

# DR. SHAKUNTALA MISRA NATIONAL REHABILITATION, UNIVERSITY

## D S M N R U Affiliation Bye laws, 2018

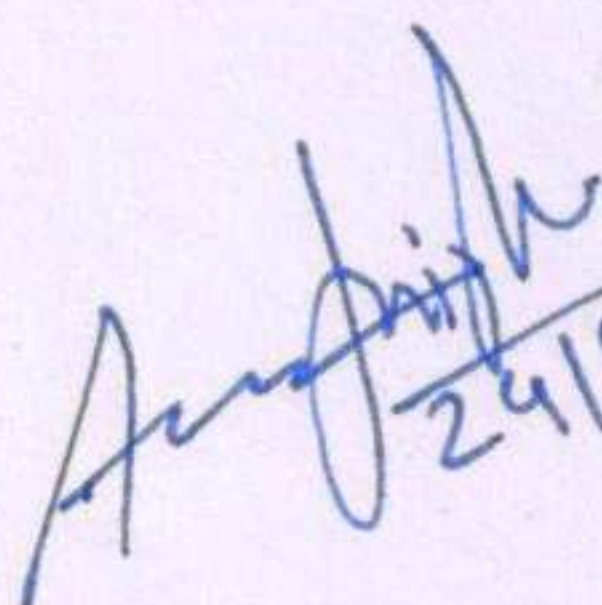
In exercise of the powers conferred by Sec 5 ii, Sec 32 (1) and Sec 16(XII) of the D S M R U Act 2009, the university hereby makes the following Affiliation Bye laws.

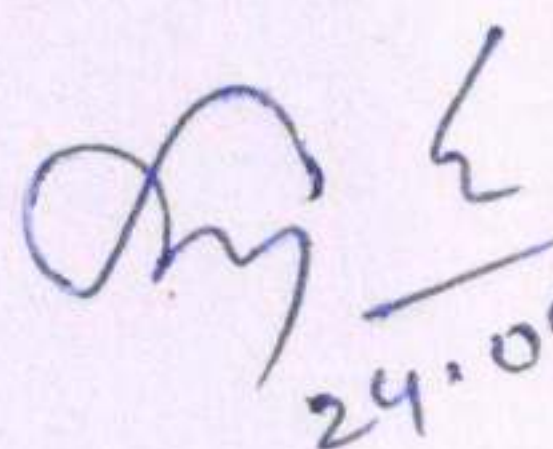
### 1. Short Title and Commencement

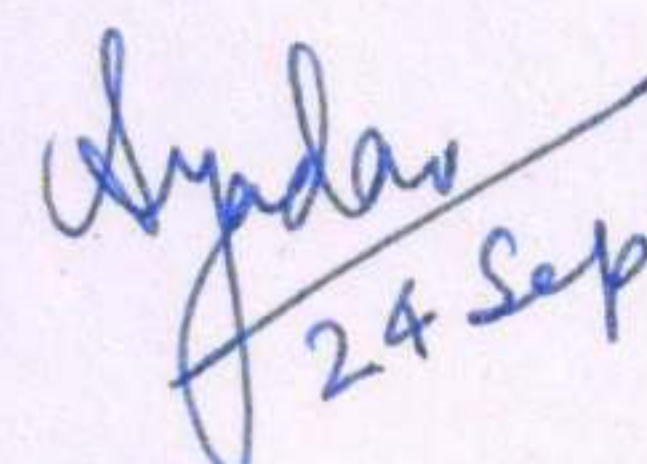
- 1.1 These Rules may be called DSMNRU Affiliation bye-laws, 2018.
- 1.2 These bye laws shall apply to affiliate such colleges and other institutions, not being the college and institutions imparting teaching and training in medical and allied sciences in the State, who in addition to routine branches of knowledge provide special education as per norms of the Rehabilitation Council of India; of the State seeking affiliation and already affiliated to the DSMNRU.
- 1.3 These Bye laws shall come into force after the approval of the Executive Council and then General Council of the University. and notified by the DSMNRU.

### 2. Definitions

- 2.1 "Affiliation" together with its grammatical variation, includes, in relation to a college, recognition of such college by, association of such college with, and admission of such college to the privileges of, a university;
- 2.2 "College" means any 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 recognised 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.
- 2.3 "UGC" means the University Grants Commission established under the UGC Act;
- 2.4 "Course" means one of the units which comprise of a programme of study;
- 2.5 "Programme"/"Programme of study" means a higher education programme pursued for a degree.

  
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- 2.6 "Statutory/Regulatory body" means a body so constituted by a Central/State Government Act for setting and maintaining standards in the relevant areas of higher education, such as Rehabilitation Council of India (RCI).
- 2.7 "Student" means a person admitted to and pursuing a specified programme of study;
- 2.8 'Act' means Dr. Shakuntala Misra Rehabilitation University (for differently abled) Uttar Pradesh Act, 2009
- 2.9 'Statute' means Dr. Shakuntala Misra Rehabilitation University (for differently abled) First Statute, 2009
- 2.10 'Ordinance' means Dr. Shakuntala Misra National Rehabilitation University Affiliation Ordinance, 2018.
- 2.11 'Bye Laws' Means Dr. Shakuntala Misra National Rehabilitation University Affiliation Bye Laws, 2018.
- 2.12 'University' means Dr. Shakuntala Misra National Rehabilitation University.
- 2.13 "Examination conduct" means examinations conducted by the DSMNRU including annual examinations or any public examination.
- 2.14 "Affiliation Fee" means charges payable by the college to the DSMNRU in connection with Affiliation and/or under the provisions of these byelaws.
- 2.15 "Institution" means an educational institution affiliated to the DSMNRU.
- 2.16 "Private college" means a college run by a Society/Trust/Company registered (under section 8 of the Companies Act 2013) duly constituted and registered under the provisions of Central/State Acts.
- 2.17 "Head of Institution" means the Headmaster/Principal of a college affiliated with the DSMNRU.
- 2.18 "Reserve Fund" means fund created by the college authority as per requirement of the University in a Nationalized Bank.
- 2.19 "Penalty" means a penalty imposed or purported to be imposed upon the college under the provisions contained in these byelaws.
- 2.20 Word and expressions used herein and not defined but defined in the Act, Statute and Ordinance shall have the meaning respectively assigned to them in the Act and Statute.

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# Eligibility Criteria for Affiliation

## 3. Categories of Colleges/Institutions

The following categories of Colleges/institutions are eligible for consideration of affiliation to this University only if such institutions in addition to routine branches of knowledge (not being the college an institutions imparting teaching and training in medical and allied sciences) provide special education as per norms of the Rehabilitation Council of India. However, in the anticipation of the approval of the respective course (s) by RCI the institution may apply for affiliation to this University.

- 3.1 The institution established by or under the authority of the State Government or local authority.
- 3.2 Institutions financed by State Government.
- 3.3 Self-financed educational institutions established and operated by Societies, Trust and Company duly registered under the Societies Registration Act, 1860; Indian Trusts Act, 1882; and Companies Act, 2013 respectively. It shall be registered on or before the date of submission of application for affiliation.
- 3.4 The college/ Institution seeking Affiliation shall be situated within the territory of State of Uttar Pradesh.
4. **The college, if not run by the State Government,**
  - 4.1 Shall be managed by a duly constituted and registered Society or Trust;
  - 4.2 Shall satisfy the University that adequate financial provision is available for running the college, the details of which are given in Sec. 3.2.2 DSMNRU Affiliation Ordinance-2018.
  - 4.3 The college shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.

## 5. Requirements for Affiliation.

The proposed college seeking affiliation, at the time of inspection by the university, shall satisfy the following requirement of the ordinance or the requirements in respect of any of them prescribed by the Statutory/Regulatory body concerned, whichever is higher. The details of such requirements are given in Section 3 of the DSMNRU Affiliation Ordinance 2018.

6. The Registered Society/Trust in justified exceptional cases may be allowed to start the college subject to the conditions mentioned in Sec. 3.3 DSMNRU Affiliation Ordinance- 2018.

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# Affiliation

## 7. Consent of Affiliation

- 7.1 A Society, Trust or Company duly registered under the Societies Registration Act, 1860; Indian Trusts Act, 1882; and Companies Act, 2013, respectively, or a Government Body or a Local Authority may apply for the consent of affiliation to this University on prescribed proforma accompanied by a Demand Draft issued by a Scheduled Bank in favour of the "Finance Officer, Dr. Shakuntala Misra Rehabilitation University" payable at Lucknow for a sum of 25,000/- which will be non-refundable.
- 7.2 Every application for the consent of affiliation of an institution shall be submitted so as to reach the Registrar not less than 6 months before the commencement of the academic session, in respect of which the consent is required.
- 7.3 The following information should be furnished while filling Consent of affiliation application form.
- 7.3.1 Particulars of authorized signatory/applicant.
- 7.3.2 Particulars of applicant Institution: (Society/ Trust/ Company/ Govt. Body/Local Authority etc.)
- 7.3.3 Details of programmes of Rehabilitation Council of India (RCI).
- 7.3.4 Details of existing programmes other than RCI being run by the applicant Society/ Trust/Company/Govt. Body Authority.
- 7.3.5 Details already submitted/ to be submitted along with application to RCI for approval of educational programmes.
- 7.3.6 Details of course/programme to be affiliated from DSMNRU.
- 7.3.7 Details of infrastructural facilities including Land and Building.
- 7.3.8 Details of instructional facilities.
- 7.3.9 Details of academic staff.
- 7.3.10. Details of non academic staff.
- 7.3.11 Details of extra curricular facility.
- 7.3.12. If the college is not run by the State Govt. then proof of its financial soundness as per Sec.4 of the bye laws and also details of present endowment fund.

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7.3.13. Registration certificate of Society/Trust/Company etc. if applicable.

7.3.14. Registration Certificate of RPwD Act 2016.

7.3.15. Details of fee for consent of affiliation.

7.4 All the application received by due dates, if any, for the consent of affiliation shall be placed before a Committee consisting of the following members-

- a) The Vice-Chancellor, who shall be the Chairperson thereof;
- b) A Dean of the Faculty to be nominated by the Vice-Chancellor;
- c) Two professors to be nominated by the Vice-Chancellor; and
- d) The Registrar as Convener & Secretary.

7.5 The Committee shall consider and decide all the proposal referred to it and the decision thereon shall be communicated to the applicants concerned accordingly. In case of acceptance of the proposal, the 'LETTER OF CONSENT' shall be issued in the prescribed format.

## 8. TEMPORARY AFFILIATION

8.1 After receiving the said consent of affiliation by the University, the applicant (the Society/ Trust/ Company/ Government Body/ Local Authority etc.) will inform the state Government and concerned Regulatory Bodies about its intention to be affiliated to the Dr. Shakuntala Misra National Rehabilitation University with the courses mentioned in the information and seek approval thereof.

8.1.1 After getting the approval of the government and relevant regulatory body, the applicant will submit a proposal to this university for the affiliation on the prescribed form.

8.1.2 The proposal for affiliation shall be accompanied with self attested copies of the documents mentioned in the prescribed form and processing fee of Rs. 1,00,000/- payable through demand draft issued by a scheduled bank in favour of "Finance Officer, Dr. Shakuntala Misra Rehabilitation University, payable at Lucknow. This fees shall be non refundable.

8.2 Application by college/educational institution for affiliation shall be submitted in two copies to the "Registrar, Dr. Shakuntala Misra National Rehabilitation University, Lucknow" along with the certified copies of the following documents.

8.2.1 An affidavit in prescribed format.

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- 8.2.2 Letter for the competent authority designated by the Govt. for classification of land and its locations as metropolitan or other areas.
- 8.2.3 Land use Certificate from the competent authority designated by the Govt.
- 8.2.4 Registered land/Govt. leased land documents in the name of the applicant.
- 8.2.5 Original Khatauni of land, contiguous/adjacent certificate of land from Tehsildar and certificate of verification of land from competent authority.
- 8.2.6 Non encumbrance certificate issued by competent authority.
- 8.2.7 Building plan of the proposed college prepared by a registered architect and approved by the competent authority designated by Govt.
- 8.2.8 Registration of the Society/Trust along with details of constitution and memorandum of association.
- 8.2.9 Registered document buy the registered society/trust earmarking land buildings for the proposed college.
- 8.2.10 Resolution of management committee of society/trust etc. regarding establishment of new college and creation of instructional/infrastructural facility.
- 8.2.11 Appropriate order from the Govt. permitting the society/trust to start the college with details of the courses/programmes intended to be offered.
- 8.2.12 Approval /recognition order from RCI.
- 8.2.13 Approval order of regulatory bodies as applicable viz NCTE/AICTE/MCI/BCI/DCI etc.
- 8.2.14 Details of the latest fund position along with photocopies of relevant bank account including the evidence of the corpus fund.
- 8.2.15 Authorities balance sheet of last 03 years, certified by authorized auditor.
- 8.2.16 Registration certificate under RPwD Act 2016.
- 8.2.17 Fire NoC, NBC certificate etc.
- 8.2.18 Non refundable processing fee for affiliation.

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**8.3 The requirements and Procedure for granting Temporary Affiliation at the time of Inspection.**

In addition to the above the proposed college seeking affiliation, at the time of inspection by the University shall satisfy all the requirements and procedure for granting temporary affiliation, which are mentioned in Sec. 3 and Sec. 4 of the DSMNRU Affiliation Ordinance 2018. No deviation from such requirements and procedure is allowed.

**8.4 Detailed Project Report.**

A detailed project report is to be made and submitted mentioning the particulars given in Sec.4.4.9 a - g of the DSMNRU Affiliation Ordinance – 2018.

**8.5 Execution of a Bond**

The institution proposing the college shall execute a Bond. The contents of the Bond are detailed in Sec. 3.4 of the DSMNRU Affiliation Ordinance 2018.

**8.6** The college shall be subjected to an inspection by the University through a committee of experts nominated by the Vice Chancellor as per Sec. 4.6 of the DSMNRU Affiliation Ordinance, 2018.

**8.7** The report of the inspection committee shall be submitted by the Chairperson to the University duly filled in and signed by all the members.

**8.8** 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.

**8.9** 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.

**8.10** The Syndicate/Executive Council/General Council of the University shall be the ultimate authority to decide granting, or not granting, affiliation.

**8.11** Continuation of temporary affiliation of the programmes of study and the college itself shall be granted by the University on a year to year basis through inspection process prescribed in the ordinance and Bye Laws.

**8.12** 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 getting 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.

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## 9. Land Requirement

Land requirement shall be as per the guidelines issued by the Govt./ RCI From time to time in this respect.

9.9 Faculty of Special Education: As per Norms and Regulations of the RCI.

## 10. Physical Infrastructure

**Building Requirement for Affiliation of Institution : Building Requirement shall be as per the guidelines issued by Government/ UGC/ RCI etc. From time to time in this respect:**

**Requirements as per RCI Norms :**

It is desirable that institutions have their own building. The building & the plot should ideally be in the name of Institution/ Society/ Trust. In case of rented building, the institution must have a rent agreement for a period extending up to the date of completion of the proposed training program (whenever the training program is proposed to be started). However, in either case, the institution should have minimum 1000 sq. meters area and shall consist of 500 sq. meters built up area for the first proposed training program. For each additional course, 300 sq. meters additional built up area is required. For example, for one course 500 sq. meters built up area, for two courses (500+300) sq. meters and so on.

- Lecture Hall / Classrooms – 3 basic requirements (minimum one Additional classroom for each additional programme)
- Multipurpose Hall – 1
- Staff Room – 1
- Resource Room\* – 1
- HOD / Principal Room – 1
- Administrative Room - 1
- Library – 1
- ICT - 1
- Disabled Friendly Disabled Friendly gender- wise washrooms

*\*Space for Resource Room- it should be large enough to include disability as well as health, physical education, yoga, drama, etc. with respect to children with disabilities.*

## 11. Annual Affiliation Fees

**Affiliation Fees to be paid Annually:**

11.01 Faculty of Special Education	Rs. 2,00,000/-
11.02 RCI approved Diploma/ Certificate	Rs. 10,000/-

The above fees will be paid through Bank Draft in favour of "Finance Officer, Dr. Shakuntala Misra Rehabilitation University, Lucknow".

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## 12. ENDOWMENT FUND

*For every institution (other than an institution exclusively maintained by the State Government or by a Local Authority), there shall be a separate endowment fund which shall be pledged with the Registrar of the University concerned and shall not be alienated so long as the Institution continues to exist.*

12.1 **Endowment fund** requirement shall be as per the guidelines issued by government/UGC/RCI bodies etc. from time to time in this respect:

- (i) For Special Education : Rs. 05 Lac per course.
- (ii) For every additional subject Rs 01 Lac and for subject involving practical Rs 1,50,000/-;

12.2 Such Endowment Funds shall be invested in Fixed Deposit Account in a Scheduled Bank to be opened and operated jointly by an authorized signatory of the Management and the Finance Officer of the University.

## 13. Staff (Faculty members and others)

Every college/institution shall have on its staff, non-teaching and teaching members having such qualifications, who shall be given such grades of pay, and be governed by such other conditions of services as may be laid down from time to time by the RCI/UGC/University or by the orders of the State Government in this behalf.

## 14. Finance, Audit and Accounts

14.1 The management of each affiliated institution shall be assisted by a finance committee.

14.2 Such Finance committee shall consist of:

- (a) The president or the Secretary of the Management, who shall be the chairman.
- (b) Two other members elected by the Management from amongst themselves;
- (c) the Principal (ex officio)
- (d) The senior most teacher member of the Management (ex officio)
- (e) The principal of the college shall be the Secretary of the Finance Committee and be entitled to convene its meeting.

14.3 The Finance Committee shall prepare the annual budget of the college/institute(except of the students funds) which shall be placed before the Management for their consideration and approval.

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- 14.4 New expenditure, not already included in the budget of the college shall not be incurred without references to the Finance Committee.
- 14.5 The recurring expenditure provided for in the budget shall be controlled by the principal subject to any specific directions that may be given by the Finance Committee.
- 14.6 All students funds shall be administered by the principal shall be assisted by different student committees such as Games and sports committee or library committee and the like which shall include representatives of the students.
- 14.7 Accounts of the Student's funds shall be audited by a qualified auditor appointed by the management not from amongst its members. The audit fees will be a legitimate charge on the students funds of the College. The audit reports shall be placed before the management.
- 14.8 The Student's funds and the fee income from the hostels shall not be transferred to other fund and no loan shall be taken from these funds for any purpose whatsoever.

## 15. Permanent Affiliation

### 15.1 Eligibility Criteria for Permanent Affiliation

The eligibility for the institutions to be affiliated shall be as per Sec. 5 of the DSMNRU Affiliation Ordinance-2018.

### 15.2 Procedure for granting Permanent Affiliation

The procedure for granting permanent affiliation shall be as per Sec.6 of the DSMNRU Affiliation Ordinance, 2018.

## 16. Affiliation of Institutions for new courses or additional subjects

- 16.1 Every proposal from an affiliated college/institution for starting courses of instructions for a new degree or in new subjects shall be made so as to reach the Registrar as notified by the university preceding the session in which it is proposed to start such courses:

Provided that the proposal to affiliate the course shall be entertained by the University, only in the condition that the concerned Regulatory Body has permitted to start the course.

- 16.2 Each institution applying for recognition for affiliation for a new degree or a new subject, shall remit which its application a sum of Rs. 10,000/- for each subject, which will be now refundable.

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- 16.3 No application for affiliation in a new subject shall be considered unless the Registrar gives a certificate in writing that the conditions of affiliation and of previous affiliation have been fulfilled in total.
- 16.4 If the Vice-Chancellor is satisfied with regard to the need for such affiliation and if the institution has fulfilled and continues to fulfill conditions of previous affiliation the application shall be placed before the Executive Council which shall appoint a Panel of inspectors and the previous provisions of the ordinance and rules shall apply.
- 16.5 Ordinarily all inspections, referred above shall be completed as early as possible to enable the Executive Council of the University to scrutinize the reports of inspectors well in time.
- 16.6 Restrictions imposed by the rule 4.11 shall apply to an institution applying for affiliation for new degrees or additional subjects.
- 16.7 Every institution shall strictly observe the norms and conditions laid down by the university.
- 16.8 Every institution shall make available to the University its buildings, libraries and laboratories etc. with their equipments and apparatus and also the services of such of its teaching and other staff, as may be necessary for the purposes of conducting the University examinations.
- 16.9 Every institution shall have on its staff teachers having such qualifications, who shall be given such grades of pay, and be governed by such other conditions of services as may be laid down from time to time by the University by the orders of the State Government in the behalf;

Provided that no ordinance relating to grades of pay and qualifications shall be made without the prior approval of the state government.

- 16.10 When the office of the Principal or Director of an institution falls vacant, the Management may appoint any teacher to officiate as Principal or Director for a period of three months or until the appointment of a regular Principal or Director, Whichever is earlier. If on or before the expiry of the period of the three months, any regular Principal or Director is not appointed, or such a Principal or Director does not assume office, the senior-most teacher in the institution shall officiate as Principal or Director of such Institution until a regular Principal of Director is appointed.
- 16.11 Every affiliated institution shall observe the conditions set out in above rules 4.5-4.9.

Provided that in case of a college affiliated before the commencement of these ordinance and rules, the Vice-Chancellor may require the management of such college to fulfill and observe such of the conditions set out in above rules 4.5-4.9 which the Vice-Chancellor considers reasonable.

Provided further that if the management of such college fails to comply with the requirements issued under the preceding proviso within the time specified by the Vice Chancellor, the Vice

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Chancellor may take steps for the withdrawal the affiliation in accordance with the ordinance and rules.

- 16.12 Every affiliated institution shall by notified date every year submit to the Registrar a certificate the Principal or Director that the conditions laid down for affiliation have continued to be fulfilled.
- 16.13 Every institution shall maintain the registers required for affiliated institutions and shall from time to time furnish to the Registrar returns in such forms as may be required by the University.
- 16.14 (a) Where the Executive Council or the Vice-Chancellor causes any institution to be inspected it, he may communicate to the institution, the result of such inspection together with its or his views thereon and direct the Management regarding the action to be taken.
- (b) Where the Management of an affiliated institution does not take action to the satisfaction of the Executive Council or the Vice-Chancellor, the Council may, either on its own motion or on an a report to that effect received from the Vice-Chancellor, after considering any explanation furnished or representation made by the Management, issue such directions as it may think fit, and the Management shall comply with such direction, failing which the Executive Council may proceed to take action under or in accordance with rules 6.4
- 16.15 Information regarding all posts in the teaching staff of the institution that fall vacant temporarily or permanently shall be communicated to the Registrar within 15 days of their falling vacant.
- 16.16 The number of students in a class or section as per the RCI norms.
- 16.17 Before a new section in any class is opened by any institution, all the information regarding additional staff required (together with their qualifications and salaries, time-table for the new section, accommodation available and provision for additional equipment and Library facilities) shall be sent to the University and prior permission of the regulatory/authority to be obtained.

## 17. Withdrawal of Recognition

The following rules will apply in addition to the provisions of Sec. 8 of the DSMNRU Affiliation Ordinance 2018 in relation to the withdrawal of recognition.

- 17.1 Continuance of affiliation shall depend on continued fulfillment of conditions laid down by the university.
- 17.2 An affiliated institution shall be deemed to have been de-affiliated if it fails to send up any candidate for an examination conducted by the University for three successive years.

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- 17.3 The Executive Council may direct an institution not to admit students to a particular class if the conditions laid down for starting the classes have, in the opinion of the Executive Council, been disregarded by the institution concerned. The classes may, however, be restarted with the prior permission of the Executive Council when the conditions are fulfilled to its satisfaction.
- 17.4 If an institution disregards the requirements of the University regarding the fulfillment of the conditions of affiliation and fails to fulfill the conditions in spite of notice issued by the University, the Executive Council may, with the previous sanction of the General Council, suspend the affiliation till the conditions are fulfilled to the satisfaction of the Executive Council.
- 17.5 (a) The Executive Council may, with the prior sanction of the General Council, deprive an institution of the privileges of affiliation either wholly or for any degree or subject, if it fails to comply with the direction of the Executive Council or to fulfill the conditions of affiliation or for gross mismanagement, or if for any other reason the Executive Council is of opinion that the institution should be deprived of such affiliation.
- (b) If the salaries of the staff are not paid regularly, or the teachers are not paid their salaries to which they were entitled, the institutions concerned would be liable to withdrawal of affiliation within the meaning of these rules.
- 17.6 The Executive council shall, before taking any action under the preceding rules call upon an institution to take, within a specified period, such action as may appear to be necessary in respect of any of the matter referred to in the conditions of affiliation
- 17.7 Whenever there is a dispute regarding the Management of an affiliated institution, person found by the Vice-Chancellor to be in actual possession and control of the institution properties may, for purposes of the Ordinance and these Rules be recognized to constitute the Management of such institution until a Court of competent jurisdiction orders otherwise;

Provided that the Vice-Chancellor shall before making an order under the ordinance and rules afford reasonable opportunity to the rival claimants to make written representation.

## 18. Other General Rules

**18.1. Before an application for affiliation is placed before the Executive Council, the Vice-Chancellor must be satisfied with regard to the following particulars, namely:**

- (a) That the required provisions of the Act & Statutes have been complied with;
- (b) That the institution satisfies the demand for Special Education & Rehabilitation in the locality.
- (c) That the Management concerned has provided or has adequate financial resources to provide for;

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- (i) Suitable and sufficient infra-structure and civic facilities;
- (ii) Adequate and suitable hostels, library, furniture, fixture, stationery, equipments and laboratory facilities as prescribed by the concerned Central Regulatory Bodies or State Government;
- (iii) Ownership or long-time lease and possession of undisputed land as prescribed by the State Government and/ or the Central Regulatory Body (ies) for the Course from time to time.
- (iv) Facilities for health and recreation of the students;
- (v) Adequate funds for the payment of salary and other allowances to the employees of the institution for at least three years; and
- (vi) Fulfillment of other conditions as prescribed by competent authorities from time to time.

**18.2 The constitution of the Management of every institution shall provide that:**

- (a) The principal/Director of the institution shall be ex-office member of the management.
- (b) Twenty-five percent of the members of the Management are teachers (excluding the Principal/Director)
- (c) The teachers(excluding the Principal/Director) referred to in clause (b) are such members for a period of one year by rotation in order of seniority.
- (d) One member of the management shall be from the non-teaching group 'C' employees of the institution nominated for a period of one year by rotation in order of seniority;
- (e) Subject to the provisions of clause (c) no two members of the Management shall be related to each other;
- (f) No change in the said constitution shall be made except with the prior permission of the Vice-Chancellor;
- (g) If any question arises whether any person has been nominated as, of is entitled to be a member or office-bearer of the Management or whether the Management is legally constituted, the decision of the Vice-Chancellor shall be final.
- (h) Institution is prepared to place before any person or persons or persons authorized by the University or before the panel of Inspectors appointed by the University all original documents pertaining to income and expenditure of the institution including the accounts of the Society/Trust/Company/Government Body/Local Authority.
- (I) Income from the endowment funds shall be available for the maintenances of the Institution.
- (J) Other condition as may be prescribed by the Vice-Chancellor.

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**18.3 An institution seeking affiliation in any course requiring laboratory clinical setup work shall further satisfy the University that:**

- (a) Separate laboratories/clinical set up are provided in each stream of Special Education & Rehabilitation, that each of them is suitably equipped; and
- (b) Suitable apparatus and equipments in sufficient numbers are provided for carrying of experimental work.

18.3.1 If the Vice-Chancellor is satisfied with regard to matter in the preceding rules the application shall be placed before the Executive Council which shall appoint a Panel of Inspectors to inspect the institution and make a detailed report on all relevant matters. The Panel so appointed shall be in accordance with the norms prescribed in the ordinance.

18.3.2 All inspections shall be completed within 6 months from the receipt of an application for affiliation. No application for affiliation shall be granted by the Executive Council unless it is satisfied about the financial soundness and of the available resources of the institution proposed to be affiliated on the report of the panel of inspectors. The process of grant or refusal of application should ordinarily be completed by the notified date of the session in which its proposes to start the course.

18.3.3 Where the affiliation to an institution is granted subject to certain conditions, the institution shall not admit or register students unless the Vice-Chancellor, after due inspection, has issued a certificate that the conditions imposed by the University have been duly fulfilled. If there are practical difficulties for the Vice-Chancellor to inspect the institution personally, he may nominate a teacher, not below the rank of a Professor to inspect the institution concerned.

## **19. Miscellaneous**

19.1 Any matter not provisioned in Affiliation Ordinance or Affiliated Bye Laws shall be governed as per the directions of the Executive Council of the University.

### **19.2 *Transfer of College from Society/Trust/Company***

A college affiliated with the university is not allowed to be transferred from one Society/Trust/Company without the approval of the university.

19.2.1 The approval of transfer will be subject to the following :

A college may be allowed to be transferred on request from one Society/Trust/Company another Society/Trust/Company subject to the conditions that

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- (a) there are genuine reasons threatening the very existence of the college; OR
- (b) it has become impossible for the Society/Trust/Company to run the college ;OR
- (c) such transfer has been necessitated in the interest of furtherance of cause of education.

- 19.2.2 The request of the college will be considered only after prior express Approval from the State.
- 19.2.3 Transfer of the college from one Society/Trust/Company to another Society/Trust/Company will be subject to the fulfillment of the another Society/Trust/Company.
- 19.2.4 Fee as given in Byelaws shall be charged from the college for permission of transfer from one Society/Trust/Company to another Society/Trust/Company.
- 19.2.5 The request for permission of transfer of college from one Society/Trust/Company to another Society/Trust/Company will be considered only in respect of college which are affiliated with the university for at least five years got permanent affiliation.

### 19.3 College in two shifts

The college shall not run the classes in two shifts without the formal prior approval of the DSMNRU.

Running of classes in two shifts may be allowed by the university subject to the following :-

- 19.3.1 The request of the college will be considered only after the permission has been obtained from the State Govt. for running classes in two shift.
- 19.3.2 The permission for two shifts will be approved only after inspection of the college premises by a committee appointed by the university.
- 19.3.3 There should be separate set of teaching and non-teaching staff as per norms of university.
- 19.3.4 There should be separate college records such as admission register, attendance register etc. and separate staff rooms for the teachers of both the shifts.
- 19.3.5 Teaching hours shall be followed as per the scheme of studies of classes conducted in each shift and there should be a minimum gap of half an hour between both the shifts.
- 19.3.6 In general the college should run junior classes in the morning shift and senior classes in the evening shift. In case the college proposes to do otherwise, express permission for the same from the university shall be obtained.
- 19.3.7 Fee shall be charged from the college for permission of running in two shifts.

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**19.4 Shifting of college from one campus to another**

The college shall run the classes only from the address/campus on which the affiliation was granted and shall not shift to any other address/campus without the formal prior approval of the university.

Shifting of college from one address/campus to another may be allowed by the board subject to the following :-

- 19.4.1 The request of the college will be considered only after the permission has been obtained from the state Government for shifting the college to new site with complete address of the new site.
- 19.4.2 An affidavit duly notarized to the effect that the college would not use affiliation number/code or name at old site and no parallel or branch would be permitted.
- 19.4.3 The permission for shifting will be approved only after inspection of the new site/premises by a committee appointed by the university.
- 19.4.4 All other documents as per requirements of these byelaws in respect of infrastructure applicable for new affiliations.
- 19.4.5 Fee as decided by Executive Council shall be charged from the college for permission of site shifting.
- 19.5** If there is any contradiction or discrepancy in the provisions of Ordinance or Rules, the Executive Council may, not inconsistent with the provisions of DSMNRU Act, 2009 and DSMNRU, First Statute, 2009, do away with that contradiction or discrepancy.
- 19.6** If any difficulty arises in giving effect to the provision of the DSMNRU Affiliation Ordinance, 2018 and DSMNRU Affiliation Rules, 2018, the Executive Council may make such provisions, not inconsistent with the provisions of DSMNRU Act, 2009 and DSMNRU, first Statute 2009 as may appear to it to be necessary for removing the difficulty.

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