

**YMCA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**FARIDABAD (HARYANA) -121006**

(A state Govt. University under section 2f and 12B of UGC Act)

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*Ordinance relating to*

**Conditions for admission of Colleges/ Institutions to the privileges of the  
University and withdrawal of such privileges**

Approved in 24<sup>th</sup> meeting of Executive Council held  
on 21<sup>st</sup> Aug 2017

## **YMCA UNIVERSITY OF SCIENCE AND TECHNOLOGY, FARIDABAD**

### ***Ordinance relating to***

#### **Conditions for admission of Colleges/ Institutions to the privileges of the University and withdrawal of such privileges**

Admission of colleges/ institutions	<p>1. (a) The University shall establish and maintain and recognize for admission to its privileges such colleges/institutions as may be decided upon by the Executive Council from time to time.</p> <p>(b) The College /institutions shall be of two types; namely University maintained colleges and recognized colleges/institutions.</p>
Territorial jurisdiction	<p>2. (a) The limits of the area within which the University shall exercise its powers, shall be such, as the Government may , from time to time , by notification , specify; provided that different areas may be specified for different faculties.</p> <p>(b) As per Haryana Government Technical Education Department, Notification No. S.O .48 /H.A 21/2009/S.3A/2017 dated 21<sup>st</sup> June, 2017, with effect from the academic session 2017-18, YMCA University of Science &amp; Technology, Faridabad shall exercise its power over all B.Ed and Engineering colleges (Govt. and Non- Govt)situated in the districts of Faridabad and Palwal. The Students admitted prior to the session 2017-18 in aforesaid colleges shall become the students of YMCA University of Science &amp; Technology, Faridabad; However, they shall be examined and certified by the respective affiliated University for the remaining part of their courses/ studies.</p>
Eligibility Criteria	<p>3. The proposed college / institutions seeking affiliation shall satisfy, at the time of inspection by the University, the following requirements.</p> <p>(a) Undisputed ownership and possession of land as per norms/provisions of regulatory bodies/University applicable from time to time.</p> <p>(b) Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements in conformity with the rules of the University, with adequate scope for future expansion taking care that all buildings constructed in the college are disabled friendly.</p> <p>(c) Infrastructure requirement in terms of built up area for lecture/</p>

	<p>seminar/tutorial rooms, laboratories, library, and administration etc. in accordance with the norms/provisions of regulatory bodies/University applicable from time to time.</p> <p>(d) Adequate civic facilities for essentials such as electricity, ventilation, toilets, sewerage, etc in conformity with the norms laid down by the PWD (B&amp;R)/ Dept. of Architecture, Haryana / National Building Code.</p> <p>(e) A library as per norms/provisions of regulatory bodies/University applicable from time to time.</p> <p>(f) A multi – purpose complex / an auditorium, sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per requirement in accordance with the norms/ provisions of the regulatory bodies/ University applicable from time to time.</p> <p>(g) Appropriate furniture for lecture / seminar / tutorial rooms, laboratories, library, faculty rooms, administrative staff including the Principal, multi- purpose complex / auditorium, common rooms, etc.</p> <p>(h) That unless it is a Government college, the college shall have a regularly constituted governing body as per norms.</p> <p>(i) That the qualifications of the teaching staff, their grades of pay and the conditions governing their tenure of office are in accordance with statutes/ ordinances / rules laid down by the University (every teacher appointed in non govt. affiliated college shall be subject to the approval of the Vice Chancellor in the manner prescribed by the University)</p> <p>(j) It shall fall within the territorial and academic jurisdiction of the University as notified by the Govt. of Haryana or has obtained special permission from the Govt of Haryana.</p>
Financial Requirement	<p>4. (a) Non – government Institutions shall have corpus fund as per applicable norms to run the institution for at least three years without any aid from any external source.</p> <p>(b) Corpus fund shall be maintained in either of the two modes:</p> <p>(i) permanently in the name of the institution by way of irrevocable Govt. securities;</p> <p>(ii) FDR held by the institution and pledged to the University</p> <p>In addition, the institution seeking affiliation shall also provide an</p>

	<p>undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.</p>
Procedure for granting Temporary Affiliation	<p>5.(a) An Application, in prescribed proforma, for grant of temporary recognition/ affiliation shall be made by the concern Directorate of Haryana in the case of a Govt. college, and by the Chairman or any other authority appointed for the purpose by the governing body of the college in the case of non- Govt College.</p> <p>(b) The last date by which such an application should reach the Registrar of the University shall be August 31 of the year preceding the one in which it is proposed to start the college.</p> <p>[Application, in prescribed proforma, for permission to start additional courses shall be made by the Principal of the college and must reach the Registrar by September 30 of the year preceding the one in which it is proposed to start additional courses along with the required amount of Endowment fund and processing fee for each course/ subject, in the form of DD drawn in favour of the Registrar of the University.]</p> <p>(c) A college applying for recognition shall satisfy the Rules and Regulations as laid down herein and by the Executive Council of the University.</p> <p>(d) If the applicant is a society / Trust, it shall have been registered under Registration of Societies Act, or any other Act of the State government on or before the date of submission of the application.</p>
	<p>6. The application shall be submitted with certified copies of the following documents:</p> <p>(a) Registration of the Society/ Trust along with the details of Constitution and Memorandum of Association.</p> <p>(b) Letter from the competent authority designated by the Government concerned for classification of land and its location as in city or other areas.</p> <p>(c) Land Use Certificate from the competent authority designated by the Govt. concerned</p> <p>(d) Building plan of the proposed college prepared by a registered Architect and approved by the competent authority designated by the</p>

		<p>Govt. concerned.</p> <p>(e) No objection certificate from the concerned State Govt. Department permitting the Society / Trust to start the college with details of the courses/programmes intended to be offered.</p> <p>(f) Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as specified under Clause 4.</p>
		<p>7. The application shall be accompanied by the following statement, in addition to other particulars expressly required in accordance with the University rules:</p> <p>(a) That unless it is Government college, the college shall have a regularly constituted governing body.</p> <p>(b) A statement containing full information regarding the constitution of the governing body and the names and occupation of its members.</p> <p>(c) That the qualification of the teaching staff, their grades of pay and the conditions governing their tenure of office are in accordance with Statutes/ Ordinances/ Rules lay down by the University.</p> <p>(d) A statement showing the names of teachers employed, or proposed to be employed, their qualifications, the subject(s) proposed to be taught by each of them, their salaries &amp; grades of pay.</p> <p>(e) That the provision has been or shall be made within specified period for a library according to the University norms.</p> <p>(f) A statement showing the number and character of the books composing the library, and the expenditure annually provided or proposed to be provided for the improvement of the library.</p> <p>(g) That where recognition is sought in any branch of experimental science/ engineering /Education/or any other subject area arrangements have been or shall be made in conformity with the rules of the University for imparting instruction in the branch of science/ engineering/ /Education/or any other subject area in a properly equipped laboratory or museum, etc.</p> <p>(h) A statement showing the appliances (including laboratory equipment, apparatus and chemicals etc) provided or proposed to be provided for teaching the subject in which recognition is being sought and amount</p>

	<p>to be annually incurred on such appliances.</p> <p>(i) A statement showing the accommodation provided for the residence of the Principal of the college and for members of the teaching staff and the students in or near the college.</p> <p>(j) That financial resources of the college are such as to make the provision for its continued maintenance and that the required amount of endowment fund has been deposited with the Registrar of the University as per clause4.</p> <p>(k) That the recognition of the college having regard to the educational facilities provided by other colleges in the same neighbourhood will not be injurious to the interest of education.</p> <p>(l) Arrangement made or proposed to be made for the welfare of girl students, if the college provides co-education.</p> <p>(m) The application shall further contain an assurance that after the college is recognized, no transference of management shall be made except with the prior approval of the University and that all changes in the teaching staff shall forthwith be reported to the University for approval and that the institution shall faithfully observe the provisions of the Act, Statutes, Ordinances and Regulations of the University, as made from time to time.</p>
	<p>8. (a) On receipt of application for recognition of a new college, the Registrar shall send the application to the Dean of Institutions for further processing. The applications will be scrutinized by an Assessment Committee to be constituted by Vice- Chancellor, and if found satisfactory, the Dean of Institutions shall issue a letter of intent, within two weeks from the date of receipt of application by the University to cause an inspection.</p> <p>(b) The Dean of Institutions shall place the matter before the Vice – Chancellor, who will appoint an inspection committee of at least three competent persons/experts comprising the following:</p> <p>(i) A person not below the rank of professor or equivalent of the University who will act as Chairman of the inspection committee.</p> <p>(ii) At least one expert for each of the disciplines proposed (expert may be from inside as well as outside the University)</p>

	<p>(iii) An engineer not below the rank of executive engineer in case of a new institution only.</p> <p>(c) The inspection committee shall visit the college and submit the report, in a prescribed form and signed by all the members, to the Registrar within 7 days after inspection.</p> <p>(d) The inspection report shall be examined by an <b>Inspection Board</b> consisting of :</p> <table> <tbody> <tr> <td>• Vice- Chancellor</td> <td>Chairman</td> </tr> <tr> <td>• Dean of Institutions</td> <td>Member</td> </tr> <tr> <td>• Dean (Academic)</td> <td>Member</td> </tr> <tr> <td>• Registrar</td> <td>Member Secretary</td> </tr> <tr> <td>• Any other expert(s) wherever deemed appropriate by the competent authority.</td> <td></td> </tr> </tbody> </table> <p>The Board shall examine the recommendation of the inspection committee in the light of the infrastructure and the facilities available in the institution and other prescribed conditions for affiliation and shall decide the following:</p> <p>(i) Whether institution shall be granted affiliation or not. If the institution is not recommended for affiliation the reason(S) shall be formally recorded.</p> <p>(ii) Number of discipline for the proposed academic programme in the institution to be granted affiliation. If some disciplines are not considered for affiliation, the reason (s) shall be formally recorded.</p> <p>(iii) The seats in each discipline. If the seats are decreased from the number (s) applied for, or standard strength as recommended by concerned regulatory body/University, the reason (s) shall be formally recorded.</p> <p>(iv) Whether the Institution shall be granted conditional affiliation for the proposed academic programme if it is found lacking in meeting the prescribed requirements / conditions of affiliation? If conditional affiliation is recommended, the conditions must be specified.</p>	• Vice- Chancellor	Chairman	• Dean of Institutions	Member	• Dean (Academic)	Member	• Registrar	Member Secretary	• Any other expert(s) wherever deemed appropriate by the competent authority.	
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	<p>9. The report of the Inspection Board will be placed before the <b>Executive Council</b> which shall be the ultimate authority to decide granting or not</p>										

	<p>granting the affiliation.</p> <p>(a) If the University decides not to grant affiliation to an institution, the decision so taken shall be conveyed to the institution, citing reason(s). However, the institution 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.</p> <p>(b) Continuation of temporary affiliation of the academic programme in an institution shall be granted by the University on a year to year basis through inspection process prescribed above.</p> <p>(c) Where an application or any part thereof, is granted , the Executive Council shall specify the courses(s) of instruction in respect of which the college is recognized, and where the application or any part thereof is refused, the grounds of such refusal shall be stated. Provided that no college shall be recognized with retrospective effect in respect of any course of instruction.</p>
Eligibility Criteria for Permanent Affiliation	<p>10. An institution is eligible to apply for permanent affiliation for an academic programme if it satisfies the following minimum conditions:</p> <p>(a) The institution /college shall have completed at least five years of satisfactory performance after getting temporary affiliation.</p> <p>(b) The institution /college shall have completed construction of buildings and all infrastructure/ facilities as stipulated in the Regulations.</p> <p>(c) All teaching and non- teaching staff are appointed on permanent (appointed on regular basis, in case of Govt institution /college) on the AICTE /UGC/Govt, scales of pay, as applicable.</p> <p>(d) The institution /college shall have a duly constituted College Council / Management Committee as per norms.</p>
Procedure for granting permanent affiliation	<p>11. (a) The procedure for according permanent affiliation shall remain the same as for granting temporary affiliation described in clause 5 above.</p> <p>(b) If the University decides not to grant permanent affiliation to the institution/college for reason (s) of its failure to meet the conditions/ requirements for getting such affiliation, the reason (s) must be recorded in writing and communicated to the Institution. However, the college may apply again if it fulfils the conditions/ requirements subsequently but not before six months from the date of rejection of its</p>

	earlier applications.
Addition of New Programme / Disciplines or intake increase	<p>12. Any proposal for adding a new programme shall be considered by the University with following in view:</p> <ul style="list-style-type: none"> <li>(a) It shall not disturb the equitable distribution of facilities for professional / higher education within its jurisdiction and in particular in respect of the needs of the unserved, underdeveloped, rural and backward areas.</li> <li>(b) Any proposal for raising the existing UG College to PG studies level shall be considered by the University only after satisfactory completion of two year of the UG programme, provided that qualified faculty and other infrastructure are fully in place and functional as per the norms of the regulatory body/ University.</li> <li>(c) The institution /college shall apply , on the prescribed proforma, separately for addition of a new programme and /or addition of new discipline and /or intake increase with prescribed fee in the form of Demand Draft in favour of the Registrar of the University.</li> <li>(d) The procedure for according temporary affiliation for such cases shall remain the same as prescribed under the Regulations for temporary affiliation to a College.</li> </ul>
Withdrawal of affiliation	<p>13. The privilege conferred on an institution /college by the University may be withdrawn, in part or in full, suspended or modified, if the institution, on due enquiry , is found lacking in one or more aspects as described below:</p> <ul style="list-style-type: none"> <li>(a) The institution is found to have failed to comply with the Rules and regulations of the University / concerned regulatory bodies.</li> <li>(b) The institution is found to have failed to observe the prescribed conditions/ requirements of affiliation.</li> <li>(c) The institution is found to conduct itself in a manner prejudicial to the academic and administrative standards and detrimental to the interests of the University.</li> <li>(d) the affiliation granted to the institution shall lapse automatically in the following situations: <ul style="list-style-type: none"> <li>(i) If the institution ceases to function.</li> <li>(ii) If it shifts location without the prior approval of the University.</li> </ul> </li> </ul>

	<p>(iii) If the ownership of the institution is transferred to a different society/ Trust/ individual (s) without the prior approval of the University.</p> <p>In such cases, the institution will be treated as a new one for the purpose of future affiliation. The University can take appropriate decisions including imposing penalty on the institution to safeguard the interest of the students.</p> <p>(e) If a college fails to start classes during the academic year for which permission has been granted, it shall apply for fresh approval.</p> <p>(f) If admission to a particular course is below 10% of sanctioned intake consistently for 3 year, the affiliation to that course may be withdrawn by giving due Show Cause Notice and following due procedure.</p>
Execution of Bond	<p>14. The Registered Society/ Trust proposing the college shall execute a bond:</p> <p>(a) To impart instruction only 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 course/ programmes shall follow the syllabi approved by the appropriate academic bodies of the University.</p> <p>(b) To comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the University framed in this regard.</p> <p>(c) To follow the Rules, Regulations and Guidelines of the Statutory / Regulatory bodies issued from time to time.</p> <p>(d) To the effect that the number of teaching posts, the qualification of teaching staff and their recruitment / promotion procedures as prescribed by the regulatory bodies and conditions of service shall be in accordance with the Statutes / Ordinances / Regulations of the University / Regulatory body/ State Government as are applicable and shall ensure imparting of adequate instruction to the students in the courses/ programmes of studies to be undertaken by the college and that the Student- Teaching Ratio in the college shall be as per applicable norms.</p>

	<ul style="list-style-type: none"> <li>(e) To the effect that the members of the teaching staff shall be regularly and fully paid in the pay scales along with applicable allowance as per the pay scales prescribed by the regulatory bodies / State Govt, as the case may be, from time to time.</li> <li>(f) To the effect the appointment of members of teaching and the non-teaching shall be made only on considerations of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other considerations.</li> <li>(g) To the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report 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 the changes coming into effect.</li> <li>(h) To the effect that all fees to be charged from the students shall be as per the fee structure approved by the Govt./University.</li> <li>(i) To the effect that the college shall 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 Govt./University based on the norms of the AICTE/ NCTE/UGC or such bodies.</li> <li>(j) To the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University.</li> <li>(k) To the effect that the college shall not, without the previous permission of the University, suspend offering an already approved course/programme of study or decrease the approved intake.</li> <li>(l) To the effect that the academic and welfare activities of the students belonging to the Scheduled Castes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college.</li> <li>(m) To the effect that all registers and records, including audited statement of accounts as required to be maintained under the Regulations/Orders of the University shall be maintained and made available as and when required for inspection.</li> </ul>
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	<p>(n) To the effect that the college shall furnish all such returns and other information as the University may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such actions as the University may direct to maintain the same.</p>
Affiliation fee structure & honorarium	<p>15. (a) <b>Application Processing Fee</b> Application processing fee (non-refundable) shall accompany the formal request application for affiliation as prescribed by the University from time to time.</p> <p>(b) <b>Temporary Affiliation Fee (one-time charge)</b> Temporary affiliation fee shall be charged as prescribed by the University for temporary affiliation granted to the institution for an academic programme. If institution is given affiliation for two academic programmes, the University shall charge affiliation fee separately for both the programmes.</p> <p>The affiliation fee shall also be charged for addition of each discipline in an already running academic programme in the institution as prescribed by the University.</p> <p>If increase intake/strength/seats in a discipline is requested in an already running discipline, the same shall be treated as a new discipline for the purpose of affiliation.</p> <p>(c) <b>Permanent Affiliation Fee (one-time charge)</b> It shall be charged as prescribed by the University if permanent affiliation is granted to the Institution for an already running academic programme/addition of disciplines under temporary affiliation.</p> <p>(d) <b>Continuation Fee(on annual basis)</b> It is the annual fee which the institution shall pay to the University as prescribed for continuation of affiliation (temporary or permanent) for running academic programme/addition of disciplines/increase in intake.</p> <p>(e) <b>Extension Fee</b> It is the fee that the institution shall pay to the University as prescribed for the whole duration of the course year-wise. Extension fee shall be applicable also for addition of new discipline.</p>

	(f) <b>Late fee</b>  It is the fee to be charged if the formal request for affiliation is made after the last prescribed date and is over and above the application processing fee.
General Conditions regarding discontinuation	<p>16. (a) A college shall not, without the previous permission of the University, suspend instruction in a course of study for which it is authorized to teach, or decrease the seats.</p> <p>(b) If the governing body of a college proposes to discontinue a particular course/subject in the college, or decrease the seats, it shall seek the prior permission of the University and a formal application, giving reasons in support of the proposal, shall be made not later than the 31<sup>st</sup> October of the year preceding the year in which the discontinuation is proposed.</p> <p>(c) In the case of discontinuation of the college, it shall be incumbent upon the governing body of the institution concerned to give a clear notice of one year to all employees regarding termination of their services, which will take effect only if and when permission is granted by the University and subject to the conditions, if any, imposed by the University.</p> <p>(d) the discontinuation in respect of a 4-year integrated course of study/subject, for which affiliation had been granted, shall be in stages as under:</p> <p>(i) In the first year, admission to 1<sup>st</sup> year class will be discontinued and admission for/promotion to 2<sup>nd</sup> year onwards will continue.</p> <p>(ii) In the second year, admission/promotion to 2<sup>nd</sup> year class will also be discontinued and admission for/promotion to 3<sup>rd</sup> year onwards will continue.</p> <p>(iii) In the third year, admission/promotion to 3<sup>rd</sup> year class will also be discontinued and admission for/promotion to 4<sup>th</sup> year onwards will continue.</p> <p>(iv) In the 4<sup>th</sup> year, there may be no admission/promotion. Similar procedures shall apply to other course with different durations.</p>
Submission of Reports / information	17. Every college shall also furnish such reports, returns and other information as the University may require from time to time enabling

		<p>to judge the efficiency of the college.</p>
	18.	<p>The principal of recognized college shall submit to the Registrar before the 31<sup>st</sup> August each year a report indicating:</p> <ul style="list-style-type: none"> <li>(a) The change, if any, in the Management ;</li> <li>(b) Changes, if any, in (i) the teaching staff and qualification of new members (ii) other staff;</li> <li>(c) Number and distribution of students;</li> <li>(d) Income and expenditure of the previous financial year;</li> <li>(e) Result of examinations;</li> <li>(f) Scholarships;</li> <li>(g) Condition of library ; and</li> <li>(h) Number of students in the college hostel(s).</li> </ul> <p>Any other information as deemed fit by the University.</p>
	19.	<p>The following record must be kept by every recognized college and submitted as and when required to the officer nominated by the Vice-Chancellor:</p> <ul style="list-style-type: none"> <li>(a) A register of admission and withdrawals. The register shall give in the case of every student, the date of admission, the date of birth, name of birth place, percentage and attendance at college examinations and results of such examinations etc.</li> <li>(b) Registers of daily attendance of students for all subjects.</li> </ul>
Periodic Inspections	20.	<p>The Executive council shall cause every recognized college to be inspected any time by the person(s) as authorized by it in this behalf; Provided that each college shall be inspected ordinarily once in every three years and at other times where, in the opinion of the Executive Council, such inspection is necessary.</p>
	21.	<p>In the beginning of each financial year, the Executive Council, on the recommendation of the Vice- Chancellor, may appoint inspection committee for college to be inspected during that year.</p>
	22.	<p>A periodic inspection committee shall, ordinarily consist of at least two members and no person shall ordinarily be given more than two inspections. At least one of the members of the inspection committee will ordinarily be a person/expert in the relevant field in which the college/institution is recognised.</p>

	23. The Chairman of the inspection committee shall be appointed by the Vice- Chancellor and he will be responsible for arranging the inspection.
	24. The members of the periodic inspection committee shall be paid travelling and halting allowance of the class to which they are entitled according to normal rules, and in addition inspection fee as prescribed by the University.
	25. The periodic inspection will be directed primarily to the purpose of ascertaining: <ul style="list-style-type: none"> <li>(a) If the conditions of recognition prescribed by the University are complied with.</li> <li>(b) The adequate measures are taken to ensure efficiency as regards: <ul style="list-style-type: none"> <li>(i) Qualifications and service conditions of and duties performed by the members of the staff;</li> <li>(ii) Accommodation for classes, faculty and administrative officers;</li> <li>(iii) Furniture, apparatus and sanitary arrangements;</li> <li>(iv) Library;</li> <li>(v) Registers for various purposes ; and</li> <li>(vi) Other similar matters.</li> </ul> </li> </ul> <p>Provided that the University may prescribe such proformas for inspection.</p> <ul style="list-style-type: none"> <li>(c) If the rules concerning the science, engineering &amp; other practice-oriented courses are being complied with and the laboratories are properly fitted with requisite machines, equipment, apparatus , gas and water supply, etc.</li> </ul>
	26. The report of the inspection committee shall be submitted in printed form prescribed by the University preferably within 03 working days of the date of inspection to the Registrar for consideration by the Inspection Board and Executive Council.
	27. if the report calls for any action by the Executive Council, the Executive Council shall specify the points on which it considers the college deficient and fix time, which may be extended for sufficient reasons, within which the college shall take action necessary to comply with the direction of the Executive Council.
Management Committee	28. (a) Each non- govt College shall have a managing committee know as

	<p>governing body as per norms/provision of regulatory bodies applicable from time to time.</p> <p>(b) As soon as the governing body is constituted, the names of the members will be communicated to the University and the concern Directorate of Haryana by the member - secretary of the Governing Body of the college.</p> <p>(c) The term of the Governing Body shall be three years and fresh election shall be held after every three years. The election shall be held under the supervision of an observer to be appointed by the Vice- Chancellor of the University who shall certify that the election has been held properly and according to rules. In case the elections are not held at the end of the period stipulated above, the University shall be competent to constitute a new governing body.</p> <p>(d) The constitution, election and personal of the governing body shall be subject to their approval of the University.</p> <p>(e) Application for grants, accompanied with certificate that the salaries of the employees have been paid and all other conditions relating to affiliation and such grants have been complied with, shall be routed through the University.</p> <p>(f) If on inquiry, it is found that a recognized non-govt. college is not being properly administered, the Executive- Council may authorize the Vice-Chancellor to appoint additional representative(s) of the University on the managing body of the college for such period as may be prescribed by the Executive Council.</p> <p>(g) If the representative of the University is not invited to a meeting of the managing body and / or a meeting of the governing body is held without the presence of the University representative, the proceeding of that meeting shall be treated as null and void.</p> <p>(h) If the University representative does not attend a meeting even after having confirmed his intended presence in writing, the proceedings of such meeting shall, however, be valid.</p> <p>(i) There shall be at least three meetings of the governing body in a year.</p> <p>(j) T.A. and D.A. of University representative shall be paid by the college concerned.</p>
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Penalties	<p>29. If at any time , the Executive Council finds, that a college / institution is not complying with the requirements of the Act, Statutes, Ordinances or Regulations of the University or any instructions issued by it or its behalf, the Executive Council shall have the authority to impose any one or more of the following penalties:</p> <ul style="list-style-type: none"> <li>(a) Students of the college concerned shall not be accepted for the University examinations.</li> <li>(b) The college staff shall be debarred from University work such as appointment as examiner, superintendent of examination centres etc.</li> <li>(c) The principal (s) or the teacher(s) concerned shall be debarred from seeking election or nomination to a University body or his name shall be removed from the list of members of the University bodies.</li> <li>(d) The recognition, granted to the governing body of the college shall be withdrawn in part or in whole.</li> </ul>
	<p>30. Where the Executive Council proposes to withdraw the recognition /associated status of a college/ institution, in whole or in part, the Executive Council shall authorize the Registrar to send to the head of the college / institution concerned, a notice stating therein the ground on which the action is proposed to be taken together with the indication that any representation in writing submitted within the stipulated period shall be considered by the Executive Council. The period may be extended if considered necessary by the Executive Council.</p>
	<p>31. On receipt of the representation or on expiry of the period referred to in clause above, the Executive Council shall consider the notice of motion, the statement or representation, if any, and make such order as the circumstance may require.</p>
	<p>32. Where, by an order made under clause 29, the rights conferred, by recognition / associated status, are withdrawn in whole or in part, the grounds for such withdrawal shall be stated in the order and communicated to the head of the college / institution concerned.</p>
	<p>33. In the event of withdrawal of the recognition/associated status of a college/institution, the Executive Council shall have the power to decide regarding the disposal of the amalgamated fund/student fund.</p>

Students' Examination fee and Development, Sports, Youth Welfare funds	34. An affiliating college/institution shall pay the students' examination fee, development, sports, youth welfare funds and any other fee to the University as prescribed from time to time.
	35. Creation of an Examination Centre in the college shall be at the discretion of the Controller of Examinations of the University. The centre of examinations for the students studying in the college can be shifted to any other college. In such a situation, it shall be the responsibility of the institution to make arrangements for transporting the students to the Centre of Examinations without any extra charges from the students. Similarly, the University can also shift the students of other colleges/institutions to the college/institution under reference for which necessary infrastructure shall be provided by the Principal concerned.
Building	36. The entire building of the college shall be at the disposal of the Controller of Examinations of the University for the purpose of conduct of examinations as and when the Centre of Examination (for theory and practical both) is created; it shall be obligatory for the Principal to provide necessary infrastructure for smooth conduct of examinations.
Strong Room	37. There shall be a Strong Room in the college at a prime location adjacent to the office of the Principal to keep the confidential materials of the University as and when required. The Strong Room will essentially have a double lock system.
Staff	38. For the purpose of conduct of examinations, the services of entire teaching & non-teaching staff shall be at the disposal of the Controller of Examinations of the University. The examination duties can be assigned to any member of teaching and non-teaching staff which shall have to be complied with, in the interest of smooth conduct of examinations.

**Note:-**

- i. Notwithstanding anything contained in the above provisions, the decisions taken by the Executive Council from time to time shall be made applicable.
- ii. In case of any ambiguity or inconsistency in the provisions of the rules/regulations/ordinances, the power to interpret them vests with the Vice-Chancellor whose decision shall be final.