

(Abstract)

Guidelines for Starting & functioning of Community Colleges - Revised- Orders issued

ACADEMIC A SECTION

Acad A1/12325/Community/Fine Arts
colleges/2022

Dated: 24.03.2023

- Read:-1. U.O No Acad/A1/370-Community Colleges/2013 dated 31.03.2014
2. U.O No Acad/A1/370/Community Colleges/2013 dated 30.11.2018
3. Minutes of the meeting of the Standing Committee of the Syndicate on Course, Research, Library & Publication held on 18.01.2023
4. Resolution (2023.096) of the meeting of the Syndicate held on 14.03.2023

ORDER

- (i). The guidelines for starting & functioning of Community Colleges under the University, were issued vide U.O read (1) above.
- (ii). Subsequently, two of the clauses in the above UO i.e Clause 10 & 21 pertaining to payment of salary to faculty and distribution of fee share from students, were modified vide U.O read (2) above.
- (iii). Later, the Standing Committee of the Syndicate on Course, Research, Library & Publication vide the paper read (3) above recommended to amend Clause (6) & Clause (8) pertaining to requirement of land & conversion of community colleges, in the order read (1) above.
- (iv).The above recommendations of the Standing Committee on CRLP were approved by the Syndicate vide (4) above. The registrar has implemented the resolution of the Syndicate.
- (v). Hence, the following modified guidelines are issued for starting & functioning of Community Colleges :
- 1) The applicant/agency for starting the Community Colleges shall be a registered trust or a society under the Societies Registration Act.
 - 2) The applicant for starting Community Colleges shall have an 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 College 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 of Rs.2,000/- (Rupees Two thousand only) and a registration fee of Rs.1,00,000/- (Rupees One lakh only).
 - 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 1 acre of land in Panchayat and 50 cents of land in Municipal areas and also to exhibit a bank balance of Rs.5.00 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. Community Colleges should not be converted to Arts & Science Colleges by inducting additional Degree courses which are conducted by regular colleges.

9) Courses can be identified in collaboration with Public Sector, Commercial or Industrial establishments.

10) The salary of the faculty recruited in the Community Colleges has to be paid by the management of the Community Colleges.

11) The University shall have the right to fix the maximum number of candidates to each course identified for the Community College taking into 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 by 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 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 programme.

16) A University level Academic Committee consisting of 3 Academic Experts nominated by the Vice-Chancellor and the convenor of the Standing Committee of the Syndicate on Course, Research, Library & Publication will have to scrutinize and provide approval of the courses proposed by the Community College. A Syndicate Sub-Committee consisting of 3 members (Convenor, Standing Committee on Examinations, Convenor, Standing Committee on Course, Research, Library & Publication, Convenor, Standing Committee on Course in Affiliated colleges) will be monitoring the working of the Community Colleges including admission, examination, curricular and co curricular activities pertaining to Community Colleges by conducting Inspections.

17) The fee structure for the Community College shall be fixed by University. The fee for the first semester shall be paid at the time of admission and fee for the subsequent semester shall be paid on the first day of the respective semester/year. The fee shall be collected by the community colleges and the details of the fees has to be furnished to the University with documentary proof.

18) The caution deposit fixed by the University shall be collected by the Community Colleges from the students and may be retained by the Community College till the end of the course or till the amount becomes 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 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 staffs appointed shall be met by the Community College. The University will have no financial 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 20% of the total fees collected from the students (20:80 ratio-i.e 20% to the University and 80% for the colleges concerned). Further, documentary proof of the total fees collected has to be furnished to the University semester wise/year wise with the list of students in the nominal roll.

22) All the students have to apply for the examination semester/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 teachers 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 (i.e 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 of examinations and award certificates to such students who complete the course and examinations successfully.

f. An MoU shall be executed in the case of each Community College separately within the existing framework of general guidelines that 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.

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 of University representatives and experts from the field be constituted for the monitoring of Community College.

(vi). All the Educational agencies intending to start community colleges are directed to follow the guidelines.

(vii). The above guidelines shall be applicable w.e.f the applications received for the Academic Year 2023-24.

(viii). University Orders read 1 & 2 above stands revised and orders are issued accordingly.

Sd/-

Narayanadas K

DEPUTY REGISTRAR (ACAD)

For REGISTRAR

To: 1. The Principals & Managers of all Community Colleges
2. Web Manager, IT Centre (for uploading on the University website)

Copy To: PS to VC/PA to PVC/PA to R/PA to FO/PA to CE
DR/AR I/AR II Academic Branch

Forwarded / By Order



SECTION OFFICER

3