

# ***ORDINANCE***

**ON AFFILIATION OF COLLEGES / INSTITUTES IN ARTS,  
HUMANITIES, SOCIAL SCIENCES, PERFORMING ARTS,  
VISUAL ARTS AND OTHER VOCATIONAL COURSES**



**COLLEGE DEVELOPMENT COUNCIL  
MANIPUR UNIVERSITY OF CULTURE  
PALACE COMPOUND, IMPHAL EAST  
MANIPUR-795001**

# ORDINANCE ON AFFILIATION OF COLLEGES / INSTITUTES IN ARTS, HUMANITIES, SOCIAL SCIENCES, PERFORMING ARTS, VISUAL ARTS & OTHER VOCATIONAL COURSES

In exercise of the powers conferred by Sub-Section (1), (2), (3), (4), (5), (6) and (7) of Section 29 of the Statute of Manipur University of Culture Act, 2015, The Manipur University of Culture hereby makes the following Ordinance, namely:

## **1. Short Title, Application and Commencement:**

**1.1** This Ordinance may be called the Ordinance on Affiliation of Colleges in Arts, Humanities, Social Sciences, Performing Arts, Visual Arts and Other Faculties, 2021.

**1.2** They shall apply to all Colleges/Institutions seeking affiliation and already affiliated to the Manipur University of Culture in Manipur established or incorporated by or under a Central Act, A Provisional Act or a State Act.

**1.3 Commencement:** It shall come into force with effect from the date of the adoption by the Executive Council of the Manipur University of Culture (adopted w.e.f. 23<sup>rd</sup> December, 2021 vide Executive Council Resolution No. 1 “Approval of College Development Council, MUC on its Meeting held on 23<sup>rd</sup> December, 2021).

## **2. Definitions:** In this Ordinance, unless there is anything repulsive in the subject or context:

**2.1 ‘Act’** means the Manipur University of Culture Act; 2015 as amended up to date;

**2.2 ‘Government’** means the Government of Manipur;

**2.3 ‘State Government’** means the Government of the state to which the jurisdiction of the Manipur University of Culture extends;

**2.4 ‘Governing Body’** means the Governing Body of the College duly constituted under the relevant rules and ordinances, as the case may be;

**2.5 ‘College Development Council’** means the College Development Council of the Manipur University of Culture;

- 2.6 ‘Board of Studies’** means the Board of Studies of the Manipur University of Culture;
- 2.7 ‘Academic Council’** means the Academic Council of Manipur University of Culture;
- 2.8 ‘Executive Council’** means the Executive Council of the Manipur University of Culture;
- 2.9 ‘Court’** means the Court of the Manipur University of Culture;
- 2.10 ‘Director of Colleges’** means the Director of Colleges of the College Development Council of the Manipur University of Culture’
- 2.11 ‘Discipline’** means a group of subjects coming under a School of the Manipur University of Culture;
- 2.12 ‘A Degree College’** means a College/Institute teaching Degree classes;
- 2.13 ‘Affiliation’** together with its grammatical variations, includes, in relation to a college by, association of such college with, and admission of such colleges to the privileges of, a University;
- 2.14 ‘College’ / ‘Institution’** means any college or institution, whether known as such or by any other name which provides for a programme of study beyond 12 years of schooling for obtaining any qualification from a University and which, in accordance with the rules and regulations of the university, is recognized by the UGC as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification;
- 2.15 ‘Commission’** means the University Grants Commission established under the UGC Act;
- 2.16 ‘Course’** means one of the units which comprise a programme of study;
- 2.17 ‘Pogramme’ / ‘Programme of Study’** means a high education programme pursued for a degree specified by the Commission under Section 22(3) of the UGC Act;
- 2.18 ‘Statutory/Regulatory Body’** means a body constituted by a ‘Central/State Government Act for setting and maintaining standards in the relevant areas of higher education.

**2.19 ‘Student’** means a person admitted to and pursuing a specified programme of study;

**2.20** The words and expressions not defined in this Ordinance shall have the same meaning as in the Act.

### **3. Eligibility Criteria for Affiliating a New College / Institute**

When it is proposed to establish a new College / Institute, the Sponsoring Body or in the case of a Government College, the Secretary to the State Government in the department concerned shall submit an application along with the prescribed fee to the Registrar normally before the end of February of the concerned year in which it is intended to start the college/institute. The application shall contain the following particulars:

#### **3.1 Eligibility Criteria for Temporary Affiliation:**

**3.1.1** Particulars of the Sponsoring Body;

**3.1.2** Need for the proposed college and subject(s)/course(s) proposed to be introduced;

**3.1.3** The distance of the proposed college(s) / Institute(s) from the existing college(s)/ Institute(s) in the neighborhood with expected enrolment figures, subject-wise should be maintained as per the latest guidelines of the University. This will effect from time to time or as the case may be;

**3.1.3.1** At least 0 (Zero) KM distance in the Urban area/greater Imphal areas is permissible between the proposed colleges / Institutes to be established and seeking for affiliation, in case the disciplines or courses which are going to offer in the said colleges/Institutes are different, and if the disciplines are same there must be at least **1 (one) KM to 5 (five) KM** distance between the Colleges /Institutes.

**3.1.3.2** For the colleges / Institutes which are already run by the State Government and Central Government, or for the Colleges / Institutions which are already established and fully funded by the State or Central Government such restrictions mentioned in the clause (a) above are not

covered, before this Ordinance shall come into force in effect.

**3.1.4** A Governing Body of its own to be registered under the Registration of Societies (Act XXI of 1960), Manipur for its management with at least two representatives of the University to be nominated by the Vice-Chancellor from amongst the regular faculty members for a term of 3 years, except in the case where this matter is governed by rules, if any, of the State Government duly framed for this purpose;

**3.1.5** The Proposed Colleges / Institutes seeking affiliation, at the time of inspection by the University, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory Body concerned in the case of technical/professional courses only.

**3.1.5.1** The area and land occupation of the proposed College(s)/Institute(s) under the UGC Regulations, 2009 (and its First Amendment Regulations, 2012) there should have undisputed ownership and possession of land free from any or all encumbrances measuring not less than **1.5 acres** if it is located in mega cities, **2 acres** if it is located in metropolitan cities and **5 acres** of land if it is located in other cities or rural areas as prescribed in the Ordinance of the University;

Provided that this shall not apply to colleges/Institutes already affiliated to the Universities in India:

Provided further that the lesser land requirement in mega cities shall not compromise extracurricular/ extra-mural curricular activities of the College / Institute:

Provided also that the requirement of **5 acres** in hilly areas could be contiguous or upto three places which are not separated by more **than 2 Kilometers**.

**3.1.5.2** Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the UGC / Statutory / Regulatory body concerned, taking care

that all buildings constructed in the college are disabled friendly;

- 3.1.5.3 Academic building sufficient to accommodate the faculties, lecture/ seminar rooms, library and laboratories with a minimum of 15 sq. ft. per student in lecture / seminar rooms / library and 20 sq. ft. per student in each of the practical room/workshop room:

Provided that this sub-clause shall not apply to Colleges / Institutes already affiliated to the University in India.

- 3.1.5.4 Number of teaching and non-teaching staff as per University norms given by the University concerned;

- 3.1.5.5 Minimum Accommodation shall be as follow:

- 3.1.5.5.1 One Room for the principal;
- 3.1.5.5.2 One Room for the Vice-principal;
- 3.1.5.5.3 Adequate accommodation for the college office with necessary Safety arrangement for the cash counter;
- 3.1.5.5.4 One Staff Common Room; if necessary two staff rooms for Gents and Ladies;
- 3.1.5.5.5 One Room for the Library with an attached Reading Room;
- 3.1.5.5.6 One Common Room each for boys and girls in case of Co-educational College;
- 3.1.5.5.7 At least one suitable Lecturer Hall properly set up for any two subjects to be taught in the college/Institute;
- 3.1.5.5.8 Necessary arrangement for Workshop Room/ Practical Room / Museums/Display Rooms wherever necessary;

Provided that the total number of rooms for workshop / practical / Museum / Display of items / live classroom, shall be such as may be considered necessary by the University for any subjects;

- 3.1.5.5.9 Adequate number of class-rooms considered necessary by the University;
- 3.1.5.5.10 Adequate civic facilities for essential like water, electricity, ventilation, toilets, sewage, fire extinguisher etc. in conformity with the norms laid down by the Central/State PWD;
- 3.1.5.5.11 Adequate measures for safety, security, pollution control, etc.;
- 3.1.5.5.12 In the case of subjects involving practical works, adequately equipped rooms in its own building should be available as prescribed by the University from time to time;
- 3.1.5.5.13 Adequate financial provision should be provided for additional practical equipments, specimens, furniture, fittings, etc. for subjects involving practical;
- 3.1.5.5.14 \*A Library with at least 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journals per subject, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC from time to time;
- 3.1.5.5.15 \*Adequate library facilities should be provided with at least 10 copies each of different titles of books for the College, and there will have provision to add to its collection of many relevant volumes of the Degree standard, as the case may be, within a period of three years.
- There should have subscription of journals at least two for every relevant subject(s) in the college library;
- 3.1.5.5.16 There should have a good playground and suitable rooms for conducting outdoor and indoor games, and adequate play materials should be provided;

- 3.1.5.5.17 Satisfactory provision should be availed for recreational and sanitary facilities for both men and women;
- 3.1.5.5.18 Qualifications and appointments of principals and teachers in a College / Institute shall be according to the norms prescribed by the UGC/State Government University from time to time;
- 3.1.5.5.19 The College shall have minimum staff requirement as prescribed by the University from time to time;
- 3.1.5.5.20 Appointment of the principal and the teaching staff of the College shall be made by proper advertisement and selection by the Governing Body subject to the approval of the University except in a case where the matter is governed by necessary rules of the State Government duly framed for the purpose;
- 3.1.5.5.21 Regularity in payment of salary to the staff on the UGC/State Government/University should be maintained;
- 3.1.5.5.22 Adequate arrangement should be made for holding general and tutorial classes, if any;
- 3.1.5.5.23 There should have provision in the time-table for periods of at least 45 minutes' each day for a subject and in the case of subjects involving practical or laboratory works at least two periods together for each laboratory class in a week;
- 3.1.5.5.24 No college or Institute shall be admitted to the privileges of the University unless it undertakes to adhere to the provisions of the Act. The Statutes, the Ordinances and the Regulations of the University and to comply with the standing orders, directions and instructions of the University;
- 3.1.5.5.25 An affiliated college or an Institute shall execute a bond as laid down in the regulations guaranteeing that it shall follow the provisions of the Act, the statutes,



the ordinances, the regulations and the orders, directions and instructions of the University;

3.1.5.5.26 An affiliated college or an Institute shall not, without the permission of the University, suspend instruction in a subject or a course of study, which it is authorized to teach and actually teaches;

3.1.5.5.27 A multi-purpose complex / an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per the local requirements as decided by the University;

3.1.5.5.28 Appropriate furniture for lecture / seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex / auditorium, common rooms and hostel rooms, and for other facilities.

3.1.5.5.29 A duly constituted managing body as specified by the University.

3.1.5.5.30 Any other relevant matter.

3.1.6 Maximum or Minimum enrolment of students in a single discipline, which may be relaxed only in the case of a tribal / educationally backward areas and Women's College as prescribed by the Manipur University of Culture from time to time;

3.1.7 The application for a degree College, the number of students who passed the Higher Secondary School leaving Certificate examination from the Higher Secondary Schools in the neighborhood in the preceding **3 years** (year-wise basis) should be enclosed;

3.1.8 The proposed college(s) / Institute(s) should have sufficient Financial Resources up to the standard mark;

3.1.9 The Colleges / Institutes conducting Degree Courses, **Rs.300,000/-** (Rupees Three lakhs only) in National Saving Certificate or fixed deposit in Nationalized Bank for a minimum period of **5 (five) years** cash transaction in the name of the college besides a Working Fund of **Rs. 20,000/-** (Rupees Twenty thousand only) in a Nationalized

Bank or Postal Account should be enclosed during the time of the submission of other relevant document(s);

3.1.10 There shall be no withdrawal from the Reserve Fund or raising of loan against the Reserve Fund without a prior permission of the University;

3.1.11 The University may, however, permit a loan to the maximum of **Rs.10,000/-** (Rupees Ten thousand only) for the purpose of purchasing books, journals, laboratory equipment and teaching aids, out of the interest of the reserve fund. Second instalment of the loan shall not be permitted unless the first loan is fully repaid.

### **3.2 The Colleges / Institutes, if not run by the State Government:**

3.2.1 Shall be managed by a duly constituted and registered Society or Trust;

3.2.2 Shall satisfy the University that adequate financial provision is available for running the college for at least three years without any aid from any external source. In particular, it shall produce evidence of creating and maintaining a Corpus Fund permanently in the name of the college by way of irrevocable Government Securities of **Rs.15 lakh** per programme, if the college proposes to conduct programme only in Arts, Humanities, Social Sciences, Performing Arts, Visual Arts and other Schools, **Rs. 35 Lakh** per programme or as prescribed by the relevant Statutory/ Regulatory Body, if it proposes to offer professional programmes, or FDRs for like amounts jointly held by the college and the University for a minimum lock in period of three years. The interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening its infrastructure facilities;

3.2.3 Shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.

**3.3** The Registered Society / Trust in justified exceptional cases may be allowed to start the college / Institute for the first year of the programmes in a readily available building, with the condition that all other academic and administrative requirements are satisfied under the Regulations and the college / Institute shall complete the buildings per para 9.5.4 and

other requirements cited in the detailed project report by the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college / Institute shall not be granted renewal of temporary affiliation until the college / Institute moves to the permanent building shall be granted by the University beyond five years.

**3.4 The Registered Society / Trust proposing the college shall execute a bond:**

- 3.4.1** To impart instruction only in the subjects and for the courses/ programmes in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such courses / programmes shall follow the syllabi approved by the appropriate academic bodies of the University.
- 3.4.2** To comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the University framed in this regard;
- 3.4.3** To follow the Rules, Regulations and Guidelines of the Statutory / Regulatory bodies issued from time to time;
- 3.4.4** To the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/ promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes / Ordinance/ Regulations of the University / State Government / UGC, and shall ensure imparting of adequate instruction to the students in the courses programmes of studies to be undertaken by the college and that the Students-Teacher Ratio in the college shall be as per the UGC norms;
- 3.4.5** To the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales along with applicable allowances as per the pay scales prescribed by the UGC/ Central / State Government, as the case may be, from time to time;
- 3.4.6** To the effect that appointment of members of the teaching and the non-teaching staff shall be made only on conclusions of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration;

- 3.4.7** To the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfilment of the conditions for affiliation to the University within fortnight of changes coming into effect;
- 3.4.8** To the effect that all fees to be charged from the students shall be as per the fee structure approved by the University based on the norms of the UGC from time to time;
- 3.4.9** To the effect that the college / Institute shall not collect any capitation fee or donation in any form amounting to corrupt practices and from or on behalf of any of its students or their parents / guardians except the prescribed fee and other charges as approved by the University based on the norms of the UGC;
- 3.4.10** To the effect that no student shall be admitted to any programme of study by the college / Institute in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University;
- 3.4.11** To the effect that the college / Institute shall not, without the previous permission of the University, suspend offering an already approved course / programme of study;
- 3.4.12** To the effect that the academic and welfare activities of the students belonging to the Scheduled Tribes, Scheduled Castes, and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college;
- 3.4.13** To the effect that all the registered and records including audited Statement of accounts, as required to be maintained under the Regulations / Orders of the UGC / University / Government shall be maintained and made available as and when required for inspection;
- 3.4.14** To the effect that the college / Institute shall furnish all such returns and other information as the UGC / University / Government may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC / University / Government may direct to maintain the same;

#### **4 Eligibility to Apply for Addition of New Programmes of Study in a College / Institution**

4.1 Any proposal for adding new programme shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regards, in particular, to the needs of the unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.

4.2 Any proposal for raising the existing under-graduate college/Institute to post-graduate studies level shall be considered by the University only after satisfactory completion of two years of the under-graduate programme and the proposed buildings, qualified faculty and other infrastructure facilities are fully created as per the Regulations.

4.3 Each application for addition of new programme or for upgrading the existing programme to post-graduate level shall be accompanied by the prescribed fee in the form of Demand Draft in favour of the Registrar of the University.

4.4 The procedure for temporary affiliation of additional programmes of study or for upgrading the existing programmes in the College /Institute shall be the same as prescribed under the Regulations for temporary affiliation.

#### **5 Opening of New Subject in an Existing College:**

When it is proposed to open a new subject in an existing College / Institute, the Governing Body or in the case of a Government College, the Secretary to the State Government in the department concerned shall submit an application along with the prescribed fee for each new subject to the Registrar normally before the end of February of the year in which it is intended to open the subject. The application shall contain the following particulars:

- 5.1 Need for the proposed Programme (s) / subject(s);
- 5.2 Proposed arrangement for additional accommodation required for the new subject(s);
- 5.3 Financial resources of the College and provisions made for the new subject(s);
- 5.4 Financial provision for the expansion of college library;

5.5 Arrangement for practical rooms/Workshop rooms/ Museums/Display Rooms, etc., should be made wherever necessary for the subjects involving practical works;

5.6 Any other relevant matter.

## **6 Screening of Applications and Steps for Permission:**

6.1 The application shall, at first be screened by the Director of Colleges in the light of the provisions of this Ordinance and submit his/her report to the Vice-chancellor within three weeks.

6.2 The Vice-chancellor on receipt of the screening report from the Director of Colleges as to the need and feasibility of the proposed College/Institute or opening of the new subject(s), shall decide whether a team of inspectors should be sent to the College, and if he/she desires so, or he/she shall appoint a team of inspectors consisting of not less than 3 but not more than 5 faculty members.

6.3 The Vice-chancellor shall cause the report of the team of inspectors to be placed before the College Development Council.

6.4 The Vice-chancellor shall finally cause the recommendations of the College Development Council to be placed before the Executive Council.

## **7 Admission of Students in a New College:**

Before the permission is granted by the University, no student shall be admitted in any college or in any course of instruction in a College / Institute. Breach of this rule may have sufficient ground for refusing permission and debarring the College/Institute from applying for affiliation.

## **8 Permission to Start 1<sup>st</sup> Year Class in a College:**

8.1 Subject to the provisions of paragraph 6, the Executive Council may permit a new College /Institute to start 1<sup>st</sup> Year Degree classes at the first instance;

Provided that in the case where the proposed College / Institute is sponsored by the State Government or Central Government, permission may be granted to start 1<sup>st</sup> Year classes for the Degree Courses in the concerned or proposed subject(s) in the same year;

Provided further that a College / Institute sponsored by a Body other than a State Government may be permitted to start 1<sup>st</sup> Year Degree classes in the proposed subject(s) at the first instances if all the conditions as laid down in this Ordinance are fully satisfied with.

- 8.2 Permission granted under Clause (1) above shall be valid for a period of 12 (twelve) months from the date of issue of orders.

Provided that if the College / Institute fails to obtain permission to proceed to the next higher class, the students concerned may be allowed to continue in the College /Institute till the end of the session. In that case the permission which was already granted to such a college may be withdrawn.

## **9 Submission of Progress Report and Decision Thereon:**

- 9.1 A college / Institute, which was already permitted to start classes shall be required to submit a progress report within the 30<sup>th</sup> September of the year to the Director, College Development Council in the form(s) prescribed by the University;
- 9.2 On the receipt of the progress report, the College shall be inspected by a team consisting of not less than 3 but not more than 5 faculty members nominated by the Vice-Chancellor;
- 9.3 The Vice-Chancellor shall cause the report of the team to be placed before the College Development Council;
- 9.4 The Vice-Chancellor shall finally cause the recommendations of the College Development Council to be placed before the Executive Council;
- 9.5 The Executive Council on the consideration of the recommendations of the College Development Council may grant permission to the College/Institute to proceed to the next higher class with such conditions as may be laid down or may withhold such permission and direct the College/Institute to fulfil the conditions referred to under the Ordinance;

Provided that if the College /Institute fails to obtain permission to proceed to the next higher class, the students concerned may be allowed to continue in the College / Institute till the end of the session. In that case the permission which was already granted to such a college may be withdrawn.

## **10 Procedure for Granting Temporary Affiliation:**

- 10.1 The application to start a new college and to get it affiliated to a University can be submitted by Central/ State Government institutions and Registered Society / Trust.
- 10.2 If the applicant is a Society/Trust, it shall have been registered under Registration of Societies Act, the Trust Act or any other Act of the Central/State on or before the date of submission of the application.
- 10.3 The Government / Society / Trust which proposes to start the college and wishes to get it affiliated to the University in whose jurisdiction the location of college falls shall make an application within the stipulated time to the University in the prescribed proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.
- 10.4 The application shall be submitted with “certified copies” of the following documents:
  - 10.4.1 Registration of the Society/Trust along with details of Constitution and Memorandum of Association;
  - 10.4.2 Letter from the Competent Authority designated by the Government concerned for classification of land and its location as Metropolitan or other areas;
  - 10.4.3 Land Use Certificate from the Competent Authority designated by the Government concerned;
  - 10.4.4 Registered Land / Govt. leased land documents in the name of the applicant;
  - 10.4.5 Appropriate order from the Govt. permitting the Society/Trust to start the college with details of the courses/programmes intended to be offered;
  - 10.4.6 Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the Govt. concerned;
  - 10.4.7 Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college;



10.4.8 Details of the latest fund position along with photo copies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as specified under Clause 3.2.2.

10.5 Detailed Project Report Giving:

10.5.1 background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its vision and mission;

10.5.2 development plan for the college with time line, spanning of its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students' intake and introduction of postgraduate programmes/research, and time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty and other support facilities, including students' amenities, such as hostels, sports and recreational facilities;

10.5.3 architectural master plan indicating the land use pattern including those for the future;

10.5.4 policy with regard to faculty recruitment, retention and development;

10.5.5 structure of academic and administrative governance;

10.5.6 sources of financing of capital and operating expenditure, besides funds to be generated through students' fees; and

10.5.7 resource projections and their utilisation schedule.

10.6 The University shall make a preliminary scrutiny on the application, and if found satisfactory, issue a letter of intent, within two weeks from the date of receipt of the application by the University, to cause an inspection within a period of three months for physical verification of all requirements.

10.7 The College shall be subjected to an inspection by the University through a committee of experts nominated by the Vice-Chancellor consisting of:

10.7.1 One expert for each of the subject proposed;

10.7.2 Dean, College Development Council/an equivalent academician of the university;

10.7.3 A representative of the higher education department of the Government not below the rank of Deputy Director, and

10.7.4 An Engineer from the PWD/CPWD or the University not below the rank of Executive Engineer.

One of the subject experts at the level of Professor, as nominated by the Vice-Chancellor, shall be the Chairperson of the Committee.

10.8 The report of the inspection committee shall be submitted by the Chairperson to the University duly filled in and signed by all the members. The University shall process the report through its appropriate bodies and decide to grant, or not to grant temporary affiliation to the college, recording the reasons in writing for its decision within three months of inspection.

10.9 On the basis of the infrastructure and other facilities available at the college, the university shall decide the number of seats for each programme in the college.

10.10 The Executive Council of the University shall be the ultimate to decide granting, or not granting, affiliation.

10.11 Continuation of temporary affiliation of the programme of study and the college itself shall be granted by the University on a year to year basis through inspection process prescribed in these Regulations.

10.12 If the University decides not to grant affiliation to the college for reasons, recorded in writing, of its failure to meet the conditions/ requirements for granting affiliation, the college may apply again if it fulfils the conditions/ requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

## **11 General Conditions of Affiliation:**

11.1 For affiliation of a college/Institute or affiliation in a new subject the Degree standard, as the case may be, the sponsoring body in case of a Government college, the Secretary to the State Government in the Department concerned shall submit an application along with the prescribed fee(s) to the Registrar normally within 31<sup>st</sup> March of the year;

Provided that the conditions laid down by the University at the time of granting permission to start 1<sup>st</sup> Year Degree classes have been duly fulfilled.

- 11.2 Temporary affiliation to a College / Institute for **1 (one) year** at the first instance may be granted by the Executive Council on the recommendation of the College Development Council after following the given procedures at section 9 (9.1) – ( 9.5) .
- 11.3 If in the opinion of the Executive Council, the working of the College/Institute is not satisfactory for the purpose of affiliation or opening of a new subject or subjects, the Executive Council may:
- 11.3.1 Allow the students to appear the University Examinations through an affiliated college on the payment of the prescribed non-collegiate fees, or;
- 11.3.2 Require the college to dissolve the classes in the subject or subjects and arrange to admit the students to an affiliated college having the subject or subjects.
- 11.4 In every case of affiliation, the College / Institute shall abide by the specific directives of the University regarding the permissible disciplines or subjects, as the case may be and the maximum numbers of students to be admitted to the college in each case;
- 11.5 A College / Institute granted affiliation to 1<sup>st</sup> Year Degree Course in a discipline or subject may be permitted to proceed 2<sup>nd</sup> Year and 3<sup>rd</sup> Year of the Degree Course, as the case may be, on fulfilling the conditions, if any, prescribed by the University. The college may then make application for affiliation as herein before provided.

In addition to Section 10 (10.1) – (10.5) above, the following UGC guidelines regarding the procedure for affiliation and its staff appointments of colleges to the University, as adopted by the Executive Council under its Resolution No. 1, will also be followed:-

“As laid down at part-II “Higher Education” from Chapter (9-19) and Chapter 22 “Promotion of Indian Languages, Arts and Culture” of Part-III: Other Key Areas of Focus, of the National Education Policy 2020 will be done through Higher Education.

When the need of a College / Institute is established, its affiliation to Manipur University of Culture is an academic matter and should be given on academic

grounds alone, without any other considerations. The final authority granting affiliation, its continuation, extension and disaffiliation should be done solely with the appropriate University authorities. But, since each affiliation creates eligible grant-in-aid, the University should consult the State Government in respect of all private Colleges /Institutes before a final decision is taken. When an application is received for affiliation of an Under-graduate college level (whether private or government), it may be examined by the University keeping in view of the following:-

- 11.5.1 What are the existing facilities/enrolments for the Under-graduate and post- graduate education in the concerned region/ area/ city?
- 11.5.2 Is the College /Institute going to serve some special purpose related to the Region, its manpower needs, employment opportunities or developmental deficiencies?
- 11.5.3 What is the state of employment in the region for the educated possessing the type of education/courses which are proposed to be taken up?
- 11.5.4 Whether the need can be served by the non-formal/distance education channels, or by strengthening/expanding the existing Colleges / Institutes?

The application answering all the above points accompanied by a Project Report giving details of the types of courses and how they are to be implemented (including what physical facilities will be available) may be examined by a Committee set up by the University consisting of Academics, Director of the College Development Council and a Representative of the State Government. The membership of the Committee should not ordinarily exceed six. The report of the Committee should be submitted within three months from the date of receipt of the application and the Project Report.

If there is a need of a college to be established by the University, it may send the proposal along with the Project Report and its recommendations to the State Government within three months of the submission of the report of the Committee. The State Government within three months of the date of receipt of the proposal should give its recommendations as far as its financial implications are concerned, to the University. After the receipt of the consent from the State Government, the University should

examine the proposal in detail including inspection of the facilities of the College /Institute.”

11.5.5 For cancellation / grant of affiliation of a College / Institute where total number of students of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Years of BA is less than minimum numbers of students i.e. given below:

Granting of affiliation/permission to the Colleges / Institutes under Manipur University of Culture will be considered along with student population as stated below:

- (a) Minimum number of students in each programme in a college in Valley area should be 20.
- (b) Minimum number of students in each programme in a college in Hill area should be 15.

Vide Executive Council resolution No.1 “Approval of College Development Council, MUC on its Meeting held on 23<sup>rd</sup> December, 2021).

## **12 Extension of Affiliation and Up-grading of Affiliation:**

12.1 A college affiliated for the Degree Standard for two years or more and seeking only extension of affiliation in a new subject within the degree standard shall submit an application to the Registrar along with the prescribed fee normally not later than **31<sup>st</sup> March** of the year in which the extension of affiliation or up-grading of affiliation, as the case may be, is required. In such case, permission to start classes may be granted by the Executive Council within the **31<sup>st</sup> July** on the recommendation of the College Development Council.

12.2 Extension of affiliation in such a case may be granted by the Executive Council on the recommendation of the College Development Council for a special period and under specific conditions, if any, on the satisfactory response from the Inspection Team consisting of not less than 3 but not more than 5 faculty members nominated by the Vice-Chancellor relating with the fulfillment of the prescribed requirements regarding standard accommodation, library, practice room and such other particulars as may be necessary.

12.3 The procedure for establishment of new College / Institute shall apply for the affiliation of College / Institute i.e. from 1<sup>st</sup> Year to 2<sup>nd</sup> Year etc.

### **13 Renewal of Temporary Affiliation:**

A College / Institute seeking renewal of temporary affiliation shall submit an application to the Registrar giving full particulars of the College / Institute in the prescribed form with the prescribed fees normally not later than **April 30<sup>th</sup>** of the year in which the renewal of affiliation is required. Such renewal of affiliation shall be subject to the fulfillment of the conditions laid down by the University at the time of granting temporary affiliation and to a satisfactory report of the Inspection Team consisting of not less than 3 but not more than 5 faculty members and may be granted by the Executive Council on the recommendation of the College Development Council. It shall be within the discretion of the Executive Council to grant temporary affiliation for another year or more but not exceeding 3 years at a time.

### **14 Permanent Affiliation:**

A College / Institute shall be granted affiliation up-to any standard or in any specified course or courses only when the Executive Council is satisfied with through an inspection report of the Inspection Team consisting of not less than 3 but not more than 5 faculty members nominated by the Vice-Chancellor and on the recommendation of the College Development Council;

Provided that no College / Institute shall be granted permanent affiliation before the expiry of **6 (six)\* Year** from the year of its temporary affiliation for the Degree Courses. The six years period required for permanent affiliation to be counted with effect from the year in which the College / Institute was granted permission/affiliation for the 1<sup>st</sup> Year of BA as the base year, provided the College / Institute has been granted affiliation up-to Third Year of BA for the purposes of consideration of grant of affiliation. However, the Executive Council may relax this condition in the case of a college established by the Government in a backward/hill/tribal area or Women's College / Institute on the recommendation of the College Development Council.

#### **14.1 Eligibility Criteria for Permanent Affiliation:**

14.1.1 The College / Institute shall have completed at least five years of satisfactory performance, after getting temporary affiliation and attained the academic and administrative standards as prescribed by the University/UGC/Statutory/Regulatory Body concerned from time to time.

14.1.2 The College / Institute shall have completed construction of buildings and all infrastructures as stipulated in the Regulations.

14.1.3 All the teachings and non-teaching staffs are appointed on permanent (appointed on regular basis, in case of a Government college) on the UGC/ Government scales of pay.

14.1.4 The College / Institute shall have a duly constituted College Council as per norms.

## **15 Procedure for Granting Permanent Affiliation:**

15.1 A College/ Institute desiring to get permanent affiliation shall apply to the university any time after completing five years of temporary affiliation in the 'proforma' along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the Manipur University of Culture.

15.2 The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in the Regulations.

15.3 If the University decides not to grant permanent affiliation to the College / Institute for reasons, to be recorded in writing, of its failure to meet the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

## **16 Dissolution of an Affiliated College:**

No affiliated College / Institute shall be dissolved or abolished by its Governing Body without making prior arrangement for admission of its students in some other affiliated college or college(s) and without making arrangements for employment of the permanent members of the teaching and non-teaching staff and also without obtaining prior approval of the State Government/the University Grants Commission regarding settlement of equipment which might have been acquired by the College with financial assistance from the University Grants Commission and/or the State Government, as the case may be.

## **17 Withdrawal of Affiliation:**

The Executive Council shall have the power to withdraw any affiliation or permission from a College / Institute at any time if the college has failed to comply with the Statutes, Ordinances, Rules, Regulations or any other directives of the University, or the college authorities have failed to maintain order and discipline in the College / Institute or the normal and proper functioning of the College / Institute has become impossible by reason of mismanagement of the affairs of the College / Institute or for any other reason.

- 17.1. The privileges conferred on a College / Institute affiliation may be withdrawn in part or in full, suspended or modified, if the college, on enquiry, is found to have failed to comply with any of the provisions of the Act, the Statutes, the Ordinances, the Rules and Regulations or any other direction or instruction of the UGC/University/Statutory/Regulatory body concerned or failed to observe any of the conditions of affiliation, or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the Manipur University of Culture.
- 17.2 If an affiliated College / Institute ceases to function or is shifted to a different location or is transferred to a different Society, Trust, individual or a group of individuals without the proper approval of the University, the affiliation granted to the College / Institute shall lapse automatically on such cease, shifting or transfer, as the case may be, and it shall be treated as a new College / Institute for the purposes of future affiliation. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
- 17.3. Without prejudice to the Regulations, the Commission on its own, or on the basis of any complaint or any other information or report from any other source, can cause an enquiry by the University in respect of a College/ Institute, and after giving the College / Institute a reasonable opportunity of being heard, may pass an order under section (12A) (4) of the UGC Act prohibiting such College /Institute from presenting any students then undergoing such specify course/programme of study therein to a University for the award of the qualification concerned and affiliation of the College / Institute shall stand terminated as per section (12A) (5) of the UGC Act.
- 17.4 If the University decides to withdraw the affiliation of the College / Institute, or the affiliation stands terminated by the order of the University, temporarily or permanently, such decision shall not affect the interests of the students of the College / Institute who were on its rolls at the time of issue of the order till they pass out the normal duration of the programmes to which they are registered at that time. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.



**18 Penalties on the University granting affiliation to sub-standard Colleges or failure of University/colleges to comply with the Regulations of Commission:**

18.1 If any University grants affiliation to a College / Institute which doesn't fulfil the conditions/requirements for affiliation as per the Regulations, or if the University grants affiliation in contravention of the relevant provisions of the UGC Act and Regulations, the Commission may take such action as it may deem fit, including that of withholding the grants to the University and / or delisting the said University from the list of Universities maintained by the Commission under section 12B of the UGC Act.

18.2 If any College / Institute included under section 2(f) and receiving UGC grants under section 12B is found guilty of violation of the Regulations, the Commission may take such action as it may deem fit, including that of withholding the grants to the College / Institute and/ or delisting the said College / Institute from the list of Colleges / Institutes maintained by the Commission under section 2(f) and/ or 12B of the UGC Act.

**19 Fees:**

Application for permission to start a College /Institute or open a new subject or affiliation or renewal or extension of affiliation for each discipline shall be submitted with a fee at the rates prescribed below, until further orders. Such fees shall not be refunded or carried over in any circumstances;

**FEE STRUCTURES FOR AFFILIATIONS OF COLLEGES/ INSTITUTIONS  
UNDER MANIPUR UNIVERSITY OF CULTURE**

**Fee Structure vide Orders No. 1/6/2021-MUC (CDC) Dated, the 5<sup>TH</sup> January, 2022.**

1	Application fee for a starting college	Rs.300,000/-/-
2	Application fee for opening a new Programme / / Subject	Rs.3,000/-./-(subject to a minimum of Rs.7,000/-)
3	Application fee for up-gradation of a particular subject which was already started in a College / Institute i.e. from 1 <sup>st</sup> Year to 2 <sup>nd</sup> Year or from 2 <sup>nd</sup> Year to 3 <sup>rd</sup> Year.	Rs.3,000/-/- per subject
4	Application fee for opening a new stream	Rs.25,000./-
5	Temporary affiliation	Rs.25,000./-
6	Permanent affiliation	Rs.50,000/-
7	Application fee for opening next higher class (per stream) i.e. from B.A. 1 <sup>st</sup> Year to 2 <sup>nd</sup> Year or from 2 <sup>nd</sup> Year to 3 <sup>rd</sup> Year)	Rs. 8,000/-
8	Permission fee for Renewal	Rs.8,000/-
9	Inspection fee for all categories of colleges/Institutes	Rs.5,000/-
10	Annual Enrolment Fee, No. ....	Rs.100/- per student on the college Rolls per annum, subject to a minimum of Rs.5,000/-
11	Annual recognition fee for permanently affiliated Colleges / Institutes	Rs.5,000/-
12	Processing Fee	*Rs.45,000/- for College located in Urban Area *Rs.30,000/- for College located in Rural area



**COLLEGE DEVELOPMENT COUNCIL  
MANIPUR UNIVERSITY OF CULTURE  
PALACE COMPOUND, IMPHAL EAST  
MANIPUR-795001**

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**MINIMUM REQUIREMENTS OF INFRASTRUCTURES AND  
GENERAL GUIDELINES FOR THE INTRODUCTION OF NEW  
SCHEME OF STUDIES AND EXAMINATIONS WITH EFFECT  
FROM 23<sup>RD</sup> DECEMBER, 2021 ACADEMIC SESSION, THREE  
YEAR DEGREE / B.A. COURSES.**

The academic requirements of the students are purely based on the objectives of concerned professional course. The Manipur University of Culture attempts to provide only Undergraduate Professional Degree Courses in the concerned subjects / disciplines, but does not offer neither Honours nor General Degree Courses. As the University is under the category of purely a professional State University in Manipur.

Vocational Courses (of six papers each) may provide from time to time in addition to the general courses in some selected Colleges / Institutes / In Campus of MUC for the students who like to take up self- employment ventures or get employment in modern services as per National Education Policy 2020. Besides, a broad-based foundation course of three papers i.e.

Culture Studies, Languages is provided for all categories of students compulsorily to enable them to acquire the knowledge that an average graduate must have in a broad spectrum of studies based on the objectives and visions of the Manipur University of Culture. There is no question of superiority or inferiority of one category of students to another category and both the categories are equally good for attaining the particular objectives they pursue and both can undergo higher studies based on their performance.

To provide effective education to all categories of the Undergraduate students an optimal dose/ amount of infrastructure must be provided by the Colleges / Institutes. Based on the UGC guidelines, the standard size of an Undergraduate class in the concerned course should be maximum 60 students; the average intake in Vocational Course should be limited to 40 students. The average number of classes per paper in a Professional Course should be 4 Credits and 60 hours per semester and 1 hours per class in each paper of the General Foundation Course/ Other Compulsory Subjects. The University Ordinances for the undergraduate courses have incorporated these requirements.

For practical, there should be a teacher in charge for every batch of the U.G. students. The system of crediting internal assessment marks in the University examinations has been discontinued with the introduction of this scheme. However, it is mandatory on the part of the Colleges / Institutes to evolve their own ways of assessment of students (such as weekly and monthly tests) to improve their comprehension of the courses offered by College/ Institute / University. To appear term-end Semester Examinations the minimum requirements for the given curriculums in the concerned course (s) must be fulfilled in the said semester. Tutorial classes should be arranged for the students as per requirements of the nature of subject/ course. Each tutorial group should not exceed 20 to 40 students normally.

The following quantum of infrastructure must be provided by the affiliated Colleges / Institutes as the necessary minimum for a batch of **One Intake** (30 to 60) students in the BA professional course under the five existing schools of studies of Manipur University of Culture.

**1) TEACHING STAFF:**

**A) Per Subject taught in one Faculty only**

**i) Without Practical:**

- a) General Subjects - **3** Teachers [Languages (English, Alt English & Manipuri) Culture Studies/ Foundation Course]
- b) Concerned Course - **5** Teachers

**ii) With Practical ( Performing Arts):**

- a) General Subjects - **3** Teachers [Languages (English, Alt English & Manipuri) Culture Studies/ Foundation Course]

- a) Concerned Course- **6** teachers
- b) Accompanist Staff -**2** Accompanists [Drummer (Yeiba)-01, Instrument Player (Khongba)-01]

**iii) With Practical (Technical or Other Vocational Courses)**

- a) General Subjects - **3** Teachers [Languages (English, Alt English & Manipuri) Culture Studies/ Foundation Course]
- b) Concerned Course - **6** Teachers
- c) Other Supporting Staff - **2** Staff

B) Per Subject taught in more than one Faculty in a multi-faculty college (where the syllabi in the same subject are different) with Manipuri, English (MIL or ALT. English) and Culture Studies.

**(i) Without Practical**

- b) General Subjects - **3** Teachers [Languages (English, Alt English & Manipuri) Culture Studies/ Foundation Course]
- c) Concerned Course- **5** Teachers

**(ii) With Practical (Performing Arts)**

- a) General Subjects - **3** Teachers [Languages (English, Alt English & Manipuri) Culture Studies/ Foundation Course]
- b) Concerned Course - **6** Teachers
- c) Accompanist Staff -**2** Accompanists [Drummer (Yeiba)-01, Instrument Player (Khongba)-01]

**(iii) With Practical (Technical or Other Vocational Courses)**

- d) General Subjects - **3** Teachers [Languages (English, Alt English & Manipuri) Culture Studies/ Foundation Course]
- e) Concerned Course - **6** Teachers
- f) Other Supporting Staff -**2** Accompanists

(iv) The General Foundation Course and the Vocational Courses need not have separate Teaching Staff. The teachers in the relevant/ allied subjects will have to teach them.

## 2) CLASSROOMS:

- a) 2/3 big size classrooms per faculty (each for the 1<sup>st</sup> year, 2<sup>nd</sup> year and 3<sup>rd</sup> year classes) which can accommodate 30 to 40 students for the Concerned Course depending upon the number of subjects opened in the college.
- b) 2/3 small size classrooms are also required.

## 3) PRACTICAL / WORKSHOP ROOM:

- a) One well-equipped practical/workshop room for the Concerned Course which can accommodate 30 to 40 students
  - b) Another well-equipped practical/workshop room, which can accommodate 15 to 20 students for the Concerned Course for every subject; and
  - c) Additional provision will have to be made for one or two specialized well-equipped practical/workshop room depending upon the nature of the subject.
- 4) If the number of students in a subject is a multiple of the average sizes (i.e., 30 to 40 students for the concerned course, 15 to 30 students for the Professional Courses) given above and fractions thereof, the infrastructural facilities are to be increased proportionately.

### Students' workload in Hours per week

(Arts, Humanities, Social Sciences, Performing Arts, Music & Visual Arts)

- A) For the students in Arts, Humanities, Social Sciences, Performing Arts, Music and Visual Arts offering Professional Courses only:

#### Foundation Courses:

Culture Studies:	4 Hours per week
MIL/ ALT. ENG:	4 Hours per week
English:	4 Hours per week
Core Course I	6 Hours per week
Core Course II	6 Hours per week
Core Course III	6 Hours per week

OR (Varying from 1 Sem. to Other)

Subsidiary / Elective I:	6 Hours per week
Tutorials / Seminar/ Discussion:	(+ -) 2 Hours per week

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32/ 38 Hours per Week

- B) For the student in Arts, Humanities, Social Sciences, Performing Arts, Music and Visual Arts offering Professional Courses plus (Additional) one Vocational Course:

$$32 / 38 + 12 \text{ (for Additional Vocational Course)} = 44/50$$

- C) For the General Performing Arts students offering a Vocational Course (Tutorial not Included)

$$30/36 + 12$$

$$42/48$$

- D) For the students offering any Professional Courses of MUC with newly introduced Choice Based Credit Systems (CBCS Pattern) in future:

- (a) For 1<sup>st</sup> Semester Only:

Foundation Courses	3 x 6	9/12 Hours per week	} 6 Papers
Core Course (Theory)	3 x 6	18 Hours per week	
Core Course (Practical)	3 x 6	9 Hours per week	
Subsidiary / Elective-I (Theory)		4 Hours per week	
Or			
Subsidiary / Elective I (Practical)	2 x 2	4 Hours per week	

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44/48 Hours per week

- (c) For 2<sup>nd</sup> Semester Onwards:

Core Course (Theory)	3 x 6	18 Hours per week	} 5 Papers
Core Course (Practical)	3 x 6	18 Hours per week	
Subsidiary / Elective-I	1 x 6	6 Hours per week	
Subsidiary / Elective-II	1 x 6	6 Hours per week	

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48 Hours per week

Note: In Completion of 3 (three) Years Undergraduate Professional Degree Courses the 24 (One hundred twenty four) Credits shall be offered.

To implement this scheme of Undergraduate education effectively, it is desirable to constitute a Committee of senior teachers in every College / Institute to help the Principal / Director Such a committee will ensure continuity and success of the process of implementation of the scheme even if the Principal / Director is transferred or retires from service.

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The UGC Regulations on minimum qualifications for appointment and for Career Advancement of Lecturers, Readers and Professors in the Universities & Colleges (vide Order No./D.O. No. F.3-1/2000(PS, Dated 4<sup>th</sup> April, 2000) shall be replaced by the letter issued by the *University Grants Commission, New Delhi* with vide **Order No. F.1-2/2-17(EC/PS), Dated 18<sup>th</sup> July 2018 on “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 (Published in the Gazette of India: Extraordinary)” (i.e. attached with this Ordinance and placed as Part -3 of the Ordinance of College Development Council of MUC).** This Part -3 of the Regulations shall be dealt with subject to the appointment of Faculties for the Affiliated Colleges only of Manipur University of Culture. If any new Order has been issued by the UGC on this matter, the said Part-3 of the Regulations shall be adopted, referred to latest and updated Order issued by the UGC from time to time with an approval from the Academic Council of MUC.

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