

UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)
(Re-accredited by NAAC with 'A++' Grade)

29536/Ac B II/2024/UOK/GUIDELINES

06.08.2024

GUIDELINES FOR MAKING APPLICATION FOR AFFILIATION OF NEW COLLEGES/ UG/PG PROGRAMMES/ INCREASE IN INTAKE/ ADDITIONAL BATCH FOR THE ACADEMIC YEAR 2025-'26

I. APPLICATION TO BE MADE BY WHOM:-

The applications for affiliation shall be made in the case of Government Colleges by the Head of the Departments such as **Director of Collegiate Education, Director of Technical Education**, etc. and in the case of Private Aided and Unaided/Self Financing Colleges, by the Manager or authorized representative of the **Educational Agency**.

II. THE APPLICATION FOR AFFILIATION SHALL CONTAIN FULL AND DETAILED INFORMATION ON THE FOLLOWING MATTERS:

A. For Colleges

1. Constitution and personnel of the Managing Council or Governing Body.
2. Programmes in which affiliation is sought.
3. Previous applications, if any, for affiliation in the same subjects and their disposal.
4. Accommodation, equipment and the number of students for whom provision has been made or is proposed to be made. The information relating to accommodation shall be accompanied by plans and drawings.
5. Qualifications, Salaries, work of the teachers and details of proposed staff pattern together with the time table of the work.
6. Hostels and play grounds and residence for the Principal and the other members of the staff.
7. Fees proposed to be levied and the financial provision made for capital expenditure on buildings and equipments.
8. The financial resources of the college for its continued maintenance.
9. Clear title deeds of the property ear marked for the proposed college to be submitted along with the following:
 - a. **Original Combined Sketch** from village officer/Licensed Surveyor, demarking the survey numbers & extent of land in each survey number , proposed for the New College the survey number & extent of land in each survey number(specify if part) which are being used by adjacently situated existing institutions owned by Education Agency(If Any) (The owner names & survey number of land at the



outer-boundaries of the retaining site also need to be noted.)

- b. Latest Original Location Certificate from the village office
- c. Original Location Sketch from the village office
- d. Certified copy of Field Measurement Book from Village Office/Taluk Office.
- e. Latest Original Possession Certificate from the Village Office.
- f. Non-Encumbrance Certificate issued from the Sub-Registrar office.
- g. Details if the land earmarked for the college is subject to any encumbrance/ pledge/ hypothecation/lien/mortgage/ revenue recovery/Charge/ attachment of any kind.
- h. Originals of all the land documents including the prior title deeds showing the absolute possession/ownership over the property set apart for the establishment of the College.
- i. Bank Statement showing financial resources available to establish and maintain the college applied for
- j. Up to date Original Land Tax Receipt
- k. Certified copy of the Basic Tax Register from the village office.

The Certificates shall be ones issued **within a period of 6 months as on the date of application.**

B. For Programmes

1. The application for affiliation for new programmes shall contain full and detailed information on the matters mentioned in serial numbers 2,3,4,5 and 7 above.

III. MINIMUM REQUIREMENTS OF LAND FOR AFFILIATION OF NEW COLLEGES:

1. *The Educational Agency shall have undisputed ownership and possession of land (dry land) as a single plot*
2. *Extent of Land*
 - **Arts & Science Colleges** - 5 Acre (202.34 Ares) as prescribed by the UGC
 - **Fashion Technology College** - 5 Acre (202.34 Ares)
 - **MBA Colleges** - 1 Acre (40.46 Ares) in Rural area and 0.5 Acre (20.23 Ares) in Urban area.
 - **MCA Colleges** - 1 Acre (40.46 Ares) in Rural area and 0.5 Acre (20.23 Ares) in Urban area.
 - **Law College** - 3 Acre (121.40 Ares) in Urban area and 5 Acre (202.34 Ares) in rural area.
 - **Hotel Management College** - 1 Acre (40.46 Ares) in Rural area and 0.5 Acre (20.23 Ares) in Urban area.
 - **Training College** - 4 Acre (161.87 Ares).

(In cases where a High School is owned by the College Management, there shall be 4 acres of land for both the proposed College and High School together. However the College should have a minimum of 1.25 acres of land and the School should be within a radius of 3 km from the College. In cases where a High School is not owned by the College Management, there should be 4 acres of land as a single plot and the consent of a High School within a distance of 3 kms. from the College.)



- In case of other categories of Colleges, the land requirement for the establishment of Colleges shall be decided by the Syndicate from time to time.
- c. *The University will consider the grant of courses/programs other than those courses/programs shifted to Kerala Technological University, KUHS etc., to any affiliated Colleges which are of professional and technical nature, only with the concurrence of the central agency concerned.*
- d. *No unaided programme(s) will be sanctioned in Aided/Government Colleges.*
- e. *In all cases of applications for affiliation of new Colleges, the Educational Agencies shall submit the original title deeds, prior title deeds and land documents (detailed in Sl No. 09) and records in original, for verification/Legal Scrutiny of the same by the Estate Officer/ Legal Advisor of the University for confirming that the norms of affiliation of the University are complied with.*
- f. *Submission of Registered Deed retaining lien on the land set apart for the college in favour of Registrar, University of Kerala, is mandatory for affiliation.*
- g. *The University shall change any of the above mentioned conditions, as it deems fit from time to time.*
- h. *While submitting the Application, the Educational Agencies applying for new colleges/courses shall submit a declaration to the effect that CCTV cameras have been installed in the Examination Halls/Rooms and in the entrance/exit of the Colleges and Hostels*

IV. DETAILS OF FEE (IN RUPEES) RELATING TO AFFILIATION

Registration Fee for	Govt.	Aided	Unaided
New College	2,500	8,500	18,500
New UG/PG Programme/ Additional Batch (per programme)	900	2,350	8,600
Permanent Enhancement of Seats (per batch)	900	2,350	8,600
Late fee for starting new college (exceptional cases)	4,000	15,750	39,000
Late fee for starting new course (exceptional cases)	750	3,900	15,750
Fee for Verification of Records for	Govt.	Aided	Unaided
New College	9,450	18,500	1,60,000
New UG/PG Programme	2,300	4,500	40,000
Permanent Enhancement of Seats	2,300	4,500	40,000
Inspection Commission fee	3,000	8,000	39,000
Affiliation fee (at the time of sanctioning college/programme) for	Govt.	Aided	Unaided
New College	39,000	1,57,500	7,75,000
New UG/PG Course/ Additional Batch	750	3,900	15,750



(each programme)	750	39,000	78,000
Permanent Enhancement of Seats (each programme)	750	39,000	78,000

Category of College	Annual Administration Fee (in Rupees)	Financial Guarantee for starting new College (in Rupees)
Arts & Science College	50,000/- per programme/batch	5,00,000
Training Colleges		
• B.Ed	2,00,000/-	5,00,000
• M.Ed	55,000/-	
• Additional Units	50,000/-	
Law College	50,000/- per programme/batch	1,50,000
MBA College	1,00,000/- per programme/batch	10,00,000
MCA College	1,00,000/- per programme/batch	10,00,000
Hotel Management & Catering Technology	1,00,000/- per programme/batch	7,00,000
Physical Education College	1,00,000/- per batch	-
Fashion Technology College	1,00,000/- per batch	5,00,000

All fee has to be remitted through the Affiliation Portal of University of Kerala, Thiruvananthapuram.

V. LAST DATE FOR SUBMISSION OF APPLICATION:

The application for affiliation of a College or for affiliation in additional Programme/additional batches/increase in intake shall be submitted through the Affiliation portal in the University website on or before 31st August 2024 and the print out of the submitted application, addressed to the Registrar, University of Kerala, SH Campus, Palayam – 695 034, shall be forwarded to reach him not later than 07th September, 2024.

VI. Provisions in Chapter 24 of The Kerala University First Statutes, 1977 and conditions specified in UGC Regulations 2009 shall strictly be complied with towards obtaining affiliation. The Syndicate of the University shall be the ultimate authority to decide granting or non-granting of affiliation.

VII. REJECTION OF APPLICATION:

BELETED APPLICATIONS WILL BE SUMMARILY REJECTED. Incomplete applications/Applications which do not fulfill the statutory requirements will also be summarily rejected.



Prof. (Dr.) K S Anil Kumar
Registrar

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The document is digitally approved. Hence signature is not needed.

