejection of application for grant of affiliation for new batch of students in the course. 2. Suspension of affiliation for the Course / College / Institute 3. Withdrawal of affiliation for the course 4. Withdrawal of affiliation for the College / Institute 5. Fraudulent faculty are liable for legal action and / or blacklisting from the University affiliation system.
	12.4	<p>Non fulfillment of Library books and journals</p> <p>College / Institute that do not maintain prescribed library books and journals shall be liable to following punitive actions by the University</p> <ol style="list-style-type: none"> 1. Rejection of application for grant of affiliation for new batch of students in the course.

		<ol style="list-style-type: none"> 2. Suspension of affiliation for the Course / College / Institute 3. Withdrawal of affiliation for the course 4. Withdrawal of affiliation for the College / Institute
12.5	<p>Non fulfillment of AICTE/PCI/Other Statutory Bodies requirements as the case may be based on which Approval is granted</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 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"> 1. The University may reject the application for grant of affiliation for that particular course or program. 2. Appraisal to AICTE/ PCI/Other Statutory Bodies 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. 	
12.6	<p>Non Application for annual grant of Affiliation.</p> <p>Existing Institutions who do not apply for annual grant of affiliation by the scheduled date shall be liable to the following punitive action by the University</p> <ol style="list-style-type: none"> 1. Suspension of affiliation for the College / Institute till clearance from AICTE is obtained after appraisal to the AICTE. 2. Permanent Withdrawal of affiliation for the College / Institute 3. Initiation of Legal action against the College / Institute and / or its Society and individuals associated as the case may be. 	
12.7	<p>Non- payment of affiliation fee / other dues</p> <p>College / Institute which are not remitting affiliation fee and other dues as per norms for more than an year from the date of grant of affiliation, shall be liable for the following punitive action by the University</p> <ol style="list-style-type: none"> 1. Rejection of application for grant of affiliation for new batch. 2. Suspension/Withdrawal of affiliation for the College / Institute 	

12.8	<p>Termination of Staff 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 by the University</p> <ol style="list-style-type: none"> 1. Penalty 2. Suspension of affiliation for the College / Institute
12.9	<p>Fraudulent Faculty <i>The faculty member will be treated as fraudulent and blacklisted by the University under the following circumstances:</i></p> <ul style="list-style-type: none"> • <i>Appearance in more than one College / Institute during FFCA</i> • <i>Moving from one College / Institute to another College / Institute without proper relieving and joining letters and intimation to the University</i> • <i>Not uploading the scanned copies of the original certificates in the faculty Registration portal</i> • <i>Uploading incorrect/ improper/ambiguous certificates in the faculty Registration portal</i> • <i>Uploading certificates of Unrecognized Institutes/Universities</i> • <i>Having multiple registrations in faculty portal</i> • <i>Claiming of Service as faculty while pursuing any regular course of study</i> • <i>The faculty who are frequently changing the College / Institute.</i> <p><i>In all the above cases the University will initiate appropriate action including blacklisting of the fraudulent faculty, imposition of penalty and legal action.</i></p>
12.10	<p>Punitive Action against misrepresentation of Finances College / Institute submitting false financial statements to the University shall be liable to punitive actions including</p> <ol style="list-style-type: none"> 1. Penalty 2. Suspension of affiliation for the College / Institute 3. Withdrawal of Affiliation for the College / Institute 4. Legal Action

12.11	<p>Failure to Curb Ragging by the College / Institute</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 by the University.</p> <ol style="list-style-type: none"> 1. Penalty 2. Suspension of affiliation for the College / Institute 3. Withdrawal of Affiliation for the College / Institute 4. Legal Action
12.12	<p>No faculty recruited after the last date of appeal shall be taken into consideration for grant of affiliation for that academic year.</p>
12.13	<p>Violation of Regulations</p> <p>Any College / Institute found running in violation of these regulations either on receipt of a complaint or surprise inspection 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.

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.

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.

1. Composition

The Members of the Governing Body of a College / Institute shall be:

- i) Chairman – A technical expert either an entrepreneur or an industrialist or an educationist of repute
- ii-v) Members to be nominated by the Registered Society / Trust
- vi & vii) Two eminent professionals from the area of Engineering & Technology /Pharmacy/ Management
- viii & ix) Two academicians of excellence.
- x) University Nominee
- xi) Member Secretary – Principal (ex-officio)

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 Govt 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 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.

- 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.
- 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.
- 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.
- 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.

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

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 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:

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

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.

PRESCRIBE A PROFORMA CHECK LIST FOR THE SCM AND MAKE THE SAME MANDATORY, THE COLLEGE / INSTITUTE WILL HAVE TO SUBMIT THE SAME TO THE UNIVERSITY FOR APPROVAL

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 members of 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, if any of candidates representing these categories is the applicant, to be nominated by the Chairperson of the governing body of the College / Institute, 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. College / Institute undertaking format with regard to faculty qualifications

(On Rs.100/- bond paper) (To be revisited)

I (Name of the Chairman/Secretary), Chairman/Secretary of (Name of the College / Institute, College / Institute Code) hereby undertake that the qualifications of the candidates appearing before Selection committee (with University nominee) were thoroughly verified and found suitable as per AICTE/PCI norms. At any later date if it is found that the faculty recruited is not qualified as per AICTE/PCI norms, the College / Institute will be held responsible and liable for any punitive action to be taken by the University and the candidate's selection will stand cancelled.

Place: Signature of Chairman/ Secretary

Date; Name & Address with Phone Number

4. 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 area shall cover hostel facilities if any and shall be in one continuous piece. 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 through a sale deed. **No College / Institute will be permitted to run from a rented premises.**

The College / Institute shall have boundary walls clearly defining the area of the Institute.

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.

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 [#] 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 [#] 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 [#] 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 [#] As ^s required	200 ⁺ 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 [#]	Book titles and volumes required at the time of starting new Institution.
2*	Yearly increment.
3 ^{\$}	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. 14 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 AICTE guidelines are to be followed which are as follows:

- 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 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

(b) List of M. Tech Specializations:

- 1) Advanced Manufacturing Systems
- 2) Aerospace Engineering
- 3) Automation
- 4) Bio-Technology

^{3,4} MBA and/or MCA are offered in E & T College / Institutes as an additional course and in standalone mode.

- 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) Electronics & Instrumentation
- 23) Embedded Systems
- 24) Embedded Systems and VLSI Design
- 25) Geo-Technical Engineering
- 26) Heating Ventilation & Air Conditioning
- 27) Highway Engineering
- 28) Image Processing
- 29) Industrial Engineering and Management
- 30) Information Technology
- 31) Machine Design
- 32) Mechatronics
- 33) Neural Networks
- 34) Parallel Computing
- 35) Power and Industrial Drives
- 36) Power Electronics
- 37) Power Electronics and Electrical Drives
- 38) Power Engineering and Energy Systems
- 39) Power Systems with Emphasis H.V Engineering/H.V Engineering
- 40) Real Time Systems
- 41) Systems & Signal Processing
- 42) Software Engineering
- 43) Structural Engineering

- 44) Thermal Engineering
- 45) VLSI
- 46) VLSI and Embedded Systems
- 47) VLSI Design
- 48) VLSI Systems Design
- 49) Web Technologies
- 50) Wireless and Mobile Communications

(c) List of M. Pharmacy Specializations:

1. Industrial Pharmacy
2. Hospital and Clinical Pharmacy
3. Pharmaceutics
4. Pharmaceutical Chemistry
5. Pharmacognosy
6. Pharmacology
7. Pharmaceutical Analysis and Quality Assurance.
8. Pharmaceutical Management & Regulatory Affairs.
9. 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-518: JNTUH FEE STRUCTURE FOR AFFILIATION FROM THE A.Y. 2018-19

a) Application Processing Fee: (To be paid along with application)		
UG Programs:	Rs. 750/- per application	
PG Programs:	Rs. 750/- per application	
UG and PG Programs together	Rs.1000/- per application	
b) Inspection Fee (To be paid along with application)		
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	
c) Affiliation Fee		
(1) UG Programs (B.Tech., B.Pharmacy) The Affiliation fee per candidate per year	0.5 % of the tuition fee as recommended by TSFRC	
Note: (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: $\text{Percentage of the seats filled to the sanctioned strength} = \frac{\text{No. of Students on roll}}{\text{Sanctioned strength}} \times 100$		
Slab	Percentage of Seats filled with respect to Sanctioned Intake	Amount shall be paid
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
d) Affiliation fee for PG Programme:		
	Rs. 30,000/- per year per each specialization	
e) Affiliation fee for Dual Degree Programs:		
	Rs. 40,000/- per year per each specialization	

NOC FEE

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

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. The College / Institute shall have a total standing of 10 years
2. Shall have all courses affiliated for the last 5 consecutive years.
3. Shall have accreditation by NAAC or at least 50% of the programs accredited by NBA.
4. The College / Institute shall run at least one PG program in each course
5. The College / Institute shall have Faculty/Infrastructure strictly as per AICTE / PCI / JNTUH / Government norms.
6. The College / Institute shall maintain the required cader 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 College / Institutes with NBA/NAAC accreditation 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.

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 2018-19		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"/>