

ORDINANCE NO. 42

AFFILIATION TO COLLEGES / MAHAVIDYALAYAS

Under Sections 5, 6(1)(xiii) 29 of Central Sanskrit Universities Act, 2020

Whereas, The Central Sanskrit Universities Act, 2020 (hereinafter referred to as the “said Act”) has been enacted by Parliament for teaching and research in Sanskrit, to develop all-inclusive Sanskrit promotional activities, and to provide for matters connected therewith or incidental thereto.

Whereas, Section 5, 6 (1) (xiii) read with 29 empower the University to make provisions for grant of affiliation to Colleges / Mahavidyalayas.

Now, therefore, in exercise of the powers mentioned above, this ordinance is brought into effect.

1. Short Title, Application, and Commencement:

- 1.1. Short Title: This Ordinance may be called the “Affiliation of Colleges /Mahavidyalayas Ordinance”.
- 1.2. Application: The ordinance applies to all colleges seeking affiliation. Additionally, it covers those colleges/Mahavidyalayas already granted affiliation by the erstwhile Rashtriya Sanskrit Sansthan and the Central Sanskrit University after its promulgation.
- 1.3. Commencement: This Ordinance shall come into force from the date of the notification.

2. Definitions:

- 2.1. “Affiliation” Refers to the recognition, association, and admission of colleges/ Mahavidyalayas to the privileges of a university, i.e., guidelines for the admission of Students, conduct of courses, curriculum, conduct of examinations and award of degrees and certificates.
- 2.2. “College or Mahavidyalaya” Any institution providing education after secondary level, recognised by the UGC to offer specified study programs leading to university qualifications.
- 2.3. “CSU” means the Central Sanskrit University
- 2.4. “Faculty” means the academic staff of the College/Mahavidyalaya.
- 2.5. “Programme / Program of Study” means Higher Education programs pursued for degrees specified by the University.
- 2.6. “Statutory / Regulatory Body”: Bodies established by Central or State Government Acts to set and maintain standards in higher education (e.g., UGC, NCTE, Bar Council of India).
- 2.7. “Student” means an individual admitted to and pursuing a specific program of study.
- 2.8. “University” means the Central Sanskrit University.

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

3. Eligibility Criteria for Temporary Affiliation:

3.1. The proposed college seeking affiliation shall, at the time of university's inspection, meet the following criteria, or the higher standards prescribed by the relevant Statutory/Regulatory body.

[As per UGC (Affiliation of Colleges by Universities (1st Amendments) Regulations, 2012. Dated- 13th Feb, 2012 [Clause No. 3.1., The proposed college 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/Regulatory body concerned in the case of technical/professional courses only.]

The institution shall:

3.1.1. 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 any Universities in India.

[As per UGC (Affiliation of Colleges by Universities (1st Amendments) Regulations, 2012. Dated- 13th Feb, 2012 [Clause No. 3.1.1.]

3.1.2. 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 disability-friendly as per UGC/Statutory/Regulatory body guidelines;

3.1.3. 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 any Universities in India.

[As per UGC (Affiliation of Colleges by Universities (1st Amendments) Regulations, 2012. Dated- 13th Feb, 2012 [Clause No. 3.1.3.]

3.1.4. Employ the requisite number of teaching and non-teaching staff as per university norms;

3.1.5. provide adequate civic amenities such as water, electricity, ventilation, toilets, sewerage, etc., in compliance with Central/State PWD standards;

3.1.6. Operate a library with at least 1,000 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 of Scheduled Castes, Scheduled Tribes, and other specified sections as per UGC guidelines;

- 3.1.7. Equip laboratories with necessary apparatus as prescribed by the University/ Statutory/Regulatory body for each higher education programme;
 - 3.1.8. 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;
 - 3.1.9. 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.
 - 3.1.10. Have a duly constituted managing body as specified by the University or as per norms of the state/central government.
- 3.2. If the college/ Mahavidyalaya is not run by the State Government:
- 3.2.1. It must be managed by a duly constituted and registered Society or Trust.
 - 3.2.2. 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/ Mahavidyalaya through irrevocable Government Securities of Rs. 15 lakh per programme for Arts, Science, and Commerce or any other disciplines, Rs. 35 lakh per programme for professional programmes, or FDRs for equivalent amounts jointly held by the college/ Mahavidyalayas and the University for a minimum lock-in period of three years. The interest accrued may be used by the college/ Mahavidyalaya with prior University permission to enhance infrastructure facilities.
 - 3.2.3. It must provide an undertaking to the University confirming adequate recurring income from its own resources for continued and efficient functioning.
- 3.3. In exceptional cases, the Registered Society/Trust may be permitted to start the college/ Mahavidyalaya 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/ Mahavidyalaya moves to the permanent buildings. No extension beyond five years will be granted by the University for this relocation.
- 3.4. The Registered Society/Trust proposing the college/ Mahavidyalaya shall execute a bond:
- 3.4.1. 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;
 - 3.4.2. to comply with all 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 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/ Mahavidyalaya shall ensure the provision of adequate instruction to students in the courses/programmes of study undertaken by the college/ Mahavidyalayas, maintaining the student-teacher ratio as per UGC norms;
- 3.4.5. 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;
- 3.4.6. 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;
- 3.4.7. to ensure that the college/ Mahavidyalaya 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;
- 3.4.8. 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.
- 3.4.9. to ensure that the college/ Mahavidyalaya 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;
- 3.4.10. to ensure that no student is admitted to any programme of study by the college/ Mahavidyalaya in anticipation of the grant of affiliation or more than the number of seats sanctioned per programme of study by the University;
- 3.4.11. to ensure that the college/ Mahavidyalaya does not, without the prior permission of the University, suspend an already approved course/programme of study;
- 3.4.12. 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/ Mahavidyalaya;
- 3.4.13. 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.
- 3.4.14. to ensure that the college/Mahavidyalaya 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/ Mahavidyalaya regarding the maintenance of academic standards and takes such action as the UGC/University/Government may direct to maintain the same.

4. Procedure for granting Temporary Affiliation:

- 4.1. Applications for establishing a new college/ Mahavidyalaya and obtaining its affiliation with the University may be submitted by Central/State Government institutions and Registered Societies/ Trusts.
- 4.2. If the applicant is a Society/Trust, it must be registered under the of Societies Registration Act or the Trusts Act, or any other relevant Act of the Central/State Government as on the application submission date.
- 4.3. The Government/Society/Trust intending to establish the college/ Mahavidyalaya and seeking its affiliation with the University within whose jurisdiction the college/ Mahavidyalaya is located must apply within the stipulated timeframe to the University in the prescribed format, accompanied by the prescribed fee payable in favour of the Registrar, Central Sanskrit University.
- 4.4. The application must be accompanied by certified copies of the following documents:
 - 4.4.1. Registration of the Society/Trust, including details of its Constitution and Memorandum of Association;
 - 4.4.2. A letter from the Competent Authority designated by the relevant Government for the classification of land and its location as Metropolitan or other areas;
 - 4.4.3. Land Use Certificate from the Competent Authority designated by the relevant Government;
 - 4.4.4. Registered land/Government leased land documents in the name of the applicant;
 - 4.4.5. Appropriate order from the Government permitting the Society/Trust to establish the college/ Mahavidyalaya, including details of the courses/programmes intended to be offered;
 - 4.4.6. Building Plan of the proposed college/ Mahavidyalaya prepared by a registered Architect and approved by the Competent Authority designated by the relevant Government;
 - 4.4.7. Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college/ Mahavidyalaya;
 - 4.4.8. 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.
 - 4.4.9. 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/ Mahavidyalaya 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.
- 4.5. 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.
- 4.6. The college/ Mahavidyalaya shall undergo an inspection by the University through a committee of experts nominated by the Vice-Chancellor, comprising:
- 4.6.1. One Subject Expert nominated by the Vice-Chancellor.
 - 4.6.2. Dean or an equivalent academician of the University, nominated by the Vice chancellor – to act as Chairperson.
 - 4.6.3. A representative of the Central Sanskrit University not below the rank of Deputy Director/Deputy Registrar/Assistant Director / Assistant Registrar.
 - 4.6.4. An engineer from the PWD, CPWD or the university not below the rank of Executive Engineer.
- Note:** The above committee may co-opt any administrative or technical expert, locally available, on a need basis.
- 4.7. 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/ Mahavidyalaya, recording the reasons for its decision in writing within three months of the inspection.
- 4.8. The Initial Inspection may be conducted Online/Offline if needed.
- 4.9. Based on the infrastructure and other facilities available at the college/ Mahavidyalaya, the University will determine the number of seats for each programme.
- 4.10. The Executive Council of the University shall be the ultimate authority to decide granting, or not granting, affiliation.

[As per the amendment of UGC (Affiliation of Colleges by Universities) dated. 26.03.2012 Clause No. 4.9]

- 4.11. Continuation of temporary affiliation for the programmes of study and the college/ Mahavidyalaya itself shall be granted by the University on a year-to-year basis through the inspection process prescribed in these Regulations.
- 4.12. If the University decides not to grant affiliation to the college/ Mahavidyalaya due to its failure to meet the conditions/requirements for affiliation, as recorded in writing, the college/ Mahavidyalaya may reapply if it subsequently fulfils the conditions/requirements, but not earlier than six months from the date of rejection of its previous application.

5. Eligibility Criteria for Permanent Affiliation:

- 5.1. The college/ Mahavidyalaya should 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.
- 5.2. The college should have completed construction of buildings and all infrastructure/facilities as stipulated in the Regulations.
- 5.3. All the teaching and non-teaching staff are appointed on a permanent basis (appointed on regular basis, in case of a government college/ Mahavidyalaya) on the UGC/Government scales of pay,
- 5.4. The college/ Mahavidyalaya shall have a duly constituted College/ Mahavidyalaya Council as per the norms.
- 5.5. The College/ Mahavidyalaya shall be accredited by NAAC or any other statutory accreditation agency by State/Central Government. *[As per UGC (Affiliation of Colleges by Universities (1st Amendments) Regulations, 2012. Dated- 13th Feb, 2012 [After clause 5.4 the following clause shall be inserted.]*

6. Procedure for granting Permanent Affiliation:

- 6.1. A college/ Mahavidyalaya seeking permanent affiliation may apply to the University any time after completing five years of temporary affiliation in the proforma along with the prescribed fee payable in favour of the Registrar, Central Sanskrit University.
- 6.2. The procedure for granting to permanent affiliation will be the same as for granting temporary affiliation given in the Regulations.
- 6.3. If the University declines to grant permanent affiliation to a college/ Mahavidyalaya for reasons, to be duly recorded in writing on the ground of failure to meet the conditions/ requirements for getting such affiliation, the college/Mahavidyalaya may submit a fresh application if it subsequently fulfils the conditions/requirements: however such reapplication not be made earlier than six months from the date of rejection of the previous application.

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

- 7.1. 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.

- 7.2. Any proposal for raising the existing undergraduate college/ Mahavidyalaya to post-graduate studies or Ph.D level will be he considered by the University only after satisfactory completion of two years of the undergraduate programme and the proposed buildings, qualified faculty and other infrastructure facilities are fully created as per the Regulations.
- 7.3. 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 favour of the Registrar of the Central Sanskrit University.
- 7.4. The procedure for granting temporary affiliation to additional programmes of study or for upgrading the existing programmes in the college/Mahavidyalaya shall be the same as prescribed under the Regulations for temporary affiliation.

8. Withdrawal of Affiliation Privileges:

- 8.1. The privileges conferred upon a college/ Mahavidyalaya by affiliation may be revoked, either partially or entirely, suspended, or modified, if upon due enquiry, the college/ Mahavidyalaya 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.
- 8.2. If an affiliated college/Mahavidyalaya ceases its operations, relocates, or transfers its management to any other society, Trust, individual, or group of individuals without prior approval from the University, the affiliation granted to such college shall automatically stand lapsed. In such cases, the institution shall be treated as a new college for future affiliation purposes. The University shall have the duty to safeguard the academic interests and educational future of the affected college/Mahavidyalaya students in an appropriate manner as per its decision.
- 8.3. 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/ Mahavidyalaya, and after giving the college/ Mahavidyalaya a reasonable opportunity of being heard, may pass an order under Section (12A) (4) of the UGC Act prohibiting such College/ Mahavidyalaya 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/ Mahavidyalaya shall stand terminated as per Section (12A) (5) of the UGC Act.
- 8.4. If the University decides to withdraw the affiliation of a college/ Mahavidyalaya, or the College/ Mahavidyalaya 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 that the educational future of the affected students is appropriately addressed as per its decision.

8.5. The University may formulate Regulations/Guidelines, based on the Ordinance, for the purpose of granting affiliation.

9. Legal Proceedings And Jurisdiction:

9.1. In the event of any contradictory situation, the decision of the Hon'ble Vice-Chancellor, CSU, shall be final and binding.

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