

KARNATAKA STATE HIGHER EDUCATION COUNCIL (KSHEC), BENGALURU

GUIDELINES FOR THE ESTABLISHMENT OR CLOSING DOWN OF CONSTITUENT COLLEGES AND OFF-CAMPUS CENTRES AT PRIVATE UNIVERSITIES IN THE STATE

1. Preamble:

As per the provisions in the Karnataka State Private Universities Acts enacted from time to time by the State Legislature, each University constituted under the Act is empowered to establish Constituent Colleges as well as its Off-Campus Centres within the State within its campus or elsewhere in the State. The Private Universities also have the possibility to close them down when they are no longer necessary. The object of these Guidelines is to prescribe the procedure to be followed in both these cases.

2. Definitions:

Definitions of terms commonly used in these Guidelines, as extracted from the University Acts and related documents shall be as follows:

- (a) "Annual Returns" means the data/information to be submitted by the University to KSHEC in the prescribed format on or before June 30th of each year.
- (b) "Constituent College" means an institution established, owned and maintained by the Sponsoring Body of the University.
- (c) "DPR" means Detailed Project Report for establishing a Constituent College and/ or an Off-Campus Centre.
- (d) "Government" unless otherwise stated, means the State Government of Karnataka.
- (e) "ICT" means Information and Communication Technologies;
- (f) "Karnataka State Higher Education Council (KSHEC)" means the Karnataka State Higher Education Council, established by the Government under a separate Act, bearing No. 26 of 2010.
- (g) "KSURF" means Karnataka State Universities Ranking Framework of the Government.
- (h) "Main Campus" means a campus established and maintained by the University at its headquarters having its administrative offices and wherein other major facilities like, the academic departments, library and other infrastructure are located and other related facilities are provided keeping in views the needs of its faculty, staff and students.
- (i) "National Accreditation / Regulatory Bodies" means Bodies established by the Central Government for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission (UGC), All India Council for Technical Education (AICTE), Medical Council of India (MCI), Pharmacy Council of India (PCI), Indian Council for Agricultural Research (ICAR), National Assessment and Accreditation Council (NAAC), National Board of

Accreditation (NBA), National Council for Teacher Education (NCTE) and such other Bodies and includes the Government.

- (j) "NIRF" means National Institutional Ranking Framework of the Central Government.
- (k) "Off-Campus Centre" means a Centre established, owned and maintained by the Sponsoring Body of the University outside its Main Campus as an additional campus in the State as approved by the Government subject to the norms of UGC and other National Regulatory Bodies being satisfied, wherein its complementary facilities like, the academic departments, library and other infrastructure are located and other related facilities are provided keeping in view the needs of its faculty, staff and students.
- (l) "Prescribed" means prescribed by rules made by the Government under the University Act.
- (m) "State" unless otherwise stated, means the State of Karnataka.
- (n) "University" means the State Private University, established and incorporated under its Act.

3. Eligibility:

The following eligibility requirements shall be fulfilled by each University seeking to establish a Constituent College and/or an Off-Campus Centre (either new or existing, if any, being taken into its ambit), viz.

- (a) The University has completed a minimum period of five years since its coming into existence and its main campus is fully developed by this time. The reckoning of '**five years**' shall be from the date of **Final Notification of its establishment by the Government**.
- (b) The University has earned a reputation for excellence and innovative teaching, inclusive of practising academic and examination reforms like introducing modular courses, continuous internal evaluation and for conducting meaningful and purposeful research and extension work.
- (c) The University has a good track record of conforming to the relevant Regulations as well as Norms of UGC and other Regulatory Bodies regarding minimum standards of instruction, qualifications of faculty, merit-based admission of students and fee structure as provided for in its Act.
- (d) The University shall be at least a Category-II University as defined by UGC Regulations 2018 (amended from time to time) and has currently valid accreditation by NAAC with a minimum CGPA of 3.26 or by NBA for at least three programmes with a minimum score of 675 for each programme or by a corresponding accreditation grade / score from the UGC empanelled accreditation agency. Besides it has earned a good rank under NIRF (within top 500)/KSURF (at least 4 stars) in the two preceding years.
- (e) The Constituent College/Off-Campus Centre which is already in existence at the time the University is notified and the concerned University decides to bring it within its ambit, shall also fulfil the condition of securing Category-II.

- (f) The University has adequate financial resources for starting the proposed Constituent College/ Off-Campus Centre and has requisite land, infrastructure, faculty and other facilities satisfying the requirements laid down by the Government and the approval of Regulatory Bodies concerned.
- (g) It has not entered into any franchise agreement, either overtly or covertly, with any other organization for establishing and running the Constituent College and/or the Off-Campus Centre of the University.

4. Procedure to be followed:

Any University desirous of establishing a Constituent College and/or an Off-Campus Centre may submit its proposal to KSHEC subject to it satisfying all the required eligibility conditions laid down in Section 3 above.

The following procedure shall be followed by eligible Universities intending to establish a Constituent College and/or an Off-Campus Centre within the State.

(a) To set up a Constituent College:

- (1) A proposal to set up a Constituent College in the State as per the provisions of the University Act shall be duly approved by its Sponsoring Body and the Board of Governors of the University and shall be submitted in the *prescribed format* to the Executive Director, KSHEC at least SIX months prior to the commencement of the next academic year. An advance copy of the proposal shall also be forwarded to the Principal Secretary, Higher Education Department of the State.
- (2) A non-refundable PROCESSING FEE of Rs. FIVE LAKHS ONLY either online or in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru shall be payable along with the proposal.
- (3) The proposal shall be accompanied by a DPR giving the need for starting the Constituent College (either new or existing, if any, being taken into its ambit), requisite land details, facilities existing/to be created for the purpose and the proposed staffing pattern/ students' strength/ academic programmes/ financial outlay along with two most recent Annual Returns and Annual Reports of the University. However, the Affiliating University shall be kept informed in writing regarding such a proposal.
- (4) The DPR proposal shall also include, the relevant details of the existing College giving a clear indication of its planned transformation as a Constituent College of the University, along with the various time-lines for this purpose.
- (5) The Executive Director, in consultation with the Vice Chairman and the Chairman of KSHEC shall, refer all eligible proposals to a Committee consisting of a minimum of THREE persons, from among Vice-Chancellors(current/former)/ Education Experts. The Executive Director shall serve as Secretary of the Committee or in his absence his nominee. The Committee after inspection and due deliberations shall submit a report to KSHEC for further action.
- (6) While considering the proposal, the Executive Director may call for such other information from the Sponsoring Body/University as may be deemed necessary for the purpose.

- (7) The Executive Director shall forward the Committee Report to the Principal Secretary, Higher Education Department for further action.

(b) Proposals to set up Off-Campus Centres:

- (1) The proposal from a University to set up an Off-Campus Centre within the State as per the provision in this Act, duly approved by its Sponsoring Body and the Board of Governors of the University shall be submitted in the *prescribed format* to the Executive Director, KSHEC at least SIX months before the commencement of the next academic year. An advance copy of the proposal shall be forwarded to Principal Secretary, Higher Education Department of the State.
- (2) A non-refundable PROCESSING FEE of Rupees TEN LAKHS ONLY either online or in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru shall be payable along with the proposal.
- (3) The proposal shall be accompanied by a DPR giving the need for starting the Constituent College (either new or existing, if any, being taken into its ambit), land details, facilities existing/to be created for the purpose and the proposed staffing pattern/ students' strength/ academic programmes/ financial outlay along with two most recent Annual Returns and Annual Reports of the University.
- (4) The proposal shall also include in the DPR the relevant details of the existing Centre giving clear indication of its planned transformation as an Off-Campus Centre of the University, along with various time-lines for this purpose. However, the Affiliating University if any, shall be kept informed in writing regarding such a proposal.
- (5) The Executive Director, in consultation with the Vice Chairman and the Chairman of KSHEC shall, refer all eligible proposals to a Committee consisting of a minimum of THREE persons, from among Vice-Chancellors (current/former) / Education Experts. The Executive Director shall serve as Secretary of the Committee or in his absence his nominee. The Committee after inspection and due deliberations shall submit a report to KSHEC for further action.
- (6) While considering the proposal, the Executive Director may call for such other information from the Sponsoring Body/University as may be deemed necessary for the purpose.
- (7) The Executive Director shall forward the Committee Report to the Principal Secretary, Higher Education Department for further action.

(c) Proposals to close down a Constituent College/Off-Campus Centre:

- (1) A proposal to close down its Constituent College/Off-Campus Centre shall be duly approved by its Sponsoring Body and the Board of Governors of the University and shall be submitted in the *prescribed format* to the Executive Director, KSHEC at least SIX months before the commencement of the next academic year.
- (2) The Sponsoring Body/Board of Governors of the University shall ensure that the approval of the Government and of the Regulatory Authority wherever applicable / required for such a close down has been received and the students registered at the Constituent College/ Off-Campus Centre are re-located in any other institution and they shall not be affected in any way by the closure.

- (3) The Sponsoring Body/Board of Governors of the University shall also ensure that the faculty/staff that may become surplus as a result of the closing down shall be accommodated in other programmes of the University, wherever possible.
- (4) The proposal shall be accompanied by copies of the Sponsoring Body'/Board of Governors' resolutions and justification for the closure together with documentary evidences for Sl. Nos. 2 and 3 above and a non-refundable PROCESSING FEE of Rs. TWO LAKHS ONLY either online or in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru payable at Bengaluru shall be submitted to the Executive Director. Also, an advance copy of the proposal shall be forwarded to the Principal Secretary, Higher Education Department of the State.
- (5) The Executive Director, in consultation with the Vice Chairman and the Chairman of KSHEC shall, refer all eligible proposals to a Committee consisting of a minimum of THREE persons, from among Vice-Chancellors (current/former) / Education Experts. The Executive Director shall serve as Secretary of the Committee or in his absence his nominee. The Committee after inspection and due deliberations shall submit a report to KSHEC for further action.
- (6) While considering the proposal, the Executive Director may call for such other information from the Sponsoring Body/University as may be deemed necessary for the purpose.
- (7) The Executive Director shall forward the Committee Report to the Principal Secretary, Higher Education Department for further action.

5. Miscellaneous:

- (a) Each University shall be permitted to establish Constituent College(s) and/or Off-Campus Centre(s) as per norms stipulated by UGC and with due permission of the State Government and UGC.
- (b) UGC approval is necessary to establish Constituent College(s) /Off-Campus Centre(s). Therefore each University may seek UGC approval after getting clearance from the Government.
- (c) There shall be periodical review and monitoring of the performance of Constituent College(s) /Off-Campus Centre(s) as per the provisions of UGC (Establishment of and Maintenance of Standards in Private Universities) Regulations, 2003 (as amended from time to time). And, if the performance of any of them or both is found unsatisfactory, the University may be asked to close them down after facilitating/relocating the faculty/staff/students suitably.
- (d) If the proposal from a University to establish Constituent College(s) /Off-Campus Centre(s) is rejected by the Government/UGC for any reason whatsoever, the University shall be free to re-apply only after two years from the date of rejection.
- (e) If a University is asked to close down Constituent College(s) /Off-Campus Centre(s) due to unsatisfactory performance, it shall be free to re-apply only after rectifying the deficiencies pointed out by the Government/UGC and after two years from the 'close-down' date.