



University of Kashmir

Hazratbal Srinagar, Kashmir

NAAC Accredited Grade 'A+' University



Check List of Minimum Requirements

For

Grant of Temporary Affiliation

To

Degree Colleges

By

University of Kashmir

Essential Conditions and Minimum Requirements

For

Grant of Temporary Affiliation to Degree College

A: Essential Conditions:

1. The following Establishments/Organizations are eligible to establish Degree Colleges in J & K
 - i) Central/State Government/Local body
 - ii) Registered Private or Public Trust
 - iii) Organizations registered under societies registration Act including Missionary Organizations
 - iv) Companies incorporated under Section 8 of Company's Act.
2. The eligible Organizations/Establishments should obtain Essentiality/ No objection certificate from the State Government.
3. It has undisputed ownership and possession of land free from any or all encumbrances measuring not less than 5 acres of land if it is a multidisciplinary college and one acre if it is a single stream college; Provided that the requirement of 5 acres in hilly areas could be contiguous or up to three places which are not separated by more than 2 kilometers.
4. It is situated within the territorial jurisdiction of the university.
5. Its financial resources are such as to make provisions for its continued maintenance.
6. It satisfies a demand for higher education in the area where it is located.
7. It meets the minimum essential requirements with respect to the land, classrooms, labs, hostels, teaching and non-teaching staff and other resources as specified by the university in the '**Checklist of Minimum Requirements**' for each class of colleges.
8. It has duly constituted managing body as specified by the University.

The College, If Not Run by the State Government:




1. It shall be managed by a duly constituted and registered Society or Trust.
2. The land shall have to be in the name of the trust/Society. Besides, the trust/society shall have to obtain Land Use Certificate from the State Govt.
3. It shall satisfy the University that adequate financial provision is available for running the college for at least first five years without any aid from any external source. 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 lakh per programme, if the college 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 programmes, or FDRs for like amounts jointly held by the college and the University for a minimum lock in a period of five years. The interest accrued out of it may be utilized by the college with prior permission of the University for strengthening its infrastructure facilities.
4. It shall also provide a Financial Architecture to the University which clear delineates that it has adequate recurring income from the college and other sources for its continued and efficient functioning.
5. The Registered Society/Trust in justified exceptional cases may be allowed to start the college for the first year of the programmes in a readily available own or rented building, with the condition that all other academic and administrative requirements are satisfied under the Regulations and the college shall complete the buildings and other requirements cited in the detailed project report by the end of the second year and the college is moved completely to the proposed own permanent building by the beginning of the third year, failing which the college shall not be granted renewal of temporary affiliation until the college moves to the permanent buildings. Under no circumstances extension of time for this movement to the permanent building shall be granted by the University beyond five years.

The Registered Society/ Trust Proposing the College shall Execute a Bond wherein it shall have state that to:

1. to impart instruction only in the subjects and for the courses/programmes in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such courses/programmes shall follow the syllabi approved by the appropriate academic bodies of the University;
2. to comply with all the provisions of the Act, the Statutes and the Regulations of the University framed in this regard;
3. to follow the Rules, Regulations and Guidelines of the Statutory /Regulatory bodies issued from time to time;
4. to the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/ promotion procedures as prescribed by the UGC or by their respective regulatory bodies. The conditions of service shall be in accordance with the Statutes/ Regulations of the University/State Government/ UGC, and shall ensure imparting of adequate instruction to the students in the courses/programmes of studies to be undertaken by the college and that the Student-Teacher Ratio in the College shall be as per the UGC norms or as prescribed by their respective regulatory bodies;
5. to the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales along with applicable allowances as per the pay scales prescribed by the UGC/Central/State Govt., as the case may be, from time to time.
6. to the effect that appointment of members of the teaching and the non-teaching staff shall be made only on considerations of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration;
7. to the effect that the college shall seek appointment of teaching staff through a duly constituted selection committee which shall be chaired by Dean, CDC. The college shall complete the recruitment of any teaching position getting vacant within a maximum period of three months from the date, the positions gets vacant.

8. to the effect that all fees to be charged from the students shall be as per the fee structure approved by the University based on the norms of the UGC /State Govt. etc issued from time to time;
9. to the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University based on the norms of the UGC/ State Govt. issued from time to time;
10. to the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University;
11. to the effect that the college shall not, without the previous permission of the University, suspend offering an already approved course / programme of study;
12. to the effect that the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college;
13. to the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Regulations / Order of the UGC / University / Government shall be maintained and made available as and when required for inspection;
14. to the effect that the college shall furnish all such returns and other information as the UGC / University / Government may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC / University / Government may direct to maintain the same;

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*) _____
- 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, equipment, office contingencies etc: _____
- Any other Details the college would like to highlight:

C: Physical Infrastructure:

S. No.	Infrastructural Facilities	Minimum Requirement of Physical Infrastructure	Infrastructure Available	Deficiency If Any	Remarks
1.	Land <ul style="list-style-type: none"> There shall be undisputed ownership and possession of land free from any or all encumbrances measuring not less than 5 acres of land if it is a multidisciplinary college and one acre if it is a single stream college; Provided that the requirement of 5 acres in hilly areas could be contiguous or up to three places which are not separated by more than 2 kilometers. Land has to be in the name of the College or Higher Education Dept./ Trust/ Society. Land shall have a boundary wall from all sides with at least one well designed/ Built entry gate. Requisite green of the campus cover is must Well laid roads within the college campus shall be available. Proper landscaping of the main lawns of the college is must Requisite parking place shall be available in the campus. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	5 acres			
2.	Buildings <ul style="list-style-type: none"> Separate Block for Administration, Library, Academic College can be in a rented/leased building only for the first two years Parking space for vehicles shall be available 	3-2 acres			

	<ul style="list-style-type: none"> • Benches placed at requisite places for students in the college lawns shall be available. • Every Building shall have ramps • Requisite provision of latrines and wash rooms on each floor of the building shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>				
3.	<p>Lecture Rooms</p> <ul style="list-style-type: none"> • Space Sufficient enough to accommodate 80 students. • Each Classroom shall have White Boards and LCD projectors • Atleast two Smart and one Virtual Classroom shall be available. • Class rooms shall be well furnished and well ventilated. • Number of class rooms as per the requirements for different subjects • Preferably Gallery type class rooms shall be available • Proper lighting, 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>	15 Sq.ft per Student			
4.	<p>Laboratory</p> <ul style="list-style-type: none"> • Average laboratory area • Wherever labs are required shall have to be in place with spacious space, fixtures and fittings. • Laboratory shall 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 	60 sqft for main subjects 40 Sqft for subsidiary / minor subjects (20 sq.ft per student)			

	<ul style="list-style-type: none"> The plinth area of laboratory buildings shall be determined generally as carpet area of the laboratory plus 50% thereof <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"> Shall 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 for each title of text book. The number of books for each title should be raised to 200 within a period of 5 years. At least two subject journals shall be subscribed by the library. The UGC journals, if any in the subjects concerned shall be subscribed. Comfortable seating arrangement for atleast half of the total strength of the students and teachers shall be available. 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 shall be available. Proper requisite Book Racks, Book shelves, Display Racks and shall be available Reading room having proper furniture with seating capacity for 20% of the total strength of the students 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>				

6.	Museums (Zoology, Botany) <ul style="list-style-type: none"> Wherever subjects of zoology and Botany are offered 	1000 Sq.feet wherever required			
7.	Store Room (Average space for 100 to 150 Students)	1000 to 2000 sq.feet			
8.	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			
9.	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 shall be available. Separate toilet with hand washing facility for male and female faculty members shall be available. Proper lighting, fans/coolers/ Split ACs, and drinking water shall be available in faculty chambers <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	As per the no. of faculty members			
10.	Principal Room <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>	01			

11.	Principals Residence <ul style="list-style-type: none"> Principal may be provided residence in the college campus by or before 5th year of the establishment of the college. 				
12.	Staff Quarters for Teachers <ul style="list-style-type: none"> Staff shall 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 shall be available. For remote areas, higher percentage of teachers shall be provided with accommodation. 	25%			
13.	Administrative Office <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, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities shall be available. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	1			
14.	Medical Facility Room <ul style="list-style-type: none"> The room shall have atleast two beds with Oxygen facility. All emergency medicines and diagnostic equipment shall be available in the dispensary. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	1			

15.	Common Room: <ul style="list-style-type: none"> • Separate for male & female students. • Fully furnished with attached toilets and wash basin facility. • Proper lighting, fans/coolers/ Split ACs shall be available. 				
16.	Store Room <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 records shall be available. 	02			
17.	Multi Purpose Hall <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 lighting system • There shall be arrangements for the use of all kinds of basic and advanced audio-visuals aids in the hall. • Requisite 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>	2000 sq. mtrs 400 Seating Capacity			
18.	Computer Labs. <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 shall be 3 computer labs having student – computer ratio of 1 : 1. 				

	<ul style="list-style-type: none"> • Latest licensed requisite software's shall be available • Proper light, 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>				
19.	<p>Seminar Room:</p> <ul style="list-style-type: none"> • Space sufficient enough to accommodate 150 persons • Well furnished with push back comfortable chairs. • LCD projector shall be available • Public address system shall be available • Attached toilet with wash basin facility shall be available. • There shall be proper stage, and well ventilated • Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities available in the room. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	01			
20.	<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 shall be available in all the buildings 				
21.	<p>Other Facilities</p> <ul style="list-style-type: none"> • Ramps be provided in the buildings for physically handicapped persons • Separate common rooms for girls and boys be provided in co-educational colleges. • Separate toilets for girls and boys • Garage for 50 seater bus • Fire extinguishers shall be available as per the local bye-laws of union territory of J&K. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>				

C: Hostel Block

S. No.	Infrastructural Facilities	Minimum Requirements	Infrastructure Available	Deficiency If Any	Remarks
1.	Living Rooms: <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 lighting, 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 Hall <ul style="list-style-type: none"> For 50% of the hostel strength, subject to minimum of 40 Sq. Mts. Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. Requisite dining tables, chairs, water coolers, refrigerators, hand washing and heating/cooling facilities shall be available. 	01			
3.	Kitchen (Hygienic with proper ventilation)	0.5 Sq. M per diner subject to maximum of Sq. M			
4.	Pantry <ul style="list-style-type: none"> One Pantry on each floor shall be available. It shall have water cooler and heating arrangements. 	01			

5.	Washing & Ironing Room <ul style="list-style-type: none"> Facility for drying and ironing of clothes shall be available in each floor of the hostel. 	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 in proportion to the no. of boarders. (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"> 1 room of 9.60 sq. m. with WC and bathrooms shall be available for Cooks & Room Attendants 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. Proper lighting, fans/coolers/ Split ACs shall be available. 	01 room of 9.6 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 (Give details for each of the above items., Wherever required give information on a separate sheet)	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 • There shall be books, magazines, newspapers and other reading materials available in the reading room. • There shall be proper furniture and furnishings. • Proper lighting, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. 	01 reading rooms			
11	Recreation Room <ul style="list-style-type: none"> • There shall be Provision for indoor games like table tennis and snooker. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	900 sq. ft.			
12	Store <ul style="list-style-type: none"> • There shall be built in storing facility to keep the food items and other items so as to protect from mice's and other hazards 	150 sq.ft.			
13.	Boundary Wall <ul style="list-style-type: none"> • There shall be boundary wall around the hostel, if necessary. 				
14.	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	X						
2.	Associate Professor	25% of the total faculty strength						
3.	Assistant Professor	two per subject stream						
4.	Faculty on Academic Arrangement	Not exceeding 15% of the total requirement						
5.	PTI	01						
6.	Librarian	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 15% 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.	Office Superintendent	01						
2.	P.A to Principal	01						
3.	Accountant	01						
4.	Upper Division Clerk	01 for every 500 students						
5.	Lower Division Clerk	01 for every 350 students						
6.	Store Keeper	01						
7.	Sanitary Staff	01 for each Deptt.						
8.	Peons / Office Attendants	01 for each Dept./ Stream and office						
9.	Lab. Assistants	01 for each Lab						
10.	Computer Operators	03 Operators minimum						
11.	Library Assistant	01						
12.	Library Bearer	01 for every 100 students						
13.	Book Picker	01 for every 100 students						
14.	Sweepers	02 for each Block						
15.	Gardeners	One for 2 ½ Kanals areas of Garden						
16.	Chowkidars	02						
17.	Pharmacist	01						
18.	Coaches	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.	Warden	One for each Hostel						
2.	Assistant Warden	One for each Hostel						
3.	Cooks	1 for 250 students						
4.	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.