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PROCEEDING OF THE MEETING OF THE COMMITTEE CONSTITUTED VIDE ORDER NO. F /SKRAU/Gen./Gr.-II/2012/1824 DATED 20.10.2012 IN THE CHAMBER OF THE REGISTRAR, SWAMI KESHWANAND RAJASTHAN AGRICULTURAL UNIVERSITY, BIKANER ON 24.01.2013 AT 02.30 PM IN CONNECTION WITH MATTER RELATED TO REVIEW OF THE EXISTING GUIDELINES FOR PROVIDING AFFILIATION TO THE AGRICULTURE COLLEGES TO SKRAU, BIKANER :-

Following were present :-

1. **Dr. M.P. Sahu,**
Faculty Chairman & Dean, COA, Bikaner.
2. **Dr. P.R. Kothari,**
Director, Student Welfare, SKRAU, Bikaner.
3. **Dr. N.K. Khatri,**
Controller of Examination, SKRAU, Bikaner.
4. **Sh. Rajendra Mishra,**
Registrar, Swami Keshwanand Rajasthan Agricultural University, Bikaner.

The matter was discussed at length in light of existing guidelines, UGC Affiliation of Colleges by university Regulation, 2009 etc., the Committee members unanimously recommend the following guidelines for affiliation as under :-

Affiliation of Colleges

1. A college applying for affiliation to the University shall send an application along with the prescribed fee to the Registrar with a view to satisfying the University on the following matters, namely:
 - (i) That it will meet a need in the locality, having regard to the type of education intended to be provided by the college, the existing provision for the same type of education made by other colleges in the neighbourhood and the suitability of the locality where the college is to be established.

That it is to be under the management of a regularly constituted governing body or it is to be maintained by the State Government.

That strength and qualifications of the teaching staff and the conditions governing their tenure of office are such as per the norms fixed by the UGC/ICAR as the case may be, to make due provisions for the courses of instruction, teaching or training to be undertaken by the college.

That the buildings in which the college is to be located are suitable.

- (v) That due provision is made for a library.
- (vi) That where affiliation is sought in any branch of agricultural science, arrangements are made in conformity with the norms prescribed by the UGC/ICAR and as adopted by the University statutes, ordinances and regulations for imparting instruction in the branch of agricultural science in a properly equipped laboratory and/or museum.
- (vii) That the financial resources of the college are such as to make due provision for its continued maintenance and efficient working.
- (viii) That rules fixing the fees for examination purpose to be paid by the students shall be such as are prescribed by the University.
- (ix) That the capacity (student strength) at individual college shall be approved by the concerned authority i.e. State/ Central Government/ ICAR/UGC.
- (x) That the norms including physical facilities for the academic purposes and standards laid down by UGC/ICAR adopted by the University would have to be followed by the affiliated college.
- (xi) That the affiliation would be restricted to the academic Programme only. No financial assistance of any kind would be provided by the University to such affiliated colleges.
- (xii) Once any college is affiliated, it shall be mandatory for that college to implement the directions/advice of the University, failing which, such colleges shall be inviting penalty, which may be financial fine, disallowing future admissions and/or stoppage of affiliation.
- (xiii) Only those bodies/trusts/societies which have been provided permission/NOC for opening a College of Agriculture by the Govt. of Rajasthan shall be eligible to apply for affiliation to the University in the 'Prescribed Application Form'.
- (xiv) The University may appoint such number of visitors as it may deem requisite to inspect any affiliated college or to attend any examination held by any such college or any other affair as the University deems fit. The visitors shall not interfere with the conduct of any training or examination, but shall report to the Vice-Chancellor on the adequacy of the standards including staff, equipment, accommodation, training and other facilities as prescribed by the UGC/ICAR and adopted by the University. The report of the visitor(s) shall be treated as confidential unless in any particular case the Vice-Chancellor otherwise directs.

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- (xv) The University shall be empowered to institute an inquiry into the affairs related to the academics/admissions/affiliation matters/any other, of the affiliated college, for which it shall be mandatory for the affiliated college to provide required information and cooperate.

based on the norms of the UGC/ICAR

2. Procedure for applying for provisional Affiliation.

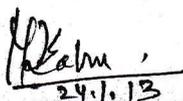
- (i) The prescribed application form shall be made available at a charge of Rs. 2,000/- as Application Form Charges, to those applicants who have been provided NOC by the Govt. of Rajasthan for opening a new College of Agriculture. The person/body requiring application shall have to apply on the letter head and official seal of the body to which NOC has been provided by the Govt. of Rajasthan along with an attested copy of the NOC.
- (ii) Application for affiliation shall be in the prescribed format along with application fees of Rs. 25,000/-. This application shall be valid for only forthcoming academic session.
- (iii) Applicants should have submitted all the required documents to the Govt. of Rajasthan as per the forms and conditions of the NOC, before applying for affiliation. They shall have to enclose a proof of it along with the application, otherwise the application shall be rejected.
- (iv) The applicant/Registered Society/Trust proposing the college shall be required to submit a declaration on a Non-judicial stamp paper of Rs. 100/- along with the application form with an intent of commitment to:
- a) To comply with all the provisions of the Act, the Statutes and Ordinances, Rules and Regulations of the University framed in this regard from time to times as per guidelines of the UGC/ICAR.
 - b) To the effect, that the number of teaching posts, the qualifications of teaching staff and their recruitment/promotion procedures as prescribed by the UGC and adopted by the University and conditions of service shall be in accordance with the Statutes/ Ordinances / Regulations of the University /State Government/UGC, and shall ensure imparting of adequate instruction to the students in the course/Programme of study to be undertaken by the college and that the Student-Teacher Ratio in the college shall be as per the UGC/University norms.
 - c) To the effect 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 the UGC/State Govt. as the case may be, from time to time.
 - d) To the effect that appointment of members of the teaching and non-teaching staff shall be 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.

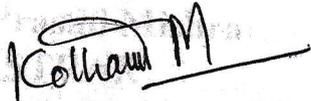
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- e) To the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University based on the norms of the UGC/ICAR.
 - f) To the effect that no student shall be admitted to the Programme of study by the college in anticipation of grant of affiliation.
 - (v) The University shall make a preliminary scrutiny of the application, and if found satisfactory, issue a letter of intent, within a month from the date of receipt of the application by the University to cause an inspection within a period of three months for physical verification of all requirements for the grant of temporary affiliation.
 - (vi) The college shall be subjected to an inspection by the University through a committee of experts nominated by the Vice-Chancellor. The report of the inspection committee shall be submitted by the Chairperson to the Registrar duly filled in and signed by all the members. The inspection report shall be placed in the forthcoming meeting of the Academic Meeting for a decision to grant, or not to grant, temporary affiliation to the college, recording the reasons in writing for its decision within three months of inspection.
 - (vii) If the Academic Council approves the affiliation, the report along with Academic Council recommendation shall be put up to the next BOM meeting. Otherwise it will be returned back to the applicant body of the proposed college for improving the facilities and re-inspection on a future date.
 - (viii) If approved also by the BOM, the University will give a letter for deposition of the annual affiliation fee of Rs. 5.00 lakh, after which the University will issue orders for Annual Affiliation i.e. provisional affiliation which shall be communicated to the applicant body within a month.

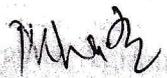
3. Withdrawal of affiliation

The affiliation granted to a college may be withdrawn or modified if the college has failed to comply with any of the provisions of sub-section (2) or the college has failed to observe any of the conditions of its affiliation or the college is conducted in a manner which is prejudicial to the interest of agricultural education as per guidelines of Department of Agricultural Research and Education, Government of India/ICAR and as adopted by the University.

- (ii) The motion for the withdrawal or modification of such affiliation shall be initiated in the Board of Management. Before taking the said motion into consideration, the Board shall send a notice mentioning the grounds of such motion, to the Principal of the College for submitting representation, if any, in writing for consideration within a period specified in the notice.
- (iii) On receipt of the representation, if any, the Board may, after considering the notice and representation and after such inspection by any competent person or Authority as may be deemed fit as also after considering the recommendations of the Academic Council thereon, withdraw or modify the privilege of affiliation from the date specified in the order.
- (iv) If the University decides to withdraw the affiliation of the college, 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 of issue of the order till they pass out the normal duration of Programmes to which they are registered at that time. The University/State Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.


 24.1.13
(Dr. M.P. Sahu)
 Faculty Chairman & Dean


(Dr. P.R. Kothari)
 Director, Student Welfare


(Dr. N.K. Khatri)
 Controller of Examination


(RAJENDRA MISHRA)
 Registrar