

KANNUR UNIVERSITY

(Abstract)

Guide lines for starting of Community Colleges-Sanctioned-Orders issued

(ACADEMIC 'A' SECTION)

UO No.Acad/A1/370-Community College/2013-

Dated,31.03..2014

Read: 1. Resolution of the Syndicate Vide item No 2013.637

ORDER

1. Several institutions have been approaching for starting of Community Colleges under this University. There is a considerable ambiguity to deal with. Considering this the Syndicate held on 31.12.2013 vide item No 2013.637 formulated and approved the guidelines for starting of Community Colleges w.e.f 01.01.2014. The Vice Chancellor has implemented the resolution of the Syndicate
2. Therefore, the following guidelines are issued for starting community colleges. .

- 1) The applicant/agency for starting the Community Colleges shall be a registered trust or a society registered under the Societies Registration Act.
- 2) The applicant for starting Community Colleges shall have own building (rented building not permissible) with sufficient Academic and Physical infrastructure to facilitate the teaching and learning process in the subject identified by the Community Colleges to start.
- 3) The Courses to be offered in Community Colleges are to be different from the Mainstream Courses (i.e.,BA/B.Sc/B.Com Courses) offered in Aided/Govt. Colleges affiliated to this University.
- 4) The applicant/agency for starting the Community Colleges will have to apply in a duly filled form with the prescribed cost of application fee (ie Rs.2000/-) and a registration fee of Rs.1,00,000/- as followed in the case of unaided affiliated Colleges.
- 5) The applicant/agency for starting the Community College shall possess at least 3 years track experience of imparting knowledge and running academic programmes in the relevant field.
- 6) The applicant/agency for starting Community Colleges shall possess at least 60 cents of land in Panchayath and 30 cents of land in Municipal areas and also exhibit a bank balance of Rs. 5 lakh. Documentary proof of land and bank balance has to be furnished along with the application.
- 7) Fees of various courses offered in Community College shall be fixed by the University considering the nature of the demand for the course and its regional and practical significance.
- 8) The course to be offered and promoted by the Community Colleges shall be Diploma and Certificate level rather than Degree level courses. Courses can be identified in areas like, Yoga, Naturopathy, Martial Arts, Indigenous Medical Care Floriculture, Horticulture, Plantation, Community Medicine, Dress Making, Crockery Making, Jewellery, Secretarial Practice, Garment Making etc by the Community College.
- 9) Courses can be identified in collaboration with Public Sector, Commercial or Industrial establishments.

- 10) The salary of the Faculty recruited to the Community College has to be paid by the Management of the Community College and the share of the University in the present rate will be at the ratio of 30:70 (ie 30 from University and 70 from the Community College).
- 11) The University shall have the right to fix the maximum number of candidates to each course identified for the Community College taking in to account the infrastructure and other facilities.
- 12) The University shall have the absolute right to fix the regulation for the courses run by the Community College and students will be selected purely on the basis of merit and reservation norms followed in the University. There will be Community reservation as prescribed by Govt. of Kerala/Kannur University.
- 13) The admission to Community College shall be made by the Community College as per the direction of the University.
- 14) A Community College shall have a good library (related to the area of the course identified) for providing enough resources/material, knowledge for knowledge gathering for the students admitted.
- 15) A detailed prospectus of the courses offered by the Community College shall be designed by the College and the same has to be got approved by the University before admission notification for ensuing the road map of the conducting the programme.
- 16) A University level Academic Committee consisting of 3 Academic Experts nominated by the Vice-Chancellor and the Convenor of Standing Committee of the Syndicate on Course and Research will have to scrutinize and provide approval of the courses proposed by the Community College. A Syndicate Sub-committee consisting 3 members (Convenor Standing Committee on Examinations, Convenor Standing Committee on Course and Research and Convenor Standing Committee on Course Affiliation) will be monitoring the working the Community Colleges including admission, examination, curricular and co curricular activities pertains to Community Colleges by conducting inspections.
- 17) The fee structure for the Community College shall be fixed by the University. The fee for the 1st Semester shall be paid at the time of admission and fee for the subsequent semester shall be paid on the 1st day of the respective semester/year. The fee shall be collected by the community colleges and the detail of the fee has to be furnished to the University with documentary proof.
- 18) The Caution Deposit fixed by the University shall be collected by the Community College from the student and may be retained by the Community College till the end of the course or till the amount became refunded to the students whichever is earlier.
- 19) The Examination shall be conducted by University in the manner provided in the prospectus and question papers will be set by the University.
- 20) The remuneration to the faculties shall be fixed by the Community College and the same shall be approved by the University. The expenditure towards remuneration of faculty and non teaching staff appointed shall be met by the Community College. The University will have no commitment for the conduct of classes, seminars, workshops or for the use of infrastructure facility of Community College.
- 21) The Community College has to submit to the University 30% of the total fees collected from the students and documentary proof of the total fees collected has to be furnished to the University semester wise/year wise with list of students in the nominal roll.
- 22) All the students has to apply for the examination semester wise/year wise to the University and the University will conduct examinations with the support of Community Colleges. The expenses related to the examinations will have to be met by the Community College.
- 23) Other items

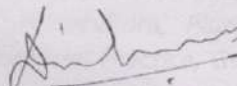
- a. It shall be the duty of the Community College to prepare and supply the course materials to the students admitted to the course.
 - b. The teacher appointed to the Community College will have to be approved by the University.
 - c. University has the right to revise the fees periodically.
 - d. All recurring expenditure related to the running of the course (ie, Practical work, lab charge, electricity, telephone, printing stationary, travel etc) are to be met by the Community College.
 - e. The University will prepare the syllabus, scheme for courses, conduct examinations and award certificates to such students who complete the course and examinations successfully.
 - f. An **MOU** be executed in the case of each Community College separately within the existing frame work of general guidelines exist for Community College. In case of any dispute on the MOU, the University and Community College will sit together and negotiate and to reach a settlement, if no such agreement is arrived at the negotiation.
 - g. The Registrar shall be the representative of the University for all dealings with the Community College and will be the party I in this regard and party II will be the Community College.
 - h. Seven member governing body consisting University representatives and experts from the field be constituted for the monitoring of Community College.
3. These Guidelines shall be applicable w.e.f 01.01.2014.
4. All the agencies intend to start community colleges are directed to follow the guidelines.
5. Orders are issued accordingly

Sd/-
REGISTRAR

Copy to,

- 1) PS to VC
- 2) PA to Registrar
- 3) PA to CE
- 4) PA to FO 5) DR (Fin/Ad/Acad.)
- 6) (AR (Pld/Acad I&11)
- 7) The Computer Programmer
- (To be published in the Official Web site)
- 8) Acad D Section
- 9) SF/DF/FC.

Forwarded/By Order


Section Officer