



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)

Ac.B II/ 2019-20

REQUIREMENTS FOR AFFILIATION OF COLLEGES/ COURSES/ INCREASE IN INTAKE/ ADDITIONAL BATCHES DURING THE ACADEMIC YEAR 2019-20

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 Colleges by the Educational Agency.

I. 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. Subjects and Courses 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 to be submitted along with the following:
 1. A combined site sketch showing the boundaries of all the Survey Numbers included and certified by the Village Officer.
 2. Possession Certificate issued by the Village Officer.
 3. Land Tax Receipt for the current year.
 4. Location Certificate issued by the Village Officer.
 5. Non-Encumbrance Certificate issued by the Sub-Registrar.

The Certificates shall be ones issued within a period of 6 months as on the date of application. The applicants should furnish a statement in the following format.

Sl. No.	Deed No. and Nature of the deed	In whose favour the deed is executed	Name of Village	Survey No./Sub Division No.	Extent
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B. For Courses

The application for affiliation for new Courses shall contain full and detailed information on the matters mentioned in sl.no 2,3,4,5 and 7 above.

II Minimum requirements of land for affiliation of new Colleges;

- a. *The Educational Agency shall have undisputed ownership and possession of land as a single plot*
- b.
 - Arts and Science Colleges - 5 acres as prescribed by the UGC
 - Fashion Technology college - 5 acres
 - Law College - 3 acres (Urban area) and 5 acres (rural area)
 - In case of other category of Colleges, the land requirements for the establishment of Colleges shall be decided by the Syndicate from time to time. However, when the land requirement is otherwise provided by Central Bodies constituted under a Central legislation the same shall prevail over the prescription by the University.
- c. The University will consider the grant of courses/programs other than those courses/programs shifted to Kerala Technological University, to any more affiliated Colleges which are of professional and technical nature, only with the concurrence of AICTE.
- d. The Applications for affiliation of new B.Ed Colleges / B.Ed Courses will not be considered by the University till further change in policy of the University.
- e. In the case of applications for affiliation for courses/Increase in intake/Additional batch, separate applications shall be made for UG and PG courses.
- f. No unaided Course(s) will be sanctioned in Aided/Government Colleges.
- g. **In all cases of applications for affiliation of new Colleges, the Educational Agencies shall submit the original title deeds and prior title deeds and land documents (detailed in SI No. 09) in original, for verification 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.**
- h. The University shall change any of the above mentioned conditions, as it deems fit from time to time.
- i. 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.
- j. The number of seats for a batch (maximum) for various Courses in Arts and Science Colleges shall be as detailed below. The Educational Agencies shall apply for additional batch, if enhancement of seats is required over and above the maximum in a batch.

#	UG Courses	Seats (Max)	#	PG Courses	Seats (Max)
1	B.Sc	32	1	M.Sc	12
2	BA	40	2	MA	20
3	B.Com	40	3	M.Com	15
4	BBA	40	4	MBA	60
5	BCA	40	5	M.Phil	6

III. Details of Fee (in rupees) relating to affiliation
Government Colleges

1.	Cost of Application form for	
	(a) New Colleges	50
	(b) New Degree Courses	50
	(c) New PG Courses	50
2.	Application Processing fee for affiliation (to be submitted along with the application form)	
	(a) New Colleges	1,500
	(b) New Degree Courses	400 (each subject)

	(c) New PG Courses	400	(each subject)
3.	Late fee for starting new college	2,500	(exceptional cases)
4.	Late fee for starting new course	500	(exceptional cases)
5.	Inspection Commission fee per member	500	
6.	Application fee for LOC for starting new colleges	1,000	
7.	Application fee for LOC for starting new course in existing colleges	500	
8.	Fee for granting LOC for starting new college	5,000	
9.	Fee for granting LOC for starting new courses in existing colleges	1,000	
10.	Affiliation fee (at the time of sanctioning the college/course) for		
	(a) New Colleges	25,000	
	(b) New Degree Courses	400	(each subject)
	(c) New PG Courses	400	(each subject)
11.	Affiliation fee for Diploma certificate courses	250	
12.	Application processing fee for Permanent increase of seats for PG/Degree courses	500	

Aided Colleges

1.	Cost of Application form for starting		
	(a) New Colleges	100	
	(b) New Degree Courses	100	
	(c) New PG Courses	100	
2.	Application Processing fee for affiliation (to be submitted along with the application form)		
	(a) New Colleges	2,500	
	(b) New Degree Courses	750	(each subject)
	(c) New PG Courses	750	(each subject)
3.	Late fee for starting new Colleges	5,000	(exceptional cases)
4.	Late fee for starting new courses	1,000	(exceptional cases)
5.	Inspection Commission fee per member	1,000	
6.	Application fee for LOC for starting new college	2,000	
7.	Application fee for LOC for starting new course in existing colleges	1,000	
8.	Fee for granting LOC for starting new college	10,000	
9.	Fee for granting LOC for starting new courses in existing college	2,000	
10.	Affiliation fee for granting sanction to start		
	(a) New Colleges	50,000	
	(b) New Degree Courses	7,500	(each subject)
	(c) New PG Courses	7,500	(each subject)
11.	Application fee for Diploma certificate courses	500	
12.	Application processing fee for Permanent increase of seats for PG/Degree courses	1,000	
* Financial Guarantee in respect of AIDED Colleges under various categories shall be fixed by the Syndicate at the time of affiliation of these colleges.			

Un-Aided Colleges

1.	Cost of Application form for starting		
	(a) New Colleges	1,000	
	(b) New Degree Courses	100	
	(c) New PG Courses	100	

2.	Application Processing fee for affiliation (to be submitted along with the application form) (a) New Colleges (b) New Degree Courses (c) New PG Courses	5,000 1,500 (each subject) 1,500 (each subject)	
3.	Late fee for starting new Colleges	5,000	(exceptional cases)
4.	Late fee for starting new courses	1,000	(exceptional cases)
5.	Inspection Commission fee	10,000	
6.	Application fee for LOC for starting new college	2,000	
7.	Application fee for LOC for starting new course in existing colleges	1,000	
8.	Fee for granting LOC for starting new college	1,00,000	
9.	Fee for granting LOC for starting new courses in existing college	25,000	
10.	Affiliation fee for granting sanction to start (a) New Colleges		
	Category of College/ Institution	Initial fees	Annual Administration fees (to be paid before 31st March each year in advance)
	i. Arts & Science College	1,00,000/- (One lakh only)	30,000/- (per course) (Thirty thousand only))
	ii. B.Ed. College	2,00,000/- (Two lakhs only)	1,50,000/- (One lakh fifty thousand only)
	iii. Law College	1,00,000/- (One lakh only)	1,00,000/- (One lakh only)
	iv. MBA College	1,00,000/- (One lakh only)	1,00,000/- (One lakh only)
	v. MCA College	1,00,000/- (One lakh only)	1,00,000/- (One lakh only)
	vi. Hotel Management & Catering Technology College	1,00,000/- (One lakh only)	1,00,000/- (One lakh only)
	vii. Physical Education College	--	50,000/- (Fifty thousand only)
	viii. Fashion Technology College	1,00,000/- (One lakh only)	1,00,000/- (One lakh only)
	(b)	New UG courses Rs 20,000/- for granting affiliation to a new course for each subject	
	(c)	New PG courses Rs 20,000/- for granting affiliation to a new course for each subject	
11.	Application processing fee for Permanent increase of seats for PG/Degree courses	5000	

- fees for various purposes in respect of additional batches/increase in intake will be that of new courses, if otherwise not mentioned

Fee can be remitted either by cash at the University Cash Counters/Friends Counters (Janasevana Kendras) or by Demand Drafts drawn in favour of the Finance Officer, University of Kerala, Thiruvananthapuram.

Drafts, drawn on SBT branches payable at SBT Service Branch, Thiruvananthapuram and Drafts drawn on District Co-operative Banks payable at State Co-operative Bank, Head Office Branch, Thiruvananthapuram only will be accepted.

Whenever remittance is made to the University towards the fees for various purposes by way of Demand Drafts an additional amount of Rs.10/- (Rupees Ten only) shall be levied along with the fee, towards Service Charges.

The Educational Agencies who had submitted applications for Affiliation of New Colleges/Courses/increase in intake and additional batches for the year 2018-19 which are still pending, need not remit application processing fee if they submit applications for the year 2019-20, in respect of the same proposal.

10. LAST DATE FOR SUBMISSION OF APPLICATION:

The application for affiliation of a College or for affiliation in additional Courses shall be addressed to the Registrar and forwarded to him not later than 31st August 2018.

11. BELATED APPLICATIONS WILL NOT BE ENTERTAINED.

12. Incomplete applications/Applications which do not fulfill the statutory requirements will be summarily rejected.

**Sd/-
REGISTRAR (i/c)**