



PURSUIT OF EXCELLENCE

TRIPURA UNIVERSITY

(A Central University)

SURYAMANINAGAR-799022

Guidelines for affiliation of Colleges/other HEIs



Guidelines for affiliation of Colleges/other HEIs

A college applying for affiliation to Tripura University shall submit a request application of the same to the Registrar, within the stipulated time-limit, furnishing the information with respect to the following:

- That the Institution will serve need of the locality, with regard to the type of education intended to be provided by the college, the difference in education rendered by other colleges in the neighborhood and the suitability of the locality where the college is to be established;
- That it shall be regulated by the management of a regularly constituted Governing Body;
- That the strength and qualifications of the teaching staff and the conditions governing their tenure of office are such as recommended by UGC or Regulatory body governing for the courses of instruction, teaching or training to be undertaken by the college;
- That the buildings in which the college is to be located are suitable and that provision shall be made in conformity with the Ordinances for the residence in the college or in lodgings approved by the college, for students not residing with their parents or guardians and for the supervision and welfare of students;
- That due provision has been made or will be made for a Library;
- That where affiliation is sought in any branch of experimental science, arrangements have been or will be made in conformity with the Statutes, Ordinances and Regulations for imparting instruction in the branch of science in a properly equipped laboratory or museum;
- That as far as circumstances may permit, due provision shall be made for the residence of the Principal and members of the teaching staff in or near the college or the place provided for the residence of students;
- That the financial resources of the college are such as to make due provision for its continued maintenance and efficient working; and
- That rules fixing the fees, if any, to be paid by the students have been framed or will be framed.



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The affiliation activities for new academic session shall begin in the month of January and conclude by 31st May every year. The calendar of events pertaining to affiliation is as follows:

Calendar of events

Sl. No.	Events	Date of Events
1	Issue of Notification by Tripura University inviting applications for renewal of Provisional Affiliation for the existing courses, Fresh Provisional Affiliation, Permanent Affiliation for new courses/ subjects/ languages and for the grant of additional intake of students	1 st January
2	Submission of the filled-in applications complete in all respects by the colleges/institutions	28 th February
3	Office procedure including scrutiny of the applications, constitution/formation of Inspection Committee, preparation of visit, submission of fees etc.	31 st March
4	Inspection to the concerned colleges/institutions, Submission of final report of the Inspection Committee/ Submission of Compliance Report, if any.	30 th April
5	Submission of Status Report by Director, CDC to the office of Registrar	3rd May
6	Placing the Cases before the Competent Authority/Statutory Bodies for approval,	15 th May
7	Issue of affiliation order	31 st May

I. PROVISIONAL AFFILIATION

1. Eligibility Criteria

1. The proposed college seeking affiliation, at the time of inspection by the university, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by Statutory/Regulatory body concerned, in the case of technical/professional courses only.

2. The college should have undisputed ownership and possession of land free from any or all encumbrances measuring not less than 2 acres if it is located in urban area, and 5 acres if it is located in rural/semi urban area. Provided also that the requirement of 5 acres in hilly areas could be contiguous or up to three places which are not separated by more than 2 kilometers. In this regard, following documents are to be furnished:

- a. Proper registered land documents in the name of the college/society/trust
- b. Land Use Certificate from the competent authority prepared by an architect
- c. Plan of the building of the proposed colleges
- d. Earthquake Protection Certificate, Fire Safety Certificate
- e. Adequate civic facilities for essentials like water, electricity, ventilations, toilets sewerage, etc. in conformity with the norms laid down by the Central/State PWD.
- f. Adequate measures for safety, security, pollution control etc.

3. Administrative, academic and other buildings with sufficient accommodation to meet



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the immediate academic and other space requirements as specified by the University concerned for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory/Regulatory body concerned, taking care that all buildings constructed in the college are disabled friendly.

4. The college should have room facilities sufficient to accommodate the faculties, administrative staff, including the Principal, lecture/seminar rooms, library and laboratories as per UGC norms.

5. The location of the college should be conducive for educational institution.

6. Number of teaching and non-teaching staff as per University norms.

7. The college library should have at least 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journals per subject, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC from time to time;

8. Necessary laboratory equipments as prescribed by the University/Statutory/Regulatory body concerned, for each of the higher education programmes.

9. Multi-purpose complex/an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per the local requirements as decided by the University;

10. Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff, multi-purpose complex/auditorium, common rooms and hostel rooms, and for other facilities;

11. Duly constituted managing body as specified by the University/Government.

12. The College, if not run by the State Government:-

- a. shall be managed by a duly constituted and registered Society or Trust;
- b. shall satisfy the University that adequate financial provision is available for running the college for at least three years without any aid from any external source. In particular, it shall produce evidence of creating and maintaining a Corpus Fund/fixed deposit permanently in the name of the college in a scheduled bank.
- c. That it shall also provide an undertaking that it has adequate recurring income from its own resources for its continued and efficient functioning.

13. The Registered Society/Trust in justified exceptional cases may be allowed to start the college for the first year of the programmes in a readily available building, with the condition that all other academic and administrative requirements are satisfied under the Regulations and the college shall complete the buildings and other requirements cited in the detailed project report by the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college shall not be granted renewal of provisional affiliation until the college moves to the permanent buildings. Under no circumstances, extension of time for this



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movement to the permanent building shall be granted by the University beyond five years.

14. The Registered Society/Trust proposing the college shall execute a bond/give an undertaking:

- 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 courses/programmes shall follow the syllabi approved by the appropriate academic bodies of the University;
- b. to comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of Tripura University framed in this regard;
- c. to follow the Rules, Regulations and Guidelines of Tripura Statutory/Regulatory bodies issued from time to time;
- d. to the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Ordinance/Regulations of the University/State Government/UGC, 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-Teacher Ratio in the college shall be as per the UGC norms;
- e. to the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales along with applicable allowances as per the pay scales prescribed by the UGC/Central/State Govt., as the case may be, from time to time;
- f. to the effect that appointment of members of the teaching and the non-teaching staff 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 consideration;
- 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 fulfillment of the conditions for affiliation to the University within a fortnight of changes coming into effect.
- h. to the effect that all fees to be charged from the students shall be as per the fee structure approved by the University based on the norms of the UGC from time to time;
- 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 University based on the norms of the UGC;
- 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;
- 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;
- l. to the effect that the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other



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- underprivileged groups, including minorities, wherever applicable, shall be properly taken care of by the college;
- 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 UGC/University/Government shall be maintained and made available as and when required for inspection;
 - n. to the effect that the college shall furnish all such returns and other information as the UGC/University/Government 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 action as the UGC/University/Government may direct to maintain the same;

Infrastructure

The number of Lecture rooms, Laboratories, Library, Canteen/Cafeteria, Hostel accommodation etc., should be in accordance with the norms prescribed by the UGC/University/ State Government, regarding minimum standards of instructions for the grant of the first degree through formal education in the faculties of Arts, Humanities, Fine Arts, Music, Social Sciences, Commerce and Sciences.

The sizes of Class room/Lecture room, Laboratory and Library should be those prescribed by the U.G.C./State Government/ University from time to time.

The library should be located with reference to buildings of faculties and departments, laboratories and hostels.

Rooms to be provided are as follows:

Sl. No.	Rooms normally separate	Academic	Library
I.	Study room		
II.	Catalogue room		
III.	General Reading room		
IV.	Periodicals reading room		
VI.	Research Cubical		
XI.	Librarian's room		
XXI.	Store room		

Civic Facilities

While designing the building, it may be ensured that adequate facilities of light, ventilation and toilets are provided. While designing this, the norms laid down by the Indian Standards Institution or the local authority may be kept in view.

Student Hostel

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

Essential Service

Adequate facilities for essential facilities (water electricity and sewerage facilities) be provided in all the buildings.



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Laboratory

Laboratory should have adequate safety arrangements – Gas plants proper fitting and ensure regular supply of water electricity etc.

Library

In the beginning the Library should have at least 100 books in divergent titles on each subject. It may be raised to 200 within a period of three years. The Library should have adequate number of reference books and journals. There should be a reading room and suitable space available for library staff with proper furniture. Recurring expenditure be of not less than 10,000/- per subject per year for books.

Other Facilities

1. Ramps be provided in the building for the physically handicapped.
2. Separate common rooms for girls and boys be provided in co-educational colleges.
3. There should be separate toilets for girls.
4. Adequate accommodation may be provided for Principals Office and other key functionaries.
5. There should be a staff room of a proper size.

Laboratory Equipment

The Laboratory equipment should be in accordance with the norms adopted by the University. Maintenance and running expenses of the Laboratory should also be in accordance with the norms prescribed by the University.

Staff

No teacher is appointed without fulfilling the qualifications laid down by the UGC from time to time or as per the regulation framed by the concerned regulatory bodies in this regard.

2. Procedure for granting Provisional Affiliation

1. The application to start a new college and to get it affiliated to Tripura University can be submitted by Central/State Government institutions and Registered Society/Trust.
2. If the applicant is a Society/Trust, it shall have been registered under Registration of Societies Act, the Trusts Act or any other Statutory Act of the Central/ State Government on or before the date of submission of the application.
3. The Government/Society/Trust which proposes to start the college and wishes to get it affiliated to the University in whose jurisdiction the location of college falls shall make an application within the stipulated time to the University in the prescribed proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of Tripura University.
4. The application shall be submitted with certified copies of the following documents:
 - a. Registration of the Society/Trust along with details of Constitution and Memorandum of Association;
 - b. Letter from the Competent Authority designated by the Government concerned for classification of land and its location as urban or rural



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- areas, as the case may be;
- c. Land Use Certificate/land ownership certificate from the Competent Authority designated by the Government concerned;
 - d. Registered land/Govt. leased land documents in the name of the College/society;
 - e. Appropriate order from the Govt. permitting the Society/Trust to start the college with details of the courses/programmes intended to be offered;
 - f. Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the Govt. concerned;
 - g. Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college;
 - h. Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose.
 - i. Detailed Project Report giving--
 - i) background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
 - ii) development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students intake and introduction of postgraduate programmes/ research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, sports and recreational facilities.
 - iii) architectural master plan indicating the land use pattern including those for the future;
 - iv) policy with regard to faculty recruitment, retention and development;
 - v) structure of academic and administrative governance;
 - vi) sources of financing of capital and operating expenditure, besides funds to be generated through students fees; and
 - vii) resource projections and their utilization schedule.

5. The University shall make a preliminary scrutiny of the application, and if found satisfactory, issue a letter of intent, within two weeks from the date of receipt of the application by the university, to cause an inspection within a prescribed period or physical verification of all requirements for the grant of provisional affiliation.

6. On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme in the college.

7. Executive Council of the University shall be the highest authority to validate the granting, or not granting, affiliation.

8. Continuation of provisional affiliation of the programmes of study and the college itself shall be granted by the University on a year to year basis through inspection process prescribed in these Regulations.



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9. If the University decides not to grant affiliation to the college for reasons, recorded in writing, of its failure to meet the conditions/requirements for getting affiliation, the college may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

3. Inspection Committee

1. The college shall be subjected to an inspection by the University through a committee of experts nominated by the Vice Chancellor consisting of:

- a. Dean of the concerned Faculty/or a Professor to be nominated by the Vice Chancellor – Chairperson
- b. One or two Experts for each of the subject areas proposed,
- c. Director, College Development Council
- d. An Engineer from the PWD/CPWD or the University not below the rank of Executive Engineer, if the building of the College is to be inspected.
- e. Legal Expert, if required.

2. The report of the Inspection Committee shall be submitted by the Chairperson to the Registrar duly filled in and signed by all the members. The office of the Registrar shall process the report through the College Development Council and decide to grant, or not to grant provisional affiliation to the college, recording the reasons in writing for its decision within stipulated time-framework.

4. Norms for Renewal of Affiliation

Renewal of affiliation or continuation of affiliation for each academic year for the existing courses of study and extension of affiliation for follow-on courses, excluding new courses, may be granted by the College Development Council in consultation with the Academic Council in the same manner as applicable for grant of fresh affiliation.

The intake in respect of each of the courses of study shall be determined, on an yearly basis, by the University well before the commencement of each academic year in the order granting affiliation or continuation of affiliation, as the case may be provided that in case of professional courses like Law, Engineering, Architecture and Management including Post-graduate Programmes in the affiliated colleges, the intake shall be fixed by the concerned regulatory bodies.

II. PERMANENT AFFILIATION

1. Eligibility Criteria

1. The existing colleges which have provisional affiliation for a continuous period of FIVE years and have fulfilled the conditions laid down by the Inspection Committee and achieved the academic and administrative standards prescribed by the University and having NAAC accreditation may submit their application seeking for permanent affiliation.

2. The college shall have completed construction of buildings and all infrastructure /facilities as stipulated in the Regulations.

3. All the teaching and non-teaching staff are appointed on permanent (appointed on regular basis, in case of a Government college) on the UGC/Government scales of pay and as per UGC Regulation enforced from time to time.



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4. A College shall be permanently affiliated to the University subject to review of its functioning, both administratively and academically, from time to time by the University and the State Government, at least once in a period of five years.

Notwithstanding anything contained in the preceding Para, if a permanently affiliated college fails to fulfill any of the conditions specified in the regulation, the permanent affiliation shall be revoked.

2. Procedure for granting Permanent Affiliation

1. A college which wishes to get permanent affiliation shall apply to the University within the specified time after completing five years of provisional affiliation in the proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.

2. The procedure for according permanent affiliation shall be the same as for granting provisional affiliation given in the Regulations.

3. If the University decides not to grant permanent affiliation to the college for reasons, to be recorded in writing, for its failure to meet the conditions/requirements for getting such affiliation, the college may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

III. ELIGIBILITY TO APPLY FOR ADDITION OF NEW PROGRAMMES OF STUDY

1. Any proposal for adding new programmes shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the marginalized section, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.

2. Any proposal for raising the existing under-graduate college to postgraduate studies level shall be considered by the University only after satisfactory completion of five years of the under-graduate programme and the proposed buildings, qualified faculty and other infrastructure facilities are fully met as per the Regulations prescribed by the University/UGC/Regulatory Bodies.

3. Each application for addition of a new programme or for upgrading the existing programme to post-graduate level shall be accompanied by the prescribed fee in the form of Demand drafts drawn in favour of the Registrar of the University.

4. The procedure for according provisional affiliation to additional programmes of study or for upgrading the existing programmes in the college shall be the same as prescribed under the Regulations for provisional affiliation.

IV. GRANTING AFFILIATION TO POSTGRADUATE PROGRAMMES IN AFFILIATED COLLEGES

1. The college shall comply with all the provisions of the Act, Statutes, the Ordinances and also the rules and regulations of the University framed in this regard.



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2. Colleges having permanent affiliation or at least five years of continuous provisional affiliation only shall be eligible to start postgraduate programmes.
3. There shall be a core faculty consisting of at least four full-time members for each postgraduate programme in a college. All the faculty members shall be duly qualified as prescribed by UGC from time to time. Among them at least two members should possess research degree (Ph.D)
4. All the faculty members shall be paid as per pay scales prescribed for the concerned cadres viz., Professors, Associate Professor, Assistant Professor by UGC/AICTE and payment shall be made through Bank.
5. In addition to the core faculty, retired teachers having more than five years of teaching experience at the P.G. level may be appointed as visiting faculty to handle certain specialized topics/subjects, if need be. In exceptional cases eminent persons may also be invited to deliver lectures.
6. The number of teaching posts, the qualifications (as prescribed by the University) of the teaching staff, their recruitment procedure and conditions of service shall be in accordance with the Act/Statutes/Ordinances/Regulations of the University and shall be such as to ensure the imparting of adequate instructions to the students in the courses of studies to be undertaken by the College. However, the service conditions of employees shall be as prescribed by the Government.
7. The intake for each postgraduate programme shall be as fixed by the University/State Government/AICTE/Bar Council/NCTE etc.
8. The college shall have undisputed possession of land measuring at least 5 acres (relaxable to 1 acre in urban areas) and shall submit a blue print of the proposed building for the college.
9. The College shall have a separate Library for the postgraduate programmes. The Library shall have facilities like Reading Room, Journal Section, Text Book Section and Reference Section along with Internet facility. The seating capacity shall be in accordance with the strength of the P.G. students.
10. There shall be separate classrooms, staff rooms, Ladies common room and laboratories for the P.G. programmes. The size of the classrooms, laboratories etc. shall be in accordance with the intake fixed for each programme (Concerned University shall prescribe the requirement i.e., Classrooms, laboratories and other facilities based on the requirements for the concerned P.G. programme).
11. There shall be separate hostel facility for P.G. students.
12. The college shall satisfy the University that adequate financial provision is available and that the college has deposited the endowment funds.
13. The college shall also satisfy that it has adequate recurring income from its own resources for its continued and efficient functioning.



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14. Permanent building, with sufficient accommodation which can meet the academic requirements.
15. A common room for teachers, students, a separate common room for women students (if it is a co-educational institution with sanitary facilities).
16. A library hall with book-shelves and reading hall Office Room for Principal, Office Room for Administrative staff and records.
17. In respect of Medical, Dental and Pharmacy Colleges, the College shall have the physical facilities as prescribed by the National Medical Commission, Dental Council of India, and Pharmacy Council of India.
18. The College shall have a play field with a running track of 200 meters and provide facilities for games and sports and have sports materials room.
19. The College should have made adequate facilities for the members of the teaching and non-teaching staff for improvement of their academic qualifications.
20. Facilities for conducting the co-curricular, extra-curricular extra social activities.

There should be a Governing Council properly constituted in the case of non-government colleges and an Advisory Committee as mandated by the UGC/University or State Government. The total number of members of the Governing Council will ordinarily be not less than seven and more than eleven. At least one member of the Governing Council shall be a teacher representative, other than the Principal.

All records or registers as are required to be maintained as required under University Regulation/Government Orders and they shall be up-to-date. They shall be made available at any time when required for inspection.

The recruitment of staff shall be as per University/UGC stipulations as laid down from time to time.

There shall be Board of Appointment approved by the University consisting of Faculty Experts to select teachers.

The members of the teaching and non teaching staff should be regularly and fully paid as per prescribed rules.

The Management shall arrange to have its accounts audited by the end of each year by a Chartered Accountant. The annual accounts and the audited reports will be made available to the University and to the Government for inspection.

The details of grants received from the UGC for various purposes and its utilization should be made available.

The details of grants received from the State Government for various purposes should be made available.



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Details of donation received from philanthropists, its purpose and utilization details etc., should be scrupulously recorded, audited and those records be made available for inspection.

Academic Standard

The number of the staff may be as per University requirements as fixed from time to time and at least 75% required staff appointed should be permanent including the Physical Instructor and Librarian.

Qualification of the teaching staff shall be in accordance with UGC/Statutes framed from time to time by the University.

In respect the Professional Colleges, e.g., Medical, Dental shall have obtained recognition from the respective All India Professional bodies e.g. Indian Medical Council of India and Dental Council of India.

The University while granting permanent affiliation to any college or institution shall clearly mention the terms and conditions subject to which such permanent affiliation is granted.

Every permanently affiliated college shall conform to and be bound by the laws of the University in force for the time being.

Every college, which has been granted permanent affiliation, shall forthwith report to the Executive Council all changes affected in the management, teaching staff and all other changes affecting the terms and conditions of affiliation.

V. FEE STRUCTURE* (As on 1.1.2021)

Sl. No.	Items	Rate
1.	Inspection fee for all categories of colleges for introducing new subjects	Rs. 34,100.00
2.	Inspection per Institution	Rs. 84,700.00
3.	Provisional affiliation	Rs. 1,69,400.00
4.	Permanent affiliation	Rs. 8,47,000.00

*As per decision of the 35th Meeting of the Executive Council of Tripura University held on 29th January, 2021, the Inspection fee/affiliation fee (permanent/provisional) in case of Professional Colleges shall be enhanced @10% every year. (Appendix-I)

VI. WITHDRAWAL OF AFFILIATION

1. The privileges conferred on a college by affiliation may be withdrawn in part or in full, suspended or modified, if the college, on due enquiry, is found to have failed to comply with any of the provisions of the Act, the Statutes, the Ordinances, the Rules and Regulations or any other direction or instruction of the UGC/University/Statutory/Regulatory body concerned, or failed to observe any of the conditions of affiliation, or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of Tripura University and society at large.

2. If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Trust, individual or a group of individuals without the



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prior approval of the University, the affiliation granted to the college shall lapse automatically on such ceasing, shifting or transfer as the case may be, and it shall be treated as a new college for the purposes of future affiliation. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

3. Without prejudice to the Regulations, the UGC on its own, or on the basis of any complaint or any other information or report from any other source, can on the basis of an enquiry by the University in respect of a college, and after giving the college a reasonable opportunity of being heard, may pass an order under Section (12A)(4) of the UGC Act prohibiting such college from presenting any student then undergoing such specified course/programme of study therein to an university for the award of the qualification concerned and the affiliation of the college shall stand terminated as per Section (12A)(5) of the UGC Act.

4. If the University decides to withdraw the affiliation of the college, or "the affiliation stands terminated by the order of the University, temporarily or permanently, such decision shall not affect the interests of the students of the college who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

VII. GRANTING AFFILIATION TO AUTONOMOUS COLLEGES

Any College or Institution which has been permanently affiliated to Tripura University and having A+ grade in NAAC Accreditation shall be eligible to apply for autonomous status.

Such Colleges and institutions shall submit an application in prescribed form, in quadruplicate, to The Registrar, Tripura University.

The applicant College shall, along with the duly completed application, submit copies of relevant and authenticated supportive documents and shall also pay the prescribed application fee.

Standing Committee

The Executive Council shall constitute a Standing Committee which shall consist of:

1. A nominee of the Vice-Chancellor who shall act as Chairperson of the Standing Committee.
2. A nominee of the EC;
3. A nominee of the University Grants Commission;
4. A nominee of All India Council for Technical Education where an application has been received from a School of Management Studies.
5. A nominee of Bar Council of India where an application for autonomy has been received from a Law College or School of Legal Studies.
6. At least one expert from outside the state to be nominated by the EC
7. Director, College Development Council, Tripura University
8. The Registrar, Tripura University



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Procedure for Application and The Criteria to be Followed

Applications for autonomy shall be forwarded by the Registrar to the Standing Committee.

The Standing Committee, on receipt of the completed applications, shall visit the College/Institutions/ and make such inspection as it deems fit and file its REPORT to the Registrar, who in turn shall place it before the Academic Council of the University for consideration.

The Academic Council shall refer the Report to the EC then, in the light of the recommendation of the Academic council of University, the EC may resolve whether the applicant's request for autonomy be granted or rejected. If the EC resolves to grant autonomy to the applicant college, the EC shall transmit all the relevant records to the State Government and the University Grants Commission for obtaining their concurrence.

The Registrar shall only after the State Government and the University Grants Commission concur, intimate the applicant College/Institution about the proposal to grant autonomy, the period for which the applicant shall enjoy autonomous status and the conditions, if any, subject to which such status shall be granted.

The Registrar shall in accordance with the EC resolution issue a letter granting Autonomous Status.

In matters relating to the guidelines and other operational procedures for grant of autonomy, the UGC guidelines for Autonomous Colleges as updated from time to time will be followed. The copy of the guidelines (updated as on date) is appended herewith.

VIII. VOLUNTARY CLOSURE OF A COLLEGE OR A COURSE

The management of any college, which intends to close down a college or a course in view of its incapacity or financial viability or breakdown of the Management, shall give a notice, in writing, of not less than three months prior to the intended closure of the college, to the University and to the State Government, stating the reasons therefore.

The application for closure of the college or a course shall be considered by the College Development Council, Academic Council and finally by the Executive Council and pass appropriate resolutions thereon.

The Registrar shall transmit the application and the resolutions of the Academic Council and the Executive Council to the Government which shall, on consideration of the same, issue directions either to permit the closure or to reject the closure to the University and the University shall on receipt of such directions, pass orders accordingly.

The Management shall not close down the college and a course during the currency of the academic year, and until the annual examinations conducted by the University in respect of the course of study are over and the formal order is issued by the University to do so.

The students of such closed colleges shall, on transfer, be accommodated in the nearby colleges by the University, by increasing the intake in respect of a particular course of



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study to the extent of such students to be accommodated from such closed colleges and all documents in respect of each student shall be transmitted to the college in which such students are admitted.
