

**CENTRE *for* AFFILIATION *of* INSTITUTIONS**  
(formerly Centre for Engineering Partnership)  
**ANNA UNIVERSITY CHENNAI**

**Statutes for Affiliation 2004**

**&**

**Regulations for Affiliation 2004**

**(as amended on 21-02-2007)**



# STATUTES FOR AFFILIATION

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# STATUTES FOR AFFILIATION

## 1 BACKGROUND

Anna University was founded as a unitary type of University under the Anna University Act, 1978. This Act was amended in the year 2001 under the Anna University (Amendment) Act, 2001 converting the Anna University into an affiliating type of University in the State of Tamil Nadu, with jurisdiction over the entire State of Tamil Nadu, excluding the area under Annamalai Nagar.

## 2 DEFINITIONS OF TERMS, AS GIVEN IN THE ANNA UNIVERSITY ACT, 1978 AND THE ANNA UNIVERSITY (AMENDMENT) ACT, 2001

*(a) “affiliated college” means any college or institution, situate within the University area and affiliated to the University and providing courses of study in engineering, technology and allied sciences for admission to the examinations for degrees, diplomas and other academic distinctions of the University and includes a college deemed to be affiliated to the University under this Act and includes an autonomous college;*

*(ac) “autonomous college” means any college designated as an autonomous college by or under the Statutes;*

*(ae) “college” means a college or institution established or maintained by or affiliated to the University and providing any course of study or training in engineering, technology and allied sciences for admission to the examination for degrees, diplomas and other academic distinctions of the University”*

*(b) “constituent college” means every college and institution specified in Schedules I, I-A and I-B*

*(c) “Dean” means the head of constituent college*

*(d) “Director” means the head of research and development or the head of every centre of Advanced Study, as may be prescribed;*

*(f) “Government” means the State Government*

*(ha) “Principal” means the head of an affiliated college*

(i) **“State”** means the State of Tamil Nadu

(j) **“Statutes” “ordinances” and “regulations”** means respectively the Statutes, Ordinances and Regulations of the University made or continued in force under this Act

(k) **“teachers”** means such Deans, Directors, Professors, Assistant Professors, Readers, Lecturers and other like persons as may be declared by the Statutes to be teachers

(l) **“University”** means the Anna University established under Section 3 of the Anna University Act, 1978

(m) **“University area”** means the whole of the State of Tamil Nadu excluding the Annamalai Nagar as defined in clause [a] of Section 2 of the Annamalai University Act, 1928 [Tamil Nadu Act 1 of 1929]

### 3 PROVISIONS UNDER SECTION 29, CLAUSE XVI-a OF THE ANNA UNIVERSITY ACT, 1978 AS AMENDED IN THE ANNA UNIVERSITY (AMENDMENT) ACT, 2001.

29 **Statutes** - Subject to the provisions of this Act, the statutes may provide for all or any of the following matters, namely:-

[xvi-a] **“the conditions of affiliation of colleges to the University”;**

### 4 POWERS TO GRANT OR WITHDRAW AFFILIATION

#### 4.1 Definition of Terms:

“academic programme” means any course of study offered by a college in engineering, technology and allied sciences for admission to the examinations for degrees, diplomas and other academic distinctions of the University.

#### 4.2 Grant of Affiliation to Colleges

The University shall have the power to affiliate any academic programme in any college within the University area, for admission to the examinations for degrees, diplomas and other academic distinctions of the University.

#### 4.3 Suspension or Withdrawal of Affiliation

The University shall have the power at any time after adopting the set procedures, to suspend or withdraw the affiliation granted to an academic programme.

### 5 CONDITIONS TO BE SATISFIED BY COLLEGES SEEKING AFFILIATION

#### 5.1 Society / Trust

A registered society / registered trust may alone be eligible to seek affiliation for academic programmes and it shall satisfy the conditions stipulated in sub Statutes 5.2 to 5.18 so far as they are not inconsistent with the regulations that may be stipulated by the AICTE from time to time.

#### 5.2 Constitution of the Governing Council

The college shall be managed by a regularly constituted Governing Council. The composition, functions and other conditions pertaining to the Governing Council shall be as prescribed in the Regulations.

#### 5.3 Other Bodies of a College

The college shall have a duly constituted Planning and Monitoring Board as prescribed in the Regulations to formulate long term and short-term development programmes for the college to achieve academic excellence in tune with the policies of the University.

The college shall make provision to have an 'Alumni Association' to promote interaction between alumni and the college, as prescribed in the Regulations.

The college shall have a 'Training and Placement Cell' to take care of training and placement requirements of the students, as prescribed in the Regulations.

#### 5.4 Financial Stability

The college shall have adequate financial resources to meet effectively the annual maintenance and development expenditures of the college.

#### 5.4.1 Utilization of Funds and Audit

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.

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.

#### 5.5 Land and Building Requirements

The college shall have adequate land and buildings as prescribed in the Regulations and shall use them only for its academic functions.

#### 5.6 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 in the Regulations.

#### 5.7 Computer Centre

The college shall have a computer centre as a centralized service facility for the use of students and staff as prescribed in the Regulations.

#### 5.8 Library

The college shall have a library consisting of textbooks, reference books, journals and electronic reference facilities, as prescribed in the Regulations.

#### 5.9 Hostels

The college shall make adequate provision for the residence of its students in the campus, as prescribed in the Regulations.

#### 5.10 Staff

The college shall have adequate number of teaching and non-teaching staff appointed on a full time basis, with qualifications and experience as prescribed in the Regulations.

Faculty shall be periodically appraised of their performance to facilitate promotions under Career Advancement Scheme and other faculty improvement / development programmes as prescribed in the Regulations.

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.

#### 5.11 Health Centre

The college shall have a health centre manned by the required medical and para-medical staff, as prescribed in the Regulations.

#### 5.12 Co-Curricular Activities

The college shall have facilities to offer co-curricular activities such as National Cadet Corps (NCC), National Service Scheme (NSS), National Sports Organisation (NSO) and Youth Red Cross (YRC) along with adequate manpower and infrastructure facilities, as prescribed in the Regulations.

#### 5.13 Necessary Amenities

The college shall make available all necessary amenities, as prescribed in the Regulations.

#### 5.14 Discipline

The college shall have a duly constituted 'Discipline and Welfare Committee', as prescribed in the Regulations to maintain harmony and discipline in the college campus including the hostel premises and to redress all grievances of students.

#### 5.15 Maintenance of Registers and Records

The college shall maintain registers and records pertaining to academic, administrative and financial functions of the college, as prescribed in the Regulations and the same may be made available to the University, as and when required.

#### 5.16 Returns from the College

The college shall furnish such returns and other information as the University may require for monitoring the academic functions of the college.

#### 5.17 Conduct of University Examinations

The college shall provide all the required facilities, including sparing of the premises and the staff for the conduct of examinations, invigilation during examinations, and assisting the evaluation process, as directed by the University.

#### 5.18 Conduct of Academic Programmes, other than those Affiliated to University

Starting and conducting of “Study Centres” of Open Universities in the affiliated college premises shall be done only with the prior explicit approval of the University.

Academic programmes leading to the award of degrees, diplomas, certificates and other academic distinctions by other universities / institutions/ organisations shall not be conducted by the affiliated colleges.

### 6 PRE-REQUISITE FOR APPLYING FOR AFFILIATION

Any new college seeking affiliation for its academic programme(s) or every college applying for affiliation for academic programme(s) or for variation in intake in an already affiliated programme(s) should produce the letter(s) of approval from the AICTE as per provisions of the AICTE Act.

## 7 PROCEDURE FOR GRANT / WITHDRAWAL OF AFFILIATION TO A PROGRAMME

### 7.1 Filing Application to the University

Any college applying for affiliation for academic programme(s) or for variation in intake in an already affiliated programme shall apply to the University in the prescribed format within the time limit, as specified in the Regulations.

The college provisionally affiliated for an academic programme shall continue to apply in the prescribed format, every year for the minimum number of years prescribed for the completion of the programme to secure continuation of provisional affiliation.

### 7.2 Inspection Fee

The college submitting the application for affiliation shall have to remit the prescribed inspection fee meant for processing and inspection of the college, as specified in the Regulations.

### 7.3 Inspection Committee

On receipt of the application from the college for affiliation, for each of the academic programme(s) satisfying the pre-requisite for applying for affiliation, an Inspection Committee shall be constituted as per the Regulations. The committee shall inspect and submit a report to the University in the format specified in the Regulations.

### 7.4 Standing Committee on Affiliation

The Standing Committee on Affiliation constituted as per the Regulations shall scrutinize the application for affiliation and review the reports of the Inspection Committees and make appropriate recommendations on affiliation of academic programme(s).

## 7.5 Grant of Affiliation

The decision on grant of affiliation to an academic programme shall be made by the Vice-Chancellor taking into consideration the recommendations of the Standing Committee on Affiliation.

## 7.6 Categories of Affiliation

### 7.6.1 Provisional Affiliation

Whenever, an academic programme of a college is affiliated to the University for the first time, only provisional affiliation shall be granted for a period of one academic year. This process of granting provisional affiliation will be repeated every year for a minimum number of years prescribed for the completion of the academic programme subject to the college satisfying all the requirements for affiliation and thereafter, provisional affiliation may be granted at a stretch for a period of three academic years.

### 7.6.2 Permanent Affiliation

A provisionally affiliated academic programme of a college shall be considered for permanent affiliation, only after three consecutive batches of students have completed their academic programme from the college. This consideration is subject to the satisfactory compliance of all the conditions prescribed by the University for the said programme during the periods of provisional affiliation. The college shall seek permanent affiliation for its provisionally affiliated programme(s) within a period of three 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 three consecutive batches of students have completed their academic programme(s) from the college or the date on which this Statutes comes into force, whichever is later.

If the college fails to seek and qualify for permanent affiliation for the programme(s) within the said period, the provisional affiliation shall not be extended.

A college is said to be affiliated to the University if it offers provisional/permanent affiliated academics programmes.

A college is said to be permanently affiliated to the University, if the college has obtained permanent affiliation at least for three academic programmes.



### 7.7 Affiliation Fee

Affiliation (Provisional / Permanent) shall be granted to any academic programme which is recommended for affiliation only on the remittance of the affiliation fee by the college as prescribed in the Regulations.

### 7.8 Temporary Suspension of Instructions in an Academic Programme

In case of three consecutive years of inadequate enrolment of students in any academic programme of study affiliated (Provisional / Permanent) to the University, it shall be open to a college to suspend the instructions in that programme with the prior permission of the University for a total period not exceeding three consecutive academic years. The instructions in that programme may be revived before the expiry of the suspension period with the prior permission of the University after applying and fulfilling all the requirements for affiliation. If the college fails to revive the instructions in the said programme as aforesaid, the college is deemed to have lost its affiliation to that programme.

### 7.9 Suspension / Withdrawal of Affiliation of an Academic Programme

The affiliation (provisional/permanent) granted to any academic programme(s) in a college may be suspended / withdrawn after adopting the procedures laid down in the Regulations, if the college fails to comply with the provisions made in this behalf or the college has failed to observe / implement any of the conditions of affiliation, or the college has conducted in a manner which is prejudicial to the interests of university education and/or students.



**Regulations for Affiliation (as amended on 21-02-2007)**  
(To read with the “Statutes for Affiliation”)







# REGULATIONS FOR AFFILIATION

*The AICTE Norms and Standards as amended from time to time in respect of Sections – R3, R5, R6, R8, R9, R10, R11, R12, R13 and R16 will be applicable for corresponding provisions of these Regulations.*

R 1 GOVERNING COUNCIL OF A COLLEGE (vide Section 5.2 of the Statutes) \*

## R 1.1 Composition

The Members of the Governing Council 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

8 & 9 – Two academicians of excellence.

10 – Faculty from the University / affiliated colleges

11 – Member Secretary – Principal (ex-officio)

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

The governing of the Government colleges will be as per Government norms.

## R 1.2 Term

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

## R 1.3 Meeting and its Venue







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

## R 1.4 Quorum

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

## R 1.5 Functions

The Governing Council 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, etc.
-  To monitor the students 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.

\* Subject to the outcome of W.P.M.P. No. 36292 of 2004 in W.P. No. 29897 of 2004.

## R 2 PLANNING AND MONITORING BOARD (vide Section 5.3 of the Statutes)

### R 2.1 Composition

The Planning and Monitoring Board (PMB) shall have a minimum of seven members, including the Chairman. All other members will be nominated by the Chairman except the University nominee. The constitution of the PMB will be as follows:

- 1 Principal of the College – Chairman
- 2 & 3 Two senior faculty members of the college
- 4 Senior faculty from University / other college.
- 5 & 6 Two industrial experts in the field of Engineering / Technology
- 7 An expert in the area of Architecture / Civil Engineering

The Planning and Monitoring Board meeting shall be convened not less than twice a year and the interval between two consecutive meetings should not be more than six months.



## R 2.2 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 accreditation 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

## R2A COMPLAINTS CUM REDRESSEL COMMITTEE

### R2A.1 Composition

The composition of the complaints cum redressel committee shall be:

1. Headed by a senior lady member.
2. 50% of the members represented by ladies.
3. A third party either an NGO or an outside activist who is familiar with the issue of sexual harassment in work place.

### R2A.2 Functions

1. To enquire the complaints received from the aggrieved women in respect of sexual harassment.
2. To recommend to the principal of the college, the penalty to be imposed.

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 Council of the colleges.

The Governing Council shall confirm with or without modification the penalty recommended after duly following the prescribed procedure.

R 3 TRAINING AND PLACEMENT OF STUDENTS (vide Section 5.3 of the Statutes)

The Training and Placement Cell shall be headed by an officer of the cadre of Professor / Asst Professor who is responsible for developing linkages between the college and industry / corporate bodies. This Cell shall have minimum facilities such as conference hall, interview room, OHP / LCD projectors and audiovisual facilities.

R 4 ALUMNI ASSOCIATION (vide Section 5.3 of the Statutes)

An Alumni Association shall be formed as soon as the first batch of students has completed the academic programme to promote active interaction between the alumni and the college.

R 5 FINANCIAL STABILITY (vide Section 5.4 of the Statutes)

The college shall fulfill the prescribed norms of the financial requirements for establishing the college (**Annexure 1**).

R 6 LAND AND BUILDING REQUIREMENT (vide Section 5.5 of the Statutes)

R 6.1 Land:

The minimum requirement of land for a college shall satisfy the prescribed norms (**Annexure 1**). The land must be in the absolute ownership and possession of the applicant Registered Society / Trust through a sale deed. In addition to the above, the Registered Society / Trust shall produce the following documents:

- i. A certificate under section 37-B of the Tamil Nadu Land Reforms (Fixation of ceiling on Land) ACT, 1961\*
- ii. Land conversion certificate from the competent authority
- iii. Land use certificate from the competent authority for using the land for educational purpose

\* Subject to the outcome of the pending legal proceedings in W. A. No. 3553 of 2002 etc.

## R 6.2 Building:

The building area consisting of academic / instructional area, administrative area, amenities area and residential area shall be as per the prescribed norms (**Annexure 2**).

The academic / instructional area consists of classrooms, tutorial rooms, drawing halls, laboratories, workshops, computer centre, library, instructional resource centre, seminar hall.

The administrative area consists of Principal's room, visitors lounge, staff room, college office, departmental offices, stores and conference room.

The amenities area consists of canteen, common rooms, rest rooms, recreation centre, hobby centre, gymkhana, alumni association, co-operative stores, health centre, telephone booth, post office, bank extension counter, and offices of NCC, NSS, NSO and YRC.

The residential area consists of student and staff hostels, staff quarters and guesthouse.

All the buildings shall be designed and built adopting the norms prescribed in the National Building Code and local Building Byelaws, after acquiring the necessary planning and building permissions from the appropriate authorities. Necessary structural stability certificate for all the buildings / structures shall be obtained from state PWD officials, not below the rank of a Superintending Engineer. The buildings shall be functionally suitable and preferably be aesthetically designed. Provision of sufficient number of staircases and lifts / ramps shall be provided. Appropriate amenities shall be made available for the convenience of physically challenged students and staff. Sufficient number of fire fighting units shall be provided. Standby generator shall also be provided to ensure uninterrupted power supply to the laboratories and essential services.

## R 6.3 Staff Residences (vide Section 5.5 of the Statutes)

Residential accommodation shall be made available within the campus for the Principal, Heads of Departments, Hostel Wardens, and essential staff including Caretaker, Electrician, Driver, Water supply pump operator, one paramedical staff and Security staff. Norms for building space will be as prescribed (**Annexure 3**).

#### R 7 LABORATORIES AND EQUIPMENT (vide Section 5.6 of the Statutes)

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 of the University. (for space requirement see **Annexure 2**)

#### R 8 COMPUTER CENTRE (vide Section 5.7 of the Statutes)

Every college shall have a computer centre as a centralized service facility for the use of students and staff of the college. The computer centre shall have computer system with CAD facilities, a high-speed printer and a plotter. Number of terminals with P IV Processor: Student ratio shall be 1:4, 1:6, 1:2 and 1:2 for B.E./ B.Tech., B.Arch., M.C.A. and M.B.A. programmes respectively.

Number of terminals on LAN / WAN shall be 50% of the terminals required.

Number of Printers required shall be 10% of the terminals required.

Number of System software and Application software shall be 2 and 8 and 2 and 4 for Engg./Tech. and B.Arch., M.B.A. M.C.A. programmes respectively.

The Head of the Department of Computer Science and Engineering discipline shall also be the Head of the Computer Centre, if the discipline exists in the College. If not, one of the Electrical / Electronics Engineering Heads of the Department will head the centre.

#### R 9 LIBRARY (vide Section 5.8 of the Statutes)

Every college shall have a central library with books and journals as prescribed and shall also update the library periodically as per the recommendations of the University including setting up a digital library (**Annexure 4**).

#### R 10 HOSTELS (vide Section 5.9 of the Statutes)

Every college shall provide necessary hostel facilities for its students, both boys and girls, as prescribed and will also consider providing a staff hostel (**Annexure 5**).

R 11. STAFF PATTERN, QUALIFICATION AND SELECTION PROCEDURE (vide Section 5.10 of the Statutes)

R 11.1 Staff Pattern

Every college shall have the following categories of staff:

- i. Principal and teaching faculty
- ii. Workshop Staff
- iii. Technical Supporting Staff
- iv. Library and Computer Centre Staff
- v. Administrative Staff
- vi. Maintenance staff and other Miscellaneous staff

R 11.2 Faculty

R 11.2.1 Staff : Student Ratio

The overall staff to student ratio shall not exceed the 1:15 for all the programmes except for B.Arch. programme. For B.Arch. programme, it shall not exceed 1:10.

The teacher requirement for Group / Class sizes of formal teaching shall be as given below:

Theory lecture class	one teacher for a maximum of sixty students
Tutorials	one teacher for a maximum of 15 – 20 students
Lab. Practical / Workshop	one teacher for a maximum of 15 students
Drawing	one teacher for a maximum of 20 students
Project work	one teacher for a maximum of 9 students

It is desirable to have 10% staff in excess of the above specification to enable a college to sponsor teacher for Staff Development Programmes and to allow teachers to avail leave to which they are entitled.

R 11.2.2 Faculty Cadre

The faculty cadres shall be as follows:

- i. Lecturer / Lecturer (Senior scale) / Lecturer (Selection Grade)
- ii. Assistant Professor
- iii. Professor
- iv. Principal

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 Engineering / Technology department concerned.

The visiting faculty should not be included for the calculation of number of faculty available in the department concerned.

### R 11.2.3 Faculty Structure and Cadre distribution

#### **Under Graduate Programme**

The faculty requirement for Science and Humanities and General Engineering to support Engineering and Technology programming shall be calculated based on the total sanctioned intake for the I year of all the B.E./B.Tech. Programmes.

The faculty requirement for core Engg. /Tech. for B.E. / B.Tech. programmes shall be calculated based on the total sanctioned intake in the II, III and IV year of the programme concerned.

The faculty requirement for B.Arch./B.Arch (Interior Design), MBA, MCA, M.Sc., B.Sc., programmes shall be calculated based on the total sanctioned strength of all the years of the programmes concerned.

The required cadre ratio of Professor : Assistant Professor : Lecturer shall be 1 : 2 : 6 for all the programmes.

There shall be one Librarian for the Central Library for the college.

There shall be one Director of Physical Education for the Division of Physical Education for the college.


#### **Post Graduate Programmes (Engineering / Technology / Architecture Disciplines):**

There shall be exclusively two Professors and two Assistant Professors or one Professor and three Assistant Professors for each programme. In addition, the services of four Lectures from the respective under graduate programme can be shared for the post graduate programme.

All the faculty members appointed for the postgraduate programme(s) shall be from the relevant area of specialization.

 M.C.A./M.B.A. Programme(s):

The Required ratio for Professor: Assistant Professor: Lecturer shall be 1: 2 : 6.

 B.Sc./ M.Sc. Programmes

The required Staff : Students ratio shall be 1:15 and the cadre ratio for Professor: Assistant Professor: Lecturer shall be 1:2:6 for B.Sc./ M.Sc. programmes.

R 11.2.4 Faculty Selection Procedure

Direct Recruitment

The post of Principal shall be filled by direct recruitment only through an open selection process by advertising in national and regional dailies. Composition of the Selection Committee shall be as given in **Annexure 6**.

The sanctioned post of Lecturer, Assistant Professor and Professor for the college shall be recruited only through an open selection process by advertising in national and regional dailies. Composition of the Selection Committee for such faculty positions shall be as per **Annexure 6**.

 **Career Advancement Scheme**

The promotions under the Career Advancement Scheme (CAS) for the posts of Lecturer (senior scale), Lecturer (Selection Grade), Assistant Professor, Professor and other cadres shall follow the guidelines (**Annexure 7**). All the promotions under the Career Advancement Scheme shall be on “insitu” basis and therefore the work allotment (teaching load etc) will remain the same after promotions. The composition of the Selection Committee for the CAS is the same as that of direct recruitment (**Annexure 6**).

The orders pertaining to appointment as well as relieving/ termination of staff members shall be communicated to the University for approval.

### R 11.3 Qualification, Experience and Scales of Pay

#### **Direct Recruitment**

Minimum qualification, experience, scales of pay and age of superannuation for the Principal and other faculty positions in various disciplines in the college shall be as per the prescribed norms (**Annexure 8**).

### R 11.4 Non-Teaching Staff

Staff such as Technical, Library, Physical Education, Computer Centre, Laboratory, Department, Administrative and other non-teaching staff of the College shall be appointed as per the norms (**Annexure 9**). The procedure for appointment and scales of pay for various categories of posts shall be as communicated by the University from time to time.

### R 12 FACULTY TRAINING AND DEVELOPMENT (vide Section 5.10 of the Statutes)

Teachers shall be provided with opportunities to improve their qualifications through quality improvement programmes. The opportunities shall be provided for pedagogy and professional training for a period of four weeks in every three years. The college concerned shall depute its teachers on duty with salary and shall bear all the expenses for 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.

### R 13 PERFORMANCE APPRAISAL (vide Section 5.10 of the Statutes)

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

### R 14 HEALTH CENTRE (vide Section 5.11 of the Statutes)

Every college shall have a health centre with the basic infrastructure to handle emergency medical needs of students and staff and to meet the periodical medical check up. The centre shall have a medical officer (part-time) and paramedical staff.



R 15 CO-CURRICULAR ACTIVITIES (vide Section 5.12 of the Statutes)

Every college shall have offices of NCC / NSS / NSO / YRC with qualified staff to maintain such units adhering to the rules stipulated by the appropriate authorities. They shall co-ordinate their activities with the respective coordinators at the University in respect of their activities and submission of periodic reports.

R 16 NECESSARY AMENITIES (vide Section 5.13 of the Statutes)

Every college shall provide well maintained necessary amenities such as 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, Drinking Water Facilities and Toilets (for space requirements see **Annexure 2**).

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.

R 17 DISCIPLINE AND WELFARE COMMITTEE (vide Section 5.14 of the Statutes)

The guidelines for the composition and functions of the Discipline and Welfare Committee are given in **Annexure 10**.

R 18 REGISTERS AND RECORDS (vide Section 5.15 of the Statutes)

The college shall maintain the requisite registers and records as specified in **Annexure 11**.

R 19 RETURNS FROM THE COLLEGE (vide Section 5.16 of the Statutes)

The college shall furnish the requisite returns to the University as specified in **Annexure 12**.

## R 20 FORMAT OF APPLICATION FOR AFFILIATION (vide Section 7.1 of the Statutes)

The application format and the documents required for applying for affiliation of an academic programme / variation in intake in an already affiliated programme are given in **Annexure 13**. The last date for the receipt of the completed application will be as intimated by the University.

### R20A Conditions for consideration of application

1. The request for affiliation for the courses with proposed intake other than mentioned in the application will not be considered at the later stages for the academic year concerned.
2. If the approved curricula and syllabi of the proposed programme are not available at the time of application, the programme will not be considered for affiliation.
3. For the architecture programme(s), approval from the Council of Architecture shall also be obtained for the academic year(s) concerned.
4. For B.E.(Marine Engineering), approval from the Directorate General of Shipping shall also be obtained for the academic year(s) concerned.
5. In respect of B.Sc./ M.Sc. programmes, only continuation of provisional affiliation will be considered for the existing programmes and the request for affiliation of new programmes will not be considered. In case of colleges having basic science departments recognized as research centres by the University, affiliation for offering relevant new P.G. programmes in these departments will be considered.

#### R 21 INSPECTION FEE (vide Section 7.2 of the Statutes)

The college submitting the application for affiliation of academic programme(s) shall remit the following inspection fee along with the application towards processing and inspection charges:

- i. Inspection fee for each additional academic programme = Rs. 25,000/-
- ii. Inspection fee for each of the already affiliated programme with increase in intake = Rs. 25,000/-
- iii. Inspection fee for each of the already existing programme with existing / reduction in intake = Rs. 12,500/-
- iv. Inspection fee for permanent affiliation for each of the already affiliated programme with existing / reduction / increase in intake = Rs. 25,000/-

#### R 22 INSPECTION COMMITTEE FOR AFFILIATION (vide Section 7.3 of the Statutes)




Inspection Committee for Affiliation of academic programme(s) shall be constituted by the Registrar from out of the panel of experts approved by the Vice-chancellor from time to time for considering the grant of affiliation for the academic programme(s). The Inspection 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 senior faculty members of the University / colleges, or former faculty members of the University / colleges, or experts from the industries / organizations.

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

The committee shall submit a report to the university in the format as specified in **Annexure 14**.

#### R 23 STANDING COMMITTEE ON AFFILIATION (vide Section 7.4 of the Statutes)

The Standing Committee on Affiliation (SCA) shall be constituted by the University. It shall consist of 5 members as detailed below:

-  Chairman of the committee - A senior academician
-  Three members – from faculty of the University/academicians
-  Member Secretary - Director (Centre dealing with affiliation matters in the University)

The term for the members of the committee shall be 3 years.

The Standing Committee on Affiliation shall scrutinize the applications received from i) the colleges and ii) the reports received from the Inspection Committee on Affiliation and consolidate its recommendations.

The SCA may seek further clarification, if necessary, from the Inspection Committee and / or college/Institution and may make appropriate recommendations on affiliation. The committee shall submit its final recommendations to the Vice-Chancellor.

#### R 24 AFFILIATION FEE (vide Section 7.7 of the Statutes)

The college shall remit the following non-refundable, affiliation (provisional / permanent) fee on receipt of intimation of grant of affiliation (provisional / permanent) from the university:

<b>Provisional Affiliation</b>				<b>Permanent Affiliation</b>	
<b>Existing Programme(s)</b>		<b>Additional Programme(s)</b>		<b>Existing Programme(s)</b>	
<b>Intake</b>	<b>Fee</b>	<b>Intake</b>	<b>Fee</b>	<b>Intake</b>	<b>Fee</b>
With existing / reduction in intake	<b>Rs.25,000/-</b>	<b>Up to a sanctioned strength of 60</b>	Rs.1,50,000/-	Up to a sanctioned strength of 60, irrespective of variation in intake.	Rs.3,00,000/-
With existing intake + Increase in intake up to 30	<b>Rs.50,000/-</b>	<b>From a sanctioned intake of 61 to 120</b>	Rs.2,25,000/-	From a sanctioned intake of 61 to 120, irrespective of variation in intake.	Rs.4,50,000/- less permanent affiliation fee already paid for the sanctioned intake upto 60
With existing intake + Increase in intake above 30 and upto 60	<b>Rs.75,000/-</b>	<b>From Sanctioned intake of 121 to 180</b>	Rs.3,00,000/-	From a sanctioned strength of 121 to 180, irrespective of variation in intake	Rs.6,00,000/- less permanent affiliation fee already paid for the sanctioned intake upto 120.
With existing intake + Increase in intake above 60 and upto 90	<b>Rs.1,00,000/-</b>	<b>From a sanctioned intake of 181 to 240</b>	Rs.3,75,000/-	From a sanctioned strength of 181 to 240, irrespective of variation in intake	Rs.7,50,000/- less permanent affiliation fee already paid for the sanctioned intake upto 180.

**R 25 PROCEDURE FOR SUSPENSION OF AFFILIATION OF AN ACADEMIC PROGRAMME**  
(vide Section 7.9 Of the Statutes)

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 an University authorized inquiring committee to verify the authenticity of the complaints received and / or non compliance of statutory 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.

**R 26 PROCEDURE FOR WITHDRAWAL OF AFFILIATION OF AN ACADEMIC PROGRAMME** (vide Section 7.9 of the Statutes)

The University may withdraw the affiliation (provisional / permanent) of an academic programme(s) of a college, for such period that it may deem fit, provided there are proven evidences for 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 education as revealed after detailed inquiry conducted by a duly appointed committee by the University. The students on rolls are liable to be transferred to other affiliated colleges. No fresh students shall be admitted to that particular academic programme (s) by the college.

**Annexure 1**  
**Norms for Land and Funds**  
(vide Section R 5 & R 6.1)

The norms for land and funds for engineering colleges are as follows:

Requirement of Land (in acres)			Requirement of Fixed Deposit
Others	Metro cities including state capitals	Metro cities (Delhi, Kolkatta, Chennai and Mumbai)	(Rs. in Lakhs)
10 acres * (2.5 acres)	5 acres (2 acres)	3 acres (1 acre)	50

\* Figures within the brackets indicate the norms for colleges offering only Architecture & Planning programme(s)

The land must be in absolute ownership of the applicant Trust / Society through a sale deed. **Lease deed shall not be acceptable as a proof of ownership of land, except when the lease land is allotted by the Government.**

The requirement of land varies with location of the proposed college. It shall be the responsibility of the Trust / Society to prove the proposed location of the college, if the concession for land is sought for.

Under no circumstances, the college could build their infrastructure at a place, which is different from the location approved by the AICTE

**Annexure 2**  
**Norms for Buildings**  
**(vide Sections R 6.2, R 7 & R 16)**

1. General

The ratio of plinth to carpet area for the normal building may be taken as 1.4, while that for Workshop type of space this ratio will be 1.25.

2. Building Space for Instructional Area

Considering the requirements and the sizes of classroom furniture and drawing tables normally used in the college, the following carpet area norms per student are prescribed for class rooms of different sizes and drawing halls.

Type of Rooms	Carpet Area Requirement in sqm. / student	
	Minimum	Desirable
Classification of Size		
Class rooms for 15-20 students	1.3	1.5
Class rooms for 30-40 students	1.2	1.4
Class rooms for 60 students	1.1	1.3
Drawing / examination halls for 60 students	2.5	2.8

Every classroom shall have facilities to use Over Head Projector (OHP), LCD projector, VCR, TV and Video Cassettes.

**Note:** The programme structure of any engineering college degree program will include lectures, tutorials, drawing and design work, laboratory work and seminars / colloquium. The college must have adequate building areas for all these instructional activities.

The student strength in a theory class shall not exceed 60. The class shall be divided into smaller groups of 30 and a teacher is assigned to each group, in case of tutorial work. These smaller groups shall be accommodated in separate rooms. The seminars / colloquium of the senior students shall be conducted with the entire class of a particular discipline.

In the case of workshop practice classes for junior students, which emphasize the skills component of the training, the classes shall be divided into smaller groups and work assigned in different shops. Considering this specific nature of training, the workshop practice classes of junior students can have maximum batch strength of 20 students. However, senior class (i.e. V, VI, VII & VIII semester) shall have batch strength of 15 students as in the case of any other laboratory.

2.1 Number of Drawing Halls

One drawing hall of 175 sq.m. is needed up to the intake of 240 students in first year. If the intake exceeds 240 students per year, then two such halls be provided. The computer graphic laboratories is to be provided separately in the Computer Centre for Engineering & Technology students. For architecture programme, there shall be 5 studios with an area of 200 sq.m. each. For M.B.A. programme, there shall be 3 seminar / conference room with a area of 50 sq.m. each.

## 2.2 Room size for Theory Classes, Tutorial Work and Drawing Halls

The carpet area requirement of the classroom and tutorial room depends upon the number and type of seating arrangement for the students and provisions for a platform, a table and a chair for the teacher. In an Engineering college, very frequently students make use of a data book, a calculator and notebook. As such the student will require slightly more spacious desk as compared to the requirements of classes for students of general education. Further, as the space required for the teacher will remain the same irrespective of the class strength, the per student requirement of carpet area will increase with the decrease in class strength.

Number of classrooms required for the college shall be equal to

$$[\text{Total sanctioned intake for all the years concerned for all the programmes} / 40/60^*] \times 0.75$$

Number of tutorial rooms required for the college shall be equal to

$$[\text{Total sanctioned intake for all the years concerned for all the programmes} / 40/60^*] \times 0.5$$

\*40 for Arch. and Planning and 60 for other programmes.

The drawing halls will have to be provided with drawing tables and stools for the students. The tables must be arranged with passages so that the teacher can approach the drawing table of each student. The drawing halls shall also be provided with a platform for the teacher.









### 3. Laboratories

For B.E./B.Tech., B.Arch and M.C.A. programmes, the area of each laboratory shall be 250 sq.m. for a batch of 30 students, 360 sq.m. for a batch of 40 students and 150 sq.m. for a batch of 30 students respectively.

**Note:** The above areas do not include the rooms of the teaching staff even though such staff rooms are attached to the laboratories. However, they do include the sitting space for the technical supporting staff and storage of laboratory consumables and instruments.

### 4. Workshops

The workshop of an engineering college must have the following shops:

-  Carpentry including Pattern Shop
-  Fitting Shop
-  Smithy Shop
-  Welding Shop
-  Painting and sheet metal shop
-  Foundry shop
-  Machine shop
-  Workshop stores

To accommodate the equipment and infrastructural facilities, to organize the above mentioned course work, to provide facilities for student projects and maintenance of equipment, the workshop of an engineering college must have a minimum carpet area of 900 Sq.m. For B. Arch programme, the area of workshop shall be 100 sq.m.



## 5. Other space in the Department

In addition to the teaching space, the norms for building requirement in a teaching department for other purposes are as given below:

	Carpet Area (Sq. m.)
Head of Department	20
Department Office	25
Faculty rooms	10 per teacher
Library (Departmental)	30
Seminar Room	30
Store	10
Drawing / Reprographic facilities	20

## 6. Building Space for Administrative Office

The Space to be provided for administrative office in the college will be as per norms given below:

	Carpet area (Sq. m.)
Principal's office	30
Strong Room	20
Conference room	100
Reception office	25
Main office	300( for an intake of 240 students per year)
Administrative office	20
Maintenance & Estate office	40

## 7. Students' Activity Centre

This will consist of provisions for the indoor games, gymnasium, dramatics and alumni centre etc. The norms for building are 0.25 sq.m. per student.

## 8. Open Air Theatre

It is desirable to have an open air theatre with an area of about 4000 sq.m. open space along with a 50 sq.m. room and a small raised platform for dais.

## 9. Toilet Blocks

The college building and the hostels shall be provided with adequate number of toilet blocks with urinals, lavatories and washbasins. It shall be necessary to provide adequate toilet facilities for women in the college building.

The norms to be adopted for toilet area shall be as follows:

Education Building	:	10 sq.m. for each unit of 100 students
Hostel	:	75 sq.m. for each unit of 120 students

## 10. Play Fields

The college must be provided with play fields so that the students can have adequate participation in games and sports for healthy and constructive activities within the campus. The facilities anticipated are athletics-track, cricket field, a football field, a hockey field, a volleyball court, a basket ball court, four badminton courts and a tennis court.

## 11. Other Amenities

The norms for space (carpet area) for other miscellaneous amenities are as given below:

	Sq.m.
Canteen	100
Cooperative stores	100
NSS / NSO / NCC/YRC Office	100

**Annexure 3**  
**Norms for Staff Residences**  
(vide Section R 6.3)

The building space for staff residences will be as per norms given below:

Principal	140 sq.m.
Professor	100 sq.m.
Asst. Professor / Lecturer	80 sq.m.
Class III staff	30 Sq.m.
Class IV staff	20 sq.m.

**Annexure 4**  
**Norms for Central Library**  
(vide Section R 9)

The central library for an intake of 240 students will have a carpet area of 400 sqm.

**Books and Journals:**

**a) Books:**

No. of UG programmes (Existing + additional programmes for which affiliation is sought)  $N_1 =$   
No. of PG programmes  $N_2 =$

	Science & Humanities	Engg. / Tech., Arch. & Plan., Management and Computer applications				Total no. of volumes ( $M_1+M_2+M_3$ )	
	No. of volumes ( $M_1$ )	No. of titles (T)	No. of volumes ( $M_2$ )				No. of volumes added for 2006-07 ( $M_3$ )
			If the year of establishment of the college is				
			2005-06	2004-05	2003-04 and earlier		
Required	1000	$250N_1 + 150 N_2 =$	$4T =$	$4T + 1000 =$	$4T + 2000 =$	1000	
Available							
Deficiency %							

**b) Journals:**

Sl. No.	Degree	Programme	National journal			International journal		
			R (Refer norms)	A	% D	R (Refer norms)	A	% D

**Norms:**

Sl. No.	Programmes	Technology Journals	
		National	International
1.	B.E./B.Tech.	6	6
2.	M.E./M.Tech.	-	1
3.	Arch.	5	5
4.	M.B.A.	15	15
5.	M.C.A.	6	6

**Annexure 5**  
**Norms for Hostels**  
**(vide Section R 10)**

**1. Students' Hostel**

If the college is located within 20 km. of a large city, hostel accommodation will be provided for 25% of boys and 50% of girls on enrollment. In case of other locations, hostel accommodation will be provided for 50% of boys and 100% of girls on enrollment.

The boys' hostel will be made as a unit for 120 students while there is no minimum for a girls-hostel unit. The first year students will be accommodated in triple seated rooms while others will be given single seated rooms. The norms for the room areas will be as below:

	Carpet area (sq.m)
Single room	9
Triple seated room	20

The other building space needed in a hostel unit will be as per norm given below:

	Carpet area (sq.m.)
Kitchen and Dining Hall	200
Indoor games cum Common hall	150
Medical room	50 (for all hostels)
Canteen	50
Warden office	18*
Guest rooms (2 nos.)	18*

(\* Four additional rooms of 9 sq.m. each within the hostel blocks)

**2. Teachers' Hostel**






It is desirable to have a hostel type accommodation for 25% strength of the teachers with the norm of 30 sq.m. carpet area per teacher inclusive of an attached toilet room.

## **Annexure 6**


### **Constitution of Staff Selection Committee for Career Advancement / Direct Recruitment of Faculty (vide Section R 11.2.4)**

#### **1. Selection Committee for Lecturer/Asst. Professor/Professor**

The following committee is recommended for all the levels of promotion/direct recruitment.




-  Chairperson of the Governing Council
-  Head/Chairperson of the Department not below the rank of Professor
-  Two subject experts from the University/College
-  Two subject experts from the industry/organisation
-  The Principal of the concerned College

**Note:**


-  At least four members including two outside experts must constitute the quorum.

#### **2. Selection Committee for Principal**

The following committee is recommended for the selection of Principal :

-  Chairperson of the Governing Council
-  Three subject experts not below the rank of Principal from the University/College
-  Three subject experts from the industry/organisation

**Note:**

-  At least four members must constitute the quorum.

The process of selection should include the following in addition to other characteristics decided by the Selection Committee :

- a) Assessment of aptitude for teaching and research.
- b) Ability to communicate clearly and effectively.
- c) Ability to analyze and discuss.

## **Annexure 7**

### **Guidelines For Career Advancement Scheme (vide Section R 11.2.4)**

The Promotions under Career Advancement Scheme will follow the guidelines given below. All the promotions in career advancement will be on 'in-situ' basis and therefore the work allocation (teaching load, etc.) will remain the same after promotions.

#### **1. General**

Minimum length of services for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D. five years for those with M.Phil, M.Tech. and six years for the others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Asst. Professor, the minimum length of services as Lecturer (Senior Scale) shall be uniformly five years.

For movement into grades of Asst. Prof. and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).

An Asst. Professor with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

#### **2. Lecturer (Senior Scale)**

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has:

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil. M.E./M.Tech. and Ph.D.
- (ii) Participated in summer / winter schools of total of 4 weeks or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE).
- (iii) Consistently satisfactory performance appraisal reports.

Scale of pay : Rs. 10,000 – 325 – 15,200

#### **3. Lecturer (Selection Grade)**

Lecturers in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfils the other criteria given below for the post of Asst. Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through research & extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection

Committee, which is the same as for promotion to the post of Asst. Professor. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Asst. Professor and if found suitable, could be given the designation of Asst. Professor.

Scale of pay : Rs. 12,000 – 420 – 18,300

#### 4. Assistant Professor

A lecturer in the Senior Scale will be eligible for promotion to the post of Asst. Professor if she/he has

● Lecturers in the senior scale having Ph.D. degree with 3 years of experience in teaching /industry/research at the level of Lecturer (including the period passed in the grade of Lecturer Senior Scale) or equivalent.

OR

Lecturers in the Senior Scale having Master's degree with 5 years of experience in teaching/industry/research at the level of Lecturer (including the period passed in the grade of Lecturer Senior Scale) or equivalent. Such candidates will be required to obtain Ph.D. degree with in a period of 7 years from the date of his/her promotion to the post of Assistant Professor.

● Made some mark in the area of scholarship and research as evidenced by self-assessment, reports of referees, quality of publication, contribution to education innovation, design of new courses and curriculum and extension activities.

● After placement in the Senior Scale participated in winter / summer school (short-term courses) of total duration of 4 weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified/approved by the AICTE.

● Possesses consistently good performance appraisal reports.

● Promotion to the post of Asst. Professor will be through a process of selection by a Selection Committee to be set up under the Statutes / Ordinances of the concerned Institute / University or other similar committees set up by the appointing authorities.

Scale of pay : Rs. 12,000 – 420 – 18,300

#### 5. Professor

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Asst. Professor after 8 years of service as Asst. Professor.

● The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Asst. Professor to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following:

● Self-appraisal reports (required).

● Research contribution, books, articles, etc published. (At least four papers in Journals required)



• The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

• Seminars / Conferences attended. Must have attended at least 4 seminars / conferences at national or international level or must have attended summer / winter schools (short- term courses) of total duration of 4 weeks.

• Significant contribution to teaching / academic environment / institutional corporate life.

• Adequate Extension and field outreach activities.

• Development of course material / monographs.

• Participation in Continuing Education Programme

• Any other academic contributions

The requirement of consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade) / Assistant Professor.

The requirement for completing the courses would be as follows:

• For Lecturer to Lecturer (Senior Scale), summer / winter schools courses of total duration of 4 weeks would be compulsory.

• Summer / Winter school courses of total duration of 4 weeks for Lecturer (Senior Scale) to Lecturer (Selection Grade) / Assistant Professor.

• The senior teachers like Asst. Professors / Lecturers (Selection Grade) and Professors may opt to attend four seminars / conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend the AICTE approved summer / winter schools to be offered by various approved institutions.

Scale of pay : Rs. 16,400 – 450 – 20,900 – 500 – 22,400



	<p><b>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM INDUSTRY &amp; PROFESSION</b></p>	<p>experience in R&amp;D and patents would be desirable requirements failing which the increments will be stopped until Ph.D is earned.</p> <p>Candidates from Industry/ Profession with First Class Bachelor's degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering / Technology.</p> <p style="text-align: center;"><b>AND</b></p> <p>Professional work, which is significant and can be recognized as equivalent to Ph.D.* degree and with 2 years experience at a position equivalent to lecturer level would also be eligible.</p>
3.	<p><b><u>PROFESSOR</u></b></p> <p><b>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM TEACHING</b></p> <p><b>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM INDUSTRY &amp; PROFESSION</b></p>	<p>Ph.D degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 10 years experience in Teaching (or) 10 years of experience in Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.</p> <p>Candidates from Industry / Profession with Master's degree in Engineering / Technology and with professional work which is significant and can be recognized as equivalent to Ph.D.* degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.</p>
4.	<p><b><u>Director / Principal / Head of Institute</u></b></p> <p><b>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM TEACHING</b></p> <p><b>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM INDUSTRY &amp; PROFESSION</b></p>	<p>Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research.</p> <p>The maximum age for holding the post of Director / Principal shall be 65 years.</p>

- \* Unanimously declared equivalent to Ph.D by a 3-member expert committee duly appointed by affiliating university in case of affiliated institutes, university for others.

**NOTE :**

1. If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class/division.

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE**

GRADE POINT	PERCENTAGE OF MARKS
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

2. If the discipline of Computer Science Engineering/Technology, in lieu of the “First Class degree at Bachelor’s and/ or Master level in the appropriate branch, “a first class Master’s Degree in Computer Science Engineering/ Technology together with a First Class Bachelor’s Degree in any area of Engineering Technology will be acceptable.

Scale of Pay :	Lecturer	:	Rs.8,000 – 275 – 13,500
	Assistant Professor	:	Rs.12,000 – 420 – 18,300
	Professor	:	Rs.16,400 – 450 – 20,900 – 500 – 22,400
	Principal	:	Rs.18,400 – 500 – 22,400 (Minimum to be fixed at Rs.19,400)



SI. No.	CADRE	RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE
	EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION	Master's Degree in the appropriate branch of Engineering/ Technology / Applied Biological Sciences.  AND Professional work, which is significant and can be recognized as equivalent to Ph.D degree and with 2 years experience would also be eligible.
3.	<b><u>PROFESSOR</u></b>  QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING  QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION	Ph.D degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology / Applied Biological Sciences with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.  Candidates from Industry / Profession with Master's degree in Engineering / Technology / Applied Biological Sciences and with professional work which is significant and can be recognized as equivalent to Ph.D degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible
4.	<b><u>DIRECTOR / PRINCIPAL / HEAD OF INSTITUTION</u></b>  QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING  QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION	Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research.  The maximum age for holding the post of Director / Principal shall be 65 years.

\* Unanimously declared equivalent to Ph.D by a 3-members expert committee duly approved by BOG/Senate/ Syndicate/Academic Council.

NOTE : If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class / division.

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE**

<b>GRADE POINT</b>	<b>PERCENTAGE OF MARKS</b>
<b>6.25</b>	<b>55</b>
<b>6.75</b>	<b>60</b>
<b>7.25</b>	<b>65</b>
<b>7.75</b>	<b>70</b>
<b>8.25</b>	<b>75</b>

**Scale of Pay :**

Lecturer	:	Rs.8,000 – 275 – 13,500
Assistant Professor	:	Rs.12,000 – 420 – 18,300
Professor	:	Rs.16,400 – 450 – 20,900 – 500 – 22,400
Principal	:	Rs.18,400 – 500 – 22,400 (Minimum to be fixed at Rs.19,400)







**NOTE : If a class/division is not awarded at B.E or M.E. / Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class / division.**

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE**

<b>GRADE POINT</b>	<b>PERCENTAGE OF MARKS</b>
<b>6.25</b>	<b>55</b>
<b>6.75</b>	<b>60</b>
<b>7.25</b>	<b>65</b>
<b>7.75</b>	<b>70</b>
<b>8.25</b>	<b>75</b>

**MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST  
IN DEGREE LEVEL TECHNICAL INSTITUTIONS**

**D. MANAGEMENT PROGRAMMES**

SI. No.	CADRE	RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE
1.	<p><b><u>LECTURER</u></b></p> <p><b>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM TEACHING</b></p> <p><b>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM INDUSTRY &amp; PROFESSION</b></p>	<p>First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU.</p> <p>Same as above.</p>
2.	<p><b><u>ASST. PROFESSOR</u></b></p> <p><b>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM TEACHING</b></p>	<p>Ph.D. degree or a fellowship of IIMs, ICA or ICWA or other institutions recognized by AICTE, with First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU with 2 years experience in Teaching/ Industry/ Research/ Profession.</p> <p align="center"><b>OR</b></p> <p>First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PGDM Programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU with 5 years experience in Teaching / Industry / Research / Profession. Such candidates will be required to obtain Ph.D. degree or a fellowship of IIMs, ICA Or ICWA or any AICTE approved institution within a period of 7 years from the date of appointment as Assistant Professor failing which the increments will be stopped until same degree is earned.</p> <p>First Class Master's degree in Business Management / Administration/</p>

SI. No.	CADRE	RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE
	<b>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM INDUSTRY &amp; PROFESSION</b>	<p>other relevant management related discipline / PGDBM / PGDM Programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU.</p> <p style="text-align: center;"><b>AND</b></p> <p>Professional work which is significant and can be recognized at national/international level as equivalent to Ph.D* degree and with 2 years managerial experience in Industry/ Profession would also be eligible.</p>
3.	<p><b><u>PROFESSOR</u></b></p> <p><b>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM TEACHING</b></p> <p><b>QUALIFICATION &amp; EXPERIENCE FOR CANDIDATES FROM INDUSTRY &amp; PROFESSION</b></p>	<p>Ph.D. degree or a fellowship of IIMs, ICA or ICWA or any AICTE approved institution with First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU with 10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor.</p> <p>Candidates from Industry/ Profession with First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU.</p> <p style="text-align: center;"><b>AND</b></p> <p>Professional work which is significant and can be recognized as equivalent to Ph.D* degree and with 10 years managerial experience of which at least 5 years should be at a senior level comparable to that of an Assistant Professor would also be eligible.</p>
4.	<p><b><u>Director / Principal / Head of Institute</u></b></p> <p><b>QUALIFICATION &amp; EXPERIENCE FOR</b></p>	

SI. No.	CADRE	RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE
	CANDIDATES FROM TEACHING	Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research.
	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION	The maximum age for holding the post of Director / Principal shall be 65 years.

- \* Unanimously declared equivalent to Ph.D by a 3-members expert committee duly approved by BOG/Senate/ Syndicate/Academic Council.

NOTE : If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class / division.

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE**

GRADE POINT	PERCENTAGE OF MARKS
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75





such a case a minimum of 3 years of work experience would have to be added. Also, the candidate would be required to get a recognized Doctorate in Architecture within 7 years of appointment to the post.

Note 1: If a class/ division is not awarded at Bachelor's level, a minimum of 60% in aggregate shall be considered equivalent to first class/ division. If a grade system is adopted, the Table as below will apply:

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE**

<b>GRADE POINT</b>	<b>PERCENTAGE OF MARKS</b>
<b>6.25</b>	<b>55</b>
<b>6.75</b>	<b>60</b>
<b>7.25</b>	<b>65</b>
<b>7.75</b>	<b>70</b>
<b>8.25</b>	<b>75</b>

<b>Scale of Pay:</b>	Lecturer	:	Rs.8,000 – 275 – 13,500
	Assistant Professor	:	Rs.12,000 – 420 – 18,300
	Professor	:	Rs.16,400 – 450 – 20,900 – 500 – 22,400



## F. Humanities and Sciences Disciplines

S.No.	Cadre	Qualification	Experience
1.	Lecturer	<p>Good Academic record with at least 55% of marks OR an equivalent CGPA at the masters degree level in their relevant subject from an Indian University, OR an equivalent degree from a foreign University</p> <p>Besides, fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) or (SLET) or accredited test for PG and UG level teaching for Lecturers conducted by the UGC, CSIR, or similar tests accredited by the UGC.</p> <p><u>Note:</u></p> <p>i. Candidates having Ph.D. degree are exempted from above tests for UG and PG level teaching.</p> <p>ii. Candidates having M.Phil degree are exempted from above tests for UG level teaching only.</p>	No Minimum requirement
2.	Assistant Professor	Good Academic record with at least 55% of marks OR an equivalent CGPA at the masters degree level and Ph.D degree in the relevant subject	5 years experience in Teaching and/or Research excluding the period spent for obtaining the degrees and has made some mark in the areas of Scholarship as evidenced by quality of Publications, contribution to educational innovation, design of new course and curricula.
3.	Professor	Good Academic record with at least 55% of marks OR an equivalent CGPA at the masters degree level and Ph.D. degree in appropriate branch of Humanities and Sciences (Desirable: Post Doctoral Work in appropriate branch of Humanities and Science)	10 years experience of which at least 5 years should be at the senior level comparable to that of a Assistant Professor in Post graduate teaching, and/or experience in research at the University, National level Institutions, including experience of guiding research at Doctoral level.

Note: If a grade point system is adopted, the CGPA will be converted into equivalent marks and minimum CGPA shall be 6.75 in the ten point scale.

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE**

<b>GRADE POINT</b>	<b>PERCENTAGE OF MARKS</b>
<b>6.25</b>	<b>55</b>
<b>6.75</b>	<b>60</b>
<b>7.25</b>	<b>65</b>
<b>7.75</b>	<b>70</b>
<b>8.25</b>	<b>75</b>

**Scale of Pay:**      Lecturer                               :      Rs.8,000 – 275 – 13,500  
                          Assistant Professor       :      Rs.12,000 – 420 – 18,300  
                          Professor                                    :      Rs.16,400 – 450 – 20,900 – 500 – 22,400

**Minimum Qualification and Experience Prescribed for Teaching Post in Degree Level  
Technical Institutions**

**F. Librarian**

**I. College Librarian (Lecturer Scale)**

Minimum Qualifications:

- a. i. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC
- ii. Master's degree in library science / Information science / documentation or an equivalent professional degree with at least 55% of the marks or its equivalent CGPA and consistently good academic record, computerization of library.

OR

- b. I Class Master's degree in Library Science

Scale of Pay : Rs.8,000 – 275 – 13,500

**II. College Librarian (Senior Scale)**

- i. Master's degree in library science / Information science documentation with at least 55% of the marks or its equivalent CGPA and consistently good academic record:
- ii. Five year's experience as a College Librarian.
- iii. Evidence of innovative library services, published work and professional commitment, computerization of library

Desirable

M.Phil. / Ph.D degree in library science / Information science / documentation / archives and manuscript-keeping, computerization of library.

Scale of Pay: Rs.10,000-325-15,200

**III. College Librarian (Selection Grade)**

Master's degree in library science / information science documentation with at least 55% of the marks or its equivalent CGPA and consistently good academic record:

- i. At least 18 years experience as a College Librarian.
- ii. Evidence of innovative library service and organization of published work.

Desirable

M.Phil / Ph.D. degree in library science / Information Science / documentation / archives and manuscript-keeping.

Scale of Pay : Rs.12,000-420-18,300

**Minimum Qualification and Experience Prescribed for Teaching Post in Degree Level  
Technical Institutions**

**G. Director – Physical Education**

**1. Director of Physical Education (Lecturer-Scale)**

- i. A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with atleast 55% of the marks or its equivalent CGPA and consistently good academic record.
- ii. Record of having represented the university / college at the inter-university / inter collegiate competitions or the State in national championships.
- iii. Passed the Physical fitness test.
- iv. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.

Scale of Pay: Rs.8000 – 275 – 13,500

**2. Director of Physical Education (Senior Scale)**

- (i) Should have completed 6 years of service as University Assistant DPEs / College DPEs with a benefit of 2 years for Ph.D and one year for M.Phil Degree holders.
- (ii) Passed the physical fitness test
- (iii) Should have attended at least one orientation course and one refresher course of about 3 to 4 weeks' duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D degree holders).

Scale of Pay: Rs.10,000 – 325 – 15,200

**3. Director of Physical Education (Selection Grade)**

- a. Completed 5 years of service as University Assistant DPE / college DPE in the senior-scale.
- b. Has attended at least 2 refresher courses of about 3-4 weeks duration with proper and well-defined evaluation procedure after placement in the scale of Rs.3000 – 5000.
- c. Shown evidence of having produced good teams / athletes and of having organized and conducted coaching camps of at least 2 weeks' duration.
- d. Passed the physical fitness test.
- e. Consistently good appraisal report.

Scale of Pay Rs. 12,000 – 420 – 18,300

### **Age of Superannuation**

The age of superannuation of teachers in degree level technical institutions will be 62 years and thereafter no extension in service will be given. However the institute may re-employ a superannuated teacher upto 65 years in accordance with the existing provision(s) in the Statutes / Memorandum of Association and Rules / Schemes, Regulations and By-laws of the institute, as the case may be.

**Annexure 9**  
**Norms for Non-Teaching Staff**  
**(vide Section R 11.4)**

1. Workshop Staff

The Workshop Superintendent shall be of cadre of an Assistant Professor with a nominal teaching workload. The Asst. Superintendent Workshop (ASW) / Foreman in the Workshop shall be given a cadre equivalent to that of Lecturer. The six workshop facilities consist of Carpentry, Welding, Smithy, Machine Shop, Fitting and Sheet Metal Shop. Each of these facilities would have a mechanic and an attendant. All these facilities should be headed by a ASW / Foreman

2. Library Staff

Library shall be provided with the necessary qualified staff to enable it to be available to the staff and students for at least 12 hours in a day. The library shall have at the faculty level one Librarian. In addition, the library will have one assistant librarian and four library assistants as non-teaching staff.

3. Physical Education Staff

There shall be at the faculty level one Director of Physical Education. In addition, there will be one Assistant Director of Physical Education and two Attendants as non-teaching staff.

**4. Administrative Staff and Non-Teaching Staff in the College**

The structure of administrative staff may be as follows:

Registrar / Adm. Officer	1
Medical Officer (Part-time)	1
Office Superintendents*	1-3
Senior Stenographer and PA to Principal	1
Senior Assistant*	3-5
Junior Assistants*	3-8
Mechanics (Electrician, Plumber, Carpenter, etc.)	4
Draftsman / Tracer	1
Drivers*	3
Attendants*	5-10
Watchmen*	5-10

\* As per requirement of the college

**5. Laboratory Staff**

There shall be a teaching staff in charge of each laboratory, assisted by a senior laboratory technician / laboratory technician and an attendant.

## **6. Computer Centre Staff:**







There shall be one System Manager, One System Analyst and at least one Computer Programmer and two Computer Operators in the Computer Centre.

## **7. Department Staff**

Each Department shall have an office with one Assistant and one Attendant.


**Annexure 10**  
**Discipline and Welfare Committee**  
**(vide Section R 17)**

The constitution of Discipline and Welfare Committee shall be as follows:


 One of the senior Heads of the Department	Chairman
 Three Heads of Department	Members
 Warden / Deputy Warden of Boys Hostel	Member
 Warden / Deputy Warden of Girls Hostel	Member
 One Lady Faculty	Member
 Students Counselor (Staff)	Convener

The Governing Council shall nominate the members of the above committee from the panel to be submitted by the Principal of the college

The following are the functions of the committee:

 To examine / inquire and recommend punishments / remedial measure in the cases of:

- i. malpractices in examinations
- ii. indiscipline in the college campus and hostel premises
- iii. complaints of ragging
- iv. complaints of eve teasing and harassment of weaker sections
- v. any other activity that may damage the discipline and harmony of the college

 To visit periodically the campus of the college, including the hostels to recommend improvements in amenities and maintenance of students' facilities.

The committee shall meet at least once in two months to deliberate on issues referred to. However, emergency meeting of the committee can be convened as and when situation warrants. All the meetings shall be convened by the convener with the approval of the chairman.

The committee shall submit its recommendations to the Principal of the college. Based on the recommendations made by the committee, the Principal will implement the decisions forthwith. However, under extraordinary circumstances, the Principal may entertain appeals from the aggrieved persons and take appropriate actions.



**Annexure 11**  
**Registers and Records**  
**(vide Section R 18)**

The college shall maintain and make available the following Registers, Records and Documents as and when demanded by the University:

1. Department wise faculty profile
2. Record of students (programme wise)
3. Department wise Non-Teaching Staff Profile
4. Academic performance record of students (programme wise)
5. Copy of Regulations, curriculum and syllabi (programme wise)
6. Record of Research / Consultancy / Extension activities (department wise)
7. Record of student projects (UG, PG & PhD)
8. Record of Achievements, Award and Recognition (department wise)
9. Master time table and Academic calendar
10. Stock register for equipment
11. Stock register for consumable
12. Stock register for furniture
13. Stock register for tools and plants
14. Accession register for library
15. Register of admissions and dropouts / withdrawals
16. Register of attendance and assessment record (programme wise)
17. Attendance for teaching and non-teaching staff
18. Year-wise audited statement of accounts of the college and also in the format specified by the University
19. Record of scholarships / fellowships / financial assistance for students
20. Cash book of the college
21. Acquittance register
22. Fee receipt books (including counterfoils)
23. Advertisement for recruitment of faculty members
24. Minutes of the meeting of Staff Selection Committee
25. Appointment / offer letters issued to faculty members
26. Joining report of staff members
27. Funds position / bank certificates / FDR copies to indicate financial stability
28. Minutes of the meetings of the Managing Body of the college
29. Minutes of the meeting of the Planning and Development Board
30. Book of Transfer certificate (including counterfoils)
31. Minutes of the meetings of the Registered Society / Trust of the college

**Annexure 12**  
**Returns from the College**  
**(vide Section R 19)**

1. Return of teaching and non-teaching staff as on 30<sup>th</sup> September of the academic year. The curriculum vitae of each staff duly attested by the Principal along 'with recent photograph of the staff with specimen signature affixed on it'.
2. Return of students enrolment as on 30<sup>th</sup> September of the academic year
3. Students intake (admitted) in various programmes in the college as on 30<sup>th</sup> September of the academic year
4. Return on "matriculate"
5. List of gender-wise students registered for various programmes, semester-wise offered by the college as on 30<sup>th</sup> September / 28<sup>th</sup> February
6. Return on eligibility of students admitted from other universities / other states
7. List of students of foreign nationals / NRI admitted in the college
8. Number of minority students admitted under the minority quota in the college
9. List of students issued with Transfer certificates.

**Annexure 13**  
**Format of Application for Affiliation**  
**(vide section R 20)**



**ANNA UNIVERSITY CHENNAI**

**Format of Application seeking Affiliation for the academic year \_\_\_\_\_**  
**(The last date for the receipt of the completed application is \_\_\_\_\_)**

**1. College**

- i. Name :
- ii. Address of the site as approved by the AICTE :
- iii. Is the college functioning at the said-approved site? :
- iv. Telephone Numbers :
- v. Fax Numbers :
- vi. Email :
- vii. Website :
- viii. Year of establishment of the college :
- ix. Category of the College :  
 (please tick the appropriate box)

Non Minority	Minority						
	Linguistic Malayalam	Linguistic Telugu	Linguistic Sourashtra	Religious Christian	Religious Muslim	Religious Jain	Others (specify)

**2. Trust / Society**

- i. Name of the Trust/Society :
- ii. Address of the registered office :
- iii. Registration number :
- iv. Date of registration :
- v. Name of the Chairman/Secretary /  
Correspondent :
- vi. Telephone numbers - Office :  
Residence :
- vii. Fax numbers :
- viii. Mobile numbers :
- ix. Email :

**3. Principal**

- i. Name :
- ii. Qualification :
- iii. Telephone numbers – Office :  
Residence :
- iv. Fax numbers :
- v. Mobile numbers :
- vi. E mail :
- vii. Residential address :

**4. Governing Council** (refer sec. 5.2 of Statutes for Affiliation, Anna University)

Composition:

Sl. No.	Name	Position	Qualification	Present professional position/Occupation	Telephone numbers	Email	Address
1		Chairman					
2		Members					
.							
.							
.		Member Secretary					

**5. Planning and Monitoring Board** (refer sec.5.3 of Statutes for Affiliation, Anna University)

Composition:

Sl. No.	Name	Position (Chairman/Member)	Category	Qualification	Present professional position/Occupation	Telephone numbers	Email	Address
1		Chairman	Principal of the college					
2		Member	Senior faculty member of the college					
3		Member	Senior faculty member of the college					

Sl. No.	Name	Position (Chairman/Member)	Category	Qualification	Present professional position/Occupation	Telephone numbers	Email	Address
4		Member	Senior faculty member from University/other college					
5		Member	Industrial expert in the field of engineering and technology					
6		Member	Industrial expert in the field of engineering and technology					
7		Member	Architect/Civil Engineer					

**6. i. Discipline and Welfare Committee section** (refer sec.5.14 of Statutes for Affiliation, Anna University)

Composition:

<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>	<b>Category</b>	<b>Telephone Numbers</b>	<b>Email</b>	<b>Address</b>
1		Chairman	Senior Head of the Department			
2		Member	Head of the Department			
3		Member	Head of the Department			
4		Member	Head of the Department			
5		Member	Warden/Deputy Warden of Boys' Hostel			
6		Member	Warden/Deputy Warden of Girls' Hostel			
7		Member	Lady faculty member			
8		Convener	Student Counselor (Staff)			

**ii. Complaints cum Redressal Committee** (refer sec.5.3 of Statutes for Affiliation, Anna University)

Composition:

<b>Sl. No.</b>	<b>Name</b>	<b>Category</b>	<b>Profession</b>	<b>Telephone numbers</b>	<b>Email</b>	<b>Address</b>

***Norms for composition:***

- *Should be headed by a senior lady member*
- *50% of the membership of the committee should be represented by ladies*
- *A third party either an NGO or an outside activist who is familiar with the issue of sexual harassment in work place*



**7. Financial Stability of the Trust / Society** (refer sec.5.3 of Statutes for Affiliation, Anna University)

i. Savings Bank / Current Accounts:

Sl. No.	Savings Bank/Current account	Bank Name	Branch	Account number	Balance amount at the end of last financial year (Rs.)	Balance amount as on date (Rs.)

ii. Long term deposits:

Sl. No.	Bank/Govt./Govt. approved institution	Branch	Amount (Rs.)	Date of maturity

iii. Value of Land and building:

Sl. No.	Survey number	Location	Extent (sq.m)	Built up area (sq.m.)	Guideline value (Rs.)	Market value (Rs.)

iv. Endowment

Sl. No.	Created with	Amount (Rs.)	Deposited in the bank (name)	Branch	Instrument No. and date	Date of expiry
	AICTE					
	University					
	State Govt.					



## 10. Existing affiliated programmes:

### A. Details:

Sl. No.	Department	Degree	Programme	Year of introduction	Nature of affiliation (Permanent/Provisional)	Sanctioned intake for the preceding four academic years of the programme				Students admitted including lateral entry and transfer as on roll			
						academic year	academic year	academic year	academic year	Fourth year	Third year	Second year	First year

### B. Affiliation sought for the year of application for existing provisionally affiliated programmes:

Sl. No.	Degree	Programme	Whether affiliation is sought for the year of application?					
			If Yes				If No, answer one of the following and provide the letter of consent from AICTE for the same#	
			Sanctioned intake in the preceding year of application	Additional intake sought for the year of application	Total intake sought for the year of application	AICTE approved intake for the year of application (if available)	Do you want to suspend the programme? If yes, for how many years?	Do you want to phase out the programme?

# Refer sec. 7.8 of 'Statutes For Affiliation'

#### Note:

- For architecture programmes, approval from the Council of Architecture (COA) should be obtained for the academic year concerned in addition to AICTE approval.
- For B.E. – Marine Engineering, approval from the Directorate General of Shipping (DGS) should be obtained for the academic year concerned in addition to AICTE approval.

**11. Additional programme(s) for which provisional affiliation is sought for the year of application**

Sl. No.	Degree	Programme	Intake sought	AICTE approved intake if available

**Note:**

- The request for affiliation will not be considered for the year of application for programmes, which are not mentioned here
- In case the approved curriculum and syllabi of the proposed programme(s) are not available at the time of application, those programme(s) will not be considered for affiliation.

**12. Details of students presently studying in all the years:**

Sl. No.	Programme	Total Students		Number of students - religion wise										Number of students – community wise																								
														Hindus					Muslims		Christians																	
		Hindus		Muslims		Christians		Others		SC		ST		MBC		BC		OC		OBC		OBC																
		B	G	T	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G														
Total																																						

B - Boys, G – Girls, T - Total

**13. Faculty- qualification and experience**

For faculty qualification and experience refer Statutes Section 5.10 and Regulations R 11 and Annexure 8 of Statutes and Regulation for Affiliation

**i. Principal:**

**A. Qualification**

Principal name with stamp size photo	Date of birth and age	Qualification with class obtained starting from the highest degree	Corresponding specialization	Date of joining	Scale of pay	Present basic pay	Total emoluments	Signature

**B. Experience**

Position and years of experience					
Teaching			Industry		
Institution	Position	Years	Institution	Position	Years

Note:

- Principal may be shown as a Professor in the engineering/technology department concerned.

**ii. Engineering/Technology Faculty belonging to the Department offering programme – Provide information separately for each department.**

Department:

**A. Name of the HOD**

(Provide the details in the format given below at the appropriate place along with other faculty members)

B. Name of the B.E. / B.Tech. programme:

C. Details of faculty available for the B.E./B.Tech. programme in the department:

a. Qualifications

Sl. No.	Name of the Faculty member with stamp-size photo	Regular/Visiting	Designation	Qualification with class obtained starting from the highest degree	Corresponding specialization	Date of birth and age	Date of joining the present post	Scale of pay	Present basic pay	Total emoluments	Signature of the faculty member

b. Experience

Sl. No.	Name of the Faculty member	Previous experience					
		Teaching			Industry		
		Institution	Position	Years	Organisation	Position	Years

D. Name of the M.E. / M.Tech. programme:











**vi. M.B.A.**

A. Name of the HOD

(Provide the details in the format given below at the appropriate place along with other faculty members)

B. Details of the faculty:

a. Qualification

Sl. No.	Name of the Faculty member with stamp-size photo	Regular/Visiting	Designation	Qualification with class obtained starting from the highest degree	Corresponding specialization	Date of birth and age	Date of joining the present post	Scale of pay	Present basic pay	Total emoluments	Signature of the faculty member

b. Experience

Sl. No.	Name of the Faculty member	Position and years of experience								
		Teaching			Industry					
		Institution	Position	Years	Organisation	Position	Years			

**vii Architecture – Provide information separately for each programme**

A. Name of the Department:

B. Name of the HOD

(Provide the details in the format given below at the appropriate place along with other faculty members)

C. Name of the programme:





## 14. Faculty – requirements and availability

**Note:** To calculate the faculty requirement,

- for Science & Humanities and General Engineering to support Engg. & Tech. programmes, the total sanctioned intake for the 1 year of all the B.E. / B.Tech. programmes alone are to be considered.
- for core Engg. / Tech., of B.E./B.Tech. programmes, the total sanctioned intake for the academic years \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (3 preceding years) are to be considered.
- for B.Arch./B.I.D./M.B.A./M.C.A./M.Sc./B.Sc. programmes, the total sanctioned strength all the years are to be considered.

### i. Consolidated faculty details for science & Humanities (for supporting Engg. & Tech. programmes)

Designation	Maths	Physics	Chemistry	English	Gen. Engg.	Total
<b>Professor</b>						
Assistant Professor						
Lecturer						
<b>Grand Total (A)</b>						

S.No.	Degree	Programme(s)	Total Sanctioned Strength* (S)	Professor			Asst. Prof.			Lecturer			Total no of faculty members available (T = A1+ A2+ A3)	SSR 1: S/T
				R#	A1	D (%)	R#	A2	D (%)	R#	A3	D (%)		

Total Sanctioned strength of all the B.E./B.Tech. Programmes,

including variation in intake for existing programme and intake

sought for additional programmes, for the academic year of application (**S<sub>1</sub>**) :

Total no. of faculty members required (**R**) (=S<sub>1</sub>/15) :

% Deficiency [(1- A/R) x100] :

ii. Consolidated faculty details for all the programmes except M. E./M. Tech.

* Academic years to be considered for the calculation of total sanctioned intake (S)					
Programmes	B.E./B.Tech.	B.Arch./B.I.D.	M.B.A. / M.Sc.(2 years)	M.C.A.	M.Sc.(5 years)
Academic years	(II, III & IV year) (3 years)	(I to V year) (5 years)	(I & II year) (2 years)	(I, II & III year) (3 years)	(I to V year) (5 years)

**R** = Required, **A<sub>i</sub>** = Available, **D** = Deficiency, **SSR** = Staff : Student Ratio

# To calculate **R**, for different cadres, for a given total sanctioned strength **S**, refer **ANNEXURE I** for all programmes except B.Arch.

For B.Arch. programmes refer **ANNEXURE II**

iii. Consolidated faculty details for M.E./M.Tech.

Sl. No.	Name of the Programme(s)	Qualification	Required	Available	Deficiency %
1.		Ph.D.	1		
		M.E./M.Tech.	2		
		Total	3		
2.		Ph.D.	1		
		M.E./M.Tech.	2		
		Total	3		

iv. Are training and development opportunities given to faculty members?

If so provide details.

v. Is performance appraisal system followed for faculty members?

If so provide details.

15. Non-teaching staff:

For norms refer Statute Section 5.10 and Regulation R 11.4 and Annexure 9 of the Statutes and Regulation for Affiliation





**16. Laboratory: Provide Department-wise details separately as Enclosure**

i. Space:

Name of the Department:

Norm :

- *In respect of Engg. & Tech. programmes the required area per laboratory shall be 250 sq.m and for workshop 900 sq.m. for a batch of 30 students.*
- *In respect of B.Arch programmes the required area per laboratory shall be 360 sq.m and for workshop 100 sq.m. for a batch of 40 students.*
- *In respect of M.C.A. programmes the required area per laboratory shall be 150 sq.m for a batch of 30 students.*

Sl. No.	Name of the Laboratory	Area of the laboratory available (sq.m.)	Deficiency %

ii. Laboratory Equipment

(Provide the information in the format given below for each laboratory course separately in respect of all the semesters concerned for the UG&PG programmes applied for in the department)

(Refer [www.annauniv.edu](http://www.annauniv.edu) and select 'Affiliation icon' or [www.annauniv.edu/cai](http://www.annauniv.edu/cai) for requirements of laboratory equipment)

Degree:

Programme:

Semester:

Regulation: R2001/R2004/R2004 revised/R2005

Name of the Laboratory Course:

List of equipment required for a batch of 30 students for U.G./ 25 students for P.G.:

Sl. No.	Name of the equipment/software	Quantity required	Quantity available	Deficiency %

**17. Central Computing Facility**

i. Area:

Area required (sq.m.)	Area available (sq.m.)	Deficiency %
150		



Bandwidth: 510 Kbps

Number of nodes with Internet connection: 30

For colleges offering only Architecture programmes:

Bandwidth : 510 Kbps

Number of nodes with Internet connection : 15

## 18. Library

i. Area:

Area required for an intake of 240 students (sq.m.)	Projected Area (sq.m.)	Area available (sq.m.)	Deficiency %
400 (100 for colleges having only Architecture programmes)			

ii. Books and Journals:

a) Books:

No. of existing UG programmes

$N_1 =$

No. of existing PG programmes

$N_2 =$

	Science & Humanities	Engg. / Tech., Arch. & Plan., Management and Computer applications				Total no. of volumes ( $M_1 + M_2 + M_3$ )	
	No. of volumes ( $M_1$ )	No. of titles (T)	No. of volumes ( $M_2$ )				No. of volumes added for the year of application ( $M_3$ )
			If the year of establishment of the college is				
			One year before the year of application	Two years before the year of application	Three years and earlier the year of application		
Required	1000	$250N_1 + 150N_2 =$	$4T =$	$4T + 1000 =$	$4T + 2000 =$	1000	
Available							
Deficiency %							

b) Journals:

Sl. No.	Degree	Programme	National journal			International journal		
			R (Refer norms)	A	% D	R (Refer norms)	A	% D

**Norms:**

Sl. No.	Programmes	Technology journals	
		National	International
1.	B.E./B.Tech.	6	6
2.	M.E./M.Tech.	-	1
3.	Arch.	5	5
4.	M.B.A.	15	15
5.	M.C.A.	6	6

## 19. Class Rooms

### *Norms for Class Room Capacity:*

<i>Area (sq.m)</i>	<i>Capacity</i>
<b>66</b>	<b>60</b>

i. Class Rooms available in the whole college

Sl. No.	Area (length x width) in square metre	Number of rooms	Type of roof (RCC/asbestos)	Capacity (for calculation, refer norms given above)
Total				

ii. Summary:

Sl. No.	Required	Available	Deficiency %
1	[Total class room capacity required for the college (C) = 0.75 x total sanctioned intake in all the years for all the programmes] =		
2	Number of Class rooms required for the college = C/60 =		

## 20. Drawing Halls

i. Number of drawing halls required

**Norm:**

- Number of drawing halls required for B.E./B.Tech programmes = [Total sanctioned intake for the college / 240]
- Number of studios required for B.Arch programme is 5.
- Number of conference rooms required for M.B.A. programme is 3.

Sl. No.	Programmes	Number of drawing halls required (Total sanctioned intake for the college / 240)	Number available	Deficiency %

ii. Area of the drawing hall

**Norm:**

<i>Programme</i>	<i>Area required for each drawing hall</i>
1. B.E./B.Tech	175 sq.m.
2. B.Arch.	200 sq.m.
3. M.B.A.	50 sq.m.

Sl. No.	Programmes	Area of the each drawing hall required (sq.m.)	Area of the drawing hall available (sq.m.)	Deficiency %
Total				

## 21. Other building space

### i. Central facility

Sl. No.	Building space for	Building space required (sq.m) *	Projected space required (sq.m.)*	Available (sq.m.)	Deficiency %
1.	Principal's office	30 (20)	30 (20)		
2.	Administrative office	20 (20)	20 (20)		
3.	Reception office	25 (25)	25 (25)		
4.	Main office	300 for an intake of 240 students/year (50)			
5.	Strong room	20 (20)	20 (20)		
6.	Conference room	100 (25)	100 (25)		
7.	Drawing/reprographic facility	20 (20)	20 (20)		
8.	Maintenance and estate office	40 (40)	40 (40)		
9.	Students activity centre	0.25/student (0.25/student)			
10.	Open air theatre	4000	4000 50		
11.	Toilets in education building	10 for each 100 students (10 for each 100 students)			
12.	Canteen	100 (100)	100 (100)		
13.	Co-operative store	100 (30)	100 (30)		
14.	NSS/NSO/NCC/YRC office	100 (30)	100 (30)		

\* (Figures within the brackets indicate the requirements for Architecture programme)



- ii. Department facility: Provide details department wise  
Name of the department:

Sl. No.	Building space for	Building space required (sq.m.)	Projected space required (sq.m.)	Available (sq.m.)	Deficiency %
1	HOD	20	20		
2	Department office	25	25		
3	Faculty	10/teacher			
4	Department library	30	30		
5	Seminar	30	30		
6	Store	10	10		

- iii. Staff residence:

Sl. No.	Building space for	Building space required in sq.m.	Projected space required (sq.m.)	Available (sq.m.)	Deficiency %
1	Principal	140	140		
2	Professor	100			
3	Asst. Prof./Lecturer	80			
4	Class III staff	30			
5	Class IV staff	20			

## 22. Hostels:

Distance between the location of the college and the city:

### Norms:

	<u>Carpet Area (sq.m.)</u>
Single room	9
Triple seated room	20

### i. Boys' Hostel:

#### Norms:

- For the first year students a maximum of three in a room and for others single seated rooms to be provided.
- Total hostel capacity required for boys is 25% of boys' strength in the college if the college is located within 20 kms of a large city
- Total hostel capacity required for boys is 50 % of boys' strength in the college if the college is situated in other locations.
- Accommodation for 120 students is to be considered as one hostel unit.

### A. Details

Sl. No.	Block number	Carpet area of room (sq.m.)	Room capacity (a) (refer norms given above)	Number of rooms (b)	Capacity per Block (c) = (a) x (b)
Total					

### B. Summary:

Total hostel capacity required for boys (refer norms given above)	Total hostel capacity available for boys	Deficiency %

### ii. Girls Hostel:

#### Norms:

For the first year students a maximum of three in a room and for others single seated rooms to be provided.

Total hostel capacity required for girls is 50% of girls' strength in the college if the college is located within 20 km of a large city

Total hostel capacity required for girls is 100 % of girls' strength in the college if the college is situated in other locations.

A. Details:

Sl. No.	Block number	Carpet area of room (sq.m.)	Room capacity (a) (refer norms given above)	Number of rooms (b)	Capacity per Block (c) = (a) x (b)
Total					

B. Summary:

Total hostel capacity required for girls (refer norm given above)	Total hostel capacity available for girls	Deficiency %

iii. Other related building areas:

Sl. No.	Description of the area	Required carpet area (sq.m.) per hostel unit of 120 students	Projected area required (sq.m.)	Available carpet area (sq.m.)	Deficiency %
1.	Kitchen and Dining Hall	200			
2.	Indoor games cum Common hall	150			
3.	Medical room (for all hostels)	50	50		
4.	Canteen	50			
5.	Warden office	18			
		Additional four rooms of 9 sq.m. each within the blocks			
6.	Guest rooms	18 (2 nos.)			
		Additional four rooms of 9 sq.m. each within the blocks			
7.	Toilets	75			

iv. Details of Teachers' Hostel available:

(It is desirable to have a hostel type accommodation for 25% strength of the teachers with the norm of 30 sq.m. carpet area per teacher inclusive of an attached toilet room.)

### 23. Physical Education

Sl. No.	Description	Details
1	Total area of the play ground	
2	Details of the outdoor games available	1.
		2.
		3.
		4.
3	Details of the Indoor games available.	1.
		2.
		3.
		4.
4	Details of gymnasium available	1.
		2.
		3.
		4.
5	Fund allotted to Physical Education	

### 24. Training and Placement Cell

i. Details of the staff:

Sl. No.	Name	Designation	Department

ii. Facilities available:

Sl. No.	Item	Available (Y/N)
1	Conference hall	
2	Interview room	
3	OHP	
4	LCD projector	
5	Audio visual facilities	

**25. Alumni Association:**

Is alumni association functioning in the college? Y/N

**26. Other amenities:**

## i. Health Centre:

Sl. No.	Name of the staff	Designation	Qualification	Specialization	Experience

## ii. Others

Sl. No.	Amenity	Available (Y/N)
1	Vehicle parking stand	
2	Transport facilities for staff and students	
3	Bank /Extension counter facility	
4	Telephone facility	
5	Drinking water facility	
6	Generator (min. 25 KVA)	

**27. Registers and Records**

Sl. No.	Name of Register/Record	Is it maintained? (Y/N)
1)	Department wise faculty profile	
2)	Department wise Non-Teaching Staff Profile	
3)	Register of attendance and assessment record (programme wise)	
4)	Attendance for teaching and non-teaching staff	
5)	Advertisement for recruitment of faculty members	
6)	Minutes of the meeting of Staff Selection Committee	
7)	Appointment / offer letters issued to faculty members	
8)	Joining report of staff members	
9)	Record of students (programme wise)	
10)	Academic performance record of students (programme wise)	
11)	Record of student projects (UG, PG & PhD)	
12)	Register of attendance and assessment record (programme wise)	
13)	Record of scholarships / fellowships / financial assistance for students	
14)	Book of Transfer certificate (including counterfoils)	

Sl. No.	Name of Register/Record	Is it maintained? (Y/N)
15	Copy of Regulations, curriculum and syllabi (programme wise)	
16	Record of Research / Consultancy / Extension activities (department wise)	
17	Record of Achievements, Award and Recognition (department wise)	
18	Master time table and Academic calendar	
19	Accession register for library	
20	Stock register for equipment	
21	Stock register for consumable	
22	Stock register for furniture	
23	Stock register for tools and plants	
24	Minutes of the meetings of the Governing council of the college	
25	Minutes of the meeting of the Planning and Monitoring Board	
26	Minutes of the meetings of the Registered Society / Trust of the college	
27	Year-wise audited statement of accounts of the college and also in the format specified by the University	
28	Cash book of the college	
29	Acquittance register	
30	Fee receipt books (including counterfoils)	
31	Funds position / bank certificates / FDR copies to indicate financial stability	

## 28. Certificates

The **originals** of the following are to be produced for verification at the time of inspection to the inspection committee members (**copies need not be enclosed along with application**)

Sl. No.	Certificate	Available (Y/N)
1.	Village field map / Field measurement book sketch	
2.	College site map / plan.	
3.	Existing building plan.	
4.	Building sketch [details of Rooms, Laboratories, Stores, Library etc. for all the floors]	
5.	Building plan proposed.	
6.	Irrevocable Trust Registration Deed.	
7.	Documentary proof for ownership of lands exclusively earmarked for the College.	
8.	Legal opinion from not below the rank of the Govt. pleader on the ownership of land and extent of coverage.	
9.	Land use Certificate from an appropriate authority (RDO) and Land conversion certificate from the Directorate of Town & Country planning.	
10.	# Certificate under Section 37 (B) of Tamil Nadu Land Reforms (Land fixation and Ceiling) Act, 1961.	
11.	# State Government permission for starting the College.	
12.	AICTE approval for the programme(s) (copy to be enclosed).	
13.	Documents showing the financial viability of the college [details of financial budgeted revenue and expenses statements (Current year)].	
14.	Composition of the Governing council.	
15.	Master Time – Table for all courses and all sections with classroom arrangements.	
16.	Audited statement of accounts of the college for the past three years.	
17.	Certificates for fire/boiler/electrical safety from competent authorities.	
18.	Certificate from Health Inspector.	
19.	Certificate from PWD Superintendent Engineer for the structural stability of the building	
20.	Building and equipment insurance certificate.	

# The application for affiliation will be considered without prejudice to the right of the University requiring the production of certificate under Section 37B of Tamil Nadu Land Reforms (LC) Act 1961 and the permission of the Government to establish the college required under Section 5 (ac) of Anna University Act, 1978 subject to the verdicts of the Hon'ble High Court of Madras.



## 29. Inspection fee:

Details of Inspection fee remitted: (The D.D. has to be enclosed with the application)

Sl. No.	Programmes for which affiliation is sought for the year of application	Inspection fee per programme	Number of programme(s)	Total Amount (Rs)
1.	Inspection fee for each additional academic programme	Rs. 25,000/-		
2.	Inspection fee for each of the already affiliated programme with increase in intake	Rs. 25,000/-		
3.	Inspection fee for each of the already existing programme with existing / reduction in intake	Rs. 12,500/-		
4.	Inspection fee for permanent affiliation for each of the already affiliated programme with existing / reduction / increase in intake	Rs. 25,000/-		
Grand Total				

D.D. No. \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Bank & Branch \_\_\_\_\_

*(The D.D. to be drawn in favour of 'The Director, Centre for Affiliation of Institutions, Anna University Chennai, Chennai – 600 025)*

**30. Endorsement of the Principal**

I, Thiru. /Tmt \_\_\_\_\_ son/daughter of Thiru. \_\_\_\_\_ on behalf of the (college name) \_\_\_\_\_ hereby declare that the particulars furnished in the application are correct to the best of my knowledge.

**Principal**  
(Name in Capital Letters)

Place:

Date:

### 31. Declaration by the Management

I, Thiru/Tmt \_\_\_\_\_ son/daughter of Thiru. \_\_\_\_\_ on behalf of the trust, viz., \_\_\_\_\_ hereby declare that the particulars furnished in the application are correct to the best of my knowledge. No programme(s) will be started without the prior approval of the AICTE and the grant of affiliation by the Anna University for the academic year concerned and all the original documents related to the particulars given in the application will be produced at the time of inspection and whenever called for.

**Chairman/Secretary**  
(Name in Capital Letters)

Place:

Date:

## ANNEXURE I

(Refer Item 15(ii) of the Application for Affiliation)

**FACULTY REQUIREMENT FOR A GIVEN TOTAL SANCTIONED STRENGTH (S) FOR ALL  
ACADEMIC PROGRAMMES EXCEPT FOR B.ARCH. PROGRAMMES**

Total sanctioned strength (S)	No. of faculty members required (R)			
	Professor	Asst. Prof.	Lecturer	Total
30	1/0	1/2	2	4
45	1/0	1/2	2	4
60	1/0	1/2	2	4
75	1/0	1/2	3	5
90	1	1	4	6
105	1	1	5	7
120	1	1	6	8
135	1	2	6	9
150	1	2	7	10
165	1	2	8	11
180	1	2	9	12
195	1	2	10	13
210	1	3	10	14
225	1	3	11	15
240	1	3	12	16
255	1	3	13	17
270	2	4	12	18
285	2	4	13	19
300	2	4	14	20
315	2	4	15	21
330	2	4	16	22
345	2	5	16	23
360	2	5	17	24
375	2	5	18	25
390	2	5	19	26
405	3	6	18	27
420	3	6	19	28
435	3	6	20	29
450	3	6	21	30
465	3	6	22	31
480	3	7	22	32
495	3	7	23	33

Total sanctioned strength (S)	No. of faculty members required (R)			
	Professor	Asst. Prof.	Lecturer	Total
510	3	7	24	34
525	3	7	25	35
540	4	8	24	36
555	4	8	25	37
570	4	8	26	38
585	4	8	27	39
600	4	8	28	40
615	4	9	28	41
630	4	9	29	42
645	4	9	30	43
660	4	9	31	44
675	5	10	30	45
690	5	10	31	46
705	5	10	32	47
720	5	10	33	48
735	5	10	34	49
750	5	11	34	50
765	5	11	35	51
780	5	11	36	52
795	5	11	37	53
810	6	12	36	54
825	6	12	37	55
840	6	12	38	56
855	6	12	39	57
870	6	12	40	58
885	6	13	40	59
900	6	13	41	60
915	6	13	42	61
930	6	13	43	62
945	7	14	42	63
960	7	14	43	64
975	7	14	44	65
990	7	14	45	66
1005	7	14	46	67

## ANNEXURE II

(Refer Item 15(ii) of the Application for Affiliation)

**FACULTY REQUIREMENT FOR A GIVEN TOTAL SANCTIONED STRENGTH (S) FOR B.ARCH.  
PROGRAMMES**

Total sanctioned strength (S)	No. of faculty members required (R)			
	Professor	Asst. Prof.	Lecturer	Total
20	1/0	0/1	3	4
30	1/0	1/2	2	4
40	1/0	1/2	2	4
50	1/0	1/2	3	5
60	1/0	1/2	4	6
70	1/0	1/2	5	7
80	1/0	1/2	6	8
90	1	2	6	9
100	1	2	7	10
110	1	2	8	11
120	1	2	9	12
130	1	2	10	13
140	1	3	10	14
150	1	3	11	15
160	1	3	12	16
170	1	3	13	17
180	2	4	12	18
190	2	4	13	19
200	2	4	14	20

**ANNEXURE 14**  
**Report of the Inspection Committee for Affiliation**  
**(vide Section R22)**



**ANNA UNIVERSITY CHENNAI**  
**CHENNAI - 600 025**

**Inspection Report for the Grant of Affiliation, year of application**

1. Name & Address of the College :

2. Name of the Members of the Inspection committee

- i. Chairman -
- ii. Member -
- iii. Member -
- iv. Member -

3. Programmes Inspected

Sl.No.	Degree	Programme	Type of Affiliation granted for the previous academic year	Sanctioned Intake for the previous academic year	Intake to be considered for the year of application
1.					
2.					
3.					
4.					
5.					

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**Table 1 - PRINCIPAL**

*(Common to all programmes offered at college)*

Assigned Weightage (W)	Is Regular Principal Available / Not Available?	If Available				
		Name of the Principal	Date of Joining	Is the age of the Principal as per AICTE norms (65 years or less) (Yes / No)	Is the qualification of the Principal as per AICTE norms (Yes / No)	Secured Marks *  (5 / 0)
5						

- \* - (i) 5 marks to be awarded if the Principal satisfies all the AICTE norms.  
(ii) 0 mark to be awarded if the Principal is not available / not eligible.

**Table 2 - LIBRARY - Books and General Ambiance**

*(Common to all programmes offered at college)*

Category	Assigned Weightage (W)	Required	Available	Existing Deficiency % (D)	Secured Marks $M=W \times (100-D)/100$
<b>Volumes</b>					
M <sub>1</sub>	2	1000			
M <sub>2</sub>	2				
M <sub>3</sub>	3	1000			
General Ambiance	1				
Total (A)					

M<sub>1</sub> - Number of volumes required to be available for Science and Humanities

M<sub>2</sub> - Number of volumes required to have been procured upto June \_\_\_\_\_ (one year before the year of application to be given)

M<sub>3</sub> - Number of volumes required to have been added after June \_\_\_\_\_ (one year before the year of application to be given)



**Table 3 - GENERAL FACILITIES**  
(Common to all programmes offered at college)

Sl. No	Details	Grade#	Grade Point#
A.	Central Computing Facility (such as No. of terminals, LAN connection and softwares)		x=
B.	1. Financial viability		y <sub>1</sub> =
	2. Class room		y <sub>2</sub> =
	3. Power supply - Capacity of transformer (KVA)... - Capacity of standby generator(KVA)...		y <sub>3</sub> =
	4. Water supply (Availability of potable water)		y <sub>4</sub> =
	5. Approach road		y <sub>5</sub> =
	6. Hostels (Boys and Girls)		y <sub>6</sub> =
	7. Canteen facility		y <sub>7</sub> =
	8. Playground (Gymnasium, Facilities for indoor & outdoor games)		y <sub>8</sub> =
	9. Student amenities (Such as chilled drinking water supply, lights and fans in all classrooms, common rooms, Recreation room, Reading room, communication, Photo copying and toilets for boys and girls)		y <sub>9</sub> =
	10. Transport (availability of buses and charges collected)		y <sub>10</sub> =
	11. Medical facilities		y <sub>11</sub> =
	12. Safety certificates		y <sub>12</sub> =
	13. Special amenities for physically challenged persons		y <sub>13</sub> =
	14. Co-curricular activities (N.S.S, N.C.C, N.S.O, Y.R.C)		y <sub>14</sub> =
	15. Auditorium, seminar and conference halls		y <sub>15</sub> =
	16. Placement and Training facilities		y <sub>16</sub> =
	17. Maintenance of records		y <sub>17</sub> =
	18. Functioning of Planning and Monitoring Board, Discipline and Welfare committee, and Complaint cum Redressal committee		y <sub>18</sub> =
	19. Alumni Association (If applicable)		y <sub>19</sub> =
	20. General ambience		y <sub>20</sub> =
Total marks secured for general facilities = $[3 \cdot x] + [7 \cdot (\sum y_i) / 20]$			

- Refer 'Table – GP' in Annexure - I

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## PROGRAMMEWISE EVALUATION

<b>Date and Time of the Inspection</b>	
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1. Name & Address of the College :

2. Name of the Programme :

3. Faculty

3.1. B.E. / B. Tech.

**Table 4a**

To be used if the year of introduction of the programme is in the academic year \_\_\_\_\_ (three years before the year of application to be given) or before

Category	Faculty cadre	Assigned Weightage (W)	Required	Available	Existing Deficiency % (D)	Secured Marks $M=W \times (100-D)/100$
<b>Engineering</b> (for II, III and IV year of the programme concerned)	Staff : Student Ratio *	20	<b>1:15</b>	$T^@/(A+B+C)$ =	Not applicable	
	Professor	7		A =		
	Asst. Professor	8		B =		
	Lecturer	Not Applicable		C =		Not applicable
Science & Humanities <b>(for 1 year of all the existing programmes)</b>	All the cadres put together	10				
<b>Total</b>						

@ - Total sanctioned intake of II, III and IV year, T = \_\_\_\_\_

\*- Refer '**Table – SSR 1**' in Annexure - I for weightage

To be used if the year of introduction of the programme is in the academic year \_\_\_\_ (two years before the year of application to be given)

Category	Faculty cadre	Assigned Weightage (W)	Required	Available	Existing Deficiency % (D)	Secured Marks $M=W \times (100-D)/100$
<b>Engineering</b> (for II and III year of the programme concerned)	Staff : Student Ratio *	20	<b>1:15</b>	$T^@ / (A+B+C) =$	Not applicable	
	Professor	5		A =		
	Asst. Professor	5		B =		
	Lecturer	Not Applicable		C =		Not applicable
Science & Humanities ( <b>for I year of all the existing programmes</b> )	All the cadres put together	15				
					Total	

@ - Total sanctioned intake of II and III year, T = \_\_\_\_\_

\* - Refer 'Table – SSR 1' in Annexure - I for weightage

To be used if the year of introduction of the programme is in the academic year \_\_\_\_ (one year before the year of application to be given)

Category	Faculty cadre	Assigned Weightage (W)	Required	Available	Existing Deficiency % (D)	Secured Marks $M=W \times (100-D)/100$
<b>Engineering</b> (for II year of the programme concerned)	Staff : Student Ratio *	20	1:15	$T^@/(A+B+C) =$	Not applicable	
	Professor + Asst. Professor	5	(Prof. +AP)	A =		
	Lecturer	Not Applicable		B =		Not applicable
Science & Humanities (for I year of all the existing programmes)	All the cadres put together	20				
Total						

@ - Total sanctioned intake of II year, T = \_\_\_\_\_

\* - Refer 'Table – SSR 1' in Annexure - I for weightage

### 3.2 B. Arch.

**Table – 4b**

Faculty cadre	Assigned Weightage (W)	Required	Available	Existing Deficiency % (D)	Secured Marks $M=W \times (100-D)/100$
Staff : Student ratio *	25	1:10	$T^@/(A+B+C) =$	Not applicable	
Professor	10		A =		
Asst. Professor	10		B =		
Lecturer	Not Applicable		C =		Not applicable
Total					

@ - Total sanctioned intake of I, II, III, IV and V year, T = \_\_\_\_\_

\* - Refer 'Table – SSR 2' in Annexure - I for weightage

### 3.3 M. Sc.

**Table – 4c**

<b>Faculty cadre</b>	<b>Assigned Weightage (W)</b>	<b>Required</b>	<b>Available</b>	<b>Existing Deficiency % (D)</b>	<b>Secured Marks M=W x (100-D)/100</b>
Staff : Student ratio *	25	1:15	$T^@/(A+B+C) =$	Not applicable	
Professor	10		A =		
Asst. Professor	10		B =		
Lecturer	Not Applicable		C =		Not applicable
Total					

@ - Total sanctioned intake of I and II year, T = \_\_\_\_\_

\*- Refer 'Table – SSR 1' in Annexure - I for weightage

### 3.4 M.E./M. Tech.

**Table – 5a**

<b>Qualification of the Faculty member (in the field of specialization)</b>	<b>Assigned Weightage (W)</b>	<b>Required</b>	<b>Available #</b>	<b>Existing Deficiency % (D)</b>	<b>Secured Marks M=W x (100-D)/100</b>
Ph.D.	20	1			
M.E./M.Tech.	30	2			
Total					

# Faculty members already taken into account for B.E./B.Tech. programmes should not be considered here.

### 3.5.M.B.A.

**Table – 5b**

<b>Faculty cadre</b>	<b>Assigned Weightage (W)</b>	<b>Required</b>	<b>Available</b>	<b>Existing Deficiency % (D)</b>	<b>Secured Marks</b> $M=W \times (100-D)/100$
Staff : Student ratio *	30	1:15	$T^@/(A+B+C) =$	Not applicable	
Professor	10		A =		
Asst. Professor	10		B =		
Lecturer	Not Applicable		C =		Not applicable
Total					

@ - Total sanctioned intake of I and II year, T = \_\_\_\_\_

\* - Refer 'Table – SSR 1' in Annexure - I for weightage

**3.6.M.C.A.**

**Table – 5c**

<b>Faculty cadre</b>	<b>Assigned Weightage (W)</b>	<b>Required</b>	<b>Available</b>	<b>Existing Deficiency % (D)</b>	<b>Secured Marks</b> $M=W \times (100-D)/100$
Staff : Student ratio *	30	1:15	$T^@/(A+B+C) =$	Not applicable	
Professor	10		A =		
Asst. Professor	10		B =		
Lecturer	Not Applicable		C =		Not applicable
Total					

@ - Total sanctioned intake of I, II & III year, T = \_\_\_\_\_

\* - Refer 'Table – SSR 1' in Annexure - I for weightage

#### 4. LIBRARY - Journals

***Table - 6***

Programmes	Assigned Weightage (W)	Required			Available			Existing Deficiency % [100(T <sub>1</sub> -T <sub>2</sub> )/T <sub>1</sub> ] (D)	Secured Marks M =W x (100-D) / 100 (B)
		National	Inter-national	Total (T <sub>1</sub> )	National	Inter-national	Total (T <sub>2</sub> )		
B.E./B.Tech.	2	6	6	12	(Max. 6)				
M.E./M.Tech.	2	-	1	1	--	*			
B.Arch.	2	5	5	10	(Max. 5)				
M.B.A.	2	15	15	30	(Max. 5)				
M.C.A.	2	6	6	12	(Max. 6)				

\* - International Journal should be in the field of specialisation and also it should be ensured that the Journals available for M.E./M.Tech should be over and above the requirement for the related B.E./B.Tech Programme.

<b>Total marks for Library (A)<sup>®</sup> +(B)</b>	
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<sup>®</sup>For the value of (A), refer "Table 2 - Library – Books and General Ambience"

## 5. LABORATORY

*Table – 7*

Sl. No.	Regulation	Year / Semester	Code No. and Name of the Laboratory	Grade *	Grade Point * Xi
1.					
2.					
3.					
4.					
5.					
..					
..					
N-1					
N					
Grade Point Average (GPA) = $(\sum x_i) / N$					
Total Marks = <b>GPA x 30</b> for UG programmes and <b>GPA x 25</b> for PG programmes with laboratory courses					

N = Total No. of Laboratory Courses

\* - Refer 'Table – GP' in Annexure – I

## 6. TOTAL MARKS SECURED

### 6.1 B.E./B. Tech./B.Arch./M. Sc.

*Table – 8*

S. No	Parameter	Maximum Marks	Marks secured
I.	Principal (Refer Table 1)	5	
II.	Faculty (Refer Table 4a/4b/4c as the case may be)	45	
III.	Library (Refer Table 2 & 6)	10	
IV.	Laboratory (Refer Table 7)	30	
V.	General Facilities (Refer Table 3)	10	
Total		100	



**6.2 M.E./M.Tech. / M.B.A./M.C.A. (to be used for programmes with laboratory courses)**

**Table – 9a**

<b>S. No</b>	<b>Parameter</b>	<b>Maximum Marks</b>	<b>Marks secured</b>
I.	Principal (Refer Table 1)	<b>5</b>	
II.	Faculty (Refer Table 5a/5b/5c)	50	
III.	Library (Refer Table 2 & 6)	<b>10</b>	
IV.	Laboratory (Refer Table 7)	25	
V.	General Facilities (Refer Table 3)	10	
Total		100	

**6.3 M.E./M.Tech. / M.B.A./M.C.A. (to be used for programmes without any laboratory course)**

**Table – 9b**

<b>S. No</b>	<b>Parameter</b>	<b>Maximum Marks</b>	<b>Marks secured</b>
I.	Principal (Refer Table 1)	<b>5</b>	
II.	Faculty (Refer Table 5a/5b/5c)	50	
III.	Library (Refer Table 2 & 6)	<b>10</b>	
IV.	General Facilities (Refer Table 3)	10	
Total		75	(M)
Marks secured out of 100 (M x 1.33)			

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## 7. Steps taken towards variation in intake requested for

*(information to be obtained from the college irrespective of the availability of AICTE approval)*

a.	Number of additional faculty members appointed	Science and Humanities	Engineering
b.	Are additional laboratory requirements made available?	Yes	No
c.	Number of additional classrooms created		
d.	Number of additional hostel rooms created	Boys	Girls
e.	Any Other information		

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## EVALUATION OF ADDITIONAL PROGRAMMES

*(information to be obtained from the college irrespective of the availability of AICTE approval)*

<b>Name of the College</b>			
<b>Name of the Programme</b>			
a.	Number of additional faculty members appointed	Science and Humanities	Engineering
b.	Is separate building constructed for the proposed programme?	Yes	<b>No</b>
c.	Are additional laboratory requirements made available?	Yes	No
d.	Number of additional classrooms created		
e.	Number of additional hostel rooms created	Boys	Girls
f.	Any Other information		

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## INSPECTION REPORT - SUMMARY YEAR OF APPLICATION

<b>Date and Time of the Inspection</b>	
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1. Name & Address of the College :
  
2. Marks secured by each Programme inspected:

SI.No.	Degree	Programme	Marks Secured out of 100
1.			
2.			
3.			
4.			
5.			

### INSPECTION COMMITTEE

	Name	Signature
Chairman		
Member		
Member		
Member		

For office use only

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