

**Government of Himachal Pradesh
Department of Higher Education.**

No. EDN-A-Kha (1)-12/2007 Dated the 18th August, 2008.

Notification

The Governor, Himachal Pradesh is pleased to notify the norms and guidelines for granting No Objection Certificate (NOC) to the various Societies/ Trusts/ Institutions to start courses in the State as per "Annexure A" in the private sector as mentioned below:-

- (i) Graduate Courses in Arts, Science, Media/Journalism, Commerce, Sanskrit, Law including BBA & BCA.
- (ii) Postgraduate Courses in Arts, Science, Media/Journalism, Commerce, Sanskrit, Law, Business Administration including PGDCA.

The Governor, Himachal Pradesh is further pleased to order that the above norms and guidelines shall come into force with immediate effect. However, if such courses are already running by privately managed Institutions in the State of Himachal Pradesh shall have to comply with the provisions contained in the norms and standards within one year.

By Order,

Principal Secretary (Hr. Education) to the
Government of Himachal Pradesh.

Endst No. EDN-A-Kha (1)-12/2007 Dated the 18th August, 2008

Copy for information and necessary action to:-

1. The Director of Higher Education, Himachal Pradesh, Shimla-171001.
2. The PS to Hon'ble Chief Minister/ Education Minister, Himachal Pradesh.
3. The Registrar, HP University, Shimla-5.
4. The Controller, Printing and Stationary, Shimla-5 for publication in Rajpatra.
5. The Guard file with 50 spare copies.

Additional Secretary (Higher Education) to the
Government of Himachal Pradesh.

NORMS FOR THE INTRODUCTION OF COURSES/ PROGRAMMES SUCH AS GRADUATE COURSES IN ARTS, SCIENCE, COMMERCE, LAW, SANSKRIT INCLUDING BBA & BCA AND POST GRADUATE COURSES INCLUDING PGDCA IN THE PRIVATE SECTOR.

1. These Norms/guidelines apply to undermentioned Courses:-

- (i) Graduate Courses in Arts, Science, Media/Journalism, Commerce, Law, including BBA & BCA.
- (ii) Post Graduate Courses in Arts, Science, Media/Journalism, Commerce, Law, Business Administration including PGDCA.
- (iii) Graduate & Postgraduate Courses in Sanskrit.

These Norms & Guidelines do not apply to the Courses which relates to other Departments like:

- (i) Technical & Professional courses including MCA .
- (ii) Undergraduate & Postgraduate courses in Biotechnology/ Microbiology /Biochemistry etc.
- (iii) Medical Courses including B.Sc.(Nursing)

2. The Course Unit mean a course in each subject with an intake of 60 students or part thereof in undergraduate and an intake of 30 students or part thereof in Postgraduate.

3 Application Fee:-

Each application is to be made as per Form at Annexure B with its supporting documents as per Annexure C, D & E and accompanied with a bank draft of Rs. 25,000/- for each Course Unit (Non refundable) in favour of Director, Higher Education, Himachal Pradesh and is to reach Director, Higher Education by the last working day of November of every year.

4 Fee Structure:

The Institutes will, from time to time, prepare and revise, its fee structure and submit to the following committee for its approval. The committee shall convey its decision within one month from the receipt of the proposal:-

1. Pr. Secretary (Education) to the Government of Himachal Pradesh.
2. Vice Chancellor, H.P. University
3. Director of Higher Education, H.P. Shimla.

5. Endowment Fund:-

A sum of Rs. 3.00 lac for each Course Unit is to be pledged to the Director, Higher Education as a security deposit to ensure compliance of these norms.

6. Land and Buildings:

The applicant must have land and building as under:-

- a) For Establishment of a new Private College , land measuring atleast 7500 sq. meters/10 Bighas/20 Kanals is required and there shall be open ground space for extracurricular activities of minimum 500 square meters. Existing Private Colleges will not be considered for additional courses if these are running in residential area or does not fulfill the above mentioned requirement.
- b) The built up area should be at least 500 square meters and sitting space per student should be at least 10 square feet.
- c) The Society/ Trust should have in possession required land on the date of application. The land free from all encumbrances could be either on ownership basis or on lease from Govt./Govt. institutions for a period of not less than 30 years.
- d) One class room of minimum 60 sq. meter size for each course unit of undergraduate and 40 square meter for each course unit of postgraduate.
- e) One common Seminar room with the facility of LCD Projector and seating capacity of atleast 60 students.

7. IT Equipment:

A Well equipped computer lab with computer student ratio of atleast 1:20 subject to a minimum of 10 computers. The college should have unlimited Broadband internet connection. In addition to this for BCA course an additional lab of 20 computers with unlimited Broadband internet connection is required for IIIrd year students.

8. Library:

Purchase books and journals including subscription thereof at least worth Rs.50,000 per course units in the first year and undertaking to purchase books and journals of Rs. 50,000 per course units annually in the next two years.

9. Teaching Staff:

Give an undertaking to appoint teachers on merit by advertising the vacancies in at least two prominent newspapers and making recruitment in accordance with the norms laid down by the affiliating University/body. The management concerned shall make a provision to cover its employees under EPF scheme as required.

10. Special requirement:

(i) To start run Postgraduate courses, the Institute must have run courses in undergraduate classes for atleast three years. However this will not apply to Integrated courses.

(ii) To start Law classes the applicant must fulfill the norms of Bar Council of India and the affiliating University in addition to the requirements at Sr. No.6 (a) & (b).

(iii) Undertake to construct an Auditorium with a minimum sitting capacity of 300 persons within three years

11. Procedure:

a) The Society/ Trust/ Company seeking NOC to start the course/ courses shall submit its application containing proposals and the Project Report along with the requisite fee up to the last working day of November of the year to the Director of Higher Education.

b) An Inspection Committee comprising of following members will inspect and evaluate the proposal :-

1. Chairman- Additional Director/ Jt. Director/ OSD of Directorate of Higher Education.

2. Member- Principal of a College nominated by Director of Higher Education.

3. Member- SDM or his nominee not below the rank of Naib Tehsildar.

4. Member- A Nominee of the S.E. HPPWD of the concerned area not below the rank of Assistant Engineer.

c) The committee shall submit its report to the Director of Higher Education, who along with his recommendation will forward it to the Government. On receipt of the report and recommendations if the Government is satisfied that it is advisable to allow the opening of an Institute/introduction of course, NOC will be given.

12. Validity: NOC issued will be valid for a period of one year and needed to be renewed each year up to first three years. Subsequently the NOC can be granted of ten years.

13. Closure of the Institute:

A notice of three months before the beginning of next academic session to be given to the Government for closure of an Institute/ or a course. However the institute should make alternative arrangement for completion of Course.

14. Other Conditions:

i) In the first year not more than three undergraduate courses with maximum intake of 60 students in each course will be permitted.

ii) The Institute will follow the reservation guidelines of the Government of Himachal Pradesh.

iii) The institution have to create its own Website.

- iv). The fee structure, including price of Prospectus, details of infrastructure like, building, IT faculties, labs, sports facilities etc., names, qualification and experience of the faculties, list of books and periodical subscribed, details of management, details of courses in the institute, results of each subject in the last five years are to be put up on the website of the Institute.
- v) The Fee to be charged from the students for a session can not be increased during the mid session.
- vi) The Institution will be bound to implement the programmes/schemes of the State and Central Government as required.
- vii) Each Institute shall seek accreditation from an agency/ body which the Government may establish for the purpose. After five years of running the college, the management shall seek assessment and accreditation from the National Council for Assessment and Accreditation (NAAC).
- viii) The Institute will be bound to provide information/statistics as required.
- ix) The Institute will have to offer atleast 25% reservation in admissions to all courses to the students who are bonafide Himachalis on the basis of merit.

ANNEXURE-B

APPLICATION FOR GRANT OF NOC/ PERMISSION TO ESTABLISH /RUN COURSES/PROGRAMMES SUCH AS GRADUATE COURSES IN ARTS, SCIENCE, COMMERCE LAW, SANSKRIT, MEDIA/JOURNALISM INCLUDING BBA & BCA AND OTHER POSTGRADUATE COURSES INCLUDING PGDCA ETC. IN THE PRIVATE SECTOR.

A. General Particular/Information:

1. Name of the Institution:
2. Postal Address in full & Pin Code:
3. Telephone No./Fax No./E-mail:
4. Nearest Town with Distance in Kms.
If located in rural area.
5. Name of the Course:
6. No. of Units/Intake proposed
(including whether it is for new programme
Or for additional intake in a recognized programme:
7. Academic year(including the month)
From which the programme is proposed:
8. Type of affiliating/examining body:
9. Type of Institution(Boys/Girls/Co-education)
10. Detail of application fee:
 - a) Amount:
 - b) Draft No. & date:
 - c) Name of the Bank:

B. Type of Management:

1. Indicate if the Institution is to be Managed by the Society/Trust/Board.
A copy each of the certificate of Registration, Memorandum of Association/Bye-laws/etc. Should be attached)

C. Infrastructural Facilities:

1. Indicate if land is available in the Name of the Institution either on Ownership or on long term lease basis.
2. If the course is proposed to be started in A building already constructed following Details/documents may be furnished:-
 - a) Approved building plan with the details- of area floor/room wise
 - b) Total plinth area
 - c) Completion certificate from the local authority.

3. If a building is yet to be constructed, the following Details/documents should be furnished:
 - a) Site Plan
 - b) Approved building plan with details of area floor/room wise.
 - c) Date of commencement of construction
 - d) Likely date of completion of construction
4. Pending construction of own building, details of Building(s) identified for starting the course
5. If more than one building has been identified, Distance from one building to the other be given.
6. Usable area of the building (s) in sq. mtrs.
7. Are water, electricity and toilet facilities available?
8. Location of the building-whether residential or Non-residential?
9. Following specific details of accommodation may be furnished:-

No. of Rooms

Area in sq. mtrs.

Classrooms:

Principal Room:

Faculty Room:

Library:

Learning Resource Center:

Office Room:

Store Room:

Hall

Common Room:

Canteen:

Laboratories:

Hostel(Separate for boys & Girls):

Others:

10. Give details of space available for outdoor(Play ground etc.)/
Indoor games:
11. Give full details of furniture available etc.

D. Curriculum Transaction:

Indicate the steps that are being taken for recruiting teaching staff and non- teaching staff for the course(give the procedure of recruitment and composition of selection committee).

E. Instructional Facilities:

1. Details of laboratory facilities such as Science laboratory/Psychology laboratory/Education technology and media laboratory along with available equipment and software and hardware facilities may be given:
 - a) Science Laboratory:
 - b) Psychology laboratory
 - c) Education technology and media laboratory
2. Give details of laboratory equipment, Computer Hardware and Software and other teaching aids
3. Following details may be furnished:
 - a) Details of playfields/multipurpose hall/gymnasium for indoor sports.
 - b) Details of various equipment for games and sports.
 - c) Facilities of health education and anatomy and psychology lab alongwith the details of equipment.
4. Give details of books, magazines, journals, audio visual aids, teaching aids and play materials.

F. Finance:

1. Indicate the sources of finance and funds available for running the Institution/programme.
2. Has the institution provide endowment funds? Original Fixed Deposit Receipts towards endowment Fund amounting to Rs. 3.00 lacs be enclosed.

G. Other Information:

1. Details of other courses if any, being run by the Institution:

<u>Name of Course</u>	<u>Intake</u>	<u>Duration</u>	<u>Affiliation/Examination body</u>
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2. Details of other Institutions, If any, being rung by the Society/Trust/Board:

<u>Name of the Institution</u>	<u>Course conducted</u>
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Place:
Date:

Signature, Name & Designation of the
Applicant with seal of the Institution

ANNEXURE-C

LIST OF ESSENTIAL DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FOR THE ISSUANCE OF NOC:-

- (i) Prescribed Fee of Rs. 10,000/- (Non- refundable in the form of a crossed Demand Draft payable to the Director Higher Education, H.P. Shimla.
- (ii) Undertaking in Non-Judicial Stamp Paper as per the Format given in Annexure-D
- (iii) Copy of Approved Building Plan.
- (iv) Fixed Deposit receipt in original for Rs. 3.00 lacs (Rupees three lacs only) as Endowment fund.
- (v) A copy each of the Certificate of Registration, Memorandum of Association and Bye laws in case the institution is managed by a Society/Trust/Board.
- (vi) Copies of valid land documents along with a Land Title Certificate as per the format given in Annexure-E to be issued by a revenue officer not below the rank of the Tehsildar.
- (vii) A sworn affidavit verifying the contents given in the application form and the documents attached therewith. The affidavit must be attested through a First Class Magistrate/SDM/ADM.

Note:

- (a) If the application is found incomplete i.e. without all the essential documents, the institution may be asked to make good deficiencies in the application on or before the last date prescribed in the norms.

Undertaking

That I have read and understood the contents of the application and the same are true and correct on the basis of my personal knowledge and on the basis of records of the institution.

In connection with my/our application for grant of NOC/permission of (Name of the Institution) to conduct _____ course with _____ intake/additional intake, and hereby undertake to comply with the following:-

- (i) That infrastructural, instructional and other facilities has been/shall be provided as per the norms, standards and guidelines prescribed from time to time.
- (ii) That admission to the Course will be made only after NOC is granted by State Government and affiliation is granted by the concerned University/Affiliating Body.
- (iii) That the Management will make adequate funds available for providing satisfactory facilities and for proper programme implementation.

(Signature of the authorized designated authority alongwith his/her official position and office Seal)

Place: _____

NAME IN BLOCK LETTERS

Date: _____

ANNEXURE-E

LAND TITLE CERTIFICATE

(To be issued by a revenue officer not below the rank of the Tehsildar)

From

To

The Principal Secretary(Education) to the
Government of Himachal Pradesh, Shimla-2.

Subject: **Land Title Certificate.**

On the request of _____
Trust/ Institution/ Society/ Board, I have examined the various land documents/
records pertaining to the following land:

- 1) Address _____

- 2) Location _____
- 3) Area/ Measurement _____

After careful examination of the documents and satisfying myself,
I certify that the above mentioned land is presently in the Name / Title of
_____ Society/ Trust/ Institution/ Board.

Further it is clarified that there are no restrictions for construction
of building to be used for Teacher Education Course.

Place:
Date:

Name:
Address: