

CHAPTER-IV

ORDINANCE NO: 61

AFFILIATION AND RECOGNITION OF COLLEGES AND INSTITUTIONS

(Under Section 35 of the Himachal Pradesh Technical University Act 2014)
(Approved by the Board of Governors and the Academic Council in their meetings held on 25/7/2015 and 21/7/2015 respectively)

Short title.	1.	These Ordinances may be called the Himachal Pradesh Technical University Affiliation Ordinances, 2014.	
Commencement	2.	They shall come into force from the date of their notification issued by the University.	
Definitions.	3.	In these Ordinances, unless the context otherwise requires;-	
		(a)	“Act” means the Himachal Pradesh Technical University Act, 2014;
		(b)	“AICTE” means All India Council for Technical Education.
		(c)	“Board” means the Board of Governors of the University;
		(d)	“College” means an affiliated college, autonomous college and constituent college or any other college by whatever name called;
		(e)	“Government” means the Government of Himachal Pradesh.
		(f)	“Institution” means an institution, organization, training centre or other establishment providing teaching, research, experimentation of practical training in engineering, technology, physical and social science and includes a polytechnic;
		(g)	“Teachers” includes Directors, Professors, Readers, Associate Professors, Assistant Professors, Lecturers in a college or University and such other persons giving instructions in a college or University as may be declared by the Statutes to be teachers;
		(h)	“University” means the Himachal Pradesh Technical University, as constituted under this Ordinance;
		(i)	“UGC” means University Grants Commission.
Applicability	4.	Subject to the provisions contained in the University Act, these	

		Ordinances shall be applicable to:-	
		(a)	Colleges or institutions established by the State Government or to be established in future imparting professional education in the State.
		(b)	Existing professional colleges or institutions of the State set up by a duly registered trust or society on self-financed basis provided they opt for affiliation to the University and get delinked from other University of the State to which they were affiliated earlier.
		(c)	All professional colleges or institution 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 the University after its becoming functional.
Categories of Affiliation	5	A college is said to be affiliated to the University if it offers temporary/permanent affiliated academics programmes.	
		(a)	Temporary affiliation
			Whenever, an academic programme of a College/Institution is affiliated to the University for the first time, only temporary affiliation shall be granted. This temporary affiliation shall be applicable for the entire period of the programme as defined in the Regulations.
		(b)	Permanent affiliation
		(i)	A college is said to be permanently affiliated to the University, if it has obtained permanent affiliation at least for four academic programmes.
		(ii)	The college/Institution shall be eligible for permanent affiliation after a period of ten years provided it fulfills all the conditions as laid down in the relevant ordinance.
Eligibility Criteria	6	A college/institution imparting professional education within the territorial jurisdiction of the University may be admitted to the University as its affiliated college/institution if it fulfills the following requirements:-	
		(a)	The college or institution having approval from the Competent Authority i.e. AICTE or PCI whichever is applicable;

		(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 AICTE/University from time to time;
		(d)	Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University for each of the course/programme with adequate scope for future expansion in conformity with those prescribed by the AICTE. The buildings constructed shall be easily accessible and friendly to disabled persons;
		(e)	Adequate essential civic facilities such as water, electricity, ventilation, separate toilets for boys and girls, telephone, internet, fax, transport for students and staff, etc. in conformity with the norms laid down by the AICTE/University;
		(f)	Director/Principal and adequate number of teaching and non-teaching staff having qualifications as prescribed by the AICTE/UGC/University;
		(g)	A library with adequate text and reference books of the proposed programmes besides two journals per subject, with book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the University Grants Commission from time to time;
		(h)	A multi-purpose complex having an auditorium, canteen, health center, indoor stadium, separate hostels for boys and girls as per the local requirements as prescribed by the AICTE;
		(i)	Appropriate furniture for lecture/seminar rooms, canteen, laboratories, library, faculty rooms, tutorial rooms, administrative wing and auditorium of the multipurpose complex;
		(j)	Adequate Laboratory equipment for meeting the requirement of curriculum and syllabi;
		(k)	Adequate computers, software, internet and printers as per AICTE/PCI norms;

		(l)	The college shall be managed by a duly constituted Governing Council. The composition, functions and other conditions pertaining to the Governing Council shall be as prescribed in the Regulations. However, the constitution of Governing Council for government college is not mandatory.
		(m)	The Registered Society/Trust seeking affiliation shall be required to submit an affidavit as specified in Schedule-I on a judicial paper of Rs. 100/- duly sworn before an Executive Magistrate.
		(n)	Notwithstanding anything mentioned above the other terms and conditions for affiliation shall be as laid down in the Act, Statutes and Ordinances of the University.
	7.	Financial requirement and Utilization of Funds & Audit:-	
		(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 for at least three years without aid from external sources subject to a minimum of Rs. 15/- lac per program.
		(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.
		(c)	The amounts under any head collected by the college from the students shall be expended solely for the betterment and growth of the college and to provide facilities for the benefit of the students and staff of the college.
		(d)	The college shall submit its statement of accounts duly audited by a Chartered Accountant to the University every year and also submit the financial details in the prescribed format as given in the Regulations.
Procedure for granting	8.	Every newly established institute or existing self-financed institute set up by a trust/society shall be granted temporary affiliation for a	

Temporary/Provisional affiliation		period of one academic year in the first instance. This process of granting provisional affiliation will be repeated every year for a minimum number of years as prescribed in the Regulations.		
		(a)	Application:	
		(i)	For grant of affiliation an application in the proforma (Annexure-A) shall be submitted by the Principal/Director of college/institute in case of government college and by the Chairman or Secretary of the duly registered trust/society in case of non-government college/institute. The dates for submission of application form shall be as under:-	
			Without late fee	10 January
			With late of Rs. 50,000/- per course	15 January
			With late fee of Rs. 1,00,000/- per course	20 January
		(ii)	The application must accompany a non-refundable processing, inspection and affiliation fee as prescribed by the University from time to time by demand draft drawn in favour of the Finance Officer, Himachal Pradesh Technical University payable at Hamirpur is required to be submitted with the application.	
		(b)	The application shall be submitted with certified copies of the following documents:-	
		(i)	Registration certificate of the Society/Trust from the Competent Authority along with details of its constitution and copy of Memorandum of Association;	
		(ii)	Letter from the Competent Authority designed by the State Government for classification of land its location as in city or other area;	
		(iii)	Land use certificate from the Competent Authority designed by the Government;	
		(iv)	Registered land/Govt. leased land documents in the name of the applicant;	
		(v)	No Objection Certificate from the Government	

				permitting the Society/Trust to start the college with detail of courses/programmes intended to be offered;
			(vi)	Building plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designed by the Government;
			(vii)	Registered documents by the registered Society/Trust earmarking land and building of the proposed college/institute;
			(viii)	Details of the latest fund position alongwith photocopies of relevant bank accounts duly certified by the Bank;
			(ix)	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;
			(x)	Detailed Project Report giving:-
			(a)	Background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions, details of its promoters including their background, its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
			(b)	Development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students, intake and introduction of postgraduate programmes/research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty and other support facilities, including students amenities, such as hostels, sports and recreational facilities.
			(c)	Architectural master plan indicating the land use pattern including those for the future;

			(d)	Policy with regard to faculty recruitment, retention and development;
			(e)	Structure of academic and administrative governance;
			(f)	Sources of financing of capital and operating expenditure, besides funds to be generated through students fees; and
			(g)	Resource projections and their utilization schedule.
Processing of the application	9.	Applications received from the college/institutes for any of the undernoted purpose:-		
			(i)	Grant of fresh/continuation of affiliation for existing/new or addition/deletion of programme with increase or decrease in intake for existing college/institute set up by the government or 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.
		The applications shall be processed in the following manner:-		
			(i)	The Dean (Academic) on being satisfied that application is in order and fulfill all the mandatory requirements as laid down in the ordinances shall place the application before the “Scrutiny Committee”, as constituted and specified in Schedule-II, for its consideration.
				In case any shortcoming in the application, the same shall be conveyed by the Dean (Academic) to the concerned college/institute for compliance within 10 days.
			(ii)	The Inspection Committee shall be constituted by the Dean (Academic) as specified in Schedule-III with the approval of the Vice-Chancellor. The Inspection Committee shall visit the college and verify the correctness of the particulars furnished by the college in the application and ascertain whether all the affiliation conditions as laid down by the

				University are satisfied. The committee shall submit its report to the University in the prescribed Performa duly signed by all the members. In case any member differs and does not agree on certain points he can submit note of dissent in a separate cover to the Dean (Academic) within seven days of the inspection.
			(iii)	The inspection report so received shall be scrutinized by the Scrutiny Committee. The committee may make such further enquiries as may appear to it before taking the final decision and making its recommendations to the Board of Affiliation constituted as specified in Schedule-IV.
			(iv)	Meetings of the Scrutiny Committee will be convened by the Chairman of the Committee. Three members shall form the quorum. At a meeting, the Chairman shall not vote in the first instance, but shall have and exercise a casting vote in the case of tie.
			(v)	The Board of Affiliation will consider the inspection reports and the recommendations of the Scrutiny Committee. It shall record its opinion on grant of affiliation/refusal after due consideration. The final recommendations will be submitted to the Vice-Chancellor before 31 st March by the Board of Affiliation.
			(vi)	Meetings of the Board of Affiliation will be convened by the Chairman of the Board of Affiliation as and when necessary. Three members shall form the quorum. At a meeting, the Chairman shall not vote in the first instance, but shall have and exercise a casting vote in the case of tie.
			(vii)	On receipt of the directions/approval of the Vice-Chancellor, formal orders relating to renewal of affiliation or continuation of affiliation as the case may be will be issued by the Registrar for each academic year for the existing courses of study and extension of affiliation for follow on courses, excluding new courses, before the commencement of each academic year.
			(viii)	In case of non-government colleges/institutes the request/application for seeking affiliation shall not be

			considered without the requisite affiliation fee and endowment fund as provided in clause 7(a) .
		(ix)	In case, any college or institution is not satisfied with the decision of the University regarding granting of affiliation, an appeal can be made to the Standing Appeal Committee constituted as specified in Schedule-V for reconsideration of the decision with necessary supporting documents.
		(x)	Meetings of the Standing Appeal Committee will be convened by the Chairman of the Standing Appeal Committee as and when necessary. Three members shall form the quorum. At a meeting, the Chairman shall not vote in the first instance, but shall have and exercise a casting vote in the case of a tie.
		(xi)	No college/institute can be affiliated with retrospective effect.
Extension of temporary/provisional affiliation	10.	(a)	The extension of temporary/provisional affiliation to the already affiliated colleges/institutes on year to year basis shall be considered by the University subject to fulfillment of all conditions laid down under clauses 6 and 7 of these ordinances.
		(b)	Procedure for according the extension of temporary/provisional affiliation shall remain the same as for temporary affiliation mentioned under clauses 8 and 9 of this Ordinance. The addition of new programme or increase in intake shall come into effect only after the approval of the concerned Central Council wherever necessary and the University is paid by the college/institute the required additional affiliation fee.
Permanent affiliation	11.		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/Institution must be running its programs for the last 10 years continuously without any violations of University provisions.
		(b)	The programme must have been accredited by a National Body i.e. NAAC.

		(c)	The permanent affiliation is subject to the satisfactory compliance of all the conditions prescribed by the AICTE/UGC/University for the said programme during the periods of provisional affiliation.
		(d)	The college must seek permanent affiliation for its provisionally affiliated programme (s) within a period of four years from the date of eligibility after satisfying all their requirements for permanent affiliation. The date of eligibility for a provisionally affiliated academic programme to apply for permanent affiliation is either the date on which four consecutive batches of students have completed their academic programme (s) from the college or the date on which this Regulation comes into force, whichever is later.
		(e)	If the college fails to seek and qualify for permanent affiliation for the eligible programme (s) within the said period, the provisional affiliation shall not be extended.
		(f)	The construction of the building and infrastructure have been completed as per standard and norms of the AICTE/UGC/University from time to time.
		(g)	Principal, adequate number of teaching and non-teaching staff has been appointed on regular basis by the Governing Body of the college/institute on the recommendations of the duly constituted Selection Committee for non-government college or by the Government for government college.
Procedure for granting permanent affiliation		(a)	The procedure for grant of permanent affiliation shall be the same as for temporary affiliation as laid down under clauses 6 to 9 of this Ordinance.
		(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.
Addition of new programme(s)/ Deletion of existing programme(s)	12.		Proposal from any college/institute already affiliated with the University for commencing new programme/deletion of existing programme or increase/decrease in intake 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 under-graduate college to post-graduate study level may be considered by the University subject to the condition that inter-alia the college has completed two batches with satisfactory performance of its under-graduate 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 AICTE/UGC 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 the Finance Officer, Himachal Pradesh Technical University payable at Hamirpur.
Processing of the application	13.		Procedure for according the permanent affiliation shall remain the same as mentioned under clause 8 of this Ordinance. The addition of new programme or increase in intake shall come into effect only after the approval of the concerned Central Council wherever necessary and the University is paid by the college/institute the required additional affiliation and processing fee.
Withdrawal of affiliation	14.		The affiliation or intake of a college/institute, as the case may be, may at any time be withdrawn in full or part or suspended/categorized as no admission status by the University, if the college/institute after due enquiry by a committee constituted by University, is found lacking in one or more aspects as given below:-
		(a)	The college/institute has failed to comply with the provision of the Central Council or statutes, ordinance, regulations of the University consecutive for three years.
		(b)	The college/institute is found to have failed to comply with the prescribed condition/requirements of 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 affidavit.

		(f)	Non –implementation of prescribed pay scales to its faculty and employees.
		(g)	Enrollment less than 10 percent of the sanctioned intake for the last three consecutive years.
		(h)	Ceasation of the functioning of the college/institute for consecutive two years.
		(i)	The college/institute has shifted its location without obtaining prior approval of the University.
		(j)	The ownership of the college/institute or management has been transferred to a different society/trust without obtaining approval of the University.
		(k)	If the college/institute has failed to start any course or program for two consecutive years for which affiliation has been granted by the university.
			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 Board of Governors and the decision of the Board of Governor shall be final.
	15		If the University decides to withdraw the affiliation of the college/institute, or the affiliation stands terminated by the order of the University, temporarily or permanently, such decision shall not affect the interests of the students of the college who were on its rolls at the time to issue of the order till they pass out the normal duration of programmes to which they are registered at that time. The University/Government shall have the duty of alleviate the educational future of the affected students in an appropriate manner as per its decision.
		(i)	In such a case, the students on rolls shall be transferred to other affiliated colleges and no fresh students shall be admitted by the college to that particular academic programme(s).
Increase/decrease in intake	16		The University may reduce the intake in a particular discipline(s) of an academic programme (s) of a college, for such period that it may deem fit, provided there are proven evidences of gross violation of statutory requirements of affiliation norms and/ or the college has conducted itself in a manner which is prejudicial to the interest of the University which may inter-alia include:

		(i)	Enrollment less than 50 percent of the sanctioned intake for the last three consecutive years.
		(ii)	Inadequate and under qualified faculty with teacher-student ratio less than 60% as prescribed by the University.
		(iii)	Non-implementation of prescribed pay scales to its faculty and employees.
		(iv)	Consistently poor result for the last three consecutive years.
		(v)	If the college/institution applies for the same.

SCHEDULE-I

AFFIDAVIT

Format of affidavit to be submitted by the applicant on a non judicial stamp paper of Rs. 100/- duly sworn before an Executive Magistrate

We _____ <Name> _____ Chairman, _____
<name of the Trust/Society> _____ Son of _____
aged _____ years and, resident of _____
<Name> _____ Secretary, _____ <name of the Trust/Society>
_____ Son of _____, aged _____ years
and, resident of _____,
<name> _____ Principal/Director _____ <name of the
Trust/Society> _____, son of _____, aged _____
years and, resident of _____,
in connection with our application for affiliation dated _____ made to H.P.
Technical University for; **(retain items in the list below as applicable)**

1. Setting up new Technical Campus offering one or more Technical Program at Bachelor Degree and/or Master Degree level in Technical Education.
2. Converting Existing Technical Institutions into a Technical Campus or adding new Technical Program/s at Degree in existing Technical Institutions.
3. Extension of affiliation to existing Technical Institution/Technical Campus.
4. Adding course/s in existing program.
5. Closure of program/course.
6. Conversion of Women's Institution into Co-Educational Institution.

Hereby solemnly affirm and declare as under:-

1. That I am _____ (designation),
_____ (applicant institution)
2. That the Institute is not offering any academic programme, which is not approved by H.P. Technical University.

3. That no other University has been approached for affiliation of the institute/courses mentioned in this application.
4. That all Courses are conducted as per norms; standards and guidelines of the H.P. Technical University and all the rules and regulations of the University are being followed as specified from time to time.
5. That all the physical deficiencies stated in the last approval letter for UG & PG programmes have been rectified (for existing institutions).
6. That the UGC/AICTE/PCI pay scales and allowances have been granted to the teaching faculty and other staff.
7. That the admissions are made on merit and as per H.P. Technical University admission guidelines and capitation fee or donation of any kind has not been charged for admission.
8. That the teaching faculty and staff have been recruited as per qualification and experience as laid down by the AICTE/PCI/Technical University
9. That the tuition and the other fee are charged within the criteria prescribed by the Competent Authorities.
10. That the accounts of the institution are being maintained as per the provisions of AICTE/PCI and a Chartered Accountant's audits.
11. That the intake in any of the H.P. Technical University approved courses has not been increased beyond the sanctioned intake, without prior approval from the University.
12. That 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 H.P. Technical University and AICTE/PCI.
13. That the information given by _____ (name/s) in the application of affiliation made to Technical University is true and complete. Nothing is false and no information has been concealed.
14. That if any of the information is found to be false, incomplete, misleading and/or that the _____ (Name/s) fail/s to disclose all the information and/or suppress any information and/or misrepresent the information, I/we shall be liable to be prosecuted by the Technical University at Hamirpur.

15. That the Technical University shall also be free to take any action including withdrawal of approval and/or any other action as deemed necessary against the _____ (name/s) and others as the case may be and/or the individuals associated with the Society/trust/A company established under Section 25 of Companies Act, 1956 and/or the Institution.
16. That the facts stated in this affidavit are true to my/our knowledge. No part of the same is false and nothing has been concealed there from.

Sr.	Document No.	Date of Registration	Plot No.	Address (Village) Distt.	Area in acres
Total area in acres					

(Name, Designation and Address of the Executants)
(seal)

DEPONENT

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing has been concealed there from.

Verified at _____ (name of place) on this the _____ (date).

(Name, Designation and Address of the Executants)
(seal)

DEPONENT

SCHEDULE-II

Composition of Scrutiny Committee

1	Dean of H.P. Technical University	Chairman
2	One member to be nominated by the Vice-Chancellor from any affiliated Engineering College	Member
3	One member to be nominated by the Vice-Chancellor from any affiliated Pharmacy College	Member
4	Assistant Registrar (Academic)	Member Secretary

SCHEDULE-III

Composition of Inspection Committee

1	Nominee of the Vice-Chancellor, H.P. Technical University	Chairman
2	Minimum Two Subject Experts	Members
3	Nominee of the Director, Technical Education, Vocational & Industrial Training, Himachal Pradesh, Sundernagar	Member
4	Architect/Civil Engineer to be nominated by the Vice-Chancellor (for new college only)	Member
5	Finance Officer or his representative (for new college only)	Member
6	Nominees of the University to be nominated by the Vice-Chancellor	Member Secretary/Convener

SCHEDULE-IV

Composition of Board of Affiliation

1	Principal-Cum-Director of any Constituent College of the University as decided by the Vice-Chancellor	Chairman
2	Nominee of Principal-Cum-Director of any Government Engineering/Pharmacy/Management Institution	Member
3	Nominee of the Vice-Chancellor	Member
4	Assistant Registrar (Academic)	Member Secretary

SCHEDULE-V

Composition of Standing Appeal Committee

1	Vice-Chancellor of the University	Chairman
2	Registrar of the University	Member
3	Any Academician from Government Institution to be nominated by the Vice-Chancellor	Member
4	Assistant Registrar (Academic)	Member Secretary

In case of exigency a one-man Inspection Committee may be constituted to verify the compliance report submitted by the college.

Norms for Land requirement and Building Space for Technical Institution

1.1 Land Requirements for Technical Institution

	Land Area requirement in Acres				Remarks
	Other than Rural places (Competent Authority to certify that the place is not located in a rural area)		Rural Places as defined by Competent Authority		
	UG Programs	Stand alone Post Graduate Programs	UG Program	Stand alone Post Graduate Programs	Land area should be in one continuous piece and shall cover hostel facilities, if any
Engineering & Technology	2.50	2.5	10.0	10.0	
Pharmacy	0.75	0.75	2.00	2.00	
MCA	-	0.50	-	1.50	
Management	-	0.50	-	1.00	

1.2 Built-up Area Requirements

1.2	a	The Institution area is divided in, Instructional area (INA), Administrative area (ADA) and Amenities area (AMA)
	b	Circulation area (CIA) is equal to 0.25^x (INA+ADA+AMA).
	c	Total built up area in sq.m. is equal to (INA+ADA+AMA)+(CIA).

1.2.1 Instructional Area (Carpet Area) in Sq.m.

Engineering/Technology (Degree Institute)

	No. of	Duration	Class Rooms	Tutorial Rooms	Laborato ry	Research Laborato	Worksho n (for all	Additio nal	Compute	Drawing Hall	Library &	Seminar Halls
Carpe t area in sqm per room			66	33	66	66	200	200	15 0	13 2	400	132
No.	A	4	C=	D=C	02/	-	1	-	1	1	1	1

of rooms required for new Institution			A	/4	course							
Total No. of rooms (UG)	A	4	C=Ax 4	D=C /4	10/ Course [#]	-	1	2/ course (maximum 4)	1	1	1	1/ course
Total No. of rooms (PG)	F	2	-	H=F x2	1/ Specialization	1/ Specialization						

1	Category X of courses: Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied courses of each.
2	Classrooms, Tutorial rooms and Laboratories required for 2 nd , 3 rd and 4 th year may be added progressively to achieve total number as stated.
3	Additional Library (Reading room) area of 50 sq.m/per 60 student (UG+PG) intake beyond 420.
4	[#] Progressive requirement, 2 nd year onwards shall be calculated as 3+3+2 labs/course.
5	[#] Additional 5 Labs/Course when number of divisions are more than 2/course.

Pharmacy (Degree Institute)

	No. of Division	Duration	Class Rooms	Tutorial Rooms	Laboratory (includes Machine)	Research Laboratory	Animal	Computer Centre	Library &	Seminar Halls
Carpet area in sqm per room			66	33	75	75	75	75	150	132
No. of rooms required for new Institution	A	4	C=A	D=C/4	4	-	1	1	1	1
Total No. of rooms (UG)	A	4	C=Ax4	D=C/4	12	-	1	1	1	1
Total No. of rooms (PG)	F	2	-	H=Fx2	1/specialization	1/specialization				

1	Laboratories include Machine Room & Instrumentation Room
2	Classrooms, Tutorial rooms and Laboratories required for 2 nd , 3 rd and 4 th year may be added progressively (3+3+2) to achieve total number as stated
3	UG Laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum
4	Round off fraction in calculation to the next integer

Management

	No. of Divisions UG (Class of)	Duration of course	Class Rooms (C)	Tutorial rooms (D)	Computer Centre	Library & Reading	Seminar Halls (E)
Carpet area in sqm per room			66	33	150	100	132
No. of rooms required for new Institution	A	Y	C=A	D=C/4	1	1	1
Total No. of rooms	A	Y	C=AxY	D=C/4	1	1	E=C/4

1	Classrooms, Tutorial rooms and Laboratories required for 2 nd (and 3 rd) year may be added progressively to achieve total number as stated.
2	Round off fraction in calculation to the next integer

MCA

	No. of Division s IIG	Duration of course	Class Rooms (C)	Tutorial rooms (D)	Computer	Computer Centre	Library & Reading	Seminar Halls (E)
Carpet area in sqm per room			66	33	66	150	100	132
No. of rooms required for new Institution	A	3	C=A	D=C/4	2	1	1	1
Total No. of rooms	A	3	C=Ax3	D=C/4	4	1	1	E=C/4

1	Classrooms, Tutorial rooms and Laboratories required for 2 nd , 3 rd year may be added progressively (1+1) to achieve total number as stated.
2	Round off fraction in calculation to the next integer

1.2.2 Administrative Area (Carpet Area) in Sq.m.

	Principal/	Board Room	Office all inclusive	Department Offices	Cabins for Head of Department	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for	Examinations	Placement
Carpet area in sqm. per room	30	20	150* 300\$	20	10	5	30	10	10	10	10	30	30
No. of rooms required for New Technic	1	1	1	-	-	First Year Student intake/15	1	1	1	1	1	1	-

al Campus														
Total No. of rooms	1	1	1	1/Dep t	1/Dep t	One per teaching faculty (as per norms) in the Instituti on	1	1	1	1	1	1	1	1

1	^s Technical Campus having more than one Program
2	[*] Technical Campus having one Program

1.2.3 Amenities Area (Carpet Area) in Sq.m.

	Toilets (Ladies & Boys Common	Boys Common	Girls Common	Cafeteria	Stationery Store &	First Aid Cum Sick Room	Principal's quarter	Guest House	Sports Club/ Gymnasium	Auditorium/ Amphi	Boys Hostel	Girls Hostel
Carpet area in sqm. per room for Technical Campus having more than one Program	350 [*]	100	100	150	10	10	150	30	200	400	Adequate	Adequate
Carpet Area in sqm. per room for Technical Campus having one Program	150 ^s	75	75	150	10	10	150	30	100	250		

Number of rooms required for New Technical Institution	Adequate	1	1	1	1	1	-	-	-	-	-	-
Total Number of rooms	Adequate	1	1	1	1	1	Desired	Desired	Desired	Desired	Desired	Desired

1	*Estimated total area for Technical Campus having more than one Program
2	§Estimated total area for Technical Campus having one Program

1.2.4 Circulation Area in sqm.

1.2.4	a	Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walk ways, staircases, entrance lobby
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Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments for Technical Institution

2.1 Computers, Software, Internet and Printers

		No. of PCs to students ratio (Min 20 Pcs)	Legal System Software [@]	Legal Application Software [*]	LAN & Internet	Mail Server & Client	Internet Mbps/intake of 240 students with Bandwidth content ion of 1:1 (Min 1 Mbps)	Printers including Colour Printer (% of total No. of PCs)
Engineering/ Technology	UG	1:4	03	20	All	Desired	02	10%
	PG	1:2						
Pharmacy	UG	1:6	01	10	All	Desired	01	5%
	PG	1:6						
Management	PG	1:2	01	10	All	Desired	02	10%
MCA	PG	1:2	03	20	All	Desired	02	10%

2.1	a	Utilization of Open Source Software may be encouraged.
	b	Secured Wi Fi facility is highly recommended.
	c	Purchase of most recent hardware is desired.
	d	Library, Administrative Offices and Faculty members be provided with exclusive computing facilities along with LAN and Internet. This shall be conserved as over and above the requirement meant for PCs to students ratio.
	e	[@] Adequate number of software licenses is required.
	f	[#] Central Xeroxing facility for students is preferred.

2.2 Laboratories Equipment and Experiments

2.2	a	The laboratories shall have equipments as appropriate for experiments as stated/suitable for the requirements of the affiliating University/Board's curriculum. It is desired that number of experiment set up be so arranged that maximum four students shall work on one set.
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2.3 Books, Journals and Library facilities

Program	Total No. of Divisions	Titles	Volumes	National Journals	International Journals	E Journals	Reading Room seating	Digital Library/ Internet Surfing in
							@ of total students	@ of total students
Engineering/ Technology (UG)	B	100 50 per course	500xB 250 per course-division	6xB	Desirable	As per Annexure-_____	15% (Max 150)	1% (Max 10)
Pharmacy (UG)	B	100 50 50	500xB 500xB 500xB	6xB				
MBA/MCA (PG)	B	100 50	500xB 500xB	12xB				
Engineering/ Technology/ Pharmacy (PG)	B	50	200	5xB				
		As required	100					
							25% (Max 100)	

B=Number of divisions at 1st year (shift 1+2) + Number of 2nd year direct divisions (shift 1+2)

1	Books Titles and volumes required at the time of starting new Institution
2	Requirements of Books titles and volumes in Institutions started before 1950 shall be calculated considering starting year as 1950
3	Yearly increment
4	Component for additional division/course
5	Hard Copy International Journals is desirable to procure. However,

	subscription to E-Journals and National Journals as per Annexure_____ is essential
6	Journals and Books shall also include subjects of Science & Humanities
7	Digital Library facility with multimedia facility is essential
8	Reprographic facility in the library is essential
9	Document scanning facility in the library is essential
10	Document printing facility in the library is essential
11	Library books/non books classification as per standard classification methods is essential
12	Availability of NPTEL facility at the library is essential.
13	Computerized indexing with bar coded/RF tagged book handling is desired

Norms for Essential and Desired requirements for Technical Institution (Marked as essential need to be made available at the time of Expert Committee visit)

1	Stand Alone Language Laboratory The Language Laboratory is used for language tutorials. These are attended by students who voluntarily opt for Remedial English classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. This especially benefits students who are deficient in English and also aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skits etc. This Lab shall have 25 Computers for every 1000 students.	Essential
2	Potable Water supply and outlets for drinking water at strategic locations	Essential
3	Electric Supply	Essential
4	Backup Electric Supply	Desirable
5	Sewage Disposal	Essential
6	Telephone and Fax	Essential
7	Vehicle Parking	Essential
8	Institution web-site with Mandatory Disclosure	Essential
9	Barrier, Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer guidelines and space standard for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment, India	Essential
10	Safety provisions including fire and other calamities	Essential
11	General Insurance provided for assets against fire, burglary and other calamities	Essential
12	Road suitable for use by Motor Vehicle-Motorised Road	Essential
13	General Notice Board and Departmental Notice Boards	Essential
14	First aid, Medical and Counseling Facilities	Essential
15	Public announcement system at strategic locations for general announcements/paging and announcements in emergency	Desirable
16	Enterprise Resource Planning (ERP) Software for	Desirable

	Student-Institution-Parent interaction	
17	Transport	Desirable
18	Post, Banking Facility/ATM	Desirable
19	CCTV Security System	Desirable
20	LCD (or similar) projectors in classrooms	Desirable
21	Group Insurance to be provided for the employees	Desirable
22	Insurance for students	Desirable
23	Staff Quarters	Desirable
24	Establishment of Grievance Redressal Committee and Appointment of OMBUDSMAN in the Institute	Essential
25	Display of Courses and approved intake in the Institute at the entrance of the Institute	Desirable

Norms for Faculty requirements and Cadre Ratio for Technical Campus

4.1 Faculty Requirements and Cadre Ratio (UG)

	Faculty : Student ratio	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
Engineering/ Technology	1:15	1	$\frac{S}{15} - 1$ 15xR	$\frac{S}{15} \times 2$ 15xR	$\frac{S}{15} \times 6$ 15xR	$\frac{S}{15}$ 15
Pharmacy	1:15	1	$\frac{S}{15} - 1$ 15xR	$\frac{S}{15} \times 2$ 15xR	$\frac{S}{15} \times 6$ 15xR	$\frac{S}{15}$ 15

4.1 a	S=Sum of number of students as per Approved Students Strength at all years, R=(1+2+6)
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4.2 Faculty Requirements and Cadre Ratio (PG)

	Faculty : Student ratio	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
*Engineering/ Technology	1:12	-	$\frac{S}{12}$ 12xR	$\frac{S}{12}$ 12xR	$\frac{S}{12}$ 12xR	$\frac{S}{12}$ 12
*Pharmacy	1:12	-	$\frac{S}{12}$ 12xR	$\frac{S}{12}$ 12xR	$\frac{S}{12}$ 12xR	$\frac{S}{12}$ 12
#MBA	1:15	1	$\frac{S}{15} - 1$ 15xR	$\frac{S}{15} \times 2$ 15xR	$\frac{S}{15} \times 6$ 15xR	$\frac{S}{15}$ 15
#MCA	1:15	1	$\frac{S}{15} - 1$ 15xR	$\frac{S}{15} \times 2$ 15xR	$\frac{S}{15} \times 6$ 15xR	$\frac{S}{15}$ 15

4.2 a	S=Sum of number of students as per Approved Students Strength at all years *R=(1+2) #R=(1+2+6)
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5.0 **Faculty Cadre and Qualifications**

5.1	Faculty Cadre and Qualifications shall be as per the All India Council for Technical Education (Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulations, 2010.
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6.0 Subscription of E-Journals

A. Mandatory subscription of e-journal packages for all Engineering Institutions conducting UG/PG Courses:

Sr. No.		Publisher	Subject Area
1.	a	IEEE	Computer Engineering+ Computer Science + Electrical and Electronics Engineering + Telecommunications and related disciplines
2	a	Springer	Electrical and Electronics and Computer Science Engineering
			OR
	a	Wiley-Blackwell	Computer Science+Data System+ Telecommunication and related Discipline
3.	a	ASME	Mechanical Engineering
			OR
	a	Springer	Mechanical Engineering
			OR
	a	Wiley-Blackwell	Mechanical, Electrical and Electronics Engineering
4.	a	ASCE	Civil Engineering
			OR
	a	Wiley-Blackwell	Civil Engineering
5.	a	McGraw Hill	General Engineering and Reference
6.	a	J-GATE	J-GATE Engineering and Technology (JET)
7.	a	ELSEVIER	Engineering + Computer Science (Electrical + Electronics + Mechanical + Civil and Structural + Aerospace + Biomedical + Industrial and Manufacturing + Ocean Engineering + Computational Mechanics and Safety Risk, Reliability and Quality + Computer Network and Communications, Artificial Intelligence, Computer Science, Computational Theory and Mathematics, Computer Graphics and Computer – Aided Design, Information Systems, Control and System Engineering and Software
8	a	ASTM DIGITAL	Online dictionary of Engineering Science and Technology

		LIBRARY (DL) ONLINE VERSION	Electrical & Electronics Engineering, Mechanical Engineering, Civil, Metallurgical, Petroleum, Instrumentation
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Note :

1. Institutions having only 1st and 2nd year UG students and institutions being established need to subscribe to IEEE. J-GATE and ASTM digital library packages only (at Sr. No. 1, 6 and 8 above).
2. All institutions other than Note point No. 1 above shall subscribe to all the packages from S.No. 1 to 8 given above.
3. Institutions not offering Civil Engineering courses need not subscribe to Civil Engineering package (at Sr. No. 4).
4. Institutions not offering Mechanical Engineering courses need not subscribe to Mechanical Engineering package (at Reno. 3).
5. Institutions who have already subscribed to IEL online, need not subscribe to IEEE-ASPP package, until the subscription of the same is valid.
6. Package at S.No. 1 is also mandatory for institutes running MCA.

B. Mandatory subscription of e-journals for all institutions conducting programme in management:

Sr. No.		Publisher	Subject Areas
1	a	J-Gate	Management Sciences
2	a	Gale Cengage Learning	Business and company resource centre+Gale business insight global
	b	RMIT	Informit business collection
		OR	
	b	Emerald	Emerald Management first database
3	a	EBSCO	Management
4	a	Pro Quest	Management

Note:

1. S.No. 1 is compulsory
2. Form S.No.2/3/4 institutes can opt for one along with S.No.1
- 3.

C. Management subscription of e-journals for all Pharmacy institutions conducting under-graduate/post graduate programme:

Sr.No	Publisher	Subject Areas
1	BENTHAM	Pharmacy
2	ELSEVIER	Pharmacy

D. Mandatory subscription of e-journals for all institutions conducting the following specialized postgraduate courses:

No.	Sr.	Publisher	Subjects Areas
1		ELSIVIER	Bio Technology
2		Nature publishing group	
3		ELSIVIER	Environmental Engineering
4		Gale Cengage Learning	
5		ELSIVIER	Chemical Engineering
			Nano Technology
			Geo Technology

E. Optional package for institutions imparting post-graduate Engineering Courses

ISO JTC 1 collection: standards on Information Technology

Sr. No.	Publisher	Subject Areas
1	ISO	ISO JTC 1 Information Technology, Electronics and Communications

AFFIDAVIT

Format of affidavit to be submitted by the applicant on a non judicial stamp paper of Rs. 100/- duly sworn before an Executive Magistrate

We _____ <Name> _____ Chairman, _____ <name of the Trust/Society> _____ Son of _____ aged _____ years and, resident of _____ <Name> _____ Secretary, _____ <name of the Trust/Society> _____ Son of _____, aged _____ years and, resident of _____, _____ <name> _____ Principal/Director, _____ <name of the Trust/Society> _____, son of _____, aged _____ years and, resident of _____, in connection with our application for affiliation dated _____ made to H.P. Technical University for; (retain items in the list below as applicable)

- 1. Setting up new Technical Campus offering one or more Technical Program at Bachelor Degree and/or Master Degree level in Technical Education.
2. Converting Existing Technical Institutions into a Technical Campus or adding new Technical Program/s at Degree in existing Technical Institutions.
3. Extension of affiliation to existing Technical Institution/Technical Campus.
4. Adding course/s in existing program.
5. Closure of program/course.
6. Conversion of Women's Institution into Co-Educational Institution.

Hereby solemnly affirm and declare as under:-

1. That I am _____ (designation), _____ (applicant institution)

2. That the Institute is imparting instruction only in the subjects and for the courses/programmes in the faculties for which affiliation has been granted by the University and shall not seek retrospectively affiliation. All such courses/programmes shall follow the syllabi approved by the appropriate academic bodies of the University.
3. That no other University has been approached for affiliation of the institute/courses mentioned in this application.
4. That the Institute is conducting all the courses as per the rules, regulations and guidelines of the Statutory/Regulatory Bodies issued from time to time;
5. That the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Ordinance/Regulations of the University/AICTE/UGC and shall ensure imparting of adequate instruction to the students in the courses/programmes of the studies to be undertaken by the college or institution and that the Student-Teaching Ratio in the college or institution shall be as per the UGC/AICTE norms.
6. That the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales along with applicable allowances as per the pay scales prescribed by UGC/AICTE/PCI from time to time.
7. That appointment of members of the teaching and the non-teaching staff have been made only, on considerations of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration;
8. That the college shall obtain the eligibility approval of the appointed teaching staff from the University within six months of affiliation and shall report all changes in the teaching staff and other changes that may affect the fulfillment of the conditions for affiliation to the University within a fortnight of changes coming into effect.
9. 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.
10. That the college or institution shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the Government/University.
11. That no student shall be admitted to any programme of study by the college or institution in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University.

12. That the college shall not, without the previous permission of the University, suspend offering an already approved course/programme of study or decrease the approved intake without the permission of the University.
13. That the academic and welfare activities of the students belonging to the Schedule Castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college.
14. That all registers and records, including audited statement of accounts, as required to be maintained under the regulations/orders of the UGC/AICTE/University/Government shall be maintained and made available as and when required for inspection .
15. That the college shall furnish all such returns and other information as the UGC/AICTE/University/Government may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC/AICTE/University/Government may direct to maintain the same.
16. That the institute has sufficient recurring income from its own resources for its continued and efficient functioning.
17. 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.
18. That the institute shall comply with the provisions of the Act, the Statutes and the Ordinances and Regulations of the University.
19. That all the physical deficiencies stated in the last approval letter for UG & PG programmes have been rectified (for existing institutions).
20. That the admissions are made on merit and as per H.P. Technical University admission guidelines.
21. That the intake in any of the H.P. Technical University approved courses has not been increased beyond the sanctioned intake, without prior approval from the University.
22. That 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 H.P. Technical University and AICTE/PCI.

23. That the information given by _____ (name/s) in the application of affiliation made to Technical University is true and complete. Nothing is false and no information has been concealed.
24. That if any of the information is found to be false, incomplete, misleading and/or that the _____ (Name/s) fail/s to disclose all the information and/or suppress any information and/or misrepresent the information, I/we shall be liable to be prosecuted by the Technical University at Hamirpur.
25. That the Technical University shall also be free to take any action including withdrawal of approval and/or any other action as deemed necessary against the _____ (name/s) and others as the case may be and/or the individuals associated with the Society/trust/A company established under Section 25 of Companies Act, 1956 and/or the Institution.
26. That the facts stated in this affidavit are true to my/our knowledge. No part of the same is false and nothing has been concealed there from.

Sr.	Document No.	Date of Registration	Plot No.	Address (Village) Distt.	Area in acres
Total area in acres					

(Name, Designation and Address of the Executants)
(seal)

DEPONENT

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing has been concealed there from.

Verified at _____ (name of place) on this the _____ (date).

(Name, Designation and Address of the Executants)
(seal)

DEPONENT