

**INDIRA KALA SANGEET VISHWAVIDYALAYA  
KHAIRAGARH, CHHATTISGARH**

Ordinance # 82

**PROCEDURE FOR ADMISSION OF COLLEGES TO THE PRIVILEGES OF THE UNIVERSITY AND  
FOR THE RECOGNITION OF EXAMINATION CENTRES AND WITHDRAWAL OF SUCH  
PRIVILEGES AND RECOGNITION**

There shall be the following categories of affiliated and recognised institutions of the University, viz:

- (1) Colleges affiliated to the University as INTERNAL CANDIDATES at the University Examination.
- (2) Institutions recognised by the University for the purpose of centre of examinations for presenting students as EXTERNAL CANDIDATE.
- (A) Colleges:
  1. An application for affiliation of a college either for the first time or for addition of a new course or subject shall be made by officer of the Government if the college is maintained by the Government or by the president of the Foundation Society/Governing Body with a copy of the relevant resolution of the Foundation Society/Governing Body seeking such affiliation.
  2. All application shall reach the Registrar of the University on or before the 10<sup>th</sup> November for the next academic session for affiliation.
  3. The application for affiliation and or addition of subject/course shall be accompanied with the details with regard to the Institution on the form prescribed by the University.
  4. A college running any course at least for three years is eligible to apply for affiliation.
  5. On receipt of an application mentioned in the preceding paragraph along with all details and fees, the Vice-Chancellor shall appoint a Board of Inspectors, which includes two members from the subject(s) and one representative from University administration.
  6. The Board of inspectors shall inspect the colleges and submit the report to the University as per the rules laid down as under:
    - (1) Minimum number of students of the college is not less than fifty, minimum requirement of musical instruments available each subject, accommodation and the number of period prescribed per week for teaching work (Theory and Practical) as per University rules and under satisfaction of Inspection Committee.

- (2) At least one teacher and one accompanist in each subject upto Bachelor's Degree in the scale of pay as prescribed in the College Code, Ordinance of the University/U.G.C. or State Government or part time subject teachers/accompanists on a monthly payment basis as per Government rules. The qualification of the teachers upto the Degree Level shall be:
- (a) A Master's Degree in the subject concerned from recognised Institution/University.
  - (b) Teaching experience for at least three years.
- (3) At least one Lecturer and one Accompanist in the subject concerned at the Kovid/M. Mus. & M. A. level. Scale of pay prescribed in the College Code, Ordinance or part-time teacher on monthly payment as per Government rules.

The qualification of the teachers at the P. G. level would be:

- (a) A Master's Degree of the recognised institution/University in the subject concerned or as per prescribed by U. G. C. which ever is latest.
  - (b) Teaching Experience for at least 5 years.
- OR
- (c) A person of eminence in the subject with traditional training and his proficiency in performance.
  - (d) M. F. A./Master's Degree of recognised institution or as per qualification prescribed by U. G. C. which ever is latest.
- (4) The College shall have Endowment Fund, deposited in the name of the college, to be utilized exclusively for the purpose of the college.

No.	College	Endowment
(1)	Upto Vid & Degree level (including B. F. A.)	10000.00
(2)	Upto Kovid & Post-Graduate level (including M. F. A.)	20000.00

- (5) The college shall have provision for library as follows:

(i)	Upto Vid & Degree level (including B. F. A.)	500 Books (Text reference & three Journals)
(ii)	Upto Kovid & P. G. level (including M. F. A.)	1000 Books (text 7 reference) & atleast 5 journals

- (6) Adequacy of other facilities such as furniture, teaching special musical instruments and studio equipments for Visual Arts etc.
7. The report of the Board of Inspectors shall be submitted to the University within 2 weeks of their visit to the college concerned, duly signed by all the members of the board.
8. On receipt of the report of the Board of the Inspectors, the same may be placed before the Vice-Chancellor at the first instance to avoid the delay. The Vice-Chancellor may approve affiliation on temporary basis and thereafter the matter to be placed before the Standing Committee/Academic Council for approval.

Thereafter the same shall be placed before the Executive Council for consideration for the report and also the recommendations of the Academic Council. The Executive Council may sanction the affiliation with conditions, if any, to be fulfilled by the college within a specified period or reject the application for reasons for each rejection shall be recorded.

9. After the Executive Council sanction the permanent affiliation the same shall be forwarded to the State Government for its approval under section 23 (2) (i).
10. After the receipt of the approval of the State Government the college shall be notified as permanent affiliated college.
11. All college shall pay annual continuation fees (per subject) @ of 75% of the prescribed affiliation fees.
12. The requirements of Endowment fund prescribed in para (4) shall apply to all colleges that have applied to this University for affiliation. If at the time of affiliation a college does not have required fund it may apply to the Executive Council for consideration its affiliation with an assurance that it will fulfill all the condition laid down by University within a period of 15 months from the date of the memorandum issued by the University.
13. Each college shall have at least fifty students to appear in the examination, failing which the college shall be liable to be disaffiliated subject to approval of Executive Council. The Council may consider some of the colleges to continue for one or two years as special case. If it finds the justification of the college is valid.

**Note:** Only those institutions will be granted affiliation for P. G. courses, which run, U. G. Courses of this University. Affiliation will not be granted to an institution that runs courses of some other institution for the U. G. level and seeks affiliation with this University for P. G. level course.

(B) Examination Centres:

1. Application for recognition of Examination Centre shall be accepted in the prescribed form.
2. The fees prescribed for additional per New Subject(s) separately.
3. In addition to the above prescribed fees, the institution concerned shall bear the actual expenditure on T. A. /D. A. of the Board of Inspectors consisting of three members, out of whom two shall be subject experts and one shall represent the administration appointed by the Vice-Chancellor. The Committee after an inspection shall submit the detailed report of the centre regarding the recognition.
4. On receipt of an application, the Vice-Chancellor shall appoint a Board of Inspector who shall visit the institution and satisfy itself with regard to the following:
  - (a) That the institution is a duly Registered Body.
  - (b) That the institution has the capacity to make arrangements for examinations of the private candidates viz: accommodation, furniture, musical instruments etc.
  - (c) That there is not legal proceeding against the Institution, which may debar it from recognition as an Examination Centre.

5. The report of the Board of Inspectors shall be submitted to the University within two weeks of its visit to the Institution and the same shall be placed before the Executive Council for consideration.
6. The Executive Council shall after considering the report, accord the necessary recognition with conditions, if any, to be fulfilled by the Institution within a specified period or reject the application.
7. An Examination Centre shall have at least fifty students to appear in the examinations failing which the centre shall be liable to be de-recognised subject to the approval of the Executive Council. The Council may consider some of the centres to continue for one or two years as a special case if it finds justification of the centre is valid.
8. The annual fee is prescribed for continuation of recognition per subject separately.
9. **Withdrawal of privileges of Affiliated Colleges & Recognised Centres.**
  - (a) Whenever, as a result of an adverse report or failure in fulfillment of the conditions prescribed, the Executive Council consider it necessary to initiate action for the withdrawal of all or any of the privileges granted to a college or recognition given to an Institution, the Executive Council shall issue a show cause notice to the Governing Body or the Government as the case may be apprising the decision of the Executive Council.  
Further a college is admitted for the privileges of the University for a certain period and the affiliation is not extended further the privileges shall be withdrawn automatically.
  - (b) The notice under sub-para (a) shall state that:
    - (a) The reasons for which the intended action is contemplated and
    - (b) The specified time of the reply of show cause notice to be reached to the Registrar of the University.
  - (c) The Executive Council, for reasons recorded, may extend the period for reply from time to time but the total period shall not exceed three months.
  - (d) On receipt of the reply of the show cause notice to the college within the stipulated period, under sub-para (2) and (3), the Executive Council may consider the matter in the light of the reply and representation made, if any, by the college concerned. If no such reply is received, it may consider the matter after expiry of the said period and make such order as deemed fit as withdrawal of all or any of the privileges granted to the college or recognition accorded to an Institution.

## PROCEDURE FOR ADMISSION OF RESEARCH CENTRE TO THE PRIVILEGES OF THE UNIVERSITY

Research Centre affiliated to the University as regular Centre for presenting students as Internal Candidates to the University research.

Research Centre:

1. An application for affiliation of Research Centre either for the first time or for addition of a new course for research shall be submitted by the officer of the Government if the centre is maintained by the Government or by the President of the Founding Society/Governing Body with a copy of relevant resolution of the Founding Society/ Governing Body seeking such affiliation.
2. All applications shall reach to the Vice-Chancellor/Registrar of the University.
3. The application for affiliation and/or addition of subject/course shall be accompanied with the details of the institution on the form prescribed by the University along with the following fees:

4. **Fee payable for affiliation for first time:**

No.	Course	Fee payable by Colleges in Chhattisgarh	Fee payable by Colleges outside Chhattisgarh
1.	For all subjects	30000.00	50000.00

**Note:** In addition of the above prescribed fees, the Centres concerned shall bear the actual expenditure on the T. A. /D. A. of a board of three Inspectors which shall be appointed by the Vice-Chancellor to report the University about the infrastructure after the inspection of the Centre for the affiliation.

5. On receipt of an application mentioned in the preceding paragraph along with all details and fees, the Vice-Chancellor shall appoint a Board of Inspectors, which includes two experts from the Teaching Faculties and one representative of University administration.
6. The Board of Inspectors shall inspect the Centres and submit the report to the University as per the rule laid down as under:
7. The Centre shall have Endowment funds of Rs. 1,00,000.00 deposited in the name of the centre, to be utilized exclusively for the purpose of the Centre.
8. The centre shall have provision for a good Library.
9. Adequate facilities such as furniture, teaching materials, musical instruments /equipments and studio equipments for Visual Arts etc. are mandatory.
10. The report of the Board of Inspectors shall be submitted to the University within two weeks of their visit to the centre concerned duly signed by all the members of the Board.

On receipt of the report, the same shall be placed before the Academic Council and Executive Council for approval. After the approval of Executive Council the same shall forwarded to the State Government for its approval under section 23 (I) (i). After the receipt of the approval of the State Government. The Centre shall be notified as permanent affiliation Centre.

The Centre shall pay annual continuation fees @ Rs. 10,000.00 per year on the date of affiliation.

#### **Withdrawal of privileges of Affiliated Centres:**

- 1. Whenever as a result of an adverse report submitted by the University regarding the failure in fulfillment of the conditions prescribed by the Executive Council and to consider to initiate action for withdrawal of all or any of the privileges granted to a centre, the Executive Council shall issue a show cause notice to the Governing Body of the Government as the case may be apprising of the decision of the Executive Council.  
Further when a centre is admitted for the privileges of the University for a certain period and the affiliation is not extended further, the privileges shall be considered automatically withdrawn.**
- 2. The notice sub-para (1) shall state that:**
  - (a) The reasons for which the intended action is contemplated and**
  - (b) The specified time of the reply of show cause notice to be reached to the Registrar of the University.**
- 3. The Executive Council for reasons recorded, may extend the period for reply from time to time but the total period shall not exceed more than three months.**
- 4. On receipt of the reply of the show cause notice to the Centre within the stipulated period, under sub-para (2) and (3), the Executive Council may consider the matter in the light of the reply and representation made, if any, by the Centre concerned. If no such reply is received, it may consider the matter after expiry of the said period and make such order as deemed fit as a withdrawal of all or any of the privileges granted to the Centre or Institution.**