



Sardar Patel University, Mandi
(A State Government University)



E-mail ID: registrarsvpcumandi@gmail.com

Phone: 01905-292495

No. SPU- Mandi/Academic/35/2022. 4127-39

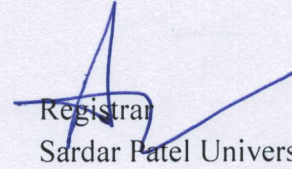
Dated: 01st June, 2022

“Academic Branch”

Notification

Pursuant to the decision taken by the Govt. of Himachal Pradesh vide Letter No. EDN-A-Ka(1)-17/2021, Dated 20/05/2022 and as per the affiliation requirements of the Sardar Patel University Mandi, I am directed to forward the guidelines along with necessary Annexures A to E (Application Form, List of Essential Documents, Undertaking, Land Title Certificate, Revised Inspection/Provisional Affiliation/Temporary Affiliation/Permanent Affiliation/Annual Continuation Affiliation fee) related to the affiliation of colleges for all the Colleges/Institutions affiliating/associating with Sardar Patel University, Mandi from the academic session 2022-23 for information and necessary compliance.

Encls:- As above


Registrar
Sardar Patel University, Mandi

No. SPU- Mandi/Academics/35/2022.

Dated: 01st June, 2022

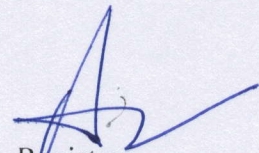
Copy forwarded to the following for information & further necessary action:-

1. The Secretary to the Chancellor, H.P. Raj Bhawan, Shimla-2.
2. The Secretary, University Grant Commission, Bahadurshah Jafar Marg, New Delhi.
3. The Principal Secretary/Additional Secretary (Hr. Education) to the Govt. of H.P. Shimla-2.
4. PS to Vice Chancellor, Sardar Patel University, Mandi
5. Pro-Vice Chancellor, Sardar Patel University, Mandi
6. The Director of Higher Education to the Govt. of H.P. Shimla-1.
7. The Dean-cum-Director, College Development Council, Sardar Patel University, Mandi.
8. The Dean of Academic Affairs, Sardar Patel University, Mandi.
9. All the Deans and HODs, Teaching Department, Sardar Patel University, Mandi.
10. All the Principal of (Govt./Pvt/B.Ed./Professional) Colleges affiliated to/associated with Sardar Patel University with a copy of guidelines. All the Principals are further requested to submit complete record/proposal for grant of privilege of affiliation/extension of affiliation (provisional/(temporary/permanent) in respect of all courses as per new guidelines for the academic session 2022-23 immediately for constitution of Inspection Committee (if required) failing which admission of the various courses will not be entertained for the academic session 2022-23. Further, the Private/B.Ed/Professional Colleges are directed /advised to submit the security charges as mentioned in the

Regulations at the earliest.

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11. **The Finance Officer, Sardar Patel University, Mandi with the request to create a new Budget Head/Account so that Security Charges & affiliation/Inspection fee may be deposited in the same account/Head and all the expenditure related to affiliation/Inspection or other expenses may be charged from the new affiliation account/Budget Head.**
12. The Secretary to VC/SPS to the Vice-Chancellor/Registrar, Sardar Patel University, Mandi.
13. All the Dealing Supdts/Dealing Asstt.(Affiliation) Academic Branch. Sardar Patel University, Mandi.
14. Guard file.



Registrar



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Sardar Patel University, Mandi
(A State Government University)



E-mail ID: registrarsvpcumandi@gmail.com

Phone: 01905-292495

No. SPU- Mandi/Academics/35/2022.-1127-39

Dated: 01st June, 2022

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GUIDELINES FOR AFFILIATION OF COLLEGES

Sardar Patel University, Mandi guidelines for grant of provisional/temporary/permanent affiliation and continuation of affiliation (Guidelines for granting No-objection-Certificate to start various courses in the State of H.P. in the Private Sector) respectively were adopted and notified).

1. Norms/Guidelines apply to the under mentioned courses and already running different courses by this University:-

- (i) Graduate Courses in Arts, Science, Journalism, Commerce, Law including BBA and BCA.
- (ii) Post Graduate Courses in Arts, Science, Media/Journalism, Commerce, Law, Business Administration including in Sanskrit PGDCA.
- (iii) Graduate & Post Graduate Courses in Sanskrit, and
- (iv) Any other course(s) like Education, Management and alltype of Professional courses etc. which may be started in near future.

2. Application fee:-

Each application is to be made as per Form at Annexure A with its supporting documents as per Annexure B, C, D and E and accompanied with a bank draft of Rs. 25,000/- for each Course/Unit (neither refundable nor adjustable) in favour of the Finance Officer, Sardar Patel University, Mandi or deposited in University account directly and so as to reach in the office of the Registrar. However, the Vice-Chancellor at his discretion on the merit of the case may condone the delay in the submission of application after due date with the late fee as prescribed from time to time.

3. Security Charges:-

A sum of Rs. 5.00 lacs for each Course/Unit is to be deposited in the University Account as security deposit to ensure compliance of these norms which will be refundable as per provisions of Accounts Manual of Sardar Patel University, Mandi.

4. Eligibility Criteria for Provisional/Temporary Affiliation:-

The Proposed college/institute seeking provisional affiliation, at the time of application/inspection by the University, shall satisfy the following requirement(s) in respect of any of them prescribed by the University Grants Commission and State Government:-

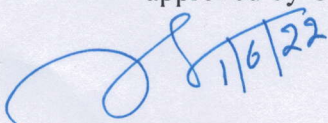
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- a) Undisputed ownership and possession of land measuring not less than 2 acres/10 Bighas/20 Kanals/7500 sq. metres or as prescribed by the concerned Regulatory Body, preferably at one place and shall have open ground/space for extracurricular activities of minimum 500 square metres. Existing Private College/Institute will not be considered for additional course(s)/programme(s) if they are running in residential area or do not fulfill the above mentioned requirement.
- b) Academic building sufficient to accommodate the faculties, lecture/seminar rooms, library, laboratories etc. and sitting space per student should be at least 10 square feet.
- c) Number of teaching and non-teaching staff as per University Grants Commission/Regulatory Body or State Government Norms.
- d) Necessary laboratory equipments and any other thing etc. as prescribed by the university Grants Commission/Regulatory Body concerned, if any.
- e) In the first year not more than three undergraduate courses with maximum intake of 60 students in each course for Undergraduate and 30 for Postgraduate course will be permitted.
- f) The institute/College will follow the reservation guidelines of the Government of Himachal Pradesh.
- g) The Institute/College will follow the fee structure as decided by the Government of Himachal Pradesh/Sardar Patel University, Mandi.
- h) All registers and records including audited statement of accounts, as required to be maintained under the Regulation(s) Order(s) of the UGC/State Government/University shall be maintained and made available as and when required for inspection.
- i) All the affiliated/associated/constituent Colleges/Institutes will appoint a PIO under RTI Act, 2005 and supply a copy of the same to the University. The Registrar, Sardar Patel University, Mandi will be the Ist Appellate Authority.
- j) Any other order(s)/Instruction(s) issued by the University Grants Commission/Regulatory Body/State Government or and Himachal Pradesh University.

5. Procedure for granting Provisional/Temporary Affiliation:-

The application to start a new college/Institute and to get it provisionally/temporarily affiliated can be submitted by the Central/State Government Institutions/Colleges and Trust/Society and shall submit the following certified copy(s) of the following documents:

- a) Copy of NOC received from the State Government and certified copies of registration of the Society/Trust along with details of Constitution and Memorandum of Association;
- b) Letter from the Competent Authority designated by the Government concerned for classification of land and its location as Metropolitan or other areas;
- c) Land Use Certificate from the Competent Authority designated by the Government concerned;
- d) Registered land/Govt. leased land documents in the name of the applicant/Society/Trust;
- e) Appropriate order from the Govt. permitting the Society/Trust to start the college/institute with details of the course/programmes intended to be offered;
- f) Building Plan of the proposed college/institute prepared by a registered Architect and approved by Competent Authority Designated by the Govt. concerned;



- g) Registered documents by the registered Society/Trust earmarked land and buildings for the proposed college/institute;
- h) Policy with regard to teaching/non-teaching recruitment, retention, development etc. Provided, if the University is satisfied on preliminary scrutiny of the application/documents issue a **letter of Intent** to cause an inspection for which prescribed fee as per Annexure E is to be deposited within a period of one month for physical verification of all the requirements of the grant of provisional/temporary affiliation.

6. Eligibility Criteria of Permanent Affiliation:

A college who wishes to get permanent affiliation shall apply to the Sardar Patel University, Mandi at any time after completing five years of temporary affiliation in the prescribed proforma along with a fee of Rs. 50,000/- (Rupees fifty thousand only) neither refundable nor adjustable in favour of the Finance Officer, Sardar Patel University, Mandi. The procedure for granting permanent affiliation shall be the same as for granting provisional/temporary affiliation given in the Regulations.

Provided, if the University decides not to grant permanent affiliation to the college for reasons to be recorded in writing, or its failure to meet the conditions/requirements for getting such affiliation, the college/institute may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application, but the permanent affiliation will not be given in any case to the College/Institute who is not fulfilling all the conditions.

Provided further, if the College/Institute needs certificate to the effect that the College/Institute has been granted provisional/temporary/permanent affiliation then a fee of Rs. 500/- be deposited in University account.

7. Continuation of Affiliation:

Every College have to deposit the temporary/permanent/continuation of affiliation along with prescribed fee as per Annexure-E before the start of session i.e. 30th June otherwise the University has a right either to withdraw the affiliation of the concerned Institute/College or to take other action as it may deem fit.

8. Eligibility to apply for addition of new course(s) of study:

Any proposal for adding new course(s) shall be considered by the University only after ensuring the following equitable distribution of facilities of higher education, having due regard in particular, to the need of the unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction:

- a) Any proposal for raising the existing undergraduate college to postgraduate college level shall be considered by the University only after satisfactory completion of three years of the under graduate programme and the proposed buildings, qualified faculty and other infrastructure facilities are fully created as per The Regulations;

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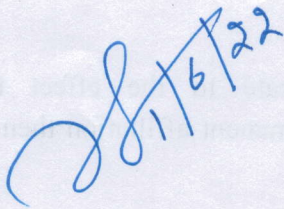
- b) Each application for addition of a new temporary course or for upgrading the existing programme to post-graduate level shall be accompanied by a fee of Rs. 50,000/- (Rupees fifty thousand only) in favour of the Finance Officer, Sardar Patel University, Mandi.
- c) The procedure for granting additional new course temporary affiliation shall be the same as for granting temporary affiliation given in the Regulations.

9. Penalties:-

Penalties may be imposed on the College/Institutions granted temporary/permanent affiliation on failure and /or deviation to comply with the Regulations.

The College/Institutions who has been granted temporary/permanent affiliation does not complete the conditions made by the Inspection Committee(s)/ University, the Executive Council may take such action as it may deem fit.

Provided if any college/institute included under section 2(f) and receiving UGC Grants under section 12 (B) is found guilty of violation of the Regulations, the UGC may take such action as it may deem fit, including that of withholding the grants to the concerned college/institute and/or delisting the said college/institute from the list of colleges affiliated by the University.


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APPLICATION FOR GRANT OF PROVISIONAL/TEMPORARY/PERMANENT AFFILIATION TO ESTABLISH/RUN COURSE(S) PROGRAMME(S) SUCH AS UNDER GRADUATE COURSES IN ARTS, SCIENCE, COMMERCE, LAW, SANSKRIT, MEDIA/JOURNALISM, INCLUDING BBA AND BCA ETC. AND OTHER POSTGRADUATE COURSES ETC. IN THE PRIVATE SECTOR.

A. General Particular/Information

1	Name of the Institution/College	
2	Postal address in full with Pin Code	
3	Telephone No/Fax No./E-Mail	
4	Nearest Town with distance in Kms, if located in rural area.	
5	Name of the Course(s)	
6	No. of Units/Intake proposed (including whether it is for New Programme or for additional intake in a recognized programme).	
7	Academic Year (including the month) from which the programme is proposed	
8	Type of affiliation: (Provisional/Temporary/Permanent)	
9	Type of Institution (Boys/Girls/Co-education)	
10	Details of application fee: a) Amount b) Draft No. and date c) Name of the Bank	

B. Type of Management:

1.	Indicate if the Institution is to be Managed by the Society/Trust. A copy each of the certificate of Registration, Memorandum of Association/Bye laws etc. should be attached.	
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C. Infrastructural facilities:

1	Indicate if land is available in the name of the society/trust.	
2(i)	If the course is proposed to be started in a building already constructed following details /documents may be furnished:- a) Approved building plan with the details of Area floor/Room wise. b) Total plinth area. c) Completion certificate from the local authority.	
(ii)	If a building is yet to be constructed, the following Details/Documents should be furnished. a) Site Plan b) Approved building plan with details of area floor/room wise. c) Date of commencement of construction. d) Likely date of completion of construction.	
(iii)	Pending construction of own building, details of buildings identified for starting the course.	
(iv)	If more than one building has been identified. Distance from one building to the other be given.	
(v)	Usable area of the building(s) in sq.mts	
(vi)	Are water, electricity and toilet facilities available?	
(vii)	Location of the building-whether residential or non-residential	
3.	Following specified details of accommodation may be furnished:-	
		No. of Rooms
		Area in sq.mtrs.
	Class Rooms	
	Principal Room	
	Faculty Room	
	Library	
	Learning Resource Centre	
	Office Room	
	Store Room	
	Hall	
	Common Room	
	Canteen	
	Laboratories	
	Hostel (Separate for Boys & Girls)	
4.	Give details of space available for outdoor (play ground etc.)/indoor games.	
5.	Give Full detail of furniture etc	

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D. Curriculum Transaction:-

	Indicate the steps that are being taken for recruiting teaching staff and non- teaching staff for the course (give the procedure of recruitment and composition of selection committee).	
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E. Instructional Facilities:-

1.	Details of laboratory facilities such as Science, laboratory/Psychology laboratory/ Education technology and media laboratory etc. alongwith available equipment and software and hardware facilities may be given.	
2.	Give details of laboratory equipment, Computer Hardware and Software and other teaching aids etc.	
3.	Following details may be furnished: a) Details of playfields, multipurpose hall/gymnasium for indoor sports. b) Details of various equipments for games and sports. c) Facility of health education and anatomy and psychology lab alongwith the details of equipment.	
4.	Give detail of books, magazines, journals, audio visual aids, teaching aids and play material.	

F. Finance:-

1	Indicate the source of finance and funds available for running the institutions/programme.	
2	Has the institution deposited Rs. 5.00 lacs as security with the University, if so, give details in case provisional affiliation has already been granted?	

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G. Other Information:

1	Details of other courses if any, being run by the institution:		
	<u>Name of the course</u>	<u>Intake</u>	<u>Duration</u> <u>Provisional/Temporary/Permanent Affiliation.</u>
2	Details of other institutions, if any being run by the Society/Trust/Board.		
	<u>Name of Institution</u>	<u>Course Conducted</u>	

Place:

()

Name & Designation
of the applicant with the
seal of institution

Date:

Correspondence Address:

Pin Code _____

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LIST OF ESSENTIAL DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FOR GRANTING PROVISIONAL/TEMPORARY/PERMANENT AFFILIATION.

- I. Prescribed Fee of Rs. 25,000/- or Rs. 50,000/- (Non-refundable) in the form of acrossed Demand Draft payable to the Finance Officer, Sardar Patel University, Mandi or detail/proof of depositing the fee in the University account for seeking Provisional/Temporary Affiliation or Permanent Affiliation.
- II. Undertaking in Non-Judicial Stamp Paper as per the Format given in Annexure-C.
- III. Copy of Approved Building Plan.
- IV. A crossed Demand Draft payable to the Finance Officer, Sardar Patel University, Mandi for Rs. 5.00 lacs (Rupees five lacs only) as Security Money in case provisional affiliation has been sought/granted.
- V. A copy of each of the certificate of Registration, Memorandum of Association and Bye laws in case the institution is managed by a Society/Trust, if already submitted with provisional affiliation application, may inform of the changes, if any.
- VI. Copies of valid land documents along with a Land title Certificate as per the format given in Annexure-D to be issued by a Revenue Officer not below the rank of Tehsildar, if already submitted with provisional affiliation application, may inform of the changes, if any.
- VII. A sworn affidavit verifying the contents given in the application form and the documents attached therewith. The affidavit must be attested through a First Class Magistrate/SDM/ADM.

Note:-

If the application is found incomplete i.e. without the essential documents, the institution may be asked to fill the gaps in the application on or before starting of the session or visit of the Inspection Committee whichever is earlier.

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UNDERTAKING

That, I have read and understand the contents of the application and the same are true and correct on the basis of my personal knowledge and on the basis of records of the institution.

In connection with my/our application for grant of Provisional / Temporary/Permanent affiliation of _____ (Name of the Institution) to conduct _____ course with _____ intake/additional intake and hereby undertake to comply with the following:

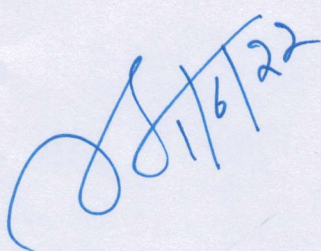
- I. That infrastructural, instructional and other facilities has been/shall be provided as per the norms, standards and guidelines prescribed from time to time.
- II. That admission to the course will be made only after provisional/Temporary/ Permanent affiliation is granted by the University.
- III. That the Management will make adequate funds available for providing satisfactory facilities and for proper programme implementation.
- IV. That the Management will appoint the Public Information Officer under RTI Act.2005 and make available information sought by applicant.

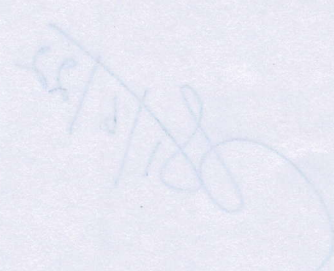
(Signature of the authorized designation Authority along with his/her official Position and office seal)

Place: _____

Name in Block Letters

Date: _____


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LAND TITLE CERTIFICATE

(To be issued by a Revenue Officer not below the rank of the Tehsildar)

From:-

To

The Registrar
Sardar Patel University,
Mandi.

Subject:- Land Title Certificate.

On the request of _____ Trust/Institution/Society, I
have been examined the various land documents/records pertaining to the following land

- 1. Address _____

- 2. Location _____

- 3. Area/Measurement _____

After careful examination of the documents and satisfying myself, I clearly that
the above mentioned land is presently in the name/title of _____
Society/Trust/Institution.

Further, it is clarified that there are no restrictions for constructions of building to be
used for Education Course.

Place: -
Date: -

Name:-
Address:-

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Rate of Inspection Fee/Provisional Affiliation Fee/Temporary Affiliation Fee/Permanent Affiliation Fee and Annual Continuation Affiliation Fee.

Sr. No.	Type of College/Course	Inspection Fee(Rs.)	Provisional Affiliation Fee (Rs.)	Temporary Affiliation Fee (Rs.)	Permanent Affiliation Fee(Rs.)	Annual Permanent Continuation Fee(Rs.)
1	2	3	4	5	6	7
1.	Colleges offering Under Graduate Arts Subjects only	10,000/-	20,000/-	25,000/-	30,000/-	30,000/-
2.	Colleges offering Under Graduate Arts and Commerce Subjects only.	20,000/-	35,000/-	40,000/-	45,000/-	45,000/-
3.	Colleges Offering Undergraduate Arts and Science (General) Subjects only	20,000/-	40,000/-	45,000/-	50,000/-	50,000/-
4.	Colleges offering Undergraduate Arts, Commerce and Science (General) Classes	30,000/-	45,000/-	50,000/-	55,000/-	55,000/-
5.	Degree Colleges having additional PGClasses	15,000/- each course	10,000 per subject	12,000/- per subject	15000/- per subject	15000/- per subject
6.	Colleges offering BPE Course (Self Financing)	15,000/-	30,000/-	35,000/-	40,000/-	40,000/-
7.	Colleges offering BBA Course (Self Financing)	15,000/-	20,000/-	25,000/-	30,000/-	30,000/-
8.	Colleges offering BCA Course (Self Financing)	15,000/-	20,000/-	25,000/-	30,000/-	30,000/-
9.	Colleges offering any Post Graduate Diploma level courses like PGDCA, PGDPM, Yoga, ETC.	10,000/- Each Course	20,000/- Each Course	25,000/- Each Course	30,000/- Each Course	30,000/- Each Course
10.	Govt./Private Colleges running M.Sc. Courses	20,000/- Each Course	30,000/- Each Course	35,000/- Each Course	50,000/- Each Course	50,000/- Each Course
Sanskrit Colleges Group "B"						
11.	Affiliated/Associated Sanskrit Colleges	10,000/-	10,000/-	15,000/-	20,000/-	20,000/-
Professional Colleges Group "C"						
12.	B.Ed. Colleges	60,000/-	80,000/-	1,00,000/-	1,20,000/-	1,20,000/-
13.	B.P.Ed. Colleges	60,000/-	70,000/-	90,000/-	1,00,000/-	1,00,000/-
14.	B.Ed Colleges running	60,000/-	1,20,000/-	1,50,000/-	2,00,000/-	2,00,000/-
15.	B.Ed. Colleges running additional M.Ed. & B.P.Ed Classes	60,000/- Each Course	1,60,000/-	2,00,000/-	2,50,000/-	2,50,000/-
16.	B.Ed. Colleges running additional B.P.Ed Classes	60,000/- Each Course	1,20,000/-	1,50,000/-	2,00,000/-	2,00,000/-

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17.	Colleges running MCA Course	60,000/-	80,000/-	1,00,000/-	1,25,000/-	1,25,000/-
18.	Bio-Science Colleges running B.Sc. (Hons) Bio-Technology and B.Sc. Microbiology courses	45,000/- Each Course	50,000/- Each Course	60,000/- Each Course	80,000/- Each Course	80,000/- Each Course
19.	Bio-Science Colleges running additional PG courses	45,000/- Each Course	1,00,000/- Each Course	1,20,000/- Each Course	1,40,000/- Each Course	1,40,000/- Each Course
20.	Bachelor of Hotel Management Course	60,000/-	80,000/-	1,00,000/-	1,20,000/-	1,20,000/-

Late fee is to be charged from the new college/Institutions which submits incomplete proposals after the dates prescribed by the University for seeking affiliation.

Sr. No.	Date prescribed	Schedule of late fee.
1.	Upto 31 st December of the year preceding the one in which it proposed to start the classes.	Rs. 75,000/- per course
2.	Upto 28 th February of the year preceding the one in which it proposed to start the classes.	Rs. 1,00,000/- per course
3.	Upto 30 th April of the year preceding the one in which it proposed to start the classes	Rs. 1,50,000/- per course
4.	Upto 30 th June of the year preceding the one in which it proposed to start the classes	Rs. 2,00,000/- per course
5.	After 30 th June of the year preceding the one in which it proposed to start the classes, if any	Rs. 2,50,000/- per course

Note: There will be no late fee for the session 2022-23

8/1/22