

**PERMANENT AFFILIATION GUIDELINES FOR INSTITUTIONS / COLLEGES  
AFFILIATED TO SNDT WOMEN'S UNIVERSITY.**

**Passed by the Academic Council at its meeting held on 09.04.2013**

Conditions laid down for granting of Permanent Affiliation to colleges/Institutions:

- I. Permanent affiliation to college will be granted after standing of six years and has fulfilled and complied with all the conditions of affiliation as given below and also the recommendations of various LICs that have been visiting the Institutions from time to time.

The society running the College(s)/Institutions should be stable and financially sound and parent managing body and the Local Managing Committee or Advisory Committee as provided under Section 85 of Maharashtra Universities Act, 1994 should be efficient and satisfactory.

II. Physical Facilities:**(Essential conditions)**

1. The college should have its own permanent building with sufficient accommodation, which is suitable for housing women's College up to the degree stage.
2. The College buildings should have the following in addition to the Class-rooms:
  - i. A Teachers' Common Room
  - ii. A Common Room for Students
  - iii. A Library Hall with Book-shelves and reading hall accommodating at least for 10% of total students having **both books and digital resources**
  - iv. Adequate number of Laboratories including language laboratory as per the need of the programmes offered
  - v. Central Computer Labs and ICT facilities with Internet for accommodating 25-30 students batch
  - vi. Canteen facilities/Cafeteria
  - vii. Office Room for the Principal
  - viii. Adequate number of toilet blocks for the students and staff
  - ix. Office Rooms for Administrative staff and records (All should be duly furnished and should be well lighted).
  - x. The college should have a Students' Centre including health centre facilities with a visiting Doctor/Doctor on call
  - xi. Counselling cell

**(Desirable Conditions)**

1. The College should provide accommodation for Principal.
2. The College should provide hostel accommodation for 10% of the students.
3. The College with Science wing should provide Workshop facilities with adequate staff as decided by the U.G.C. norms.
4. The College should have the Guest house which should have accommodation format least for 4 persons at a time two seated rooms and having separate sanitary block.
5. The college should have a Students' Welfare Centre and Gymnasium for students.
6. The College should have its own auditorium/hall of at least of 1600 Sq.ft. size.
7. Every college must have its own play field and provide facilities for games and sports. (Running track of 400 meters.)

III. Academic Standards (Essential):

1. Qualifications of the teaching staff should be in accordance with the rules laid down by the University from time to time.
2. The number of confirmed staff should be as per University requirements.

3. The college should have a regular and not in-charge principal..
4. The Principal should normally be occupying the post of a Principal for a minimum period of 3 years even in the case of colleges conducted by the same management. In case a system of life- membership prevails, the rotation should not be for the duration of the tenure of the Principal. The rules regarding the rotation and tenure of the post of Principal will continue to hold as per the directives of the Govt.
5. The results of the examinations conducted by the University so far as the College is concerned should be comparable to the results of the University in the previous four years.
6. The educational aids and equipment of laboratories should be in accordance with the lists of apparatus and Equipment prescribed by the respective councils/statutory bodies such as AICTE/Pharmacy Council/ NCTE etc.

For other courses the requirements should be as per the stipulations made by the academic council of the SNDT WU.

7. The College should have minimum number of books and should spend a fixed amount annually per subject as prescribed by the respective councils/the academic council of the SNDT WU for Reference books, Journals, Text-books and some standard journals for the students.

The number of text-books and journals should be in proportion to the number of students.

8. Remedial teaching for weaker students.
9. Integration of ICT for teaching learning processes.
10. Maintenance of the question papers of examinations conducted by colleges in accordance with the blue print of the question paper given by the respective boards of studies and approved by the academic council of the SNDT WU.
11. The colleges should provide opportunities for the professional development of the faculty.
12. There should be a regular feedback mechanism in operation with regard to academic conduct and the general administrative services of the college. The records of the past two years should be made available.

#### IV. Administrative Standards:

1. There should be local Managing Committee properly constituted, and should function regularly as per Section 88 of the Maharashtra University Act, 1994. The Local Managing Committee should be made effective by the managements by defining the duties to be performed and functions to be discharged.
2. There should be committees such as College Development Council and College Examination Committee etc., for the development, and administration of the college. The regular meetings should be called and their minutes should be kept. They be made available at any time when required for inspection.
3. The recruitment of staff should be as per the University and Government regulations laid down from time to time and approved by university.
4. As the Principal of the College is the Academic leader and Chief Administrator and is answerable to the University, he should be vested with reasonably adequate powers for the day to day administration, such as finances and other issues of the College especially to carry out day to day academic and administrative duties effectively.
5. Details of payment of various universality fees to university for previous 3 years

should be available .Also details of scholarship/freeship received from social welfare department for last 3 years should be available for inspection.

6. Various types of registers such as i. General register of students. ii. Salary register, iii. Deadstock register, iv. Attendance register and staff muster of previous three years should be available for inspection.

**V. Financial Standards:**

1. Original receipts for the fixed deposits that are mandatory as per the regulations of council and of SNTD WU should be made available.
2. Audited accounts of the previous three years should be available.

**VI. General Conditions:**

1. The academic and welfare activities of the backward class students are properly looked into and special attention paid by the colleges to their problems.
2. Facilities to the members of the teaching and non-teaching staff for improvement of their academic qualifications are adequately given and their welfare activities also properly looked into.
3. Co-curricular extra-curricular and social activities are properly conducted by the College.
4. Creative activities are started by the College on its own.
5. Participation and encouragement of students to participate in local, University, state, national and international level competitions.

**VII. Other Desirable Conditions:**

1. The College should have Programmes such as NCC, N.S.S.at least for three years in succession and active participation in such programmes as judged by the University is necessary.
2. Earn and Learn opportunities for at least 5% of the total students for three years in succession should be given.
3. College affiliated permanently should be inspected for reviewing standards and qualities and academic and administrative set- up after every three years.

*(Note: The essential conditions shall have been fulfilled at the time of granting permanent affiliation. However, the desirable conditions are required for proper academic standards and development and hence may be fulfilled within the next five years.)*