

Government of Himachal Pradesh
Department of Higher Education

No. EDN-A-Ka (5)-12/2015 dated the 11th August, 2016.

Notification

In supersession of this department Notification No. EDN-A-Kha (1)-12/2007 dated 23rd August, 2010, the Governor, Himachal Pradesh is pleased to lay down the revised Norms/Guidelines for the grant of NOC (No Objection Certificate) to the various Societies/ Trusts/ Institutions to start courses in the State as per "Annexure-X" in the private sector as mentioned below:-

- (i) Graduate Courses in Arts, Science, Media/ Journalism, Commerce, Sanskrit, Law including BBA, BCA and other courses affiliated to H.P. University and recognized by U.G.C.
- (ii) Postgraduate Courses in Arts, Science, Media/ Journalism, Commerce, Sanskrit, Law, Business Administration including PGDCA and other courses affiliated to H.P. University and recognized by U.G.C.

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 in the privately managed Institutions in the State of Himachal Pradesh, they shall have to comply with the provisions contained in the norms and standards within one year.

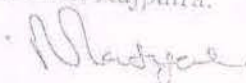
The Governor, Himachal Pradesh is further pleased to order that the above norms and guidelines shall come into force with immediate effect.

By Order,

(R.D.Dhiman)
Principal Secretary (Education) to the
Government of Himachal Pradesh.
11th August, 2016.

Endst. No. EDN-A-Kha (1) -12/2007 dated the
Copy for information and necessary action to:

1. The Director of Higher Education, Himachal Pradesh, Shimla-171001.
2. The Principal Advisor to Hon'ble Chief Minister, Himachal Pradesh.
3. The Registrar, H.P. University, Shimla-5.
4. The Controller, Printing and Stationary, Shimla-5 for publication in Rajpatra.
5. The Guard file.


(R.R. Patyal)
Joint Secretary (Hr. Education) to the
Government of Himachal Pradesh.

NORMS FOR INTRODUCTION OF COURSES/ PROGRAMMES SUCH AS GRADUATE 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 under mentioned Courses:

- (i) Graduate Courses in Arts, Science, Media/Journalism, Commerce, Law including BBA, BCA and other courses affiliated to H.P. University and recognized by the UGC.
- (ii) Post Graduate Courses in Arts, Science, Media/ Journalism, Commerce, Law Business Administration including PGDCA and other courses affiliated to H.P. University and recognized by the UGC.
- (iii) Graduate & Postgraduate Courses in Sanskrit.

These Norms & Guidelines do not apply for the institutions imparting education in Agriculture, Horticulture and Ayurveda Courses or any 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 means a course in each subject with an intake of 50 students or part thereof in Under-Graduate Courses and an intake of 30 students or part thereof in post graduate courses

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. 30,000/- for each Course Unit (Non refundable) in favour of Director of Higher Education.

4. Fee Structure:

Fee structure for above mentioned courses will be fixed by the H.P University.

5. Endowment Fund:-

A sum of Rs 5.00 lac for each course unit is to be pledged to the Director of Higher Education as a security deposit to ensure compliance of the norms in general area and Rs. 3.00 lac where no college in Government or Private Sector is situated within the radius of 10 KMs.

6. Land and Buildings:

The applicant must have land and building as under :-

- a. For Establishment of a new Private College, Land measuring atleast 3750 Sq. meters/5 Bighas/10 Kanal 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 do not fulfil the above mentioned requirements.
- b. Before infrastructure is created, it is mandatory to acquire LOI (Letter of Intent) from the Govt.
- c. The built up area should be at least 500 square meters and sitting space per student should be at least 10 Square feet.
- d. 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. Institution or private party for a period of not less than 30 years.
- e. 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.
- f. One common Seminar room with the facility of LCD Projector and seating capacity of at least 60 students.
- g. The overall built up area should not be less than 5 Sq. meters per student.
- h. One multipurpose Hall with the minimum capacity of atleast 300 persons which is to be constructed within three years from the date of issuing NOC.
- i. Land for the playground should be attached to the land meant for the buildings of the Institution or may be within the radius of 50 or 100 meters from the college building. An undertaking in this regard should be submitted by the Managing Committee of the applicant college.

7. IT Equipment:

A well equipped computer lab with computer student ratio of at least 1:10 subject to a minimum of 10 computers. The college should have unlimited Broadband internet connection. In addition to this, an additional lab of 30 computers with unlimited Broadband internet connection is required for IIIrd year students of BCA Course.

8 Library:

The Institution has to purchase books and journals of relevant course including subscription thereof at least worth Rs. 70,000 per course units annually in the next two years.

Other requirement: -

1. Automation of Library, 2. Cataloguing through soul software or equivalent of it., and
3. Installation of in/lib network system in functional mode.

9. Teaching Staff:

1. Submission of an undertaking to appoint teachers on merit by advertising the vacancies in at least two prominent newspapers and recruitment will be as per UGC Norms/Guidelines for quality purpose.
2. The management concerned shall make a provision to the effect that salary of their employees will be deposited in their respective account and to cover its employees under EPF scheme as required.

10. Other Requirement:

- (i) PG courses will be started in those colleges where Under Graduate Courses in the particular subject are already running.
- (ii) To law classes, the applicant must fulfil the norms of Bar Council of India and the Affiliating University in addition to the requirement at Sr.No.6 (a) & (b).
- (iii) NOC will be allowed to run those courses which have been recognised by the affiliating university.

11. Procedure.

- a) An Inspection Committee comprising the following members will inspect and evaluate the proposal:-
 1. Chairman- Additional Director / Joint Director / OSD of Directorate of Higher Education.
 2. Member-Principal of a College nominated by Director 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.

- b) The Committee shall submit its report to the Director of Higher Education containing photographs of position of infrastructure available and ongoing construction work, who alongwith his recommendation will forward it to the Government. On receipt of the report and recommendation if the Government is satisfied and it is advisable to allow the opening of an Institution/ introduction of course, NOC will be given.
12. Validity: NOC issued will be valid for a period of two years. If the concerned Society/ Trust / Institution delays to start the courses or failed to construct the Auditorium/ Multipurpose Hall within 3 years, NOC issued shall automatically cancelled.
13. Closure of the Institute:
A notice of six months before the beginning of next academic sessions 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. Inspection of Institutions:
Director of Higher Education will ensure to get the inspection done of each private college at least once in six months through a committee headed by a senior officer/ principals to ensure compliance of conditions of NOC / Norms.
15. Special Conditions:
- i) In the first year not more than three undergraduate courses with maximum intake of 50 students in each course will be permitted.
 - ii) The Institute will follow the reservation guidelines of the government of Himachal Pradesh.
 - iii) The institutions have to create their 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 cannot 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. The management shall seek assessment and accreditation from the National Council for Assessment and Accreditation (NAAC) and it has to be completed within two years time, after becoming eligible for the same.
- viii) The Institute will be bound to provide information /statistics.
- 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 and for SC/ST/OBC/Persons with disabilities (PWD's) etc, as per Govt. guidelines.

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 (per unit/course):
 - a) Amount (@30000/-):
 - b) Draft No. & date:
 - c) Name of the Bank

B. Type of Management:

1. Indicate if the Institute is to be Managed by the Society/ Trust/Board.
(A copy of Society Registration Certificate registered under HP Society registration Act, 2006 in case of opening a new college.
2. 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:-

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- a) Approved building plan in original 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 in original 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 must 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 (residential or Non-residential)?
- 9) Following specific details of accommodation may be furnish

No. of Rooms	Area in sq.mtrs
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Class rooms: (required at least 50 Sq. m. In r/o one unit of 50 students)

Principal Room:

Faculty Room:

Library:

Learning Resource Centre:

Office Room:

Store Room:

Hall:

Common Room:

Canteen:

Laboratories :

Hostel(Separate for boys & Girls:

Others: (Auditorium etc. alongwith sitting capacity)

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 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 play fields/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 provided endowment funds? Original Fixed Deposit Receipts towards endowment Fund amounting to Rs. 5.00 / 3.00 lacs be enclosed.

6. Other Information:

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

Name of Course Intake Duration Affiliation/ Examination body

2. Details of other Institutions, if any, being run by the Society / Trust/Board:

Name of the Institution Course conducted From the Session

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. 30000/- (Non-refundable in the form of a crossed Demand Draft payable to the Director of 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. 5.00/3.00 Lacs as Endowment fund.
- (v) A copy of 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: -

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 of or before the last date prescribed in the norms.

Undertaking in Non-Judicial Stamp Paper

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 to start Course in the (Name of the Institution) with.....intake/additional intake, and hereby undertake to comply with the following:-

1. That infrastructural, instructional and other facility has been/shall be provided as per the norms, standards and guidelines prescribed from time to time.
2. That the admission to the Course will be made only after NOC is granted by State Government and affiliation is granted by the concerned University / Affiliating Boys.
3. That the management will make adequate funds available for providing satisfactory facilities and for proper programme implementation.

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

Place: -----

NAME IN BLOCK LETTERS

Date:-----

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 here are no restrictions for construction of building to be used for teacher Education Course.

Place:

Name:

Date:

Address: