



University of Kashmir



Hazratbal Srinagar, Kashmir

NAAC Accredited Grade 'A+' University



Check List of Minimum Requirements

For

Grant of Temporary Affiliation

To

Engineering Colleges

In The

Union Territory of J & K

Guidelines and Minimum Requirements

For

Grant of Temporary Affiliation to Engineering Colleges

A: Brief Profile of the College/ Institution

- Name of the College (*Attach Brief Profile of the College*) :- _____
- Name of the Principal with Qualification (*Attach CV*): _____
- Programme/s offered: _____
- NOC of Govt. for the course / College / Institution: (*Attach as Appendix*).
- Whether recognized by All India Council for Technical Education? (*Attach Copy of Recognition*)-----
- Proposed intake per batch / per programme by the College: _____
- Duly audited financial statements of the last financial year viz; Balance Sheet, Statement of Income & Expenditure & Statement of Receipts & Payments (Attach These Statements)
- Monthly salary statements along with monthly bank statements of individual staff members (*Attach statement as appendix*)
- Current and previous years revenue budget of the college (*Attach budget copies as appendix*)
- Names of the members of student grievance committee(*Attach as Appendix*)
- Names of the members of teaching & non-teaching grievance cell (*Attach as Appendix*)
- Whether constituted College Management Committee as the prescribed constitution of the committee (*Attach the constitution of the committee as Appendix*)
- Any other Particulars:

Note: Constitution of College Management Committee

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| • Three Representatives of Sponsoring Society/ Trust |
| • Two Educationists of Repute |
| • Two Prominent Teacher Educators |
| • Representative of the Affiliating University |
| • Principal of the College |
| • To Senior Faculty Members of the college in order of seniority |

Note: The term of the members of the College Management Committee shall be three years except for the representatives of sponsoring society/trust and nominee of the Affiliating University.

B: Physical Infrastructural Facilities

| S. No. | Infrastructural Facilities | Minimum Requirement of Physical Infrastructure | Infrastructure Available | Deficiency If Any | Remarks |
|--------|---|--|--------------------------|-------------------|---------|
| 1. | <p>Land</p> <ul style="list-style-type: none"> • Land has to be in the name of the trust or society. • Land use certificate mandatory • Land should have a boundary wall from all sides with at least one well designed/ Built entry gate. • Requisite green cover must • Well laid roads within the college campus. • Proper landscaping of the main lawns of the college must <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 60 Kanals | | | |
| 2. | <p>Buildings</p> <ul style="list-style-type: none"> • Separate Block for Instructional, Administration and Amenities area. • College can be in a rented/leased building only for the first two years • Parking space for vehicles must • Benches placed at requisite places for students in the college lawns. • Every Building should have ramps • Requisite provision of latrines and wash rooms <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 12 Kanals | | | |

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| <p>3.</p> | <p>Lecture Rooms</p> <ul style="list-style-type: none"> • Each Classroom provided with White Boards and LCDs • Atleast one Smart and one Virtual Classroom for each department • Well furnished and ventilated. • Number of class rooms as per the requirements for different subjects • Preferably Gallery type class rooms • Proper light arrangement, fans/coolers/ Split ACs, and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | <p>4 per department with 33 sq.mts each</p> | | | |
| <p>4.</p> | <p>Laboratory</p> <ul style="list-style-type: none"> • Average laboratory area • Wherever labs required should be in place with spacious space, fixtures and fittings. • Laboratory should have adequate safety arrangements-Gas Plants, proper fittings and regular supply of water, electricity etc. • The laboratory equipment should be in accordance with the norms adopted by the University. • Number and Type of labs as per the requirements for different subjects <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | <p>8 per course with 66 sq.mts each.</p> | | | |

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| <p>5.</p> | <p>Library</p> <ul style="list-style-type: none"> • Be centrally located with reference to buildings of faculties and departments, laboratories and hostels. • Atleast 100 books for each title of text books. • For reference books, atleast 4 books • The number of books for each title should be raised to 200 within a period of 5 years. • At least two subject journals should be subscribed by the library. • The UGC journals, if any in the subjects concerned should be subscribed. • Comfortable seating arrangement for atleast half of the total strength of the students and teachers. • Separate budget for the Library with atleast recurring expenditure of not less than Rs.3000 per subject per year for books. • Cabin for Librarian with intercom facility. • Proper requisite Book Racks, Book shelves, Display Racks and Proper records system • Reading room with proper furniture with seating capacity for 20% of the total strength of the students. • ICT facility for browsing online material. • Photocopying facility • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | <p>400 sq.mts</p> | | | |
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| 6. | Tutorial Room <ul style="list-style-type: none"> • 25% of total Classrooms | 33 sq.mts | | | |
| 7. | Computer Centre <ul style="list-style-type: none"> • One browsing centre having Student – Computer Ratio of 5 : 1. • Linked with high speed internet. • Well furnished and appropriately ventilated • Departmental computer labs as per the requirements of each dept., preferably having student – computer ratio of 2 : 1 • For computer sciences depts., there should be 3 computer labs having student – computer ratio of 1 : 1. • Latest licensed requisite software’s should be available • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 150 sq.mts | | | |
| 8. | Drawing Hall | 132 sq.mts | | | |
| 9. | Seminar Hall <ul style="list-style-type: none"> • 1 per 2 Under Graduate Courses • Space sufficient enough to accommodate 300 persons • Well furnished with push back comfortable chairs. • LCD facility available | 132 sq.mts | | | |

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|------------|---|------------|--|--|--|
| | <ul style="list-style-type: none"> • Public address facility available • Attached toilet with wash basin facility • With proper stage, and well ventilated • Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | | | | |
| 10. | Language Laboratory | 132 sq.mts | | | |
| 11. | <p>Play Fields</p> <ul style="list-style-type: none"> • Well developed playfields for Football / Hockey, Cricket, Volleyball • Indoor Games: Table Tennis, Badminton etc. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 2-3 acres | | | |
| 12. | <p>Principals Residence</p> <ul style="list-style-type: none"> • Principals may be provided residence in the college campus by or before 5th year of the establishment of the college. | | | | |
| 13. | <p>Staff Quarters for Teachers</p> <ul style="list-style-type: none"> • Staff be provided residence by or before 7th year of the establishment of the college • Flat or studio type accommodation for atleast 25% of the teachers along with certain common facilities. | 25% | | | |

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| | <ul style="list-style-type: none"> For remote areas, higher percentage of teachers be provided with accommodation. | | | | |
| 14. | <p>Administrative Office</p> <ul style="list-style-type: none"> Separate office room for the administrative staff with adequate toilet facility. Spacious enough space to accommodate the entire office staff with separate work stations/cabins for each official. Each work station/cabin adequately furnished with items like tables, chairs, cupboards, built-in racks and shelves filling cabinets and book cases. Provision of computers and telephone wherever needed. Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 1 | | | |
| 15. | <p>Store Room</p> <ul style="list-style-type: none"> One for stationary and official records and one for scientific equipments and chemicals Built in shelves, Racks, Cabinets, fire proof steel almirahs for keeping student record | 02 | | | |

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| <p>16.</p> | <p>Multi Purpose Hall</p> <ul style="list-style-type: none"> • Built-up area inclusive of Dias of 2000 Sq. Mts. • Seating Capacity • With proper stage & green room facilities, well ventilated and proper lightening system • There should be arrangements for the use of all kinds of basic and advanced audio-visuals aids • Proper fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | <p>2000 sq. mts 400 Seating Capacity</p> | | | |
| <p>17.</p> | <p>Essential Services</p> <ul style="list-style-type: none"> • Adequate facilities for essential services of safe drinking water, toilets, wash basins, electricity and sewerage facilities be provided to all the buildings | | | | |
| <p>18.</p> | <p>Other Facilities</p> <ul style="list-style-type: none"> • Ramps be provided in the buildings for physically handicapped • Separate common rooms for girls and boys be provided in co-educational colleges. • Separate toilets for girls. • Garage for 50 seater bus • Fire extinguishers (adequate provision for | | | | |

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| | <p>extinguishing fire should be available as per the local bye-laws)</p> <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | | | | |
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B: Administrative Area

| S. No. | Infrastructural Facilities | Minimum Requirement of Physical Infrastructure | Infrastructure Available | Deficiency If Any | Remarks |
|--------|---|--|--------------------------|-------------------|---------|
| 1. | <p>Principal/Director Office Principal Room</p> <ul style="list-style-type: none"> • With attached toilet. • Provision for visitor's room. • Independent telephone and intercom facility linked to the administration and hostel. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 30 Sq.mts | | | |
| 2. | Board Room | 20 Sq.mts | | | |
| 3. | <p>Office all inclusive</p> <ul style="list-style-type: none"> • For One Programme • More than One Programme | <p>150 sq.mts</p> <p>300 sq.mts</p> | | | |
| 4. | Cabin for Head of the Department and Department Office | 20 sq.mts | | | |
| 5. | <p>Faculty Room</p> <ul style="list-style-type: none"> • Separate Chambers with Desktop, Printer & Internet connections for each faculty member or one faculty room should accommodate maximum 2 teachers only | 5 Sq.mts | | | |

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| | <ul style="list-style-type: none"> • Separate toilet with hand washing facility for male and female faculty members. • Proper light arrangement, fans/coolers/ Split ACs, and drinking water arrangement <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | | | | |
| 6. | <p>Central Stores</p> <ul style="list-style-type: none"> • One for stationary and official records and one for scientific equipments and chemicals • Built in shelves, Racks, Cabinets, fire proof steel almirahs for keeping student record | 30 Sq.mts | | | |
| 7. | Maintenance Room | 10 Sq.mts | | | |
| 8. | Security Room | 10 Sq.mts | | | |
| 9. | House Keeping room | 10 Sq.mts | | | |
| 10. | Pantry | 10 Sq.mts | | | |
| 11. | Examination Control Office | 30 Sq.mts | | | |
| 12. | Placement office | 30 Sq.mts | | | |

C: Amenities Area

| S. No. | Infrastructural Facilities | Minimum Requirement of Physical Infrastructure | Infrastructure Available | Deficiency If Any | Remarks |
|--------|---|--|--------------------------|-------------------|---------|
| 1. | Toilets (Ladies & Gents) | 350 sq.mts | | | |
| 2. | Boys Common Room <ul style="list-style-type: none"> Fully furnished with attached toilets and wash basin facility. Proper light arrangement, fans/coolers/ Split ACs, | 100 sq.mts | | | |
| 3. | Girls Common Room <ul style="list-style-type: none"> Fully furnished with attached toilets and wash basin facility. Proper light arrangement, fans/coolers/ Split ACs, | 100 sq.mts | | | |
| 4. | Cafeteria | 150 sq.mts | | | |
| 5. | Stationary Store & Reprography | 10 sq.mts | | | |
| 6. | First Aid cum Sick room <ul style="list-style-type: none"> Having atleast two beds with Oxygen facility. All emergency medicines and diagnostic equipments available in the dispensary <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | 10 sq.mts | | | |

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| 7. | Principal's Quarter | 150 sq.mts | | | |
| 8. | Guest room | 30 sq.mts | | | |
| 9. | Sports Club/Gymnasium | 200 sq.mts | | | |
| 10. | Auditorium/Amphi Theater | 400 sq.mts | | | |

C: Hostel Block

| S. No. | Infrastructural Facilities | Minimum Requirement As Per Ugc | Infrastructure Available | Deficiency If Any | Remarks |
|--------|--|---|--------------------------|-------------------|---------|
| 1. | <p>Living Rooms:</p> <ul style="list-style-type: none"> • Hostel facility be created within 5th year of the establishment of the college. • Total accommodation required be determined in terms of the demand for the hostel <ul style="list-style-type: none"> • Single Seater • Double Seater • Three Seater • Proper light arrangement, fans/coolers/ Split ACs, and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p> | <p>8-9 Sq. Mts. per student 7.5 to 8 Sq. Mts. per student 7 to 7.5 Sq. Mts. per student</p> | | | |

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| 2. | Dining Room <ul style="list-style-type: none"> • For 50% of the hostel strength, subject to maximum of 40 Sq. Mts. • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities | 01 | | | |
| 3. | Kitchen (Hygienic with proper ventilation) | 1000 sq.ft | | | |
| 4. | Pantry <ul style="list-style-type: none"> • One Pantry on each floor should be provided. It should have water cooler and heating arrangements. | 01 | | | |
| 5. | Washing & Ironing Room <ul style="list-style-type: none"> • Facility for drying and ironing clothes should be provided in each floor | 01 | | | |
| 6. | Toilet Blocks <ul style="list-style-type: none"> • Water closets • Bath rooms • Urinals • Wash Basin • Toilet and bathroom facilities should be provided on each floor of the students hostel. Geysers in bathroom and wash basins should be provided (Give details of each of the above items., Wherever required give information on a separate sheet) | 1 for 10 students 1 for 8 students 1 for 10 students 01 for 10 to 12 students | | | |

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| 7. | Room for Cooks, Room Attendants <ul style="list-style-type: none"> • 1 room of 9.60 sq. m. with WC and bathrooms • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities | 1 | | | |
| 8. | Visitors Room <ul style="list-style-type: none"> • Well Furnished with chairs and Sofas • Proper lighting arrangement, fans/coolers/ Split ACs, | 01 room of 9.60 Sq.m. | | | |
| 9. | Sick Room <ul style="list-style-type: none"> • Having atleast two beds with Oxygen facility. • Provided with first aid and emergency medicines <p>(Give details for each of the above items., Wherever required give information on a separate sheet)</p> | 01 room of 9.60 Sq.m. | | | |
| 10. | Reading Room <ul style="list-style-type: none"> • Average minimum area should be @ 2.33 sq. mts. per reader • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities | 01 reading rooms | | | |
| 12. | Floor Height | 3.40 Mt. | | | |

D: Teaching Faculty

| S. No. | Posts | Minimum Requirement of Teaching Faculty | Faculty in Place | Deficiency If Any | Nature of Appointment | Qualification of Appointee | Pay Scales | Remarks |
|--------|----------------------------|---|------------------|-------------------|-----------------------|----------------------------|------------|---------|
| 1. | Professors | $\frac{S}{20 \times R} - 1$ | | | | | | |
| 2. | Associate Professor | $\frac{S}{20 \times R} \times 2$ | | | | | | |
| 3. | Assistant Professor | $\frac{S}{20 \times R} \times 6$ | | | | | | |

Note:

- i. Faculty Appointments shall have to be on permanent basis.
- ii. Faculty on contractual basis or on Academic Arrangement basis only to the extent of 25% of the total faculty positions prescribed for the programme
- iii. Essential qualifications as per the AICTE Regulations, 2010.
- iv. Paid salary as per the AICTE Regulations, 2010 or the scales prescribed by the state Govt.
- v. S= Sum of number of students as “Approved intake” for all years, R= (1+2+6)

E: Administrative Staff

| S. No. | Posts | Minimum Requirement of Administrative Staff | Staff in Place | Deficiency If Any | Nature of Appointment | Qualification of Appointee | Pay Scales | Remarks |
|--------|----------------------------------|---|----------------|-------------------|-----------------------|----------------------------|------------|---------|
| 1. | Office Superintendent | 1 | | | | | | |
| 2. | P.A to Principal | 1 | | | | | | |
| 3. | Accountant | 1 | | | | | | |
| 4. | Upper Division Clerk | 1 for every 300 students | | | | | | |
| 5. | Lower Division Clerk | 1 for every 300 students | | | | | | |
| 6. | Store Keeper | 1 | | | | | | |
| 7. | Sanitary Staff | 1 for each Deptt. | | | | | | |
| 8. | Peons / Office Attendants | 1 for each Dept./ Stream and office | | | | | | |
| 9. | Lab. Assistants | 1 for each Lab | | | | | | |
| 10. | Computer Operators | 03 Operators minimum | | | | | | |
| 11. | Library Assistant | 1 | | | | | | |
| 12. | Library Bearer | 1 for every 25 students | | | | | | |
| 13. | Book Picker | 1 for every 25 students | | | | | | |
| 14. | Sweepers | 2 for each Block | | | | | | |
| 15. | Gardeners | One for 2 ½ Kanals areas of Garden | | | | | | |

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| 16. | Chowkidars | 2 | | | | | | |
| 17. | Pharmacist | 1 | | | | | | |

F: Staff for Hostel

| S. No. | Posts | Minimum Requirement of Administrative Staff | Staff in Place | Deficiency If Any | Nature of Appointment | Qualification of Appointee | Pay Scales | Remarks |
|--------|---|---|----------------|-------------------|-----------------------|----------------------------|------------|---------|
| 1. | Warden | One for each Hostel | | | | | | |
| 2. | Assistant Warden | One for each Hostel | | | | | | |
| 3. | Cooks | 1 for 50 students | | | | | | |
| 4. | Kitchen & Dining room Helper | 1 for 50 students | | | | | | |
| 5. | Room Attendants | 1 for 10 Hostel Rooms | | | | | | |

Note:

- i. Administrative Staff Appointments shall have to be on permanent basis.
- ii. Non- teaching staff on contractual basis or on casual basis only to the extent of 25% of the total staff positions prescribed for the college
- iii. Essential qualifications as per the qualifications prescribed by the state Govt. for the above posts.
- iv. Pay scales as per the scales prescribed by the state Govt. from time to time.
- v. The ratio of non-teaching (inclusive of administrative, ministerial, technical and other unskilled and semiskilled staff) to teaching staff should not exceed 3:1.

F: Restricted Funds

| S. No | Name Of The Fund | Minimum Amount Prescribed By The Affiliating University/ NCTE | Date of Establishment | Amount As on Date | |
|-------|------------------|---|-----------------------|-------------------|--|
| 1 | Endowment Fund | Rs 5 Lakhs | | | |
| 2 | Contingency Fund | Rs. 7 Lakhs | | | |

G: Budgets:

There has to be separate budget for every department and service centre like:

- Salary, pension and other benefits.
- Office contingencies
- Labs
- Library
- Sports