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सिक्किम विश्वविद्यालय  
SIKKIM UNIVERSITY

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(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नेक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)  
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

SU/2012/REG-03/SU/2129/ 30

Date: 7<sup>th</sup> April 2022

### Notification - 33 /2022

The Executive Council in its 39<sup>th</sup> meeting held on 23<sup>rd</sup> December 2021, on the recommendations of the Academic Council and College Development Council, approved the amendment in Section 20 of Ordinance OD-1 of the University.

The amended Ordinance OD-1 is enclosed as Annexure to this notification.

(K.V.S. Kameswara Rao)

Registrar  
Registrar

सिक्किम विश्वविद्यालय  
Sikkim University

#### **Distribution:**

1. PS to VC for kind information of the Vice-Chancellor
2. PS to Registrar
3. Finance Officer
4. Controller of Examinations
5. Librarian
6. Deans of Schools of Studies
7. Dean, Students' Welfare
8. Heads/In-charge(s) of all Departments
9. Joint Registrar (Academic)
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11. Office Copy
12. Guard file

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V. M. M. M.  
08/04/22

## OD SERIES ON AFFILIATED COLLEGES

### OD-1

#### ON THE ADMISSION OF COLLEGES AND INSTITUTIONS TO THE PRIVILEGES OF THE UNIVERSITY

[Under Section 5(xvii) of the SU Act, 2006]

- |  |   |   |          |  |        |   |         |                                |        |  |                  |
|--|---|---|----------|--|--------|---|---------|--------------------------------|--------|--|------------------|
| <b>Definition</b>  | For the purpose of this Ordinance, colleges/institutions mean colleges/institutions imparting education at UG or PG level in various subjects/courses of study; the word "subjects" refer to subjects like History, Economics, and Geography; the word "courses" refer to Pass, Honours and Professional courses; and the word "programme" refers to Bachelor's, Integrated, Master's, MPhil and PhD programmes (stand alone or integrated).  |   |          |  |        |   |         |                                |        |  |                  |
| <b>Affiliation Committee</b>                                       | <p>1. The Academic Council shall constitute an Affiliation Committee for Colleges/ Institutions/Subjects/Courses under the University. The composition of the Committee shall be as follows:</p> <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;">i. Vice-Chancellor or Pro-Vice-Chancellor</td> <td style="text-align: right;">Chairman</td> </tr> <tr> <td style="padding-right: 20px;">ii. Director of Public Instruction/Higher Education or his nominee</td> <td style="text-align: right;">Member</td> </tr> <tr> <td style="padding-right: 20px;">iii. Two nominees of the Academic Council</td> <td style="text-align: right;">Members</td> </tr> <tr> <td style="padding-right: 20px;">iv. Controller of Examinations</td> <td style="text-align: right;">Member</td> </tr> <tr> <td style="padding-right: 20px;">v. Director, College Development Council</td> <td style="text-align: right;">Member-Secretary</td> </tr> </table> | i. Vice-Chancellor or Pro-Vice-Chancellor | Chairman | ii. Director of Public Instruction/Higher Education or his nominee | Member | iii. Two nominees of the Academic Council | Members | iv. Controller of Examinations | Member | v. Director, College Development Council | Member-Secretary |
| i. Vice-Chancellor or Pro-Vice-Chancellor                          | Chairman  |   |          |  |        |   |         |                                |        |  |                  |
| ii. Director of Public Instruction/Higher Education or his nominee | Member  |   |          |  |        |   |         |                                |        |  |                  |
| iii. Two nominees of the Academic Council                          | Members   |   |          |  |        |   |         |                                |        |  |                  |
| iv. Controller of Examinations                                     | Member  |   |          |  |        |   |         |                                |        |  |                  |
| v. Director, College Development Council                           | Member-Secretary  |   |          |  |        |   |         |                                |        |  |                  |
| <b>Powers and Functions</b>  | 2. The Affiliation Committee shall scrutinize the applications for affiliation and recommend to the Academic Council affiliation of Colleges/ Institutions/Subjects/Courses. Withdrawal of affiliation, if any, of Colleges/Institutions/Subjects/Courses, shall also be recommended by the Affiliation Committee.  |   |          |  |        |   |         |                                |        |  |                  |
| <b>Meetings</b>  | 3. The Affiliation Committee shall meet as and when necessary.  |   |          |  |        |   |         |                                |        |  |                  |
| <b>Quorum</b>  | 4. The Quorum for the meeting of the Committee shall be one-third of its total members.   |   |          |  |        |   |         |                                |        |  |                  |
| <b>Degree College/ Institution</b>                                 | 5. The college/institution for the purpose of this Ordinance shall be UG/PG college/institution providing instructions in subjects for relevant degrees.  |   |          |  |        |   |         |                                |        |  |                  |
| <b>Admission to the Privileges of the University</b>               | 6. Admission of a college/institution to the privileges of the University shall mean affiliation for the purposes of this Ordinance.  |   |          |  |        |   |         |                                |        |  |                  |
| <b>Affiliation of a Subject/ Course of Study</b>                   | 7. Admission to the privileges of the University of various courses (Pass/Honours/Professional) leading to relevant degrees shall mean affiliation and shall be granted as per this Ordinance.  |   |          |  |        |   |         |                                |        |  |                  |

- Stages of affiliation of a college/ course of study**
- Starting a New Course/ Subject/ College/ Institution**
- Initial Screening of the Application**
- Inspection Team**
- Inspection**
- Preliminary Steps by the Sponsoring Agency/ Authority for Temporary Affiliation**
- Grant of Renewal**
- Permanent Affiliation**
8. Affiliation of a college/institution/ subjects/courses of study as per the provisions of this Ordinance shall be granted to institution/subject in two stages: (i) temporary affiliation and (ii) permanent affiliation.
9. When it is proposed to start a new college/institution/subject/course of study, the sponsoring body, or in the case of a Government College/Institution the authority concerned, shall submit an application to the Registrar on the prescribed proforma on or before 15<sup>th</sup> of August of the year prior to which it is intended to start the college/ institution/subject/course of study.
10. On receipt of the application, the Affiliation Committee shall scrutinize the application and may seek further clarification, if necessary, from the applicant concerned in writing. If the Committee is satisfied with the project report and having found that there is a prima facie case for starting a new college/institution, then it shall recommend constitution of an inspection team.
11. The inspection team shall be constituted in a manner instructed by the UGC from time to time.
12. The Inspection Team shall submit its report, within 7 days of the visit, to the Director, College Development Council. The Inspection Team shall report on suitability of the site, feasibility of the plan, adequacy of human, physical and financial resources, library/laboratory facilities and other requirements as prescribed by the UGC from time to time. If the Affiliation Committee is satisfied with the report, it shall recommend to the Academic Council starting the college/institution/ subject/course of study. The Academic Council shall send its recommendations to the Executive Council for grant of permission.
13. On receipt of permission to open a college/institution/subject/course of study, the applicant shall deposit the fees approved by the Authorities of the University from time to time and other such documents that the University may seek such as the evidence of fixed deposits for amounts prescribed by the UGC from time to time for Arts, Science, Commerce and Professional Courses. On completion of this the college/institution/subject/course of study is considered as temporarily affiliated and such affiliation shall remain valid for one year only. The application for renewal of affiliation must be made at least one semester before the termination of the temporary affiliation.
14. The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution for renewal. The Inspection Team shall submit its report, within 7 days of the visit, to the Director, College Development Council. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for the renewal of temporary affiliation for a period of another one year.
15. A college/institution which has been granted provisional affiliation for five years and fulfills such other conditions as prescribed by the UGC for the purpose from time to time, may apply for permanent affiliation to the Director, College Development Council, on the prescribed proforma with the required fee.

**Grant of Permanent Affiliation**

16. The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution for permanent affiliation of the college/institution or subject/course of study or both. The Inspection Team shall submit its report, within 7 days of the visit, to the Director, College Development Council. The Affiliation Committee, after receiving the report, shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of permanent affiliation to a college/institution or subject/course within it. The grant of permanent affiliation to a college/institution does not entitle it to claim, ipso facto, permanent affiliation to a subject/course of study and vice versa.

**Power to lay down new conditions**

17. The Executive Council may, on the recommendation of the Academic Council, lay down new conditions for affiliation from time to time, which shall be binding on the college/institution admitted to the privileges of the University.

**Admission of Students**

18. No student shall be admitted to any college/ institution/subject/ course of study before expressed permission is granted by the University. Breach of this rule may invite refusal of affiliation to the college/institution.

**Power to withdraw Permission of any Affiliation**

19. The Executive Council shall have the powers to withdraw any affiliation from a college/institution if, in its opinion, the college/institution has failed to comply with the Ordinances on Affiliation or any other directives of the University.

**Fees**

20. The following shall be the fees to be paid by the affiliated colleges with 2% non-cumulative increase every year from the date of adoption of this Ordinance.

*However, Colleges affiliated permanently shall be inspected by the Inspection team once in three years as decided in the 15<sup>th</sup> meeting of the Academic Council held on 13<sup>th</sup> July 2014 and shall pay a fee of ₹50,000/- with 2% non-cumulative enhancement as inspection fee.*

Sl. No	Nature of Affiliation applied for	Amount of Fees to be paid in ₹
1	Temporary Affiliation of Institution	10,000
2	Permanent Affiliation of Institution	50,000
3	Temporary Affiliation of UG Pass Subject	5,000
4	Permanent Affiliation of UG Pass Subject	25,000
5	Temporary Affiliation of UG Honours Subject	8,000
6	Permanent Affiliation of UG Honours Subject	40,000
7	Temporary Affiliation of UG Professional Subject	10,000
8	Permanent Affiliation of UG Professional Subject	50,000
9	Temporary Affiliation of Certificate Course	3,000
10	Permanent Affiliation of Certificate Course	15,000
11	Temporary Affiliation of Diploma Course	5,000
12	Permanent Affiliation of Diploma Course	25,000
13	Temporary Affiliation of PG Subject	5,000
14	Permanent Affiliation of PG Subject	25,000
15	Temporary Affiliation of MPhil Subject	6,000
16	Temporary Affiliation of PhD Subject	8,000
17	Fixed Deposit for starting UG Programmes in Arts, Commerce and Science	15 lakhs or as prescribed by UGC
18	Fixed Deposit for UG Programmes in Professional Courses	35 lakhs or as prescribed by UGC

Fixed deposits as stated under serial numbers 17 and 18 in the above shall not apply to the colleges run by the State Government. It shall apply to the colleges managed by duly constituted governing body, registered society or trust.

**Removal of Difficulties** 21. Any difficulty arising in interpretation of or giving effect to any provisions of this Ordinance, shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final.

\* **The amended provisions in italics have been approved by the Executive Council in its 39<sup>th</sup> meeting held on 23<sup>rd</sup> December 2021**