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University of Kashmir

Hazratbal Srinagar, Kashmir

NAAC Accredited Grade 'A+' University



Check List of Minimum Requirements

For
Grant of Temporary Affiliation

To

Engineering Colleges

By
University of Kashmir

Essential Conditions and Minimum Requirements




For

Grant of Temporary Affiliation to Engineering Colleges

A: Essential Conditions:

- New Technical Institution offering Technical Course(s)/Programme(s) shall not be established without prior approval of the AICTE.
- Admission Authority/Body/Institution shall not permit admission of students to a Technical Programme which is not approved by AICTE.
- The promoter Society /Trust/Company shall have the Land as required and has its lawful possession with clear title in the name of the Promoter Society/Trust/Company on or before the date of submission of application.
- It shall be open for the Promoter Society/Trust/Company of the proposed Institution to mortgage the Land with the prior intimation to the University/AICTE after the issue of Letter of Approval (LoA), only for raising the resources for the purpose of development of the Technical Institution situated on that Land.
- Plot(s) of Land under consideration shall be contiguous and shall have no obstacles such as river, canals, rail tracks, highways, high tension lines or any such entity hampering continuity of Land. In case, if obstacles come later, connectivity shall be ensured and proper Safety Certificate should be produced from Competent Authority.
- Land Use Certificate shall be obtained from the Competent Authority as designated by concerned State Government/UT.
- Land Conversion Certificate shall be obtained from the Competent Authority as designated by concerned State/Government/UT.
- Land Classification Certificate shall be obtained from the Competent Authority as designated by concerned State/Government/UT.
- Certificate of Occupancy/Completion (as applicable) shall be obtained from the Competent Authority (as per standard format prescribed by the issuing Authority). State wise Competent Authorities for issuing the Occupancy/Completion Certificate.
- Building for the First Year should be completed in all respect as per the Infrastructure requirements.
- Building Plan for the entire duration of the Programme(s) for the Institution shall be prepared by an Architect registered with Council of Architecture/Licensed Surveyor and shall be approved by the competent Authority as designated by concerned State Government/UT.

B: General Details

- Name & Address of the College (*Attach Brief Profile of the College*) :- _____
- Status of the college: Central Govt./ State Govt./ Private. _____
- Year of Establishment: _____
- Name of the Principal with Qualification & Experience (*Attach CV*): _____
- In the case of Non-Govt. College, Name of the Society/ Trust running the college(*Attach Documentary Proof*) _____
- Amount of Endowment Fund pledged to the University of Kashmir - Applicable to Private Colleges only: _____
(Attach Photocopies of FDRs)
- Programme/s offered/ to be offered: _____
- Essentiality Certificate/NOC from the Govt. for the Course / College / Institution: (*Attach Copy of the Certificate*) _____
- Whether recognized by AICTE? (*Attach Copy of the Certificate*) _____
- Approved intake per programme offered by the College: _____
- Attach duly audited financial statements of the last financial year viz; Balance Sheet, Statement of Income & Expenditure & Statement of Receipts & Payments (Applicable to Private Colleges only):
- Attach Monthly salary statements of staff members (Applicable to Private Colleges only):
- Whether constituted Student Grievance Committee, ICC & other Statutory Committees _____
(Attach Copies of the Constituted Committees)
- Whether constituted Teaching & Non-Teaching Grievance Committee (Attach Copies of the Constituted Committees)
- Whether constituted College Management Committee as the prescribed constitution of the committee - Applicable to Private Colleges only: _____ (Attach the constitution of the committee).
- Details of Finances (Applicable to Private Colleges only):
 -  Total funds in hand for the establishment of the proposed college; _____
 -  Indicate the sources to be used to mobilise further funds for investment in the creation of requisite infrastructure: _____
 -  Estimated annual recurring expenditures on salaries, maintenance of infrastructure, books, equipments, office contingencies etc: _____
- Any other Details the college would like to highlight:

Note: Constitution of College Management Committee

• Three Representatives of Sponsoring Society/ Trust
• Two Educationists of Repute in the field of Engineering Education
• Two Prominent Engineers
• Representative of the Affiliating University
• Principal of the College
• Three Senior Faculty Members of the college in order of seniority

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.	Land <ul style="list-style-type: none"> Land has to be in the name of the trust or society. Land use, conversion and classification certificate shall be obtained from the competent authority. The land free from all encumbrances could be either on ownership basis or on lease from Govt. or Govt. Institutions for a period of not less than 30 years. Land can be at three places which shall not be away from each other by more than two KMs. Land should have a boundary wall from all sides with at least one well designed/ Built entry gate. Requisite green cover of the college campus must Well laid roads within the college campus are must. Proper landscaping of the main lawns of the college is must. <p>(Give details of each of the above items on a separate sheet. Besides attach Land Revenue Documents)</p>	7.5 Acres (Rural) 2.5 Acres (Urban)			
2.	Buildings <ul style="list-style-type: none"> Separate Block for Instructional, Administration and Amenities. The academic, instructional, administrative and amenities area shall be in one plot of not less than 1.5 acres Parking space for vehicles shall be available Benches placed at requisite places for students in the college lawns must. Every Building shall have ramps Requisite no of latrines and wash rooms shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	12 Kanals			

3.	Lecture Rooms <ul style="list-style-type: none"> Each Classroom shall be provided with White Boards and LCD projectors or smart boards. Atleast one Smart and one Virtual Classroom for each department shall be available. Classrooms should be well furnished and well ventilated. Preferably Gallery type class rooms shall be available. Proper lighting, fans/coolers/ Split ACs, shall be provided in the class rooms (Give details of each of the above items., Wherever required give information on a separate sheet)	4 Per Department @ 66 sq.mts each for UG Programmes & 33 sq. mts for PG programmes			
4.	Laboratory <ul style="list-style-type: none"> Laboratory for first year Up to 300 Students 301 to 600 Students <ul style="list-style-type: none"> Laboratory other than 1st Year: 	2 per division and 2 additional Labs for basic sciences @ 66 sq.mts each lab. 2 per division and 4 additional Labs for basic sciences @ 66 sq. mts each lab. 2 per course, per semester (For courses having more than 2 divisions, one additional lab. for each division need to be created with 66 sq. mts.			

	<ul style="list-style-type: none"> Laboratory should have adequate safety arrangements-Gas Plants, proper fittings and regular supply of water, electricity etc. wherever required. The laboratory equipment should be in accordance with the norms adopted by the University. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>				
5.	<p>Library</p> <ul style="list-style-type: none"> Be centrally located with reference to buildings of faculties and departments, laboratories and hostels. No of titles required at the time of starting new institution. No of Volumes per division required: Total no of titles & volumes shall be increased in continuation till 15 years which shall be the minimum stock of books. Institution shall have to make annual increment of books based on the changes in curriculum and syllabus from time to time. Books shall also include subjects of science and humanities. Digital library facility with multimedia facility is essential The following facilities shall be available in the library: <ul style="list-style-type: none"> Reprographic facility Document scanning NPTEL At least 6 national level Journals in the subject shall be available on regular basis. As per the programmes/ courses offered by the institution relevant e-journal from Web of science or Scopus shall be subscribed Separate budget for the library with at least recurring expenditure of not less than Rs.3000 per subject per year for books shall be provisioned. 	400 sq. mts 100 (50 per Course) 500 6 Journal			

	<ul style="list-style-type: none"> • Cabin for Librarian with intercom facility shall be available. • Proper requisite Book Racks, Book shelves, and Display Racks shall be available • Reading room with proper furniture with seating capacity for 15% of the total strength of the students, maximum of 150 shall be available. • ICT facility for browsing online material shall be available. • Photocopying facility shall be available • Proper lighting fans/coolers/ Split ACs, drinking water and toilet facilities shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	15% of total students.			
6.	Tutorial Room <ul style="list-style-type: none"> • 25% of total Classrooms 	33 sq. mts			
7.	Centralized Computer Centre <ul style="list-style-type: none"> • Upto 300 students • 301 to 600 students • Computer centre shall have no of PCs/ Laptops to student ratio: <ul style="list-style-type: none"> 📖 Undergraduate 📖 Post Graduate • There shall be at least 100 computers • No of Legal System Software required: • No of legal application software required: • Lan & Internet facility required: • Mail Server and Client required: • No of Printers including colour printers as a %age of total number of Pcs/ Laptops required • Linked with high speed internet with band width of: <ul style="list-style-type: none"> 📖 Up to 300 students: 📖 301 to 600 students: 📖 601 to 900 students: 📖 901 to 1500 students 📖 Greater than 1500 students: 	150 sq. mts 01 02 1:6 1:4 100 computers 03 20 All Desirable 5% 32 Mbps 48 Mbps 64 Mbps 100 Mbps 200 Mbps			

	<ul style="list-style-type: none"> • Every Department shall have separate computer lab. • There shall be a centralized computer lab. • For computer sciences depts., there shall be: <ul style="list-style-type: none"> • Every lab shall be well furnished and appropriately ventilated • Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available <p>(Give details of each of the above items., Wherever required on a separate sheet)</p>	with at least 20 computers with atleast 100 computers 3 computer labs having student – computer ratio of 1 : 1			
8.	Departmental Computer Labs <ul style="list-style-type: none"> • Every Dept. shall have separate computer laboratory with at least 20 computers 				
9.	Wi-Fi & Other Related Facilities <ul style="list-style-type: none"> • At least 4 Mbps Wi-Fi connectivity at 4 or 5 hotspots shall be made available. • Arrangement to view NPTEL/SWAYAM etc, shall be made available. • Utilization of Open Source Software shall be encouraged. • Secured Wi-Fi facility is highly recommended. 				
10.	Drawing Hall <ul style="list-style-type: none"> • Up to 300 student's one well furnished drawing hall shall be available. • 301-600 students, two drawing halls shall be available. • Further drawing hall requirement shall be calculated on pro rata basis for intake greater than 600 	132 sq. mts per Hall 01 02			
11.	Workshop <ul style="list-style-type: none"> • Up to 300 Students • 301 to 600 Students 	01@ 200 sq. mts. 02 @ 200 sq. mts.			

12.	Research Lab. <ul style="list-style-type: none"> Research Lab is required for institutions offering post graduate courses. 	01 @120 sq. mts			
13.	Seminar Hall <ul style="list-style-type: none"> 1 per 2 Under Graduate Courses 1 per post graduate dept Well furnished with push back comfortable chairs. LCD projector facility shall be available Public address system shall be available Attached toilet with wash basin facility shall be available. Should be well ventilated with Proper lighting, fans/coolers/ Split ACs. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	132 sq. mts 01 01			
14.	Language Laboratory	132 sq.mts			
1.	Other Essential Amenities/Requirements <ol style="list-style-type: none"> Potable water supply and outlets for drinking water at strategic locations. Regular Electric Supply Sewage Disposal System Inter Com Facility Vehicle Parking space Digital payment for all financial transactions as per MHRD directives Compliance of the National Academic Depository (NAD) as per MHRD directives. Provisions to watch MOOCS Course(s) through Swayam. Display boards within the premises as well as in the Web site of the of Institution indicating the feedback facility of students and Faculty available in the AICTE 				

<p>10. Barrier Free Built Environment for disabled and elderly persons.</p> <p>11. Elaborate Safety and Security measures in the Campus</p> <p>12. Safety provisions including fire and other calamities</p> <p>13. Implementing Food Safety and Standards Act, 2006 in the Institution.</p> <p>14. General Insurance provided for assets against fire, burglary and other calamities</p> <p>15. Road suitable for use by Motor vehicle- Motorized Road</p> <p>16. General Notice Board and Departmental Notice Boards</p> <p>17. First aid, Medical and Counseling Facilities</p> <p>18. Group Insurance to be provided for the employees Institution</p> <p>19. Establish Industry and Placement Cell.</p> <p>20. Establishment of Online Grievance Redressal Mechanism.</p> <p>21. Establishment of Anti Ragging Committee.</p> <p>22. Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University.</p>				
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	23. Establishment of Internal Complaint Committee (ICC) as per Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students Regulations, 2016.				
	24. Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989,				

B: Administrative Area

S. No.	Infrastructural Facilities	Minimum Requirement of Physical Infrastructure	Infrastructure Available	Deficiency If Any	Remarks
1.	Principal/Director Office Principal Room <ul style="list-style-type: none"> With attached toilet. Having visitor's room. Independent telephone and intercom facility linked to the administration and hostel shall be available. (Give details of each of the above items., Wherever required give information on a separate sheet)	30 Sq. mts			
2.	Board Room	20 Sq. mts			
3.	Administrative Office all inclusive <ul style="list-style-type: none"> For One Programme More than One Programme Separate office room for the administrative staff with adequate toilet facility shall be available. Spacious enough space to accommodate the entire office staff with separate work stations/cabins for each official. 	150 Sq. mts 300 Sq. mts			

	<ul style="list-style-type: none"> Each work station/cabin adequately furnished with items like tables, chairs, cupboards, built-in racks and shelves filling cabinets and book cases. There shall be a provision of computers and telephone wherever needed. Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>				
4.	Cabin for Head of the Department and Department Office, <ul style="list-style-type: none"> Each Dept shall have dept office. 	20 Sq. mts			
5.	Faculty Room <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. Separate toilet with hand washing facility for male and female faculty members shall be available. Proper lighting, fans/coolers/ Split ACs, and drinking water facilities shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	5 Sq. mts			
6.	Central Stores <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 admirals for keeping student record shall be available. 	30 Sq. mts			
7.	Maintenance Room	1 @10 Sq. mts			
8.	Security Room	1 @ 10 Sq. mts			

9.	House Keeping Room	1 @ 10 Sq. mts			
10.	Pantry for Staff	1 @ 10 Sq. mts			
11.	Examination Control Office	1 @ 30 Sq. mts			
12.	Placement Office	1 @ 30 Sq. mts			
15.	Play Fields <ul style="list-style-type: none"> Well developed playfields for Football / Hockey, Cricket, Volleyball shall be available Indoor Games: Table Tennis, Badminton etc. shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	2-3 acres			

C: Amenities Area

S. No.	Infrastructural Facilities	Minimum Requirement of Physical Infrastructure	Infrastructure Available	Deficiency If Any	Remarks
1.	Toilets (Ladies & Gents) <ul style="list-style-type: none"> For more than one Programme For one Programme 	350 sq.mts 150 sq mts			
2.	Boys Common Room <ul style="list-style-type: none"> Fully furnished with attached toilets and wash basin facility. 	100 Sq. mts for more than one programme 75 Sq. mts for one programme			

	<ul style="list-style-type: none"> • Proper lighting, fans/coolers/ Split ACs shall be available, 				
3.	Girls Common Room <ul style="list-style-type: none"> • Fully furnished with attached toilets and wash basin facility. • Proper lighting, fans/coolers/ Split ACs shall be available. 	100 Sq. mts for more than one programme 75 Sq. mts for one programme			
4.	Cafeteria	150 Sq. mts			
5.	Stationary Store & Reprography	10 Sq. mts			
6.	First Aid cum Sick room <ul style="list-style-type: none"> • There shall be atleast two beds with portable Oxygen facility. • All emergency medicines shall be 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			
7.	Principal's Quarter	150 Sq.mts			
8.	Guest House	30 Sq.mts			
9.	Sports Club/Gymnasium	200 Sq.mts for more than one programme 100 sq. mts for one programme			
10.	Auditorium/Amphi Theater <ul style="list-style-type: none"> • With proper stage & green room facility. • Well ventilated and proper lighting shall be available • There should be arrangements for the use of all kinds of basic and advanced audio-visuals aids in the Auditorium 	400 Sq.mts for more than one programme 250 Sq. mts for one programme			

	<ul style="list-style-type: none"> Proper fans/coolers/ Split ACs, drinking water and toilet facilities shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>				
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C: Hostel Block

S. No.	Infrastructural Facilities	Minimum Requirement As Per UGC/AICTE	Infrastructure Available	Deficiency If Any	Remarks
1.	Living Rooms: <ul style="list-style-type: none"> Hostel facility shall 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 shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	8-9 Sq. Mts. per student 7.5 to 8 Sq. Mts. per student 7 to 7.5 Sq. Mts. per student			
2.	Dining Room <ul style="list-style-type: none"> For 50% of the hostel strength, subject to maximum of 40 Sq. Mts. Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. 	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 Microwave Oven. 	01			
5.	Washing & Ironing Room <ul style="list-style-type: none"> Facility for drying and ironing of clothes shall be available in each floor 	01			
6.	Toilet Blocks <ul style="list-style-type: none"> Water closets Bath rooms Urinals Wash Basin Toilet and bathroom facilities shall be available on each floor of the hostel. Geysers in bathroom and wash basins shall be available (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			
7.	Room for Cooks, Room Attendants <ul style="list-style-type: none"> One room of 9.60 sq. m. with WC and bathrooms shall be available Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available 	1			
8.	Visitors Room <ul style="list-style-type: none"> Well Furnished with chairs and Sofas Having proper lighting, fans/coolers/ Split ACs. 	01 room of 9.60 Sq. mts.			
9.	Sick Room <ul style="list-style-type: none"> Having atleast two beds with portable Oxygen facility. Provided with first aid and emergency medicines (Give details for each of the above items., Wherever required give information on a separate sheet)	01 room of 9.60 Sq. mts.			

10.	Reading Room <ul style="list-style-type: none"> Average minimum area should be @ 2.33 sq. mts. per reader Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facility shall be available 	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:

- Faculty Appointments shall have to be on permanent basis.
- Faculty on contractual basis or on Academic Arrangement basis only to the extent of 25% of the total faculty positions prescribed for the programme for a maximum period of one year.
- Essential qualifications as per the AICTE Regulations, 2010.
- Paid salary as per the AICTE Regulations, 2010 or as per the scales prescribed by the state Govt. / Affiliating University
- S= Sum of number of students as per “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)						
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:

- Administrative Staff Appointments shall have to be on permanent basis.
- 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
- Essential qualifications as per the qualifications prescribed by the state Govt. for the above posts.
- Pay scales as per the scales prescribed by the state Govt. from time to time.
- 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/ AICTE	Date of Establishment	Amount As on Date	Remarks
1	Endowment Fund	Rs 30 Lakhs			
2	Contingency Fund	Rs. 100 Lakhs			

Note: Total minimum funds required as proof of operational expenses at the time of scrutiny in the name of society/ trust shall be Rs 100 lacs

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