

RULES/ GUIDELINES FOR GRANTING AFFILIATION

I. Resource and Inspection Commission

1. Appointment of qualified Principal, teaching and non-teaching staff, Librarian, Physical Director duly approved by the SPC and creating other common facilities like good library, drinking water, toilets, playground facilities may be set as pre-conditions for appointing inspection commission for grant of continuance of provisional affiliation.
2. Inspection Commission appointed to inspect and report on the infrastructural facilities in the affiliated colleges will be requested to give a detailed report.

II. Advertisement and Publicity

3. No advertisement even mentioning "Subject to affiliation" shall be made by the colleges/ trusts without obtaining affiliation for new courses/ continuance of provisional affiliation for the existing courses from the SPC. Applications of such of those colleges/ trusts may be rejected if they had made advertisements before obtaining affiliation.
4. Colleges should display in the Notice Boards, a copy of the communication from the SPC granting affiliation for a course, during the period when admissions are made.

III. Documents

5. The Minutes of the College Committee / Governing Council shall be specific for starting new courses during a particular year. If the course is to be started next year, then the college shall submit a fresh resolution of the College Committee/Governing Council for starting the course(s) during that year. The copy of the full minutes signed by all the members attending the meeting of the relevant College Committee meeting / Governing Council meeting should be enclosed along with the application.

IV. Course Offerings

6. No new courses will be considered in respect of colleges, which have not appointed a regular Principal.
7. All the existing courses and the courses which have been instituted and approved by the concerned Board of Studies, be offered to apply for, as new courses, during the subsequent academic year.
8. Not more than five courses (MC+ NM) shall be considered for an affiliated college for an academic year.
9. For new colleges, MC courses will be permitted from II and III year onwards.

10. No college is permitted to start not more than one additional section in a particular branch of study.
11. However, Certificate, Diploma and PG Diploma courses shall not be counted against the limit of five courses.
12. No college is permitted to close down any course without getting permission from the SPC.
13. No college is permitted to issue the certificate to the students of their college by mentioning "Affiliated to SPC" for attending certificate courses which are conducted without getting affiliation from the SPC and offered by the college on their own.
14. Colleges are permitted to offer PG programmes either as evening course or in the shift system provided they satisfy the necessary infrastructural facilities.
15. Conversion of courses will not be permitted.
16. No College is permitted to start new courses of without the serial of already existing courses.
17. Colleges if they want can adopt shift system. (Morning shift will be from 8 a.m. to 1.15 p.m. and Evening shift will be from 1.30.p.m. to 6.45.p.m.) after getting the permission from the SPC.
18. The courses for which already affiliation had been obtained and revival has been requested, such courses shall be considered after causing re-inspection. 19. Certificate Courses/ Diploma Courses/ PG Diploma Courses can be started by a college even before the first batch of students pass out.
20. Certificate courses/Diploma Courses/ PG Diploma courses may be offered only after the regular working hours of the college.

V. Admission

21. Colleges must admit only candidates with the requisite qualifications and requisite qualifying marks.
22. The Colleges should not admit candidates over and above the sanctioned strength.
23. The Colleges should not admit students before obtaining affiliation.

VI. Fees

24. Application fees remitted by the colleges in respect of the courses, which have not been considered by the SPC may be refunded.
25. In case of Colleges which have applied for starting of new courses without requisite application fee for all the courses applied, the last course(s) shall be rejected as per priority, they have applied for.
26. Application fee paid by the college along with their applications for new course(s), be not refunded or diverted for any other course.
27. The tuition fees and other fees except those coming under the purview of the SPC should be levied on the students, as prescribed by Government from time to time.

28. College Management shall clear all dues to the SPC, pending advances etc., before grant of continuance of provisional affiliation by the SPC. Inspection Commission fee Rs.10,000/- (for each visit) Re-Inspection Commission fee Rs.15,000/- (for each visit) Inspection and re-inspection fee may be remitted before the visit of the commission

VII. Last Date

29. The last date prescribed for applying for starting of new courses is May 31st of the preceding academic year.

30. In case of courses coming under the purview of TEVTA, applications should have been made to the SPC also, before 31st January.

32. The applications received for starting of new courses after the last date prescribed by the SPC, shall be rejected.

33. Applications received for starting of new courses for the academic year will not be processed for those Colleges which have not submitted the Annual Reports, Annual Accounts and Staff Returns for the previous year.


REGISTRAR

27.02.2016