

Minutes of Meeting

S.K.N. AGRICULTURE UNIVERSITY, JOBNER

RULES FOR AFFILIATION OF COLLEGES

The committee constituted vide University order No.F(23)/Gen/SKAU/2014/1962-67 dated 25.03.2014 for framing rules for Affiliation of Colleges met on 2.4.2014 and formulate the rules and minimum requirement as under.

1. A college applying for affiliation to the University shall send an application alongwith the prescribed fee to the Registrar, SKNAU, Jobner with a view to satisfying the University on the following matters, namely;
 - (i) That it will meet a need in the locality, having regard to the type of education intended to be provided by the college, the existing provision for the same type of education made by other colleges in the neighbourhood and the suitability of the locality where the college is to be established.
 - (ii) That it is to be under the management of a regularly constituted governing body or it is to be maintained by the State Government.
 - (iii) That strength and qualifications of the teaching staff and the conditions governing their tenure of office are such as per the norms fixed by the ICAR/UGC as the case may be, to make due provisions for the courses of instruction, teaching or training to be undertaken by the college.
 - (iv) That the buildings in which the college is to be located are suitable for teaching. It must be in environment friendly space.
 - (v) That due provision is made for a library and book bank facility.
 - (vi) That where affiliation is sought in any branch of agricultural science, arrangements are made in conformity with the norms prescribed by the ICAR/UGC and as adopted by the University statutes, ordinances and regulations for imparting instruction in the branch of agricultural science in a properly equipped laboratory and/or museum.
 - (vii) That the financial resources of the college are such as to make due provision for its continued separate maintenance and efficient working as per need.
 - (viii) That rules fixing the fees for examination purpose to be paid by the students shall be such as are prescribed by the University & State Government.
 - (ix) That the capacity (student strength) at individual college shall be approved by the concerned authority i.e. State/Central Government/ICAR/UGC/SKNAU, Jobner.

- (x) That the norms including physical facilities for the academic purposes and standards laid down by ICAR/UGC adopted by the SKNAU, Jobner would have to be followed by the affiliated college.
- (xi) That the affiliation would be restricted to the academic programme only upto level of undergraduate education. No financial assistance of any kind would be provided by the University to such affiliated colleges.
- (xii) Once any college is affiliated, it shall be mandatory for that college to implement the directions/advice of the SKNAU, Jobner, failing which, such colleges shall be inviting penalty, which may be financial fine, disallowing future admissions and/or stoppage of affiliation.
- (xiii) Only those bodies/trust/societies which have been provided permission/NOC for opening a College of Agriculture by the Government of Rajasthan shall be eligible to apply for affiliation to the University in the 'Prescribed Application Form' and fee.
- (xiv) The University may appoint such number of visitors as it may deem requisite to inspect any affiliated college or to attend any examination held by any such college or any other affair as the University deems fit. The visitors shall not interfere with the conduct of any teaching or examination, but shall report to the Vice Chancellor on the adequacy of the standards including staff, equipment, accommodation, training and other infrastructure facilities as prescribed by the ICAR/UGC and adopted by the University. The report of the visitor(s) shall be treated as confidential unless in any particular case the Vice Chancellor otherwise directs.
- (xv) The University shall be empowered to institute an inquiry into the affairs related to the academics/admissions/affiliation matters/any other, of the affiliated college, for which it shall be mandatory for the affiliated college to provide required information and cooperate.

2. Procedure for applying for provisional Affiliation.

- (i) The prescribed application form shall be made available at a charge of Rs. 2500/- as Application Form Charges, to those applicants who have been provided NOC by the Government of Rajasthan for opening a new College of Agriculture. The person/body requiring application shall have to apply on the letter head and official seal of the body to which NOC has been provided by the Government of Rajasthan alongwith an attested copy of the NOC.
- (ii) Application for affiliation shall be in the prescribed format alongwith application fees of Rs. 30,000/-. This application shall be valid for only forthcoming academic session.
- (iii) Applicants should have submitted all the required documents to the Government of Rajasthan as per the forms and conditions of the NOC, before applying for affiliation. They shall have to enclose a proof of it along with the application, otherwise the application shall be rejected.

- (iv) The applicant/Registered Society/Trust proposing the college shall be required to submit a declaration on a Non-judicial stamp paper of Rs. 100/- along with the application form with an intent of commitment to :
- a) To comply with all the provisions of the Act, Statutes and Ordinances, Rules and Regulations of the University framed in this regard from time to time as per guidelines of the ICAR/UGC.
 - b) To the effect, that the number of teaching posts, the qualifications of teaching staff and their recruitment/promotion procedures as prescribed by the ICAR/UGC and adopted by the University and conditions of service shall be in accordance with the Statutes/Ordinances/Regulations of the University/State Government/UGC, and shall ensure imparting of adequate instruction to the students in the course/Programme of study to be undertaken by the college and that the Student-Teacher Ratio in the college shall be as per the UGC/University norms.
 - c) To the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scale along with applicable allowances as per the pay scales prescribed by the UGC/State Government as the case may be, from time to time.
 - d) To the effect that appointment of the members of the teaching and 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. In the selection committee for recruitment one member may be nominated by SKNAU, Jobner.
 - e) 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 ICAR/UGC.
 - f) To the effect that no student shall be admitted to the Programme of study by the college in anticipation of grant of affiliation.
- (v) The University shall make a preliminary scrutiny of the application, and if found satisfactory, issue a letter of intent, within a month from the date of receipt of the application by the University to cause an inspection within a period of three months for physical verification of all requirements for the grant of temporary affiliation.
- (vi) The College after deposition of Rs. ^{1.50 Lakhs} 1.10 lacs as inspection fee shall be subjected to an inspection by the University through a committee of experts nominated by the Vice Chancellor. 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 inspection report shall be placed in the forthcoming meeting of the Academic Council

for a decision to grant, or not to grant, temporary affiliation to the college, recording the reasons in writing for its decision within three months of inspection.

- (vii) If the Academic Council approves the affiliation, the report along with Academic Council recommendation shall be put up to the next BOM meeting. Otherwise it will be returned back to the applicant body of the proposed college for improving the facilities and re-inspection on a future date.
- (viii) If approved also by the BOM, the University will give a letter for deposition of the annual affiliation fee of Rs. ^{7 lacs} ~~5.50~~ lacs, after which the University will issue orders for Annual Affiliation i.e. provisional affiliation which shall be communicated to the applicant body within a month.

3. Withdrawal of affiliation

- (i) The affiliation granted to a college may be withdrawn or modified if the college has failed to comply with any of the provisions of sub-section (2) or the college has failed to observe any of the conditions of its affiliation or the college is conducted in a manner which is prejudicial to the interest of agricultural education as per guidelines of Department of Agricultural Research and Education, Government of India/ICAR and as adopted by the University.
 - (ii) The motion for the withdrawal or modification of such affiliation shall be initiated in the Board of Management. Before taking the said motion into consideration, the Board shall send a notice mentioning the grounds of such motion, to the Principal of the College for submitting representation, if any, in writing for consideration within a period specified in the notice.
 - (iv) 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/State Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
4. Since the university is established on US land grant pattern, the faculty/scientist posted in Agriculture College/faculty is required to conduct research experiments to generate technology. An Agriculture Information Centre is also required to be set up for providing recent information on improved agriculture technology to farmers.

5. Minimum Requirement for Establishing a UG College in Agriculture with an intake of 60 students batch

A. Staff positions	
i	Faculty positions – One teacher each in Soil Science, Agril. Engineering, Extension Education, Plant Pathology with Nematology, Entomology, Plant Breeding and Genetics, Agril. Economics, Horticulture, Animal Husbandry or LPM, Statistics/Mathematics/Computer Science, Plant Physiology/Biochemistry/Environmental Science, Biotechnology/Microbiology, English and 2 in Agronomy (Total 15)
ii	Administrative and supporting staff : One Principal, one position each of Section Officer, Office Assistant, Accountant, Steno, UDC and 4 LDCs and 16 Class IV for office, departments and Library (Total 26).
iii	Library Staff : One Assistant Librarian with 1 Library Assistant (Total 2).
iv	Technical staff like Lab. Assistants/Technical Assistants/Agril.Supervisors, etc.- One Lab. Assistant in each department (12), one Technical Assistant and Agriculture Supervisor each (02) for farm management and Driver (01) (Total 15).
B. Infrastructural Facilities	
v	Administrative office building – Staff Rooms about 8 rooms of size 3x5 meter size (Establishment, Accounts, Students Section, Store, Cash, Principal Chamber, P.A. Section/Administrative Officer, etc.)
vi	UG classrooms for Agriculture faculty – 4 of 8x10 meter size.
vii	Practical laboratories subject-wise – One in each department of 7x10 meter size alongwith a seating room and store (Minimum of 8 labs.)
viii	Equipments in department-wise laboratories.
ix	Library infrastructure – One library building of 225m ² including book bank.
x	Computer Lab of 7x10 meter size with internet facility – 30 computers with internet facility.
xi	One Meeting Hall of 10x15 meter size.
xii	One Examination Hall of 12x20 meter size.
xiii	Student amenities like outdoor and indoor games facilities, canteen, NCC/NSS Office, arrangements for health care.
xiv	Hostels for housing Agriculture faculty students – One for girls and one for boys with Warden quarters.
xv	Instructional farm – 25 hectare with irrigation facility, tractor and farm implements, farm office, farm stores, implement shed, threshing floor, etc.
xvi	A small Dairy/Animal/Poultry farm unit.

Dr. Dharendra Singh
Controller of Examinations
Chairman

Dr. N.K. Sharma
Director Education

REGISTRAR
Dr. G.L. Keshwa
Dean & Faculty



Sri Karan Narendra Agriculture University, Jobner
Distt. Jaipur (Rajasthan), Pin- 303 329

FEE STRUCTURE FOR AFFILIATED COLLEGE

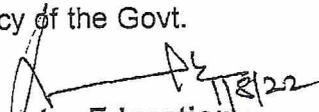
(A) For Fresh Affiliation

- | | | |
|---|---|--|
| 1) Application Fee | : | ₹ 2500.00 |
| 2) Registration Fee | : | ₹ 30000.00 |
| 3) Inspection Fee | : | ₹ 150000.00 |
| 4) Re-inspection Fee | : | ₹ 10000.00 |
| <small>(In case inspection committee is unsatisfied with the Infrastructure and facilities)</small> | | |
| 5) Affiliation Fee | : | ₹ 900000.00 (for 60 seats)
₹ 1200000.00 (for 120 seats) |

(B) For Renewal of Affiliation in every academic year

- | | | |
|---|---|--|
| 1) Inspection Fee | : | ₹ 150000.00 |
| 2) Re-inspection Fee | : | ₹ 10000.00 |
| <small>(In case inspection committee is unsatisfied with the Infrastructure and facilities)</small> | | |
| 3) Affiliation Fee | : | ₹ 900000.00 (for 60 seats)
₹ 1200000.00 (for 120 seats) |

- GST will be charged as per the decision of Govt. which is lying pending. Till the instructions are received from the Agri. Deptt, GoR in this regard, all the Institution Heads of the affiliated Institutes/Nodal Officers of the newly established Govt. Agri. Colleges should submit an undertaking on the Notary Stamp of Rs. 100/- that you will comply with the government's and University's decision to deposit the GST amount on the Inspection Fee as well as Affiliation (fresh/renewal) Fee.
- All the transactions will be accepted in the form of Demand Draft in favour of Comptroller, SKN Agriculture University, Jobner through the undersigned. The concerned college will be responsible for the delay in the affiliation process due to the D.D. sent directly to the Comptroller.
- There may be changes in the fees amount time to time as per the decision taken by the University itself or All SAUs of Rajasthan under the intimacy of the Govt.


Director Education
SKNAU, Jobner
SKN Agriculture University
Jobner (Distt-Jaipur Raj.)-303 329



Sri Karan Narendra Agriculture University, Jobner
Distt. Jaipur (Rajasthan), Pin- 303 329

Procedure for applying for Provisional Affiliation for Govt. Ag. Colleges.

- 1) Fill an application form for fresh affiliation which you can get from the office of the undersigned by paying the prescribed fee.
- 2) Submit the duly filled application form for fresh affiliation along with the Registration Fee.
- 3) The applicant college shall be required to submit a declaration on a Non-judicial stamp paper of ₹ 100/- along with the an intent of commitment to:
 - i) To comply with the provision of the Act, Statutes and Ordinances, Rules and Regulations of the Univ. framed in this regard from time to time as per guidelines of the ICAR/UGC/Govt.
 - ii) To the effect, that number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the ICAR/UGC and adopted by the Univ. and conditions of service shall be in accordance with the Statutes/Ordinances/Regulations of the University/State Govt./ UGC and shall ensure imparting of adequate instruction to the students in the course/programme of study to be undertaken by the college and that the student-teacher ratio in the college shall be as per the UGC/Univ. norms.
 - iii) 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 Univ. based on the norms of the ICAR/UGC.
 - iv) To the effect that no student shall be admitted to the programme of study by the college in anticipation of grant of affiliation.
- 4) The university shall make a preliminary scrutiny of the application and if found satisfactory, issue a letter of intent, within a month from the date of receipt of the application by the University to cause an inspection within a period of three months for physical verification of all requirements for the grant of temporary affiliation.
- 5) The college after deposition of inspection fee shall be subjected to an inspection by the University through a committee of experts. The report of the committee shall be placed in the meeting of the Academic Council for a decision to grant or not to grant temporary affiliation to the college
- 6) If the Academic Council approves the affiliation, the report along with the recommendation of the Academic Council shall be put up to the next BOM meeting. Otherwise it will be returned back to the applicant college for improving the facilities and it's re-inspection on a future date.
- 7) If approved also by the BOM, the University will give a letter for deposition of the annual affiliation fee, after which the university will issue orders for Annual Affiliation i.e. provisional affiliation which shall be communicate to the applicant college within a month.

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