

Sub: Regarding opening of a new degree college- Fulfillment of preliminary requirements thereof.

1. No Objection Certificate of the State Govt. for opening of new college for the academic session.
2. Submit the list of teaching and non-teaching staff with full detail as per norms.
3. **The application shall be submitted with certified copies of the following documents (As per UGC Guidelines duly approved by the Executive Council of KUK vide its Resolution No. 31 dated 14.10.2015):**

- (i) Resolution /Registered documents by the registered Society/Trust earmarking land and building for the proposed college.
- (ii) Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as specified under:-

Shall satisfy the University that adequate financial provision is available for running the college for at least three years without any aid from any external sourced. In particular, it shall produce evidence of creating and maintaining a Corpus Fund permanently in the name of the college by way of irrevocable Government Securities of Rs. 15 lakhs per programme, if the proposes to conduct programme only in Arts, Science and Commerce, Rs. 35 lakh per programme or as prescribed by the relevant Statutory/Regulatory body, if it proposes to offer professional programme or FDR for like amounts jointly held by the college and the University for a minimum look in period of three years. The interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening its infrastructure facilities.

4. Detailed Project Report giving (4.4.9):-

- a) Background of the Society / Trust with reference to its experience in promoting, managing and operating educational institutions; details of its the social, charitable and educational spheres since its inception and its Vision and Mission.
 - b) Development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students' intake and introduction of postgraduate programmes/research, and the time schedule for stage wise development of the academic infrastructure like recruitment of faculty and other support facilities, including students amenities, such as hostels, sports and recreational facilities.
 - c) Architectural master plan indicating the land use pattern including those for the future.
 - d) Policy with regard to faculty recruitment, retention and development;
 - e) Structure of academic and administrative governance;
 - f) Sources of financing of capital and operating expenditure, besides funds to be generated through students' fess, and
 - g) Resource projections and their utilization schedule.
5. On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme in the college.
 6. The Syndicate/Executive Council of the University shall be the ultimate authority to decide granting, or not granting, affiliation.”

7. Continuation of temporary affiliation of the program of study and the college itself shall be granted by the University on a year to year basis through inspection process prescribed in these Regulations.
8. If the University decides not to grant affiliation to the college for reasons, recorded in writing of its failure to meet the conditions/requirements for getting affiliation, the college 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.
9. The Society/Trust shall submit No Objection from District Town Planner for constructing the building of the college.
10. An Undertaking from the President of the Society that no other institute/college is situated on the land which has been allowed for the proposed College.
11. The Society/Trust shall submit no objection from the PWD (B & R) Department if the proposed College is situated near a scheduled road.
12. The Society/Trust shall also submit no objection from the Forest Department to use the way for in-way and out -way of the College.
13. Change of Land Use Certificate/Land conversion Certificate for total land from the competent authority designated by the State Govt.
14. The Society/Trust shall also submit complete map of the college.
15. Details of existing accommodation which the Society/Trust can provide to the proposed College before starting the college alongwith the physical facilities such as Land, Building, play ground Civic amenities, Administrative Office, Furniture, Library Books/magazines/Labs, Equipments and apparatus etc.
16. An Undertaking that the Society/Trust shall faithfully observe the provision of the Act, Statute, Ordinance and Regulations of the University/State Govt. or any instructions issued by them from time to time and that the conditions to be imposed on the college shall be fulfilled within the stipulated period/time.
17. An Undertaking that the Society/Trust shall appoint the required number of teaching and non teaching staff as per norms laid down for the purpose and all the appointments shall be got approved from the University.
18. Statement of funds available in the bank in the name of Society/Trust as per requirements of State Govt./University.

