

**GOVT. OF N.C.T.OF DELHI  
DIRECTORATE OF HIGHER EDUCATION  
'B' WING, 5-SHAM NATH MARG, DELHI-54.**

No.DHE 4(65)/2007-08/6655-6732

Dated: 19-03-2008

To

All Institutes affiliated  
to GGSIP University

**SUB:- GOVT. POLICY GUIDELINES FOR ISSUE/REVALIDATION OF NOC AND ITS ALLIED MATTERS OF PRIVATELY MANAGED SELF-FINANCED INSTITUTIONS FOR THE ACADEMIC YEAR 2008-09 AND ONWARDS.**

**Sir/ Madam,**

I am directed to state that the Govt. of Delhi has decided to invite applications from the institutions for issue/revalidation of NOC and its allied matters relating to affiliation to GGSIP University etc. for the year 2008-09 upto 11.04.2008. They should apply directly to the **Registrar, GGSIP University** for revalidation/issue of NOC, as per following policy guidelines:-

**A. Existing Institutions in Permanent Campuses**

- (1) 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 the GGSIP University, and to the Directorate of Higher Education, 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  - (iii) The policy proposed to be adopted for dealing with existing students if the course(s) is allowed to be withdrawn or interchanged.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 standard.
  - (ii) That all terms and conditions given in the NOC are being complied with.
  - (iii) All terms and conditions for affiliation prescribed by the GGSIP University and other Statutory Bodies are being observed.
- (3) The government may revalidate NOC granted to institutions affiliated to the GGSIP University for up to a period of three years subject to the following conditions:-
- (i) The institution 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 GGSIP University for at least a period of three years.
  - (iii) The joint inspection team appointed by the GGSIP University has recommended grant of NOC for up to three years on the basis of other parameters as well.
  - (iv) The Institution has secured at least 75% of the maximum marks in each of the Part I and Part II of the inspection report.
- (4) Notwithstanding the revalidation of the NOC for three years of such institutions as fulfill the above criterion, 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 GGSIP 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 a violation of the terms and conditions of the NOC and that of the policies and norms of the GGSIP 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.

## **B. Starting of 2<sup>nd</sup> Shift in Permanent Campuses :-**

- (1) Institutions running in permanent campuses may be allowed to run second shift for one section of BBA(General) and BCA courses with the number of students in each section limited to the strength allowed in the morning shift for these courses on such terms and conditions as have been laid down in circular No:DHE 4(15)/2006-07/909-985 dated 11.06.2007. A copy of the circular is attached as **Annexure I**. The two conditions of the circular dated 11.6.2007 however shall stand amended as detailed in clause (2) and (3) below. Other terms and conditions shall remain unaltered.
- (2) Point-2 of the circular dated 11.06.2007 will read as “In the Annual Review/Inspection of the institution by Joint Assessment/ Inspection Committee, the institution must have obtained more than 60% marks for the past 2 years in succession.”
- (3) Point-5 of the circular dated 11.06.2007 will read that “the institutions must have 80% faculty in position for the last 2 years for all programmes that have been approved.”
- (4) All such institutions as are permitted to run second shift shall be required to deposit 25% of the fee collected from the students admitted in second shift in such scholarship fund as has been prescribed by the Government for providing financial assistance to the economically weaker sections of the society.

## **C. Starting of New Courses and Setting up of New Institutions :-**

- (1) The Government will permit commencement of existing courses of the GGSIP University as well as the following courses during the year 2008-09: -
  - 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
  - e) Paramedical Education ) the Statutory Authority
  - ) concerned.
- (2) Only B. Ed course will be allowed to be run in a school building or complex that has been constructed on at least a 2.5 acre plot situated in a conforming area..
- (3) The applicant society or trust must have its own land and building in a conforming area of NCT of Delhi.
- (4) The applicant society/trust must fulfill all statutory clearances, if applicable, and the terms and conditions prescribed by the Government of NCT of Delhi and the GGSIP University before an affiliation is granted by the University for setting up a new institution to run any approved course/courses.

## **D. Institutions in the Rented Building/Premises: -**

### **I. Existing Institutions**

- (1) All the existing institutions running in rented premises or buildings would be allowed to continue in the same premises for a further period of 5 years w.e.f. 2006-07 vide this office Corrigendum No.DHE-4(3)/2005-06/1891-1946 dated 26.7.06, subject to the following conditions:-
  - (a) They are able to produce sufficient proof of having entered into an agreement with the owner of such premises to use it for a further period of 5 years w.e.f. 2006-07 for running the course.
  - (b) During this period, the institute must shift to the conforming area.
  - (c) The institutions have been satisfactorily running the GGSIP University affiliated courses for the last three years.

### **II. Norms for New/Existing Institutions.**

- (1) The government may permit new institutions to be set up in rented/permanent buildings/complex only in conforming areas provided that: -
  - a. The minimum size of the plot on which the rented premises or building has been constructed, or of which it is a part, shall not be less than 0.5 acres and;
  - b. The covered area of the building in which the course is proposed to be run shall be as follows: -
    - i. For the programmes within the purview of the Government of NCT of Delhi and the GGSIP University such as BBA, BCA and BJ (MC) etc. the institute would be required to have built up space in the ratio of 4.5 sq. mtr (all inclusive) per student. This would however not be applicable to the programmes of very specialized nature
    - ii. For the programmes of very specialized nature such as B.Sc. (Medical Technology – Radiotherapy), M.Sc. (Forensic Science), Master of Public Health (Field Epidemiology) etc, the institute would be required to have built up space in the ratio of 6.0 sq. mtr. (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 prescribe 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 the area of the plot shall be considered for this purpose.

#### **E. Courses of other Universities/Unrecognized Courses.**

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

#### **F. Procedure for submission of NOC and affiliation Applications:-**

- (1) An application for issue or revalidation of NOC may be made in prescribed form along with such documents as may be required. The application in duplicate may be addressed to Registrar, GGSIP University, Kashmere Gate, Delhi, along with the processing fee of Rs.35,000/- (inclusive of fees to be paid to the government) for each programme. The processing fee shall be deposited in the form of a demand draft or pay order drawn in favour of Registrar, GGSIP University.
- (2) The applicant institute will be required to pay other prescribed statutory fees for this purpose, if any, to other Government Bodies/ Department.
- (3) The decision to either grant or deny affiliation shall be based, inter alia, on the report of the joint inspection team constituted by the GGSIP University and on other relevant consideration that the Board of Affiliation may consider appropriate.
- (4) A copy of the report of the joint inspection team in respect of the institution to which it relates shall be made available to the concerned institution free of cost.

#### **G. Reservation and allocation of seats**

- (1) 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 GGSIP University, the provisions of the Delhi Professional Colleges and Institutions (Prohibition of Capitation fee, Regulation of Admissions, Fixation of Non-Exploitative Fee and other measures to ensure Quality and Excellence) Act 2007 would apply.

#### **H. Common Entrance Test**

- (1) The GGSIP University will conduct a Common Entrance Test on behalf of the Government as has been done in previous years. No institution would be allowed to make admissions without counseling, as per procedure prescribed.

#### **I. Validity**

- (1) These policy guidelines shall be valid for a period of three years commencing from the academic year 2008-09.
- (2) 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.

Yours faithfully,

**(A.K.SINGH)**  
**DY.DIRECTOR.**  
**23831012**

**No.DHE-4(65)/2007-08/**

**Dated : -03-2008**

Copy to :-

1. The Pr. Secretary to Hon'ble Chief Minister of Delhi, Govt. of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
2. Secretary to Hon'ble Lt. Governor, Delhi, Raj Niwas, Delhi-54.
3. OSD to Chief Secretary of Delhi, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
4. The Vice Chancellor, GGSIP University, Kashmere Gate, Delhi-6.
5. The Secretary (Higher Education), Govt. of NCT of Delhi, 7<sup>th</sup> Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
6. The Pr. Secretary (H&FW), Govt. of NCT of Delhi, Department of Health & Family Welfare, 9<sup>th</sup> Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110 002.
7. The Secretary (TTE), Govt. of NCT of Delhi, Department of Training & Technical Education, Muni Maya Ram Marg, Pitampura, Delhi.
8. The Joint Secretary, 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, I.G. Stadium, ITO, New Delhi-2
12. The Chairman, Bar Council of India, 21, Rouse Avenue, Institutional Area, New Delhi-110 002.
13. The Director, Medical Council of India, Aiwan-e-Galib Marg, Opp.Mata Sundari College, Near Bal Bhawan, Kotla Road, New Delhi.
14. Notice Board.
15. Guard File.

**(A.K.SINGH)**  
**DY. DIRECTOR**  
**23831012**