

REGULATION FOR AFFILIATION, 2024



Central Sanskrit University, Delhi

(Established by an Act of Parliament)

56-57, Institutional Area

Janakpuri, New Delhi – 110058

CENTRAL SANSKRIT UNIVERSITY, DELHI

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I. Short Title, Application, and Commencement:

1. Short Title: These regulations are known as the CSU [Affiliation of Colleges] Regulations, 2024.
2. Application: They apply to all colleges, seeking affiliation. Additionally, they cover those already affiliated with universities in India established or incorporated by Central Acts, Provincial Acts, or State Acts.
3. Commencement: These regulations come into force immediately.

II. Definitions:

1. Affiliation: Refers to the recognition, association, and admission of colleges to the privileges of a university.
2. College or Mahavidyalaya: Any institution providing education after secondary level, recognized by the UGC to offer specified study programs leading to university qualifications.
3. "School" means a School recognised or affiliated or maintained by the University for secondary, primary and elementary levels or equivalent thereto;
4. Course: A unit within a program of study.
5. Programme / Program of Study: Higher education programs pursued for degrees specified by the University.
6. Statutory / Regulatory Body: Bodies established by Central or State Government Acts to set and maintain standards in higher education (e.g., NCTE, Bar Council of India).
7. Student: An individual admitted to and pursuing a specific program of study.
8. Faculty: "Faculty" means as the academic staff of the College/Mahavidyalaya.

Note: Any definition not included here shall be as per the provisions contained in the CSU Act 2020

III. Eligibility Criteria for Temporary Affiliation:

1. The proposed institution seeking affiliation must, at the time of university inspection, meet the following criteria, or the higher standards prescribed by the relevant Statutory/Regulatory body:
 - (a) possess undisputed ownership and/or control of land free from any or all encumbrances measuring not less than 1.5 acres in mega cities, 2 acres if it is located in metropolitan cities and 5 acres if it is located in other cities.
Provided that this sub-clause shall not apply to colleges already affiliated to the Universities in India.



- (b) have administrative, academic, and other buildings with sufficient space to meet immediate academic and other requirements as specified by the University for each higher education course/programme, with adequate provision for future expansion, ensuring all buildings are disabled-friendly as per UGC/Statutory/Regulatory body guidelines;
 - (c) maintain academic buildings sufficient to house 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 laboratories;
Provided that this sub-clause shall not apply to colleges already affiliated to the Universities in India.
 - (d) employ the requisite number of teaching and non-teaching staff as per university norms;
 - (e) provide adequate civic amenities such as water, electricity, ventilation, toilets, sewerage, etc., in compliance with Central/State PWD standards;
 - (f) operate a library with at least 2500 books, or 100 books in different titles per subject, whichever is greater, for the proposed programmes, including textbooks and reference books, along with two journals per subject and a book bank facility for students from Scheduled Castes, Scheduled Tribes, and other specified sections as per UGC guidelines;
 - (g) equip laboratories with necessary apparatus as prescribed by the University/Statutory/Regulatory body for each higher education programme;
 - (h) provide a multi-purpose complex/auditorium and facilities for sports, canteen, healthcare, separate common rooms, and separate hostels for boys and girls as per local requirements determined by the University;
 - (i) furnish appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, administrative staff rooms including the principal's office, multi-purpose complex/auditorium, common rooms, and hostel rooms, and other facilities; if available within the premises or attached to the college.
 - (j) have a duly constituted managing body as specified by the University or as per norms of the state/central.
2. If the college is not run by the State Government:
- (a) it must be managed by a duly constituted and registered Society or Trust.
 - (b) it must demonstrate to the University that it has adequate financial provisions to operate for at least three years without external aid. Specifically, it must provide evidence of creating and maintaining a Corpus Fund in the name of the college through irrevocable Government Securities of Rs. 5 lakh per programme for Arts, Science, and Commerce or any other disciplines Rs. 25 lakh per programme for professional programmes, or FDRs for equivalent amounts jointly held by the college and the University for a minimum lock-in period of three years. The interest accrued may be used by the college with prior University permission to enhance infrastructure facilities.



- (c) it must provide an undertaking to the University confirming adequate recurring income from its own resources for continued and efficient functioning.
3. In exceptional cases, the Registered Society/Trust may be permitted to start the college in a readily available building for the first year of the programmes, provided all other academic and administrative requirements are met under the Regulations. The college must complete the buildings as per paragraph 4.4.6 (UGC regulation, 2009) and other requirements cited in the detailed project report by the end of the second year and relocate to the permanent building by the beginning of the third year. Failure to do so will result in non-renewal of temporary affiliation until the college moves to the permanent buildings. No extension beyond five years will be granted by the University for this relocation.
4. The Registered Society/Trust proposing the college shall execute a bond:
- (a) to impart instruction solely 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 adhere to the syllabi approved by the appropriate academic bodies of the University;
 - (b) to comply with all provisions of the Act, the Statutes, and the Ordinances, Rules, and Regulations of the University framed in this regard;
 - (c) to follow the Rules, Regulations, and Guidelines of the Statutory/Regulatory bodies issued from time to time;
 - (d) to ensure that the number of teaching posts, the qualifications of teaching staff, and their recruitment/promotion procedures as prescribed by the UGC, and conditions of service, shall be in accordance with the Statutes / Ordinances / Regulations of the University/State Government/UGC. The college shall ensure the provision of adequate instruction to students in the courses/programmes of study undertaken by the college, maintaining the student-teacher ratio as per UGC norms;
 - (e) to ensure that members of the teaching and non-teaching staff are regularly and fully paid in the pay scales along with applicable allowances as prescribed by the UGC/Central/State Government, as the case may be, from time to time;
 - (f) to ensure that the appointment of members of the teaching and non-teaching staff is made solely on considerations of merit based on qualifications and experience prescribed for them, without demanding or accepting any donation or other consideration;
 - (g) to ensure that the college obtains the eligibility approval of the appointed teaching staff from the University within three months of affiliation and reports all changes in the teaching staff and all other changes that may affect the fulfilment of the conditions for affiliation to the University within a fortnight of such changes coming into effect;
 - (h) to ensure that all fees charged from students are as per the fee structure approved by the University based on UGC norms from time to time.



- (i) to ensure that the college does not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians, except the prescribed fee and other charges as approved by the University based on UGC norms;
- (j) to ensure that no student is admitted to any programme of study by the college in anticipation of the grant of affiliation or more than the number of seats sanctioned per programme of study by the University;
- (k) to ensure that the college does not, without the prior permission of the University, suspend offering an already approved course/programme of study;
- (l) to ensure that the academic and welfare activities of students belonging to the Scheduled Castes, Scheduled Tribes, and other disadvantaged groups, including minorities, wherever applicable, are properly taken care of by the college;
- (m) to ensure that all registers and records, including audited statements of accounts, as required to be maintained under the Regulations/Orders of the UGC/University/Government, are maintained and made available as and when required for inspection.
- (n) to ensure that the college furnishes 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 regarding the maintenance of academic standards and takes such action as the UGC/University/Government may direct to maintain the same.

IV. Procedure for granting Temporary Affiliation:

1. Applications for establishing a new college and obtaining its affiliation with CSU may be submitted by Central/State Government institutions and Registered Societies/ Trusts.
2. If the applicant is a Society/Trust, it must be registered under the Registration of Societies Act, the Trusts Act, or any other relevant Act of the Central/State Government as of the application submission date.
3. The Government/Society/Trust intending to establish the college and seeking its affiliation with the University within whose jurisdiction the college is located must apply within the stipulated timeframe to the University in the prescribed format, accompanied by the prescribed fee in the form of a Demand Draft drawn in favour of the Registrar of the University.
4. The application must be accompanied by certified copies of the following documents:
 - (i) Registration of the Society/Trust, including details of its Constitution and Memorandum of Association;
 - (ii) A letter from the Competent Authority designated by the relevant Government for the classification of land and its location as Metropolitan or other areas;
 - (iii) Land Use Certificate from the Competent Authority designated by the relevant Government;
 - (iv) Registered land/Government leased land documents in the name of the applicant;
 - (v) Appropriate order from the Government permitting the Society/Trust to establish the college, including details of the courses/programmes intended to be offered;

- (vi) Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the relevant Government;
- (vii) Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college;
- (viii) Details of the latest fund position, including photocopies of relevant bank accounts and evidence of the Corpus Fund earmarked for the purpose as specified under Clause 3.2.2;
- (ix) Detailed Project Report including:
 - (a) Background of the Society/Trust, including its experience in promoting, managing, and operating educational institutions; details of its promoters, including their background; its activities in social, charitable, and educational spheres since its inception; and its Vision and Mission;
 - (b) Development plan for the college with a timeline, outlining its growth plan over the first 10-year period in terms of phasing of academic programmes, increase in student intake, and introduction of postgraduate programmes/research, and the time schedule for stage-wise development of academic infrastructure, including recruitment of faculty and other support facilities, such as student amenities, hostels, sports, and recreational facilities;
 - (c) Architectural master plan indicating the land use pattern, including provisions for future expansion;
 - (d) Policy regarding faculty recruitment, retention, and development;
 - (e) Structure of academic and administrative governance;
 - (f) Sources of financing for capital and operating expenditure, in addition to funds generated through student fees;
 - (g) Resource projections and their utilization schedule.
- 5. The University shall conduct a preliminary scrutiny of the application and, if found satisfactory, issue a letter of intent within two weeks from the date of receipt of the application, initiating an inspection within three months for physical verification of all facilities.
- 6. The college shall undergo an inspection by the University through a committee of experts nominated by the Vice-Chancellor, comprising:
 - 1) One Expert for each of the proposed subject areas;
 - 2) Dean, College Development Council or Dean, Academic Affairs or an equivalent academician of the University;
 - 3) A representative of the University not below the rank of Deputy Director/ Assistant Professor from CSU or an expert in the field of Education.
 - 4) An Engineer from the PWD/CPWD or the University not below the rank of Executive Engineer or an expert in the field of Engineering.
 - 5) One of the subject experts at the level of Professor, as nominated by the Vice-Chancellor, shall serve as the Chairperson of the Committee.
- 7. The inspection committee's report shall be submitted by the Chairperson to the University, duly filled in and signed by all members. The University shall process the report through its appropriate bodies and decide whether to grant or deny temporary affiliation to the college, recording the reasons for its decision in writing within three months of the inspection.



8. The Initial Inspection may be conducted Online/Offline if needed.
9. Based on the infrastructure and other facilities available at the college, the University shall determine the number of seats for each programme.
10. The Academic Council or Board of Dean of the University shall have the final authority to grant or deny affiliation.
11. Continuation of temporary affiliation for the programmes of study and the college itself shall be granted by the University on a year-to-year basis through the inspection process prescribed in these Regulations.
12. If the University decides not to grant affiliation to the college due to its failure to meet the conditions/requirements for affiliation, as recorded in writing, the college may reapply if it subsequently fulfils the conditions/requirements, but not earlier than six months from the date of rejection of its previous application.

V. Eligibility Criteria for Permanent Affiliation:

1. The college 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.
2. The college shall have completed construction of buildings and all infrastructure/facilities as stipulated in the Regulations
3. All the teaching and non-teaching staff are appointed on permanent (appointed on regular basis, in case of a government college) on the UGC/Government scales of pay,
4. The college shall have a duly constituted College Council as per the norms.

VI. Procedure for granting Permanent Affiliation:

1. A college which wishes 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 University.
2. The procedure for according to permanent affiliation shall be the same as for granting temporary affiliation given in the Regulations.
3. If the University decides not to grant permanent affiliation to the college for reasons, to be recorded in writing, of its failure to meet the conditions/ requirements for getting such 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.

VII. Eligibility to apply for additional or new programmes of study:

1. Any proposal for adding new programmes shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard to the needs of the unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.
2. Any proposal for raising the existing under-graduate college 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.



3. Each application for addition of a new programme or for upgrading the existing programme to postgraduate level shall be accompanied by the prescribed fee in the form of Demand drafts drawn in favour of the Registrar of the University.
4. The procedure for according to temporary affiliation to additional programmes of study or for upgrading the existing programmes in the college shall be the same as prescribed under the Regulations for temporary affiliation.

VIII. Withdrawal of Affiliation Privileges:

1. The privileges conferred upon a college by affiliation may be revoked, either partially or entirely, suspended, or modified, if upon due investigation, the college is found to have failed to comply with any provisions of the Act, Statutes, Ordinances, Rules and Regulations, or any directives or instructions issued by the CSU and UGC/Statutory/ Regulatory body concerned. Additionally, failure to observe any conditions of affiliation or conduct detrimental to the academic and administrative standards and interests of the University may also result in such actions.
2. Should an affiliated college cease operation, relocate, or transfer its management to a different Society, Trust, individual, or group of individuals without prior approval from the University, the affiliation granted to the college shall automatically lapse. In such cases, the institution shall be treated as a new college for future affiliation purposes. The University/Government shall bear the responsibility of safeguarding the educational future of the affected students in an appropriate manner as per its decision.
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, and after giving the college a reasonable opportunity of being heard, may pass an order prohibiting such college from presenting any student then undergoing such specified course / programme of study therein to an university for the award of the qualification concerned and the affiliation of the college shall stand terminated
4. If the University decides to withdraw the affiliation of a college, or if the affiliation is terminated by the University's order, whether temporarily or permanently, such a decision shall not affect the interests of the students enrolled at the time of the order. These students shall be allowed to complete the normal duration of their programmes. The University shall have the duty to ensure the educational future of the affected students is appropriately addressed as per its decision.

Note: Guidelines regarding the CSU Regulations for Affiliation, 2024 will follow.



GUIDELINES:-

1. For seeking affiliation for teaching School level (*Prathama to Prak-Shastri*) & *Certificate and Diploma*, it is mandatory for the institution to have capable teachers of traditional subjects along with teachers of modern subjects. While applying for affiliation, there should be clear mention of all modern subjects for which affiliation is required.
2. For seeking affiliation for teaching Graduate & Post Graduate Level {(*Shastri to Acharya*) (*BA and MA*) (*B.Sc. to M.Sc.*)}, it is mandatory for the institution to have UGC qualified teachers of traditional subjects along with teachers of modern subjects. While applying for affiliation, there should be clear mention of all modern subjects for which affiliation is required.
3. For seeking affiliation for teaching Shiksha-Shastri & Shiksha-Acharya, it is mandatory for the institution to have NCTE and UGC qualified teachers of all subjects. It will be mandatory to apply for affiliation only after fulfilling all the criteria set by the organization.
4. Affiliation will be granted for those particular courses of studies, which the institution is found capable of conducting the course.
5. Based on the facts mentioned in the application, Vice-Chancellor, Central Sanskrit University will constitute a committee for Inspection. The Vice-Chancellor will determine the date of inspection and the Inspection Committee.
6. Report submitted by the Inspection Committee along with recommendations shall be placed before University's Academic Council for consideration. In case of delay in holding the meeting of Academic Council, Vice-Chancellor may grant provisional affiliation to the institution. Such affiliation will be for a period of one year, subject to concurrence by the Academic Council of Central Sanskrit University. Permanent affiliation can be granted on the basis of recommendations of the Academic Council.
7. While granting affiliation, Central Sanskrit University may set any type of conditions. But fulfillment of following conditions shall be mandatory: -
 - (i) The Managing Committee of the institution shall have one representative of Central Sanskrit University as its member, after granting of affiliation.
 - (ii) Privately managed institution should necessarily be registered under the Societies Registration Act. Without prior permission of Central Sanskrit University, courses of studies either of the Central Sanskrit University or of any other organization shall not be conducted.
 - (iii) Teaching of any recognized course of study shall neither be started nor stopped without prior permission of the Central Sanskrit University,
 - (iv) The qualifications and experience of the teaching faculty of the institution must be the same as prescribed by the UGC/Govt. of India for respective teaching staff.
 - (v) Appointment of new teachers will be made on the basis of recommendations of Local Selection Committee in which, participation of representative of Central Sanskrit University will be mandatory.



- (vi) It will be mandatory for the affiliated institutions to comply with all rules and regulations, prescribed by the Central Sanskrit University for conduct of examinations. Examinations will be conducted by the Central Sanskrit University in prescribed centers as notified from time to time.
- (vii) This affiliation can be withdrawn at any time if the CSU is not satisfied with the performance/working of the institution as per the terms and conditions prescribed from time to time by the Central Sanskrit University. Therefore, requested to kindly ensure that institution is functioning in accordance with the syllabi of the CSU and strictly following all rules, regulations & instructions, failing with the affiliation granted will be withdrawn/cancelled and CSU shall not be liable for any consequences thereof. The CSU reserves the right for inspecting your institution at any time and withdraw affiliation even during the academic session if the institution's activities/functioning found against the guidelines applicable to the institutions affiliated to Central Sanskrit University, Delhi.
- (viii) Inspection of the affiliated institutions can be done at any time by the Central Sanskrit University, if situation so warrants, and specifics thereof may be placed before the Academic Council for reconsideration.
- (ix) Affiliation of any institution can be cancelled at any time by the Central Sanskrit University, if he/she ascertains that prescribed conditions of the Central Sanskrit University are not complied with. Such cancellation will be placed before the Academic Council for consideration.
- (x) In case of any doubt/controversy, decision of the Vice-Chancellor, Central Sanskrit University shall be final and binding, subject to concurrence by the Academic Council.
- (xi) Affiliation to an institution does not imply granting of any financial assistance by the Central Sanskrit University.
- (xii) Reservation policies of the Government of India will be compulsorily followed for administration and admission.
- (xiii) It will be mandatory to get the accounts of the institution audited every year and send it to the Central Sanskrit University.
- (xiv) It will be mandatory to pay local accommodation, travel expenses and honorarium by the school/college/research institute

8. Amendment and relaxation on competent authority under the act may amend the guidelines at any time with prospective effect due to any exigencies. Competent authority(s) may also relax the application of the provision in deserving case, for reason to be recorded.

9. Litigation, if any shall be subject to the jurisdiction of courts of Delhi.

