

Welcome to College Development Council

The College Development Council shall provide help and guidance for the integrated development of affiliated colleges in the University. The Council shall provide co-ordination between the UGC, the University and the APSCHE and the Colleges.

The CDC accords permission/affiliation to run a college, subject to fulfilment of stipulated conditions. It also helps in the around development of the college, subject to the commitment of the management in abiding to the rules and regulations from time to time.

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Functions of the College Development Council

- ▶▶ The College Development Council (CDC) shall provide help and guidance for the integrated development of affiliated colleges in the University. The CDC shall co-ordinate between the UGC, the AICTE, the PCI, the NCTE, the BCI, the University, the APSCHE and the Colleges.
- ▶▶ The CDC accords permission/affiliation to run a college, subject to fulfilment of stipulated conditions. It also helps in the allround development of the college, subject to the commitment of the management in abiding to the rules and regulations from time to time.
- ▶▶ The Andhra Pradesh State Council of Higher Education accords permission to colleges to start Under-Graduate or Post-Graduate Courses. The CDC shall co-ordinate the inspections for starting of new colleges or courses.
- ▶▶ The AICTE accords permission for MBA, MCA, B.Pharm. & M. Pharm. courses; the
- ▶▶ Based on the permission and after verification of the infrastructural facilities, laboratories, faculty and other amenities the CDC accords affiliation to the colleges to run the courses.
- ▶▶ Every year, CDC organizes affiliation inspections to colleges for extending the temporary affiliation from time to time or permanent affiliation.
- ▶▶ CDC also co-ordinates between the Colleges (which are included under section 2 (f) & 12 (B) of UGC Act) for development grants and their proper utilization.
- ▶▶ CDC organizes seminars/symposia/workshops to the colleges on quality assurance in higher education/practicals etc.
- ▶▶ Total Number of Institutions:339;

Procedure for establishment of a new Degree College

1. The APSCHE shall issue notification during November/December.
2. The interested societies shall submit proposals in the prescribed format to the APSCHE.
3. The APSCHE shall arrange counseling for rectification of anomalies, if any.
4. The APSCHE, in co-ordination with the University, shall arrange Joint Inspections to the successful applicants.
5. The University shall recommend/forward the JIC reports through the College Development Council with Vice-Chancellor's approval.
6. The APSCHE shall issue proceedings sanctioning the college as per the reports of JIC & University.
7. The University, through the College Development Council shall arrange inspections for granting affiliation.
8. Affiliation orders shall be issued by the University (June/July).

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For more details please go through the application form

Eligibility conditions for starting a degree college

1. The educational society must be registered at the Registrar of Societies under Societies Act.
2. The society must have two acres of own land (in case of colleges other than Warangal city limits); In Warangal city limits, one acre of land is enough. The land must be duly registered in the name of Society represented by its Secretary/President. It should be within a radius of 30 KM and within the same District.
3. The building must have minimum carpet area of 8000 sft. (not plinth area); In case of women's colleges and colleges of rural/tribal area 6000 sft. is enough; Each classroom carpet area must be 400 sft and laboratory with 600 sft.
4. The Corpus Fund in urban areas is Rs. 7.50 lakhs in the form of Fixed Deposit Receipt in the joint account of the Society and RJD, HE (in three yearly instalments of Rs. 2.50 lakhs).
5. The rural colleges are exempted in payment of Corpus Fund.
6. The financial resources to be shown in the form of Fixed Deposit Receipt are as stipulated by the APSCHE.

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For more details please go through the application form

Procedure for enhancement of seats in existing U.G. courses

1. The College Development Council shall issue notification during April/May;
2. The interested colleges shall submit proposals to the CDC;
3. The College Development Council shall process the applications and shall take the approval of the University;
4. The College Development Council with the approval of the Standing Committee of the Academic Senate, shall enhance the seats, subject to availability of facilities upto 15 seats in Science courses (upto a maximum of 60) and 20 seats in Arts/Commerce courses (upto a maximum of 80).
5. No enhancement shall be given to the newly started courses in the same year.
6. Extra admissions beyond the ceiling limit will be severely dealt with penalty and equal number of seats will be reduced in subsequent years.

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**Procedure for starting additional new courses in the existing
under-graduate colleges**

1. The APSCHE shall issue notification during November/December.
2. The interested colleges shall submit proposals in the prescribed format to the Dean, College Development Council.
3. After prima facie scrutiny, counseling on deficiencies shall be organized by the College Development Council during March;
4. Joint Inspections shall be organized to the successful applicant colleges;
5. The reports of JIC along with Vice-Chancellor's approval shall be sent by the CDC to the APSCHE;
6. The APSCHE shall issue proceedings sanctioning the new courses (June);

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For more details please go through the application form

Procedure for Change of Society(Management)

1. The interested societies should submit proposals with the following enclosures to the CDC (any time in the year):
 - (a) Registration documents of both the societies;
 - (b) Byelaws of both societies;
 - (c) Resolution of Society Executive & Governing Body for transfer of college to the new proposed society;
 - (d) Resolution of new Society for take over the college from old society.
2. The CDC shall forward the proposal to the APSCHE with Vice-Chancellor's recommendation;
3. The APSCHE shall issue the permission orders;
4. The new society should approach the university for change of society by paying prescribed processing fee;

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- ▶▶ Registration Certificates of both the Societies.
- ▶▶ Bye-Laws of both the Societies
- ▶▶ Resolutions of both the Societies to handover and takeover
- ▶▶ Corpus Fund paid in the form of FDR/Bank Guarantee.
- ▶▶ Registered document of own land on the name of taken over Society (If there is stipulated condition at the time of sanction of college).
- ▶▶ College permission proceedings, proceeding copies of courses and combinations sanctioned subsequently.
- ▶▶ Latest Affiliation orders for all the courses of the concerned University.
- ▶▶ If fixed assets are involved in the transfer, the registration for transfer of them on the name of taken over society.
- ▶▶ Undertakings in the form of affidavit from both societies separately to meet liabilities if any, on the name of college or society by the society taken over and also by transferring society.

Procedure for change of college name

1. The interested societies should submit proposals with the following enclosures to the CDC (any time in the year):
 - (a) Society registration Certificate along with byelaws;
 - (b) APSCHE permission orders for starting of college and its affiliation orders from time to time issued by the University;
 - (c) Management/Society resolution on change of name;
 - (d) Copies of FDR towards Corpus Fund;
 - (e) Commitments of present college with other agencies, if any, the impact of change of college name;
2. The CDC shall forward the application to the APSCHE with Vice-Chancellor's remarks.
3. The APSCHE shall issue permission orders;
4. The society then should approach the University (CDC) again for University's approval for change of name by paying prescribed processing fee;

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Procedure for shifting of a Degree College from one building to new premises

1. The college should have completed three academic years of its existence (earlier it was five years & recently modified);
2. After completion of three years of existence the management of the college, who wish to shift the premises of the college should submit a formal application to the Dean, College Development Council before 31st December of the preceding year by enclosing the following documents:
 - (a) Willingness letter from students, parents and staff;
 - (b) Lease deed/ownership documents of the new building for a period of 5 years, the management has to provide minimum building area of 8000 sq.ft (Urban areas)/6000 sq.ft (Rural/Women's Colleges) and required accommodation, as per the courses offered supported by Registered ownership/lease deed documents in the name of the society.
 - (c) New premises building plan approved by the Municipality/Grampanchayat drawn to scale by a licensed architect, certified by a Principal of nearby Government Degree College along with details of dimensions of rooms, total plinth area of the building and schedule of property;
 - (d) Photographs of the building duly attested by a Principal of nearby Government Degree College;
 - (e) Accommodation details, room-wise;
 - (f) Sanitary Certificate;
 - (g) Permission letter of APSICHE/University for starting the college;
 - (h) Certificate obtained from MRO or concerned authorities regarding rural/tribal area;
 - (i) Registered ownership documents of Land in the name of the Society;
 - (j) Copy of the resolution of the society along with the signatures of its members requesting for shifting of their college from existing building to another locality;
 - (k) Evidence of Corpus Fund (FDRs/Bank Guarantee)
 - (l) University affiliation orders from time to time and enhancement of seats;
3. After a prima facie scrutiny of the applications, the O/o. the Dean, College Development Council shall conduct an inspection with the team, as constituted by the Vice-Chancellor;
4. The report of the inspection committee along with recommendation by the Vice-Chancellor and a Demand Draft (submitted by the management of the college) for Rs. 5,000-00 in favour of the Secretary, A.P. State Council of Higher Education, Hyderabad shall be forwarded to the APSICHE.
5. The final authority for approving the shifting proposals is vested with the A.P. State Council of Higher Education, Hyderabad.
6. After obtaining the approval from the A.P. State Council of Higher Education, Hyderabad, the college shall submit the proceedings of the Council to the University along with a processing fee as prescribed;
7. The University with the concurrence of the Standing Committee of the Academic Senate and the Executive Council shall accord permission for the shifting.

Procedure for recruitment of teaching faculty

1. Any degree college having a standing of two years should go for recruitment of teaching faculty;
2. Preferably during April-May, advertisement in two leading newspapers (not district editions) has to be given;
3. The college has to request the Registrar, KU for nomination of subject experts by enclosing the advertisement copy and previous affiliation orders;
4. The subject experts as nominated by the University have to be contacted to fix up the date and time of interviews;
5. Interviews have to be conducted with duly constituted selection committee, as per university norms and the minutes have to be forwarded to the Registrar (Academic).
6. The college has to obtain ratification of such staff as per selections from the University by June/July.
7. It is expected that every degree college must have at least $2/3^{\text{rd}}$ of total teaching staff selected following the above procedure.

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Procedure for inter-conversion of the Colleges

(From Women to Co-Education or vice-versa)

1. The following documents have to be submitted by the College to the College Development Council for necessary recommendation to APSCHE;
 - (a) Resolution of the society along with signatures of Governing Body members;
 - (b) Details of Corpus Fund paid;
 - (c) Accommodation particulars as per the requirement of courses offered along with documents of building ownership/leased registered documents.
 - (d) Approved building plan;
 - (e) Registered land documents in the name of society;
 - (f) Consent letters from staff (Teaching & Non-Teaching), Students & Parents;
 - (g) Courses offered by the college;
 - (h) Justification for conversion.
2. The CDC shall scrutiny the application and forward to the APSCHE for final approval.
3. The APSCHE shall issue permission orders.

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**Procedure for change of internal members in the existing society
of degree colleges**

1. The college has to submit the following documents to the College Development Council for consideration & recommendation to APSICHE:
 - (a) Approval of Registrar of Societies for the inclusion of new members into the society;
 - (b) Byelaws of the society;
 - (c) List of office bearers with photographs and signatures;
 - (d) Letter of agreement between the old and new members for handing over/taking over.
 - (e) Corpus fund, Land & building documents as per APSICHE norms.
 - (f) Affiliation orders from University;
 - (g) List of courses offered;
 - (h) Staff particulars & their selection
2. The College Development Council shall put up for Vice-Chancellor's approval and accordingly orders shall be issued.

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Issue of No dues and clearance to Nominal Rolls

The College Development Council shall verify the following items

1. Affiliation orders from the University for the year;
2. Compliance to the conditions stipulated in the affiliation orders;
3. Payment of all dues/penalties, if any;
4. Admission of students as per the permitted intake.

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ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of A.P)

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Rules for Extension of Permission in respect of Private Unaided Degree Colleges functioning in temporary accommodation for 2020-21 and 2021-22

According to Rule 9 (2)(b) of G.O.Ms.No.29, HE Dept., Dt:05.02.1987 and judgement of the Hon'ble High Court in 2004, the private institution / college shall be accorded temporary recognition subject to fulfillment of such conditions as prescribed by the competent authority. The temporary recognition is renewable annually for period of five years relaxable to ten years in deserving cases subject to fulfillment of the conditions.

In compliance of judgement and Rules, the existing affiliated Private Un-Aided Degree Colleges which are functioning in temporary accommodation shall submit their application mandatorily for Extension of Permission.

Online Applications are invited from the existing affiliated Private Un-Aided Degree Colleges **functioning in rented/leased accommodation** for according Extension of Permission for the academic years 2020-21 and 2021-22.

I. Registration

Existing Private Degree Colleges functioning in leased accommodation shall register their applications by remitting the prescribed fee as detailed hereunder, in favour of the Secretary, APSCHE through payment gateway mode towards registration, processing and inspection fee.

The details of fee payable are given hereunder:

- a. **Rs.15,000/-** for colleges which are in existence for less than 5 years
- b. **Rs.30,000/-** for colleges which are in existence more than 5 years and less than 10 years

II. Conditions to be fulfilled for grant of Extension of Permission in respect of existing Private Unaided Degree Colleges

- The Applicant institution shall furnish information on the available academic and infrastructural facilities which are applicable for the New Private Un-aided Degree College and for running the existing UG & PG Courses with regard to Land, Accommodation, Playground facility, Parking Area, Fire Safety and other Infrastructural facilities etc.,

- The applicant institution shall enclose all documents with self attestation of the management of the college on the information as mentioned under points (a) to (e).
- Applications for Extension of Permission will only be processed if the college has an active website showing all the details with regard to courses offered, admissions, scholarships, performance, staff particulars etc

A. Land

Place	Area Required	
	Upto student strength of 1000	For student strength above 1000
In 3 Urban Agglomerations of Vijayawada, Visakhapatnam & Guntur.	1.00 Acre	2.00 Acres
In other places in the State	2.00 Acres	4.00 Acres

The total extent of land mentioned above should be at one place only in and around the College. If it is located away from the College, it should be nearer (within a radius of 30 k.m. and within the same Mandal) to the College so that it could be used for future development.

A sketch plan of the land giving dimensions and details of survey no./ patta no., name of the place, District, etc., as mentioned in the document and certified by concerned MRO.

The society shall **produce the original land document along with sketch plan to the Inspection Committee for verification.**

B. Building Accommodation

- i) Minimum Requirements for UG Courses

Particulars of Accommodation		Minimum Area Required (In sft) (including common facilities)	Additional accommodation
Minimum required area	Urban Areas	8000	Accommodation in addition to 8000 sft / 6000 sft, as per the requirements of the existing and proposed courses / combinations, shall be provided.
	Rural Areas	6000	

Classrooms required	No. of Sections proposed	No. of Classrooms required
	1	2
	2	3
	3	5

Labs Required	1 lab for each subject in one/two combinations
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Required Room Dimensions (in sq.ft.)	
Classroom	600
Labs	600
English Language Lab (Mandatory)	600

Common Facilities (in sq.ft.)		
Principal's Room	200	2000 sft
Staff Room	300	
Office Room	300	
Library	600	
Games Room	200	
Ladies Waiting Room	200	
Toilets	200	

(ii) Minimum requirement for PG Courses

Sl. No	Description	M.Sc								Other PG Courses	
		Chemistry		Bio-Chemistry		Micro-biology		Bio-technology			
		No. of halls	Carpet Area (sft)	No. of halls	Carpet Area (sft)	No. of halls	Carpet Area (sft)	No. of halls	Carpet Area (sft)	No. of halls	Carpet Area (sft)
1	Class Rooms	02	600	02	600	02	600	02	600	02	600
2	Laboratories	04	600 (3) 1200(1)	02	1200	02	1200	-	-	02	1200
3	Library	01	1200	01	1200	01	1200	01	1200	01	1200
4	Seminar Hall	01	1000	01	1000	01	1000	01	1000	01	1000
5	Store Room	01	300	01	300	01	300	01	300	01	400
6	Staff Room	-	-	-	-	-	-	-	-	01	400
7	Preparation Room	01	250	-	-	-	-	-	-	-	-
8	Balance Room	01	150	-	-	-	-	-	-	-	-
9	Instrumentation Room	-	-	01	400	01	400	-	-	-	-
10	Culture Room	-	-	-	-	01	400	-	-	-	-

11	Sterilization / Wash Room	-	-	-	-	-	-	01	400	-	-
12	Animal House (as per norms of Ministry of Social Justice & Empowerment)	-	-	01	400	01	400	01	400	-	-
13	General Lab	-	-	-	-	-	-	02	1200	-	-
14	Research Lab	-	-	-	-	-	-	01	1200	-	-
15	Specialized Labs										
	Instrumentation Lab	-	-	-	-	-	-	01	400	-	-
	Microbial Lab	-	-	-	-	-	-	01	400	-	-
	Animal Cell Culture Lab	-	-	-	-	-	-	01	400	-	-
	Plant Tissue Culture Lab	-	-	-	-	-	-	01	400	-	-
	Molecular Biology Lab	-	-	-	-	-	-	01	400	-	-

C. Registered Lease Document

- The building document should be registered in the name of the sponsoring Educational Society represented by its Secretary / Correspondent for the Degree College.
- If the college provides accommodation separately for the proposed PG Course, Registered lease Deed of the said building shall be submitted and also mentioned in the distance from the existing building.
- The Document should contain, apart from other details, Survey No., Door No., Village / Town, boundaries of the building, floor-wise carpet area and total carpet area.
- Plans of the building duly approved by the authorities of Municipality / Corporation / Gram Panchayat along with permission orders for construction the building in which the college is located should be submitted.
- The building plans should reflect property details as mentioned in the registered documents indicating clear demarcation of the existing accommodation for classroom, principal room etc., location and dimensions of each room and total built-up area

D. Corpus Fund

Sl. No	Year of Establishment	Amount (Rs. in Lakhs)			
		Status	Urban	Rural	Tribal
1.	Prior to 1987-88	Boys / Co-Ed.	The amount as prescribed by the Govt. while starting the college.		
		Women's			
2.	1987-88 to 89-90	Boys / Co-Ed.	6.00	6.00	
		Women's	5.00	5.00	

3.	1990-91 to 97-98	Boys / Co-Ed.	7.50	7.50	5.00
		Women's	5.00	5.00	
4.	1998-99 to 2004-05	Boys / Co-Ed.	7.50	7.50	
		Women's	5.00	5.00	
5.	After 2005-06	Boys / Co-Ed.	7.50	Exempted	
		Women's	5.00	Exempted	
<p>Note:</p> <p>1. Colleges established after 1993-94, in rural areas with Telugu Medium either for Girls or Boys or Co-Education are exempted from the payment of Corpus Fund.</p>					

- ii) The Educational Institution should provide information on Corpus Fund of **Rs. 5.00 lakhs** for each of the existing PG Course, in addition to the Corpus Fund which the college is required to have paid in respect of starting of the college. However, PG Courses proposed in rural areas are exempted from payment of Corpus Fund with effect from the academic year 2005-06.
- iii) The Educational Institution should provide information on Corpus Fund deposited in the form of Fixed Deposit Receipt (FDR) in the joint account of Secretary / Correspondent of the sponsoring Educational Society and the Regional Joint Director of Collegiate Education concerned, in any Nationalized / Scheduled Bank for a period of 10 years.
- iv) The applicant College shall produce proof of FDRs of all the installments of Corpus Fund.

E. Financial Position

The management shall mention and show the financial position like in the form of FDRs, Loans, Current account in banks etc.,

F. Other facilities

i) Play Ground Facilities

The colleges which do not have the required land in their own premises will have to provide information on the facilities available to its students i.e gymnasium / Recreation and games facility by providing separate built up space and equipments for this purpose.

ii) Parking Area

The colleges located along the main road in urban areas shall be required to provide parking area to an extent of 20% of the built up area. Such parking area should be provided either in the college premises or within a distance of 100 mtrs thereof

iii) Fire Safety

The applicant Educational Institution shall furnish the fire safety certificate.

iv) Lab Equipment

The management shall provide information and document evidence on lab equipment for each subject offered.

v) Library

The management shall provide information on the library books for each subject offered

III. Processing of Application

The A.P. State Council of Higher Education will arrange to conduct a prima-facie scrutiny. Based on the recommendations of prima-facie Scrutiny Committee, the A.P. State Council of Higher Education shall arrange to conduct inspection of the college. The information pertaining to inspection of the College will be placed in the website of APSCHE and no further communication will be made with the College in this regard.

The Educational Society shall not pay T.A., D.A. & etc., to the members of the Committee and AP State Council of Higher Education will pay the same from the fee paid by the College.

IV. Enclosures to the Application

1. Proof of payment as applicable mentioned under Point (II) towards Processing & Extension of Permission fee.

(Enclose Original proof to the **first copy** of the filled in application and photocopies of the other set of application.)

2. A copy of certificate of Registration of sponsoring Society under Societies Act along with constitution and bye-laws of the Educational Society.

Note: The duties of the Members of the Society and their powers may be mentioned along with the bye-laws

3. Copies of the FDRs, if any, indicating the financial position of the College.
4. A copy of **registered lease deed for the college building** on the prescribed carpet area for existing degree college and PG Courses
5. a) Copy of the building plan drawn to scale and drawn by a licensed architect and certified by Principal of a Government Degree College after physical verification by him.

Note: The building plan shall contain the details of the property along with the dimensions of each room and the purpose for which it will be utilised. The total builtup area of the college building shall be mentioned clearly.

b) A copy of Permission letter from the Municipality / Corporation / Gram Panchayat authorities obtained to construct the college building(s) along with approved plans.

6. Photograph(s) of the proposed college building certified by the Principal of nearby Government Degree College.

7. A copy of sanitary certificate in respect of the college building issued by the competent authority.

8. A copy of the **registered ownership document** in respect **of land** possessed by the management in the name of the Society for the Private Unaided Degree College.

Note: The place, extent of the land under possession along with details of the property shall be mentioned in the document.

9. A copy of sketch plan of the land drawn by licensed surveyor and certified by the concerned MRO.

10. Copy of the permission order issued by the Government / University / APSICHE for the establishment of the applicant Degree College.

11. Latest affiliation order for the existing courses from the concerned University

12. Orders of the University / APSICHE sanctioning the existing courses and courses withdrawn.

13. Documentary evidence for play ground / parking area / fire safety facilities

14. Rural / Tribal certificate from the MRO concerned.

15. No dues of affiliation fee, examination fee and on uploading of data in AISHE portal from the University concerned

Secretary

A.P. State Council of Higher Education
Guntur

Fee Structure for UG and PG programmes

1. The Government of Andhra Pradesh enacted the Andhra Pradesh Higher Education Regulatory and Monitoring Commission (APHERMC) ACT, 2019 to maintain standards of education, regulation of fee, service condition of teachers and safeguard the interests of students and to ensure public spiritedness, equity, excellence, financial stability and probity. It is a milestone in the history of Andhra Pradesh in the direction of bringing quality higher education to its students.
2. APHERMCE fixes the fee structure to various courses (both UG and PG programmes) offered by private unaided colleges and this structure varies for colleges as per their category (i.e., Category-I- II-III colleges).
3. The fee structure of the University constituent colleges and Government colleges will be decided by an expert committee constituted by the University. The committee by going through the fee structures of various Universities and the fee structure prescribed by the APHERMC fixes the fee for various courses offered.

INSPECTION PROCESS

1. APSCHE issues a Time line specifying the dates for college wise registrations in the Affiliation portal, FFCA visit to colleges, Dean CDC and Registrar conformations for Online generation of Affiliation Orders
2. Affiliated Colleges Register their details pertaining to infrastructure and other facilities available in the affiliation portal. These includes information regarding -Class rooms, Staff rooms, Principal room, Office room, Games room, all Laboratories, Teaching and Non-Teaching staff details, Library, Examination Section, Placement Cell, IQAC Cell, Ladies Waiting room, Toilets, Seminar hall, Hostels (Boys and Girls), Parking area, Playground etc.
3. The University appoints FFC teams to verify the data uploaded by the colleges in the Affiliation portal and also to inspect whether the recommendations imposed by the previous Inspection committee have been implemented or not.
4. CDC Deans can use their login to Access the Portal and Allot the FFCA Team head for the colleges and provides Affiliation Norms of the University to the team members.
5. FFCA Team head member will be given user name in format ffca_college code and Password will be shared to FFCA team Convener.
6. FFCA Team head by using the user id and password, access the Portal, Review the documents, Reports, Details, Pictures submitted by the College and recommends for either affiliation for existing courses/Conditional affiliation/Withhold of affiliation etc.
7. FFCA Team head has to ensure that Link of the College Video (Submitted by Principal) is uploaded in the Affiliation Portal.
8. Finally, after the careful Examination, FFCA team Head has to Provide his/her observations and Feedback to CDC Dean in a Digital platform
9. CDC Dean will further forward the digital information pertaining to the college along with FFC recommendations to the registrar login
10. Final Registrar of the University will go through the information provided by the FFC team Dean CDC and Generate Online Affiliation order which may be communicated to the affiliated colleges