

STATUTES FOR AFFILIATION TO ARYABHATTA KNOWLEDGE UNIVERSITY,PATNA

These statutes made under the provision of section 27 (10) of the university Act may be known as “Statutes for affiliation to Aryabhatta Knowledge University, Patna” as its affiliates. It shall come into force with effect from the date of assent of the Chancellor.

1. Objectives

The statutes provide for

- a. grant of affiliation to the colleges and institutes imparting professional education falling within the territorial jurisdiction of the university.
- b. addition of new programme or increase in intake.
- c. withdrawal of affiliation or reduction in intake.

2. Applicability

Subject to the provisions contained in the university Act these statutes shall be applicable to

- a. colleges and institutes established by the state government or constituent to any existing university of the state or to be established in future imparting professional education in one or more schools
- b. existing professional colleges and institutes of the state set up by a duly registered trust or society as self-financed college/ institute provided they opt for affiliation to this university and get delinked from other university of the state to which they were affiliated earlier.

2.1. Existing Government College or Constituent College

Government colleges and institutes or constituent colleges of the state imparting professional education in one or more streams or schools shall become affiliated to the university with effect from such date as the state government may decide and publish it in the official gazette and thereafter affiliation of such colleges and institutes with other university of the state shall cease.

2.2. Existing self-financed colleges and institutes

The existing colleges and institutes set up by a duly registered society or trust on self-financed basis and already affiliated to some other university of the state may be affiliated to this university if such college or institute makes an application for affiliation and fulfills all the requirements contained in the Act, Statutes, Ordinance and Regulation. Their affiliation from earlier university shall cease w.e.f. the date they are affiliated to this university.

2.3. New professional colleges/ institutes

All professional colleges and institutes whenever established in future by the government or society/ trust on self-financed basis within the territorial jurisdiction of the university shall be required to get affiliated to this university after its becoming functional.

3. Eligibility criteria

Colleges and institutes imparting professional education in one or more schools within the territorial jurisdiction of the university may be admitted to the university as its affiliated college/ institutes if they fulfill the undernoted requirements at the time of inspection of the college/ institute by the university.

- a. The college or the institute is having approval or is in the process of getting approval from the concerned Central Council/ Board.
- b. No objection certificate from the state government wherever necessary.
- c. Undisputed ownership and possession of at least so much of land as is required under the norms of the concerned Central Council/ Board.

Provided if the courses offered by the college/ institute do not come within the ambit of any of the concerned Central Council/ Board but possesses at least 5 acres of undisputed land for college building, hostel, quarters, playground and etc. if situated in rural area or 2.5 acres in urban area in not more than two blocks shall be also eligible. However, restriction on area of land may be relaxed under special circumstances by the Court of the university which will be applicable only to the institute under consideration.

- d. Infrastructure requirements in terms of built up area for separate hostels for boys & girls, lecture halls, seminar, tutorial, laboratory, hospital with all facilities (in the case of medical college), library, administrative block etc. are as per norms of the concerned Central Council/ UGC.
- e. Adequate civic facilities for essentials such as electricity, ventilation, separate toilets for boys and girls, etc. in conformity with National Building Code.
- f. All the buildings are easily accessible and friendly to disabled.
- g. A library with at least 1000 books or 10 titles on each course/ discipline consistent with the proposed programme including text, reference books and journals and a book bank facility for students belonging to SC/ ST/ BC and other categories as may be specified from time to time.
- h. A multipurpose complex having an auditorium, canteen, health centre, indoor stadium, separate common room for boys and girls in accordance with norms of the university.
- i. Necessary furniture for lecture, theatre, seminar room, hospital (incase of medical college), tutorial rooms, laboratories, library, faculty rooms, administrative wing and auditorium of the multipurpose complex.
- j. A duly constituted governing body having members and office bearers as per provisions in the statute made for the purpose in case of non-government college/ institute.
- k. Adequate number of teaching and non-teaching staff and a principal having qualifications prescribed by the university.

4. Financial requirement

- a. A non-government institute shall have endowment fund to the extent decided and notified by the university from time to time to run the institute at least for 03 (three) years without aid from external sources.
- b. Endowment fund shall be maintained in either of the two modes:-
 - i. In the name of the institute by way of government securities.
 - ii. FDR of Nationalized bank held by the institute and pledged to the university.

In addition, the institute seeking affiliation shall give an undertaking to the university that it has sufficient recurring income from its own resources for its continued and efficient functioning.

5. Procedure for granting affiliation

5.1. Temporary affiliation

Every newly established institute or existing self-financed institute set up by a trust/ society seeking affiliation may be granted temporary affiliation for specified period in the first instance subject to fulfillment of the requirements laid down in this statute.

5.2. Application

- a. For grant of affiliation an application in the proforma prescribed by the university shall be made by an officer of the concerned department authorized by the government in case of government college/ institute and by the chairman or secretary of the duly registered trust/ society in case of non-government college/ institute.
- b. University shall notify the last dates for submission of fresh application and review of existing application.
- c. Non-refundable inspection cum processing fee as prescribed by the university from time to time by demand draft drawn in the name of "Aryabhata Knowledge University- Inspection cum processing fund, Patna" payable at Patna should be submitted with the application.

Note:- No inspection cum processing fee shall be charged from colleges/ institutes established by the government. The expenditure incurred on payment of fee to inspectors, TA/ DA. etc. shall be met from the grant given by the government.

5.3. Certified copies of the documents to be submitted by non-government colleges/ institutes along with the application seeking affiliation for the first time.

- a. Registration certificate of the society/ trust from competent authority along with details of its constitution and copy of memorandum of association.
- b. Letter from the component authority designated by the state government for classification of land and its location as in city or other area.
- c. Land use certificate from competent authority designated by the government.
- d. Building plan of proposed college prepared by a registered architect.
- e. No objection certificate from the concerned government department permitting the society/ trust to start the college wherever necessary.
- f. Details of the latest fund position duly certified by the bank.
- g. Undertaking that after the affiliation of the college no transference of management shall be made except with the prior approval of the university, and the college shall faithfully adhere to the provisions of the Act, Statutes, Ordinances and Regulations of the university.

5.4. Processing of the application

- a. Applications received from the college/ institutes for any of the undernoted purpose:
 - i. Grant of fresh affiliation for existing college/ institute setup by a trust/ society on self-finance basis and affiliated to any other university of the state.
 - ii. Newly established college/ institute either by the government or a trust/ society on self-finance basis.
 - iii. Addition of new programme or increase in take in the affiliated college of the university shall be processed in the following manner
 - a. The Registrar of the university on being satisfied that application is in order and fulfill all the requirements laid down in the statutes shall place

the application before the "Affiliation and New Teaching Programme Committee" for consideration and necessary action.

- b. The inspection team constituted by the "Affiliation and new teaching programme committee" shall visit the college/ institute and carry out inspection and shall submit its report in the proforma prescribed by the university duly signed by all the members of the inspection team. In case any member differs and does not agree on certain points he can submit note of dissent in a separate cover within seven days of the inspection.
- c. The inspection report so received shall be placed before the "Affiliation and new teaching programme committee" for its perusal and remarks. The "Affiliation and new teaching programme committee" with its remarks shall then transmit the inspection report to the "Board of Affiliation".
- d. The "Board of Affiliation" shall scrutinize and examine the inspection report and recommendation of the "Affiliation and new teaching programme committee" and on being satisfied may allow programme wise temporary affiliation for specified duration with or without condition or reject it for the reasons to be recorded in writing.
- e. The decision of the "Board of Affiliation" will be placed in the very next meeting of the Court for final decision on the issue of granting affiliation or otherwise.
- f. In case of non-government colleges/ institutes the university will notify the affiliation only after the receipt of the requisite affiliation fee and deposit of endowment fund as provided in clause 4 (b).
Note:- No affiliation fee or endowment is required to be paid by government college/institute for such notification.
- g. If the Court for the reasons to be recorded in writing rejects the application, the university shall convey the decision of the Court to the college/ institute giving therein the grounds of rejection and in such event the college/institute may apply again for affiliation after removing the shortcomings but not before the expiry of six months after rejection.
- h. No college institute can be affiliated with retrospective effect.
- i. Temporary affiliation of a college/institute can be extended on year to year basis following positive inspection report and approval of extension by the concerned Central Council/ Board wherever required.

6. Permanent affiliation

6.1. Eligibility criteria

Subject to the conditions hereunder given the university may consider grant of permanent affiliation to a college/ institute in part or in full on receipt of such application from the college/ institute.

- a. The college/ institute has completed at least ten years of satisfactory performance and has been accredited by national body after getting the first temporary affiliation.
- b. The construction of the buildings and infrastructure have been completed as per standard and norms of the concerned Central Council/ Board.
- c. Appointment of principal, adequate number of teaching and non-teaching staff as per norms of the concerned Central Council/ Board has been done on

regular basis by the governing body of the college/ institute on the recommendation of the duly constituted selection committee of the college for non-government College or by the government for government college.

- d. The college/institute has a duly constituted governing body for non-government college.

Provided the constitution of governing body for government college is not mandatory.

6.2. Procedure for granting permanent affiliation

- a. The procedure for grant of permanent affiliation shall be the same as for temporary affiliation as laid down in clause (5) of this Statutes.

Provided where any college/ institute is already holding permanent affiliation from any other university of the state for more than ten (10) years and has been recognized for high level performance by NAAC/ NBA/any other similar statutory body may be allowed permanent affiliation by this university after following the prescribed procedure for such affiliation.

- b. In case the university for reasons to be recorded in writing declines to allow permanent affiliation to any college/ institute, the same shall be communicated to the college/ institute with reason of rejection. The college/ institute may apply again after removing the deficiencies but not before expiry of six months after the date of rejection of the earlier application.

7. Addition of new programme/ increase in intake

Proposal from any college/ institute already affiliated with the university for commencing new programme shall be considered by the university subject to the following conditions:-

- a. That there is genuine need of such a new programme in the existing college/ institute and that it would not adversely affect the programme of any nearby existing college/ institute.
- b. Any proposal for raising the UG college to PG study level may be considered by the university subject to the condition that inter-alia the college has completed one batch with satisfactory performance of its UG programme from the date of the grant of affiliation and has recruited qualified faculty in requisite number, system and services, and other infrastructure are functional as per the norms of the Central Council/ Board and the university.
- c. The college/ institute has submitted application in the proforma prescribed for each purpose separately along with the requisite fee through bank draft drawn in favour of "Aryabhatta Knowledge University inspection cum processing fund, Patna" payable at Patna.
- d. Increase in intake determined by teacher taught ration by respective apex body and fulfillment of other qualifying conditions laid down.

7.1. Processing of the application

Procedure for according the permanent affiliation shall remain the same as mentioned in clause (5.4) in this statutes. The addition of new programme or increase in intake shall come into effect only after the approval of concerned Central Council/ Board wherever necessary and the university is paid by the college/ institute the required additional affiliation fee.

8. Withdrawal of affiliation

The affiliation of a college/institute may at any time be withdrawn in full or part or suspended, modified by the university if the college/ institute after due enquiry by a committee, constituted by the Board of affiliation, is found lacking in one or more aspects as given below: -

- a. The college/ institute has failed to comply with the provision of the concerned Central Council/ Board or statutes ordinance, regulation of the university.
- b. The college/ institute is found to have failed to comply with the prescribed condition/ requirements for affiliation.
- c. The college/ institute is found conducting itself in manner prejudicial to the academic and administrative standard and detrimental to the interest of the university.
- d. The college/ institute is found to have obtained affiliation by submitting forged/ fake documents or by concealing certain facts.
- e. The college/ institute has violated any of the terms and conditions of the bond contained in clause (9).
- f. Ceasation of the functioning of the college/ institute for consecutive two years after grant of affiliation.
- g. The college/ institute has shifted its location without obtaining prior approval of the university.
- h. The ownership of the college/ institute or management has been transferred to a different society/ trust without obtaining prior approval of the university.
- i. If the college/ institute has failed to start the classes during the academic year for which permission was granted.
- j. If the college/ institute has not provided education/ instruction continuously for at least three years in the course (s) for which affiliation has been obtained.

Provided that no action under these clauses shall be taken unless the concerned college/ institute is given opportunity to be heard and the matter shall be referred to the Court through the Executive Council and the decision of the Court shall be final.

9. Execution of bond by society/ trust

The registered society/ trust proposing the self-financed college shall execute a bond for the following:-

- a. To imparting instruction only in the subjects and for the courses/ programme in the schools for which affiliation has been granted by the university and not any other discipline and shall not seek retrospective affiliation. All such courses/ programme shall follow the syllabi approved by the appropriate academic bodies of the university.
- b. To comply with all the provisions of the Act, Statutes, Ordinance and Regulation of the university framed in this regard.
- c. To follow the Rules, Regulations and Guidelines of the Central Council/ Board issued from time to time.
- d. To the effect that the number of teaching posts, the qualification of teaching staff and recruitment/promotion procedures as prescribed by the concerned Central Council/ Board and condition of service shall be in accordance with the Statutes/ Ordinance/ Regulation of the university and shall ensure imparting adequate instruction to the

students in the courses/programme of studies to be undertaken by the college/ institute and shall make effort to maintain the student-teacher ratio in the college is as per norms of the concerned Central Council/ Board.

- e. To the effect that the members of the teaching and non-teaching staff are paid in the pay scale prescribed by the university from time to time.
- f. To the effect that appointment of the members of the teaching and the non-teaching staff shall be made only on consideration of merit based on qualification and experience prescribed for them and not by demanding or accepting any donation or other considerations.
- g. To the effect that all fees to be charged from the students shall be as per the fee structure approved by the government/ university from time to time.
- h. To the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its student or their parents/ guardians except the prescribed fee and other charges as approved by the government/ university.
- i. To the effect that no students shall be admitted to any programme of study by the college/ institute in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the university.
- j. To the effect that institute has not received any grant or aid anytime either for maintenance or development from the central government, state government or any statutory body under their control for disbursing grant.
- k. To the effect that the college shall not, without the previous permission of the university, suspend the already approved course/ programme of study or decrease the approved intake without the permission of the university.
- l. To the effect that the academic and welfare activities of the students belonging to the scheduled castes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college.
- m. To the effect that all registers and records, including audited statement of accounts as required be maintained under the regulations/ orders of the university shall be maintained and made available as and when required for inspection.
- n. To the effect that the college shall furnish all such returns and other information as the university may require to enable it to monitor and judge the performance of the college/ institute with regard to maintenance of academic standards and shall take such action as the university may deem fit to maintain the same.
- o. To the effect that the payment of salary to the employees shall be made through cheques/ bank transfer and that statutory deductions in respect of provident fund etc. shall be deposited in the name of employee.

10. Saving

Appeal to chancellor under section 37 of Act within a period of 90 days.