BHARATHIAR UNIVERSITY : COIMBATORE-641046
REVISED GUIDELINES FOR UG / PG AFFILIATION
2021-2022 ONWARDS

BHARATHIAR UNIVERSITY : COIMBATORE-641046.

I. GUIDELINES FOR ESTABLISHING NEW COLLEGES

BACKGROUND OF THE UNIVERSITY

The Bharathiar University was established in Coimbatore by the Government of Tamil Nadu, in February 1982, under the provisions of the Bharathiar University Act, 1981, and Tamil Nadu Act I of 1982, with jurisdiction over the Revenue Districts of Coimbatore, Erode, Tiruppur and Nilgiris. The Postgraduate Departments of the Madras University, which were functioning at that time, formed the nucleus of the Bharathiar University. The University was accorded recognition by the University Grants Commission for the purpose of award of grants, in May 1985.

The University is named after the great national poet Subramania Bharathiar, who nursed an "unconquerable hope" for the freedom of his country and dreamt of a Grand Vision for Free India. It is conceded that there couldn't have been a more fitting and lasting tribute to the memory of the great Poet of Freedom and Visionary, than this University, which has been making rapid strides towards academic excellence since inception.

The motto of this University has been stated in the words of the great poet Bharathiar as "Educate to Elevate". And every effort is made by this University to translate into reality the poet's dream of transforming educational institutions into "Temples of Learning".

The foremost objectives of this University are to engage itself in the natural task of imparting the necessary knowledge and skills to the youth of this country, and make them imbibe the great values on which our society is founded, and enable them to contribute effectively towards the establishment of an enlightened and egalitarian society based on social justice and economic parity.

The University is situated amidst sylvan surroundings at the foothills of Marudhamalai, a mountain which forms part of the Western Ghats, on a sprawling campus of one thousand acres, 15 kilometers from the city of Coimbatore.

The University is ranked 13th in NIRF and attained the 801-900 range in the International Ranking of Institutions by Times World Ranking. Under its wing, the University has **132** Affiliated Colleges and 33 Recognized Research Institutes, and all of them cater to the educational needs of around **1.7 lakh** of students and research scholars.

Bharathiar University inherited nine academic departments in 1982 from Madras University. As of now, the University has 38 academic departments grouped under 13 different schools**.** In addition, the University has **Human Resource Development Centre (HRDC) by UGC and School of Distance Education**.

All the teaching departments of the University offer Master's Degree, M.Phil. and Ph.D. Programmes. The medium of instruction for all the programme/s **is English,** except for Post Graduate Degree/Diploma programmes in Tamil.

1. GUIDELINES FOR ESTABLISHING NEW COLLEGES

1. The Trust/Society desirous of establishing a new college—Arts & Science/Stand- alone Institutes—within the jurisdiction of the Bharathiar University shall apply in the prescribed form to the Registrar of the University on or before 30th April of every year preceding the academic year in which the college is proposed to be instituted.

2. The format of the application is furnished in **Annexure-I.**

3. The Application can also be downloaded from the University - Website **www.b-u.ac.in**

4. The application shall be complete in all respects along with the requisite application fee in the form of a crossed Demand Draft of a nationalized Bank drawn in favour of the Registrar, Bharathiar University and payable at Coimbatore and submit the same on or before 31st October in the preceding year of establishing the college.

5. The primary affiliation shall be considered for five UG programmes ONLY for which the relevant approval of the Government Tamilnadu/All India Council for Technical Education/UGC is mandatory. In case of stand-alone Institutions, MBA/MCA programmes are permitted.

6. In the case of founding a new Arts & Science College, the Trust/Society shall produce the order of Government of Tamil Nadu. Only on receipt of the G.O., the Inspection Commission will be appointed for granting affiliation.

7. The details of the fee payable to the University by the individual/trust/institutions are furnished in **Annexure-II.**

8. The various stages of processing the application are outlined in detail in **Annexure-III.**

9. The conditions to be satisfied by new colleges are furnished in **Annexure-IV.**

10. In the case of starting a new stand-alone Institution, the Trust/Society shall produce the approval of the AICTE/UGC and NOC from the State Government to establish the college and only on receipt of AICTE's/UGC's unconditional approval/NOC of State Government, the inspection commission will be appointed for granting affiliation.

GENERAL FACILITIES REQUIRED:

1. LAND
2. BUILDING:
3. FURNITURE:
4. LIGHTING & FAN :
5. TOILET : i) For Staff

ii) For Students

6. TRANSPORT
7. BARRIER-FREE ENVIRONMENT
8. DRINKING WATER
9. LIBRARY
10. PLAY GROUND
11. HOSTEL
12. PRINCIPAL
13. TEACHING FACULTY
14. LIBRARIAN
15. DIRECTOR OF PHYSICAL EDUCATION
16. SUPPORTING STAFF

1. LAND :

i) For Arts & Science Colleges as prescribed by the Govt. of Tamil Nadu:
   As per G.O. No. 40, dt. 28.02.2014.

TOTAL LAND AREA REQUIRED		
1	Corporation Limit	2 acres
2	Municipal Limit	3 acres
3	Town / Village Panchayat Limit	5 acres

ii) For stand-alone (MBA / MCA) Institutions as prescribed by AICTE/UGC.

iii) The land should be contiguous and compact.

iv) The land should be registered in the name of the Educational Agency or Trust and for the purpose of establishing the college the land document shall be enclosed and lease-held land is not permitted.

v) The topographical sketch of the land with survey numbers along with the surrounding area with survey numbers signed by the Village Administrative Officer to show that the land is contiguous and in one block. The land earmarked for college land should be coloured in the sketch.

vi) The land use certificate, if it is a cultivable land, indicating permission to use the land for running a college and construction of building from the competent revenue authorities shall be produced.

vii) Land continuity certificate stating the college name with survey numbers and extent in area shall be submitted (signed by the Village Administrative Officer).

2. BUILDING :

	AREA REQUIRED	
1.	Principal's Room	Minimum area 300 Sq. Ft.
2.	Office Room	Atleast 30 Sq.Ft. area for each staff
3.	Staff Room	Minimum 40 Sq.Ft. area for each Faculty member
4.	Ladies' Common Room	10 Sq.Ft. per student (for Co-education College) with Toilet & Wash Basin attached.
5.	Class Rooms	Well-ventilated room for every Section Room area – Minimum 10 Sq.Ft. per student
6.	Black Board	Minimum size 8 X 4 feet (Glass/Cement/Wooden/Fibre/Ceramic).

1. TYPE: R.C.C. Permanent Building. Ceiling Height minimum 11 feet .
2. The building completion and stability certificate issued by competent authorities shall be produced
3. Town and country planning approval for the buildings shall be produced along with Building plan.

3. FURNITURE :

As required (Wooden/Steel) depending on the intake strength of students for each programme.

4. LIGHTING & FAN:

i) Light - 4 Tube lights for each class room
ii) Fan - 4 Fans for each class room

5. TOILET:

S. No.	Type *	Faculty		Students	
		Men	**Women ****	**Boys**	**Girls ****
1.	Urinals	One for every 20	One For every 20	One for every 20	One for every 20
2.	Wash Basin	One for every 50	One For every 50	One for every 50	One for every 50
3.	Toilet	One for every 50	One For every 50	One for every 50	One for every 50

1. The above should be separate for Gents and Ladies.
2. Separate buckets with lids shall be provided in the Ladies toilet (or) a napkin disposal machine be made available.
3. Adequate arrangements are to be made for disposing the wash room wastes.

6. TRANSPORT:

Transport congestion should not be caused in the location of the college and adequate transportation facility shall be ensured to prevent such congestion.

7. ENVIRONMENT:

Pollution or environmental health hazards shall be avoided at all costs while establishing the college.

8. BARRIER-FREE ENVIRONMENT:

The buildings shall have barrier-free access to physically-challenged persons.

9. DRINKING WATER:

Separate drinking water shall be provided in drums or through water cooler in students' common rooms and in each wing of each floor.

10. LIBRARY :

i) General books like Encyclopedia, Dictionaries of different types - each one copy.

ii) Subject books (to be prescribed separately) - refer the checklists provided for each programme.

11. PLAYGROUND :

Necessary facilities shall be provided for both outdoor and indoor games.

12. HOSTEL:

The colleges shall establish separate hostel facilities for boys and girls before the commencement of the academic year.

13. PRINCIPAL:

A qualified Principal shall be appointed as per the norms of the State Government and University. [Refer Annexure-I]

14. TEACHING STAFF:

Staff members shall be appointed as per the norms of the State Government and University. [Refer Annexure-II]

15. LIBRARIAN:

Librarian shall be appointed as per the norms of the State Government and University.

16. DIRECTOR OF PHYSICAL EDUCATION:

Director of Physical Education shall be appointed as per the norms of the State Government and University.

17. SUPPORTING STAFF:

Supporting Staff required at all levels shall be appointed for the smooth functioning of the institution.

18. Conditions as per G.O.M(s) No.107 Higher Education (E1) Department dt. 14.05.2015

i. Fill up 4% of the posts under teaching/non teaching category from differently abled persons. **(GO.Ms.No.21 (DAP) Dept dt.30.05.2017)**

ii. Fill up the post of Assistant Professors with visually-impaired persons with 25% salary subsidy in self-financing Arts and Science Colleges.

iii. Provide rain water harvesting facility in the buildings of the colleges.

iv. Provide solar power facility in the buildings of the colleges.

****

BHARATHIAR UNIVERSITY : COIMBATORE
State University
(Established the Bharathiar University Act 1981
Re-Accredited with 'A' Grade by NAAC
Coimbatore – 641 046
Phone: +91 422 2422203, Fax: +91 422 2422387, Website: www.b-u.ac.in

2. APPLICATION FOR NEW COLLEGE

1		DETAILS OF PROPOSED COLLEGE:	
	a	Name:	
	b	Address: Phone No: Fax No: Website: E-mail:	
2		DETAILS OF EDUCATIONAL AGENCY	
		INDIVIDUAL / TRUST / INSTITUTION	**TRUSTEE / SECRETARY**
		Address: Phone No: Fax No: Website: E-mail:	Address: Phone No: Fax No: Website: E-mail:

3		**Nature of the proposed College** (Please tick the relevant box)**:**			
		Details	Men	Women	Both
	i	Arts & Science College			
	ii	Standalone MBA			
	iii	Standalone MCA			
	iv	Standalone MBA & MCA			
4		**Location Details:**			
	i	Name of the City / Municipal Town / Town Panchayat / Village Panchayat			
	ii	Revenue District / Taluk			
	iii	Nearest Post Office			
	iv	Nearest Railway Station			
5		**Status of Educational Agency:** (Please attach the copy of Bye Law / Constitution)			
	i	Registered Society			
	ii	Trust			
	iii	Corporate Entity			
	iv	Others (Please specify)			
6		**Land Details:**			
	a	Site Survey No. of the Land (Please attach a map of the location)			
	b	Area of the Land			
	c	Nature of ownership (Please attach the copy of the original documents)	OWN		IN THE NAME OF THE TRUST
	d	Whether the land is clearly demarcated by Fencing / boundary wall (Please attach the copy of the original documents and the topographical sketch of the college)	YES		NO
	e	Whether the land is contiguous	YES		NO
		If NOT, Number of the Plots			
		Distance between the Plots			

f	Whether the surroundings are suitable for Educational purpose	YES		NO
g	Addresses of the Owner surrounding the Institution :			
	Front		Back	
	Left		Right	
7	Whether land use certificate obtained	YES		NO
8	Whether land continuity certificate obtained	YES		NO
9	**Proposed programmes**			

Sl.No.	Name of the programme/s	Branch / Major	Allied Subjects	Medium	Proposed Strength
a					
b					
c					
d					
e					

10	Whether the college has other institutions in the same premises (please provide the details)	YES		NO
11	By locating the college in that area, whether any environmental health hazards will be created	YES		NO
12	**Details of the Nearest College:**			
i	Name of the College			
ii	Address			
iii	Distance from your College			
iv	Strength of the existing College			
13	**Need and justification for establishing the new College** (Attach the justification in enclosure)			

14	**Building Details (The College should have a permanent building)**		
a	**PERMANENT Building:** **Location**		
b	Whether Building Plan is approved by Local authorities/Town and country Planning (Please attach a copy of the approval)	YES	NO
c	Whether the Building is RCC roofed	YES	NO
d	Building Completion Certificate (Please attach a copy)	YES	NO
e	Stability Certificate of the Building (Please attach a copy)	YES	NO
f	Will there be any transport congession by establishing the college in that location	YES	NO
g	Whether adequate arrangements are made for the disposal of the laboratory wastes	YES	NO
h	Whether adequate toilet facilities available for Gents/Ladies	YES	NO
i	Whether the buildings have barrier free access for physically challenged person	YES	NO

15	**DETAILS OF FACILITIES AVAILABLE:**		
a	**Class rooms:**		
Sl.No.	Room No.	Instructional Area in Sq. ft.	Proposed No. of Students to be accommodated (Norms 10 Sq. ft. per student)
i			
ii			
iii			
iv			
b	**Laboratory**		
Sl.No.	Room No.	Instructional Area in Sq. ft.	Proposed No. of Students to be accommodated (Norms 10 Sq. ft. per student)
i			

ii			
iii			
c	**Computer Lab**		
Sl.No.	Room No.	Instructional Area in Sq. ft.	Proposed No. of Students to be accommodated (Norms 10 Sq. ft. per student)
i			
ii			
iii			
d	**Computer facilities**		
Sl.No.	Details	Configuration	
i	Server		
ii	Terminals		
iii	Printer		
iv	Networking		
e	**Whether the College has required furniture in the Classrooms and Laboratories**	YES	NO
f	**Library facilities**		
Sl.No.	Facilities	Available / Not Available	
i	Area of the Library		
ii	Furniture		
iii	Seating Capacity		
iv	Reprographic facility		
v	Availability of Internet (give details)		
g	**Play Ground facilities**		
i	Area of Land available		
ii	Facilities available for Outdoor Games		
iii	Provision for Indoor Games		
h	**Hostel (**Please tick the relevant box)		
i	Boys	Girls	
ii	Whether the hostel has RCC roofed rooms	YES	NO

iii	**Hostel Strength**			
Sl.No.	Gender	No. of Rooms	Proposed Strength	
1	Boys			
2	Girls			
iv	Whether the hostel has proper Cooking facility		YES	NO
v	Whether the hostel has proper Recreational facilities		YES	NO
vi	Whether the hostel has proper furniture & fittings		YES	NO
vii	**Utilities**			
Sl.No.	Details		AVAILABLE	NOT AVAILABLE
a.	Toilets			
b.	Bath room			
c.	Drinking Water			
d.	Water for other use			
e.	Laundry facilities			
f.	Telephone			
g.	Internet			
h.	Recreation facilities			
i.	Medical facilities			
16	Details of Financial Allotment from the Educational Agency for running the College			
Sl.No.	Estimated Facilities		Source of Funds	Amount
a.	Building			
b.	Laboratories			
c.	Library Books			
d.	Furniture and Fittings			
e.	Hostel			
f.	Recurring expenditure			
g.	Others			
	Total amount			
17	Whether the Trust / Society/Educational agency has created an Endowment jointly with State Government/AICTE/		YES	NO

	UGC (attach a copy of the Endowment)		
18	Whether the Trust / Society / Educational agency undertakes to appoint Qualified teaching, non-teaching and supporting staff as prescribed by the University and the Government of Tamil Nadu and pay salary as recommended by the UGC / State Government	YES	NO
19	Whether the Trust / Society / Educational agency agrees to undertake to collect tuition fees and other fees only at the rates prescribed by Government / University from time to time	YES	NO
20	Whether the Trust / Society / Educational agency is agreeing to admit Students as per guidelines prescribed by the Government / University from time to time	YES	NO
21	Whether the Trust / Society / Educational agency agrees to undertake not to collect capitation fee or donation from the students or parents	YES	NO
22	Details of Endowment created with the State Government (if applicable)		
a	Amount in figures and words		
b	Date		
c	Joint names of		
d	Agency in which amount deposited		
23	Details of Endowment created with AICTE/UGC (If applicable)		
a	Amount in figures and words		
b	Date		

c	Joint names of		
d	Agency in which amount deposited		
24	(a) In case of Arts & Science College, state whether State Government's Order has been obtained. If **Yes**, enclose a copy of the Government order / NOC If **No**, enclose a copy of the application made to State Government (b) In case of Stand alone MBA / MCA Institute state whether AICTE's/UGC approval and No Objection Certificate from the State Government to start the College / Institute have been obtained If **Yes**, enclose a copy of the Communication If **No**, enclose a copy of the application made to the respective agencies		
25	Details of Application Fee remitted		

Sl.No.	Demand Draft No.	Date	Name of the Bank	Amount

26	**Details of General Amenities**		

Sl.No.	Details of Amenities	Norms	Available / Not Available
a.	Principal Room	300 Sq. Feet	
b.	Office Room	30 Sq. Feet / staff	
c.	Faculty Room	40 Sq. Feet / faculty	
d.	Common Room (Separate for Boys / Girls)	10 Sq. Feet / student	

e.	Black Board (Glass / Cement / Wooden/Fibre/Ceramic)	8 x 4 feet	
f.	Lighting	4 tube lights per class room	
g.	Fan	4 fans per class room	
h.	Urinals / Toilets (Separate for Boys / Girls)	One for every 20 / One of every 50 students	
i.	Wash Basins (Separate for Boys / Girls)	One of every 50 students	
j.	Drinking water	Provision in each wing	
k.	All weather approach road		
l.	Electrical Generator		
m.	Canteen		
n.	Parking facilities		
o.	Medical facilities		
p.	Insurance facilities		
q.	Telephone facilities		
r.	Rain water harvesting		
s.	Post Office facility		
t.	Bank facility		
u.	Transport facility		
v.	Reprographic facility		
w.	Barrier free environment for physically challenged.		

DECLARATION

I/We hereby certify that the particulars furnished above are correct and the Trust / Society/Educational agency agrees to abide by the rules and regulations prescribed by the University from time to time for running an Unaided Private College.

Signature of the person duly authorized by the Trust / Society with seal

PLACE:

DATE:

ENCLOSURES : [Along with Application]:
1. Copy of the Registered Trust Deed / Bylaw.
2. Demand Draft
3. Justification for starting the College.
4. Location Map of the Land.
5. Copy of the Ownership Deed of the Land.
6. Permanent Location
   a. Approved Building Plan.
   b. Building Completion Certificate.
   c. Stability Certificate of the Building.
   d. Certificate from the competent authority stating that the land is contiguous.
   e. Topographical sketch of the college
   f. Land use certificate
   g. Fire Certificate

7. Approvals:

   a. Government Order / NOC from Tamil Nadu Government for Arts, Science and Standalone (MBA & MCA).

   b. AICTE's Unconditional Approval / UGC in case of MBA / MCA programmes and Standalone Institutions.

3. DETAILS OF FEES PAYABLE BY THE NEW COLLEGE TO THE UNIVERSITY
(Non-refundable)

S. No.	Details of Fee Payable	Amount (Rs.)
I	**Application Registration Fee**	**Rs.2000/= for UG** **Rs.3000/- for MBA / MCA**
II	**Application Fee for Starting New Programmes:**	
	Application Fee for each Programme	**a. Rs. 20,000/-** (Twenty thousand) for each **Programme**. b. **Rs.30,000/= (Rupees Thirty Thousand only) f**or MBA / MCA each **Programme**
	Application Fee for Certificate Courses	**c. Rs. 10,000/-** (Ten thousand only) for each Course
	Fee for Renewal of application – New College	**Rs.7000/- per application**
III. Affiliation Fee:		
	(a) For Arts & Science Colleges:	
1.	Provisional Affiliation Fee for **Programmes** to be introduced in an Arts & Science College.	**Rs. 2,50,000/-** (Two lakh fifty Thousand only) for each UG Programme
2.	Provisional Affiliation Fee for PG Diploma programme (One year duration)	**Rs. 1,50,000/-** (One lakh fifty thousand only) for each programme
3.	Provisional Affiliation Fee for Diploma programme s (Six months)	**Rs. 100,000/-** (One Lakh only) for each programme
4.	Certificate Courses (Three months)	**Rs. 75,000/-** (Seventy Five thousand only) for each Course
	(b) For Stand-alone Institute:	
1.	For MCA / MBA	**Rs. 6,50,000/-** (Six lakh and fifty thousand only) for each programme

Note : Exclusive of 18 % GST

Note: The Affiliation Fee is to be paid when the University has decided to grant affiliation to the College / Institution after visiting the site / campus of the College concerned and after considering the report of the Inspection Commission.

IV. Inspection Commission Fee:		
1.	Fee for each visit of the Inspection Commission	**Rs. 20,000/-** (Twenty thousand only)
2.	Fee for each visit of the Re- Inspection Commission	**Rs. 35,000/-** (Thirty five thousand only)

Note : Exclusive of 18 % GST

Note: The College is exempted from creating endowments with the University at the time of starting the Colleges, provided they have created endowment with the State Government/AICTE/UGC.

4. PROCESS CHART FOR GRANTING OF AFFILIATION   TO A NEW COLLEGE BY   THE BHARATHIAR UNIVERSITY

S. No.	Nature of Action	Period for action During the calendar year	Who is to initiate Action	Action to be taken / Requirements to be met
1	Submission of Application to Bharathiar University	July to October of the relevant calendar year* (not later than Oct. 31) of the Preceding year of starting the College	Applicants – Trust/Society	Submission of completed application form in the prescribed format along with fees
2	Processing of Application	November to December of the relevant calendar year* of the Preceding year of starting the College	(a) University	Scrutiny of application and placing it before the Syndicate of the University
	-do-	-do-	(b) The Syndicate of the University	Consideration of the application and referring it to the College Development Committee if it is found appropriate to do so.
3	Consideration of Application	January to February of the relevant calendar year	(a) College Development Committee	Consideration of application by the College Development Committee and forwarding of its recommendations to the Syndicate.

			(b) The Syndicate	To take a decision on whether to go ahead with the processing of the application.
	-do-	-do-	(c) University	Communicating the decision of the Syndicate to the applicant.
4	Inspection	March to April	(a) University	Constitution of Inspection Commission
	-do-	-do-	(b) Applicant	1. Payment of the prescribed Inspection Fee. 2. Facilitating the inspection and providing necessary information
	-do-	-do-	(c) Inspection Commission	Inspection and submission of reports in the prescribed format.
5	Decision on the Application for Affiliation	May	(a) University	Placing the relevant reports before the Syndicate.
	-do-	-do-	(b) Syndicate	Decision on affiliation
	-do-	-do-	(c) University Office	Communicating the decision of the Syndicate to the applicant
	-do-	-do-	(i) In case where the affiliation is granted without any further conditions	
			Applicant	Payment of Affiliation Fee
			(ii) In case where the affiliation is granted subject to certain conditions	
			Applicant	Fulfilling the prescribed conditions
			University	Granting of affiliation on receipt of a satisfactory compliance report
			Applicant	Payment of Affiliation fee
6			University	Issuing of Affiliation communication

NOTE: * The preceding year in which the college is proposed to be established.

5. CONDITIONS TO BE FULFILLED BY NEW COLLEGES

General

1. All the provisions of the **Act, Statutes, Ordinances** Rules and Regulations of the University framed from time to time shall be complied with.

2. The academic and **welfare activities** of the Backward classes and Scheduled Caste/Tribe students shall be cared for and special attention be paid by the College to their problems while also adhering to State rules and directions on reservations.

3. The college shall furnish such **returns and other information** as the University or the State Government may require enabling it to monitor and judge its performance of maintenance of academic standards and shall take such action as the University or the State Government may consider necessary to maintain them.

4. The college shall **impart instruction** only in the subjects and for the programmes in the faculties for which it has been granted affiliation by the University.

5. All **registers and records** as required to be maintained under University Regulations/Government Orders shall be maintained and made available as and when required for inspection by the University/Government.

6. The **admission of candidates** shall be made in accordance with the directions issued by the State Government and University from time to time.

7. All the conditions prescribed in **Affiliation and Approval of colleges** of the Bharathiar University Statutes shall be complied with. (Refer University website)

8. If the conditions prescribed for the Provisional Affiliation granted are not complied with, the University reserves the **right to withdraw** the affiliation forthwith.

9. All the **conditions prescribed** by the Tamil Nadu Government in its NOC for granting affiliation **shall be fulfilled.**

10. It is also informed that **no advertisement/admissions,** even mentioning **"Subject to affiliation",** shall be made by the college/trust without obtaining affiliation for new programmes/Continuance of Provisional Affiliation for the existing programmes from this University. Applications of such of those colleges/trusts will be rejected if they had published advertisements/admission notifications before obtaining affiliation.

11. Such other **conditions**, as may be prescribed from time to time by the University, shall be **compiled** with.

Fees

12. The **tuition** fee to be charged from the students shall be as prescribed by the State Government from time to time.

13. The **college shall not** collect, either directly or through any of its associated Trust, Society, etc. any capitation fee or donation or any other form of fee from any of its students or employees except the prescribed fee and other charges as prescribed by the Govt.

14. The Management of the college shall have its **accounts audited** by the end of each year by a Chartered Accountant out of a panel approved by the University, and a copy of its annual accounts shall be made available with the audit report, to the University and State Government for inspection, within 6 months from the closure of the financial year.

Affiliation

15. **No student shall be admitted to any programme of instruction in the college in anticipation of grant of affiliation.**

Faculty Position

16. The number of teaching **posts and qualifications** of the teaching staff, their recruitment procedure and conditions of service shall be in accordance with the Statutes/Ordinances/ Regulations/Rules of the University/State Government and shall be such that it ensures the imparting of adequate instruction to the students in the programmes of study to be undertaken by the college.

Infrastructure

17. The college shall have **undisputed possession of land** by virtue of registered sale-deed in favour of the College/Trust, and shall submit a blue print of the proposed building for the college, the area of land being as stipulated by the AICTE/UGC in the case of Management Colleges/ Institutions or by State Government in the case of other colleges.

18. The college shall have permanent **building with sufficient rooms to accommodate the first year students** and to meet the immediate academic and other requirements with adequate scope for its future expansion.

19. **Library and Laboratory** facilities shall be provided as recommended by the commission.

20. The required buildings, equipment and other essential facilities as per the **norms and standards laid down by the AICTE/UGC/Bharathiar University** shall be provided.

21. Facilities shall be made available for **conducting University Examinations**.

22. The college shall establish hostel facilities separately for Boys and Girls before the starting of the academic year, otherwise permanent affiliation will not be granted.

Faculty / Staff Resource

23. The members of the teaching and non-teaching staff **shall be regularly** paid their full salary as per the pay scales and DA, etc., prescribed by the State Government.

24. Payment of salary **should be made through Bank only** i.e., the management shall have an account in the nearby bank and payment of salary to the staff of the college shall be made through transfer of amounts from the college account to the individual account of the staff in the same bank.

25. A full-time qualified person shall be appointed **as Principal** within a period of three months and necessary approval for such appointment shall be obtained from the University.

26. The recruitment of **teaching staff shall be made** immediately as per the qualifications prescribed by the AICTE/UGC and this University.

27. The college shall not **impose levies** on its teaching and non-teaching staff for meeting recurring or non-recurring, general or special expenditure of the college or impose cuts in their salaries for any other purpose without prior sanction of the Syndicate of the University.

Inspection

28. The college shall be **subjected to inspection** by the University from time to time, **at least once in three years**, by one or more competent persons authorized for the same and a report of such inspection shall be made to the Syndicate.

29. Each and every one of the recommendations stipulated by the inspection commission shall be implemented.

Students

30. The maximum number of students who may be admitted shall not exceed the sanctioned strength for each programme.

31. The college shall admit only eligible students with requisite qualifications as per the University norms.

Administration

32. A College Committee shall be constituted immediately after obtaining the necessary approvals, in accordance with the Tamil Nadu Private College (Regulations) Act.

PROGRAMMES TO BE APPLIED FOR

33. In case of programmes coming under the purview of AICTE, a letter of intent should have also been made to the University , before 31st October and application have to be submitted on or before 30th April along with the approval of the AICTE.

34. Application fee paid by the college along with their applications for new Programmes, in the existing Colleges **will not be refunded** or diverted for any other programme. However, cancellation of the programmes will be permitted on or before 31st May and the application fee for the same will not be refunded.

35. While applying for new Programmes, Colleges have to give an undertaking that they have provided the necessary infrastructure for the existing Programmes and will provide the necessary infrastructural facilities for the new Programmes before 31st March every year.

36. Starting of B.Ed. / B.P.Ed./ M.Ed./ M.P.Ed. / Fine Arts Programmes in Arts & Science Colleges shall not be permitted.

37. The Programmes for which affiliation had been already obtained and revival requested for shall be considered only after **re-inspection**.

38. Application fee remitted by the colleges in respect of Programmes, which have not been considered by the University, shall not be **refunded.**

39. The Colleges are not permitted to close down any programme without obtaining the **prior permission** of the University.

40. Any Certificate / Diploma / PG Diploma Programmes are to be conducted only with the approval of the University.

INSPECTION COMMISSION:

41. An Inspection Commission shall have a minimum of **two members.**

42. Members of the Inspection Commission shall be experts in each discipline, drawn based on services of teachers in the University Departments and affiliated colleges, who shall have at least 10 years of teaching experience and the Convenor should be Principal / HOD /Professor of the University Departments/Senior faculty of affiliated colleges or University along with subject experts.

43. In the absence of a teacher with 10 years of experience, the Vice-Chancellor may nominate from among the available teachers of the relevant discipline. The Convenor for such commission shall be a HOD/Professor of the University Department along with subject experts.

44. For new disciplines, subject experts in related disciplines or external experts in the relevant subjects may be considered as Inspection Commission members.

45. Inspection Commissions for one or more disciplines shall have one subject expert in each discipline.

46. Seniority on the basis of years of teaching experience must be maintained while appointing the inspection commission.

47. To appoint Inspection Commission members for PG Programmes, the seniority in PG teaching shall be maintained.

48. Inspection Commission members for Research Programme shall have Ph.D. with 5 years of research guidance experience in the programme concerned (M.Phil. / Ph.D.).

49. Atleast one Woman member shall be appointed to the inspection commission constituted for Women's/Co-education colleges.

50. For granting affiliation to new colleges/institutions or any new affiliating institution, the composition of Inspection Commission shall consist of Members from among the Syndicate / Principals / HODs/Professors of the University Departments as Convenor along with subject experts.

INFRASTRUCTURAL FACILITIES

Sl.No.	Name of the facility	Requirement
1	Class room	10 Sq. feet per student
2	Lab	15 Sq. feet per student
3	Library	Separate Library for each department. Five copies of the books prescribed as text books and as reference books by the respective Boards of Study for each subject in each semester be acquired. 50 different titles of books in the discipline concerned shall be acquired for every year. Text books - five copies in each programme. However, in case any such books are not available in the market, equivalent books may be substituted.

4	Teaching Aids	LCD, Power Point Presentation and other Audio Visual materials are preferable. Language Lab is preferable.
5	Administrative Area	a. 40 Sq. feet per staff b. Circulation area 10% of the total area
6	Rest room	5 Urinals for every 100 students

STRENGTH

a) The existing strengths prescribed for each programme (strength at the time of starting the programme and the maximum strength for the programme) be as follows:

Name of the programme	Strength at the time of starting shall not exceed	Maximum strength
UG programmes		
Lab Oriented programmes	60	60
Lab Oriented Computer related programmes	60	60
Non-lab-oriented programmes	60	60
PG programmes		
Lab-oriented programmes	40	50
Lab Oriented Computer related programmes	50/60	60
Non –lab-oriented programmes	50/60	60
Certificate Programmes		
Information Technology related Programmes	50	
Lab-oriented Programmes	50	
Non-lab-oriented Programmes	50	
Diploma Programmes		
Information Technology related Programmes	50	
Lab-oriented Programmes	50	

Non –lab-oriented Programmes	50	
PG Diploma Programmes		
Information Technology related Programmes	50	
Lab-oriented Programmes	50	
Non–lab-oriented Programmes	50	

Note : For AICTE Approved programmes intake is as per AICTE Norms.

TIME SCHEDULE FOR PROCESSING OF APPLICATIONS FOR NEW COLLEGES / NEW PROGRAMMES / CPA / PA / PII:-

Details	New College	New Programme	CPA / PA / PII
Last date receipt of applications in the University	31st October	31st October	31st December
Consideration by the College Development Committee	3rd / 4th week of November	3rd / 4th week of November	--
Consideration by the Syndicate (CDC minutes)	1st week of December/January	1st week of December/January	--
Visits of Inspection Commissions	After receipt of G.O. (G.O. should be received before 30th April.	January to March	Mid of January
Last date for receipt of compliance reports, if any from the Colleges	1 month from the date of inspection	15th May	15th May
Date for issue of orders of affiliation by the University	15 days from the date of receipt of Inspection Commission report/Compliance report, if any.	31st May	31st May
Payment of Affiliation fee	10 days from the date of issue of intent of affiliation	10th June	--

*The Vice-Chancellor shall grant affiliation to new Programmes/CPA/PA/PII whenever necessary, based on the recommendation of the College Development Committee and place it before the Syndicate for ratification.

BHARATHIAR UNIVERSITY
Coimbatore – 641 046
Inspection Commission Report
(New College)
6. PROFORMA I

1. Name and Address of the Institution

Name	
Address	
Phone No.	
Fax No.	E-Mail:
Web site	

2. Status of Educational Agency (Please attach the copy of Bylaw / Constitution):

1	Registered Society	
2	Trust	
3	Corporate Entity	
4	Others (Please specify)	

3. a.Name and Address of the Secretary / Correspondent:

Name (as in 1) : Address:
E-mail: Fax:
Phone No: (O)   (R)   (M)

b. Name and Designation of the Head of the Institution *(Principal / Director)*

Name		Phone No.(O)	
Designation		Phone No.(R)	
Highest Degree (Copy Enclosed)		Mobile No.	
Specialization		Fax No.(O)	
Total Experience (Copy Enclosed)		E-Mail	
University Approval Number (Copy Enclosed)			

4. Date and Time of Inspection

5. Government / AICTE's approval number (enclose a copy of the same)

6. Proposed nature of the College (Please tick the relevant box**):**

Arts & Science / Stand Alone status:

1	Arts & Science College	
2	Standalone MBA / MCA Institution	

a. Men / Women Status:

1	Men's College	
2	Women's College	
3	Co-educational College	

7. Proposed programme**s (Name of the** programme **and strength as approved by the Government / AICTE):**

S. No.	Name of the programmes	Strength Requested
1		
2		

3		
4		
5		

8. Location Details:

1	Name of the City / Municipal Town / Town Panchayat / Village Panchayat	
2	Revenue District / Taluk	
3	Nearest Post Office	
4	Nearest Railway Station	

9. Land Details:

1	Site Survey No. of the Land (Please attach a map of the location)	
2	Area of the Land (in Acres)	
3	Nature of ownership (Please attach the copy of the original documents)	
4	Whether the land is clearly demarcated by Fencing / boundary wall (Yes / No)	
5	Whether the land is contiguous (Yes / No). If not, number of plots and distance between plots	
6	Whether the surroundings is suitable for educational purpose (Yes/No)	

10. Particulars of infrastructure available

i. Building Details:

1..	Location	
2.	Whether Building Plan is approved by Local authorities (Yes/No) (Please attach a copy of the approval)	
3.	Whether the Building is RCC roofed (Yes/No)	
4.	Whether the Building Completion Certificate has been obtained (Yes/No)	
5.	Whether the Stability Certificate has been obtained (Yes/No)	

ii. Class rooms (space required is 10 Sq.ft. per student)

	Required	Available
Number of class rooms		

iii. Total number of Desks and Benches:

Required	Available

11. Details of Laboratories (Floor space of the Lab with dimensions should be attached, work tables should be of standard size, Furnish the time table of the lab separately) (35 Sq. Ft. per student)

S. No.	Name of the programme	Name of the Lab	Area of the Lab (Sq.Ft.)	*Major equipments available (enclose the details)*

12. Computer Facilities: (For Computer Science practical, the floor space should be 20 Sq. ft./student)

S. No	*Particulars*	Requirements as per Norms		*Availability*	
1.	No of Computer terminals				
2.	Hardware Specification				
3.	No of terminals of LAN/WAN				
4.	Relevant Legal Software	Application	System	Application	System
5.	Printers				
	DVD Writers				
	Scanners				
	LCD projectors				
6.	Internet Accessibility (in kbps & rs)				
7.	Power backup(UPS)				
8.	Air Conditioner provisions				

13. Library and Learning Resources :

S. No.	Resources	
1.	Librarian (Name & Qualification Approval No.)	
2.	Area of the Library	
3.	Seating capacity	
4.	Working Hours	
5.	Number of Books available	
6.	Number of Journals/Magazines	
7.	Details of e-Journals	
8.	Annual budget	
9.	Library Staff	

14. Details of the availability of Books/Journals (Please enclose the list)(Norms: 5 copies of the text books and reference books and 50 copies of other books for each discipline)

S. No	programme (s)	Number of titles of the books available	Number of volumes	Journals	
				National	International
1.					
2.					
3.					
4.					
5.					

15 Physical Education Facilities:

S. No.	Facilities/ Faculty	Availability
1	Director (Name & Qualification approval number)	
2	Play Ground facilities	
3	Out Door Games	
4	Indoor Games	
5	Gymnasium	
6	Equipments	
7	Instruments	
8	Assisting Staff	

16. a. Details of staff available for which the applications are made (programme - wise) (may be given as Annexure)

S. No.	Name of the programme	Name of the staff	Qualification	University Qualification approval Number
	Language- Part I			
	English			
	Core subjects			

	Allied			
	Others			

b. **4% of the post under teaching / non teaching category from Differently abled persons (GO.Ms.No.21 (DAP) Dept dt.30.05.2017)**

c. **25% salary subsidy for Assistant Professors with visually impaired persons (GO.Ms.No.107 Hr.Edn. (E1) Dept dt.14.05.2015)**

17. Details of Administrative/ Technical/Supportive staff:

S.No	Staff Category	Number
1	Administrative Staff	
	a) Administrative Officer	
	b) Accounts Officer/Assistant Account Officer	
	c) Clerks	
	d) Others	
2	Technical / Supporting Staff	
	a) Laboratory Assistant	
	b) Programmer / System Analyst	
	c) Others (Computer Lab in-charge, Lab Attendant etc)	

18. Hostel

S.No.	Details	Boys	Girls
1.	Hostel available for		
2.	Proposed strength		
3.	Number of Rooms available		
4,	Number of Toilets		
5.	Number of Bathrooms		

Other facilities in the hostel

1.	Whether the hostel has proper cooking facility (Yes/No)	
2.	Whether the hostel has proper recreational facilities (Yes/No)	
3.	Whether the hostel has proper furniture and fittings (Yes/No)	
4.	Whether the hostel has proper drinking water (Yes/No)	
5,	Whether the hostel has proper water for other use (Yes/No)	
6.	Whether the hostel has proper laundry facility (Yes/No)	
7.	Whether the hostel has Generator facility (Yes/No)	

19. Availability of other facilities:

S.No.	Parameter	Availability			
1.	Potable Water Supply (Drinking water for every staff room and each of the floor)				
2.	Ventilation and lighting (Norms: 4 tube lights and 2 fans in a class room)				
3.	Toilet Facilities(Norms: one wash basin for every 100 staff and students, urinals for every 20 staff and students and toilets for every 50 staff and students separately for ladies and gents.			Gents	Ladies
			Wash Basin		
			Urinals		
			Toilets		
4.	Medical facilities				
5.	Reprographic facilities in the Institutions.				
6.	Barrier free environment for physically challenged.				
7.	Canteen				
8.	Transport				
9.	Rain water harvesting (GO.Ms.No.107 / 14.05.2015)				
10.	Solar power facility (GO.Ms.No.107 / 14.05.2015)				

20. Details of Financial Resources of the Educational Agency for running the College:

S. No.	Estimated Facilities	Source of Funds	Amount (Rs.)
1.	Building		
2.	Laboratories		
3.	Library Books		

4.	Furniture and Fittings		
5.	Hostel		
6.	Others		
Grand Total Amount (Rs.)			

21. Addresses of the Owner surrounding the Institution   :

Front :	Back:
Left:	Right:

22. Details of the Nearest College :

1..	Name of the College	
2.	Address	
3.	Distance from your College	
4.	Strength of the existing College	

23. Need and justification for establishing your College (Attach the justification in enclosure).

Name & Signature of the Secretary / Correspondent of the College
Name & Signature of the Principal of the College

Signature of the Convenor & Member of the Inspection Commission

Place:
Date :

LIST OF ANNEXURES ATTACHED WITH INSPECTION REPORT

A.   Land and Building

-       A copy of original Land document.
-       Approved Plan of the building with total area of built up area
-       Building Completion Certificate
-       Certificate of stability of the building from a competent authority
-       Details of proposed / under construction area. (if any)

B.   Library, Computers and Equipment – programme -wise
-       Accession Register of Library Books (copies of last five pages to be submitted)
-       Usage register of books
-       Stock registers of Computers, equipments, Furniture etc.
-       Internet facility, (Type and bandwidth details)

BHARATHIAR UNIVERSITY
Coimbatore – 641 046
7. Inspection Committee Report
Proforma II - (New College)

1. Name and Address of the Institution

Name	
Address	
Phone	
Fax No.	
E mail	
Web site	

2. Name and Details of the inspection commission members

S. No	Name and address	Phone No	Mobile no/ Email
i			
ii			
iii			
iv			
v			

3. Date and Time of Inspection

4. Government / AICTE's approval number

5. Nature of the proposed College (Please tick the relevant box**):**

S.No	Type of the Institute	Men	Women	Co-Education
i	Arts & Science College			
ii	Standalone MBA			

Iii	Standalone MCA			
iv	Standalone MBA & MCA			

6. Deatils of the Principal :

Name	
Qualification	
Qualification approval No. and date	
Date of Birth and Age	
Date of Joining	

7. Location Details:

i	Name of the City / Municipal Town / Town Panchayat / Village Panchayat	
ii	Revenue District / Taluk	
iii	Nearest Post Office	
iv	Nearest Railway Station	

8. Land Details:

i	Site Survey No. of the Land	
ii	Area of the Land (Adequate / Not adequate)	
iii	Nature of ownership	
iv	Whether the land is clearly demarcated by Fencing / boundary wall (Yes / No)	
v	Whether the land is contiguous (Yes / No). If not, number of plots and distance between plots	
vi	Whether the surroundings is suitable for educational purpose (Yes/No)	

9. **Particulars of infrastructure available - Building Details:**

i	Address and location	
ii	Whether Building Plan is approved by Local authorities (Yes/No)	
iii	Whether the Building is RCC roofed (Yes/No)	
iv	Whether the Building Completion Certificate has been obtained (Yes/No)	
v	Whether the Stability Certificate has been obtained (Yes/No)	

Proposed programme**s (Name of the** programme **and strength as approved by the Government / AICTE):**

S. No.	Name of the programme s	Strength Requested
i		
ii		
iii		
iv		
v		

10. **Details of the Full Time Teaching Faculty (Programme wise) (Please specify Adequate / Not Adequate wherever applicable)**

S. No	Subjects	Number required	Number available	Remarks (adequate/not adequate)
	Language- Part I			
	English			
	Core subjects			

	Allied			
	Others			

11. Details of Administrative /Technical / supporting Staff

S. No.	Category Staff	Remarks(adequate/not adequate)
i	Administrative Staff	
ii	Technical / Supporting Staff	
iii	Supporting staff	

12. a. 4% of the post under teaching / non teaching category from Differently abled persons (GO.Ms.No.21 (DAP) Dept dt.30.05.2017)

Yes		No	

b. 25% salary subsidy for Assistant Professors with visually impaired persons (GO.Ms.No.107 Hr.Edn. (E1) Dept dt.14.05.2015)

Yes		No	

13. Physical education Facilities

S.no	Name of the facility	Availability	Remarks (adequate/not adequate)
i	Director		

ii	Ground		
Iii	Out door games		
iv	Indoor games		
V	Gymnasium		
vi	Equipments		
vii	Instruments		
viii	Assisting Staff		

14. Library facilities:

S. No	Facilities	Numbers available	Remarks (adequate/not adequate)
i	Librarian		
ii	Library Assistants		
iii	Area of the library		
iv	Seating capacity of the library		
v	Books-Number of titles		
vi	Books-Number of volumes		
vii	Journals / e-Journals		
viii	Magazines		
ix	Computers- Net access		

15. Details of Laboratories (Floor space of the Lab with dimensions should be attached, work tables   furnish the time table of the lab separately) (35 Sq.Ft. per student)

S. No.	Name of the programme	No. of Students	Name of the Lab	Area of the Lab	Equipments available	Adequate/ Not adequate
i						
ii						
iii						

16. Computer Facilities (for Computer Science practicals, the floor space should be 20 Sq.ft./student)

S. No.	*Particulars*	Available facilities		*Adequate/ Not adequate*	
i	No of Computer terminals				
ii	Hardware Specification				
iii	No. of terminals of LAN/WAN				
iv	Relevant Legal Software	Application	System	Application	System
v	Printers				
	DVD Writers				
	Scanners				
	LCD Projectors				
vi	Internet Accessibility (in kbps & hrs)				
vii	Power backup(UPS)				
vii	Air Conditioner				

17. Class Room facilities for the Proposed programme(s) (10 Square Feet per student)

Particulars			*Adequate/Not adequate*
	Needed	Available	
Class Rooms			
Furniture			

18. Availability of other facilities:

S.No.	Parameter	*Availability*
i	Potable Water Supply (Drinking water for every staff room and each of the floor)	
ii	Ventilation and lighting (Norms: 4 tube lights and 2 fans in a class room)	

iii	Hostel	Boys			
		Girls			
iv	Toilet Facilities(Norms: one wash basin for every 100 staff and students, urinals for every 20 staff and students and toilets for every 50 staff and students separately for ladies and gents.			Gents	Ladies
		Wash Basin			
		Urinals			
		Toilets			
v	Medical facilities				
vi	Reprographic facilities in the Institutions				
vii	Barrier free environment for physically challenged.				
viii	Canteen				
ix	Transport				
xi	Whether Financial Resources of the Education Agency is Adequate				
xii	Whether the justification for starting the college is acceptable				
xiii	Rain water harvesting (GO.Ms.No.107 / 14.05.2015)				
xiv	Solar power facility (GO.Ms.No.107 / 14.05.2015)				

19. Recommendations:

Provisional Affiliation for Starting of New college with programme(s) :

S. No	Name of the programme (s)	Recommend/Not recommended	Strength
1			
2			
3			
4			
5			

20. Conditional recommendations (if necessary):

21. Specific reasons for the denial of the requests:

Place: Name and Signature of the convener

Date: Members of the Inspection team

8. UNDERTAKING (Annexure A)

I, ………………., Secretary / Correspondent of ...... ….. …… …… …… ….. …… …… ……
…… ….. ….. ….. ….. ….. …… ….. …. …. …. ….. …. ….. ….. …. .(Name address of the
college) undertake that:

1. The College shall implement all the recommendations stipulated by the Inspection Commission.
2. The College shall have permanent buildings and sufficient accommodation available for the proposed new programme(s).
3. The number of students that may be admitted to a programme shall not exceed the sanctioned strength.
4. Library and Laboratory shall be equipped as per norms and recommended by the commission.
5. Required number of staff as recommended by the Commission with necessary qualification, as prescribed by the University, shall be appointed before the commencement of the programme.
6. The College shall make all arrangements for the smooth conduct of the University Examinations.

7. The College shall renew the Provisional Affiliation every year and shall apply for the same before 31st December of the preceding year.

8. The Management / Education Agency shall not collect Capitation Fee / Donation in any name for any purpose in any manner.

9. The intake of students for the programme shall strictly be made in accordance with the guidelines and rules and reservation issued by the Government from time to time.

10. The College shall not admit students in the First Year of the programme without obtaining Continuance of Provisional Affiliation for every year until the permanent affiliation is obtained.

11. The College shall pay the salary to the staff through a bank.

12. The College shall collect tuition and other fees from the students as prescribed by the Government / University from time to time

13. The College shall follow all guidelines / procedures issued by the Government of Tamil Nadu and this University with regard to admission of candidates.

14. Such other conditions as may be prescribed from time to time by the University shall also be complied with.

SECRETARY / CORRESPONDENT*
(Signature with Seal)

*Note: Principal in the case of Government Colleges

9. Instructions while Granting Affiliation order

1. All the provisions of the Act, Statutes, Ordinances Rules and Regulations of the University framed from time to time shall be complied with.

2. The college shall not impose levies on its teaching and non-teaching staff for meeting recurring or non-recurring, general or special expenditure of the college or impose cuts in their salaries for any purpose without prior sanction of the Syndicate of the University.

3. No student shall be admitted to any programme of instruction in the college in anticipation of grant of affiliation.

4. The college shall furnish such returns and other information as the University or the State Government may require enabling it to monitor and judge its performance for maintenance of academic standards and shall take such action as the University or the State Government may consider necessary to maintain them.

5. The academic and **welfare activities** of the Backward classes and Scheduled Caste/Tribe students shall be cared for and special attention be paid by the College to their problems while also adhering to State rules and directions on reservations.

6. The college shall impart instruction only in the subjects and for the programme s in the faculties for which it has been granted affiliation by the University.

7. The number of teaching posts and qualifications (as prescribed by the university) of the teaching staff, their recruitment procedure and conditions of service shall be in accordance with the Statutes/Ordinances/ Regulations/Rules of the University/State Government and shall be such that it ensures the imparting of adequate instruction to the students in the programme s of study to be undertaken by the college.

8. The college shall have undisputed possession of land by virtue of registered sale-deed in favour of the College/Trust, and shall submit a blue print of the proposed building for the college, the area of land as stipulated by the AICTE in the case of AICTE approved programs/ Institutions or by State Government in the case of other colleges.

9. The college shall have buildings with sufficient accommodation to meet the immediate academic and other requirements with adequate scope for its future expansion.

10. The tuition fee to be charged from the students shall be as prescribed by the State Government from time to time.

11. The college shall not collect either directly or through any of its associated Trust, Society etc. any capitation fee or donation from any of its students or employees except the prescribed fee and other charges as prescribed by the Govt.

12. The Management of the college shall have its accounts audited by the end of each year by a Chartered Accountant out of a panel approved by the University, and a copy of its annual accounts shall be made available with the audit report to the University and State Government for inspection, within 6 months from the closure of the financial year.

13. The college shall be subjected to inspection by the University from time to time, at least once in three years, by one or more competent persons authorised for the same, and a report of such inspection shall be made to the Syndicate.

14. Each and every one of the recommendations stipulated by the inspection commission shall be implemented.

15. The maximum number of students who may be admitted shall not exceed the sanctioned strength for each programme.

16. Library and Laboratory facilities shall be provided as recommended by the commission.

17. A full-time qualified person shall be appointed as Principal within a period of three months of establishing the college and necessary approval for the same shall be obtained from the University.

18. The recruitment of teaching staff shall be made immediately as per the qualifications prescribed by the UGC and this University.

19. The required buildings, equipment and other essential facilities as per the norms and standards laid down by the AICTE/UGC/Bharathiar University, shall be provided.

20. Facilities shall be made available for conducting University Examinations.

21. A College Committee shall be constituted immediately in accordance with the Tamilnadu Private College (Regulations) Act.

22. In accordance with the G.O.Ms.No.858 of Education Department dated 15.7.1989:

    a. No capitation fee/Donation from the students or their parents who seek admission to the college shall be collected.

    b. 50% of the intake for all the programme s shall be filled-up strictly according to the rules of reservation as prescribed by the Government from time to time.

23. All the conditions prescribed in Chapter 24 of the Bharathiar University Statutes shall be complied with.

24. If the conditions prescribed for the Provisional Affiliation granted are not complied with, the University reserves the right to withdraw the affiliation forthwith.

25. All the conditions prescribed by the Tamil Nadu Government in its NOC/G.O., granting affiliation shall be fulfilled.

26. The College shall be shifted to the permanent R.C. building in the permanent site approved by the Government in its G.O. granting affiliation before the beginning of the next academic year.

27. Colleges should establish hostel facilities separately for Boys and Girls before the starting of the academic year, failing which, the permanent affiliation will not be granted.

28. All **registers and records** as required to be maintained under University Regulations/ Government Orders shall be maintained and made available as and when required for inspection by the University/Government.

29. The **admission of candidates** shall be made in accordance with the directions issued by the State Govt. & University from time to time.

30. It is also informed that **no advertisement / admissions** even mentioning **"Subject to affiliation"** shall be made by the colleges/ trusts without obtaining affiliation for new programme s/ Continuance of Provisional Affiliation for the existing programme s from this University. Applications of such of those colleges/ trusts will be rejected if they had published advertisements/admission notifications before obtaining the affiliation.

31. Such other **conditions**, as may be prescribed from time to time by the University, shall be **compiled** with.

32. The college shall have permanent **building with sufficient rooms to accommodate the first year students** and to meet the immediate academic and other requirements with adequate scope for its future expansion.

33. **Library and Laboratory** facilities shall be provided as recommended by the commission.

34. The required buildings, equipment and other essential facilities, as per the **norms and standards laid down by the AICTE/UGC/Bharathiar University,** shall be provided.

35. Facilities shall be made available for **conducting University Examinations**.

Faculty / Staff Resource

36. The members of the teaching and non-teaching staff **shall be regularly** and fully paid on the pay scales and DA etc., as prescribed by the State Government.

37. Payment of salary **should be made through Bank only** i.e., the management shall have an account in the nearby bank and payment of salary to the staff of the college shall be made through transfer of amounts from the college account to the individual account of the staff in the same bank.

******

BHARATHIAR UNIVERSITY

Accredited with 'A' Grade by NAAC

Coimbatore – 641 046

422 2422203, Fax: +91 422 2422387, Website: www.b-u.ac.in

**APPLICATION FOR STARTING NEW COURSE IN THE EXISTING
COLLEGES FOR THE ACADEMIC YEAR 2021 - 2022.**

1.Details of the Institution:

1. Name of the college :
Address: …………………………………………………………………………………… …………………………………………………………………………………… ……………………………………………Pin code: ☐☐☐☐☐☐

Phone Nos:		Fax No:	
Website:		E-mail:	

2. Name of the new courses (UG / PG) applied for Provisional Affiliation:

S. No.	Courses	(Regular/ Additional)	Proposed Strength	Whether applied for AICTE's approval (MBA / MCA)
1				
2				
3				
4				
5				

3. Whether the college is functioning in the   :   Yes ☐   No ☐
   Permanent building in a location permitted
   by State Government / University.

   If no, give reason.

4. Details of fee remitted:

Demand Draft No.	Date	Name of the Bank	Purpose	Amount (Rs.)

I / We certify that,

i. necessary infrastructural facilities like classrooms, furniture, laboratory, library etc., required for the programme (s) are available as per the rules and regulations of the University.

ii. the required number of qualified teaching / technical staff for the programme s are on the rolls of the college.

iii. all the conditions stipulated by the University and previous inspection commissions appointed by the University have been fulfilled.

iv. no admissions or advertisement will be made to the new programme (s) before the University grants Provisional Affiliation to conduct this programme.

Date :   Signature of the Secretary/   Signature of the Principal

Place :   Correspondent   with office seal

                        with office seal.

11. RULES/ GUIDELINES FOR GRANTING AFFILIATION TO NEW UN-AIDED PROGRAMMES IN THE EXISTING AIDED/ UN-AIDED COLLEGES

I. RESOURCE AND INSPECTION COMMISSION

1. Appointment of qualified Principal, teaching and non-teaching staff, Librarian, Physical Director duly approved by the University and creation of other common facilities like good library, drinking water, toilets, playground facilities are pre-condition for appointing **inspection commission** for grant of continuance of provisional Affiliation.

2. Inspection Commission appointed to inspect and report on the infrastructural facilities in the affiliated colleges is requested to give a detailed report.

II. ADVERTISEMENT AND PUBLICITY

3. **No advertisement** even mentioning **"Subject to Affiliation"** shall be made by the Colleges/ Trusts without obtaining Affiliation for new programmes/ Continuance of Provisional Affiliation for the existing programmes from this University. Applications of such of those colleges/ Trusts may be rejected if they had published advertisements before obtaining Affiliation.

4. College shall **display in the website** a copy of the communication from the University granting Affiliation for a programme, during the period of admissions.

III. DOCUMENTS

5. **The Minutes of the College Committee** / Governing Council shall be specific for starting new PROGRAMMES during a particular year. If the PROGRAMME is to be offered in the subsequent year, the college shall submit a fresh resolution of the College Committee/Governing Council for starting the programme(s) during that year. The copy of the comprehensive **minutes signed by all the members** who attended the relevant College Committee meeting / Governing Council meeting shall be enclosed along with the application.

IV. PROGRAMME OFFERINGS

6. New programmes will not be considered for colleges which do not have a regular Principal.

7. All the **existing programmes and the programmes which have been instituted and approved by the Boards of Study** concerned and Standing Committee on Academic Affairs be offered as new PROGRAMMES during the subsequent academic year.

8. Not more than five PROGRAMMES (UG + PG) shall be considered for an affiliated college for an academic year including AICTE and other Educational Agencies Programmes.

9. For new colleges, PG programmes will be permitted only after the passing out of one batch of the Undergraduate students.

10. Colleges are permitted to start not **more than one additional section** in a particular branch of study.

11. Certificate, Diploma and PG Diploma programme s shall not be counted **against the limit of five programmes.**

12. Colleges are permitted to **close down any programme** only after obtaining the permission of the University.

13. College are not permitted to issue the certificate to the students of their college by mentioning **"Affiliated to Bharathiar University"** for attending certificate programme s which are conducted without obtaining Affiliation from the University and offered by the college on their own.

14. College are not permitted to start **new programmes in lieu** of the already existing programmes.

15. The programmes for which already Affiliation had been obtained and revival has been requested for shall be considered only after **re-inspection.**

16. Certificate / Diploma / PG Diploma programmes can be **offered by** a college only after passing out of the first batch of students in undergraduate programmes.

17. Certificate / Diploma / PG Diploma programme s shall be offered only after the regular working hours of the college.

V. ADMISSION

18. Colleges **shall ensure to admit** only candidates with the **requisite qualifications.**.

19. The Colleges **shall not admit** candidates over and above the sanctioned strength.

20. The Colleges **shall not admit** students before obtaining the Affiliation.

VI. FEES

21. **Application fee** remitted by the colleges in respect of the programmes which have not been considered by the University will not **be refunded.**

22. In the case of Colleges which have applied for offering new programmes without the adequate application fee for all the programmes applied for, the last programme(s) **shall be rejected** as per priority in the given list.

23. Application fee paid by the college along with their applications for new programme(s), shall not be refunded or diverted to any other programme.

24. The **tuition fees and other fees,** except those coming under the purview of the University, shall be levied from the students, as prescribed by Government from time to time.

25. College Management shall **clear all dues** to the University, pending advances, etc., before grant of continuance of provisional Affiliation by the University.

Inspection and re-inspection fee may be remitted before the visit of the commission

VII. SALARY TO EMPLOYEES

26. Payment of salary shall be made through Bank only i.e., the management shall have an account in the nearby bank and payment of salary to the staff of the college shall be made through transfer of amounts from the college account to the individual account of the staff in the same bank.

VIII. LAST DATE

27. The last date prescribed for applying for starting of new programmes is **October 31st** of the preceding academic year.

28. In case of programmes coming under the purview of AICTE, a letter of intent should have also been made to the University , before 31st October and application have to be submitted on or before 30th April along with the approval of the AICTE.

29. The applications received for starting of new programmes **after the last date** prescribed by the University, **shall be referred to the Syndicate.**

30. **Applications received for starting of new programmes for the academic year will not be processed for those Colleges which have not submitted the Annual Reports, Annual Accounts and Staff Returns for the previous year.**

BHARATHIAR UNIVERSITY
Coimbatore – 641 046
Accredited with 'A' Grade by NAAC
Phone: +91 422 2422203, Fax: +91 422 2422387, Website: www.b-u.ac.in

12. APPLICATION FOR CONTINUANCE OF PROVISIONAL AFFILIATION / PERMANENT AFFILIATION / PERMANENT INCREASE IN INTAKE DURING 2021 - 2022

1.Details of the Institution:

1. Name of the college :	
Address: ……………………………………………………………………………………… ……………………………………………………………………………………… …………………………………………………Pin code: ☐☐☐☐☐☐	
Phone Nos:	Fax No:
Website:	E-mail:

2. Programme/s for which Continuance of Provisional Affiliation (CPA) / Permanent

   Affiliation (PA) / Permanent Increase in Intake (PII) is sought.

Nature of Affiliation	Programmes	(Regular/ Additional)	Year of Starting	Sanctioned Strength	Strength requested	University Communication No.
CPA	1.				Not applicable	
	2.					
	3.					
	4.					

					Not applicable	
PA	1.					
	2.					
	3.					
	4.					
PII	1.					
	2.					
	3.					
	4.					

3. If there is any break in obtaining the
   Continuance of Provisional Affiliation   :
   to the programme s upto 2020-2021, furnish
   the details of break and reasons for not
   obtaining the Continuance of Provisional
   Affiliation for the said periods.

4. Whether the college is functioning in the   :   Yes ☐   No ☐
   Permanent building in a location permitted
   by State Government / University.

   If no, give reason.

5. Details of fee remitted:

Demand Draft No.	Date	Name of the Bank	Purpose	Amount (Rs.)

I / We certify that,

    i.   necessary infrastructural facilities like classrooms, furniture, laboratory, library etc., required for the programme (s) are available as per the rules and regulations of the University.

    ii.   the required number of qualified teaching/technical staff for the programme s are on the rolls of the college.

    iii.   all the conditions stipulated by the University and previous inspection commissions appointed by the University have been fulfilled.

    iv.   no admission will be made to this programme till the University grants Continuance of Provisional Affiliation to conduct this programme during 2021 - 2022 .

Date   :   Signature of the Secretary/   Signature of the Principal

Place :   Correspondent   with office seal

                           with office seal.

13. Fees (except Government and Constituent Colleges) PAN/CPA/PII/PA/Revival

S.No.	Fee Head		Fee
1	Application Fee – New Programmes / New Additional Section	UG / PG	Rs.20,000/= per programme
		MBA / MCA	Rs.30,000/= per programme
2	Application Registration Fee – New Programmes / New Additional Section	UG / PG	Rs2,000/= per programme
		MBA / MCA	Rs.3,000/= per programme
3	Affiliation Fee – New programme / New Additional Section/	UG	Rs.2,50,000/= per programme
		PG	Rs.3,00,000/= per programme
		MBA/MCA	Rs.6,50,000/= per programme
4	Programme Conversion fee	UG	Rs.2,00,000/= per programme
		PG	Rs.2,50,000/= per programme
		MBA/MCA	Rs.6,00,000/= per programme
5	Application Registration Fee for Continuance of Provisional Affiliation	UG / PG / MBA / MCA	Rs.2000/= per programme
6	Application Registration Fee for Permanent Affiliation	UG / PG / MBA / MCA	Rs.2,000/= per programme
7	Application Registration Fee for Permanent Increase in Intake	UG / PG	Rs.3000/= per programme
8	Fee for Continuance of Provisional Affiliation after 3 years for UG and 2 years for PG.	UG	Rs.25,000/= per programme after 3 years
		PG	Rs.50,000/= per programme after 2 years
9	Fee for Permanent Increase in Intake	UG	Rs.20,000/= per programme
		PG	Rs.30,000/= per programme

10	Fee for Permanent Affiliation	UG	Rs.50,000/- per programme
		PG	Rs.1,00,000/= per programme
11	Inspection Commission Fee PAN/CPA/PII/PA		Rs.15,000/= per visit for existing colleges
12	Re-Inspection Fee		Rs.35,000/= per visit
13	Application Registration Fee – Research recognition	Research	Rs.2,000/= per application
14	Application Fee for Research	Research	Rs.20,000./= per programme
15	Recognition Fee – Research	Research	Rs.1,50,000/= per Department
16	Application Registration Fee – Research – Increase in Intake	Research	Rs.3,000/= per application
17	Fee for Increase in Intake – Research	Research	Rs.20,000/= per programme
18	Application Fee –	New Certificate / Diploma / PG Diploma Programmes	Rs.10,000/= per programme
19	Application Registration Fee –	New Certificate / Diploma / PG Diploma Programmes	Rs.3,000/= per programme
20	Affiliation Fee	New Certificate	Rs.75,000/= per programme
		Diploma	Rs.1,00,000/= per programme
		PG Diploma Programmes	Rs.1,50,000/= per programme
21	Permanent Affiliation Fee	Certificate /	Rs.10,000/= per programme
		Diploma	Rs.15,000/= per programme
		PG Diploma Programmes	Rs.25,000/= per programme
22	Revival	UG/PG	Rs.50000/- per programme

Note : Exclusive of 18 % GST

Conditions stipulated in G.O.Ms.No.107 Higher Education (E1) Dept. dated 14.05.2015 and G.O.

    i. To fill up 4% of the posts under teaching / non-teaching category from differently-abled persons – G.O.Ms.No. **21 (DAP 3.2 Dept. dt.30.05.2017**

    ii. To fill up the post of Assistant Professors, with visually impaired persons with 25% salary subsidy in Self-Financing Arts and Science Colleges.

    iii. To provide rain water harvesting facility in the buildings of the colleges

    iv. To provide solar power facility in buildings of the colleges.

NOTE:

1. The Affiliation fee is to be paid when the University has decided to grant affiliation to the college / institution after visiting the site / campus of the College concerned and after considering the report of the Inspection Commission.

2. The colleges are exempted from creating endowments with the University at the time of establishing the colleges, provided they have created endowment with the State Government / AICTE.

3. Admitting students without affiliation granted by the University / excess admission / late submission of application for affiliation of Programmes will be referred to the Syndicate.

14. **CONDITIONS FOR GRANT OF CONTINUANCE OF PROVISIONAL AFFILIATION (CPA) / PERMANENT AFFILIATION (PA) / PERMANENT INCREASE IN INTAKE [PII]**

A. CONDITIONS FOR CONTINUANCE OF PROVISIONAL AFFILIATION:

1. Colleges can apply for Continuation of Provisional Affiliation in respect of programme s which have not been accorded permanent affiliation.

2. In case of new Arts & Science Colleges the applications for Continuance of Provisional Affiliation for the next academic year will only be considered and inspection commission will be appointed only after the provision for all general amenities and infrastructural facilities like lighting, toilet, drinking water, play ground etc., have been created .

3. The Colleges are eligible to apply for Permanent Affiliation of a programme, **after one batch of students** has passed out from the said programme in the college and fulfilled all the conditions of affiliation, as prescribed by the University and Government from time to time.

4. The Colleges are also informed that no student shall be admitted to a programme(s) during the academic year 2021-2022 under any circumstance (except for the programme(s) for which Permanent Affiliation had been obtained) **without obtaining the Continuance of Provisional Affiliation** from the University and any such admission made to the programme(s) by the college will be violation of the rules of the University and students so admitted will not be permitted to appear for the University Examinations. The colleges shall be solely responsible for such a situation and may face a possibility of being brought under **"No Admission"** category for the academic year 2021 2022.

6. Colleges affiliated to Bharathiar University are to conduct **only** programme(s) **affiliated to Bharathiar University.** They shall not share or use any of their facilities for programme(s) affiliated to other Universities/institutions.

7. College Management shall **clear all dues** to the University, pending advances etc. before grant of Continuance of Provisional Affiliation by the University.

8. All the Colleges affiliated to Bharathiar University **shall mandatorily have hostel facilities.**

9. The Application for grant of Continuance of Provisional Affiliation can be downloaded from the University Website **(www.b-u.ac.in.)** The College applying through the downloaded application forms should also pay **Rs.2000/- per** programme towards Registration fee through Crossed Demand Draft drawn in favour of "The Registrar, Bharathiar University, Coimbatore", payable at Coimbatore.

B. CONDITIONS FOR GRANT OF PERMANENT AFFILIATION: (PA)

I. General

1. The affiliated college shall **impart instruction** only in the subject(s) and for the programme (s) for which it has been granted affiliation by the University.

2. The academic and welfare activities of the backward classes/scheduled caste/tribe students shall be cared for and the college shall pay special attention to their problems while also adhering to the **rules and directions on reservations,** issued by the Govt. of Tamil Nadu, from time to time.

3. The College shall also satisfy the condition that it has **adequate recurring income** from its own resources for its continued and efficient functioning.

4. All **registers and records** as required, under the University Regulations and Government Orders, shall **be maintained and made available** as and when required for inspection by the University /Government.

II. Admission

5. Admissions should be made in **accordance with the guidelines** issued by the Government and by the University now and then.

6. Colleges **must admit** only candidates with the **requisite qualifications prescribed by the University.**

7. The Colleges **should not admit** candidates over and above the sanctioned strength.

8. The Colleges **should not admit** students before obtaining affiliation.

9. Separate applications in the prescribed format should be made and necessary permission be obtained before admitting students under quotas such as poor category, hill and village areas.

III. Infrastructure

10. The College **shall have building(s)** with sufficient accommodation to meet the immediate academic and other requirements with adequate scope for future expansion.

11. Permanent Affiliation will be considered only if the College **has a Principal on a regular basis** and obtained Permanent Qualification Approval of their faculty members.

IV. Teaching Resources

12. The number of **teaching posts and qualifications** (as prescribed by the University) of the teaching staff, their requirement procedure and conditions of service shall be in accordance with the Statutes / Ordinances / Regulations / rules of the University/State Government and shall be such as to ensure the imparting of adequate instructions to the students in the programme(s) of studies to be undertaken by the college.

V. Returns

13. The College shall **furnish such returns** and other information, as the University or the state Government may require enabling it to monitor and judge its performance on the maintenance of academic standards and shall take such action as the University or the state Government may consider necessary to maintain the same.

14. The Management of an Un-aided college shall have its **accounts audited** by the end of each year by a Charted Accountant out of a panel approved by the University and that a copy of its annual accounts shall be made available with the **audit report** to the University and State Government for inspection within six months from the closure of the financial year. Otherwise their applications will not be processed.

VI. Fee and certificates

15. No College shall **impose levies** on its teaching and non-teaching staff for meeting recurring or non-recurring, general or special expenditure of the college or impose cuts in their salaries for any other purpose, without prior sanction of the Syndicate of the University.

16 The **tuition fee** to be charged from the students shall be as prescribed by the State Government from time to time. The tuition fee and other fee, except those coming under the purview of the University, shall be levied from the students as prescribed by State Government, from time to time.

17. The College **shall not collect** either directly or through any of its associated trust, society etc. any **capitation fee or donation** from any of its students or employees, except the fee and other charges as prescribed by the Govt.

18. The Colleges shall duly return the original certificates of the students after the inspection, for they do not have the right to retain them.
.

   19. The Colleges shall collect the fee from the Students for the period of study only.

VII. Inspection and Inspection Fee Details

20. The College shall be **subjected to inspection** by the University from time to time at least **once in three years**, by one or more competent persons authorized for the same and a report of the inspection shall be submitted to the Syndicate.

21. Appointment of qualified Principal, teaching and non-teaching staff, Librarian, Physical Director duly approved by the University and creation of other common facilities like good library, drinking water, toilets, playground facilities may be set as pre-conditions for appointing **inspection commission** for grant of Continuance of Provisional Affiliation..

VIII. Service Regulations

22. **Payment of salary** should be made through Bank only, i.e. the management should have an account in the nearby bank and payment of salary to the staff of the college should be made through transfer of amounts from the college account to the individual account of the staff in the same bank.

23. The members of the teaching and non-teaching staff shall be paid their full salary **regularly** as per the pay scales prescribed by the State Government.

24 The Colleges shall return the original certificates of the faculty and staff members after due inspection by the University and Government.

C. CONDITIONS FOR GRANT OF PERMANENT INCREASE IN INTAKE: (PII)

1. Downloading Application:

The Application for grant of Permanent Affiliation can be downloaded from the University Website **www.b-u.ac.in.** The College applying through the downloaded application forms should also pay Registration fee through Demand Draft drawn in favour of "The Registrar, Bharathiar University, Coimbatore", payable at Coimbatore.

2. PRESCRIBED STRENGTH:

S. No.	Name of the Programme	Strength at the time of starting shall not exceed	Maximum Strength
I.	**UG PROGRAMMES**		
1.	Lab-oriented Programmes	60	60
2.	Lab-oriented Computer related Programmes	60	60
3.	Non Lab-oriented Programmes	60	60
II.	**PG PROGRAMMES**		
4.	Lab-oriented Programmes	40	50
5.	Lab-oriented Computer related Programmes	50	60
6.	Non Lab-oriented Programmes	50	60
III.	**CERTIFICATE PROGRAMMES / DIPLOMA PROGRAMMES / P.G. DIPLOMA PROGRAMMES**		
7.	Information Technology related Programmes	50	---
8.	Lab-oriented Programmes	50	---
9.	Non Lab-oriented Programmes	50	---

3. Colleges will not be sanctioned to a maximum strength **before one batch of students pass out from the PG Programme.**

4. **Time Schedule for processing of Applications for Continuance of Provisional affiliation/Permanent affiliation / Permanent increase in intake for the academic year be stipulated as follows:**

S. No.	Description	Time Schedule
1.	Last date for Application	**31st December of Previous year**
1.	Visits of Inspection Commission	**Mid - January to March**
2.	Last date of receipt of compliance reports, if any from the Colleges	**15th May**
3.	Date of issue of orders of affiliation by the University.	**31st May**

PROFORMA I

1. Name and Address of the Institution being inspected

Name and address of the college Principal	
Phone No.	
Fax No.	**E-Mail:**
Web site	

2. Name and Designation of the Head of the Institution *(Principal / Director)*

Name		**Phone No.(O)**	
Designation		**Phone No.(R)**	
Highest Degree		**Mobile No.**	
Specialization		**Fax No.(O)**	
Total Experience		**E-Mail**	
University Approval Number			

3. Name and address with Phone No. of the Inspection Commission members:

S. No.	Name, Designation and address	Phone / Mobile No.
1		
2		
3		

4. Date and Time of Inspection | | | | | | |

5. Purpose of the inspection commission:

S. No.	Purpose	Name of the Programme/s	Strength	
			Sanctioned	Requested
1	Starting of New Programmes			
2	Continuance of Provisional Affiliation (CPA)			
3	Permanent affiliation (PA)			
4	Permanent Increase in intake (PII)			

6. Particulars of infrastructure available

i. Structure of the College Building (Tick whichever is applicable)

a)

Permanent	Temporary

b)

RC	Tiles	AC Sheet	others

ii. Class rooms (space required is 10 sq.ft. per student)

	Required	Available
Number of class rooms already available for the existing programme *s*		
Number of class rooms available for the proposed new programme *s under consideration*		

iii. Total number of Desks and Benches:

Required	Available

7. Details of Laboratories (Floor space of the Lab with dimensions should be attached, work tables should be of standard size, Furnish the time table of the lab separately) (35 Sq. Feet per student)

S. No.	Name of the programme	Name of the Lab	Area of the Lab	*Major Equipments available*

8. Computer Facilities: (For Computer Science practical, the floor space should be 20 Sq. ft. /student)

S. No.	*Particulars*	Requirements as per Norms	*Availability*
1.	No of Computer terminals		
2.	Hardware Specification		

3.	No of terminals of LAN / WAN				
4.	Relevant Legal Software	*Application*	System	*Application*	System
5.	Peripheral(s) Printers				
	DVD Writers				
	Scanners				
	LCD projectors				
6.	Internet Accessibility (in kbps & hrs)				
7.	Power backup(UPS)				
8.	Air Conditioner				

9 Library and Learning Resources :

S. No.	Resources	
1	Librarian (Name & Qualification Approval No.)	
2	Area of the Library	
3	Seating capacity	
4	Working Hours	
5	Number of Books available	
6	Number of Journals/ Magazines	
.7	Annual budget	
8	Library Assistant	

10. Details of the availability of Books/Journals (Please enclose the list)(Norms: 5 copies of the Text books and reference books and 50 copies of other books for each discipline)

S. No	programme (s)	Number of titles of the books Available	Number of volumes	Journals	
				National	International
1.					
2.					
3.					
4.					
5.					

11. Physical Education Facilities:

S. No.	Facilities/ Faculty	Availability
1	Director (Name & Qualification approval number)	
2	Play Ground facilities	
3	Out Door Games	
4	Indoor Games	
5	Gymnasium	
6	Equipments	
7	Instruments	
8	Assisting Staff	

12. a. Details of staff available for which the applications are made (**programme** -wise) (may be given as Annexure)

S.No.	Name of the Programme (UG & PG)	Name of the Staff	Qualification	University Qualification Number
1	Language- Part I			
2	English			
3	Core subjects			
4	Allied			
5	Others			

b. 4% of the post under teaching / non teaching category from Differently-abled persons (GO.Ms.No.21 (DAP 3.2 Dept. dt.30.05.2017)

c. 25% salary subsidy for Assistant Professors with visually impaired persons (GO.Ms.No.107 Hr.Edn. (E1) Dept dt.14.05.2015)

13. Details of Administrative/ Technical / Supporting staff

S. No	Staff Category	Number
1	**Administrative Staff**	
	a. Administrative Officer	
	b.. Accounts Officer/Assistant Account Officer	
	c. Clerks	
	d. Others	
2	**Technical / Supporting Staff**	
	a) Laboratory Assistant	
	b) Programmer	
	c) System Analyst	
	d) Others (Computer Lab in-charge, Lab Attendant etc)	

14. Details as to the submission of returns for the previous year

S. No.	Name of the returns	Submitted/ Not Submitted
1.	Annual Returns	
2.	Staff Returns	
3.	Annual Accounts	

15. Availability of other facilities:

S.No.	Parameter	Availability		
1.	**Potable Water Supply Drinking water for every staff room and each of the floor)**			
2.	**Ventilation and lighting (Norms: 4 tube lights and 2 fans in a class room)**			
3.	**Hostel**	**Boys**		
		Girls		
4.	**Toilet Facilities(Norms: one wash basin for every 100 staff and students, urinals for every 20 staff and students and toilets for every 50 staff and students separately for ladies and gents.**		Gents	Ladies
		Wash Basin		
		Urinals		
		Toilets		
5.	**Medical facilities**			
6.	**Reprographic facilities in the Institutions.**			
7.	**Barrier free environment for physically challenged.**			
8.	**Canteen**			

9.	Transport	
10.	Generator	
11.	Rain water harvesting (GO.Ms.No.107 / 14.05.2015)	
12.	Solar power facility (GO.Ms.No.107 / 14.05.2015)	

Name & Signature of the Principal with College Seal

Name & Signature of the Convenor and Members of the Inspection Commission

Date:

Place :

LIST OF ANNEXURES TO BE ATTACHED WITH INSPECTION REPORT

1. Library, Computers and Equipment – *programme* -wise
Stock Register of Library Books (copies of last five pages to be submitted)

2. Usage register of books (copies of last three pages),

3. Stock registers of Computers, equipment

4. Internet facility, (Type and bandwidth details)

BHARATHIAR UNIVERSITY,COIMBATORE – 641 046

16. Inspection Committee Report

PROFORMA II

1. Name and Address of the Institution

Name	
Address Principal	
Phone	
Fax No.	
E mail	
Web site	

1 A Details of the Principal :

Name	
Qualification	
Qualification approval No. and date	
Date of Birth and Age	
Date of Joining	

2. Name and Details of the inspection commission members

S. No	Name and address	Phone No	Mobile no/ Email
1.			
2.			
3.			
4.			

3. Date and Time of Inspection

4. Purpose of the inspection commission:

S. No.	Purpose	Name of the Programme/s	Strength	
			Sanctioned	Requested
1	**Starting of New Programme/s**			
2	**Continuance of Provisional Affiliation (CPA)**			
3	**Permanent affiliation (PA)**			
4	**Permanent Increase in intake (PII)**			

5. **Details of the Full Time Teaching Faculty (Programme under consideration) (Please specify Adequate / Not Adequate wherever applicable)**

S. No	Subjects	Number required	Number available	Remarks (adequate/not adequate)
1	Languages-Part I			
2	English			
3	Core subjects			

4	Allied			
5	Others			

6. Details of Administrative / Technical // supporting Staff

S. No.	Category Staff	Remarks(adequate/not adequate)
1	Administrative Staff	
2	Technical Supporting Staff	
3	Supporting staff	

7. a. 4% of the post under teaching / non teaching category from Differently-abled persons (GO.Ms.No.21 (DAP 3.2 Dept. dt.30.05.2017)

Yes		No	

b. 25% salary subsidy for Assistant Professors with visually impaired persons (GO.Ms.No.107 Hr.Edn. (E1) Dept dt.14.05.2015)

Yes		No	

8. Physical Education Facilities

S. No.	Name of the facility	Availability	Remarks (adequate/not adequate)
1.	Director		
2.	Ground		
3.	Out door games		
4.	Indoor games		
5.	Gymnasium		
6.	Equipments		
7.	Instruments		
8.	Assisting staff		

9. Library facilities:

S. No	Facilities	Numbers available	Remarks (adequate/not adequate)
1.	Librarian		
	Library Assistants		

2.	Area of the library		
3.	Seating capacity of the library		
4.	Books-Number of titles		
5.	Books-Number of volumes		
6.	Journals / e Journals		
7.	Magazines		
8.	Computers- Net access		

10. **Details of Laboratories (Floor space of the Lab with dimensions should be attached, work tables should be of standard size, furnish the time table of the lab separately) (35 Sq.Ft. per student)**

S. No.	Name of the Programme	*No. of Students*	Name of the Lab	Area of the Lab	Equipments available	Adequate/ Not adequate
1.						
2.						
3.						

11. **Computer Facilities (for Computer Science practicals, the floor space should be 20 Sq.ft./student)**

S. No.	*Particulars*	Available facilities		*Adequate/ Not adequate*	
1.	No of Computer terminals				
2.	Hardware Specification				
3.	No. of terminals of LAN/WAN				
4.	Relevant Legal Software	Application	System	Application	System

5.	Peripheral(s):		
	Printers		
	DVD Writers		
	Scanners		
	LCD Projectors		
6.	Internet Accessibility (in kbps & hrs)		
7.	Power backup(UPS)		
8.	Air Conditioner		

12. **Class room facilities for the Proposed programme(s)**

Particulars	**Needed**	**Available**	*Adequate / Not adequate*
Class Rooms			
Furniture			

13. Availability of other facilities:

S.No.	Parameter	Availability		
1.	Potable Water Supply (Drinking water for every staff room and each of the floor)			
2.	Ventilation and lighting (Norms: 4 tube lights and 2 fans in a class room)			
3.	Hostel	Boys		
		Girls		
4.	Toilet Facilities(Norms: one wash basin for every 100 staff and students, urinals for every 20 staff and students and toilets for every 20 staff and students separately for ladies and gents.		Gents	Ladies
		Wash Basin		
		Urinals		
		Toilets		
5.	Medical facilities			
6.	Reprographic facilities in the Institutions.			

7.	Barrier free environment for physically challenged.	
8.	Canteen	
9.	Transport	
10.	Generator	
11.	Rain water harvesting (GO.Ms.No.107 / 14.05.2015)	
12.	Solar power facility (GO.Ms.No.107 / 14.05.2015)	

14. Recommendations:

A) Starting of New Programme/s :

S. No	Name of the Programme/s	Recommend/Not recommended	Strength
1			
2			
3			

B) Continuance of Provisional Affiliation:

S. No	Name of the Programme/s	Recommend/Not recommended
1		
2		
3		

C) Permanent Affiliation:

S. No	Name of the Programme/s	Recommend/Not recommended
1		
2		
3		

D) Permanent Increase in Intake:

S. No	Name of the Programme/s	Recommend/Not recommended	Strength	
			From	To
1				
2				
3				

15. **Conditional recommendations (if necessary):**

16. **Specific reasons for the denial of the requests:**

Place: Name and Signature of the convener

Date: Members of the Inspection team

IV. INSPECTION COMMISSION

17. GENERAL GUIDELINES TO THE MEMBERS OF INSPECTION COMMISSION (NEW COLLEGES / PROGRAMMES / PERMANENT INCREASE IN INTAKE / CONTINUANCE OF PROVISIONAL AFFILIATION/PERMENENT AFFILIATION)

The Inspection Commission shall verify the availability of all facilities required for starting new college/ programme /increase in intake or for grant of continuance of provisional affiliation/permanent affiliation. In this connection, the following broad guidelines are as given hereunder:

1. The consolidated staff list with **qualification approval** number may be obtained from the college.

2. Appointment of qualified **Principal, Librarian and Physical Director** is to be verified and entered in the report in detail. In colleges where only programme s coming under the purview of AICTE (viz M.B.A., M.C.A. only) are being offered, the appointment of Physical Directors need not be insisted upon.

3. **Pro-forma I** shall be filled-in by the college and submitted to the commission whose contents are to be physically verified and, subsequently, the commission shall record its findings detail in Pro-forma II.

    Pro-forma II is almost the abridged form of Pro-forma I which contains the recommendations of the commission.

4. The commission members while recording their recommendations shall clearly state whether all the facilities available as on date including the staff, library, class rooms, laboratory etc. are **Adequate / Not Adequate.**

5. The commission, while recording its recommendations, shall clearly state whether all the facilities available as on date including the **staff, library, classrooms, laboratory etc.,** are satisfactory for the granting of the programme.

6. If any of the facility available is not satisfactory and the college is yet to improve the same, the observation **"not satisfactory"** shall be recorded with the reasons thereof.

7. The recommended maximum **strength for New** programme **s and Permanent Increase in Intake** shall be necessarily entered in the pro-forma.

8. PRESCRIBED STRENGTH:

Name of the programme	Strength at the time of starting shall not exceed	Maximum strength
UG programmes		
Lab Oriented programmes	60	60
Lab Oriented Computer related programmes	60	60
Non - Lab Oriented programmes	60	60
PG programmes		
Lab Oriented programmes	40	50
Lab Oriented Computer related programmes	50/60	60
Non - Lab Oriented programmes	50/60	60
Certificate courses		
Information Technology related programmes	50	
Lab Oriented programmes	50	
Non - Lab Oriented programmes	50	
Diploma programmes		
Information Technology related programmes	50	
Lab Oriented programmes	50	
Non - Lab Oriented programmes	50	
PG Diploma programmes		
Information Technology related programmes	50	
Lab Oriented programmes	50	
Non - Lab Oriented programmes	50	

If the strength recommended is lower than the above strength, the reason for such recommendation shall be recorded.

If the strength already sanctioned is more than what is prescribed now, in any college, then the same will be retained subject to the condition that no further increase be granted for all such cases.

9. The **equipments** purchased shall be of good quality. The details of purchase shall have been entered in the stock register. Entry in the stock register and the invoices shall be verified.

10. With regard to **library books**, it may be checked if the accession register is properly maintained, any book added is properly entered in the accession register, all new books have the college seal on the inner pages and the entry of accession number made, without fail.

    Regards the provision of books to be made by the colleges for each programme, it is stipulated that **five copies** of each of the books prescribed as **text books** and as reference books by the respective Boards of Study for each semester be acquired. However, in case any such books are not available in the market, equivalent books may be substituted. In addition to the above, **50 books** in the discipline concerned be acquired every year.

11. With regard to toilets, the water connections and availability of sufficient water for the use of the students shall be ascertained.

12. If it is a co-education college, it may be verified that men and women have separate Toilets, built apart. The women's toilets shall be fitted with the basins meant for the convenience of women and one or two buckets with lids shall be made available in the women's toilet for disposal of sanitary napkins.

13. If any column furnished in the pro-forma is not applicable to the programme under Consideration, please enter **"NOT APPLICABLE"**.

14. The Inspection Commission may also verify the facilities such as ramp, toilets, etc., for the benefit of the physically-challenged for a barrier free environment.

15. The inspection commission members are requested to strictly adhere to the guidelines.

REGISTRAR

18. CHECKLIST OF RESOURCES

1. FACULTY RESOURCES

Working Hour Norms:	
Head of the Department	: **12 Lecture hours per week**
Other Faculty Members	: **16 Lecture hours per week**
2 hours of Lab is equal to	: 1 hour of Lecture hour
1 ½ hours of UG Teaching is equal to	: 1 hour of PG Teaching

UG PROGRAMME:

First year : Semester I & II

S. No.	Subject	Instruc-tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Language I and II			
2.	English I and II			
3.	Core Papers			
4.	Allied Papers - A			
5.	Foundation Course A (General Awareness)			
	TOTAL			

Second year : Semester III & IV

S. No.	Subject	Instruc-tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Language III and IV			
2.	English III and IV			
3.	Core Papers			
4.	Allied Papers - B			

S. No.	Subject	Instructional Hours	No. of Faculty members required	Faculty Qualification requirements
5.	Foundation Course B			
6.	Diploma Programme/s			
	TOTAL			

Third year : Semester V & VI

S. No.	Subject	Instruc-tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Core Papers			
2.	Diploma Programme/s			
	TOTAL			

PG PROGRAMMES:

First year : Semester I & II

S. No.	Subject	Instruc-tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Core Papers			
2.	Others			
	TOTAL			

Second year : Semester III & IV

S. No.	Subject	Instruc-tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Core Papers			
2.	Others			
	TOTAL			

2. FACULTY ROOM REQUIREMENTS:

S. No.	Requirements	Quantity	Specification
I. HOD's Room / Cabin			
1	Room	1	10 X 15 Sq. Ft.
2	Phone with intercom	1	
3	Computer	1	P4, Dual Core, 80 GB Hard Disk or more
4	Printer	1	Laser Printer
5	Internet Connection		
6	Cupboard	1	6 x 1.5 feet
7	Filing cabinet	1	6 x 1.5 feet
8	Executive Table with Chair	1	6 x 4 feet
9	Visitors Chair	3	'S' type Chair
II. Faculty Members Room			
1	Table with Writing Pad, small cupboard, drawer and locking facility	1 for each faculty	4 x 2 feet

2	Chair	1 for each faculty	S' type Chair
3	Cupboard	1 / per 5 faculty	6 x 1.5 feet
4	Computer	1 / per 5 faculty	P4, Dual Core, 80 GB Hard Disk or more
5	Printer	1 / per 5 faculty	Laser Printer
6	Internet connection		
7	Phone with intercom	1	
12	Typist with Computer knowledge in MS Office	1	

3. TEACHING AIDS (Can be shared with other Departments)

S. No.	Name of the Aid	Required quantity	Specification
1	Public Address System in the Seminar Hall (Amplifier, Mic, Speaker, etc.)		
2	Television		
3	Video Recorder		
4	Computer with DVD player		
5	LCD Projector		
6	Over Head Projector		
7	Video Camera		
8.	Dogmatic Camera		
9.	Document Reader		
10.	CDs and DVDs of subject related		
11.	Audio Video Cassettes		
12.	Video conferencing facility		

4. CLASS ROOM REQUIREMENTS:

S. No.	Requirements	Nos. required	Specification as per the Norms
1	Class room Area (Separate for each year)		Atleast 10 Sq.ft. per Student.
2	Black Board or Fibre Glass Board	1	12 x 4'
3	Fan fittings		1 for every 125 Sq.ft.
4	Tube Light fittings		1 for every 100 Sq.ft.
5	**Furnitures in the Classroom**		
	a. Table & Chair for Faculty		One set per classroom
	b. Tables & Chairs for Students		One set per student
	c. Tables for equipments		
6	15 Amps. Plug Points		
7	OHP / LCD Projectors		
8	Screen Facility or Wall space for screening		

5. REQUIREMENTS FOR THE SEMINAR HALL:
(Can be shared with other Departments)

S. No.	Name of the Aid	Quantity	Specification
1	Area		
2	LCD Projector		
3	OHP		
4	Audio Video Equipments		
5	Television		
6	VCR		
7	Public Address System in the Seminar Hall (Amplifier, Mic, Speaker, etc.)		

6. LABORATORY REQUIREMENTS:

S. No.	Requirements	Quantity required	Specification / Qualification
1	Lab Area		20 Sq.Ft. per Student / 15 Sq.Ft. per Student.
2	Lab Technician	1	B.Sc. in the relevant field.
3	Lab Attender	1	Pass in HSC
4	Stock Register		
5	Table size		3 x 1.5 for each student
6	Chairs / Stools		
7	Tables / Chairs for Lab Technician		

S.No.	Equipments	Quantity required	Specification
8	I year		
	II year		
	III year		

S. No.	Requirements	Quantity required	Specification
9	Racks / Room space for storing consumables		
10	Water supply		
11	Fire extinguisher		
12	Standby Power supply		
13	Wash room with sink		10 x 10 feet, 2 tap connection

14	Preparation Room		12 x 12 feet
15	Instrument Room		20 x 12 feet
16	Store Room		20 x 20 feet
17	Culture Room		20 x 12 feet

7. COMPUTER LAB REQUIREMENTS:

Computer Student Ratio:

Non Computer Programme/s	-	**1 : 2**
Computer Related Programme/s	-	**1 : 1**
Area required	-	**20 Sq. ft. per student**

S. No.	Equipments Required	Quantity Required	Specification as per the Norms
1.	Computer Server		Xeon 3 GHz or more
2.	Terminals / Nodes		P4, Dual Core, 80 GB Hard Disk or more
3.	Tables & Chairs for Terminals		3 x 3 per terminal
4.	Air Conditioner		1 / 1.5 tons for 200 Sq. Ft.

	Softwares		
5.	a. System Softwares: Windows NT / Windows Vista, etc. Office 2007. b. Application Softwares:		
6.	UPS		10 KV with one hour backup
7.	Generator		20 KVA

8.	Printer		One for every 10 terminals
9.	Scanner		
10..	Internet connection (High speed)		512 KB / 1 MB
11.	OHP / LCD Projectors		
12.	DVD Writer		
13.	System Analyst / Administrator	1	MCA (I Class) / M.E./ M.Tech (in Circuit branches) / M.Sc.(IT) / M.Sc. Computer Science (I Class) with one year experience in System Design / Software Development
14.	Technical Staff	1	First Class in PG of the subject concerned.

8. LANGUAGE LAB:

S. No.	Description	Quantity	Specification
1	Instructor		
2	Computers with Multimedia kit		
3	Relevant Softwares		

9. LIBRARY RESOURCES REQUIRED:

(Please enclose the list of Books and Journals)

BOOKS / JOURNALS / MAGAZINES

First Year

S. No.	Subject	Text Books – Volume / Title (if any)	Reference Books	No. of Journals / Magazines
1.	Language I and II	5 volume per title	50 titles	
2.	English I and II	5 volume per title	50 titles	
3.	Core Papers per Subject	5 volume per title	50 titles	
4.	Allied Papers	5 volume per title	50 titles	
5.	Foundation Course A	5 volume per title	50 titles	

Second Year

S. No.	Subject	Text Books (if any)	Reference Books	No. of Journals / Magazines
1.	Language III and IV	5 /title	50 titles	
2.	English III and IV	5 /title	50 titles	
3.	Core Papers	5 /title	50 titles	
4.	Allied Papers	5 /title	50 titles	
5.	Foundation Course B	5/ title	50 titles	
6.	Diploma Programme/s	5 /title	50 titles	

Third Year

S. No.	Subject	Text Books (if any)	Reference Books	No. of Journals / Magazines
1.	Core Papers	5 /title	50 titles	
2.	Diploma Programme/s	5 /title	50 titles	

****