

## **MOHANLAL SUKHADIA UNIVERSITY: UDAIPUR**

### **Important Points and guidelines discussed in the meeting of the Principals of the affiliated Colleges held on 21<sup>st</sup> May 2015**

1. Briefing of points related to affiliated colleges discussed in the Co-ordination committee meeting.
2. Affiliation Related Matters
  - (a) All colleges seeking extension of temporary affiliation , increase of seats, starting new courses etc shall be required to apply for the same before 30<sup>th</sup> July 20 15
  - (b) University will complete inspection and approval procedure for the increase of seats and approval for increase of seats etc before 16th August 2015
  - (c) Application for affiliation of fresh colleges should be submitted before October 30<sup>th</sup> , 2015 or as per Government notification
  - (d) All the colleges seeking affiliation are requested to review the following since university shall not grant affiliation unless following procedures are followed by the colleges in appointing Principal and Teachers
    - (i) The college should have advertised for the post by issuing an advertisement at least in a State level News Paper.
    - (ii) A copy of the advertisement must be posted on the University web site under affiliated Colleges section. Advertisements under classified section shall not be treated as a proper advertisement
    - (iii) An online web application will be made applicable on the university web site for submitting application for the post of principals and teachers. Hardcopy of the application and fee if any should be submitted by the applicants directly to the college office.
    - (iv) Proper selection committee should be constituted for the appointment of principals and teachers. No person above age 65 should be considered for the post of Principal or teacher

(v) Sufficient teachers must be appointed since university plans to start CBCS system from academic session 2016-17 in UG and PG courses where as in M.Sc. from session 2015-16.

(vi) No affiliation shall be granted unless 75% of teachers required teaching courses in the teacher student ratio 1:15 for PG and 1:25 are not available for PG and UG classes. University shall not allow admission /registration for M. Sc. (CBCS) unless teachers in the proper teacher students ration is not available in the college.

(vii) The colleges shall be required to register teacher's information on website on or before 15<sup>th</sup> July 2015. Registration process will start from 15<sup>th</sup> June 2015.

(viii) No affiliation shall be granted unless the college appoints sufficient number of teachers.

(ix) University shall be sending separate inspection team to check the following complaints normally received

(a) Principals are not attending the colleges regularly or not staying in the college for full time.

(b) Teachers are not going to the classes or classes are not held.

X. A minimum attendance of 75% for regular students shall be strictly enforced from session 2015-16. Attendance records of students must be uploaded monthly to the university web site. An Inspection team inspecting the college will also check the attendance registers randomly.

XI. All colleges shall be required to upload the admitted students list by 1<sup>st</sup> August 2015. The enrolment of students will start from 1<sup>st</sup> August 2015 using the admitted candidates name provided by the college.

XII. The registration for examination will start from 1<sup>st</sup> September 2015 and will be closed 30<sup>th</sup> September. No students will be allowed to register after this date.

XIII. Colleges offering M.Sc. course shall be required to follow M.Sc. (CBCS) from session 2015-16. These colleges shall be required to submit their application for extension for affiliation before 15<sup>th</sup> June 2015. An inspection

team will visit the college before 30<sup>th</sup> June and inspect facilities and arrangements in the college for starting M.Sc. (CBCS). Extension of affiliation will be granted only to those colleges satisfy requirement of teachers, infrastructure etc for starting CBCS in the college failing which Zero session will be announced for these colleges for M.Sc.

Xiv) Government colleges should immediately take action to get sufficient number of teachers to teach M.Sc. courses. if teachers are not available university will recommend zero session for the Govt colleges for M.Sc.

Xv. The Chairman, faculty of Science will be monitoring the teaching and attendance in the colleges and will conduct inspection in the colleges and shall be entitled to issue notices directly to the Principals regarding shortcomings, if any. So the colleges should provide all information related to M.Sc. (CBCS) classes and Teachers as required by Faculty Chairman.

XVI. Application for new examination centres should be submitted on or before 30<sup>th</sup> October. No application shall be considered after this date.

XVII. Monitoring of attendance of Research Scholars who are drawing fellowships:

(a) An Attendance register for Research scholars drawing fellowships must be maintained in the room of Principals and Research students shall be required to put their signature daily.

(b) Fellowship bills must be forwarded by the Supervisor and Principal of the college concerned.

XVIII. All colleges are requested to conduct tree plantation programme as per direction of UGC, New Delhi.

Director  
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