

RULES/ GUIDELINES FOR GRANTING AFFILIATION TO NEW UN-AIDED COURSES IN THE EXISTING AIDED/ UN-AIDED COLLEGES

I. Infrastructure

1. Colleges started during an academic year, should move to their **permanent locations** before the beginning of the next academic year.
2. **No new courses will be considered in respect of colleges, which have not moved to their permanent sites and have not appointed a regular Principal.**

II. Resource and Inspection Commission

3. Appointment of qualified Principal, teaching and non-teaching staff, Librarian, Physical Director duly approved by the University and creating other common facilities like good library, drinking water, toilets, playground facilities may be set as pre-conditions for appointing **inspection commission** for grant of continuance of provisional affiliation.
4. Inspection Commission appointed to inspect and report on the infrastructural facilities in the affiliated colleges will be requested to give a detailed report.

III. Advertisement and Publicity

5. **No advertisement** even mentioning "**Subject to affiliation**" shall be made by the colleges/ trusts without obtaining affiliation for new courses/ continuance of provisional affiliation for the existing courses from this University. Applications of such of those colleges/ trusts may be rejected if they had made advertisements before obtaining affiliation.
6. Colleges should **display in the Notice Boards**, a copy of the communication from the University granting affiliation for a course, during the period when admissions are made.

IV. Documents

7. **The Minutes of the College Committee** / Governing Council shall be specific for starting new courses during a particular year. If the course is to be started next year, then the college shall submit a fresh resolution of the College Committee/Governing Council for starting the course(s) during that year. The copy of the **full minutes signed by all the members** attending the meeting of the relevant College Committee meeting / Governing Council meeting should be enclosed along with the application.

V. Course Offerings

8. All the **existing courses and the courses which have been** instituted and approved by the concerned Board of Studies, be offered to apply for, as new courses, during the subsequent academic year.
9. Not more than five courses (UG + PG) shall be considered for an affiliated college for an academic year.
10. For new colleges, PG courses will be permitted from II and III year onwards.
11. No college is permitted to start not **more than one additional section** in a particular branch of study.
12. However, the additional sections, Certificate, Diploma and PG Diploma courses shall not be counted **against the limit of five courses**.
13. No college is permitted to **close down any course** without getting permission from the University.
14. No college is permitted to issue the certificate to the students of their college by mentioning "**Affiliated to Bharathiar University**" for attending certificate courses which are conducted without getting affiliation from the University and offered by the college on their own.
15. Colleges are permitted to offer **PG programmes either as evening course** or in the shift system provided they satisfy the necessary infrastructural facilities.
16. **Conversion of courses will not be permitted.**
17. No College is permitted to start **new courses in lieu** of already existing courses.
18. Colleges if they want can adopt **shift system**. (Morning shift will be from 8 a.m. to 1.15 p.m. and Evening shift will be from 1.30.p.m. to 6.45.p.m.) after getting the permission from the University.
19. The courses for which already affiliation had been obtained and revival has been requested, such courses shall be considered after causing **re-inspection**.
20. Certificate Courses/ Diploma Courses/ PG Diploma Courses can be **started by** a college **even before** the first batch of students pass out.
21. Certificate courses/Diploma Courses/ PG Diploma courses may be offered only after the regular working hours of the college.

VI. Admission

22. Colleges **must admit** only candidates with the **requisite qualifications** and requisite qualifying marks.
23. The Colleges **should not admit** candidates over and above the sanctioned strength.
24. The Colleges **should not admit** students before obtaining affiliation.

VII. Fees

25. **Application fees** remitted by the colleges in respect of the courses, which have not been considered by the University may **be refunded**.
26. In case of Colleges which have applied for starting of new courses without requisite application fee for all the courses applied, the last course(s) **shall be rejected** as per priority, they have applied for.
27. **Application fee paid by the college along with their applications for new course(s), be not refunded or diverted for any other course.**
28. The **tuition fees and other fees** except those coming under the purview of the University should be levied on the students, as prescribed by Government from time to time.
29. College Management shall **clear all dues** to the University, pending advances etc., before grant of continuance of provisional affiliation by the University.

FEES DETAILS

S. No.	DETAILS	REGISTRATION FEE (IN RS.)	APPLICATION FEE PER COURSE (IN RS.)	AFFILIATION FEE PER COURSE (IN RS.)
1.	UG Course	1,000/- per course	10,000/-	1,50,000/-
2.	PG Course		10,000/-	2,00,000/-
3.	Certificate Course		5,000/-	25,000/-
4.	Diploma Course		5,000/-	50,000/-
5.	PG Diploma Course		5,000/-	1,00,000/-
6.	M.B.A. / M.C.A.		10,000/-	2,50,000/-

Inspection Commission fee Rs.10,000/- (for each visit)

Re-Inspection Commission fee Rs.15,000/- (for each visit)

Inspection and re-inspection fee may be remitted before the visit of the commission

VIII. Salary to Employees

30. Payment of salary should be made through Bank only i.e., the management should have an account in the nearby bank and payment of salary to the staff of the college should be made through transfer of amounts from the college account to the individual account of the staff in the same bank.

XI. Last Date

31. The last date prescribed for applying for starting of new courses is **October 31st** of the preceding academic year.
32. In case of courses coming under the purview of AICTE, applications should have been made to the University also, before **31st October**.
33. The applications received for starting of new courses **after the last date** prescribed by the University, **shall be rejected**.
34. **Applications received for starting of new courses for the academic year will not be processed for those Colleges which have not submitted the Annual Reports, Annual Accounts and Staff Returns for the previous year.**

23.09.2009

REGISTRAR

COIMBATORE