

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
Kukatpally, Hyderabad – 500 085



Affiliation Procedure and Regulations – 2016
(DRAFT and in Editorial Corrections)
(To be placed before Executive Council for Approval)

Published by

University Academic Audit Cell

Jawaharlal Nehru Technological University Hyderabad

November 2015

In Exercise of its 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 suppression of the affiliation regulations 2012 notified in August 2011 regarding grant of affiliation of new institutions, introduction of courses or programs and increase / variation 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.

1		Short Title, Application and Commencement
	1.1	These Regulations may be called the Jawaharlal Nehru Technological University Hyderabad (Grant of Affiliations for the College / Institution) Regulations 2016.
	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 from admissions to examination for degrees, diplomas and other academic distinctions of the University.
	1.3	They shall come into force with effect from the date of Statutory approval.
2		Definitions
	2.1	Terms: Academic program means any course of study offered by a college in engineering, technology and allied sciences from admission to the examinations for degrees, diplomas and other academic distinctions of the University.
	2.2	Affiliation recognition of the college/courses in the college by the University as approved by AICTE / PCI and other regulatory statutory bodies and satisfying the academic norms/regulations prescribed from Admission to Examination for degrees, diplomas and other academic distinctions of the University by the University to run the academic programs as per the curriculum prescribed by the University from time to time.
	2.3	Approval means Institution approved by AICTE/ PCI / other relevant statutory body.

2.4	Provisional Affiliation means affiliation on temporary basis and may change in future. University grants Provisional affiliation prior to the approval of AICTE for the current academic year.
2.5	Inspections mean verification of various physical and academic infrastructure, faculty, library and other amenities by a Fact Finding committee on affiliation by University either in regular visit or surprise visit.
2.6	Autonomous college means a college which is declared so by the University Grants Commission (UGC).
2.7	Appeal means an opportunity given to an Institution to appear before a committee in case an institution is aggrieved by the decision of the Standing Committee on Affiliation and or Compliance.
2.8	Clearance of Faculty means Faculty duly appointed by the Colleges shall be informed to the University with all necessary documents and the same is cleared by the University either by desk verification of documents / physical verification of candidates by due procedure.
2.9	Minority Institution means a college or Institution established or maintained by a person or group of persons belonging to Minority Community recognized as such by the State Government.
2.10	Online Application means filing a digital application through Internet directly to University Portal / Directorate of Academic Audit Cell Portal with relevant documents.
2.11	Cutoff Date means the last date of filing an application for affiliation / examination / faculty recruitment/ Clearance of Faculty/ Remitting the prescribed fee as the case may be. Any violation of cutoff date attracts appropriate penal action including non-consideration of the application.
2.12	Notification means the University shall notify through public notice published in at least two leading News Papers and through the Academic Audit cell Web Portal regarding cutoff date for various purposes including receipt of application and processing thereof from time to time if so necessitates. Time schedule in Public notice shall be final and binding. The last date of uploading of data (including all extensions of time) in the prescribed application and confirming by submit button is treated as submission of digital online application form in the University Portal / Directorate of

		Academic Audit Cell Portal.
	2.13	Approved Institution means an institution approved by AICTE/PCI/other statutory bodies which is prerequisite for the affiliation by the university.
	2.14	Program means the field of Technical Education, i.e. Engineering, Technology, MCA, Management-MBA, Pharmacy and such other programs and areas as notified by the University from time to time.
	2.15	Course means one of the branches of learning in Program.
3.		Conditions to be satisfied by the Colleges/Institutions seeking Affiliation
	3.1	A Registered Society / Registered Trust satisfying the conditions stipulated in the Sub Statutes and as far as not inconsistent with the regulations that shall be stipulated by the university and AICTE/PCI/Other Statutory bodies from time to time can seek affiliation for the academic Programme(s)/ Courses run in a College/Institution established by it.
	3.2	Pre-Requisite for Affiliation Any new college seeking affiliation for its academic programme(s) or existing colleges applying for affiliation for academic programme(s) or applying for increase/ variation in intake in an already affiliated programme(s) shall obtain prior approval from the AICTE/ PCI / other statutory bodies as per provisions of the respective Act and the State Government.
	3.3	The duration and entry level qualifications for various programs shall be as prescribed by AICTE/PCI/ other regulatory bodies from time to time.
	3.4	The college shall follow norms for intake and number of courses at UG level and Post Graduate Level as prescribed by AICTE/ PCI / other statutory bodies.
	3.5	Constitution of Governing Body The college 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.
	3.6	Land and Building Requirements The college shall have adequate land and buildings to provide academic infrastructure and amenities. They shall be used only for the academic purposes of the College / Institution 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.
	3.7	Laboratories and Equipment

		The college shall have the required laboratories and equipment to carryout experiments / studies, meeting the requirements of the curriculum and syllabi for the academic programme(s), as prescribed by the university from time to time. The College / Institution shall ensure that the equipment is in 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 minimum requirement of the equipment is listed in Annexure-2.
	3.8	ELCS Lab Every college shall have a English Language communication skill lab as a centralized facility for the use of students and staff of the college. This lab shall have computer systems and software as stipulated in norms given in Annexure-2.
	3.9	Computer Centre The college shall have a centralized computer centre for the use of students and staff of the college. In addition, individual departments shall have their own computer laboratories. While computing the number of computers in the college, 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.
	3.10	Examination Branch The College 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.
	3.11	Faculty & Staff The college shall have adequate number of 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 technical colleges shall not be granted affiliation. The minimum qualifications and experience of faculty is as given in Annexure-3.

3.12	<p>Faculty & Staff Recruitment</p> <p>The College/Institution shall recruit faculty and staff by adopting due procedure as given in the Regulations. All Colleges / Institutions shall upload in the academic audit cell portal the details of faculty members and the Principal. The information shall be updated from time to time. This information shall be available through academic audit cell to all stakeholders. The college 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. The college shall evolve a mechanism for grievance redressal of all the staff of the college. A copy of the rules shall be furnished to the University duly approved by the governing body.</p>
3.13	<p>Faculty Training And Development</p> <p>Teachers shall be provided with opportunities to improve their qualifications through quality improvement programmes (QIP). The opportunities shall be provided for professional training for a period of four weeks in every three years by deputing them to courses offered by the Academic Staff College of the University or any other such training programmes 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 under gone one four week orientation course to improve quality of teaching.</p>
3.14	<p>Performance Appraisal (Both Self Appraisal and through Student Feedback)</p> <p>A performance appraisal system for the faculty shall be set-up, well integrated with institutional functioning and this should lead to the identification of individual training and development needs. This should also enable the identification of faculty members whose performance is outstanding. Such performance and excellence shall be well recognized and rewarded. All colleges shall introduce a suitable transparent performance appraisal system as approved by the Governing Body (a sample online format in Annexure-3).</p>
3.15	<p>Student Feedback</p>

		Feedback shall be obtained from students about the performance of teachers in the form of questionnaire where the student details are optional (sample online format annexed). The feedback shall be analyzed and follow up action shall be taken by the college after placing before the Governing Body. The analysis of the same shall be sent to the University.
	3.16	<p>Library</p> <p>Every college shall have a central library with books and journals and LR's as per the specialization and syllabus of the academic programmes(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>
	3.17	<p>Hostel</p> <p>The college shall make adequate provision for the residence of its students in the campus, as prescribed by the University from time to time. No students shall be provided any accommodation in the academic building in the premises of the college.</p>
	3.18	<p>Health Centre</p> <p>The college shall have a health centre with required medical and Para-medical staff & Ambulance facility.</p>
	3.19	<p>Co-Curricular Activities & Extra Curricular Activities</p> <p>The college shall have facilities to offer co-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 in Technical Fests, Seminars, Symposia, conferences etc.</p> <p>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 shall bring out the campus newsletter periodically.</p>

3.20	<p>Necessary Amenities</p> <p>The college shall make available all necessary amenities, as prescribed so by the University from time to time</p>
3.21	<p>Financial Stability</p> <p>The college shall have adequate financial resources to meet effectively the annual maintenance and development expenditures of the college including salaries of employees of the college. 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 in Annexure-2.</p>
3.21	<p>Grievance Redressal</p> <p>The college shall have a mechanism to redress all grievances of students and of staff. To maintain harmony and discipline in the college campus including the hostel premises, committees shall be constituted as indicated in the Annexure-1.</p>
3.22	<p>Maintenance of Registers and Records</p> <p>The college shall maintain registers and records pertaining to academic, administrative and financial functions of the college, stock register of all equipment/ Books / Journals etc, selection committee minutes of faculty, IT deduction, proof of salary statement etc for verification by the university as and when asked for. The minimum list of Registers and Records to be maintained is Annexure-4.</p>
3.23	<p>Affiliation to PG programs: The PG programme(s) proposed to be offered in a Department shall be affiliated subject to the grant of affiliation of the UG program in the concerned department.</p>
3.24	<p>Conduct of Academic Programmes, other than those Affiliated to University</p> <p>Starting and conducting of “Study Centers” of Open Universities in the affiliated college premises shall be done only with the prior permission of the University.</p> <p>Academic programmes leading to the award of degrees, diplomas, certificates and other academic distinctions awarded by other universities / institutions/ organizations shall not be conducted by the affiliated colleges except those</p>

		courses that are approved by government body (Diploma with prior information to the University)
3.25		Reasons for Suspension /Withdrawal of Affiliation
		<p>The university shall monitor for fulfillment of norms by the college from time to time. In the event of non-fulfillment or violation of regulations, shall initiate punitive action including Rejection/Suspension / Withdrawal of Affiliation. The reasons for Suspension/Withdrawal of Affiliation include</p> <ol style="list-style-type: none"> 1. Non fulfillment of norms such as non-availability of qualified and ratified Principal, non availability of laboratory equipment , non availability of qualified and required no. of faculty or any other matter violating the established norms/ Regulations. 2. Management/Principal/Director/Faculty encouraging mass copying in the examinations. 3. Failure to curb ragging and not taking proper steps laid down by anti ragging act. 4. Collection of excess amounts of fees/special fees from students than prescribed by Govt. G.O./University. 5. Tampering/Fabrication/altering of attendance records of the students against actual attendance. 6. Misuse of students scholarships awarded by the Government. 7. Conduct of class work in temporary location other than the permanent location approved by the University. 8. Not complying with University instructions on academic/administrative matters and maintenance of proper accounts of finances. 9. Faculty appointed with bogus /unrecognized degree certificates. 10. Shifting of faculty/equipment etc from one institute to another. 11. Preventing University Officials for carrying out surprise checks during working hours. 12. Admitting ineligible candidates in UG/PG programmes. 13. Low enrollment (less than 25%) for three consecutive years
3.26		Inspection Fee
		The college while submitting the application for affiliation of academic

		programme(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 in Annexure-6.
3.27	Affiliation Fee	<p>The college shall remit the affiliation fee (provisional / permanent), at the rates approved by the university from time to time, on receipt of intimation of grant of affiliation (provisional / permanent) from the university.</p> <p>Affiliation shall be granted to academic programme(s) only after the clearance of all affiliation fee dues. Late fee if any shall be levied as decided by the University. In the event of withdrawal of affiliation (provisional / permanent) as per the regulations the college shall remit fresh affiliation fee as prescribed above for seeking re-affiliation of the same academic programme. Details in Annexure-6.</p>
3.28		University discontinues Permanent Affiliation scheme. However the colleges who have been granted Permanent Affiliation as on date shall remain so till the expiry of the period of Permanent Affiliation
3.29	Interpretation	Any question arising out of the interpretation of these Regulations, shall be decided by the University and the decision of the University shall be binding and final.
3.30	Steps Involved in Affiliation Process	<p>The following steps are involved in granting affiliation to an Institute/College.</p> <ol style="list-style-type: none"> 1. Submission of online application for affiliation and by remitting necessary inspection fees. 2. Inspection of Institute/College by FFCA. 3. Review of Report of Fact Finding Committee for Affiliation (FFCA) 4. Communication of recommendation of Standing Committee on Affiliation (SCA) 5. Appeal for Reconsideration if any 6. Review of appeal / Compliance report 7. Final Communication of Grant/Rejection application of affiliation

		8. List of approved colleges with courses for Admissions
4.		Procedure for Grant of Affiliation
	4.1	All Colleges/ Institutes Technical and / or Pharmacy Institutions shall apply online for affiliation / recognition of the university annually for the existing Technical Institutions/ colleges
	4.2	The College / Institute shall require prior approval of the AICTE/ PCI for the list of courses as listed in the application for the grant of affiliation by the University.
	4.3	Colleges/Institutes shall submit an application to the university in the prescribed form and schedule with the processing fee as prescribed by the university every year for grant of affiliation of courses offered by it
	4.4	The application submitted to AICTE (Part I and II and Deficiency Report if any) seeking approval is to be enclosed along with the application for affiliation
	4.5	An affidavit signed by the Secretary/management and the Principal of the colleges confirming the information submitted is to be submitted by the colleges along with the application as given in Annexure-7.
	4.6	If the information submitted by the colleges is found to be false or misleading the university shall invoke legal action.
	4.7	Processing fee as prescribed 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.
5.		Procedure for Affiliation of New Colleges/Institutions and/or new Programs/courses.
	5.1	New College/ adding new course/ variation of intake/change of site or location/ conversion of women technical college to co educational college.
	5.2	A new college proposing to offer technical education with the university affiliation shall first seek a No Objection Certificate (NoC) from the university before applying to AICTE / PCI/ other Statutory Body.
	5.3	The permission for establishing colleges and starting of new programs in the existing colleges shall be considered by the university as per the priority/ policy of the state government if any.
	5.4	The university shall not grant NoC for starting a PG program without affiliation

		of UG program in the concerned discipline except for MBA and MCA.
	5.5	Financial stability of the Institution and the affiliation of Programs/ courses in the colleges run by the same management and/or the same colleges of the Colleges shall be taken into consideration.
	5.6	The Financial Statement of the College shall contain the details of allocation for all the necessary academic infrastructure / classrooms and additional space required, faculty recruitment etc.
	5.7	The Institution shall submit the resolution of the Governing Body for the start of the Courses/Program
	5.8	The University shall not grant NoC for courses/Programs not listed in the Annexure-5.
	5.9	The college after getting approval from AICTE and /or state government; or have applied for approval to AICTE and /or state government for an academic year, can apply for an affiliation to university on or before the cut-off date prescribed for receipt of application by the university for the academic year/ annually
6		Procedure for issue of NoC for Reduction of Intake/ Closure of Course or/and /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/and Institution/ Change of name/Change of site/ or any other matter where University NoC is requested 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 who are trailing due to failures/ detention, shall be clearly provided in the application
	6.4	An undertaking on stamp paper as per the format as given in Annexure-8, 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, in case the Reduction of Intake/ Closure of Course/Institution Change of name/Change of site/ or any other matter where University NoC is required involves termination of faculty if any.

	6.5	In case, the total number of students is more than 1% of the intake, only progressive closure of institutions/ courses shall be permitted.
	6.6	The NoC from the institution where redistribution is proposed for the existing students along with NoC from state Government shall be enclosed, in case, the number of students involved is more than 1%.
7		Procedure for Evaluation of Affiliation Application
	7.1	All Technical Institutions and / or Pharmacy Institutions shall apply online for affiliation / recognition of existing Technical Institutions annually as per the schedule and notification of the university
	7.2	The application shall be verified by an FFCA constituted by the University by selecting the members using transparent random selection process. The committee shall have a minimum of two members preferably from among the senior faculty members of the university/colleges, or former faculty members of the university/colleges or experts from Industry/Organization.
	7.3	The Fact Finding Committee shall visit the College/ Institution with a prior notice of about 48 hours.
	7.4	The University may also conduct from time to time surprise inspections without prior notice and also take photographs of faculty, staff, Lab facilities, verify documents etc.
	7.5	The College / Institutions 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.
	7.6	The College / Institution 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.
	7.7	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

	7.8	Based on the recommendations of the Standing Committee on Affiliation the University shall communicate deficiencies if any to the College / Institutions as stated in the time schedule. The list of deficiencies shall be posted in the AAC web portal for information as given in Annexure-9.
	7.9	The university may grant affiliation course wise based on the recommendations of standing committee on Affiliation
	7.10	In the event of rejection of application for affiliation for the academic year the Colleges, Institutions shall not be considered for admission of fresh batch of students.
	7.11	The University shall not grant any conditional affiliation to any College / Institution for an academic year / new batch.
8		Appeal before Appellate Committee (Procedure)
	8.1	Any College / Institution aggrieved by the recommendation of the Standing Committee on Affiliation of the University may be permitted only one opportunity to file appeal before an 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 Rector of the University as the chairperson.
	8.2	The College / Institution shall submit its appeal online in the format prescribed in Annexure-10. Any supporting documents also need to be submitted online. In case the Appellate committee recommends for re-inspection, the institution also need to pay once again the inspection fee.
	8.3	If an institution wish to appeal for reconsideration they can do so by rectifying the deficiencies indicated by the University. In such a case they need to pay the application processing fee once again. In case the Appellate committee recommends for re-inspection, the institution also need to pay once again the inspection fee. Appeal for reconsideration shall be in online profroma in Annexure-10. If computers, books, lab equipment, furniture, etc has been purchased for overcoming the deficiencies pointed out by FFCA, the original bills and Demand Draft payment Xerox 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.
	8.4	During re-inspection the FFCA shall conduct inspection of all disaffiliated courses. However it is open for the FFCA to seek all relevant documents in respect of faculty of affiliated courses as well.
	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 differences 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 / Institution may be invited to give any clarification before the appellate committee if necessary
	8.9	The recommendations of 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.
	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 considerations 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 transfer of the students of the College/Institution whose affiliation to programs/courses has been withdrawn by the university till the completion of the program/course.
9		Procedure for Suspension of Affiliation
	9.1	The University may suspend the affiliation of any academic programme (Provisional / Permanent) in a college, provided the University is satisfied that there are prima-facie evidences after preliminary investigations by a University authorized enquiry committee to verify the authenticity of the complaints received and / or non compliance of statutory or regulations provisions pending final decisions regarding withdrawal of affiliation. During the period of suspension of any such academic programme the college

		shall not admit fresh students to the said programme
10		Procedure for Withdrawal of Affiliation
	10.1	If any College / Institution contravenes any of the provisions of these Regulations, the University may, after making such inquiry, as it may consider appropriate and after giving the College /Institution concerned an opportunity of being heard, withdraw affiliation granted by the University
11		Procedure for Faculty Recruitment: The college shall follow the following steps for recruitment/promotions under Career Advancement Scheme or otherwise for faculty positions.
	11.1	Notification regarding recruitment of faculty position in various Departments duly approved by Governing Body shall be published in at least two reputed News Papers of which at least one is a national daily. A copy of the same shall be placed in college website.
	11.2	After Scrutiny of eligibility criteria depending on the number of eligible applications if necessary screening test may be conducted and the shortlisted candidates shall be called for interview in the form of call letter either by post or by email.
	11.3	Candidate Selection shall be as per Norms by a duly constituted selection committee as in Annexure-1.
	11.4	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.
	11.5	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.
	11.6	The (Provisional) appointment letters clearly stating the scale of pay and pay fixation shall be issued along with the service conditions and rules of the college with due acknowledgement(Subject to final approval from University). The colleges may have a waiting list of selected candidates to address any contingency requirements.
	11.7	The appointed faculty shall upload the certificates of qualification, experience

		and appointment letter etc in the Faculty Registration Portal of the University and Obtain a Registration number which shall be used for further correspondence.
11.8		<p>University Clearance of Faculty Appointment</p> <p>The list of the appointed faculty members shall be sent to the REGISTRAR, JNTUH along with the Faculty Portal Registration Number and prescribed university fee for critical scrutiny of norms and to avoid fraudulent cases for obtaining final clearance by the University Scrutiny Committee.</p>
11.8.1		In case of Faculty selected under Assistant Professor cadre, University shall grant clearance after desk verification of documents submitted by a Scrutiny Committee.
11.8.2		In case of Faculty selected under Associate Professor/Professor/ Principal Cadre, final clearance of appointment shall be granted by the University only after ratification through interview with the candidate for verification of qualification, experience, API Scores and any other relevant information by the University Scrutiny Committee at the university.
11.8.3		<p>After clearance from University if found in-eligible, the colleges must discontinue such faculty members and the final list of faculty members so arrived must be updated in the college website.</p> <p>In the case of all the Faculty Cleared by the University:</p> <ol style="list-style-type: none"> 1. The service Registers of faculty members of the college shall be maintained by the college. 2. The salary must be paid through Bank indicating the basic Pay, AGP, DA, HRA, CCA, PT, TDS, PF Deduction etc. 3. Annually Form-16 must be issued after remitting the tax amount to Govt. Income Tax Department. 4. All the records of Selection procedure from notification to service registers updated from time to time shall be made available to the University committee/ University scrutiny at any time as desired by the University. <p>In case of mobility of Faculty members:</p> <p>A) If any faculty members wishes to move from one college to another college, he/she shall as per the agreed terms with the college at the time of appointment, shall intimate to the College and submit the relieve letter to</p>

		<p>join a new college. The change of college in the Faculty Registration Portal shall be reflected accordingly. The responsibility of intimating to the University also rests on the faculty member. In case the faculty fails to receive relieving letter from the college inspite of obeying the service rules agreed at the time of appointment, the faculty can join a new college with supporting documents of intimation to reflect change. If they fail to do so, it amounts to fraudulent presence in multiple colleges and suitable punitive action may be initiated on such faculty members.</p> <p>B) The college administration must update their data and records in case of mobility of faculty otherwise they are subjected to punitive action.</p> <p>In case of ineligible faculty members on rolls:</p> <p>i) Non Qualified faculty members, (for example the candidates with B.Tech only and 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 or any other college shall not be permitted to work as regular faculty during the same time/period.</p> <p>iii) Faculty registering with bogus 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 / Institution not maintain prescribed laboratory equipment's and / or working condition of the equipment 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 / Institution 3. Withdrawal of affiliation for the course 4. Withdrawal of affiliation for the College /Institution
	12.2	Non fulfillment of requirement of qualified Principal / Director

		<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 / Institution 3. Withdrawal of affiliation for the course 4. Withdrawal of affiliation for the College /Institution
	12.3	<p>Non fulfillment in Faculty : Student ratio, not adhering to pay-scales and / or qualifications prescribed for teaching staff</p> <p>College / Institution not maintaining faculty as per norms processing non-qualified faculty, faculty who's appointment not cleared by the University, faculty claimed with bogus certificates and pursuing PG on full time bases, not adhering to pay scales 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 Course / College / Institution 3. Withdrawal of affiliation for the course 4. Withdrawal of affiliation for the College /Institution 5. Fraudulent faculty are liable for legal action and / or black listed from the University affiliation system.
	12.4	<p>Non fulfillment of Library books and journals</p> <p>College / Institution 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. 2. Suspension of affiliation for the Course / College / Institution 3. Withdrawal of affiliation for the course 4. Withdrawal of affiliation for the College /Institution
	12.5	<p>Non fulfillment of AICTE requirements of Grant of approval</p> <p>Colleges / Institutions not maintaining prescribed requirements of AICTE (such as land, builtup area etc.) based on which AICTE approval has been granted shall be liable to the following punitive action by the University</p> <ol style="list-style-type: none"> 1. Suspension of affiliation for the Course / College / Institution till clearance from AICTE is obtained after appraisal to the AICTE and after confirmation through re-inspection by the University

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 / Institution till clearance from AICTE is obtained after appraisal to the AICTE. 2. Withdrawal of affiliation for the College /Institution
12.7	<p>Nonpayment of affiliation fee / other dues</p> <p>College / Institute not remitting affiliation fee and other dues as per norms for more than a year 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 / Institution
12.8	<p>Termination of Staff</p> <p>Every College / Institution shall frame service rules for Teaching and Non-teaching staff of the College / Institution, a copy of the same shall be provided to the staff on appointment with obtaining the due acknowledgement of same. Any termination of the staff violating the agreed upon conditions and receipt of complaint 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 / Institution
12.9	<p>Fraudulent Faculty</p> <p>Faculty who register with the University Faculty Registration Portal with Bogus Identity Proofs, Degree Certificates, Experience, Studying PG programs, Working in other Organizations, Experience Certificates are liable to punitive action by the University</p> <ol style="list-style-type: none"> 1. Penalty 2. Blacklisting in the University 3. Legal Action
12.10	<p>Punitive Action against misrepresentation of Finances</p> <p>Colleges/Institutions 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 / Institution

		3. Withdrawal of Affiliation for the College/Institution 4. Legal Action
12.11	Violation of Regulations	Any College / Institution found running in violation of these regulations either by complaint or surprise inspection shall be liable for initiation of legal action including withdrawal of affiliation if any and /or legal action against the College / Institution and / or its society and individuals associated as the case may be.

DRAFT

ANNEXURE-1

CONSTITUTION & FUNCTIONS OF VARIOUS COMMITTEES

1. 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 Colleges 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 colleges and ii) the reports received from the Fact Finding Committee for Affiliation 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.

2. APPELLATE COMMITTEE

The Appellate Committee shall be constituted by the University. It shall consist of members as detailed below:

1. Rector - Chairman
2. Two senior Professors nominated by the Vice- chancellor
3. Standing Counsel on Affiliation matters of the University.

The Appellate 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 and/or recommend a re-inspection of the college 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.

3. FACT FINDING COMMITTEE ON AFFILIATION (FFCA)

Fact Finding Committees for Affiliation of academic programme(s) shall be constituted by the Vice Chancellor for regular surprise and re inspections. The Fact Finding Committee shall visit the college and verify the correctness of the particulars furnished by the college 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 / colleges, or former faculty members of the University / colleges, or experts from the industries / organizations.

On receipt of the online application from the college 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, Lab facilities, verify documents etc. The FFCA shall inspect and then submit a report to the University in the format specified by the University.

4. GRIEVANCE REDRESSAL MECHANISM

The college shall have a duly constituted 'Grievance Redressal Committee', to maintain harmony and discipline in the college campus including the hostel premises and to redress all grievances of students and of staff .

(1) General Grievance Committee(Academic / Ragging)

Composition

The complaints cum redressal/ General Grievance Committee 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

1. To enquire into complaints received from the aggrieved students or staff of the college including ragging.
2. To recommend to the principal of the college, the penalty to be imposed.

(2) Committee on Greivances on Sexual Harassment

- A) A presiding officer who shall be a women faculty member employed at a senior level at the educational institution.
- B) 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.
- C) Not less than three students, who shall be enrolled at the undergraduate, masters and research scholar levels respectively.
- D) 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.

(3) Anti Ragging Committee

Every College/Institution 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.

(4) Anti-Ragging Squad: Every College/Institution 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.

d) 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.

(5) Mentoring Cell: Every College/Institution 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 colleges.

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

5 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:

1. Principal
2. Head of the Department of concerned subject paper, faculty of the concert subject
3. Head of the department of the concerned discipline to which the student belongs
4. Faculty In-charge Examination branch of the college

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.

6 GOVERNING BODY OF A COLLEGE

The Governing Body shall be duly constituted by the College with the following composition and functions.

6.1 Composition

The Members of the Governing Body of a college shall be:

- 1 Chairman – A technical expert either an entrepreneur or an industrialist or an educationist of repute
- 2 to 5 – Members to be nominated by the Registered Society / Trust
- 6 & 7 - Two eminent professionals from the area of Engineering & Technology, Pharmacy, Management
- 8 & 9 – Two academicians of excellence.
- 10 – University Nominee
- 11 – Member Secretary – Principal (ex-officio)

In the case of aided colleges such other members as nominated by the State Government.

6.2 Term

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

6.3 Meeting and its Venue

The Governing Body shall meet at least twice a year. All such meetings shall be held within the respective college 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.*

6.4 Quorum

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

6.5 Functions

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

- To monitor the academic and other related activities of the college.
- To consider the recommendations of the Staff Selection Committee.
- To consider the important communications, policy decisions received from the University, Government, AICTE/PCI, etc from time to time.
- To monitor the students Performance and faculty development programmes.
- To consider the recommendations of the Planning and Monitoring Board of the college for implementation.
- To pass the annual budget of the college(including Clearance of all University dues).
- To check the audited income and expenditure accounts and approve the same for the college annually.
- To approve the increase/reduction of intake, courses, new and closure
- Approval of performance appraisal of faculty
 - To monitor and advice for Industry Institute Interactions
 - To monitor the steps taken for Students Training and Placement Activities
 - Any other relevant matter.

7 COLLEGE ACADEMIC COMMITTEE

7.1 Composition

The College 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:

1. Principal of the College – Chairman
2. All Heads of the departments
3. Two other senior faculty members of the college
4. Officer-In-Charge Examination Branch

The College 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.

Quorum

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

7.2 Functions

- To review the academic and other related activities of the college
- To review the students and faculty development programmes
- To visualize and formulate perspective plans for the development and growth of the college
- 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
- To plan for resource mobilization through industry interaction, consultancy and extra-mural funding
- To promote research and extension activities in the college campus
- To promote teaching innovations and student placement programmes
- To plan for sustaining the quality of education, quality improvement and Permanent Affiliation of the college
- 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

8. FACULTY SELECTION COMMITTEE

The Constitution of the selection committee shall be as laid by State Govt/Other Statutory bodies from time to time. The Existing 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 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.
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 not connected with the college to be nominated by the Chairperson of the governing body of the college 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 **Professor and Associate Professor** the members of the Selection Committee shall include in the case of posts of Associate Professor and Professors in Colleges, The Committee shall consist of

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

4. Two University representatives nominated by the vice chancellor, one of whom will be the Dean of College 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 to be nominated by the Chairperson of the governing body of the college out of a panel of five names approved by the relevant statutory body of the university.

6. An academician representing SC/ST/OBC/ Minority/Women/Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

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

- Two members of the Governing Body of the college 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.
- Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) 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.

In case of minority institutions, the Chairman is permitted to choose Committee members in place of University Nominee. However the final list must be sent to the University for Clearance.

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.

The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.

All Professor, Associate Professor, Assistant Professor and Principal appointments must get clearance from the University.

DRAFT

ANNEXURE-2
ACADEMIC INFRASTRUCTURE REQUIREMENTS

1. Land and Building Requirements:

The College / Institute shall have 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 in the absolute ownership and possession of the applicant Registered Society / Trust through a sale deed or on a minimum 33 years on lease.

In case of a New institution, all the facilities and staff required for the First year class work of all branches with the sanctioned intake, shall be made available in all respects and the action plan for arranging infrastructure, space and equipment of laboratories and staff required for the following years shall clearly be presented.

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 150 sq.m. 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/Institution shall maintain a centralized facility for English language communication skills labs (ELCS) for the use of students and staff of the college. The lab shall have a minimum carpet area of 150 sq.m which include discussion rooms, computing facilities, audio visual equipment etc., required for lab practice. Additional lab area of 50 sq.m per 60 students intake beyond 420 shall be maintained.

The ELCS lab shall have computer systems with respect to students in the ratio of 1:4. All computer systems shall equip 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/yearly increment (Reference books as per syllabus)	500xB* 250 per course division/yearly increment	6xB	3xB	Required- (DELNET, IEEE, ELSEVEIR, SPRINGER, TAYLOR, FRANCIS)	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	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	12xB			
Engineering/ Technology/ Pharmacy (PG)	B	50 As required	200+ 100/yearly increment	5xB(IEEE , ELSEVEIR, SPRINGE	5xB			

* 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 library shall have adequate number of computer systems and Wifi facility for students to utilise the digital library.

DRAFT

6. Laboratory Equipment and Experiments

Every college 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 /Institutions, 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/institution shall make permanent/ unique identification mark of the college (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 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 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 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

ANNEXURE-3 FACULTY AND STAFF QUALIFICATION

1. Types of faculty and staff

Staff Pattern

Every college 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
- 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. Principal/Director

In order to cater to instructional requirements, particularly in specialized subjects, visiting faculty may be appointed. However, the college 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

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/ other statutory body from time to time. Faculty recruited for the PG program shall be considered only for UG programs in case there is deficiency of faculty for UG programs Dept wise. Availability of professor whose appointment is cleared by the University is mandatory for each PG specialization.

3 Faculty Appraisal form (Sample format)

4 Student Feedback form (Sample format)

DRAFT

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), clearance order issued by University.
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. Faculty clearance list from University.
11. List of journals in the library.
12. Payment of salary through bank for the last one year for the Principal and Faculty along with PAN card numbers and Form16.
13. Service Rule and Service Registers of Faculty members and Staff.
14. Compliance of deficiencies if any, in the last 3 years
15. Court cases if any, in the last 3 years
16. Stock Registers for laboratory equipment, Consumables, furniture, computers, printers, library reference and TextBooks, LRs, Software, Audio-Visual Aids, Sports and Games Facilities, Medical Facilities, Vehicles etc and any other related items.

ANNEXURE-5
LIST OF COURSES FOR AFFILIATION BY THE UNIVERSITY

B.Tech, M.Tech, B.Pharm, Pharm D, M.Pharm, MCA³, MBA⁴

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

(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 Colleges as an additional course and in standalone mode.

DRAFT

- 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.
 - **Pharm-D (6 years)**
 - **Pharm-D (Post Baccalaureate)**
 - **MBA**
 - **MCA**

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

ANNEXURE-6
UNIVERSITY FEE STRUCTURE FOR AFFILIATION

Awaiting Approval

DRAFT

ANNEXURE-7
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 we fail to disclose all the information and / or suppress any information and / or misrepresent the information, we shall be 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 on merit 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, then the University has absolute right to cancel the affiliation without prior notice if the Institution/ College 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-8

UNDERTAKING BY THE MANAGEMENT IN CASE OF REDUCTION OF INTAKE / CLOSURE OF COURSE /CHANGE OF SITE/ ANY OTHER MATTER, REQUESTING UNIVERSITY NOC

UNDERTAKING(on Rs.100 stamp paper)

Submitted to the Registrar, Jawaharlal Nehru Technological University Hyderabad by the college Management for Closure of Course(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 institute/college (in case of Progressive Closure) / redistribute the students as per the detailed scheme in the table given below along with the NoC from the institute to which students are redistributed to (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 and Society.

2. We confirm for/progressive closure/ closure of the following course(s) or the institution from the Academic Year _____ and shall make provision for the recommendation of the existing students / faculty.

3. We also confirm reduction in intake of the course(s).

4. We are enclosing the following: a). The Minutes of Governing Body Meeting with resolution for closure of the course(s) or the institution or reduction in intake. b). The Minutes of the Society / Trust Committee Meeting of the College with resolution for closure of the course(s) or the Institution or reduction in intake. The details are as follows:

Course(s) recommended for Closure/reduction in intake.	Total Number of students currently on rolls in this course	Name of the Institute NoC Obtained from. #	List of faculty associated with this course	* Details of Rearrangements of faculty.
			1. 2. 3.	

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

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:

DRAFT

ANNEXURE-9

FORMAT OF DEFICIENCY REPORT COURSE WISE



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
KUKATPALLY, HYDERABAD, TELANGANA, INDIA - 500 085

DEFICIENCY REPORT

College Name:

CC:

Principal: Qualified Ratified

Deficiency: Yes No

Members of FFC Team:

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

* II, III & IV Year for B.Tech; I & II Year for M.Tech

Deficiencies in Laboratory (Department/ Specialization Wise):

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

LIST OF EQUIPMENT NOT AVAILABLE

S.No	Lab Name	Equipment Name

ANNEXURE-10



FORMAT OF DEFICIENCY REPORT COURSE WISE

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

KUKATPALLY, HYDERABAD, TELANGANA, INDIA - 500 085

FORMAT FOR SUBMISSION OF ONLINE APPEAL

College Name:

CC:

Principal: Qualified Ratified

Deficiency: Yes No

Appointment of New Faculty

Appeal for re verification

Members of FFC Team:

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"/>