

# GOVERNANCE OF COMMUNITY COLLEGE

2018

## University Profile

ManonmaniamSundaranar University (MSU) is a dynamic Institution of higher learning, set in Tirunelveli, the educational hub of Southern Tamil Nadu, with a campus area of 550 acres. The University was established in 1990, by the Government of Tamil Nadu, as a teaching - cum- affiliating University. The University is named after the Tamil poet litterateur

Prof. P. ManonmaniamSundaram Pillai (1855-1897), the author of the famous verse drama, Manonmaniam. The University caters to the needs of the three southern districts of Tamil Nadu, viz., Tirunelveli, Thoothukudi and Kanyakumari. The University is re-accredited by National Assessment and Accreditation Council (NAAC).

The University is located at Abishekapatti (on Tirunelveli- Tenkasi Road) at a distance of 8 kilometres from Tirunelveli. There are 22 Departments and 5 Centres in the University besides the Directorate of Distance and Continuing Education and Directorate of Vocational Education. Through Community Colleges and ELP Centres, Directorate of Vocational Education is offering skill based diploma and Certificate courses in various skill sectors. P.G. Extension Centre is at Nagercoil. Sri Paramakalyani Centre of Excellence in Environmental Sciences is functioning at Alwarkurichi and the Centre for Marine Science and Technology is at Rajakkamangalam.

Around 1,00,800 students are studying in the University Departments / Centres, Seventy three affiliated Colleges, Four constituent Colleges and Six University Colleges. The University is one of the pioneer institutions that offers Choice-Based Credit System (CBCS). The Courses and Research programmes offered by the University have been carefully chosen to cater to the contemporary needs of the region.

The University Departments offer Ph.D., M.Phil. and Integrated P. G. programmes in addition to regular P.G. programmes.

1.1 The Community College, as a teaching cum training institution, is one of the most significant innovations in the history of higher education. Originated in America, the Community College is now gaining momentum in India in recent times in the Lackdrop of emerging employment, economic and social realities of the country. This institution offers extended post-higher secondary education and imparts job-oriented, work-related, skill-based, life-long and continuing education specifically to 12<sup>th</sup> passed students and Under Graduates The courses and curricula of the Community Colleges are designed to increase the employability of the students and thus prepare the youth for employment in Government and Private sector or in for self-employment and small business development. Therefore, the Community College is an alternative to the traditional system of higher education, and it satisfies the current canons of Higher Education namely, relevance, excellence, access and equity. A chief hallmark of the Community college is the distinct participation of the different segments of the community such as, industry, commerce agriculture, fisheries and Service sector in all the educational activities of the college since the stage of identifying and designing the courses to the stage of placement of the successful students of the college

**Preamble**

**Innovations in Higher Education**

1.2 The vision of the Community college is to be of the Community, for the community and by the community and to produce responsible citizens employable candidates, academically prepared students, valuable family members and self sufficient individuals. The mission of the Community College is to provide accessible and affordable quality education to the members of its community and hence to the development of the community, economically, socially and culturally. The

**Mission**

Community College has a greater role in bridging economic and social inequalities by providing opportunities to all-the haves and have-nots, the advantaged and the disadvantaged, the old and the young, the prepared and the unprepared, the bold and the timid. It aims to include the excluded, poor rural youth of all communities, women and members of SC and ST communities.

1.3. Age limit - No Age Limit

14 The vision and mission of this college is different from Autonomous a liberal Arts College. Hence the Rules and Regulations Structure governing a Community College should be distinctly different. Since the College would be experimenting various innovations in higher education, like flexibility of courses offered based on manpower survey, placement of trained manpower, imparting training to the employees of both the formal and informal sectors, mobilising financial resources from the community utilising the infrastructure and the expertise of the community for the development of the College and so on, the College is to operate in an exclusively independent environemnt. In view of its unique character, the Community College should develop an independent structure which would help the process of modernization; improve standards of education, design curricula; evolve methods of teaching and learning: frame qualifications for admission, prescribe rules for admission and prescribe courses of study as approved by the University. Keeping this perspective in mind, the Community College should be governed by the following Rules and Regulations.

**Age Limit for Admission**

## Rules and Regulations

2. Trust / Education Bodies / Registered Society  
The Community College should be established by an organisation of service mindedness and public interest with creditability and reputation rooted in community based activities. - The Chairman / President can apply for stating a community college.
3. The College shall be open to persons of either **sex** Object irrespective of race creed, caste or class. The objective of the Community College shall be to disseminate knowledge and impart skills by providing instruction facilities in such of those branches of learning which may prepare manpower required by the local community
4. The College may offer courses in the following areas if it suits the aforesaid objective and may also change the branches of learning from time to time depending on the perceived manpower needs of the local community to which the College serves.
  - I Agriculture Related studies
  - II Computer Studies
  - III Economics Related Studies
  - IV Engineering and Technical Studies
  - V Health Studies
  - VI Language Related Studies
  - VII Legal Studies
  - VIII Library Studies
  - IX Management Studies
  - X Tourism Studies
  - XI Any other specialization of local importance
- 4A. The agency is free to seek approval for any course that does not figure in the list of community college courses. But it should prepare and submit a syllabus for the proposed course. The university will consider such proposal after scrutiny and has to be passed in BOS and approved by SCAA and syndicate

## Object

## Branches of Study

5. The College shall offer one year Post Graduate Diploma Courses (for Graduates) and one year Diploma and Certificate courses (for Plus Two Holders). The Minimum qualification for admission to Diploma and Certificate courses is a pass in Plus Two
- 5A. The Agency shall be submit its application for fresh approval (or) further approval before the prescribed date which will be available in the University website.
- 5b. The application shall be submitted in **online mode only**. The prescribed application form model can be downloaded from the University website msuniv.ac.in. The online application form shall be submitted with attachments of the scanned copy of the following documents.
  - i). Trust deed / registration document / recognition order (for the educational body)
  - ii). A documentary evidence for the experience in connection with the proposed course(s)
  - iii) Copy of the title deed of the proposed building
  - iv). A lay-out plan
  - v). A list of the proposed teachers with their educational qualifications and experience
  - vi). Copies of the consent letters given by the proposed teachers.
  - vii). Payment should be made through payment portal and proof of payment should be enclosed
  - viii) The agency sealing renewal of application (further Approval) has to submit the list of placement of records course wise students list and their placement details and proof of placement
- 6.1 The Governing Council shall be the principal Executive Body of the College. The Governing Council shall have the following members.
  - i) Three members to be nominated for a period of three years by the Trust / Management of the College of whom one will be Chairman.
  - (ii) The Senior-most teacher of the College nominated by the Chairman of Governing Council for a period of one year.

## Courses of Study

## Governing Council

(iii) One nominee of the University nominated by the Vice-Chancellor for a period of three years.

(iv) President / Chairman of Chamber of Industry or Commerce or any other area in which the College is located for a period of three years.

(v) The Director of the College-Ex-officio Member Secretary.

6.2 The Governing Council shall meet at least twice a year. Three Members of Governing council shall form a quorum for a meeting of the Governing Council.

6.3. The Governing Council shall be vested with powers in Powers of regard to the management and administration of the Governing revenue and property of the College and the conduct of Council all administrative affairs of the College.

(a) To create-teaching and non-teaching posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of academic staff and Director of the College and to appoint them on the recommendations of the Selection Committee.

(b) To regulate and enforce discipline among employees and students. To manage and regulate the finances, accounts investment, property, business and all other administrative affairs of the College and for that purpose, to appoint such agents as it may thing fit.

(d) To fix limits of the total recurring and the non-recurring expenditure for a year

(e) To invest any money belonging the College, including any unapplied income, in such stocks, funds, share or securities as it shall, from time to time, thing fit or in the purchase of immovable property.

(f) To transfer or accept transfers of any movable or immovable property on behalf of the College.

### **Powers of Governing Council**

(g) To provide buiidings. premises, furniture and apparatus and other means needed for carrying on the work of the College.

(h) To enter into, carry out and cancel contracts on behalf of the College.

(i) To select a common seal forthe College and provide for the custody and use of such seal.

(j) To discharge any other function incidental to the successful operation of the College in accordance with the normal rules of the University or the Government.

7. The Board of studies for Community colleges (BSCC) at present shall consist of following members

(i) The University nominee - Chairman

(ii) The subject experts nominated bythe University -Members

(iii) Faculty member (one from each of the Community colleges offering the course) -Members

(iv) Special Officer for Community Colleges - Member

The syallabi framed shall be reported to SCCC

While preparing the curriculum or syllabi, the BSCC shall assign weightage to different components as indicated below:

(I) suggest methodologies for innovative teaching and evaluation techniques:

(ii) suggest panel of names to the University for appointment of examiners and

(iii) to frame the general time table for the course (allotment of duration for each paper - Theory & Practical)

iv. To allot credits to each theory and practical paper and draft the objectives and out comes of each paper

### **Board of Studies for Community Colleges.**

8. The important officers of the College shall be :

### **Officers of Colleges**

#### **(i) The Director**

Qualifications of Faculty members of college / centres : It is resolved to fix the qualifications of the faculty members of the institution as follows

The Director of the community college should be a person with a least PG Degree and 10 years of Experience in an Educational Institute.

The teachers to be appointed for handling courses should be qualified ; they should have at least a degree plus a diploma in the subject concerned (or) degree in the subject concerned. For instance, a teacher to be appointed for Diploma course in Yogic Science and Education should have a degree plus a Diploma in yoga Science and Education, or a degree in the subject concerned.

8.1 The Director shall be the Chief executive and academic officer of the college and shall exercise general supervision and control over the affairs of the College and give effect to the decisions of all the authorities of the College.

### **The Director**

(a)The Director may, if he is of opinion that immediate action in necessary on any matter, exercise any power conferred on any authority of the College.

(b) The Director shall exercise such powers and perform such other functions as may be prescribed by the Rules and Regulations of the Colleges and those of the University and Government and are required for the successful conduct of the administrative and academic affairs of the College.

(c)He will be the custodian of the records, the common seal and such other property of the College as the Governing Council shall commit to his charge.

(d) He will issue all notices convening meeting of the Bodies of the College..

(e) He will keep the minutes of all the meetings of the Colleges bodies

(f) He will undertake the official correspondence of the College Bodies

(g) He will exercise general supervision over the funds of the College and shall advise it as regards its financial policy

(h) He will perform such other financial function as may be assigned to him by the Governing Council.

(i) He will ensure that the limits fixed by the Governing Council for recurring and non-recurring expenditure for a year does not exceed and that all money are expended on the purposes for which they are granted or allotted.

(j) He will be responsible for the preparation of annual accounts and the budget of the College and for their presentation to the Governing Council.

(k) He will keep a constant watch on the state of the cash and bank balance and on the state of investment.

(l) He will ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock checking is conducted, of equipment and other consumable materials.

(m) He will call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against persons at fault through the Governing Council.

(n) He will perform such other administrative and financial functions as are required for the orderly conduct of the College and as are provided in the University and Government rules and regulations in such cases.

- 8.2 The Placement officer appointed shall be a qualified and experienced person with considerable connection with industry, trade, Commerce and sectors of economic activities. He will organise the internship/ hands on experience of all the students of the College. He will be dynamic enough to arrange for the placement of the successful students of the College. He will carry out all the duties and responsibilities entrusted to him by the Director in the matter of training, development and placement of the students.
- 9.1 A suitable mechanism of test and interview should be devised by the Governing Council. The purpose of test and interview shall be to unearth the hidden skill of the students with the +2 exam marks.
- 9.2 Admission shall be finalised by an Admission Admission Committee consisting of the following Members Committee
- (a) Directors
- (b) Two Teachers handling the course
- 9.3 No student shall be eligible for admission to the course offered by the College unless he/she has successfully completed 12 years of schooling through an examination conducted by the Board
- Age : No Age Limit
- 9.4 The maximum number of students in a particular course is 30. However, where the demand for any particular course is heavy, the college may apply for additional seats to admit more students in the same course, subject to the availability of facilities in the College and with approval of University.
10. The College shall ensure that the number of actual teaching and practical days does not fall below 180 in an academic year. The College shall work for a minimum of 5 days a week with 5 hours per day. The total number of working days and hours should be devoted to various components of the course as directed earlier.

**Placement Officer**

**Admission**

**Admission Committee**

**Eligibility for Admission intake**

**Working days**

11. The medium of instruction in respect of all courses Medium of conducted in the college shall be Tamil / English **Medium of Instruction**
12. Fees payable by Students of the College shall be Tuition fees Special fees, Caution deposit and payable Examination fees **Fees Payable**
- 12.1 Student pursuing PG Diploma and Diploma shall pay Tuition fees in two instalments, the first at the time of their admission and the next before 10th of January every year. The students of certificate course shall deposit their tuition fees in one instalment at the time of admission.
- The Tuition fee and other fee fixed by the University should be displaced in the Notice Board for student reference
- 12.2 Special fees for all Students:
- |                           |            |
|---------------------------|------------|
| 1. Identify Card          | Rs. 50.00  |
| 2. Placement Brochure Fee | Rs. 250.00 |
- 12.3 Caution Deposit (Refundable)  
Computer and Science Courses Rs.1000.00
- 12.4 Library fee (for all students) Rs.500.00
- 12.5 The students shall pay the examination fee as prescribed by the University.  
The above amount shall be collected by the Director and remitted to the University through online Portal
- 12.6 Special fees and other deposits should be paid in one instalment at the time of admission and the examination fees on date prescribed by the college before examination.
- 12.7 The students should pay the prescribed fees by the last date indicated above failing which penalty will be collected as follows:

- (i) Late fee for-payment within two weeks after the due date Rs. 50
- (ii) If the tuition fee is not paid within two weeks from the due date, their names will be removed from the rolls without any intimation. He/she has to get the approval of the Director to get himself / herself re-admitted into the course and he / she will be charged an additional fee of Rs.100/- for re-admission.

12.8 The college has a provision of repaying the fees paid by a student after admission, subject to a certain deduction.

	Deduction from the Total Fees paid
(i) If a candidate has not attended any class after admission.	5%
(ii) If he/she has attended the classes for less than 15 days	5%
(iii) If he/she has attended the classes for above 15 days but below one month	10%
iv) If he / she has attended the classes for more than one month	No claim Refund

All the above claims should be preferred within one month from the date of commencement of the course with original receipt.

13. The students admitted to various courses shall be evaluated on the basis of rigorous standards of assessment which consists of both internal and external assessment. For each paper of 100 marks, 75 marks, should be earmarked for End Semester.

13.1 The End Semester External Examination will be conducted by the Special Officer for Community Colleges appointed by the University. The Panel of examiners suggested by the BSCC will be forwarded to the Special Officer. The examiner for both the practical and the theory of each, paper may be the 'same The Special Officer should follow the rules and regulations of the University in setting the question papers, evaluating the answer scripts and publishing the results.

14 A Candidate shall be permitted to write the End Semester Examination if he / she has fulfilled the following requirements

a. All Candidates must have earned 75 percent of attendance. The attendance should be reckoned in terms of number of working days only. The Director is authorised to condone deficiency in attendance upto a maximum of 15 per cent of the number of days for each semester / year as the case may be. The prescribed fees for condonation of short age in attendance shall be collected by the Director and remitted to the University.

15. All Candidates prior to their permission to appear at the examination should produce a Certificate of attendance, certificate of satisfactory conduct. certificate of progress,'Clearance of dues from the teacher concerned and the librarian of the college.

15.1 All powers relating to discipline and disciplinary action Discipline in relation to students of the college shall vest with the Director.

15 2 All disciplinary action shall be taken in accordance with the procedure outlined in the University Act and recusations made from time to time

15.3 The act of a student which is unbecoming of a student of a college will entail disciplinary action against him/ her.

16. The course should be taught by both professional teachers and experienced workmen in different areas. The faculty have to be recruited not in the usual manner as in the case of the affiliated college or the University. They should be carefully chosen from different walks of life, consistent with the practical needs of various courses.
- 16.1 Qualification: A Post Graduates in a particular discipline/Graduates in Engineering or Medicine or other Technical Subjects/ service as workmen in the particular field.
17. A Selection Committee consisting of the following persons may be constituted for this purpose. A short bio-data of faculty chosen by the College for different courses may be forwarded to the University as and when selection is made
- (i) Director of the college as chairman
  - (ii) One nominee of the Governing Council
  - (iii) Two subject experts to be appointee
18. The Community College has to work in Collaboration with other institution. It has to establish a rapport with the institutions, industries, service organisations, hospitals, computer companies, Government departments, working in and around the community in which the College functions. It has to draw Resource Persons from these institutions, provide hands-on experience to the students and secure placement in these organisations. The collaboration established should be formalised through Memoranda of Understanding between the College and the collaborating institutions. A copy of the Memorandum of Understanding should be forwarded to the Special Officer (Director) of the University as and when it is signed by the Director and representative of the collaborating institution

## **ADMISSION OF COMMUNITY COLLEGES TO THE PRIVILEGES OF THE UNIVERSITY NORMS, PROCEDURES AND CONDITIONS**

**2018**



1. Community College means any College with in the jurisdiction of the University but admitted to the privileges of the university providing courses of study leading to Diplomas and Post Graduate Diplomas aimed at the upgradation of skills and knowledge of manpower in various vocations/ occupations required Community by the community. Colleges
2. The Syndicate shall prescribe the manner in which and the conditions subject to which an institution may be designed as a community college and for with drawal of such designation
3. Subject to the conditions prescribed, the Syndicate shall have the power to approve any institution within the territorial jurisdiction of the University as Community College and it shall have the power to withdraw its approval to any Community College at any time following the normal procedure adopted by the University in such cases.
4. The Syndicate shall constitute a Standing Committee on Community Colleges (SCCC) to advise on all academic, administrative, examination, financial and other matters pertaining to the Community Colleges working under the jurisdiction of the University
5. The Standing Committee on Community Colleges (SCCC) Shall consist of the following :
  - (i) The Vice-Chancellor - Chairman
  - (ii) One representative of the - Member  
Syndicate
  - (iii) One representative of the  
Standing Committee  
on Academic Affairs - Member
- (iv) Two Directors from existing  
Communnry Colleges - Members
- (v) Two experts on Community  
Colleges outside the - Member  
University Jurisdiction
- (vi) Special Officer / Director  
for Community Colleges - Member
- (vii) Registrar - Member-Secretary
6. The Standing Committee on Community Colleges (SCCC) shall meet atleast once a year or as and when the Vice-Chancellor desires a meeting. The Vice-Chanceilor shall preside over all meetings of the Standing Committee on Community Colleges. The term of office of the members of the Committee shall be three years.
- 7.1 Wherever a proposal to start a Community College is made the sponsoring body shall submit an application to the Special Officer in the prescribed form on or before 31 st October of the previous year. Applications for approval shall be accompanied by a detailed report giving information / documentary evidences on the following matters.
  - (i) Report on the manpower survey conducted by the institution to assess the need for educated persons in different occupations, in the local or surrounding community
  - (ii) Subject and courses (decided on the basis of the need analysis) for which approval of the University is sought.

- (iii) Physical, financial, accommodation and other infrastructure facilities available to start such a Community College.
  - (iv) Norms of admission and the number admitted course-wise.
  - (v) Evidence to show that the institution has constituted various Committees according to the rules and regulations governing the operation of the Community College as prescribed by the university.
  - (vi) Qualification, salaries and work of teachers together with a Time-Table of work
  - (vii) An undertaking that no capitation fee or donation will be collected from students / parents / guardians for admission to various courses.
  - (viii) Course-wise fees proposed to be collected from the students and the financial provisions made for capital expenditure on buildings and equipment required for the continued maintenance of the Colleges.
- 7.2 The Vice-Chancellor shall appoint a two-member Inspection Committee consisting of one Syndicate Member and one member nominated by the Vice-Chancellor.
- 7.3 The Inspection Committee may take necessary steps to examine the request, inspect the site and submit its report to the University on the need and feasibility of the proposed Community College, The suitability site, the adequacy of the physical facilities and financial resources and then make suitable recommendations.
- 7.4 The University shall make necessary arrangements to complete the process of approval and intimate the decision to the sponsoring body concerned at least one month before the publication of the +2 exam results. The new academic session shall

commence. one month after the publication of +2 exam results. The approval given shall purely be provisional and in no case shall be granted with retrospective effect.

- 7.5 Provisional approval of a Community College / course shall be granted for a period of one year initially which may be extended to a further period as the University may deem fit and proper. Requests for renewal shall be submitted by the Community College concerned three months before the expiry of such provisional approval. In the first year of approval, the intake will be not be more than 30 students per course, and in the subsequent year(s), additional seats can be sanctioned upon the recommendation of inspection commission. The maximum strength will not exceed 45.

The college shall admit the students in a course only for the sanctioned strength no age limit for admission

- 7.6 The University may arrange for a review of the progress of the College its performance in general with particular reference to the course(s) started the placement details and the conditions fulfilled and then permit the renewal and the fact may be reported to the Syndicate.

Renewal with Inspection of centers after 3 years of approval :

It is resolved to give renewal to all centers seeking renewal after three years only with re-inspection and give approval. The inspection fees has to be collected from the center as per the inspection fees existing fees at that time

7.7 The College, which has been granted provisional approval for any course, after the lapse of three academic years may apply for permanent approval which may be granted on the recommendation of the Inspection Committee appointed earlier for the purpose. The College shall submit a detailed report well before the time of inspection to facilitate the work of the inspection Committee.

7.8 The Syndicate may lay down new conditions of approval general or specific, regarding staff, buildings equipment, library, laboratories, finance or other relevant matters and specify the date by which the conditions so stipulated be satisfied, failing which the College may not be allowed to enjoy the privileges of the University.

7.9 The report of the Inspection Committee of a College shall not be communicated to the College but shall be regarded as a confidential document until it has first been considered by the University. After a decision regarding approval has been taken copies of the report may be sent, unless withheld under the orders of the Vice-Chancellor for any reason, to the College for information, guidance and necessary action.

8. A sponsoring body seeking permission to open a new College or College seeking to start new courses shall pay the following fees/create the endowment at the rates specified below:

- i) INSPECTION COMMITTEE FEE: Rs. 10000/- for Single Course and Rs. 5000 for every additional Course
- (ii) APPLICATION FEE: Rs. 2000
- (iii) REGISTRATION FEE : Rs. 10,000/- (Not refundable)

- (iv) COURSE APPROVAL FEE :  
(Non refundable)Rs. 25,000/- One year Diploma course  
Rs. 40,000/- for Two year Diploma Course  
Rs. 10,000/- for Six month Certificate Course  
Course Renewal fee Rs. 3000/- Per course

Programme

ENDOWMENT : An endowment of Rs. 1,00,000/- should be provided in the form of fixed deposit invested in a nationalised bank in the Joint names of the Registrar. Manonmaniam Sundaranar University, and the Chairman / President of the College.

The above mentioned rates of fees prescribed by the Syndicate may vary from time to time. The payment of Inspection fees or the Inspection by the Inspection Commission will not signal any guarantee for approval of the course(s) applied for. The University reserves the right to grant approval or reject the approval. When the University decides to grant provisional approval for a Community College, the agency of the College shall pay the above fees. The fees once paid will not be refunded or adjusted under any circumstances.

- 8.1 A Community College may levy such fees from students towards tuition fees, etc., payable to the College as may be prescribed/approved by the University from time to time, with the prior concurrence of the University.

9. The Syndicate shall have power to withdraw permission for a Community College at any time whenever, in the opinion of the Syndicate, such College acts in detriment to public interest or has failed to comply with the Rules, Regulations, Statutes, ordinances or any other directives of the University or if the College authorities have failed to maintain order and discipline in the College or the normal, regular and proper functioning of the College has become impossible due to mismanagement of the affairs of the College or any other valid reason.
  - 9.1 Conditions of approving Community Colleges: The following conditions shall be satisfied before a College is approved as a Community College.
    - (i) The College should have conducted a manpower survey to assess the need for educated manpower and the courses of the College should have been framed in the light of such a manpower survey
    - (ii) Every Community College shall have a regularly constituted Governing Council.
1. Every such College Shall satisfy the syndicate that it possessess
  - a). A. Minimum of three acres of land in the rural and one and half acre in the urban and semi urban areas.
  - b). Permanent concrete buildings to be set up within one year of the commencement of the College providing rooms for the Director Office, Staff, Students, Classes, Laboratories, Workshops, Sanitary facilities and cycles.
  - c). A Minimum of 10 Sq. Ft. per student for class room and 30 sq.ft for laboratory / workshops. (as per UGC Norms)
  - d). Adequate furniture, equipment and facilities to run the program.
  - e). Adequate financial provision made for the continued maintenance of the College.
  - f). A well equipped library
  - g) Such other matters as are essential for the maintenance of the tone and standards of University Education. The college should have instruments chemical, necessary equipment for the conduct of practicals in the proposed causes.
  - h). In addition to the above, the college can also secure the infrastructure available in neighborhood and show evidence of such possession.
- (c) In same year of grant of approval, additional courses and additional seats cannot be sought. Only after the college moved to permanent buildings / place, additional courses can be sought.
- IV) Every Community College shall satisfy the Syndicate that proper discipline will be maintained in the College.
- V) The Government policy of reservation shall be followed for admission of students.
- vi) No College should suspend any course without the previous; permission of the Syndicate.
10. The following registers and records in the forms that may be prescribed by the Syndicate shall be maintained by each College.
  - a) A register of admissions and withdrawls.
  - b) A register of attendance