

# **GUIDELINES FOR**

## **INCLUSION OF AFFILIATED COLLEGE UNDER SECTION 2(F) AND 12(B) OF UGC ACT, 1956**



ज्ञान-विज्ञानं विमुक्तये

**UNIVERSITY GRANTS COMMISSION  
NEW DELHI  
2006**

© UNIVERSITY GRANTS COMMISSION

© UNIVERSITY GRANTS COMMISSION

**Reprinted: March 2006 - 1000 copies**

---

*Printed and Published by :* Secretary, University Grants Commission  
Bahadur Shah Zafar Marg, New Delhi-110 002.

Publication Officer : Diksha Rajput,

Production Assistance : Naresh K. Verma

*Printed at :* Jeewan Offset Press, New Delhi - Phone:- 28711594, 9811220873

**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI-110002.**

No. F. 33-34/65 (CP/CD) Pt. IV

12<sup>th</sup> July, 1974

The Registrar,

\_\_\_\_\_

\_\_\_\_\_

**Subject:- Recognition of Colleges in terms of regulations framed under Section 2 (f) of the UGC Act read with Section 26 (I) (d) of the UGC Act, 1956 as modified upto 20<sup>th</sup> December, 1985**

Sir,

I am directed to say that in exercise of the power conferred by clause (d) of Sub-section 26(1) of Section 26 of the UGC Act, 1956 (3 of 1956 as modified upto 17<sup>th</sup> June 1972) and in supersession of the regulations in force at present for according recognition to Institution under clause (f) of Section 2 of this Act, the University Grants Commission with the approval of the Central Government has made the following regulations:-

**Recognition of Institution:**

- 1) The Commission may, in consultation with the University concerned, recognise an institution under clause (f) of Section 2 of the UGC Act, 1956, if**
  - i) It is affiliated to, or forms a constituent member of, or is run directly as a University college by or is an institution recognised by a university established or incorporated by or under a Central Act, a Provincial Act or a State Act and the Statutes and Regulations made thereunder or run by Government or local authority.
  - ii) It provides instructions upto a Bachelor's degree or upto a post-graduate degree or for a post-graduate degree only or provides instructions for a Diploma course of a duration of not less than one academic year and for which the minimum qualification for admission is a Bachelor's degree; and
  - iii) It is registered as a society under the Societies Registration Act, 1860 (21 of 1860) or is a body corporate, established or incorporated under a Central or State Act, for time being in force or is a Trust with trustees being appointed and vested with legal powers and duties. Provided that the requirements of this clause shall not apply in the case of an Institution run by the Government or a local authority or any University.

- iv) In relation to such institution, where it does not fall within clause (iii), a bond is executed by the registered society or trust by which it is managed or run guaranteeing the proper utilisation of the grants that might be paid by the Commission to the institution and agreeing to refund such part of the grant as may not have been properly utilised for the purpose of the institution and also agreeing to furnish to the Commission the balance sheet of the registered society or trust, as the case may be along with the annual accounts of each of the institutions managed or run by the registered society or trust.
- 

The above regulation would come into force with effect from 1.7.1974. It is requested that the University while sending proposals for inclusion of affiliated colleges in the list of colleges prepared under Section 2 (f) of the UGC Act may also send documentary evidence to the effect that the college/institution is registered as a society under the Societies Registration Act, 1860 (21 of 1860) or is a body corporate or incorporated under Central or State Act for the time being enforced or is a trust, the trustees being appointed and vested with legal powers and duties.

The proforma in which the particulars of the colleges are to be sent, has been suitably amended to incorporate the above and copy thereof is enclosed for reference.

With regard to colleges already on the list prepared under Section 2(f) of the UGC Act and which fall under Clause (1) (iv) of the regulations indicated above it is suggested that such colleges/institutions may be advised that a bond is executed by the Registered Society or Trust by which it is managed or run on the lines indicated under the above clause. The University may arrange such bonds duly signed by the Principal concerned and the Secretary or President/Chairman of the concerned Governing Body of the Trust along with a certified copy of the resolution of the Governing Body in support of the Bond executed to be forwarded to the Commission within six months, i.e. by 31-12-1974 from the date on which the new regulations came into force. In the case of new institutions falling under Clause (iv) above and awaiting recognition under Section 2 (f) it is requested that the University may ensure that the above mentioned documents are invariably forwarded along with the proforma seeking recognition of such colleges under Section 2 (f). The details of colleges already recognised and falling under clause (1) (iv) may be communicated to the Commission at your earliest.

The receipt of this letter may be acknowledge.

Yours faithfully,

Sd/-  
(R.K. Chabra)  
Secretary

**Proforma for applying for recognition of Colleges under Section  
2(f) & 12 (B) of the UGC Act, 1956**

1.	Full name of the College/institute as affiliated/recognised with the University.	
2.	Name of the Principal	
3.	Year of Establishment (as a degree Institute)	
4.	Whether College/Institute is getting funds from any Government Sources or it is a Self-Financing College.	
5.	Name of the University to which affiliated	
6.	Degree offered by the College/Institute	
7.	Subjects taught	
8.	Total number of students on roll as on 31 <sup>st</sup> December of the preceding year.	
9.	No. of teachers employed as on 31 <sup>st</sup> December of the proceeding year.	
10.	Has the College/Institute been granted permanent or temporary affiliation/ recognition, please indicate year of affiliation ( A copy of the notification issued in this respect be attached)	
11.	In case of temporary affiliation the period till which the affiliation is effective.	
12.	Does the College/Institute fulfill all the conditions laid down by the UGC for being brought on the approved list of affiliated colleges under Section 2(f) of the UGC Act	
13.	Is the College/Institute being run by private management or by Central/ State Government or it is a University College.	

<p>14. Is the College/Institute registered under the Societies Registration Act 1860 (21 of 1860) or is a body incorporate under a Central or State Act or is a trust with trustees being appointed and vested with legal powers &amp; duties. If so, a copy of the Memorandum of Association and certificate of Registration of the society trust deed as applicable maybe attached.</p>	
<p>15. In the case of College falling under Clause 1 (iv) of regulations prescribed for recognition of Colleges, please indicate whether the indemnity Bond and other documents prescribed have been attached or not.</p>	
<p>16. Any other remarks</p>	

**Signature of the Principal of  
the College with seal**

**Signature of the Registrar  
of the affiliating  
University with seal.**

**Note:-**

1. Information in respect of only those colleges is to be reported which have actually started functioning and which are teaching for the first degree.
2. Colleges against which complete information is not given, will not be included in the list till such time, information is made available.
3. This pro forma should be counter-signed by the Registrar.
4. If the Institute is not an affiliated Institute but it is recognised by the University, Please send extracts of the relevant Act and statutes under which the Institute has been recognised by the University.

**INDEMNITY BOND**  
**(Specimen for Society)**

The Indemnity Bond made at \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_ 200 \_\_\_\_\_ between \_\_\_\_\_  
\_\_\_\_\_ a Society registered  
under the Societies Registration Act, 1860 and now governed under  
\_\_\_\_\_ with its  
Headquarter located at \_\_\_\_\_ hereinafter referred to as the  
Association (which expression shall, unless it be repugnant to the context or meaning  
there of be deemed to include its successors, assigns and persons for the time being  
having control over its assets and affairs); of the one part and the University Grants  
Commission a body corporate established and constituted under the University Grants  
Commission Act, 1956 hereinafter referred as the 'Commission' (which expression  
shall unless it be repugnant to the context or meaning thereof, include its successors and  
assigns of the other part.

Whereas the Association as the owner is conducting  
\_\_\_\_\_ at \_\_\_\_\_ a College  
known as \_\_\_\_\_ hereinafter  
referred to as the said College.

And whereas the said College is affiliated to \_\_\_\_\_  
University constituted under \_\_\_\_\_ Act,  
hereinafter referred to as the said University.

And whereas the Commission in carrying out its objects and functions has sanctioned  
grants out of its funds to the said College.

And whereas in order to regulate and control the use of the grant that may be made by the  
Commission to the said College as terms and conditions of the grant, the Commission has  
required the Association to execute this indemnity bond which the Association has agreed  
to do.

**NOW THIS INDENTURE WITNESSED AND IT IS HEREBY AGREED AND DECLARED  
BY AND BETWEEN THE PARTIES HERE TO AS FOLLOWS:**

1. The Association hereby guarantees and covenants with the Commission that every  
amount of grant that will be given by the Commission to the said College shall when  
received by the said College solely be used for the benefit and purposes of the said  
College in accordance with the terms and conditions of the grants and not for any  
other purpose or any other institution run by the said Association and in the event of  
any part of the said grant being found to have been used by the Associations for any

purpose other than the purpose of the said College or for any other institution run by the Association, the same shall be refunded by the Association without demur to the Commission on demand. The decision of the Commission as to the misuse of the amount of grant and as to the quantum of the amount payable by the Association shall be final and binding on the Association.

2. The Association further covenants with the Commission that the Association shall furnish to the Commission the balance sheet of the Association every year alongwith the annual audited Accounts of the said College managed or run by the said Association. The said Balance Sheet and the Annual Accounts will be sent to the Commission within two weeks from the passing thereof by the Association and in any event before the closing of the financial year of the Association.
3. The Association hereby agrees to indemnify and keep indemnified the Commission against any loss that the Commission may suffer on account of the improper or misuse of the grant or any part thereof made by the said Commission to the said College or on account of non-use of the said grant for the said college.

In witness whereof \_\_\_\_\_ of the society for and on behalf of the society pursuant to the resolution of the Governing body of the Association \_\_\_\_\_ passed on \_\_\_\_\_ has put its hand and seal the day month and year herein above mentioned.

This bond is executed on this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_ in terms of resolution No. \_\_\_\_\_ dated \_\_\_\_\_ (copy enclosed) passed by the Governing Body of \_\_\_\_\_.

Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Seal of : \_\_\_\_\_

**Witness of**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**(For office use only)**

Accepted for and on behalf of the University Grants Commission by:

Name \_\_\_\_\_

Designation \_\_\_\_\_

- In witness
1. \_\_\_\_\_
  2. \_\_\_\_\_



**INDEMNITY BOND**  
**(Specimen for trust)**

The Indemnity Bond made at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 200 \_\_\_\_\_ between \_\_\_\_\_ registered under the \_\_\_\_\_ Public Trust Act \_\_\_\_\_ and bearing registration No. \_\_\_\_\_ dated \_\_\_\_\_ by its Board of Trustees consisting of S/Shri (1) (2) (3) ----- herein referred to as the 'Trust' (which expression shall, unless it be repugnant to the context or meaning thereof be deemed to include the said Trust and the Trustees or Trustee for the time being of the said Trust, the survivors of them and the heirs and executors, administrators of the last survivor, their or his assigns) of the one part and the University Grants Commission, a body corporate established and constituted under the University Grants Commission Act, 1956 (Act III of 1956), herein after referred to as the 'Commission' (which expression shall, unless it be repugnant to the context or meaning thereof, include its successors and assigns) of the other part.

Whereas the Trust as the owner is conducting a college known as \_\_\_\_\_ at \_\_\_\_\_ herein after referred to as the said College.

And whereas the said College is affiliated to \_\_\_\_\_ University constituted under \_\_\_\_\_ act, herein after referred to as the said University:

And whereas the Commission in carrying out its objects and functions has sanctioned grants out of its funds to the said College.

And whereas in order to regulate and control the use of the grant that may be made by the Commission to the said College- on terms and conditions of the grant, the Commission has required the Trust to execute this indemnity Bond which the trust has agreed to do.

**NOW THIS INDENTURE WITNESSED AND IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:-**

1. The Trust hereby guarantees and covenants with the Commission that every amount of grant that will be given by the Commission to the said College shall when received by the said College solely be used for the benefit and purposes of the said College in accordance with the terms and conditions of the grant and not for any other purpose or any other institution run by the said Trust and in the event of any part of the said grant being found to have been used by the Trust for any purpose other than the purpose of the said College or for any other institution run by the Trust, the same shall be refunded by the Trust without demur to the Commission on demand. The decision of the Commission as to the misuse of the amount of grant and as to the quantum of the amount payable by the Trust shall be final and binding on the Trust.

2. The Trust further covenants with the Commission that the Trust shall furnish to the Commission the balance sheet of the Trust every year alongwith the annual audited Accounts of the said College managed or run by the said Trust. The said balance sheet and the Annual Account will be sent to the Commission within two weeks from the passing thereof by the Trust and in any event before the closing of the financial year of the Trust.
3. The Trust hereby agrees to indemnify and keep indemnified the Commission against any loss that the Commission may suffer on account of the improper or misuse of the grant or any part thereof made by the said Commission to the said College or on account of non-use of the said grant for the said college.

In witness whereof the Managing Trustees, for and on Behalf of the Board of Trustee has put his hand and seal of \_\_\_\_\_ Pursuant to the resolution dated \_\_\_\_\_ Passed by the Board of trustees has put its hand a seal the day herein first above mentioned.

The Bond is executed on this \_\_\_\_\_ day of \_\_\_\_\_ two thousand \_\_\_\_\_ in terms of the resolution No. \_\_\_\_\_ dated \_\_\_\_\_ (copy enclosed) passed by the Board of Trustees, \_\_\_\_\_.

Signed and delivered by the

- (1)
- (2)
- (3)
- Within named (4)
- (5)
- (6)
- (7)

being the Trustees of the said

i) Trust duly authorised in that behalf by the said Trust in presence of:

ii) Seal of the Trust

(1)

(2)

**(For office use only)**

Accepted for and on behalf of the University Grants Commission by:

Name \_\_\_\_\_

Designation \_\_\_\_\_

In the presence of

1.

2.

**To be published in the Gazette of India Part-II Section 3, Sub: Section (1)**

No. F.9-59/74-U2 (B)

New Delhi: June 24, 1975

Government of India,  
Ministry of Education and Social Welfare

**Notification:**

in exercise of the powers conferred by Section 25, read with Section 12-B of the University Grants Commission, Act, 1956 (3 of 1956) the Central Government hereby make the following rules, namely:

**1. Short title, application and commencement:**

- (1) These rules may be called the University Grants Commission (Fitness of Institutions for grant Rules, 1975).
- (2) They shall apply to every institution recognised by the Commission under Clause (f) of Section 2 of the University Grants Commission Act, 1956 (3 of 1956) on or after the 17<sup>th</sup> day of June, 1972 the date on which the University Grants Commission (Amendment) Act, 1972 (3 of 1972) came into force.
- (3) They shall come into force on the date of their publication in the official gazette.

**2. Fitness for grant:-**

No institution to which these rules apply shall be declared to be fit to receive grants from the Central Government, the Commission or any other organisation receiving any fund from the Central Government unless the Commission is satisfied that the institution :

- (i) Provides instruction upto a bachelor's degree or upto a Post-graduate degree or for a Post-graduate degree only or provides instruction for a diploma course of a duration of not less than one academic year and for which the minimum qualification for admission is a Bachelor's degree.
- (ii) Is registered as a society under the Societies Registration Act, 1860 (21 of 1860) or is a body corporate established or incorporated under the Central Act, a Provincial Act or a State Act for the time being in force or is a trust with Trustees being appointed and vested with legal powers and duties; and
- (iii) Is permanently affiliated to University which has been declared fit under Section 12-B of the University Grants Commission Act, 1956 (3 of 1956) for receiving grants.

Sd/-

(K.N. Channa)

Secretary to the Government of India

## **University Cants Commission**

### **Documents to be submitted to UGC for purpose of inclusion of colleges under Section 2 (f) of the UGC Act, 1956:-**

1. The Indemnity Bond executed on the specimen prescribed by the Commission for a Registered Society as the management or trust running the College.
  2. The particulars of the College in the prescribed proforma duly signed by the Principal and counter signed by the Registrar himself.
  3. An attested copy of the Memorandum of Association of the Society/Trust Deed running the college in English/Hindi version.
  4. An attested copy of the Certificate of Registration of the Society or Trust running the College.
  5. Date of establishment of the College as a degree college.
  6. A latest Photostat copy of the notification regarding affiliation given to the College.
  7. A certificate to the effect that the value of stamps used in executing the Indemnity Bond is correct and is as ascertained from the Collector of stamps of the State.
  8. Resolution of the Governing Body, Board of Trust authorising the person concerning to sign the bond.
  9. Photo copies of the documents should be attested by the Principal.
-