



# University of Kashmir



**Hazratbal Srinagar, Kashmir**

**NAAC Accredited Grade 'A+' University**



**Check List of Minimum Requirements**

**For**

**Grant of Temporary Affiliation**

**To**

**Govt. Degree Colleges**

**In The**

**Union Territory of J & K**

# **Guidelines and Minimum Requirements**

**For**

**Grant of Temporary Affiliation to Govt. Degree College**

## **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 to be offered: \_\_\_\_\_
- NOC of Govt. for the course / College / Institution: (*Attach as Appendix*).
- Proposed intake per course / programme by the College: \_\_\_\_\_
- Names of the members of student grievance committee( *Attach as Appendix*)
- Names of the members of teaching & non-teaching grievance cell ( *Attach as Appendix*)
- Any other Particulars:

## B: Physical Infrastructural Facilities

S. No.	Infrastructural Facilities	Minimum Requirement of Physical Infrastructure	Infrastructure Available	Deficiency If Any	Remarks
1.	<p><b>Land</b></p> <ul style="list-style-type: none"> <li>• Land has to be in the name of the College or Higher Education Dept.</li> <li>• Land should have a boundary wall from all sides with at least one well designed/ Built entry gate.</li> <li>• Requisite green cover must</li> <li>• Well laid roads within the college campus.</li> <li>• Proper landscaping of the main lawns of the college must</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	5 acres			
2.	<p><b>Buildings</b></p> <ul style="list-style-type: none"> <li>• Separate Block for Administration, Library, Academic</li> <li>• College can be in a rented/leased building only for the first two years</li> <li>• Parking space for vehicles must</li> <li>• Benches placed at requisite places for students in the college lawns.</li> <li>• Every Building should have ramps</li> <li>• Requisite provision of latrines and wash rooms</li> </ul> <p><b>(Give details of each of the above items.,</b></p>	3-2 acres			

	<b>Wherever required give information on a separate sheet )</b>				
<b>3.</b>	<p><b>Lecture Rooms</b></p> <ul style="list-style-type: none"> <li>• Space Sufficient enough to accommodate 80 students.</li> <li>• Each Classroom provided with White Boards and LCDs</li> <li>• Atleast two Smart and one Virtual Classroom</li> <li>• Well furnished and ventilated.</li> <li>• Number of class rooms as per the requirements for different subjects</li> <li>• Preferably Gallery type class rooms</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, and toilet facilities</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	12 Sq.ft per Student			
<b>4.</b>	<p><b>Laboratory</b></p> <ul style="list-style-type: none"> <li>• Average laboratory area</li> <li>• Wherever labs required should be in place with spacious space, fixtures and fittings.</li> <li>• Laboratory should have adequate safety arrangements-Gas Plants, proper fittings and regular supply of water, electricity etc.</li> <li>• The laboratory equipment should be in accordance with the norms adopted by the University.</li> <li>• Number and Type of labs as per the requirements for different subjects</li> </ul>	60 sqft for main subjects 40 Sqft for subsidiary / minor subjects			

	<ul style="list-style-type: none"> <li>The plinth area of laboratory buildings may be determined generally as carpet area of the laboratory plus 50% thereof</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>				
5.	<p><b>Library</b></p> <ul style="list-style-type: none"> <li>Be centrally located with reference to buildings of faculties and departments, laboratories and hostels.</li> <li>Atleast 100 books for each title of text books.</li> <li>For reference books, atleast 4 books</li> <li>The number of books for each title should be raised to 200 within a period of 5 years.</li> <li>At least two subject journals should be subscribed by the library.</li> <li>The UGC journals, if any in the subjects concerned should be subscribed.</li> <li>Comfortable seating arrangement for atleast half of the total strength of the students and teachers.</li> <li>Separate budget for the Library with atleast recurring expenditure of not less than Rs.3000 per subject per year for books.</li> <li>Cabin for Librarian with intercom facility.</li> <li>Proper requisite Book Racks, Book shelves, Display Racks and Proper records system</li> <li>Reading room with proper furniture with seating capacity for 20% of the total strength of the students.</li> <li>ICT facility for browsing online material.</li> </ul>				

	<ul style="list-style-type: none"> <li>• Photocopying facility</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>				
<b>6.</b>	<p><b>Museums (Zoology, Botany)</b></p> <ul style="list-style-type: none"> <li>• Wherever subjects of zoology and Botany are offered</li> </ul>	1000 Sq.feet wherever required			
<b>7.</b>	<p><b>Store Room (Average space for 100 to 150 Students)</b></p>	1000 to 200 sq.feet			
<b>8.</b>	<p><b>Play Fields</b></p> <ul style="list-style-type: none"> <li>• Well developed playfields for Football / Hockey, Cricket, Volleyball</li> <li>• Indoor Games: Table Tennis, Badminton etc.</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	2-3 acres			
<b>9.</b>	<p><b>Faculty Room</b></p> <ul style="list-style-type: none"> <li>• Separate Chambers with Desktop, Printer &amp; Internet connections for each faculty member or one faculty room should accommodate maximum 2 teachers only</li> <li>• Separate toilet with hand washing facility for male and female faculty members.</li> </ul>				

	<ul style="list-style-type: none"> <li>• Proper light arrangement, fans/coolers/ Split ACs, and drinking water arrangement</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>				
<b>10.</b>	<p><b>Principal Room</b></p> <ul style="list-style-type: none"> <li>• With attached toilet</li> <li>• Provision for visitor’s room.</li> <li>• Independent telephone and intercom facility linked to the administration and hostel.</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	01			
<b>11.</b>	<p><b>Principals Residence</b></p> <ul style="list-style-type: none"> <li>• Principals may be provided residence in the college campus by or before 5th year of the establishment of the college.</li> </ul>				
<b>12.</b>	<p><b>Staff Quarters for Teachers</b></p> <ul style="list-style-type: none"> <li>• Staff be provided residence by or before 7th year of the establishment of the college</li> <li>• Flat or studio type accommodation for atleast 25% of the teachers along with certain common facilities.</li> <li>• For remote areas, higher percentage of teachers be provided with accommodation.</li> </ul>	25%			
<b>13.</b>	<p><b>Administrative Office</b></p> <ul style="list-style-type: none"> <li>• Separate office room for the</li> </ul>	1			



	<p>administrative staff with adequate toilet facility.</p> <ul style="list-style-type: none"> <li>• Spacious enough space to accommodate the entire office staff with separate work stations/cabins for each official.</li> <li>• Each work station/cabin adequately furnished with items like tables, chairs, cupboards, built-in racks and shelves filling cabinets and book cases.</li> <li>• Provision of computers and telephone wherever needed.</li> <li>• Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>				
<b>14.</b>	<p><b>Medical Facility Room</b></p> <ul style="list-style-type: none"> <li>• Having atleast two beds with Oxygen facility.</li> <li>• All emergency medicines and diagnostic equipments available in the dispensary</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	1			
<b>15.</b>	<b>Common Room:</b>				

	<ul style="list-style-type: none"> <li>• Separate for male &amp; female students.</li> <li>• Fully furnished with attached toilets and wash basin facility.</li> <li>• Proper light arrangement, fans/coolers/ Split ACs,</li> </ul>				
<b>16.</b>	<p><b>Store Room</b></p> <ul style="list-style-type: none"> <li>• One for stationary and official records and one for scientific equipments and chemicals</li> <li>• Built in shelves, Racks, Cabinets, fire proof steel almirahs for keeping student record</li> </ul>	02			
<b>17.</b>	<p><b>Multi Purpose Hall</b></p> <ul style="list-style-type: none"> <li>• Built-up area inclusive of Dias of 2000 Sq. Mts.</li> <li>• Seating Capacity</li> <li>• With proper stage &amp; green room facilities, well ventilated and proper lightening system</li> <li>• There should be arrangements for the use of all kinds of basic and advanced audio-visuals aids</li> <li>• Proper fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	2000 sq. mtrs 400 Seating Capacity			
<b>18.</b>	<b>Computer Labs.</b>				

	<ul style="list-style-type: none"> <li>• One browsing centre having Student – Computer Ratio of 5 : 1.</li> <li>• Linked with high speed internet.</li> <li>• Well furnished and appropriately ventilated</li> <li>• Departmental computer labs as per the requirements of each dept., preferably having student – computer ratio of 2 : 1</li> <li>• For computer sciences depts., there should be 3 computer labs having student – computer ratio of 1 : 1.</li> <li>• Latest licensed requisite software’s should be available</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>				
19.	<p><b>Seminar Room :</b></p> <ul style="list-style-type: none"> <li>• Space sufficient enough to accommodate 150 persons</li> <li>• Well furnished with push back comfortable chairs.</li> <li>• LCD facility available</li> <li>• Public address facility available</li> <li>• Attached toilet with wash basin facility</li> <li>• With proper stage, and well ventilated</li> <li>• Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul>	01			

	<b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b>				
<b>20.</b>	<b>Essential Services</b> <ul style="list-style-type: none"> <li>• Adequate facilities for essential services of safe drinking water, toilets, wash basins, electricity and sewerage facilities be provided to all the buildings</li> </ul>				
<b>21.</b>	<b>Other Facilities</b> <ul style="list-style-type: none"> <li>• Ramps be provided in the buildings for physically handicapped</li> <li>• Separate common rooms for girls and boys be provided in co-educational colleges.</li> <li>• Separate toilets for girls.</li> <li>• Garage for 50 seater bus</li> <li>• Fire extinguishers (adequate provision for extinguishing fire should be available as per the local bye-laws)</li> </ul> <b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b>				

### C: Hostel Block

S. No.	Infrastructural Facilities	Minimum Requirement As Per Ugc	Infrastructure Available	Deficiency If Any	Remarks
1.	<p><b>Living Rooms:</b></p> <ul style="list-style-type: none"> <li>• Hostel facility be created within 5<sup>th</sup> year of the establishment of the college.</li> <li>• Total accommodation required be determined in terms of the demand for the hostel               <ul style="list-style-type: none"> <li>• Single Seater</li> <li>• Double Seater</li> <li>• Three Seater</li> </ul> </li> <li>• Proper light arrangement, fans/coolers/ Split ACs, and toilet facilities</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></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>			
2.	<p><b>Dining Room</b></p> <ul style="list-style-type: none"> <li>• For 50% of the hostel strength, subject to maximum of 40 Sq. Mts.</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul>	01			
3.	<p><b>Kitchen</b>(Hygienic with proper ventilation)</p>	1000 sq.ft			

4.	<b>Pantry</b> <ul style="list-style-type: none"> <li>One Pantry on each floor should be provided. It should have water cooler and heating arrangements.</li> </ul>	01			
5.	<b>Washing &amp; Ironing Room</b> <ul style="list-style-type: none"> <li>Facility for drying and ironing clothes should be provided in each floor</li> </ul>	01			
6.	<b>Toilet Blocks</b> <ul style="list-style-type: none"> <li>Water closets</li> <li>Bath rooms</li> <li>Urinals</li> <li>Wash Basin</li> <li>Toilet and bathroom facilities should be provided on each floor of the students hostel. Geysers in bathroom and wash basins should be provided</li> </ul> <b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b>	1 for 10 students 1 for 8 students 1 for 10 students 01 for 10 to 12 students			
7.	<b>Room for Cooks, Room Attendants</b> <ul style="list-style-type: none"> <li>1 room of 9.60 sq. m. with WC and bathrooms</li> <li>Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> <li></li> </ul>	1			
8.	<b>Visitors Room</b> <ul style="list-style-type: none"> <li>Well Furnished with chairs and</li> </ul>	01 room of 9.60 Sq.m.			

	<p>Sofas</p> <ul style="list-style-type: none"> <li>• Proper lighting arrangement, fans/coolers/ Split ACs,</li> </ul>				
9.	<p><b>Sick Room</b></p> <ul style="list-style-type: none"> <li>• Having atleast two beds with Oxygen facility.</li> <li>• Provided with first aid and emergency medicines</li> </ul> <p><b>(Give details for each of the above items., Wherever required give information on a separate sheet )</b></p>	01 room of 9.60 Sq.m.			
10.	<p><b>Reading Room</b></p> <ul style="list-style-type: none"> <li>• Average minimum area should be @ 2.33 sq. mts. per reader</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul>	01 reading rooms			
11.	<b>Boundary Wall</b> around the hostel, if necessary				
12.	<b>Floor Height</b>	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.	<b>Professors</b>	x						
2.	<b>Associate Professor</b>	25% of the total faculty strength						
3.	<b>Assistant Professor</b>	One for two subjects						
4.	<b>Faculty on Academic Arrangement</b>	Not exceeding 25% of the total requirement						
5.	<b>PTI</b>	1						
6.	<b>Librarian</b>	1						

### 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 UGC prescribed qualifications.
- iv. Paid salary as per the UGC scales or the scales prescribed by the state Govt.



## 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.	<b>Office Superintendent</b>	1						
2.	<b>P.A to Principal</b>	1						
3.	<b>Accountant</b>	1						
4.	<b>Upper Division Clerk</b>	1 for every 500 students						
5.	<b>Lower Division Clerk</b>	1 for every 350 students						
6.	<b>Store Keeper</b>	1						
7.	<b>Sanitary Staff</b>	1 for each Deptt.						
8.	<b>Peons / Office Attendants</b>	1 for each Dept./ Stream and office						
9.	<b>Lab. Assistants</b>	1 for each Lab						
10.	<b>Computer Operators</b>	03 Operators minimum						
11.	<b>Library Assistant</b>	1						
12.	<b>Library Bearer</b>	1 for every 25 students						
13.	<b>Book Picker</b>	1 for every 25 students						
14.	<b>Sweepers</b>	2 for each Block						
15.	<b>Gardeners</b>	One for 2 ½ Kanals areas of Garden						

16.	<b>Chowkidars</b>	2						
17.	<b>Pharmacist</b>	1						
18.	<b>Coaches</b>	1 for every 250 students						

## **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.	<b>Warden</b>	One for each Hostel						
2.	<b>Assistant Warden</b>	One for each Hostel						
3.	<b>Cooks</b>	1 for 250 students						
4.	<b>Room Attendants</b>	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.