

Higher Education Department Government of Haryana

Number:KW 12/217-2007-C-II(3) Date of Issue 10.01.2014

Policy Guidelines for opening Self Financing Degree College

Policy Guidelines for opening Self Financing Degree College

There will be following three stages for opening a Self Financing Degree College:

1. Submission of proposal in the prescribed application form for establishment of Self Financing Degree College, alongwith the application fee and other necessary documents.
2. Issuance of Letter of Intent with conditions for compliance within a period of two years extendable for one more year.
3. On checking compliance to the Letter of Intent, No objection certificate will be issued by the State Government for opening of the College.

Submission of proposal:

1. An application in the prescribed application form (copy enclosed) containing the proposal with a detailed project report shall be submitted to the Government by the applicant by 31st January alongwith a non refundable application fee of Rs. 2.00 lacs.
2. The applicant can be a Non-profit Organization like a Public Trust/Society registered under Union or State Law or a Company registered under section 25 of the Companies Act, 1956. The society/trust/company must be in existence for at least three years. The Registration document of the sponsoring body alongwith membership and list of office bearers with address and objectives of the Society/Trust and terms & conditions governing them in the form of resolution of the Trust/Society shall be submitted alongwith the application.
3. The project report submitted by the sponsoring body shall inter alia contain the following information:
 - the background of the society/trust with reference to its experience, if any in promoting, managing and operating educational institutions, detail of its promoters including their background, their activities in education spheres since inception.
 - development plan for the college spelling out its phase wise growth plan over the first 5 years in terms of academic programmes and increase in student intake.

-architectural master plan indicating the land use pattern with future projections.

4. The applicant shall submit the audited balance sheets of at least three previous years and ways of means of financing the project.
5. The application shall be containing of all papers pertaining to land namely the registration deed/lease deed, CLU (if required), lay out plan etc.
6. The application will be processed only if the applicant offers to start all three streams namely Arts, Commerce and Science.

Requirement of land:

- (i) No Degree College can be opened unless the Sponsoring Body is in possession of
 - a. a minimum of 5 acres of land outside the municipal limits; or
 - b. a minimum of 4 acres of land within municipal committee; or
 - c. a minimum of 3 acres of land within municipal council; or
 - d. a minimum of 2 acres of land within municipal corporation.

For the purposes of this clause, "possession" means possession either by way of ownership or as a lessee having perpetual irrevocable lease of at least 30 years or gift deed at the time of application. The land shall be exclusively earmarked for the College.

- (ii) **Road connectivity:** - A well road connection to the College Land is a pre-requisite condition.

Issuance of Letter of Intent:

The State Government, if satisfied on receipt of the complete proposal as per requirement shall issue a Letter of Intent asking the sponsoring body to-

- a. Establish an endowment fund for the college with a minimum amount of Rs. Two Crore which shall be pledged in the form of FDR in original in favour of the Director General Higher Education, Haryana.

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- b. A Bank Guarantee amounting to Rs 1.00 crores will also be required which shall also be deposited in the office of Director General Higher Education, Haryana.
- c. Non transferable funds worth Rs 10.00 lacs for various purposes shall be deposited in the bank accounts of the Society/Trust.
- d. Construct a minimum of 2,500 square meters (25,000 square feet) of covered area for academic and administrative purposes.
- e. Adequate facilities for essential services (water, electricity, server age facilities and proper fitting in laboratories).
- f. Separate common room for boys and girls be provided in co-educational colleges.
- g. There should be separate toilets for girls and boys.
- h. Adequate accommodation for offices and proper staff room.
- i. At least one computer laboratory with facilities with internet connectivity for fifty students and qualified faculty for providing computer education must be available.
- j. Well equipped library, laboratories (as per requirement) and classrooms with adequate furniture etc.
- k. Sports facilities should be provided subject to the availability/limitation of land.
- l. There shall be a whole time Principal in the College who shall have minimum qualifications prescribed by the UGC/State Govt./University or any other regulatory body from time to time. Appointment of the academic staff having eligible qualifications shall also be made for teaching all courses, as prescribed by the UGC/State Govt./University or any other regulating body.
- m. The institution shall adhere to all the instructions, rules and regulations issued from time to time by the Government / Universities in the regard. The reservation policy for admission by State Govt. will be followed.
- n. The institution shall charge only such fee and funds from the students as prescribed by the Affiliating University / State Government as amended for time to time. The institute will have to give undertaking for fee concession to reserve categories as per State Govt. policy and shall not charge donations, capitation fee etc. from the students.

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Compliance Report: The applicant society/trust/company shall fulfil the requirements and conditions specified in the Letter of Intent and shall report the compliance to the Government within a period of two years from the date of issuance of the Letter of Intent. On receiving the compliance report, the government shall constitute a committee of officers to verify the compliance report. However on request of the applicant, the term for submitting the compliance may be extended for a maximum period of one year by the Government.

Issuance of the No Objection Certificate: On receiving the report of the committee constituted to verify the compliance, the State Government, if satisfied, may issue the No Objection Certificate to start the degree college on self financing basis.

Any contravention of the prescribed norms/conditions shall result in withdrawal of the 'No Objection Certificate', forfeiture of the endowment fund and legal penal action against the defaulting society/institution including withdrawal of affiliation from the concerned University.

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DEPARTMENT OF HIGHER EDUCATION HARYANA
SHIKSHA SADAN, SECTOR-5, PANCHKULA
Application form for opening a New Degree College.

1. Details of proposed college
 - a. Name
 - b. Address
2. Details & status of Educational Society / Trust / Section 25 Company.
 - a. Name
 - b. Address
 - c. Registered Society / Trust / Section 25 Company / Any other
(Attach copy of Society / Trust Deed / By Law)
 - d. Date of Registration
3. Nature of the proposed college (Please tick the relevant category)
 - a. Men's College / Women College / Co-educational College.
4. Location details (Rural / Urban). If Urban, Municipal Corporation / Council / Committee be mentioned.
.....
5. Land Details:
 - a. Area of the Land
.....
 - b. Nature of ownership
.....

(Attach copy of the Ownership Deed of the land and layout plan along with CLU)
6. Need and justification for establishing the college:-
(Attach the justification)
7. Details of financial resources of the Society / Trust / Company for running the College.
 - i. Attach proof of audited balance sheets of the Society / Trust of at least previous three years.
 - ii. Attach proof regarding means of financing the college.

We hereby certify that the particulars furnished above are correct and the Educational Society agrees to abide by the rules and regulations prescribed by the State Govt. / University from time to time for running Unaided Private College.


Signature of the Governing Body
(Office bearers of the Society / Trust / Company)

Signature
President

General Guidelines for opening New Degree College (Self Financed) in the State of Haryana.

Education as anyone would agree is an inevitable element in our lives and we can not do without higher education. Mahatma Gandhi Said, "he who opens a school, closes down hundred jails", If this was true, let any one who wants to open a college must go ahead. In India unlike most other countries, the state plays an active role in education. In some cases it actively participates in providing education whereas in others, it regulates private players who want to enter the same service. Economically, Haryana is a leading State in India but incase of education it is not so. Tremendous expansion has taken place in the field of higher education during the last 3 years. It is apparent from the fact that Haryana Govt. has increased the annual planned budget allocation on higher education from Rs. 30 crores in 2004-2005 to Rs. 181 crores in 2007-08. The Govt. of Haryana always strives to fulfill its commitment to provide quality education to all and its earnest efforts shall continue each year with renewed zeal.

The Govt. of Haryana recognize the role and importance of private sector in education and welcome the participation of the people who want to serve the society and use the money with good intentions. In spite of government efforts during previous years and a lot of job creation in private sector Haryanvi educated youth find it difficult to get the jobs in private sector, perhaps because education is not market oriented. Most of the students in Haryana opt for Arts courses and very few students go for Science, Commerce and market oriented courses which create an imbalance between these faculties. The department of higher education has decided to encourage and promote science, commerce and job oriented courses and the college which offer only these courses will be given preference.

1. Endowment Fund

Every society who wish to open a college should get registered as a Society under the Societies Registration Act 1860 (21 of 1860) or as Trust with Trustees being appointed and vested with legal powers and duties and create a non transferable endowment fund in the name of the society or Trust as the case may be. Fund worth Rs. Fifty lac for various purposes and Rs. 5 lacs endowment funds for joint fixed deposit are required for opening a new college. In addition to this a bank guarantee amounting Rs. One Crore will also be required.

2. Land

Each college should have minimum of five acres of land for the construction of building and play fields.

The number of lecture rooms, laboratories, library, multipurpose hall, canteen, public utilities and hostel accommodation should be in accordance with norms prescribed by the UGC under clause (f) of sub section-(I) of section 26 of the UGC Act 1956 (number 3 of 1956) regarding minimum standards of instructions for the grant of the first degree in the faculties of Commerce, Computer and Sciences.

The size of class room/lecturer room/hall/laboratory and library should be those as prescribed by the UGC from time to time.

If college is housed in a temporary building then the agency will

submit an undertaking that it will shift to permanent building within two years from the date of provisional NOC.

3. **Civic Facilities**

While designing the building, it may be ensured that the adequate facilities of light ventilation and public utilities are provided. While designing this the norms as laid down by local authority from time to time may be kept in view.

4. **Student Hostel**

If the opening of a new college is to cover the students in the surrounding area, adequate hostel facilities should be provided; hostel accommodation must also be according to norms prescribed by the UGC.

5. **Essential Services**

- a. Adequate facilities for essential services (water, electricity, sewerage facilities and proper fitting in laboratories).
- b. Separate common rooms for boys and girls be provided in co-educational colleges.
- c. There should be separate toilets for girls and boys.
- d. Adequate accommodation for offices and proper staff room.
- e. Sufficient equipment for in door and out door sports facilities.
- f. Adequate land out of five acre should be earmarked for playground/out door sports activities.

5. **Computer Education**

At least two computer laboratories with facilities for fifty students and qualified faculty for providing computer education must be available.

6. **Library**

In the beginning should have atleast hundred books in different titles on each subject. It may be raised to two hundred within a period of three years. The library should have adequate number of reference books and journals. There should be a reading room with ample sitting space. Library must be computerized and internet facilities and licensed software must be available.

7. **Laboratory Equipment**

The laboratory equipment should be in accordance with the norms adopted by the University

8. **Staff**

No teacher be appointed without fulfilling the qualifications laid down by the UGC/Govt./University from time to time.

9. **Fee and funds**

The Institutions will collect fee and funds from the students only as prescribed by the Govt./University from time to time.

10. **Terms**

- a. The educational society/trust will have to give an undertaking that the proposed college shall observe the provisions of the Acts, Statutes, Ordinance and Regulations of the Govt./UGC and affiliating University.
- b. The educational society/trust will submit undertaking required by the Govt. in the forms of Affidavit.

Note:-

- a. Complete application in all respects is required to be submitted to the Directorate of Higher Education, Haryana for opening a new degree college in the state of Haryana by 31st December for the succeeding academic session. Applications received after the last date will be considered for the next academic session.
- b. If any of the above documents is not submitted, the proposal shall not be considered eligible for further processing and shall stand rejected. If all above mentioned conditions are fulfilled and the requisite documents duly submitted, the case will be processed by an expert committee and if all the above mentioned conditions are fulfilled a provisional 'No Objection Certificate' shall be issued to the society to develop the requisite infrastructure and make available other facilities.
- c. After two years if the progress is found satisfactory and institutions is deemed fit for the issuance of No Objection Certificate, permanent NOC will be issued on certain conditions and in case the institute is not able to fun/sustain itself the NOC shall be withdrawn and the endowment fund/Bank guarantee submitted by the applicant shall be forfeited to continue the studies of the enrolled students, payment of salary of the staff and for other costs.
- d. Any contravention of the above stated norms shall result in withdrawal of the 'No Objection Certificate' and legal penal action against the defaulting society/institution including withdrawal of affiliation from the concerned University.

DEPARTMENT OF HIGHER EDUCATION HARYANA,
SIKSHA SADAN PLOT NO. 8, SECTOR-5, PANCHKULA

Performa for the Establishment of New Degree College

1. **Details of proposed college**
 - a. Name.....
 - b. Address.....
.....
.....
2. **Details of Educational Society/Trust**
 - a. Name.....
 - b. Address.....
.....
.....
3. **Nature of the proposed college (Please tick the relevant category)**
 - a. Commerce/Science/Computer Application.
 - b. Men's College/Women College/Co-educational College.
4. **Location details**
.....
5. **Status of Educational Society (Please tick the relevant category)**
 - a. Registered Society/Trust/ Any other (Attach copy of
Society/Trust Deed/By Law)
6. **Land Details: (Five acres land required as per UGC norms).**
 - a. Area of the Land.....
 - b. Nature of ownership.....
(Attach copy of the Ownership Deed of the land and layout
plan)
7. **Courses Proposed to be started: (Please tick the relevant category)**
 - a. UG/PG
8. **Details of the nearest College**
 - a. Name of the College.....
 - b. Address.....
 - c. Distance from your college.....

9. **Need and justification for establishing your college:**
(Attach the justification)
10. **Building details (Building required as per UGC)**
a. Whether the colleges is to be housed in Temporary building or Permanent building (Please specify and give complete address, if the institution is to be housed in temporary building it has to be shifted in permanent building with in two years from the date of provisional NOC).....
.....(Attach approved building plan and completion certificate. If building is incomplete undertaking in the form of Affidavit may be given that it will be completed within 2 years from the date of NOC. The ownership/rental documents will be submitted along with letter of acceptance from the owner of the temporary building in case of the college is to be run in temporary building).
11. **Details of facilities available: (required as per UGC norms)**
a. Class Rooms (No. and size)
b. Laboratories (No. and size)
c. Library facility (Area/furniture/sitting capacity/No. of books, availability of Internet)
d. Play ground facilities (Area/Out door games/In door games)
Please attach Annexure).
12. **Details of financial resources of the educational agency for running the College,** (Attach proof of Bank Guarantee and endowment funds).....
.....We hereby certify that the particulars furnished above are correct and the Educational Society agrees to abide by the rules and regulations prescribed by the University from time to time for running an Unaided Private College.
Signature of the President of the Society.

Signature
Principal designated (If any)

Signature
President of the Society

AFFIDAVIT

We.....
College and the Management.....solemnly
undertake that in view of students demand and local area requirement,
a resolution has been passed by the Management/Administration to
open a new college viz.....We
also undertake that:-

1. That the college fulfills all required conditions like building, infrastructure and facilities (including number of class rooms, hall, toilets, necessary fittings, laboratory, equipments, library, books, games etc. as per norms).
2. That qualified teaching and non teaching staff as per UGC/Govt./University norms will be appointed so much so that when the college starts the necessary faculty is in position as per norms.
3. The college has sufficient required funds as per guidelines for the payment of salary to teaching and non teaching staff and for other purposes.
4. That the educational society agrees to abide by rules and regulations prescribed by affiliating University Government/bar Council of India as the case may be.
5. That if there is any deficiency in this regard the Principal and the Management will be responsible same.

Signature
Principal

Signature
President/General Secretary
of the Management

Number: 12/14-04/SF/CEO/79, Date of issue: 4-4-07

REQUIREMENTS FOR OPENING OF A NEW COLLEGE (Self-financed) IN THE STATE OF HARYANA

The following documents along with the information are required to be submitted to the Directorate of Higher Education, Haryana, SCO. No. 177-178, Sector-17/C, Chandigarh for opening of a **new College on Self-financed basis** in the State of Haryana by 31st December for the Succeeding academic session.

In order to avoid delay/rejection you may kindly go through all the details, before applying. Kindly submit all the requisite documents, which are mentioned, with an index of all the documents submitted, along with the serial no. on which the document is placed in the package and the number of this copy of guidelines and date of issue as mentioned above. Submit original documents wherever mentioned in particular. All the photo copies of the original documents must be duly attested/ signed by the President of the Governing Body of the Trust/Society/Company/Applicant. After the receipt of the proposal the request will be processed **and a Letter of Intent will be issued, if deemed fit:**

1. Full justification including demand, need and viability for opening a new college in the State of Haryana. The document should indicate clearly the estimated population of the area in which the proposed institution/college is to be started along with the number of students that the college/ institution seek to admit along with the nature of the college, whether coeducational or for women/men only. The declaration as to what faculties the College is proposing to start.
2. Registration Document of the Trust/Society/Company indicating names of the members of Trust/Society/Company and its objectives. A copy of the terms and conditions governing the Trust/Society/Company at the time of its creation. In case of an individual or association of individuals, credentials in the form of income tax returns filed in last 5 years along with the papers

regarding occupation pursued by the individual(s) along with an affidavit indicating purpose. A list of the names and addresses of the office bearers of the Trust/Society/company (Governing Body/ Managing Committee) which shall run the college/institution.

3. Name of the proposed college/institute with address and telephone numbers/email/website etc. along with the exact location.
4. Resolution of the Trust/Society/Company/association of individuals; in case of an individual an affidavit, for starting the newly proposed Institute.
5. Registered Document(s), in duplicate photocopy, showing ownership of land in the name of Trust/Society/company in the form of Sale Deed/Irrevocable Gift Deed/Lease deed(not less than 99 years) etc. and not in the name of any individual along with certificate from the **competent Revenue Authority**. However in the case of an individual it may be in his/her name and in the case of association of individuals, in the name of at least two members of the association. In case, the documents regarding ownership of land/building etc. are in vernacular language, notarized English translation of the document needs to be produced. In case, it is a rented/ leased land, attested copy of the lease deed signed with the owner of the land. The total land for the Institution should preferably be available in a compact single patch, free from any obstruction like public path, High Tension Electricity Wires running across the land (an undertaking in this regard duly attested by the Competent Sanctioning authority has to be enclosed) However, land in not more than two patches, of reasonably same size, in close vicinity are acceptable, where one of the patches is to be developed as Academic Block and the other one as Residential Block (but in no case more than two patches). The requirement of land for various categories of institutions is listed as follows:

S. No.	Class of new Institution	Requirement of land (in Acres).
1	Degree College(co-educational)	15
2	Degree College(Men or Women)	8-10

6. Change of Land Use Certificate/Land Conversion Certificate for total land from Competent Authority along with Topographical-Sketch/Village/Town map indicating land Survey Nos. and the demarcation for the complete land area.
7. Site Plan, Building Plan prepared by a registered Architect and duly approved by competent Sanctioning Authority.
8. The building must conform to the following regulations and documents supporting these provisions must be submitted with due approval of the concerned authorities:
 - The building must conform to the bye-laws of the concerned Municipal Body/ HUDA.
 - The building should be planned, designed and constructed as earthquake resistant structure.
 - Every room with a capacity of over 45 persons in area shall have at least 2 door ways. At least two separate 'Exits' should be available in every floor area and they should be placed as remote from each other as possible. All exits should be free of obstructions at all times and should be clearly visible. The main stair case and external stair case should be continuous from ground floor to the terrace level. The slope of a ramp shall not exceed 1 in 10 and the ramp shall be surfaced with non-slipping material. A stair case should not be arranged around a lift shaft.
 - Provisions for the Safety measures against fire have to be followed as per the National Building Code of India (SP 7 Part-IV Fire Protection).

9. In case the building is under construction, then details showing the extent to which the building is completed on permanent site as per approved Engineering & Architectural Building Plans along with coloured photographs giving External and Internal views duly attested by the Secretary of Trust/Society/Company/Applicant with seal on the back side. The date on which photo is taken must be mentioned on the backside of photographs. The minimum requirement of building for various purposes for running the institute are as follows:

I. At least 10-12 classrooms with minimum of 200 sq. ft of covered area(at least 5 per faculty)

II. ADMINISTRATIVE BLOCK:

- Principal's Room
- Office Room
- Staff Room
- Common Room for Staff
- Common room for boys/girls..

III. LIBRARY BLOCK:

- Room for Librarian
- Room for books as per the requirement
- Reading Room of minimum covered area of 350 sq ft.

IV. Necessary Laboratories (with minimum covered area of minimum 300 sq ft. plus store of 50 sq ft with each lab) and Workshop building as per University requirements

V. Adequate and developed playgrounds

VI. Rooms for NSS, NCC, Dispensary, conduct of examination, Bursar, Sports etc. with minimum covered area of 75-100 sq ft. each.

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- All the rooms must be furnished and electrical fitting must be complete and functional before the commencement of the academic session. (An undertaking with signatures of the Governing body/Trust/Society/Company that the proposed college building fulfills/shall fulfill, before the commencement of the academic session the above mentioned minimum requirements is to be submitted)

10. The minimum requirement of Funds (approximately) for various purposes in the institute (for one year) are as follows:

S. No.	Purpose	(in lacs) per annum
1	Expenditure on pay of the teaching staff for a year*	25.00
2	Expenditure on pay of the non-teaching staff for a year**	6.00
3	Library Books and Equipment including furniture in the Library	5.00 (one time)
4	Furniture in the entire College for classrooms, office etc.	5.00 (one time)
5	Operational funds (for various facilities like electricity, water , stationery, items for everyday use in the college)	10.00
	Total	51.00

* The teaching staff includes Principal, Librarian, and at least 10 lecturers (since the University grants affiliation for at least two faculties i.e. Arts, Commerce/Science, a minimum no. of 10 lecturers shall be required in a new college), Laboratory Attendant, Junior Laboratory Assistant/Senior Laboratory Assistant.

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**** The non-teaching staff includes a Head Clerk, 2 Clerks, a steno-typist, a Library Attendant, 2 peons, a Chowkidar, a Sweeper and a Mali.**

11. Proof of adequate working capital (Fund), in addition to the funds for Joint Fixed deposit (Endowment Fund of Rs. 5 lacs), in the form of either Fixed Deposit in a bank or balance in a Bank account maintained by the Society/Trust/Company/Individual(s). An affidavit stating how much funds have been earmarked for running the proposed institute. A Cash flow statement for next two years for the proposed institution showing projected expenses and sources of funds and Audited statement of account of the Society/Trust/Company/Individual(s) along with Income tax returns. The minimum requirement is indicated at point no 9, however additional funds for building of the requisite physical infrastructure etc, will also be required.
12. Names and number of colleges (Government/Private- aided/ Private-self financed) located in the vicinity of the proposed college i.e. within a radius of 40 kms. along with details of under graduate/post graduate/ any other courses being run therein and student strength, no. of teachers etc.
13. Details of other educational institutions, if any, run by the Trust/Society/company/Individual(s) (whether receiving any grant-in-aid from the state Government, if yes, how much and name of the institute).
14. Fee concession to the students belonging to the Scheduled Castes, Backward Classes and other reserved categories will have to be given as per the State Government policy. An undertaking will have to be given to this effect by the concerned Trust/Society/company/Individual(s).
15. An undertaking to the effect that the proposed college/ shall faithfully observe the provisions of the Acts, Statutes, ordinance and Regulations of the Government/affiliating University/University Grants Commission.

16. An undertaking in the form of an affidavit that the information and documents submitted by the applicant are authentic and true.
17. A non-refundable processing fee of Rs. 25,000/- (in the form of a bank draft, drawn in favour of Higher Education Commissioner, Haryana) shall have to be submitted along with the application.

NOTE

- If any of the above requirement is not fulfilled or any of the above documents is not submitted, the proposal shall not be considered eligible for the Inspection or for further processing and shall stand rejected.

If all the above mentioned conditions are fulfilled and the requisite documents duly submitted, a **LETTER OF INTENT** shall be issued to the institute to develop the requisite infrastructure and make available other facilities. These should be completed for the succeeding academic session and a request for inspection may be sent by to the Directorate of Higher Education. **A detailed INSPECTION will be arranged and conducted for verification of all facilities/establishment of the institution for starting the new college, within 45 days of the invitation to inspect the site/college.**

At the time of Inspection, applicant is required to have completed all the necessary infrastructure/ facilities for the proposed institution such as:

1. The land of the proposed institution must have been developed with clear demarcation with either a boundary wall/barbed wire fencing and an all weather approach road to the institution.

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2. Building should be complete in respects of plumbing, electricity etc. **at least for the first year of the programme and as per other requirements.**
 3. Equipment as per syllabi of first year must have been procured and equipment should be in operational stage.
 4. There should be adequate potable water available along with waste testing report from an authorized lab.
 5. Books and journals as per norms and standard must have been identified and listed.
 6. Principal must have been appointed and at least 75% of the faculty as per UGC norms identified and the recruitment in process.

The applicant is required to make available following documents to the Inspecting Officer:

- i. Copy of the original application submitted to the Directorate of Higher Education, Haryana.
- ii. Society/Trust registration document indicating members of the Society/Trust and its objectives in original.
- iii. Land documents in original.
- iv. Village map/location map/index map/topographical sketch.
- v. Change of land use certificate/land conversion certificate.
- vi. Original approved building map.
- vii. Copy of the syllabi of concerned affiliating university.
- viii. Undertaking to provide equipment required as per syllabi and a list of the equipment available.
- ix. Undertaking to provide Library books before the Commencement of Academic session.
- x. Copy of Invoice/cash memo for equipment and library books.
- xi. Cash book of the Society/trust.
- xii. Copy of the advertisement for recruitment of faculty.
- xiii. Composition of selection committee.
- xiv. Minutes of selection committee for faculty.

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- xv. Letter of appointment/offer letter issued to faculty.
 - xvi. List of faculty appointed/identified with qualification and experience.
 - xvii. Joining report/consent of faculty members.
 - xviii. One page bio data of Principal.
 - xix. Fund position/copies of FDR and bank certificate.
 - xx. Page wise plan of construction.
 - xxi. Cash flow statement for next two years for the proposed institution showing projected expenses and sources of funds.
 - xxii. Audited statement of account of the society/trust.
 - xxiii. Income tax returns of the society.
 - xxiv. Photograph of the institution including front view, backside (both close view), internal portion of at least one class room, computer lab, principal's room, library, staff room, playground etc.

After the Inspection, the proposal shall be processed. If the Institution is deemed fit for the issuance of "No Objection Certificate"; it shall be issued in **two stages**. The first stage entails issuance of a **Provisional NOC** on the following conditions:

1. No financial assistance/grant in any case in any form will be given by the State Government. The institution will have to bear all the recurring and non-recurring expenditure for all time to come.
2. The State Government shall not give any grant for building etc. at any time. The building intended for educational occupancy will not be used for any hazardous occupancy.
3. The State Government shall not take over the college at the request of the Institution.
4. The institution shall seek approval and affiliation from a University in the State of Haryana and send the copy of the approval/affiliation to this office.
5. All the conditions of affiliation prescribed by the affiliating University/U.G.C will have to be met by the Institution.
6. The college authorities will recruit the staff as per Government/affiliating University guidelines and pay the salary to the staff in the pay scale prescribed by the Government from time to time.

7. Tuition fee and other charges will be as per the norms of the affiliating University.
8. In the admission of the students there shall be reservation of seats for SC/BC/OBC, Handicapped, ex-servicemen, Sports Persons, Freedom-Fighters and any other reserved category as per the State Government Policy.
9. No discrimination on the basis of caste/creed/colour/sex/religion shall be made while recruiting the faculty.
10. The institution will appoint qualified lecturer(s) in required number as per norms and submit report to this effect to Government. The institute shall also submit a detailed report regarding the number of students enrolled in the college after the commencement of the academic session.
11. The Government can impose any other condition(s) at any time which shall be binding on the institute.
12. Provisional NOC for the first year is given because the basic minimum facilities/ infrastructure are available to run the proposed course(s). However, the NOC can be extended for another two years on year-to-year basis. But if the Institution fails to develop the infrastructure as per terms and conditions then it will not be extended. The college shall develop all the requisite facilities within two years of the issuance of Provisional NOC. If the performance of the institution is found satisfactory a regular NOC shall be granted after a re-inspection of the institute before commencement of its 3rd year of running.
13. The institute shall submit a Progress Report pertaining to the infrastructure/financial status/performance of the institute to Directorate at the end of its first year for review and grant of continuation of the Provisional NOC by 31st April of the end of first year and another Progress Report by 31st March of the end of 2nd year for consideration for PERMANENT NOC **failing which the provisional NOC shall be withdrawn.**
14. In case, the institute is not able to run/sustain itself, the NOC shall be withdrawn and the FDR submitted by the Applicant shall be forfeited to continue the studies of the enrolled students/payment of the salary of the staff and for other costs of running the institute and just in case the funds available in the college are not sufficient, the balance amount shall be

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recovered from the applicant
society/trust/company/individual(s) as per the Law of state.

15. Any contravention of the above stated conditions shall result in withdrawal of the "No Objection Certificate" and legal action against the defaulting society/institution.


After this, if the Progress report submitted by the Institute is found satisfactory, the institute shall be granted a **Permanent NOC** after a re-inspection (which shall be got conducted within a month of the submission of the Progress Report) on following conditions:

1. No financial assistance/grant in any case in any form will be given by the State Government. The institution will have to bear all the recurring and non-recurring expenditure for all times to come.
2. The State Government shall not give any grant for building etc. at any time. The building intended for educational occupancy will not be used for any hazardous occupancy.
3. The State Government shall not take over the college at the request of the Institution.
4. All the conditions of affiliation prescribed by the University/U.G.C. will have to be met by the Institution.
5. The college authorities will recruit the staff as per Government/University guidelines and pay the salary to the staff in the pay scale prescribed by the Government from time to time.
6. Tuition fee and other charges will be as per the norms of the affiliating University/state Government
7. In the admission of the students there shall be reservation of seats for SC/BC/OBC, Handicapped, ex-servicemen, Sports Persons, Freedom-Fighters and any other reserved category as per the State Government Policy.
8. No discrimination on the basis of caste/creed/colour/sex/religion shall be made while recruiting the faculty.
9. The Government can impose any other condition(s) at any time which shall be binding on the Committee.
10. In case, the institute is not able to run/sustain itself, the NOC shall be withdrawn and the FDR submitted by the

Applicant shall be forfeited to continue the studies of the enrolled students/payment of the salary of the staff and for other costs of running the institute and just in case the funds available in the college are not sufficient, the balance amount shall be recovered from the applicant society/trust/company/individual(s) as per the Law of state.

11. Any contravention of the above stated conditions shall result in withdrawal of the "No Objection Certificate" and legal action against the defaulting society/institution and forfeiting of the FDR given by the applicant.

Note: The issuing authority of the Letter of Intent and Provisional NOC and Permanent NOC will be Under Secretary, Education. In case of any discrepancy, Principal Secretary to Government of Haryana, Education and Languages Department will be the appellate authority.

TRUE PHOTO COPY

Addl.

Application Number: 12/16/2003/DC/JF/135

Date of issue: 7.12.04

REQUIREMENTS FOR OPENING OF A NEW COLLEGE (Self-financed) IN THE STATE OF HARYANA

The following documents along with the information are required to be submitted to the Directorate of Higher Education, Haryana, SCO. No. 177-178, Sector-17/C, Chandigarh for opening of a **new College on Self-financed basis** in the State of Haryana by 31st December.

In order to avoid delay/rejection you may kindly go through all the details, before applying. Kindly submit all the requisite documents, which are mentioned, in one package with **an index of all the documents submitted**, along with the serial no. on which the document is placed in the package. Submit original documents wherever mentioned in particular. All the photo copies of the original documents must be duly attested/ signed by the President of the Governing Body of the Trust/Society/Company/Applicant. After the receipt of the proposal the request will be processed and a **Letter of Intent** will be issued, if deemed fit:

1. Full justification including demand, need and viability for opening a new college in the State of Haryana. The document should indicate clearly the estimated population of the area in which the proposed institution/college is to be started along with the number of students that the college/ institution seek to admit along with the nature of the college, whether coeducational or for women/men only. The declaration as to what faculties the College is proposing to start.
2. Registration Document of the Trust/Society/Company indicating names of the members of Trust/Society/Company and its objectives. A copy of the terms and conditions governing the Trust/Society/Company at the time of its creation. In case of an individual or association of individuals, credentials in the form of income tax returns filed in last 5 years along with the papers



regarding occupation pursued by the individual(s) along with an affidavit indicating purpose. A list of the names and addresses of the office bearers of the Trust/Society/company (Governing Body/ Managing Committee) which shall run the college/institution.

3. Name of the proposed college/institute with address and telephone numbers/email/website etc. along with the exact location.
4. Resolution of the Trust/Society/Company/association of individuals; in case of an individual an affidavit, for starting the newly proposed Institute.
5. Registered Document(s), in duplicate photocopy, showing ownership of land in the name of Trust/Society/company in the form of Sale Deed/Irrevocable Gift Deed/Lease deed(not less than 99 years) etc. and not in the name of any individual along with certificate from the **competent Revenue Authority**. However in the case of an individual it may be in his/her name and in the case of association of individuals, in the name of at least two members of the association. In case, the documents regarding ownership of land/building etc. are in vernacular language, notarized English translation of the document needs to be produced. In case, it is a rented/ leased land, attested copy of the lease deed signed with the owner of the land. The total land for the Institution should preferably be available in a compact single patch, free from any obstruction like public path, High Tension Electricity Wires running across the land (an undertaking in this regard duly attested by the Competent Sanctioning authority has to be enclosed) However, land in not more than two patches, of reasonably same size, in close vicinity are acceptable, where one of the patches is to be developed as Academic Block and the other one as Residential Block (but in no case more than two patches). The requirement of land for various categories of institutions is listed as follows:

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S. No.	Class of new Institution	Requirement of land (in Acres).
1	Degree College(co-educational)	15
2	Degree College(Men or Women)	8-10

- ✓6. Change of Land Use Certificate/Land Conversion Certificate for total land from Competent Authority along with Topographical-Sketch/Village/Town map indicating land Survey Nos. and the demarcation for the complete land area.
7. Site Plan, Building Plan prepared by a registered Architect and duly approved by competent Sanctioning Authority.
8. The building must conform to the following regulations and documents supporting these provisions must be submitted with due approval of the concerned authorities:
 - The building must conform to the bye-laws of the concerned Municipal Body/ HUDA.
 - The building should be planned, designed and constructed as earthquake resistant structure.
 - Every room with a capacity of over 45 persons in area shall have at least 2 door ways. At least two separate 'Exits' should be available in every floor area and they should be placed as remote from each other as possible. All exits should be free of obstructions at all times and should be clearly visible. The main stair case and external stair case should be continuous from ground floor to the terrace level. The slope of a ramp shall not exceed 1 in 10 and the ramp shall be surfaced with non-slipping material. A stair case should not be arranged around a lift shaft.
 - Provisions for the Safety measures against fire have to be followed as per the National Building Code of India (SP 7 Part-IV Fire Protection).

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9. In case the building is under construction, then details showing the extent to which the building is completed on permanent site as per approved Engineering & Architectural Building Plans along with coloured photographs giving External and Internal views duly attested by the Secretary of Trust/Society/Company/Applicant with seal on the back side. The date on which photo is taken must be mentioned on the backside of photographs. The minimum requirement of building for various purposes for running the institute are as follows:

I. At least 10-12 classrooms with minimum of 200 sq. ft of covered area(at least 5 per faculty)

II. ADMINISTRATIVE BLOCK:

- Principal's Room
- Office Room
- Staff Room
- Common Room for Staff
- Common room for boys/girls

III. LIBRARY BLOCK:

- Room for Librarian
- Room for books as per the requirement
- Reading Room of minimum covered area of 350 sq ft.

IV. Necessary Laboratories (with minimum covered area of minimum 300 sq ft. plus store of 50 sq ft with each lab) and Workshop building as per University requirements

V. Adequate and developed playgrounds


VI. Rooms for NSS, NCC, Dispensary, conduct of examination, Bursar, Sports etc. with minimum covered area of 75-100 sq ft. each.

- **All the rooms must be furnished and electrical fitting must be complete and functional before the commencement of the academic session. (An undertaking with signatures of the Governing body/Trust/Society/Company that the proposed college building fulfills/shall fulfill, before the commencement of the academic session the above mentioned minimum requirements is to be submitted)**

10. The minimum requirement of Funds (approximately) for various purposes in the institute (for one year) are as follows:

S. No.	Purpose	(in lacs) per annum
1	Expenditure on pay of the teaching staff for a year*	25.00
2	Expenditure on pay of the non-teaching staff for a year**	6.00
3	Library Books and Equipment including furniture in the Library	5.00 (one time)
4	Furniture in the entire College for classrooms, office etc.	5.00 (one time)
5	Operational funds (for various facilities like electricity, water , stationery, items for everyday use in the college)	10.00
	Total	51.00

* The teaching staff includes Principal, Librarian, and at least 10 lecturers (since the University grants affiliation for at least two faculties i.e. Arts, Commerce/Science, a minimum no. of 10 lecturers shall be required in a new college), Laboratory Attendant, Junior Laboratory Assistant/Senior Laboratory Assistant.



**** The non-teaching staff includes a Head Clerk, 2 Clerks, a steno-typist, a Library Attendant, 2 peons, a Chowkidar, a Sweeper and a Mali.**

- ✓ 11. Proof of adequate working capital (Fund), in addition to the funds for Joint Fixed deposit (Endowment Fund of Rs. 5 lacs), in the form of either Fixed Deposit in a bank or balance in a Bank account maintained by the Society/Trust/Company/Individual(s). An affidavit stating how much funds have been earmarked for running the proposed institute. A Cash flow statement for next two years for the proposed institution showing projected expenses and sources of funds and Audited statement of account of the Society/Trust/Company/Individual(s) along with Income tax returns. The minimum requirement is indicated at point no 9, however additional funds for building of the requisite physical infrastructure etc. will also be required.
12. Names and number of colleges (Government/Private- aided/ Private-self financed) located in the vicinity of the proposed college i.e. within a radius of 40 kms. along with details of under graduate/post graduate/ any other courses being run therein and student strength, no. of teachers etc.
13. Details of other educational institutions, if any, run by the Trust/Society/company/Individual(s) (whether receiving any grant-in-aid from the state Government, if yes, how much and name of the institute).
14. Fee concession to the students belonging to the Scheduled Castes, Backward Classes and other reserved categories will have to be given as per the State Government policy. An undertaking will have to be given to this effect by the concerned Trust/Society/company/Individual(s).
15. An undertaking to the effect that the proposed college/ shall faithfully observe the provisions of the Acts, Statutes, ordinance and Regulations of the Government/affiliating University/University Grants Commission.

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16. An undertaking in the form of an affidavit that the information and documents submitted by the applicant are authentic and true.
17. **A non-refundable processing fee of Rs. 25,000/- (in the form of a bank draft, drawn in favour of Higher Education Commissioner, Haryana) shall have to be submitted along with the application.**

NOTE

- **If any of the above requirement is not fulfilled or any of the above documents is not submitted, the proposal shall not be considered eligible for the Inspection or for further processing and shall stand rejected.**

If all the above mentioned conditions are fulfilled and the requisite documents duly submitted, a **LETTER OF INTENT** shall be issued to the institute to develop the requisite infrastructure and make available other facilities. These should be completed for the succeeding academic session and a request for inspection may be sent by to the Directorate of Higher Education. **A detailed INSPECTION will be arranged and conducted for verification of all facilities/establishment of the institution for starting the new college, within 45 days of the invitation to inspect the site/college.**

At the time of Inspection, applicant is required to have completed all the necessary infrastructure/ facilities for the proposed institution such as:

1. The land of the proposed institution must have been developed with clear demarcation with either a boundary wall/barbed wire fencing and an all weather approach road to the institution.

2. Building should be complete in respects of plumbing, electricity etc. **at least for the first year of the programme and as per other requirements.**
3. Equipment as per syllabi of first year must have been procured and equipment should be in operational stage.
4. There should be adequate potable water available along with waste testing report from an authorized lab.
5. Books and journals as per norms and standard must have been identified and listed.
6. Principal must have been appointed and at least 75% of the faculty as per UGC norms identified and the recruitment in process.

The applicant is required to make available following documents to the Inspecting Officer:

- i. Copy of the original application submitted to the Directorate of Higher Education, Haryana.
- ii. Society/Trust registration document indicating members of the Society/Trust and its objectives in original.
- iii. Land documents in original.
- iv. Village map/location map/index map/topographical sketch.
- v. Change of land use certificate/land conversion certificate.
- vi. Original approved building map.
- vii. Copy of the syllabi of concerned affiliating university.
- viii. Undertaking to provide equipment required as per syllabi and a list of the equipment available.
- ix. Undertaking to provide Library books before the Commencement of Academic session.
- x. Copy of Invoice/cash memo for equipment and library books.
- xi. Cash book of the Society/trust.
- xii. Copy of the advertisement for recruitment of faculty.
- xiii. Composition of selection committee.
- xiv. Minutes of selection committee for faculty.

- xv. Letter of appointment/offer letter issued to faculty.
- xvi. List of faculty appointed/identified with qualification and experience.
- xvii. Joining report/consent of faculty members.
- xviii. One page bio data of Principal.
- xix. Fund position/copies of FDR and bank certificate.
- xx. Page wise plan of construction.
- xxi. Cash flow statement for next two years for the proposed institution showing projected expenses and sources funds.
- xxii. Audited statement of account of the society/trust.
- xxiii. Income tax returns of the society.
- xxiv. Photograph of the institution including front view, backside (both close view), internal portion of at least one class room, computer lab, principal's room, library, staff room, playground etc.

After the Inspection, the proposal shall be processed. If the Institution is deemed fit for the issuance of "No Objection Certificate"; it shall be issued in **two stages**. The first stage entails issuance of a **Provisional NOC** on the following conditions:

1. No financial assistance/grant in any case in any form will be given by the State Government. The institution will have to bear all the recurring and non-recurring expenditure for all time to come.
2. The State Government shall not give any grant for building etc. at any time. The building intended for educational occupancy will not be used for any hazardous occupancy.
3. The State Government shall not take over the college at the request of the Institution.
4. The institution shall seek approval and affiliation from University in the State of Haryana and send the copy of the approval/affiliation to this office.
5. All the conditions of affiliation prescribed by the affiliating University/U.G.C will have to be met by the Institution.
6. The college authorities will recruit the staff as per Government/affiliating University guidelines and pay the salary to the staff in the pay scale prescribed by the Government from time to time.

7. Tuition fee and other charges will be as per the norms of the affiliating University.
8. In the admission of the students there shall be reservation of seats for SC/BC/OBC, Handicapped, ex-servicemen, Sports Persons, Freedom-Fighters and any other reserved category as per the State Government Policy.
9. No discrimination on the basis of caste/creed/colour/sex/religion shall be made while recruiting the faculty.
10. The institution will appoint qualified lecturer(s) in required number as per norms and submit report to this effect to Government. The institute shall also submit a detailed report regarding the number of students enrolled in the college after the commencement of the academic session.
11. The Government can impose any other condition(s) at any time which shall be binding on the institute.
12. Provisional NOC for the first year is given because the basic minimum facilities/ infrastructure are available to run the proposed course(s). However, the NOC can be extended for another two years on year-to-year basis. But if the Institution fails to develop the infrastructure as per terms and conditions then it will not be extended. The college shall develop all the requisite facilities within two years of the issuance of Provisional NOC. If the performance of the institution is found satisfactory a regular NOC shall be granted after a re-inspection of the institute before commencement of its 3rd year of running.
13. The institute shall submit a Progress Report pertaining to the infrastructure/financial status/performance of the institute to Directorate at the end of its first year for review and grant of continuation of the Provisional NOC by 31st April of the end of first year and another Progress Report by 31st March of the end of 2nd year for consideration for PERMANENT NOC **failing which the provisional NOC shall be withdrawn.**
14. In case, the institute is not able to run/sustain itself, the NOC shall be withdrawn and the FDR submitted by the Applicant shall be forfeited to continue the studies of the enrolled students/payment of the salary of the staff and for other costs of running the institute and just in case the funds available in the college are not sufficient, the balance amount shall be

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recovered from the applicant
society/trust/company/individual(s) as per the Law of state.

15. Any contravention of the above stated conditions shall result in withdrawal of the "No Objection Certificate" and legal action against the defaulting society/institution.

After this, if the Progress report submitted by the Institute is found satisfactory, the institute shall be granted a **Permanent NOC** after a re-inspection (which shall be got conducted within a month of the submission of the Progress Report) on following conditions: ✓

1. No financial assistance/grant in any case in any form will be given by the State Government. The institution will have to bear all the recurring and non-recurring expenditure for all times to come.
2. The State Government shall not give any grant for building etc. at any time. The building intended for educational occupancy will not be used for any hazardous occupancy.
3. The State Government shall not take over the college at the request of the Institution.
4. All the conditions of affiliation prescribed by the University/U.G.C. will have to be met by the Institution.
5. The college authorities will recruit the staff as per Government/University guidelines and pay the salary to the staff in the pay scale prescribed by the Government from time to time.
6. Tuition fee and other charges will be as per the norms of the affiliating University/state Government
7. In the admission of the students there shall be reservation of seats for SC/BC/OBC, Handicapped, ex-servicemen, Sports Persons, Freedom-Fighters and any other reserved category as per the State Government Policy.
8. No discrimination on the basis of caste/creed/colour/sex/religion shall be made while recruiting the faculty.
9. The Government can impose any other condition(s) at any time which shall be binding on the Committee.
10. In case, the institute is not able to run/sustain itself, the NOC shall be withdrawn and the FDR submitted by the

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Applicant shall be forfeited to continue the studies of the enrolled students/payment of the salary of the staff and for other costs of running the institute and just in case the funds available in the college are not sufficient, the balance amount shall be recovered from the applicant society/trust/company/individual(s) as per the Law of state.

11. Any contravention of the above stated conditions shall result in withdrawal of the "No Objection Certificate" and legal action against the defaulting society/institution and forfeiting of the FDR given by the applicant.

Note: The issuing authority of the Letter of Intent and Provisional NOC and Permanent NOC will be Under Secretary, Education. In case of any discrepancy, Principal Secretary to Government of Haryana, Education and Languages Department will be the appellate authority.

Guidelines for opening of New Degree Colleges under Self Finance Scheme 2004

NO. _____

From:

The Director of Higher Education,
Haryana, Chandigarh.

To

Dated, Chandigarh, the

Subject: Requirements for considering the issue of No Objection Certificate for opening of a new private college.

Sir,

With reference to your letter No. _____

Dated _____ on the above noted subject, I am to inform of the Government's intention to issue a No Objection Certificate for the opening of a new college only after the following basic conditions and requirements are fulfilled. You have to agree and fulfil these conditions before your request for No Objection Certificate for opening a new private college is considered:

- (a) No Financial assistance/grant in any case in any form will be given by the State Govt. The institution will have to bear all the recurring and non-recurring expenditure of the institution for all times to come.
- (b) (i) Land
- i) 15 Acre for Co-education college.
 - ii) 8 to 10 Acres for Girls Colleges-
- Building
- i) At least 10 to 12 Class-Rooms with at least 700 to 800 square feet area per room.
 - ii) ADMINISTRATIVE BLOCK
 - 1. Principal's Room.
 - 2. Office Room.
 - 3. Common Room for Staff
 - 4. Common Room for Boys.
 - 5. Separate common Room for Girls in Co-education College.
 - iii) Library block consisting of a room for Librarian separate adequate room for books with 24'x32' and reading with 20' x 40' size.

Contd.....2/-

- iv) Necessary Laboratory and workshop buildings required under University requirements.
- v) Adequate and developed play grounds. Furniture: for class room and = 2 Lacs.

Office.

- vi) Library Books & Equipment = 2 Lacs.

You are also informed that a viable college with Art & Commerce Faculty in B.A.-I/D.Com.-I should have at least 240 students in the 1st year and this strength would generally double in the second year. In the Third Year the number of students in Art Faculty should be around 420 and in Commerce Faculty about 200. In the college having Art, Commerce & Science faculties, the number of students should be around 300, 600 & 800 in the first, Second & Third Year respectively.

The estimated expenditure in respect of Art & Commerce Faculty on teaching and non-teaching staff in the first year would be about Rs.8 lacs and in the second year it is likely to be Rs.9.25 lacs and in the third year about Rs.12.50 lacs. The expenditure in respect of college having Art, Commerce and Science faculties will be about Rs.10.50 lacs, 13 lacs and 13.60 lacs in the first, second & third year respectively. You are therefore, required to submit evidence to this effect that you are in a position to meet this recurring expenditure to the satisfaction of the Government.

- c) The institution will not in any case or at any time be taken over by the Govt. The promoters will have to show that they will have financial capacity to run the institution.
- d) No fee shall be charged from the girl students.
- e) The institution will follow all other conditions imposed by the University and the Department.
- e) The institution will follow all the guidelines of the U.G.C. University in the matter of recruitment of staff and staff strength.

Contd.....3/-

You may in the first instance take steps to fulfil the above-noted conditions. Thereafter inform the Department that you agree to all the conditions and have also acquired the necessary land, constructed the building thereon as per norm and have also created other infra-structure facilities of furniture and equipment etc. On receipt of this information from your end, the Department would inspect the facilities created by you and also the financial position. If these are found complete and in-order, necessary action with regard to the issue of no objection certificate will be taken in accordance with general policy of the Govt.

I am, therefore, to advise you to proceed accordingly in the matter.

Yours Sincerely,

for Director of Higher Education,
Haryana, Chandigarh.

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116. 11/11/57 change for boys

साहय र वेग सिरमा