

**GOVT. OF NCT OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B-WING, 2nd FLOOR, 5 SHAM NATH MARG, DELHI**

No.DHE-4(61)/2010-11/ 304

Dated: 6-5-2011

To

The Registrar,
Guru Gobind Singh Indraprastha University,
Sector -16 C, Dwarka,
New Delhi-110 075.

Sub: POLICY GUIDELINES FOR ISSUE / REVALIDATION OF 'NO OBJECTION CERTIFICATE' AND OTHER ALLIED MATTERS TO PRIVATELY MANAGED SELF-FINANCED INSTITUTIONS LOCATED IN CONFORMING AREA, SEEKING AFFILIATION / AFFILIATED TO GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY FOR THE ACADEMIC YEAR 2011-12 & ONWARDS.

Sir,

The Society / Institute should directly apply to the Registrar, Guru Gobind Singh Indraprastha University for revalidation / issue of NOC as per Guidelines.

NOC shall be considered / granted only to those new institutions which are located in conforming area as per MPD 2021.

(1) Existing Institution in Permanent Campus:-

If an institution functioning from a permanent building or campus wishes to withdraw or inter-change a programme, the institution may do so by submitting an application to the Guru Gobind Singh Indraprastha University, hereinafter called G.G.S.I. University, Govt. of NCT of Delhi enclosing the following details:-

- i) Status of admission for the last 2 years for that programme;*
- ii) The reasons for proposed withdrawal or inter-change;*



iii) *The Policy proposed to be adopted for dealing with existing students if the course(s) is allowed to be withdrawn or interchanged.*

(2) *No fresh admission might be allowed in a programme of an affiliated institution where admission has been less than 50% of the sanctioned seats for the last 2 years and where faculty position is unsatisfactory. Consequently, the programme shall be placed in "No Admission" category. The Government may revalidate a No Objection Certificate granted to an affiliated institution running in a permanent campus for running existing programmes after careful consideration of the following parameters:-*

- i) *That programmes are being run smoothly and the quality of education imparted is of acceptable standards.*
- ii) *That all terms and conditions given in the NOC are being complied with.*
- iii) *All terms and conditions for affiliation prescribed by the G.G.S.I. University and other Statutory Bodies are observed.*

(3) (a) *The Government may revalidate NOC granted to institutions affiliated to the GGSI University for up to a period of five years subject to the following conditions:-*

- i) *The institutions should be running in conforming area and in a permanent campus of its own.*
- ii) *The institution should be successfully running academic programme(s) approved by the GGSI University for at least a period of three years.*
- iii) *The Joint inspection team appointed by the GGSI University has recommended grant of NOC for up to five years on the basis of other parameters as well.*
- iv) *The Institution has secured at least 75% of the maximum marks of the inspection report*

(b) *The Government may revalidate NOC granted to institutions affiliated to the GGSI University for up to a period of three years subject to the following conditions:-*

- i) *The institutions should be running in conforming area and in a permanent campus of its own.*
- ii) *The institution should be successfully running academic programme(s) approved by the GGSI University for at least a period of three years.*

- iii) *The Joint inspection team appointed by the GGSJ University has recommended grant of NOC for up to three years on the basis of other parameters as well.*
- iv) *The Institution has secured 65% to 74% of the maximum marks of the inspection report*
- (4) *Notwithstanding the revalidation of the NOC for more than one year of such institutions, the government, at its sole discretion, reserves the right to continue to carry out inspections of institutions to ensure that the terms and conditions of NOC and the policies and norms of the government, the GGSJ University and other statutory bodies are being observed.*
- (5) *If it comes to the knowledge of the government through such inspections or otherwise that there has been violation of the terms and conditions of the NOC and that of the policies and norms of the GGSJ University and other statutory bodies, the NOC may either be withdrawn or cancelled after following appropriate procedure.*
- (6) *NOC is also liable to be cancelled if it has been obtained by fraud or misrepresentation of facts.*
- (7) **2nd Shift:-**

(1) Institutions running in permanent campus may be allowed to run 2nd shift for BBA, BBA(B&I), BBA(T&TM), BBA(CAM), BCA, BJMC and where the recognition / NOC has been received from the statutory bodies. The terms & conditions of the 2nd shift are as mentioned below:-

- i. *As regards AICTE approved courses, in the annual review/ inspection of the institution by the Joint Assessment Committee, the institution must have obtained more than 60% marks for the past 2 years in succession. The institution must have 80% faculty in position for the last two years for all programmes that have been approved.*
- ii. *The institution / society must not have been penalised for any major offence during the last three years by the University/ Government.*
- iii. *The 2nd shift may be permitted for those institutes which are preferred on the basis of quality of education, distance, fee etc.*
- iv. *The institution must have atleast 50% of the required senior faculty i.e. Professors and Readers for the last*

- two years. The institution should however meet the senior faculty norms within the next two years.
- v. In any institution only those programme(s) can be permitted in the evening shift, which are being conducted in the morning shift. In any case, the number of students in any programme in the evening shift will not be more than that in the morning shift.
- a) The commencement of the classes in the second shift and the examinations in the second shift will be held concurrently with the morning shift students in the same programme to keep the same standard of examination.
 - b) The institution may recruit teachers for the second shift and have them in position two weeks before the commencement of actual classes.
 - c) The institution will have to procure more text books for the evening shift students, as may be required by the GGSJ University / Statutory Body.
 - d) The institution must recruit 50% additional permanent faculty as per approved norms for the 2nd shift and have them in position two weeks before the commencement of actual classes. For the said purpose 25% visiting faculty may be engaged and remaining 25% faculty may be utilized from the existing faculty. The existing faculty may be paid 50% of the Basic Pay + DA for the additional work.
 - e) As far as non-teaching supporting staff is concerned, at least 50% additional staff should be appointed for 2nd shift and 50% existing staff of the 1st shift may be utilized. The existing staff may be paid 50% of Basic Pay + DA for the additional work.
- vi. If the institution is able to satisfy the University regarding the teaching staff being in position, non-teaching staff arrangements having been made and the schedule of classes being approved atleast two weeks before the allotment of students, the students may be allotted during counselling itself.
- vii. All such institutes as are permitted to run 2nd shift shall be required to deposit 25% of the fee collected from the students admitted in 2nd shift till the course is completed, in higher education / training & technical education Departments for providing financial

assistance to the students belonging to economically weaker section of the Society.

- viii. GGSJ University shall also inform the Government the number of 2nd shift programmes started in various institutes within a week from the last date of admission.
- ix. As regards AICTE approved courses, the 2nd shift may be permitted only for those programmes which are already running in the existing institutions/premises for at least four years.
- x. Admission to the 2nd shift programme would be made on the basis of Common Entrance Test being conducted for the regular programme.
- xi. The reservation policy for admission would be same as that of the regular programme/guidelines issued by the Govt. of NCT of Delhi.
- xii. The fee for the students admitted in the 2nd shift would be the same as that for the students admitted in the regular programme.
- xiii. The institution will be required to give fresh undertaking for the programmes to be started in 2nd shift that they will abide by the terms and conditions/guidelines framed by Govt. of NCT of Delhi for running the said programme.
- xiv. After these conditions are satisfied, the University will issue a Letter of Intent (Loi) to the institute for starting the second shift of programme(s) in their Institution. After this letter is issued, the institute is expected to comply with the following :-
- a) Submit to the University a proposed routine of the classes for both the shifts in that programme.
 - b) The evening shift students might have to study six days, which might include Saturday/ Sunday in full, to complete the hours of study as per the scheme of the course. There would be no relaxation on academic content for the second shift.

(8) The Government will permit commencement of existing courses, other than BBA, BBA (B&I), BBA (T&TM), BBA(CAM), BCA and BJMC of the GGSJ University, as well as the following courses to new institutions during the year 2011-12:-

- a) MBBS, MS, MD) Provided the Society/
- b) BHMs, BAMS, BUMS,) Trust has its own
- c) BDS, MDS,) Hospital as prescribed
- d) B.Sc. Nursing) under the provision of the
- e) Paramedical Education) Statutory Authority concerned

(9) Only B.Ed. course will be allowed to be run in a school building or complex that has been constructed on at least 2.5 acre plot situated in a conforming area, as per MPD-2021.

(10) **SCERT**, an autonomous organization of Govt. of NCT of Delhi is according affiliation for ETT/ NTT etc. courses in Delhi. Since SCERT is an autonomous organization of Directorate of Education, Govt. of NCT of Delhi, the course of teacher training being run by the said organization may be clubbed with B.Ed. course. The institutions running B.Ed. course and intending to run other teacher training courses such as ETT/NTT etc. may run the said additional courses if they additionally meet the space norms, laid down by the NCTE, Jaipur for the courses.

11. The applicant society or trust must have its own land and building in a conforming area of NCT of Delhi, as per MPD- 2021 and norms of U.G.C. notified vide notification dated 20.02.2010 will apply which is; 'undisputed ownership and possession of land measuring not less than 2 acres, if it is located in Metropolitan Cities'.

12. The applicant society/trust must fulfil all statutory clearances, if applicable, and the terms and conditions prescribed by the Government of NCT of Delhi and the GGSJ University before an affiliation is granted by the University for setting up a new institution to run any approved course/ courses.

13. Use of basement shall be determined on the basis of sanction building plan of the concerned institute by the competent local body.

14. All the Institutions applying for issue/ revalidation of NOC should be running in conforming area and in a permanent Campus as per MPD-2021. They should also submit Completion Certificate, Structural Safety Certificate, Earthquake Resistance Certificate and Fire Safety Certificate from the relevant authorities/ departments, alongwith the report of the JAC duly recommended by the University, as per the provisions contained in the I.P. Act, 1998. The University may ensure that they comply with the U.G.C. Regulation 2009 notified on 20.02.2010.

15. *The existing Institutions which are running from rented premises are allowed to continue in the same premises for further period of two years w.e.f. 2011-12 to 2012-13.*

16. *Norms for New /existing institutions*

The government may permit new institutions to be set up in permanent building /complex only in conforming areas provided that;

- a) the minimum size of the plot on which the building has been constructed shall not be less than two acres (as per norms of UGC) and;*
- b) The covered area of the building in which the course is proposed shall be as follows;*
 - i) for the programmes with in the purview of GGSI University such as BBA, BCA & BJMC, the institute would be required to have built-up space in the ratio of 4.25 sqm. (all inclusive per student), for LLB, the built-up space in the ratio of 4.5 sqm. (all inclusive per student). This would, however not to applicable to the programmes of very specialized nature.*
 - ii) For the programmes of very specialized nature such as B.Sc. (Medical Technology – Radiotherapy) etc., the institute would be required to have built-up space in the ratio of 6.0sq. mtrs. (all inclusive) per student. In view of the lesser number of students, this would however be subject to the satisfaction of the concerned joint inspection team, which may prescribed even higher requirement of covered area.*
 - iii) Wherever the approval is required from any statutory body, the norms prescribed, if available precisely, from that body for that programme would have to be adopted mutatis mutandis.*
 - iv) The institution would be required to have the built up area for the total number of students as per the sanctioned intake for that particular year in addition to the sanctioned strength of students in the preceding years as on the date of inspection.*
 - v) If the institution is unable to add more space to accommodate fresh batch in the new academic year, no fresh admission would be allowed.*

- vi) Construction of covered area up to only 150% of area of the plot shall be considered for this purpose.

17. **NOC / Revalidation of NOC in non-conforming area:-**

The establishment of new Institutes in *lal-dora/ extended lal-dora/ agricultural land* has to be taken up as per norms of DDA under the notification of MPD-2021 only. The Policy for revalidation of NOC for the Institutes located in non-conforming area is to be taken up by the Cabinet, including issue of NOC for 2nd shift, if any application is received.

Second shift may be allowed in existing institutions falling in non-conforming areas, provided they fulfil all the necessary conditions in terms of space, security, faculty, library etc. and also have clearance from the statutory authorities like AICTE, UGC. Since Zonal Development Plans of all the relevant zones have been approved/notified by the Delhi Development Authority pursuant to MPD 2021, the proposal will be subject to the condition that the institution would procure a communication from DDA clarifying that the institute is located either in the conforming area or area proposed for inclusion as institutional land or area proposed for regularization as per the policy of the DDA on the matter.

18. **Courses of other Universities:-**

No institution that is affiliated to the GGS Indraprastha University will be allowed to run a course in affiliation with any Indian Central/ State/ Deemed / Private/ Foreign Universities. If any institution is found to have either run a course or is running a course in contravention of the norms of the GGS Indraprastha University, appropriate action for withdrawal of affiliation will be taken. The GGS Indraprastha University shall immediately report to the government any instance of an institute running a course affiliated to a University other than the GGS Indraprastha University for withdrawal or cancellation of NOC.

19. A copy of the report of the JAC in respect of the institution to which it relates shall be made available to the concerned institution free of cost.



20. **Reservation of Seats:-**

The reservation policy and allocation of seats regarding admission of students for various courses in Govt., Govt. aided/ sponsored institutions shall be as per the guidelines/ instructions prescribed by the Government. In respect of self-financed privately managed institutions affiliated to the GGSJ University, the provisions of the Delhi Professional Colleges and Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Quality and Excellence) Act, 2007 would apply for both the shifts.

21 **Common Entrance Test:-** *The GGSJ University is designated as 'designating agency' to conduct a Common Entrance Test and counselling for impartial & merit based selection of the students on behalf of the Government as has been done in previous years. No institutions would be allowed to make admissions without CET and counselling, as per procedure prescribed.*

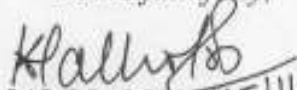
22. **Fees:-** *The fee to be charged from the students admitted in both the shifts would be regulated by the State Fee Regulatory Committee under 'The Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Act, 2007'.*

23. **Validity:-***These policy Guidelines shall be valid for a period of three years commencing from the academic year 2011-12. Nothing in these guidelines shall prevent the Government from making such changes in these guidelines at any time during the period of its validity as may be deemed appropriate.*

These Policy Guidelines may be brought to the notice of all affiliated institutions / concerned.

This issues with the approval of the Competent Authority.

Yours faithfully,



(KAMAL MALHOTRA)
DY. DIRECTOR (Hr. Edn.)

Ph. No. 23831012

No.DHE-4(61)/2010-11/305-18

Dated: 6-5-2011

Copy to the following for information and further necessary action :-

1. *The Pr. Secretary to Hon'ble Lt. Governor, Raj Niwas, Delhi-110 054.*
2. *The Pr. Secretary to Hon'ble Chief Minister of Delhi, Govt. of NCT of Delhi, Delhi Sectt., I.P. Estate, New Delhi-110 002.*
3. *The OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Sectt., I.P., New Delhi.*
4. ***The Vice Chancellor, GGSIP University, Sector-16 C, Dwarka, New Delhi with the request to place it on the web-site to give it wide publicity.***
5. *The Chairman, State Fee Regulatory Committee, A-61, Gulmohar Park, New Delhi.*
6. *The Pr. Secretary (H&FW), Department of Health & Family Welfare, 9th Level, A-Wing, Delhi Sectt., I.P. Estate, New Delhi-2*
7. *The Pr. Secretary (TTE), Govt. of NCT of Delhi, Department of Trg. & Tech. Education, Muni Maya Ram Marg, Pitampura, Delhi.*
8. *The Joint Secy., MHRD, Govt. of India, Shastri Bhawan, New Delhi.*
9. *The Director, SCERT, Varun Marg, Defence Colony, New Delhi.*
10. *The Regional Director, National Council of Teacher's Education, A-46, Shanti Path, Jaipur (Rajasthan).*
11. *The Chairman, AICTE, 7th Floor, Chanderlok Building, Janpath, New Delhi.*
12. *The Chairman, Bar Council of India, 21, Rouse Avenue, Institutional Area, New Delhi-110 002.*
13. *The Director, Medical Council of India, Pocket-14, Sector-8, Dwarka, New Delhi.*
14. *Notice Board.*