

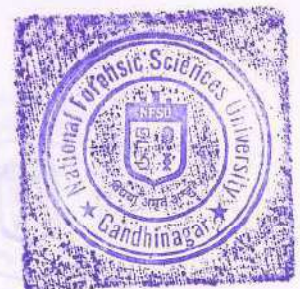


विद्यया अमृतं अश्नुते

National Forensic Sciences University

Knowledge | Wisdom | Fulfilment

An Institution of National Importance
(Ministry of Home Affairs, Government of India)



Signature

Signature

Affiliation and Recognition Process Handbook

FORWARD

Development of human resources in forensic sciences is carried out by the National Forensic Sciences through its constituent schools and its own campuses. The university has also mandate to grant affiliation to colleges/institutes located in various states. National Forensic Sciences University has played a pivotal role in strengthening and transforming forensic capabilities of the country. It is expected that NFSU and its affiliated colleges are working for basic as well as advanced forensic science research for knowledge generation, development of skilled human resources through education and forensic technology development. The National Forensic Sciences University (NFSU) has been given a mandate of maintaining the quality of forensic education in the country. In this endeavor, NFSU contributed scientifically by way of planning, coordinating, undertaking, supporting and guiding various aspects of forensic education, research and training for development and strengthening of forensic science.

The National Forensic Sciences University is a national university having affiliating status having its area of operation in all over India. The University through its Board of Affiliation and Recognition lays emphasis on maintaining quality of education and research in its affiliated colleges/institutions. The Board of Affiliation and Recognition of the University grants an affiliation to the colleges and institutes which are interested to run the academic programs in the field of forensic and allied disciplines. The Board of Affiliation and Recognition of NFSU formulates Minimum Standards for Forensic Education for all the disciplines of Forensic Science namely, Forensic Biotechnology, Cyber Security, Digital Forensics, Forensic Odontology, Forensic Nursing, Forensic Food Technology, Forensic Structural Engineering, Forensic Pharmacy, Forensic Accounting, Healthcare and Hospital Management, Homeland Security, Cyber Security Management, Forensic Psychology, Clinical Psychology, Criminology, Neuropsychology, Humanitarian Forensics, and Forensic Structural Engineering etc. The Board of Affiliation and Recognition scrutinizes the applications received for affiliation and it conducts onsite inspection of the applicant colleges/institutes and based on the inspection and documents verification, it recommends the Academic Council for affiliation. The reports thus, finalized by the Academic Council are compiled at one place in order to facilitate the interested persons/ organizations/ universities for establishment of new college in Forensic and its allied disciplines.

This handbook is an attempt to provide comprehensive information on the fair and rational system of administration as well as other necessary information on the processes involved under the aegis of NFSU. The emphasis on e-governance to ensure transparency and accountability, and implementing a tech-savvy approach to enable faster processing and clearly defining the Infrastructural norms in Institutions are just a few pointers towards NFSU's efforts at fostering a College Education system which is on par with the best Institutions in the world.

This Handbook is a Legal Document as per National Forensic Sciences University Act, 2020 (32 of 2020); and National Forensic Sciences University (Norms and Standards for the Conduct of Under Graduate, Post Graduate and Diploma Programs in Forensic and Allied Disciplines) Regulations, 2021 Notified on 9th April 2021; and National Forensic Sciences University (Grant of Affiliation and Recognition for Colleges/Institutions) Regulations, 2021 Notified on 15th January, 2021.

We hope all the stakeholders of Forensic Education shall also put in their best and make team India proud.

Dr J. M. Vyas
Vice Chancellor



About National Forensic Sciences University

The National Forensic Sciences University is the world's first and only University dedicated to Forensic Sciences and Investigative Sciences. The NFSU (Formerly Gujarat Forensic Sciences University) was established by the Government of Gujarat in 2008 with an objective of fulfilling the acute shortage against increasing demand of forensic experts in the country and around the world. The sole objective behind establishing the University is to provide skilled and trained man power to various Investigative and Security Agencies of the country and the world. The Establishment of this highly specialized University was the vision and the dream of the then Hon'ble Chief Minister of Gujarat and the present Hon'ble Prime Minister of India Shri Narendra Modi. The University has been elevated as National University from State University and it has been accorded a status of an Institution of National Importance from 1st October 2020.

Presently, the University offers 47 highly specialized and unique academic programs such as Doctor of Science (D. Sc.), Doctor of Philosophy (Ph. D.), Master of Philosophy (M. Phil.) in Clinical Psychology, M. Tech. in Cyber Security & Incident Response, M.Tech. in Forensic Structural Engineering, M. Sc. in Forensic Science, M.Sc. in Forensic Biotechnology, M.Sc. in Toxicology, M. Pharm in Forensic Pharmacy, M.Sc. in Digital Forensics & Information Security, M.Sc. in Food Technology, M Sc. In Nanotechnology, M.Sc. in Odontology, M.A/MSc. In Forensic Psychology, M.Sc. in Neuro Psychology, M.Sc. in Clinical Psychology and MBA in Forensic Accounting, MBA in Homeland Security, MBA in Cyber Security Management, MBA in Healthcare and Hospital Management and several PG Diploma Programs. More than 4000 students including 2400 on campus students from India as well as abroad study at National Forensic Sciences University Gandhinagar. The University has multinational culture of education and more than 180 foreign students from more than 25 countries are studying in various post graduate courses at NFSU campus.

Various laboratories of different disciplines of forensic science are fully equipped with ultra-modern instruments with all the required amenities for education, research and training. The NFSU has 28 modern laboratories in various disciplines of forensic science for learning & research. Some of them are: Forensic Science Laboratory, Forensic Biotechnology Laboratory, Forensic Chemistry Lab., Toxicology Lab, Forensic Physical Sciences Laboratory, Odontology Lab, Narcotic & Psychotropic Substance Analysis (NDPS) Lab., Drone Forensics Lab, Multimedia Forensics Laboratory, Fingerprint Science Lab., Questioned Document Lab.; DNA Lab, Forensic Neuropsychology lab, Food Technology Lab, Forensic Structural Engineering Lab., Brain Electronics Oscillation Signature (BEOS) Lab, Fraud Investigation Lab., Language Laboratory, etc. for education, research, training and consultancy.

The university conducts various training program for the police officers and other investigative officers, forensic scientists of India and abroad. In last 5 years, more than 13000 officers including Police, Judiciary, Banking, Vigilance, Custom officials, Ministry of External Affairs, Ministry of Home have been imparted training in different areas of forensic sciences. Till date more than 2200 police officers, forensic scientists and judicial officers of more than 65 countries have been trained at NFSU.

The National Forensic Sciences University is permitted by an NFSU Act-2020 passed by Parliament to grant affiliations to the higher learning educational institutes to run Under Graduate and Post Graduate Courses in the field of Forensic and allied disciplines in all over India. The University has established a Board of Affiliation and Recognition to grant an affiliation for the colleges/institutions in India. The rules, regulations and process of affiliation is presented in this handbook.

1.1 Introduction

- a. A new college/Institution to offer UG/PG program in Forensic and its allied disciplines shall be established by providing Infrastructure and other requirements as specified in the Affiliation Process Handbook.



- b. New College/Institution offering Forensic Academic Course(s)/ Programme(s) shall not be established without prior approval of the National Forensic Sciences University Gandhinagar.
- c. Admission Authority/ Body/ Institution shall not admit students to any Programme of Institution, which does not have affiliation of the NFSU.
- d. Forensic Institution shall satisfy the norms specified in Affiliation Process Handbook.
- e. The applications received shall be processed as per the norms and procedures prescribed in the Affiliation Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws.

1.2 Time Schedule for processing of the applications

- a. NFSU shall notify through a Public Notice either in the leading newspapers or through NFSU Web-Portal from time to time, inviting applications with cut-off dates for various purposes and processing thereof. The time schedule mentioned in the Public Notice shall be final and binding. To process any request from the Institution regarding Affiliation application in prescribed format is mandatory. Applications not in prescribed format shall not be considered.
- b. The submission of an application on and payment of prescribed affiliation fees shall not be later than the last date as notified in the Public Notice.

1.3 Seeking affiliation of the National Forensic Sciences University

1.3.1 Application for:

- a. Affiliation to new College/Institution offering an educational programs in Forensic Science and its allied disciplines, namely Forensic Science, Forensic Biotechnology, Toxicology, Multimedia Forensics, Forensic Odontology, Forensic Toxicology, Forensic Accounting, Forensic Pharmacy, Environmental Forensics, Homeland Security, Forensic Food Technology, Forensic Structural Engineering, Forensic Nursing, Humanitarian Forensics, Forensic Psychology, Clinical Psychology, Criminology, Cyber Security, Digital Forensics, Healthcare and Hospital Management, Cyber Security Management etc. and other Diploma/Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level and Doctorate level.

Undergraduate Programs	Postgraduate Programs
SCHOOL OF FORENSIC SCIENCE	
1. B.Sc.- M.Sc. Forensic Sciences (5 year integrated course)	1. M.Sc. Forensic Science 2. M.Sc. Forensic Biotechnology 3. M.Sc. Multimedia Forensics 4. P.G. Diploma In Fingerprint Science 5. P.G. Diploma in Forensic Document Examination 6. P.G. Diploma in Crime Scene Management
SCHOOL OF MEDICO LEGAL STUDIES	
	7. M.Sc. Toxicology 8. M.Sc. Forensic Dentistry 9. Post Basic Diploma in Forensic Nursing 10. P.G. Diploma in Forensic Toxicology 11. P.G. Diploma in Humanitarian Forensics



SCHOOL OF CYBER SECURITY AND DIGITAL FORENSICS	
2. B.Tech.- MTech. Computer Science and Engineering (Cyber Security) (5 year Integrated course)	12. M.Sc. Cyber Security 13. M.Tech. Cyber Security 14. M.Sc. Digital Forensics and Information Security
SCHOOL OF MANAGEMENT STUDIES	
3. BBA-MBA { With specialization in Forensic Accounting and Fraud investigation / Financial Management/ Business Intelligence} (5 year Integrated course)	15. MBA in Forensic Accounting and Fraud investigation 16. MBA in Cyber Security Management 17. MBA in Hospital and Healthcare Management 18. MBA in Business Intelligence 19. Executive MBA (With specialization in Forensic Accounting and Fraud investigation / Financial Management/ Human Resource Management) 20. PG Diploma in Forensic Journalism
SCHOOL OF POLICE SCIENCE AND SECURITY STUDIES	
	21. M.Sc. Homeland Security 22. M.A. Police and Security Studies 23. P.G. Diploma n Homeland Security
SCHOOL OF PHARMACY	
	24. M.Pharm Forensic Pharmacy 25. M.Pharm Pharmaceutical Quality Assurance 26. M.Sc. Chemistry (With specialization in Forensic Analytical Chemistry) 27. M.Sc. Environmental Science (With specialization in Environmental Forensics) 28. M.Sc. Pharmaceutical Chemistry 29. PG Diploma in Industrial Safety, Hygiene & Environmental Management
SCHOOL OF ENGINEERING AND TECHNOLOGY	
	30. M.Sc. Forensic Nanotechnology 31. M.Sc. Food Technology 32. MTech. Civil Engineering (With specialization in Forensic Structural Engineering)
SCHOOL OF BEHAVIORAL SCIENCE	
	33. M.Phil. Clinical Psychology 34. M.Sc. Clinical Psychology 35. M.Sc. Neuropsychology
SCHOOL OF FORENSIC PSYCHOLOGY	
	36. M.Phil. Forensic Psychology 37. M.Sc. Forensic Psychology 38. M.A Criminology (With specialization in Forensic Psychology) 39. PG Diploma in Cyber Psychology
SCHOOL OF LAW, FORENSIC JUSTICE AND POLICY STUDIES	
4. B.Sc. L.L.B. (Hons.) (5 year Integrated course)	
5. L.L.B (Hons)	
SCHOOL OF DOCTORAL STUDIES AND RESEARCH	
	40. Doctor of Philosophy (Ph.D) in all relevant disciplines 41. Doctor of Science (D.Sc) in all relevant disciplines



	42. Doctor of Law (LLD), D.Litt., in all relevant disciplines
SCHOOL OF OPEN LEARNING	
	43. Certificate Courses (16 Certificate courses)

- b. To Start new Programme(s)/ Level(s) in the existing Institutions

1.3.2 Requirements and Eligibility

- A Society, registered under the Societies Registration Act, 1860 through the Chairman/ Secretary of Society or
- A Trust, registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts through the Chairman/ Secretary of the Trust or
- A Company established under Section 8 of the Companies Act, 2013 or
- Central/ State Government/ UT Administration or by a Society/ Trust registered with them.

The above bodies shall apply individually or under Public Private Partnership (PPP)/ Build- Operate-Transfer (BOT) mode through an Officer authorized by Central/ State Government/ UT.

A Company having any foreign equity directly or indirectly as shareholding shall not be permitted to apply for setting up a College Institution.

- 1.3.3 The existing Institutions approved by other Regulatory Bodies, such as AICTE, RCI, BCI, MCI, PCI etc. seeking Affiliation for the first time from NFSU for affiliation to conduct UG or PG Programme(s) in Forensic Science and its allied disciplines:

- The existing Institutions approved by the various approving bodies and councils such as Pharmacy Council of India, AICTE, Medical Council of India, Bar Council of India, Nursing Council of India, Rehabilitation Council of India, Nursing Council of India etc. in the previous Academic Years with Affiliation from other universities.
- The existing Institutions offering Degree or Diploma programs in various disciplines of Forensic Science with other universities.
- Colleges/Institutions seeking Affiliation for conducting courses related to forensic science disciplines. Further, for such Institutions, exclusive Building and Dean/Principal are not required. However, the Institutions should fulfill all other norms (as specified in the Affiliation Process Handbook) such as separate Head of the Department, Faculty, Classrooms, laboratories, library, other Infrastructure, Built-up area, etc.
- In all the above cases, Institutions seeking affiliation for the first time from NFSU shall submit an application as a new College/Institution for all their existing Forensic Science related UG/PG Programme(s) and Course(s).

1.4 Submission of Application

1.4.1 Application Form



- a. The interested educational trusts/Societies/government organisations/universities may submit their application in the prescribed Format to the Executive Registrar, National Forensic Sciences University, Sector-9, Gandhinagar 382007 before 31st December every year.

1.4.2 Payment

- a. Fees for affiliation to a new College/Institution offering Forensic Educational programs at Diploma / Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree and Doctoral (PhD) Level are given below:

Sl. No.	Type of Institution	Charges per UG/PG degree program ₹ in Lakh	Charges per Diploma program ₹ in Lakh	Charges per Certificate program ₹ in Lakh
i	Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD	2.00	1.00	0.25
ii	Government/ Government aided	1.00	0.50	0.10
iii	All other Institutions	3.00	2.00	0.50

Sr. No	Details	Charges per UG/PG degree program ₹ in Lakh	Charges per Diploma program ₹ in Lakh	Charges per Certificate program ₹ in Lakh
1	Application Form Fee	5,000/-	5,000/-	5,000/-
2	Processing Fee	25,000/-	25,000/-	10,000/-
3	U.G. Inspection	1,50,000/-	50,000/-	10,000/-
4	P.G. Inspection	2,00,000/-	1,00,000/-	25,000/-
5	Security Deposit (refundable)	5,00,000/-	2,00,000/-	50,000/-
6	Extension	25,000/- Per Year	20,000/- Per Year	10,000/- Per Year
7	Enrolment	300/- Per Student/Per Year	300/- Per Student/Per Year	100/- Per Student/Per Year
8	Exam Fees	As per NFSU Norms	As per NFSU Norms	As per NFSU Norms

- b. The Processing Fees and Affiliation charges shall be paid through NFSU payment gateway on NFSU Web-Portal within the deadline failing which, the application shall not be considered.
- c. Only those applications submitted within the cut-off date, including payment shall be considered for processing.
- d. All Applicants shall ensure that the information/data shown in the application are correct.
- e. Application should be submitted Executive Registrar, National Forensic Sciences University, Sector-9, Gandhinagar 382007 on or before the last date as notified in the Public Notice.

- 1.4.3 All Applicants shall submit an Affidavit, sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner on ₹100/- Non-Judicial stamp paper/ e-stamp paper. In case of any false information, NFSU shall invoke the provisions, both civil and/ or criminal as per the Regulations in place.



- 1.4.4 A printout of the complete application along with the proof of payment, and documents mentioned as per Appendix of Affiliation Process Handbook duly attested by the Chairman/ Secretary of the Trust/ Society/ Company shall be submitted on the date of Scrutiny at the National Forensic Sciences University Gandhinagar.
- 1.4.5 Applications complete in all respects shall only be processed.
- 1.4.6 NOC from concerned State Government/UT is mandatory for affiliation with NFSU.
- 1.4.7 In case of college/institute already running courses in affiliation with other university/Board in the same campus/premises, the NOC from existing affiliating University/Board is mandatory.
- 1.4.8 The applicant has to submit one copy of the complete application to the concerned State Government/UT (either education department or home department, as the case may be) for their views/recommendation and NOC. The State Government shall forward their views on the application to the NFSU Gandhinagar, not later than one week from the last date of submission of application as per the Public Notice.
- a. The Trust/Society/organization must sign an MOU with the State or Central Forensic Science Laboratory available in the concerned state for giving assurance to the college/institute in terms of academic, training and internship support.
- b. Based on the views (if any) of the State Government/ UT for setting up of new college/ Institution, the Board of Affiliation and Recognition of National Forensic Sciences University Gandhinagar shall take a decision about the processing of application or to reject the same. If the application is not processed further, the Processing Fees after a deduction of ₹10000/- (Rupees Ten Thousand only) shall be refunded to the Applicant.
- c. If the application is not forwarded by the concerned State Government/UT with recommendation, the University shall not proceed for further processing.

1.5 Establishment of a new College/Institution

1.5.1 Requirements and Eligibility

- a. The Promoter Trust/ Society/ Company shall have the Land as required and has its Lawful possession with clear title in the name of the Promoter Trust/ Society/ Company on or before the date of submission of application.
- b. Requirements for College/Institution shall be as per the norms specified in the Affiliation Process Handbook.
- c. Building Plan for the entire duration of the Programme(s) of the Institution shall be prepared by an Architect registered with Council of Architecture/ Licensed Surveyor and shall be approved by the Competent Authority as designated by concerned State Government/ UT. *In case of the Applicant seeking Affiliation, Buildings for the First Year should be completed in all respects as per the Infrastructure requirements.*
- d. The Head of the "College/Institution" shall be named as the "Principal/Dean" having qualifications as per NFSU norms as defined for Principal in a Programme of the College/ Institution.

- 1.5.2 The fund position of the Applicant (except Government/ Government aided



Institution/ Central/ State University) in the form of FDRs and/ or Bank accounts in the Nationalized Bank or Scheduled Commercial Banks recognized by Reserve Bank of India shall be as under on the date of Scrutiny.

Sl. No.	Programme proposed (Diploma/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree)	Total minimum funds required as proof of operational expenses at the time of Scrutiny in the Name of the Trust/ Society/ Company (₹ in Lakh)
i	UG/PG program in any discipline of Forensic Science or its allied discipline	Security Deposit Rs 5 lakh up to 2 UG or PG programs. (if more than 2 programs, then Rs 2 lakh per program additional deposit should be made in form of Joint FDR in the name of NFSU and the concerned institute)
ii	Diploma & Certificate Programs	1 lakh per diploma program and Rs. 25000 per certificate program shall be the fixed deposit be made in form of Joint FDR in the name of NFSU and the concerned institute)

1.5.3 The Applicants shall not use name of the College Institution in such a way that the abbreviated form of the name of the College Institution becomes IIT/ IISc/ NIT/ IISER/ IIIT/ IIST/ IIM/ NFSU/AICTE/UGC/NFSU/MOE/MHRD/Gol. The Applicant shall also not use the word(s) Government/ India/ Indian/ National/ All India/ All India Council/ Commission, anywhere in the name of the College Institution and other names as prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the College Institution is established by the Government of India or its name is approved by the Government of India.

1.5.4 Applicants shall not use the names of the existing Institutions within the State. The existing Institutions having the same names run by the same/different Society/Trust/Company within the State/UT shall at least add the name of the Village/ Town/ City where it is located as an integral part of the name of the Institution.

1.5.5 All Institutions shall use the same font and size for the full name of the Institutions, wherever it is displayed.

1.5.6 The Courses as per the list mentioned in the Affiliation Process Handbook shall be approved for a New College Institution at the Level of a Diploma/ Under Graduate/ Post Graduate, a combination of Diploma, Under Graduate and Post Graduate shall not be approved. However, the "Maximum Intake allowed" for the programs shall be as per Appendix.... of Affiliation Process Handbook.

1.5.7 Procedure

- The application shall be processed as per the Procedure of Scrutiny/ Re-Scrutiny Committee as per for the issue of Letter of Intent (LoI)/ Letter of Rejection (LoR).

However, in case of commencement of new program in the existing institute /college that is under closure process from other authorities, the application for the new College Institution shall be processed only if the Closure of the



Institution is found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee.

1.6.1 Procedure

- a. The application shall be processed as per the Procedure of the Scrutiny Committee followed by Expert Visit Committee. It shall be necessary to provide Built-up area as per norms required to conduct all the existing Programme(s) and Course(s) at the new Site/ Location. The Expert Visit Committee shall verify the completeness of Infrastructure only to ensure that academic and other activities be initiated at the new Site/ Location.
- b. The Equipment, Library and other movable property in the existing Institution shall be shifted to the new Site/ Location, only after approval by the University for Change of Site/ Location.
- c. After shifting of the Equipment, Library and other movable property from the existing Institution to the new Site/ Location another Expert Visit Committee shall be conducted before the start of academic session of the current Academic Year again to verify the availability of facilities at the new Site/ Location.
- d. On approval of decided Location of the college/institute, all activities of the Institution shall necessarily be carried out at newly approved Location only.
- e. Any violation in this respect shall lead to Withdrawal of Affiliation and Institution shall not be allowed to continue its activities in either of the Locations.
- f. Request for approval for partial shifting of the Programme(s) and Course(s) in the Institution shall not be considered.

1.6.2 If any Institution is found to function in an unauthorized/ temporary location, violating the norms as specified in Affiliation Process Handbook, the University shall take appropriate action.

1.6 To start new Programme(s) in the existing Institutions

1.6.1 Procedure

- a. The application shall be processed as per the procedure of the Scrutiny Committee followed by an Inspection Committee's Visit.

1.7 Evaluation of the application by the Scrutiny/ Re-Scrutiny Committee

- a. The applications submitted under this Chapter shall be evaluated by a Scrutiny/ Re-Scrutiny Committee constituted as per Appendix of Affiliation Process Handbook by the NFSU Officer by the selection of members through the automated selection process provided on NFSU Web-Portal. However, if any member of the Scrutiny/ Re-Scrutiny Committee is unable to attend or refuses or incapacitated to take part in the Committee, then NFSU Officer with prior or post-facto approval of the Member Secretary, NFSU, shall opt to choose another expert from the approved panel of the experts manually. Under extraordinary circumstances, the Scrutiny/ Re-Scrutiny Committee shall also be constituted manually by the NFSU Officer with prior approval of the Chairman.

- b. The date and time for Scrutiny Committee shall be informed by the concerned NFSU Office.
- c. The concerned NFSU Officer or an Officer of the NFSU shall assist the Committee and place relevant records and documents before the Committee



and make necessary arrangements for the conduct of the meetings, however, he/ she shall not be part of the Committee.

- d. Two representatives of the Applicant shall be invited to present their case along with the supporting documents before the Scrutiny/ Re-Scrutiny Committee.

Self-attested Photo ID proof and an authorization letter from the Chairman/ Secretary of the Trust/ Society/ Company shall be produced to the Committee.

- e. Applicants shall present their application and ALL original documents along with self-attested copies as per Appendix of Affiliation Process Handbook, before the Scrutiny Committee. Applicants shall adhere to Scrutiny schedule and not to remain absent at the time of Scrutiny.

In the event of the Applicant getting Letter of Intent (LoI) and if the Applicant is interested in getting Letter of Affiliation in the current Academic Year itself, the Applicant shall submit the resolution of the Trust/ Society/ Company to the Scrutiny Committee for processing the same for the Current Academic Year.

- f. The Scrutiny Committee shall verify the authenticity of the documents submitted by the Applicant as mentioned above and shall countersign all the documents that are accepted.
- g. Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the Applicant Trust/ Society/ Company through the Web-Portal.
- h. Applicants who are communicated deficiencies or remain absent at the time of Scrutiny shall be eligible for Re-Scrutiny. The date and time for Re-Scrutiny shall be informed by the concerned NFSU Office.
- i. The Re-Scrutiny Committee shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards and shall countersign all the documents that are accepted.
- j. The NFSU Officer shall ensure and certify that all the fields of the Scrutiny/ Re-Scrutiny Committee Report are filled completely.
- k. Applications which are found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee shall be processed further
- In case of new College Institutions, the report of the Scrutiny/ Re-Scrutiny shall be made available to the Regional Committee for the issue of Letter of Intent (LoI).
 - In case of Change of Site/ Location, Conversion of Women's Institution into co-ed Institutions and vice-versa and Conversion of Diploma into Degree Level and to start new Programme(s)/ Level(s) in the existing Institutions, an Expert Visit Committee shall be recommended. The date of visit shall be communicated through the Web-Portal.
- l. The applications which are not recommended by the Scrutiny/ Re-Scrutiny Committee, shall also be made available to the University office for the issue of Letter of Rejection (LoR).

- m. The attested copies of original documents shall be retained by the NFSU Office.

1.8 Evaluation of the application by the Expert Visit Committee



- a. The Expert Visit Committee shall be constituted as per Appendix of Affiliation Process Handbook by the NFSU Officer by the selection of members through the automated selection process provided in NFSU Web-Portal. However, if any member of an Expert Visit Committee is unable to attend the scheduled visit or refuses or incapacitated to take part in such scheduled visit, then NFSU Officer with prior or post-facto approval of the Member Secretary, NFSU shall opt to choose another expert from the approved panel of the experts. Under extraordinary circumstances, the Expert Visit Committee shall also be constituted manually by the NFSU Officer with prior approval of the Chairman. The Expert Visit Committee shall verify physically the Infrastructural facilities of the Institution.
- b. Additional experts, if required, may be co-opted in any of the Committee for processing of applications, Complaints, etc.
- c. An Expert Visit Committee shall visit the proposed premises of the Institution to verify the following:
 - Readiness with respect to Appendix of Affiliation Process Handbook, i.e. Instructional, Administrative and Amenities area requirements for the First Year of the College Institution as per the Building Plan duly accepted and counter-signed by the Scrutiny Committee members.
 - Readiness with respect to Appendix of Affiliation Handbook, i.e. Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals and Library facilities of the College Institution.
 - Readiness with respect to Appendix of Affiliation Process Handbook, i.e. Essential and Desirable requirements of the College Institution.
 - Progress related to appointment of Principal/ Director and Faculty with respect to the norms, standards and conditions prescribed by the NFSU.
- d. The concerned NFSU Officer shall make necessary arrangements for the conduct of the Expert Visit Committee, however, he/ she shall not be a part of the Committee.
- e. The Expert Visit Committee shall have access to the Report of the Scrutiny/ Re-Scrutiny Committee.
- f. The Expert Visit Committee shall verify actual availability of Equipment as per the Curriculum and Syllabus of the affiliating University/ Board and Computers, Software, Internet, Printers, Book Titles, Book Volumes, subscription of National and International Journals and entry in the Stock Registers as specified in Affiliation Process Handbook. The mere presentation of Purchase Orders/ Payment records for subscription, etc. without actual availability shall not be considered.
- g. The Expert Visit Committee shall also verify documents in original as mentioned in Appendix of Affiliation Process Handbook with respect to actual Infrastructure visited.
- h. The Applicant shall arrange for Video recording at his/ her own expense with the date and time of the entire proceedings of the Expert Visit Committee and shall hand over the same to the Committee which shall form a part of the Expert Visit Committee Report.
- i. The video recording not less than 30 minutes shall cover the entry and exit of the Committee with time, the Building Plan approved and signed by the Scrutiny Committee, GPS Coordinates at the entrance of the main Building,



Class rooms, Laboratories, Workshops, Office Room, Barrier free environment facilities such as ramp/ lift/ toilets, Library, Computer Centre, meeting with Students and Faculty members (in case of existing Institutions), in addition to the recording of other details.

- j. The Applicant shall also arrange Laptop/ Desktop with Internet facility, Scanner and Printer to the Expert Visit Committee.
- k. The Expert Visit Committee shall submit the following to the NFSU Office:
 - Its visit Report in the prescribed format
 - Attested Copies of documents (as applicable) as mentioned in Appendix of Affiliation Process Handbook
 - Video recording of the Expert Visit Committee during visit
 - Attendance sheet duly signed/ digitally authenticated by the members of the Expert Visit Committee and representatives of Applicant Trust/ Society/ Company present during the visit
- l. The Board of Affiliation and Affiliation of the University shall ensure and certify that all the fields of the Expert Visit Committee Report are filled completely.
- m. The scanning and uploading of the Scrutiny/ Re-Scrutiny Committee Report and Expert Visit Committee Report including the Video recording shall be done by the NFSU Office.

1.9 Evaluation of the application by Regional Committee

- a. The Reports of Scrutiny/ Re-Scrutiny Committee and Expert Visit Committee, as applicable, shall be made available to the Regional Committee. The Regional Committee shall consider these Reports along with the views of concerned State Government/ UT and affiliating University/ Board, if any, and recommends the application for further processing. The NFSU Officer shall ensure and certify that all the fields of the Inspection Committee Report are filled completely.
- b. NFSU Officer concerned, while forwarding the recommendations of the Inspection Committee for further processing of issuance of Letter of Intent or Letter of Affiliation (as applicable) or otherwise to NFSU shall verify that the procedures and parameters prescribed are followed by the Scrutiny/ Re-Scrutiny Committee, Expert Visit Committee and Affiliation Board for Affiliation and Recognition.
- c. The Affiliation Board at NFSU Head Quarter shall also verify that the procedures and parameters prescribed under these Regulations and Affiliation Process Handbook are followed. The concerned Officer in Affiliation Board shall ensure and certify that all the fields of all the Reports are filled completely. If not, the same shall be brought to the notice of the NFSU.

1.10 Grant of Affiliation

- a. The BOG after considering the recommendations of the Academic Council and views of the Affiliation & Recognition Board shall take decision either to grant of Affiliation or otherwise. The decisions of the BOG shall be ratified by the NFSU.
- b. In case of new College Institutions, the NFSU if deems fit shall grant Affiliation for the given Academic Year, the same shall be valid for the complete duration of the course concerned. Within the validity period, after the establishment of Infrastructure facilities as per the requirements, the Applicant shall apply on NFSU Web-Portal for the Letter of Affiliation anytime in the



year. On expiry of the validity, the LoI issued stands cancelled and the Applicant shall make a fresh application for the issuance of Letter of Intent.

- c. The decision of the Board of Governors shall be uploaded on the Web-Portal in the form of a Letter of Intent (LoI) (in case of Scrutiny/ Re-Scrutiny)/ Letter of Affiliation (LoA) (in case of Expert Visit Committee) or Letter of Rejection (LoR) with specific reasons for rejection of the application.
- d. In case of the applications recommended for Letter of Intent (LoI) and expressed their interest in getting Letter of Affiliation (LoA) in the current Academic Year itself, shall be processed further by an Expert Visit Committee.
- e. The Report of Expert Visit Committee shall be processed further as per Clauses of Affiliation Process Handbook.
- f. Applicants for starting new College Institutions (except Government/Government aided Institutions) whose applications are recommended for Letter of Affiliation (LoA) by the Board of Governors shall be informed for the creation of Security Deposit.

The Applicant shall submit the payment proof of the Security Deposit along with an Affidavit₃ within 7 days from the date of intimation to the concerned NFSU Office, else a penalty of 10% of the value of the Security Deposit shall be imposed upto 15th May of the Calendar Year, beyond which the Affiliation shall be withdrawn.

Applicants shall deposit the prescribed amount in NFSU's bank account as applicable to the category of the Institutions indicated below:



Security Deposit applicable for Institutions under different programs ₹ in Lakhs

Sl No		Certificate Courses			Diploma Courses		UG & Post Graduate Degree And Ph.D.	
	Programme	Minority/ Women's/ J&K/ Eastern States	PwD/ North	Other s	Minority/ Women's/ PwD/ J&K/ North Eastern States	Other s	Minority/ Women's/ PwD/ J&K/ North Eastern States	Others
1	Engineering and Technology, including Cyber and Digital Forensic, Food Technology, Forensic Structural Engineering and other forensic related technical /Engineering courses	0.25		0.50	1.00	2.00	2.00	5.00
2	Forensic Science, Forensic Pharmacy and other Science related Courses.	0.25		0.50	1.00	2.00	2.00	5.00
3	Management, Laws, Psychology and Humanities related courses.	0.25		0.50	1.00	2.00	2.00	5.00

- g. The amount deposited by the Institution shall remain with the NFSU for 10 years. The interest accrued on this deposit shall be utilized by the NFSU for Quality Improvement Programme for Faculty and giving Scholarships to students.
- h. Applicants, whose applications are recommended for the Conversion of Women's Institution into Co-ed Institution or Conversion of Diploma Level into Degree Level, shall create the Security Deposit for the remaining amount as per the requirements of Affiliation Process Handbook for the remaining period of 10/ 8 years, as applicable. No deposit is required where NOC was already issued to the College/Institution for the release of the earlier FDR.
- i. The Principal amount shall be returned to the Trust/ Society/ Company on expiry of the term. However, the term of the deposited amount could be extended for a further period as shall be decided on a case to case basis and/ or forfeited in case of any violation of norms, conditions, and requirements/ Non-Performance by the Institution/ Complaints against the Institution.
- j. Validity of the Letter of Affiliation for the new College Institutions, if issued, shall be for two Academic Years from the date of issue of Letter of Affiliation, only for obtaining affiliation from the respective University/ Board and fulfilling State Government/ UT requirements for admission in the current Academic Year.

ALL the Applicants issued LoA for starting the new affiliated College/Institution shall apply on NFSU Web-Portal for Extension of Affiliation as specified in the Affiliation Process Handbook from the next Academic Year onwards, irrespective of the admission of the students. However, the Institutions that fail to admit the students in the current Academic Year due to Non-affiliation by the University/ Board or Non-Fulfillment of State Government/ UT requirements are exempted from the payment of students affiliation fees.

On expiry of the validity, the Letter of Affiliation issued stands cancelled and the Applicant shall make a fresh application for the issuance of Letter of Intent.

- k. An Expert Visit Committee may be conducted any time before the first batch of students has passed out, to verify the fulfillment of the norms as specified in the Affiliation Process Handbook.
- l. The NFSU shall normally not grant Conditional Affiliation to any Institution/college.
- m. Applications for Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution and vice-versa/ To start new Programme(s)/ Level(s) in the existing Institutions rejected by NFSU shall be processed for Extension of Affiliation as a fresh application.

Applications for an existing college/Institution for the Closure of the college/Institution and starting a new College college/Institution in the same premises in the same year/ Conversion of Diploma Level into Degree Level and vice-versa, rejected by NFSU shall be processed for the Closure of the Programme/Institution (as applicable)/ Extension of Affiliation, as per the choice mentioned in the application following the procedure prescribed by the University. However, it is the responsibility of the Institutions to inform the rejection of the NFSU to the concerned authorities who had given the NOC for the Closure of the Institution in view of their application.

- n. An Institution/ Applicant, if aggrieved by the decision of the Board of Affiliation and Recognition, shall appeal to the Standing Appellate Committee appointed



by Board of Governors of the University and the final decision of the BOG shall be informed to the concerned college/institute on or before 30th April of the Calendar Year.

1.11 Appointment of Principal/ Dean/Director and Faculty in newly approved Institution/ Programme

- a. New College Institutions granted Letter of Affiliation shall comply with the appointment of Faculty/ Principal/ Dean/Director as the case may be, as per Policy regarding minimum qualifications pay scales etc., as prescribed by the University.
- b. Institutions /Colleges shall appoint Faculty/ Principal/ Dean/Director, other Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the concerned affiliating University/ Board, State Government/ UT and Hon'ble Court directions, if any, and as applicable in the case of selection procedures and Selection Committees.
- c. For the recruitment of Faculty Members/Principal/Dean/Director the University shall nominate Vice Chancellor's nominee(s) on the selection committee duly approved by the University.
- d. The information about these appointments of Staff in the prescribed Format shall also be submitted to the university for approval and recognition of the teachers.
- e. Without the appointment of all minimum required Faculty members and other Staff, a college/Institution shall not commence the Courses.

1.12 Appeal Procedure

- a. As per the provision laid down in University's regulations, an Institution/ Applicant, if aggrieved by the decision of the Board of Affiliation and Recognition shall have the right to appeal once to the BOG of NFSU within 7 days from the date of uploading of LoR.
- b. The Appeal of the Institution / college shall be considered by the Standing Appellate Committee of BOG. The appeal schedule shall be notified on the Web-Portal of the University.
- c. Applicants should adhere to the given schedule of Standing Appellate Committee appointed by BOG and not to remain absent in view of the stern time limit given by the University. Hence, the Applicants are informed to be prepared with the supporting documents in proof of the compliance of deficiencies and present the same to the Committee, even if short notice of time is given.
- d. The Report of the Scrutiny Committee and Expert Visit Committee (as applicable) shall be placed along with the observations of the Board of Affiliation & Recognition, before the Standing Appellate Committee on the date and time scheduled by NFSU. Executive Registrar of the university shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings; however, he/ she shall not be a part of the Committee.
- e. Two representatives of the Institution/college shall be invited to present their case along with the compliance and supporting documents, before the Standing Appellate Committee.

Self-attested Photo ID proof and an authorization letter from the Chairman/



Secretary of the Trust/ Society/ Company shall be produced to the Committee.

- f. The Standing Appellate Committee shall either Recommend/Not Recommend the case to the Board of Affiliation & Recognition or recommend to Scrutiny / Expert Visit Committee. Accordingly, Scrutiny/ Expert Visit Committee shall be conducted respectively, and the reports of the same shall be placed before the Standing Appellate Committee to Recommend/Not Recommend, inviting the representatives of the Institution along with the compliance and supporting documents.
 - g. The member secretary of the Board of Affiliation & Recognition shall ensure and certify that all the fields of all the Reports are filled completely.
 - h. The recommendations of the Standing Appellate Committee shall be placed before the Vice Chancellor whose decision shall be final and the same shall be communicated to the college/institute and also uploaded on the Web-Portal.
 - i. Applicants, whose applications are recommended for grant of Affiliation by the college/institute shall be informed for submission of Security Deposit along with an Affidavit₃ as.
 - j. A final Letter of Intent/ Letter of Affiliation/ Letter of Rejection with the reasons for rejection of the application shall be issued to the Institution through email as well as Web-Portal, on or before 30th April of the Calendar Year.
 - k. Letter of Approval shall not be granted after 30th April of the Calendar Year.
- 1.13 Process Flowchart for the establishment of a new College/Institution is given in Annexure of Affiliation Process Handbook.



The Duration and Entry Level Qualifications for the College Programme such as Diploma/ Certificate / Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Levels shall be as provided in the Affiliation Process Handbook.

A Faculty/ Employee working on Full Time basis in an Institution/ Organisation and pursuing/ pursued any Full Time Course for the same duration as that of Regular Shift shall be considered as invalid for the purpose of employment/ higher studies. However, the Faculty/ Employee shall pursue a Course as Part Time (if available) for longer duration, in the same City.

The list of approved nomenclature of Courses at Diploma/ Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree programs in Engineering and Technology/ Forensic Science/Pharmacy/ Other Science Streams/ Humanities/Law, Behavioural Science and Management shall be as provided in the Affiliation Process Handbook.

Any College/Institution interested to get affiliation to its professional or forensic related academic courses from National Forensic Sciences University, (where ever is applicable), it is mandatory for them to obtain prior approval from the Statutory/Regulatory Bodies such as Medical Council of India, Dental Council of India, Nursing Council of India, Bar Council of India, Pharmacy Council of India, Rehabilitation Council of India, All India Council for Technical Education etc.

For such concurrence, the college/Institution with due endorsement by the Registrar/ Director of affiliating University/ Board/ College Institution shall submit detailed Syllabus and Curriculum and its nomenclature to the Policy and Academic Planning Bureau, NFSU to process the same in the respective Board.

2.4 The "Maximum Intake Allowed" in a College Institution offering College Programme(s) at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level, shall be as per the Appendix of Affiliation Process Handbook.

2.5 The College Institutions shall follow Norms for Land and Built-up requirements as provided in the Appendixof Affiliation Process Handbook.

- a. Land as required with clear title shall be in the Name of the Trust/ Society/ Company, in case of Institutions. However, in case of the Institution Deemed to be Universities (Private)/ Private Universities, Land shall be under the undisputed ownership and possession of the University.
- b. Documents showing ownership of Land/ Building as per the provisions of Section 8 of the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) (for a period of minimum 30 years with at least 25 years of live Lease at the time of submission of application).
- c. It shall be open for the Promoter Trust/ Society/ Company of the proposed Institution to mortgage the Land with the prior intimation to NFSU after the issue of the Letter of Affiliation (LoA), only for raising the resources for the



purpose of development of the College Institution situated on that Land.

- d. Plot(s) of Land under consideration shall be contiguous and shall have no obstacles such as river, canals, rail tracks, highways, high tension lines or any such entity hampering continuity of Land. In case, if the obstacles come later, connectivity shall be ensured and proper Safety Certificate should be produced from Competent Authority.

2.6 Essential Requirements

1	Establishment of Online Grievance Redressal Mechanism as specified in the Affiliation Process Handbook	Essential*
2	Establishment of Anti Ragging Committee (As per National Forensic Sciences University notified Regulation for prevention and prohibition of ragging in NFSU approved College Institutions vide No. 37-3/ Legal/ NFSU/ 2009 dated 01.07.2009)	Essential*
3	Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per National Forensic Sciences University (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37- 3/ Lega112012, dated 25.05.2012)	Essential*
4	Establishment of Internal Complaint Committee (ICC) (As per Section 4 National Forensic Sciences University (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in College Institutions) Regulations, 2016 vide No. F. NFSU/ WH/ 2016/ 01 dated 10th June, 2016.	Essential*
5	Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989)	Essential*
6	Internal Quality Assurance Cell	Essential*
7	Barrier Free Built Environment for disabled and elderly persons (as per norms mentioned in Annexure of Affiliation Process Handbook)	Essential
8	Fire and Safety Certificate	Essential
9	Implementation of mandatory Internship policy for students	Essential
10	Implementation of teacher training policy	Essential
11	Implementation of examination reforms	Essential
12	Implementation of student Induction Programme	Essential
13	Atleast 1 MoU with Forensic Science Laboratory	Essential
14	Compliance of the National Academic Depository (NAD) as per MHRD directives, if applicable.	Essential
15	Safety and Security measures in the Campus	Essential
16	Implementation of Food Safety and Standards Act, 2006 at the Institution	Essential
17	Digital payment for all financial transactions as per MHRD directives	Essential
18	Display of information submitted to NFSU (including the accreditation status (if any) and Board of Governors along with mandatory disclosures in the Web site of the Institution	Essential
19	Standalone Language Laboratory	Desirable
20	Potable Water supply and outlets for drinking water at strategic locations	Essential
21	Electrical Grid Power Supply Connection	Essential
22	Backup Electric Supply	Essential
23	Sports facilities	Essential
24	Sewage Disposal System	Essential
25	Display board within the premises as well as on the Web site of the of Institution indicating the feedback facility of students and Faculty	Essential



	available in NFSU Web-Portal	
26	First aid, Medical and Counselling Facilities	Essential
27	Students Safety Insurance	Desirable
28	Group Accident Policy to be provided for the employees	Desirable
29	General Insurance provided for assets against fire, burglary and other calamities	Essential
30	Provision to watch MOOCS Course(s) through SWAYAM	Desirable
31	Road suitable for use by Motor vehicle- Motorized Road	Essential
32	Institution-Industry Cell	Desirable
33	LCD (or similar) projectors in Class Rooms	Essential
34	Copies of NFSU approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution	Essential
35	Appointment of Student Counsellor	Essential
36	Telephone	Essential
37	Vehicle Parking	Essential
38	General Notice Board and Departmental Notice Boards	Essential

2.7 Desirable Requirements

1	Implementation of the schemes announced by Government of India	Desirable
2	Offering of Skill development Courses approved by the NFSU	Desirable
3	Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ Innovation Laboratory	Desirable
4	Availability of at least ONE Smart Class Room per Department	Desirable
5	Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems	Desirable
6	Waste Management and environment improvement measures to ensure a sustainable Green Campus	Desirable
7	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	Desirable
8	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	Desirable
9	Efforts to encourage Final Year students to appear NET/GATE or other competitive examinations	Desirable
10	Transport facility	Desirable
11	Post Office, Banking Facility/ ATM	Desirable
12	Auditorium	Desirable
13	Staff Quarters	Desirable
14	Display of Course(s) and "Approved Intake" in the Institution at the entrance of the Institution. Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)	Desirable
15	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	Desirable
16	Implementation of Startup Policy	Desirable
17	Innovation Cell/Club	Desirable
18	Social Media Cell	Desirable
19	Participation in the National Institutional Ranking Framework (NIRF)	Desirable
20	Participation in the National Innovation Ranking	Desirable
21	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator	Desirable
22		Desirable

2.8 Academic programs

The basic Academic Philosophy of the Institution and to list the identified programs, targets, and various facilities shall be described as follows:



- a. Basic Academic Philosophy of the Institution
- b. Types of programs
- c. Identified programs
- d. Phase-wise Introduction of programs and Intake
- e. Target Date for Start of Academic programs
- f. Central Computing facility
- g. Central Library
- h. Central Workshop
- i. Central Instrumentation Facility
- j. Affiliating Body
- k. Scholarships
- l. Preventive measures of Ragging
- m. Welfare measures for Faculty, Staffs and students

2.9 In case of PGDM programs, comprehensive details in respect of admission procedure, Programme structure, Curriculum outline and contents, evaluation system etc. should necessarily be submitted. PGDM programs shall be regulated as per Appendix of Affiliation Process Handbook.

2.10 Salient Features of Academic programs

Phase-wise details of the Academic programs/ Divisions that the Proposed Institution desires to set up in consonance with its Academic Philosophy, including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division shall be described as follows:

2.11 Classification of Academic Divisions, i.e. Departments, Centres, Schools, Central Academic Facilities

2.12 Details of each Academic Department/ Centre, such as:

- Academic Objectives
- Areas of Focus
- Academic Programme
- Faculty Requirement and Phase-wise Recruitment
- Requirement of Laboratories, Space and Equipment (cost)
- Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

2.13 Quality and Human Resource Development

The Human Resource Developmental aspects of the proposed Institution including, the Policies of the Management to promote excellence among Faculty and Staff, Strategies to attract and retain bright Faculty and methodologies towards quality management and fostering of academic excellence shall be described as follows:

2.13.1 Academic Values

2.13.2 Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder

2.13.3 Policies for Teaching and Non-Teaching Staff Development

2.13.4 Permanent and Contract Services for Teaching, Non-Teaching and other support



Personnel

2.13.5 Total Quality Management

2.13.6 Overall Teaching and Non-Teaching Staff Requirements

2.14 Linkages in College Education

Elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for the contribution of the Institutions to Society at large, as follows:

2.14.1 Introduction

2.14.2 Linkages with Industry

2.14.3 Linkages with the Community

2.14.4 Linkages with other College Institutions in the region

2.14.5 Linkages with Institutions of excellence such as the IITs and IISc, Bangalore Linkages Abroad

2.14.6 Linkages with R&D Laboratories

2.15 Governance, Academic and Administrative Management

The basic Philosophy of Governance and Administrative Management including the structure of its Board of Governors (BoG), the Organizational chart for Operational Management along with responsibilities vested at various levels of Administrative hierarchy. It is expected that a well thought out method of Institutional Governance and Administration shall be the key to its growth and success shall be described as follows:

2.15.1 Philosophy of Governance

2.15.2 Board of Governors

2.15.3 Organizational Structure and Chart for day-to-day Operations and Management

2.15.4 Role and Responsibilities of Key Senior Positions

2.15.5 Methods/ Style of Administration/ Management

2.15.6 Conceptual Master Plan for Main Campus Development

The details of the Master Plan for Campus Development starting from the selection of a site to the proposed Land use pattern and the Phase-wise construction of various facilities/ utilities to the level of Landscaping. Institutional aspects of development are expected to be taken up in consonance with the Master Plan keeping in view various aspects of convenience, safety, sustainability and utility of the facilities shall be described as follows:

2.15.7 The Site

2.15.8 Proposed Land Use Pattern



2.15.9 Design Concept with proof of sustainability (As per Green Building Code 2017 & amended time to time, is mandatory)

2.15.10 Infrastructural Facilities in the Campus

2.15.11 External Services

2.15.12 Construction Systems and Materials

2.15.13 Landscape Proposal

2.16 Requirement of Staff, Space, Equipment and their Cost

Make a consolidated estimate of Phase-wise requirements of the Staff, Building, Equipment and their cost, along with strategies for the mobilization of funds required, as follows:

2.16.1 Introduction

2.16.2 Faculty Requirements

2.16.3 Non-Teaching Staff Requirements

2.16.4 Building Requirements: Area and Costs

2.16.5 Estimated Cost of Equipment

2.16.6 Phase-wise Financial Requirements

2.16.7 Strategies for Financial Mobilization

2.17 Action Plan for Implementation

The Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation Strategy including financial out- lay shall be described as follows:

2.17.1 Activity Chart

2.17.2 Constraints

2.17.3 Financial Outlay

2.17.4 Strategy for Implementation



2.18 Executive Summary of the Detailed Project Report

A Summary of the DPR as per the following Format for ready reference shall be given:

- 2.18.1 Details about the Promoting Body
- 2.18.2 Name and Address of the Promoting Body
- 2.18.3 Date of Registration/ Establishment of the Promoting Body
- 2.18.4 Nature of the Promoting Body
- 2.18.5 Activities of the Promoting Body since inception
- 2.18.6 Constitution of the Promoting Body

2.19 Faculty Data

Name	Academic Qualifications	Nature of Association with the Promoting Body	Experience in Academic Institutions (in years)		
	College		Promotional	Management	Organizational

2.20 Proposed Institution

- 2.20.1 Details about the Proposed Institution
- 2.20.2 Development Plan for the Proposed Institution

2.21 Graphical Representation

- 2.21.1 Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- 2.21.2 Give a bar chart indicating the recruitment of Faculty (separately for Lecturer, Assistant Professor, Associate Professor, Professor) for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- 2.21.3 Give a bar chart indicating creation of Built-up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- 2.21.4 Give a bar chart indicating investment on Equipment and machinery for the proposed project at the time of establishment and for next 10 years at intervals of five years.

2.22 Total Project cost (at the time of establishment and next five years)



Year	Course(s)	Built-up area	Investment	Investment	Projected expenditure	Investment on the	Total Project Cost (l to
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2.23 Details for mobilization/ source of funds (capital and recurring) (At the time of establishment and next five years) (₹ in Lakh)

From Applicant	Donations	Grants from Government	Fee	Loan	Others

2.24 Recruitment of Faculty (At the time of establishment and next five years)

Recruitment					
Year	Professor	Associate Professor	Asst. Professor	Lecturer	Total

2.25 Recruitment of non-teaching Staff (at the time of establishment and next five years)

Year	Recruitment		Total
	College	Administrative	

2.26 Proposed structure of the governing body

Sl. No.	Trust/ Society/ Company Representative	Academic Background		Industry Represent ative	Others
		College	Non-College		

2.27 Industry Linkages (at the time of establishment, and next five years)

Atleast minimum 5 MoUs and proof of relevance have to be produced. Purpose and outcomes of MoU shall be documented.

DECLARATION

I/ We, on behalf of "....." hereby confirm that this Detailed Project Report has been prepared for its proposed College / Institution under the name of ".....". It is hereby confirmed that all the information furnished above is true to the best of my/ our knowledge and belief and if any information is found to be false, the proposal shall be rejected.

Authorized Signatory of the Applicant

Name and Designation



In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of NFSU Act, 1987, the National Forensic Sciences University has notified Regulations for prevention and prohibition of ragging in NFSU approved College Institutions vide No. 37-3/ Legal/ NFSU/ 2009 dated 01.07.2009 available on NFSU Web-Portal [http:// www.NFSU-india.org/anti.htm](http://www.NFSU-india.org/anti.htm)>download. All NFSU approved College Institutions have to comply with the provision made in the above Regulations. Any violation of above NFSU Regulations for the prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per the provisions made in the above said Regulations.

The Institutions shall have to step up Anti-Ragging mechanism by way of adequate publicity through various mediums:

- Constitution of Anti-Ragging Committee and Anti Ragging Squad;
- Setting up of Anti-Ragging Cell;
- Installing CCTV cameras at vital points;
- Anti-Ragging Workshops;
- Updating all Web sites with Nodal Officers complete details, alarm bells etc.;
- Regular interaction and counselling with the students;
- Identification of trouble-triggers;
- Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets/ Brochures shall be ensured; and
- Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled for behaviour/ incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline No. 1800- 180-5522 (24x7 Toll Free) or e-mail: helpline@antiragging.in.

The Institution approved by NFSU may be requested to hold Workshops and Seminars on eradication of ragging in higher Educational Institutions. They may be requested to display Anti Ragging posters at all prominent places such as Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8'x6'.

The Institution may be requested to submit an online compliance of Anti-Ragging Regulations on curbing the menace of ragging in the College Institutions, 2009 at www.antiragging.in.

Institutions may be requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in and www.amanmovement.org.

Further, the attention of all the Institutions may also be invited to the Third amendment to UGC Regulations dated 29th June, 2016 expanding the definition of ragging by including the following:

“(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at



another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background".

**BOARD FOR AFFILIATION AND RECOGNITION
NATIONAL FORENSIC SCIENCES UNIVERSITY GANDHINAGAR**
Statutes for Affiliation 2021
&
Regulations for Affiliation 2021
(implemented w.e.f. 15-01-2021)

REGULATIONS FOR AFFILIATION

1 PROVISIONS UNDER SECTION 7 (1) CLAUSE (m) a OF THE NATIONAL FORENSIC SCIENCES UNIVERSITY ACT, 2020

Subject to the provisions of this Act, the statutes may provide for all or any of the following matters, namely:- [7 (1) (m)] "the conditions of affiliation of Colleges/Institutes to the University";

1 POWERS TO GRANT OR WITHDRAW AFFILIATION

1.1 Definition of Terms:

"academic programme" means any course of study offered by a College/Institute in forensic science and allied branches especially Cyber Security, Digital Forensics, Forensic Engineering, Food Technology, Forensic Pharmacy, Forensic Psychology, Forensic Accounting, Homeland Security, Hospital and Healthcare Management, Forensic Nursing, Forensic Biotechnology, Forensic Odontology, Humanitarian Forensic, Forensic Structural Engineering, Clinical Psychology, Criminology etc. for admission to the examinations for degrees, diplomas and other academic distinctions of the University.

1.2 Grant of Affiliation to College/Institutes/Institutes

As per the section [7 (1) (m)] of National Forensic Sciences University Gandhinagar act, the University shall have the power to affiliate any academic college/institute/programme within India for admission to the examinations for degrees, diplomas and other academic distinctions of the University. National Forensic Sciences University may grant affiliation to the college/institute run by the trust, society, company or government organization subject to fulfillment of affiliation criteria.

1.3 Suspension or Withdrawal of Affiliation:

The University shall have the power at any time after adopting the set procedures, to suspend or withdraw the affiliation granted to an academic programme.

2 CONDITIONS TO BE SATISFIED BY COLLEGE/INSTITUTES/ SEEKING AFFILIATION

2.1

Society / Trust

A registered society / registered trust may alone be eligible to seek affiliation for academic programs and it shall satisfy the conditions stipulated the university Statutes



so far as they are not inconsistent with the regulations that may be stipulated by the Ministry of Education, UGC, AICTE, RCI, PCI, MCI, BCI, DCI, INC etc from time to time.

2.2 Constitution of the Governing Council

The College/Institute shall be managed by a regularly constituted Governing Council. The composition, functions and other conditions pertaining to the Governing Council shall be as prescribed in the Regulations.

2.3 Other Bodies of a College/Institute

The College/Institute shall have a duly constituted Planning and Monitoring Board as prescribed in the Regulations to formulate long term and short-term development programs for the College/Institute to achieve academic excellence in tune with the policies of the University.

The College/Institute shall make provision to have an 'Alumni Association' to promote interaction between alumni and the College/Institute, as prescribed in the Regulations.

The College/Institute shall have a 'Training and Placement Cell' to take care of training and placement requirements of the students, as prescribed in the Regulations.

2.4 Financial Stability

The College/Institute shall have adequate financial resources to meet effectively the annual maintenance and development expenditures of the College/Institute.

2.4 Utilization of Funds and Audit

The amounts under any head collected by the College/Institute from the students shall be expended solely for the betterment and growth of the College/Institute and to provide facilities for the benefit of the students and staff of the College/Institute.

The College/Institute shall submit its statement of accounts duly audited by a Chartered Accountant to the University every year and also submit the financial details in the prescribed format as given in the Regulations.

2.4 Land and Building Requirements

The College/Institute shall have adequate land and buildings as prescribed in the Regulations and shall use them only for its academic functions.

2.6 Laboratories and Equipment

The College/Institute shall have the required laboratories and equipment to carryout experiments / studies, meeting the requirements of the curriculum and syllabi for the academic programme(s), as prescribed in the Regulations.

2.7 Computer Centre

The College/Institute shall have a computer centre as a centralized service facility for the use of students and staff as prescribed in the Regulations.

2.8 Library

The College/Institute shall have a library consisting of textbooks, reference books, journals and electronic reference facilities, as prescribed in the Regulations.

2.9



Posters



The College/Institute shall make adequate provision for the residence of its students in the campus, as prescribed in the Regulations.

2.1 Staff
0

The College/Institute shall have adequate number of teaching and non-teaching staff appointed on a full time basis, with qualifications and experience as prescribed in the Regulations.

Faculty shall be periodically appraised of their performance to facilitate promotions under Career Advancement Scheme and other faculty improvement / development programs as prescribed in the Regulations.

The College/Institute shall evolve necessary establishment rules for service conditions for staff (Teaching and Non-Teaching), and rules for conduct and procedure for disciplinary proceedings. Such rules shall be made available to all the staff of the College/Institute. The College/Institute shall evolve a mechanism for grievance redressal of all the staff of the College/Institute.

2.1 Health Centre
1

The College/Institute shall have a health centre manned by the required medical and para-medical staff, as prescribed in the Regulations.

2.1 Co-Curricular Activities
2

The College/Institute shall have facilities to offer co-curricular activities such as National Cadet Corps (NCC), National Service Scheme (NSS), National Sports Organisation (NSO) and Youth Red Cross (YRC) along with adequate manpower and infrastructure facilities, as prescribed in the Regulations.

2.1 Necessary Amenities
3

The College/Institute shall make available all necessary amenities, as prescribed in the Regulations.

2.1 Discipline
4

The College/Institute shall have a duly constituted 'Discipline and Welfare Committee', as prescribed in the Regulations to maintain harmony and discipline in the College/Institute campus including the hostel premises and to redress all grievances of students.

2.1 Maintenance of Registers and Records
5

The College/Institute shall maintain registers and records pertaining to academic, administrative and financial functions of the College/Institute, as prescribed in the Regulations and the same may be made available to the University, as and when required.

2.1 Returns from the College/Institute
6

The College/Institute shall furnish such returns and other information as the University may require for monitoring the academic functions of the College/Institute.



- 7 The College/Institute shall provide all the required facilities, including sparing of the premises and the staff for the conduct of examinations, invigilation during examinations, and assisting the evaluation process, as directed by the University.

2.1 Conduct of Academic programs, other than those Affiliated to University

8

Starting and conducting of "Study Centres" of Open Universities in the affiliated College/Institute premises shall be done only with the prior explicit approval of the University.

Academic programs leading to the award of degrees, diplomas, certificates and other academic distinctions by other universities / institutions/ organisations shall not be conducted by the affiliated College/Institutes/Institutes.

3 PRE-REQUISITE FOR APPLYING FOR AFFILIATION

Any new College/Institute seeking affiliation for its academic programme(s) or every College/Institute applying for affiliation for academic programme(s) or for variation in intake in an already affiliated programme(s) should produce the letter(s) of approval from the other approving authorities (if applicable) such as AICTE, Indian Nursing Council, Pharmacy Council of India, Rehabilitation Council of India, Medical Council of India, Bar Council of India, Dental Council of India etc as per provisions of the Acts of such councils/authorities.

3.1 Filing Application to the University

Any College/Institute applying for affiliation for academic programme(s) or for variation in intake in an already affiliated programme shall apply to the University in the prescribed format within the time limit, as specified in the Regulations.

The College/Institute provisionally affiliated for an academic programme shall continue to apply in the prescribed format, every year for the minimum number of years prescribed for the completion of the programme to secure continuation of provisional affiliation.

3.2 Inspection Fee

The College/Institute submitting the application for affiliation shall have to remit the prescribed inspection fee meant for processing and inspection of the College/Institute, as specified in the Regulations.

3.3 Inspection Committee

On receipt of the application from the College/Institute for affiliation, for each of the academic programme(s) satisfying the pre-requisite for applying for affiliation, an Inspection Committee shall be constituted as per the Regulations. The committee shall inspect and submit a report to the University in the format specified in the Regulations.

3.4 Standing Committee on Affiliation

The Board of Affiliation and Recognition constituted as per the statute and ordinance shall scrutinize the application for affiliation and review the reports of the Inspection Committees and make appropriate recommendations on affiliation of academic programme(s) to the Academic Council and Board of Governors.

5

Grant of Affiliation

Affiliation Process Handbook 2020-21



The decision on grant of affiliation to an academic programme shall be made by the Vice-Chancellor taking into consideration the recommendations of the Board of Affiliation and Recognition, Academic Council and Board of Governors.

3.6 Categories of Affiliation

Provisional Affiliation

Whenever, an academic programme of a College/Institute is affiliated to the University for the first time, only provisional affiliation shall be granted for a period of one academic year. This process of granting provisional affiliation will be repeated every year till three consecutive batches of students have completed their academic programme subject to the College/Institute satisfying all the requirements for affiliation and thereafter, provisional affiliation may be granted at a stretch for a period of three academic years.

3.7 Permanent Affiliation

A provisionally affiliated academic programme of a College/Institute shall be considered for permanent affiliation, only after five consecutive batches of students have completed their academic programme from the College/Institute. This consideration is subject to the satisfactory compliance of all the conditions prescribed by the University for the said programme during the periods of provisional affiliation. The College/Institute shall seek permanent affiliation for its provisionally affiliated programme(s) within a period of three years from the date of eligibility after satisfying all their requirements for permanent affiliation. The date of eligibility for a provisionally affiliated academic programme to apply for permanent affiliation is either the date on which five consecutive batches of students have completed their academic programme(s) from the College/ Institute or the date on which this Statutes comes into force, whichever is later.

If the College/Institute fails to seek and qualify for permanent affiliation for the programme(s) within the said period, the provisional affiliation shall not be extended.

A College/Institute is said to be affiliated to the University if it offers provisional/permanent affiliated academics programs.

A College/Institute is said to be permanently affiliated to the University, if the College/Institute has obtained permanent affiliation at least for three academic programs.

3.8 Affiliation Fee

Affiliation (Provisional / Permanent) shall be granted to any academic programme which is recommended for affiliation only on the remittance of the affiliation fee by the College/Institute as prescribed in the Regulations.

3.9 Temporary Suspension of Instructions in an Academic Programme

In case of three consecutive years of inadequate enrolment of students (i.e. less than 25% of approved intake) in any academic programme of study affiliated (Provisional / Permanent) to the University, it shall be open to a College/Institute to suspend the instructions in that programme with the prior permission of the University for a total period not exceeding three consecutive academic years.

The instructions in that programme may be revived before the expiry of the suspension period with the prior permission of the University after applying and fulfilling all the requirements for affiliation. If the College/Institute fails to revive the instructions in the said programme as aforesaid, the College/Institute is deemed to have lost its affiliation



to that programme.

3.1 Suspension / Withdrawal of Affiliation of an Academic Programme

0

The affiliation (provisional/permanent) granted to any academic programme(s) in a College/Institute may be suspended / withdrawn after adopting the procedures laid down in the Regulations, if the College/Institute fails to comply with the provisions made in this behalf or the College/Institute has failed to observe / implement any of the conditions of affiliation, or the College/Institute has conducted in a manner which is prejudicial to the interests of university education and/or students.

APPENDIX - 2

List of the Programs available for Affiliation

Under Graduate /Post Graduate / Diploma programs in Forensic Science and its allied disciplines

Sr. No	Course Name	Field/Faculty
1	M.Sc. Forensic Science	School of Forensic Science
2	M.Sc. Forensic Biotechnology	
3	M.Sc. Multimedia Forensic	
4	P.G. Diploma in Fingerprint Science	
5	P.G. Diploma in Forensic Document Examination	
6	B.Sc.-M.Sc. Forensic Science (5 year Integrated)	
7	P.G. Diploma in Crime Scene Management	School of Medico Legal Studies
8	M. Sc. Toxicology	
9	M.Sc. Forensic Dentistry	
10	Post Basic Diploma in Forensic Nursing	
11	P.G Diploma in Toxicology	
12	P.G Diploma in Humanitarian Forensics	School of Cyber Security And Digital Forensics
13	M.Sc. Cyber Security	
14	M.Tech. Cyber Security	
15	M.Sc. Digital Forensics and Information Security	
16	B.Tech. – M.Tech. Computer Science and Engineering (Cyber Security) (5 year integrated)	School of Management Studies
17	MBA in Forensic Accounting & Fraud Investigation	
18	MBA in Cyber Security Management	
19	MBA in Hospital & Healthcare Management	
20	BBA-MBA 5 year integrated (With Specialization in Forensic Accounting & Fraud Investigation/Financial Management/Business Intelligence)	
21	MBA in Business Intelligence	
22	Executive MBA (With Specialization in Forensic Accounting & Fraud Investigation/Financial Management/Human Resource Management)	School of Police Science And Security Studies
23	P.G. Diploma in Forensic Journalism	
24	M.Sc. Homeland Security	
25	M.A. Police & Security Studies	
26	P.G. Diploma in Homeland Security	School of Pharmacy
27	M.Pharm Forensic Pharmacy	
28	M.Pharm Pharmaceutical Quality Assurance	
29	M.Sc. Chemistry (with specialization in Forensic Analytical Chemistry)	
30	M.Sc. Environmental Science (with specialization in Environmental Forensics)	
31	M.Sc. Pharmaceutical Chemistry	
32	P.G. Diploma in Industrial Safety, Hygiene & Environmental Management	School of Engineering And Technology
33	M.Sc. Forensic Nanotechnology	
34	M.Sc. Food Technology	



35	M.Tech. Civil Engineering (with specialization in Forensic Structural Engineering)	
36	M.Phil. Clinical Psychology	School of Behavioral Science
37	M.Sc. Clinical Psychology	
38	M.Sc. Neuropsychology	
39	M.Phil. Forensic Psychology	School of Forensic Psychology
40	M.Sc. Forensic Psychology	
41	M.A. Criminology (with specialization in Forensic Psychology)	
42	P.G. Diploma in Cyber Psychology	School of Law, Forensic Justice And Policy Studies
43	B.Sc. LL.B. (Hons.)(5 year integrated)	
44	LL.B. (3 year)	
45	Doctor of Philosophy (Ph.D.) in all relevant disciplines	School of Doctoral Studies And Research
46	Doctor of Science (DS) in all relevant disciplines	
47	Doctor of Law (LLD), D.Litt, in all relevant disciplines	
48	CERTIFICATE COURSES: 1. Certificate Course in Security Professionals for Banking Professionals 2. Certificate Course in Cyber Security (for Police Officers) 3. Certificate Course in Fraud Investigation 4. Certificate Course in Cyber Security 5. Certificate Course in Blockchain 6. Certificate Course in IT/OT 7. Certificate Course in Forensic Accounting and Fraud Investigation 8. Certificate Course in Digital Forensics 9. Certificate Course in Crime Scene Management 10. Certificate Course in Crime Scene Photography 11. Certificate Course in Anti-Corruption, Forensics and Law	School of Open Learning



REGULATIONS FOR AFFILIATION (AS AMENDED ON 01-06-2021) (TO READ WITH THE “STATUTES FOR AFFILIATION”)

REGULATIONS FOR AFFILIATION

The Norms and Standards of Central Approving Bodies such as AICTE/RC/PCI/MCI/DC/NCI/BCI etc as amended from time to time will be applicable for corresponding provisions of these Regulations.

R.1	<p>GOVERNING COUNCIL OF A COLLEGE/INSTITUTE</p> <p><i>R 1.1 Composition</i></p> <p>The Members of the Governing Council of a College/Institute shall be:</p> <p>1 Chairman - A technical expert either an entrepreneur or an industrialist or an educationist of repute</p> <p>2 to 5 - Members to be nominated by the Registered Society / Trust</p> <p>6 to 7 –Two eminent professionals from the area of Engineering & Technology</p> <p>8 & 9 – Two academicians of excellence</p> <p>10 – Faculty from the University / affiliated College/Institutes/Institutes</p> <p>11 Member Secretary – Principal (ex-officio)</p> <p>In the case of aided College/Institutes, such other members as nominated by the State Government.</p> <p>The governing of the Government College/Institutes/Institutes will be as per Government norms.</p>
	<p><i>R 1.2 Term</i></p> <p>The term of the members, except the ex-officio member, shall be for a period of three years.</p>
	<p><i>R 1.3 Meeting and its Venue</i></p> <p>The Governing Council shall meet at least twice a year. All such meetings shall be held within the respective College/Institute campus. In the absence of the Chairman, the members can elect a pro-term Chairman from amongst the members present for that meeting. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly.</p>
	<p><i>R 1.4 Quorum</i></p> <p>The quorum for the meeting shall be 50% of the total members of the Governing Council.</p>
	<p><i>R 1.5 Functions</i></p> <p>The Governing Council besides being the supreme administrative authority of the College/Institute, shall have the following additional functions:</p> <ul style="list-style-type: none"> • To monitor the academic and other related activities of the College/Institute • To consider the recommendations of the Staff Selection Committee • To consider the important communications, policy decisions received from the



	<p>University, Ministry of Education, Other Government & Regulatory Councils etc.</p> <ul style="list-style-type: none"> • To monitor the students and faculty development programs • To consider the recommendations of the Planning and Monitoring Board of the College/Institute for implementation • To pass the annual budget of the College/Institute.
R.2	<p>PLANNING AND MONITORING BOARD</p> <p>R 2.1 Composition</p> <p>The Planning and Monitoring Board (PMB) shall have a minimum of seven members, including the Chairman. All other members will be nominated by the Chairman except the University nominee. The constitution of the PMB will be as follows:</p> <ul style="list-style-type: none"> ▪ Principal / Dean of the College/Institute – Chairman ▪ Two senior faculty members of the college/Institute ▪ Campus Director or Dean or Professor of National Forensic Sciences University nominated by the Vice Chancellor. ▪ A Professor or Senior Faculty Member from other College/Institute nominated by the college/institute. ▪ Two experts from industry having expertise in the Relevant Field ▪ Administrative Head/Registrar of the college/Institute. <p>The Planning and Monitoring Board meeting shall be convened not less than twice a year and the interval between two consecutive meetings should not be more than six months.</p>
	<p>R 2.2 Functions</p> <ul style="list-style-type: none"> • To review the academic and other related activities of the College/Institute • To review the students and faculty development programs • To visualize and formulate perspective plans for the development and growth of the College/Institute • To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan • To draw new schemes of development for the College/Institute • To plan for resource mobilization through industry interaction, consultancy and extra-mural funding • To promote research and extension activities in the College/Institute campus • To promote teaching innovations and student placement programs • To plan for sustaining the quality of education, quality improvement and accreditation of the College/Institute • To recommend schemes to promote participation of academic departments in community development activities in the region • To consider such other activities for furtherance of academic excellence
	<p>R2A INTERNAL COMPLAINT COMMITTEE FOR WOMEN GRIVENCES REDRESSEL</p> <p>R2 A.1 Composition</p> <p>The composition of the Internal Complaint Committee for grivences redressal shall be:</p>



	<ol style="list-style-type: none"> 1. Headed by a senior lady member. 2. Three Lady Faculty Members 3. One Male Faculty or Staff Members 4. A third party either an NGO or an outside activist who is familiar with the issue of sexual harassment in work place. (50% of the members represented by ladies.)
	<p>R2 A.2 Functions</p> <ol style="list-style-type: none"> 1. To enquire the complaints received from the aggrieved women in respect of sexual harassment. 2. To recommend to the principal of the College/Institute, the penalty to be imposed. <p>The Principal upon receipt of the report from the committee shall, after giving an opportunity of being heard to the person complained against, submit the case with the committee's recommendation to the Governing Council of the College/Institutes/Institutes.</p> <p>The Governing Council shall confirm with or without modification the penalty recommended after duly following the prescribed procedure.</p>
R.3	<p>TRAINING AND PLACEMENT OF STUDENTS</p> <p>The Training and Placement Cell shall be headed by an officer of the cadre of Associate Professor/ Asst Professor who is responsible for developing linkages between the College/Institute and industry / corporate bodies. This Cell shall have minimum facilities such as students room, placement/interview room, OHP / LCD projectors and audiovisual facilities.</p>
R.4	<p>ALUMNI ASSOCIATION</p> <p>An Alumni Association shall be formed as soon as the first batch of students has completed the academic programme to promote active interaction between the alumni and the College/Institute.</p>
R 5	<p>FINANCIAL STABILITY</p> <p>The College/Institute shall fulfill the prescribed norms of the financial requirements for establishing the College/Institute.</p>
R. 6	<p>LAND AND BUILDING REQUIREMENT</p> <p>R 6.1 Land:</p> <p>The minimum requirement of land for a College/Institute shall satisfy the prescribed norms (Annexure 1). The land must be in the absolute ownership and possession of the applicant Registered Society / Trust through a sale deed. In addition to the above, the Registered Society / Trust shall produce the following documents:</p> <ol style="list-style-type: none"> i. A certificate under relevant section of the concerned State Land Reforms (Fixation of ceiling on Land) ACT. ii. Land conversion certificate from the competent authority iii. Land use certificate from the competent authority for using the land for educational purpose iv. Land Allotment Letter / Purchase Documents/Lease Document



	<i>(there should not be any dispute or legal case pending/ongoing legal dispute)</i>
	<p>R 6.2 Building:</p> <p>The building area consisting of academic / instructional area, administrative area, amenities area and residential area shall be as per the prescribed norms.</p> <p>The academic / instructional area consists of classrooms, tutorial rooms, drawing halls, laboratories, workshops, computer centre, library, instructional resource centre, seminar hall.</p> <p>The administrative area consists of Principal's room, visitors lounge, staff room, College/Institute office, departmental offices, stores and conference room.</p> <p>The amenities area consists of canteen, common rooms, rest rooms, recreation centre, hobby centre, gymkhana, alumni association, co-operative stores, health centre, telephone booth, post office, bank extension counter, and offices of NCC, NSS, NSO, SSIP and YRC.</p> <p>The residential area consists of student and staff hostels, staff quarters and guesthouse.</p> <p>All the buildings shall be designed and built adopting the norms prescribed in the National Building Code and local Building Byelaws, after acquiring the necessary planning and building permissions from the appropriate authorities. Necessary structural stability certificate for all the buildings / structures shall be obtained from state PWD officials, not below the rank of a Superintending Engineer. The buildings shall be functionally suitable and preferably be aesthetically designed. Provision of sufficient number of staircases and lifts / ramps shall be provided. Appropriate amenities shall be made available for the convenience of physically challenged students and staff. Sufficient number of fire fighting units shall be provided. Standby generator shall also be provided to ensure uninterrupted power supply to the laboratories and essential services.</p>
	<p>R 6.3 Staff Residences</p> <p>Residential accommodation may be made available within the campus for the Principal/Dean, Heads of Departments, Hostel Wardens, and essential staff including Caretaker, Electrician, Driver, Water supply pump operator, one paramedical staff and Security staff.</p>
R.7	<p>LABORATORIES AND EQUIPMENT</p> <p>Every College/Institute shall provide necessary laboratories and equipment prescribed for offering their programs as stipulated by the university. This will be based on the recommendations of the respective Board of Studies of the University.</p>
R 8	<p>COMPUTER CENTRE</p> <p>Every College/Institute shall have a computer centre as a centralized service facility for the use of students and staff of the College/Institute. The computer centre shall have latest computer system with high-speed internet facilities. Number of terminals with latest Processor and specified technical specifications prescribed by the National Forensic Sciences University.</p> <p>PC to Student ratio shall be 1:2 for undergraduate course and 1: 1 for post graduate courses which are dedicated to cyber security or digital forensic.</p> <p>For other for other programs which do not have major learning in computer science, the PC to student ratio should be 1:4.</p>



	<p>Number of terminals on LAN / WAN shall be 100% of the terminals required. Number of Printers required shall be 10% of the terminals required.</p> <p>Number of System software and Application software shall be as per the specification provided by the University applicable to particular programme.</p>
R.9	<p>LIBRARY</p> <p>Every College/Institute shall have a central library with books and journals as prescribed and shall also update the library periodically as per the recommendations of the University including setting up a digital library.</p> <p>At the time of commencement minimum 100 book per subjects need to be purchased. Subsequently, Per Student/ per year minimum 2 text books/reference books related to respective course must be purchased in the library. Minimum one online journal package having sufficient journal and minimum 6 to 8 Journals (Hard copies) must be subscribed. There should be sitting / reading chair which can accommodate minimum 25% of total strength of the students in particular program. 10:1 Multimedia PCs should be available in the library.</p>
R.10	<p>HOSTELS</p> <p>Every College/Institute shall provide necessary hostel facilities for its students, both boys and girls, as prescribed and will also consider providing a staff hostel</p>
R.11	<p>STAFF PATTERN, QUALIFICATION AND SELECTION PROCEDURE</p>
	<p>R 11.1 Staff Pattern</p> <p>Every College/Institute shall have the following categories of staff:</p> <ul style="list-style-type: none"> ▪ Principal and teaching faculty ▪ Laboratory Staff ▪ Technical Supporting Staff ▪ Library and Computer Centre Staff ▪ Administrative Staff ▪ Maintenance staff and other Miscellaneous staff
	<p>R 11.2 Faculty Expected Faculty Student Ratio 1: 15 for UG Course and 1: 12 for PG Courses.</p> <p>R 11.2.1 Staff : Student Ratio</p> <p>The overall staff to student ratio should never be exceed the ratio of 1 : 20.</p> <p>The teacher requirement for Group / Class sizes of formal teaching shall be as given below:</p> <ul style="list-style-type: none"> ▪ Theory lecture class : one teacher for a maximum of sixty students ▪ Tutorials : one teacher for a maximum of 20 to 25 students Lab. ▪ Practical / Workshop: one teacher for a maximum of 15 students ▪ Project work: one teacher for a maximum of 10 students <p>It is desirable to have 5% staff in excess of the above specification to enable a College/Institute to sponsor teacher for Staff Development programs and to allow teachers to avail leave to which they are entitled.</p>
	<p>R 11.2 Faculty Cadre</p>



	<p>The faculty cadres shall be as follows:</p> <ol style="list-style-type: none"> Assistant Professor Associate Professor Professor Principal/Dean <p>In order to cater to instructional requirements, particularly in specialized subjects, Visiting Faculty may be appointed. However, the College/Institute shall not depend on visiting / part-time faculty on continuous basis in lieu of essential regular faculty.</p> <p>In respect of the requirement of number of Professors, the Principal should be shown as a professor in the department concerned.</p> <p>The visiting faculty or guest faculty or contractual faculty appointed for the period of less than an academic year or 11 months should not be included for the calculation of number of faculty available in the department concerned.</p>
	<p>R 11.2.3 Faculty Structure and Cadre distribution</p> <p>Under Graduate Programme</p> <p>The faculty requirement for all UG or PG programs shall be calculated based on the total sanctioned intake for the first year of all the Programs and total approved strength for all the years of the program. The Faculty Student Ratio as per the total student strength in each program should be in proportion of 1: 12 for PG program and 1:12 for each UG program.</p> <p>The required cadre ratio of Professor : Associate Professor : Assistant Professor shall be 1: 2 : 6 for all the programs. There shall be one Librarian for the Central Library for the College/Institute.</p>
	<p>R 11.2.4 Faculty Selection Procedure</p> <p>Direct Recruitment</p> <p>The post of Principal shall be filled by direct recruitment only through an open selection process by advertising in national and regional dailies. Composition of the Selection Committee prescribed by UGC & National Forensic Sciences University.</p> <p>The sanctioned post of Assistant Professor, Associate Professor and Professor for the College/Institute shall be recruited only through an open selection process by advertising in national and regional dailies. Composition of the Selection Committee for such faculty positions shall be as per the norms prescribed by UGC & National Forensic Sciences University.</p>
	<p>R 11.3 Qualification, Experience and Scales of Pay</p> <p>Direct Recruitment</p> <p>Minimum qualification, experience, scales of pay and age of superannuation for the Principal and other faculty positions in various disciplines in the College/Institute shall be as per the prescribed norms of NFSU.</p>
	<p>R 11.4 Non-Teaching Staff</p>



	Staff such as Technical, Library, Physical Education, Computer Centre, Laboratory, Department, Administrative and other non-teaching staff of the College/Institute shall be appointed as per the norms of NFSU. The procedure for appointment and scales of pay for various categories of posts shall be as communicated by the University from time to time.
R.12	<p>FACULTY TRAINING AND DEVELOPMENT</p> <p>Teachers shall be provided with opportunities to improve their qualifications through quality improvement programs. The opportunities shall be provided for pedagogy and professional training for a period of four weeks in every three years. The College/Institute concerned shall depute its teachers on duty with salary and shall bear all the expenses for such training programs as recognized by the University. Training of teachers is expected to contribute both towards their professional development and improvement in career prospects.</p>
R.13	<p>PERFORMANCE APPRAISAL</p> <p>A performance appraisal system for the faculty shall be set-up, well integrated with institutional functioning and this should lead to the identification of individual training and development needs. This should also enable the identification of faculty members whose performance is outstanding. Such performance and excellence shall be well recognized and rewarded. All College/Institutes shall introduce a suitable transparent performance appraisal system</p>
R.14	<p>HEALTH CENTRE</p> <p>Every College/Institute shall have a health centre with the basic infrastructure to handle emergency medical needs of students and staff and to meet the periodical medical check up. The centre shall have a medical officer (part-time) and paramedical staff.</p>
R.15	<p>CO-CURRICULAR ACTIVITIES</p> <p>Every College/Institute shall have offices of NCC / NSS / NSO etc. with qualified staff to maintain such units adhering to the rules stipulated by the appropriate authorities. They shall co-ordinate their activities with the respective coordinators at the University in respect of their activities and submission of periodic reports.</p>
R.16	<p>NECESSARY AMENITIES</p> <p>Every College/Institute shall provide well maintained necessary amenities such as Canteen, Students' Activity Centre, Open Air Theatre, Vehicle Parking Stands, Play Field, Guest House, Co-operative Stores, Transport Facilities for Students and Staff (wherever required), Reprographic Facilities, Telephone Facilities, Drinking Water Facilities and Toilets.</p> <p>To meet the needs of the guests visiting the institution for official work and the parents visiting their wards, it will be necessary to have a guest house.</p> <p>There shall be an Estate Office headed by an Estate Officer with adequate supporting staff for carrying out the up-keep and maintenance of the campus.</p>
R.17	<p>DISCIPLINE AND WELFARE COMMITTEE</p> <p>The guidelines for the composition and functions of the Discipline and Welfare Committee as per the norms of National Forensic Sciences University need to be followed.</p>
R.18	<p>REGISTERS AND RECORDS</p> <p>The College/Institute shall maintain the requisite registers and records as specified by the University.</p>



R.19	RETURNS FROM THE COLLEGE/INSTITUTE The College/Institute shall furnish the requisite returns to the University as specified in the university norms.																																																					
R.20	FORMAT OF APPLICATION FOR AFFILIATION The application format and the documents required for applying for affiliation of an academic programme / variation in intake in an already affiliated programme are available on the university website. The last date for the receipt of the completed application will be as intimated by the University.																																																					
	R20 A Conditions for consideration of application <ol style="list-style-type: none"> 1. The request for affiliation for the courses with proposed intake other than mentioned in the application will not be considered at the later stages for the academic year concerned. 2. If the approved curricula and syllabi of the proposed programme are not available at the time of application, the programme will not be considered for affiliation. 3. For the programme(s), which needs the approval from various Councils such as AICTE, Indian Nursing Council, Bar Council of India, Medical Council of India, Dental Council of India, Rehabilitation Council of India etc. shall also be obtained for the academic year(s) concerned. 4. In respect of first time / newly affiliated UG or PG programs, provisional affiliation will be considered. 5. If the College/Institute has science departments with required laboratories in all major disciplines of forensic science and it has minimum 2 faculty members eligible for research guide, it may be considered and recognized as approved research centres of the University. 																																																					
R.21	INSPECTION FEE The College/Institute submitting the application for affiliation of academic programme(s) shall remit the following inspection fee along with the application towards processing and inspection charges:																																																					
	<table border="1"> <thead> <tr> <th>Sr. No</th><th>Details</th><th>Charges per UG/PG degree program ₹ in Lakh</th><th>Charges per Diploma program ₹ in Lakh</th><th>Charges per Certificate program ₹ in Lakh</th></tr> </thead> <tbody> <tr> <td>1</td><td>Application Form Fee</td><td>5,000/-</td><td>5,000/-</td><td>5,000/-</td></tr> <tr> <td>2</td><td>Processing Fee</td><td>25,000/-</td><td>25,000/-</td><td>10,000/-</td></tr> <tr> <td>3</td><td>U.G. Inspection</td><td>1,50,000/-</td><td>50,000/-</td><td>10,000/-</td></tr> <tr> <td>4</td><td>P.G. Inspection</td><td>2,00,000/-</td><td>1,00,000/-</td><td>25,000/-</td></tr> <tr> <td>5</td><td>Security Deposit (refundable)</td><td>5,00,000/-</td><td>2,00,000/-</td><td>50,000/-</td></tr> <tr> <td>6</td><td>Extension</td><td>25,000/- Per Year</td><td>20,000/- Per Year</td><td>10,000/- Per Year</td></tr> <tr> <td>7</td><td>Students Affiliation fees per student per year</td><td>300/- Per Student/Per Year</td><td>300/- Per Student/Per Year</td><td>100/- Per Student/Per Year</td></tr> <tr> <td>8</td><td>Exam Fees</td><td>As per NFSU Norms</td><td>As per NFSU Norms</td><td>As per NFSU Norms</td></tr> <tr> <td>9</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Sr. No	Details	Charges per UG/PG degree program ₹ in Lakh	Charges per Diploma program ₹ in Lakh	Charges per Certificate program ₹ in Lakh	1	Application Form Fee	5,000/-	5,000/-	5,000/-	2	Processing Fee	25,000/-	25,000/-	10,000/-	3	U.G. Inspection	1,50,000/-	50,000/-	10,000/-	4	P.G. Inspection	2,00,000/-	1,00,000/-	25,000/-	5	Security Deposit (refundable)	5,00,000/-	2,00,000/-	50,000/-	6	Extension	25,000/- Per Year	20,000/- Per Year	10,000/- Per Year	7	Students Affiliation fees per student per year	300/- Per Student/Per Year	300/- Per Student/Per Year	100/- Per Student/Per Year	8	Exam Fees	As per NFSU Norms	As per NFSU Norms	As per NFSU Norms	9							
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R.22	INSPECTION COMMITTEE FOR AFFILIATION																																																					



	<p>Inspection Committee for Affiliation of academic programme(s) shall be constituted by the Vice Chancellor from out of the panel of experts approved by the Vice-chancellor from time to time for considering the grant of affiliation for the academic programme(s).</p>
	<p>The Inspection Committee shall visit the College/Institute and verify the correctness of the particulars furnished by the College/Institute in the application and also verify whether all the affiliation conditions laid down by the University are satisfied.</p> <p>The committee shall submit a report to the Board of Affiliation and Recognition of the University in the prescribed format. The Committee shall have a minimum of 5 members, preferably from among professor and senior faculty members of the University / College/Institutes or Senior Faculty members from other universities or experts from the industries / organizations.</p> <p>In case of exigency a one-man Inspection Committee may be constituted by the Vice Chancellor to verify the compliance report submitted by the College/Institute.</p> <p>The committee shall submit a report to the university in the format.</p>
R.23	<p>BOARD OF AFFILIATION AND RECOGNITION</p> <p>The Board for Affiliation and Recognition (BAR) shall be constituted by the University. It shall consist of 6 members as detailed below:</p> <ul style="list-style-type: none"> • Chairman of the committee – Campus Director nominated by the Vice Chancellor • One Member from Board of Governors nominated by the Vice Chancellor • One Member from Academic Council, nominated by the Vice Chancellor • One Dean or Professors nominated by the Vice Chancellor • One Associate Dean, nominated by the Vice Chancellor • Member Secretary – Executive Registrar
	<p>The term for the members of the committee shall be 3 years.</p> <p>The Board for Affiliation and Recognition shall scrutinize the applications received from</p> <ol style="list-style-type: none"> i) the College/Institutes/Institutes and ii) the inspection reports received from the Inspection Committee on Affiliation and consolidate its recommendations. <p>The BAR may seek further clarification, if necessary, from the Inspection Committee and / or College/Institute/Institution and may make appropriate recommendations on affiliation. The committee shall submit its final recommendations to the Vice-Chancellor. Vice Chancellor Shall submit the recommendations before Academic Council and Board of Governors. The Vice Chancellor on the approval of Academic Council and Board of Governors shall grant the affiliation to the college to commence any course related to forensic science or its allied discipline.</p>
R.24	<p>AFFILIATION FEE</p> <p>The College/Institute shall remit the following non-refundable, affiliation (provisional / permanent) fee on receipt of intimation of grant of affiliation (provisional / permanent) from the university as per prescribed rate of National Forensic Sciences University Gandhinagar.</p>

R.25	<p>PROCEDURE FOR SUSPENSION OF AFFILIATION OF AN ACADEMIC PROGRAMME</p> <p>The University may suspend the affiliation of any academic programme (provisional / permanent) in a College/Institute, provided the University is satisfied that there are prima-facie evidences after preliminary investigations by an University authorized inquiring committee to verify the authenticity</p>
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	of the complaints received and / or non compliance of statutory provisions pending final decisions regarding withdrawal of affiliation. During the period of suspension of any such academic programme the College/Institute shall not admit fresh students to the said programme.
R.26	<p>PROCEDURE FOR WITHDRAWAL OF AFFILIATION OF AN ACADEMIC PROGRAMME</p> <p>The University may withdraw the affiliation (provisional / permanent) of an academic programme(s) of a College/Institute, for such period that it may deem fit, provided there are proven evidences for gross violation of statutory requirements of affiliation norms and / or the College/Institute has conducted itself in a manner which is prejudicial to the interest of the University education as revealed after detailed inquiry conducted by a duly appointed committee by the University. The students on rolls are liable to be transferred to other affiliated College/Institutes/Institutes. No fresh students shall be admitted to that particular academic programme (s) by the College/Institute.</p>



Appendix 1

Norms for Land requirement and Built-up Area for the Forensic Science Institutions

Programme	Land Area requirement in Acre for One stand-alone program					
	Post Graduate programs			Under Graduate programs		
	Mega and Metro*	Urban	Rural	Mega and Metro*	Urban	Rural
Any Course under the Faculty of Forensic Science	0.50	1.0	2.0	0.50	1.0	2.0
Any Course under the Faculty of Forensic Pharmacy	0.50	1.0	2.0	0.50	1.0	2.0
Any Course under the Faculty of Engineering and Technology	0.50	1.5	4.0	0.50	2.5#	7.5#
Any Course under the Faculty of Cyber Security & Digital Forensics	0.50	1.0	1.5	0.50	1.0	2.0
Any Course under the Faculty of Management Studies	0.50	1.0	1.5	0.50	1.0	2.0
Any Course under the Faculty of Forensic Psychology & Criminology	0.50	1.0	1.5	0.50	1.0	2.0
Any Course under the Faculty of Behavioral Science and Clinical Psychology	0.50	1.0	1.5	0.50	1.0	2.0
Diploma Courses	0.50	1.0	1.5	0.50	1.0	2.0

*... Mega and Metro Cities: Greater Mumbai (UA), Delhi (UA) and Kolkata (UA), Chennai (UA) Bangalore (UA), Hyderabad (UA), Ahmedabad (UA), Pune (UA), Surat (UA) as per the Census of India 2011 (UA- Urban Agglomeration).

\$For the Land area requirements the following conditions need to be adhered:

- The Built-up area requirements as specified in the Affiliation Process Handbook (which is in-force) are adhered to.
- The Built-up area, achieved, has to be approved by the concerned Development Authority as per the latest Building Bye-Laws (Development Controls) in that City. A copy of certified Building Bye- Laws be made available by the Applicant Institution. Copy of the approved Plan from local statutory body and the completion Plan along with the Completion Certificate from the same body, be also provided. The provisional Occupancy Certificate shall be considered only for 2 consecutive Academic Years; after two years the only afore-mentioned Completion Certificate

and Completion Plan shall be considered for continuance of Affiliation.

- Fire and life Safety Certificate from Fire Department of the concerned State is to be taken before submitting the application at NFSU.



- d. Additional Course(s)/Programme(s), in future can be allowed subject to the availability of Built- up areas as per FSI (FAR). However, if the additional construction is to be undertaken in the existing Building, then Structural Stability Certificate and Certificate of Safe Foundation to be provided by a Structural Engineer having a Master's Degree with specialization in Structural Engineering.
- e. Competent Authority has to certify that the place is located in Mega and Metro/ Urban/ Rural areas.
- f. The Land area required in the Mega and Metro Cities shall be calculated on the basis of the requirements as per NFSU norms for carpet area and the Municipal Corporation Bye-Laws. However, the total Built-up area is to be calculated for the entire duration of the Course with mandatory prior sanctions and approvals from Competent Authority for the entire proposal.

#The Land area required in Urban/ Rural shall be in a maximum of TWO plots. The Academic, Instructional, Administrative and Amenities area shall be in one plot not less than 1 Acre. The aerial distance between the plots shall not exceed 2 km. The remaining Land shall only be utilized for sporting Infrastructure/ Hostel/ Staff accommodation and related educational activities of the Institution.

Considering the hilly nature of Land in North Eastern States and the hilly regions of States such as Himachal Pradesh, Uttarakhand and Jammu and Kashmir or any area in any State declared as hilly by the concerned Government, Land shall be made available in 3 pieces which are not away from each other by more than 2 Km.

Note:

- a. Starting other educational Course(s)/ Institutions (Forensic Science, Pharmacy, Engineering & technology, Cyber Security & Digital Forensic, Behavioral Science and Management Studies) in the surplus Land arising out of the prevailing/ reduced norms of Land requirement is permissible. Further such surplus Land shall be used as per the Land use Certificate given to the Trust/ Society/ Company by the concerned authority, subject to such Course(s)/ Institutions having their own facilities to conduct such programs without sharing the essential facilities, such as Class Room, Laboratory etc. with the already approved Science, technology and Management Institution. However, Common Amenities such as Canteen, Auditorium, Playground, Parking, etc. may be shared, provided it caters to all the students of all the programs.
- b. Diploma and Degree in any similar field like B.Sc. or M.Sc. Forensic Science and Diploma in Toxicology, MBA in Forensic Accounting and PG Diploma in Forensic Accounting shall be permitted to run in the same Institution with the same Land area.
- c. For an Institution / college running forensic sciences or allied courses and established prior to 2015, the Land requirement should be fulfilled as per the government norms existed thereon for the Programme(s)/Course(s)/ Divisions applied. In case of any deviation from those norms, the Institution has to adhere to the existing norms at the time of seeking Extension of Affiliation.
- d. For an Institution/college running forensic sciences or allied courses and established after 2020, the Land requirement should be fulfilled as per NFSU norms existing at the time of establishment of the Institution for the Programme(s)/ Course(s)/ Divisions applied thereon. In case of any deviation from those norms, the Institution has to adhere to the existing norms at the time of seeking Extension of Affiliation.



- e. If the Institution (c or d) had been given Affiliation for more Programme(s)/ Course(s)/ Divisions later, the Land requirements as per the corresponding NFSU norms should be fulfilled.

1.2 Minimum Built-up Area Requirements

- The Institution area is divided into, Instructional area (INA, carpet area in m_2), Administrative area (ADA, carpet area in m_2), Amenities area (AMA, carpet area in m_2).
- Access and Circulation Area (ACA) is around 25% of Built-up Area.
- Total Built-up area in m_2 is equal to (INA+ADA+AMA) + (ACA).
- For Post Graduate programs, Administrative area of Under Graduate programs may be shared.
- Institutions shall have the Barrier free environment and Sports facilities as specified in the National Forensic Sciences University Gandhinagar norms.

1.2.1 Instructional Area (Carpet Area) in m_2

- A. Cyber Security, Digital Forensics, Nano Technology and other Branches of Engineering and Technology (Under Graduate/ Post Graduate Degree) Institutions

	Number of Rooms required	Carpet Area in m_2 per Room
Class Rooms	Total Number of Divisions x 0.75	60/ 30*
Tutorial Rooms+	25% of total Class Room	30
Laboratory for First Year	Two Laboratories for Basic sciences)	100 Sqm each
Laboratory other than First Year	2 per Course per Year	100 Sqm each
Laboratory for Post Graduate Courses	1 per Course 1 Research Laboratory	100 sqm 100 sqm
Workshop# if required	1	200 sqm
Additional Laboratory/ Workshop for "X" Category Courses	1	200
Workshop/Instrumentation Hall#	1	120
Computer Centre##/ Computer lab	1	150
Seminar Hall	1	120
Library++	1	400
Language Laboratory+	1	60

For Courses having more than 2 Divisions, additional Laboratories equivalent to the required number on pro rata basis for the said Courses shall be created.

* Applicable for Post Graduate Course only.

+ Language Laboratory shall have a minimum of 20 Computers with appropriate Software. Additional Laboratory required, if number of Divisions >5.

++ Additional Library area of 50 m_2 per 60 Students beyond 420 "Approved Intake".

"X" Category Courses such as Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and Allied Courses shall require an Additional Laboratory/ Workshop.

Workshop/Instrumentation Halls and Computer Centres to be created as given below:

Affiliation Process Handbook 2020-21



Approved Intake	Computer Centre	Workshop	Instrumentation Hall
Up to 500	1	1	1
501-1000	2	2	2
Infrastructure Requirement shall be calculated on pro rata basis for "Approved Intake" greater than 1000			

Additional Laboratories to be created (if required) as per Curriculum of the concerned affiliating University.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCS Facility Centre and Innovation/ Fab Laboratory.

B. Forensic Science, Forensic Pharmacy (Diploma/ Under Graduate/ Post Graduate Degree) Institution

	Number of Rooms required	Carpet Area in m ² per Room
Class Rooms	Total Number of Divisions x 0.75	60/30**
Tutorial Rooms+	25% of total Class Room	30
Laboratory (for First Year UG)	4	75
Laboratory (for First Year Diploma)	3	75
Laboratory (other than First Year)	1 per Course per year	75
Laboratory for Post Graduate	1 per Specialization	75
Machine Room (for engineering)	1	75
Instrument Room (Second Year)	1	75
Computer Centre inclusive of Language Laboratory	1	75
Seminar Hall	1 per Under Graduate Institution	120
	1 per Diploma Institution	120
Library	1	150

** Applicable for Post Graduate Course only.

+ No Tutorial Rooms required for Post Graduate Courses.

Not required for Diploma Institutions.

Language Laboratory shall have a minimum of 20 Computers with appropriate Software. Seminar Hall may be shared, if Diploma and Degree Pharmacy are offered in the same Institution.

For Post Graduate programs, Seminar Hall of respective Under Graduate Programme may be

Affiliation Process Handbook 2020-21



shared.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with Under Graduate Courses shall be upgraded to meet requirements of Under Graduate Curriculum.

Research Laboratory is to be provided with an area of 60 m² for each Institution offering Post Graduate Courses.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart board, PA system and Executive Chairs.

Institutions shall have MOOCS Facility Centre and Innovation/ Fab Laboratory.



C. Forensic Psychology, Behavioral Science, Law & Management Studies or other non forensic science course (Diploma/ Under Graduate/ Post Graduate) college

	Number of Rooms required	Carpet Area in m ² per Room
Class Rooms	Total Number of Divisions x 0.75	60/30..
Resource Centre	1	80
Computer Laboratory (for First Year)	1	100
Laboratory	1 per Year	120
Mock Scene / Crime Scene Studio	1	120
Art Court	1	100
Multi-Purpose Hall	1	150
Wet Forensic Laboratory	1 per year	60
Computer Centre	1	75
Seminar Hall	1 per UG/PG Institution	132
Library	1	150
Language Laboratory (desirable)	1	100

** Applicable for Post Graduate Course only.

+ Only for Institutions offering Post Graduate Courses.

For Post Graduate Courses, Seminar Hall of respective Under Graduate Course may be shared. For Courses having more than 2 Divisions, ONE Additional Studio for each Division need to be created.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be up graded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with the Under Graduate Courses shall be upgraded to meet requirements of the Under Graduate Curriculum.

Language Laboratory shall have a minimum of 25 Computers with appropriate Software.

The Institutions shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart board, PA system and Executive Chairs.

Institutions shall have MOOCS Facility Centre and Innovation/ Fab Laboratory.

D. Cyber Security & Digital Forensics, MBA Cyber Security (Diploma/ Under Graduate / Post Diploma/ Post Graduate Degree) College



	Number of Rooms required	Carpet Area in m ₂ per Room
Class Rooms	1 Room per Division per Year	60/ 30**
Tutorial Rooms+	25% of total Class Room	30
Workshop/ Studio	1 per Course per Year	60
Common Workshop/ Studio	1	90
Workshop/Studio (Post Graduate Courses)	1 per specialization	60
Crime Scene Management Studio	1	120
Cyber Forensic/Digital Forensic Laboratory	1	60
Computer Centre	1	100
Seminar Hall	1	100
Library	1	150
Language Laboratory	1	100

+ No Tutorial Rooms Required for Post Graduate Programme.

** Applicable for Post Graduate Course only.

For Post Graduate Courses, Seminar Hall of respective Under Graduate Course may be shared. For Courses having more than 2 Divisions, one Additional Studio for each Division need to be created.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be up graded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with the Under Graduate Courses shall be upgraded to meet requirements of the Under Graduate Curriculum.

Research Laboratory is to be provided with an area of 60 m₂ for each Institution offering Post Graduate Courses.

Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart board, PA system and Executive Chairs.

Management: BBA/MBA in Forensic Accounting, BBA/MBA in Homeland Security & BBA/MBA in Hospital Management (Diploma/ Under Graduate/ Post Graduate Degree) College

	Number of Rooms required	Carpet Area in m ₂ per Room
Class Rooms	Total Number of Divisions x 0.75	60/30**

Affiliation Process Handbook 2020-21



Tutorial Rooms+	25% of total Class Room	30
Computer Laboratory	1	100
Laboratory (Guest Room/ House Keeping/ Front Office/ Kitchen) other than First Year	2 per Course per Year	60
Laboratory/ Guest Room for Post Graduate Programme	1 per Specialization	60
Seminar Hall	1	132
Library	1	150
Language Laboratory	1	60

+For Post Graduate Course, Tutorial Rooms not required.

** Applicable for Post Graduate Course only.

For Post Graduate Courses, Seminar Hall of respective Under Graduate Course may be shared.

For Courses having more than 2 Divisions, ONE Additional Laboratory for each Division need to be created.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be up graded to meet requirements of Post Graduate Curriculum.

Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

Research Laboratory shall be provided with an area of 60 m² for each Institution offering Post Graduate Courses.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart board, PA system and Executive Chairs.

1.2.2 Administrative Area (Carpet Area) in m²

	Principal/Director	Board Room	Office all inclusive	Cabin for Head of Department and Department Office	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for Staff	Examination Control Office	Placement Office
Carpet Area in m ² per Room	20	300	150* 300s	20	5	30	10	10	10	10	30	30
Number of Rooms required for new Forensic	1	1	1	-	First Year Student	1	1	1	1	1	1	-

Affiliation Process Handbook 2020-21



Science, Cyber, Engineering, Behavioural Science, Technology and Management college					intake/ 15							
Total Number of Rooms	1	1	1	1/Deptt	One per Faculty (as per norms) in the Instituti on	1	1	1	1	1	1	1

§ Forensic Science, Cyber Security, Engineering, Technology, Humanities and Management college having more than one Programme

* Forensic Science, Cyber Security, Engineering, Technology, Humanities and Management college having one Programme



1.2.3 Amenities Area (Carpet Area) in m_2

	Toilets (Ladies & Gents)	Boys Common Room	Girls Common Room	Cafeteria	Stationery Store & xerox facility	First Aid cum Sick Room	Principal's quarter	Guest House	Sports club Gymnasium	Auditorium/ Amphitheatre	Boys Hostel	Girls Hostel
Carpet Area in m_2 per Room for the Science, Engineering, technology and Management Campus having more than one Program	Adequate	100	100	150	10	10	150	30	200	300	Adequate	Adequate
Carpet Area in m_2 per Room for the Science, Engineering, technology and Management Campus having one Program	Adequate	75	75	150	10	10	150	30	100	200		
Total Number of Rooms	Adequate	1	1	1	1	1	Desirable	Desirable	Desirable	Desirable	Desirable	Desirable

1.2.4 Circulation Area in m_2

Access and Circulation area (ACA) of 25% of sum of Instructional, Administrative and Amenities area is desire.





NATIONAL FORENSIC SCIENCES UNIVERSITY

An Institution of National Importance
Ministry of Home Affairs, Government of India

Sector-9 Gandhinagar Gujarat

Phone: 079-23977102, 104, 108

Email: exe_registrar@nfsu.ac.in URL:
www.nfsu.ac.in

Application form for Affiliation to starting of a New Institute/College in the field of Forensic Science and its allied branches from the year 2021-22

Note : All the columns applicable must be filled up supported by relevant documents incomplete applications will not be considered.

Sl No	General Information	To be filled by the Management
1.	a) Name and Address of the Trust/Society	
	a) The name & address of the proposed Institute/College (full address of the actual location should be given for inspection of University Inspection Committee-UIC)	
	c) Type of Institution: Govt./Private SC/ST/Minority	
	d) Justification for the establishment of the Institute/College	
2.	Date of Registration of Society / Trust (a copy of the Registration Certificate to be attached, if the answer is yes)	
3.	a) Enclose the list of Chairman and Members of the Governing Body / Managing Committee	
	b) If the Society/Trust is run by SC/ST Management (Enclose copy of the certificate issued by the concerned authority i.e., from Social Welfare Development)	
4.	Whether the requisite amount of affiliation fees is paid as per rules of the University, Transaction details/challan details should be furnished.	
5.	a) The following statements should be enclosed	
	LAND	
	a) Owned by Society/Trust, if yes give details	
	b) Lease/Rented—details – copy of Agreement	
	c) Proposal to acquire land (proof of efforts)	
	d) Budget for this purpose (only in case of B & C)	



Sl No	General Information		To be filled by the Management		
6.	BUILDINGS (Furnish details if taken for Lease / Rent)		Size	Numbers	
	a)	Lecture Halls (with required furniture/AV facilities) (attach separate sheet, if necessary)			
	b)	Laboratories (attach separate sheet, if necessary)			
	c)	Library			
	d)	Administrative Office/s			
	e)	Director's / Principal's Room			
	f)	Common Rooms			
	g)	Toilets (Ladies & Gents)			
	Faculty Room				
	a)	Proposed			
	b)	Whether the Institute/College buildings are exclusively meant for the purpose of housing the Institute/College?			
	c)	A common staff (in case of Institute/College of education, it is essential to have a separate room for each teaching staff member)			
7.	FINANCE				
	The Following statement is to be enclosed				
	a)	The financial resources proposed to be utilized for land, buildings and equipment etc., (Bank balance, Fixed deposits with supporting documents)			
	b)	The Balance Sheet of Assets and Liabilities			
	c)	Income and Expenditure statement			
	d)	Budget for the next three years of provisions made to meet the possible deficit therein?			
	e)	Type of education proposed to be provided (Faculty wise)			
	f)	Courses proposed to be started with intake	Course	Specializations, if any	Intake required
			1		
			2		
			3		
			4		
			5		
	g)	Degree/PG Institute/College in the			



		neighbourhood which conduct such programme/s (Name, type of education, student strength, within 10 K.M. radius)	
	h)	UG or PG Degree Institute/College (type of students strength in the area which are expected to feed the proposed Institute/College)	
	i)	Special reasons regarding the 'need' and suitability of the locality for establishment of the proposed Institute/College (Attach separate sheet, if necessary)	
Sl No	<u>General Information</u>		<i>To be filled by the Management</i>
8.		Laboratories with required equipment available in the Institute /College (Enclosed List)	
9.		Sanitary facilities for staff and students	
10.		If the Institute/College buildings are not housed in permanent buildings of its own, whether adequate financial provision has been made for construction or for acquisition of permanent buildings within 3 years of starting of the Institute/College? (Financial details to be provided)	
11.		STAFF	
		i) Teaching	
	a)	Whether qualified Director/Principal is identified? (enclosed biodata with the consent of the candidate)	
	b)	Whether qualified teachers are identified / Number of teachers are qualified for Examination work(paper setting/ valuation)	
	c)	Number of SC/ST teachers, identified	
	d)	Method of recruitment proposed to be adopted	
		ii. Non – Teaching	
	a)	Whether qualified Non-teaching staff identified	
	b)	Method of recruitment proposed to be adopted	
	c)	Number of SC/ST staff identified	
		iii. Amount set aside for the salary of Director/Principal, Teaching & Non – teaching staff by the Management of the Institute/College.	
	a)	Requirement – Rs.	
	b)	Availability – Rs. (Attach proof of funds provision)	



		LIBRARY	
	a)	Whether a building for housing the library in the Institute/College with adequate built-up floor area for establishing a library is available (give details)	
	b)	Whether provision has been made for a reading room in the library with a seating accommodation for at least 20% of the students admitted	
	c)	The number of books in different subjects and worth of books already available with the proposer	
	d)	Amount of budget provision Rs.	
Sl No	General Information		To be filled by the Management
13.		LABORATORIES	
	a)	Whether building for housing laboratories are readily available with adequate accommodation of built-up floor area	
	b)	The types of equipments and apparatus for the various laboratories already available with the proposer as per the standard list of equipment. If not, amount provided in the budget	
	c)	Whether provision has been made for crime scene museums (in crime scene management, cyber/digital forensics and others that need Museums)	
14.		HOSTELS	
15.		Whether building for housing the Director/Principal and teachers are available	
16.		SPORTS FACILITIES / STUDENTS' WELFARE	
	a)	Whether the playground is exclusively available for the students of the Institute/College (give details)	
	b)	Whether equipment for games and sports are made available details of sports, equipment and budget should be given	
	c)	Whether qualified Physical Culture Instructor identified	
17.		Details of the Courses affiliated to other Universities offered by the Trust/Society in the same Campus in the Bangalore University Jurisdiction.	
18.		Whether Cooperation Agreement has been signed with the local state level or Central	



		level Forensic Science Laboratory/ies for academic collaboration.	
19.		Any other information not covered above	

DECLARATION*

We hereby declare that, our Trust/Society will not offer any courses affiliated to any other Universities in the same Campus from the academic year 2021-22 and onwards.

PLACE:

PRESIDENT / SECRETARY/MANAGING TRUSTEE

DATE:



Approved Nomenclature of Courses

Under Graduate /Post Graduate / Diploma programs in Forensic Science and its allied disciplines

Sr. No	Course Name	Field/Faculty
1	M.Sc. Forensic Science	School Of Forensic Science
2	M.Sc. Forensic Biotechnology	
3	M.Sc. Multimedia Forensic	
4	P.G. Diploma In Fingerprint Science	
5	P.G. Diploma in Forensic Document Examination	
6	B.Sc.-M.Sc. Forensic Science (5 year Integrated)	
7	P.G. Diploma in Crime Scene Management	
8	M. Sc. Toxicology	School Of Medico Legal Studies
9	M.Sc. Forensic Dentistry	
10	Post Basic Diploma in Forensic Nursing	
11	P.G Diploma in Toxicology	
12	P.G Diploma in Humanitarian Forensics	School Of Cyber Security And Digital Forensics
13	M.Sc. Cyber Security	
14	M.Tech. Cyber Security	
15	M.Sc. Digital Forensics and Information Security	
16	B.Tech. – M.Tech. Computer Science and Engineering (Cyber Security) (5 year integrated)	School Of Management Studies
17	MBA in Forensic Accounting & Fraud Investigation	
18	MBA in Cyber Security Management	
19	MBA in Hospital & Healthcare Management	
20	BBA-MBA 5 year integrated (With Specialization in Forensic Accounting & Fraud Investigation/Financial Management/Business Intelligence)	
21	MBA in Business Intelligence	
22	Executive MBA (With Specialization in Forensic Accounting & Fraud Investigation/Financial Management/Human Resource Management)	School Of Police Science And Security Studies
23	P.G. Diploma in Forensic Journalism	
24	M.Sc. Homeland Security	
25	M.A. Police & Security Studies	
26	P.G. Diploma in Homeland Security	School Of Pharmacy
27	M.Pharm Forensic Pharmacy	
28	M.Pharm Pharmaceutical Quality Assurance	
29	M.Sc. Chemistry (with specialization in Forensic Analytical Chemistry)	
30	M.Sc. Environmental Science (with specialization in Environmental Forensics)	
31	M.Sc. Pharmaceutical Chemistry	
32	P.G. Diploma in Industrial Safety, Hygiene & Environmental Management	School Of Engineering And Technology
33	M.Sc. Forensic Nanotechnology	
34	M.Sc. Food Technology	
35	M.Tech. Civil Engineering (with specialization in Forensic Structural Engineering)	School Of Behavioral Science
36	M.Phil. Clinical Psychology	
37	M.Sc. Clinical Psychology	
38	M.Sc. Neuropsychology	School Of Forensic Psychology
39	M.Phil. Forensic Psychology	
40	M.Sc. Forensic Psychology	



41	M.A. Criminology (with specialization in Forensic Psychology)	School Of Law, Forensic Justice And Policy Studies
42	P.G. Diploma in Cyber Psychology	
43	B.Sc. LL.B. (Hons.)(5 year integrated)	
44	LL.B. (3 year)	
45	Doctor of Philosophy (Ph.D.) in all relevant disciplines	School Of Doctoral Studies And Research
46	Doctor of Science (DS) in all relevant disciplines	
47	Doctor of Law (LLD), D.Litt, in all relevant disciplines	
48	CERTIFICATE COURSES: 1. Certificate Course in Security Professionals for Banking Professionals 2. Certificate Course in Cyber Security (for Police Officers) 3. Certificate Course in Fraud Investigation 4. Certificate Course in Cyber Security 5. Certificate Course in Blockchain 6. Certificate Course in IT/OT 7. Certificate Course in Forensic Accounting and Fraud Investigation 8. Certificate Course in Digital Forensics 9. Certificate Course in Crime Scene Management 10. Certificate Course in Crime Scene Photography 11. Certificate Course in Anti-Corruption, Forensics and Law	School Of Open Learning



INSPECTION COMMITTEE VISIT SCHEDULE FOR INSPECTION

The visit schedule for college/institute interested to seek affiliation from NFSU shall be for two days. The following modalities would be adopted for completing the assessment in the reduced time and the visit schedule modified accordingly.

- Presentation by the Head of the College/Institution.
- Verification and Scrutiny of documents such as Board's approval, Government's NOC, NOC from other university (if any other courses are being run in the same campus), land documents, building related papers, letters of prior affiliations (if any) etc as per the check list.
- Visit and Inspection of infrastructure facilities available at the campus including infrastructure already allotted to the existing courses (if any), and thereafter visit to the infrastructure allotted for proposed college/institute. However, the team may visit selected blocks only, which are allotted to the existing courses being run in affiliation with other board or university (if any).
- The team may split into two teams, if needed and have interactions with various Administrative units of the college/institution, faculty, staff and students to save the time. In this case each team will comprise of 2 to 3 members (including team leader, and 1 or 2 team member/s) for onsite visit of college/institute buildings and other facilities allocated for the proposed college.
- The Team obtain the copies of all the relevant documents related to affiliation process and verify them. The Team shall collect a copy of each document required for affiliation process as per the check list and otherwise also.
- The Core agenda of peer team visit will be to validate claims shown in the affiliation application and to verify the checklist.

INSPECTION COMMITTEE VISIT – TRAVEL / LOGISTIC SUPPORT GUIDELINES

Please Note: *In an effort to maintain the professionalism and objectivity of the Inspection Committee Visit, following guidelines are to be followed strictly.*

- **NFSU will not disclose the names of the Inspection Committee Members to the college/institution, till about three (3) working days before the visit. Hence as a Inspection Committee Member you are requested not to contact / inform the college/institution.**
- *On behalf of NFSU, Affiliation Committee Travel Desk / NFSU Logistics Service Provider (NLSP) will contact you for Accommodation and Travel (Air/Train tickets). Bookings will be done suiting your convenience & as per standard Government of India (GoI) / NFSU norms for Accommodation and Travel. Information regarding Accommodation and Travel will be mailed to you.*

College/Institute	
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Name:																									
Name of the Contact Person																									
Contact Number :																									
Address:																									
Date of Visit :																									
Purpose:	New Affiliation to following courses: <table border="1"> <thead> <tr> <th>Sr No</th> <th>Name of the Course</th> <th>Duration</th> <th>Intake</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td></tr> </tbody> </table>	Sr No	Name of the Course	Duration	Intake	1				2				3				4				5			
Sr No	Name of the Course	Duration	Intake																						
1																									
2																									
3																									
4																									
5																									

Composition of Inspection Committee		
Senior Dean from NFSU nominated by the Vice Chancellor	Chairman	Mob: E-Mail:
Dean from Concerned School of NFSU	Member	Mob: E-Mail:
One Expert at the Level of Professor from another University/Institute	Member	Mob: E-Mail:
Associate Dean of concerned School National Forensic Sciences University, Gandhinagar.	Member	Mob: E-Mail:
One Advocate from the approved panel of Advocate as Legal Expert (for new college)	Member	Mob: E-Mail:
A Director of CFSL/ State FSL or it's representative nominated by the Vice Chancellor	Member	Mob: E-Mail:
One Expert from the approved panel of Architects (for new college)	Member	Mob: E-Mail:
<u>Coordinating Officer at NFSU</u>	Member co-ordinator	Mob: E-Mail:

Kindly Note:

1. Please see the attached file of PDF format of Inspection Report . You have to fill the information in the given format of inspection report. The inspection report will be sent to the college /institute by the Executive Registrar within a week from the date of inspection.
2. Please do not book your tickets. University Nodal Officer will book your tickets, please co-operate when he call you for the same.
3. Member coordinator is requested to co-ordinate the travel with other members.
4. Please do not contact the College/institute.
5. Please see the attach word files of :- inspection format, check list and guidelines for inspection.
6. Please email your travel / itinerary details in the formats attached to email address: - affiliation@nfsu.ac.in with the cc: - exe.registrar@nfsu.ac.in and director@nfsu.ac.in mentioning the Inspection Committee Visit dates and College / Institute name in Subject of e-mail.





INSPECTION TEAM VISIT SCHEDULE

<i>Inspection Team Discussion (Pre-visit meeting at the place of stay at day 0)</i>	
DAY - 1	
<i>Presentation by the Head of the College/Institution</i>	9.30 to 10.15 hrs
Criterion I : To know the vision and plans	
<u>Activities / Meeting</u>	10.15 to 11.15 hrs
❖ <i>Meeting and Interaction with College Trustees and Principal</i>	
Criterion II : Document Verification	
<u>Activities / Meeting</u>	11.15 to 12.30 hrs
❖ <i>Verify the documents such as Board's approval, Undertaking for funds and infrastructure, State Government's NOC, NOC from other university (if any other courses are being run in the same campus), land documents, building related papers, letters of prior affiliations. MOU with State/Central FSL and other documents as per the check list</i>	
Criterion III : Research, Innovations and Extension	
<u>Activities / Meeting</u>	12.30 to 13.30 hrs
❖ <i>Visit to Campus Infrastructure Available (especially infrastructure allotted for existing courses, if any. including classrooms, labs, lab equipment, Computer Centre etc. <u>(if applicable)</u>)</i>	
❖ <i>Meeting and Interaction with Head of the Departments/ Teachers and Staff etc.</i>	
❖ Lunch on meeting: <i>Meeting with the Trustee Board / Management / College representatives/Principal/Faculty</i>	13.30 to 14.30 hrs
Criterion IV : Infrastructure and Learning Resources	
<u>Activities / Meeting</u>	14.30 to 16.00 hrs
❖ <i>Visit to Physical Facilities i.e. Laboratories, research equipment, Computer centre, Incubation Centre, Instrumentation Centre, Media Laboratory/Commerce lab, Studios etc., (if applicable), Library, Sports, Gymnasium, Yoga Center, Computer Centre, etc.,</i>	
❖ <i>Meeting and Interaction with Head of the Departments/ Teachers etc..</i>	
Criterion V : Verification of Student Support and Progression plans	
<u>Activities / Meeting</u>	16.00 to 16.45 hrs
❖ <i>Discussion on plan for students Career Counseling, Placement, Language Lab, Anti Raging & Anti-Sexual Harassment measures etc.,</i>	
❖ <i>Plans for students welfare, scholarships, hostel accommodation etc.</i>	
❖ <i>Interaction with students / parents (if any)</i>	
❖ <i>Interaction with University authorities/Government Authorities if any</i>	
Summing of First Day Visit	
❖ <i>Collection of and verification of remaining documents and Verification.</i>	16.45 to 17.30 hrs
❖ <i>Team Discussion at place of stay</i>	18.00 to 19.00 hrs
Criterion VI : Governance, Leadership and Management	
<u>Activities / Meeting</u>	10.00 to 11.00 hrs
❖ <i>Meeting with Management to know their Future Plans</i>	
❖ <i>Meeting with the Principal, Sr. Faculty members.</i>	
❖ <i>Interaction with Administrative Officer, Accounts/Finance Officer and other Non-teaching staff.</i>	



<i>(The Governance & Leadership of Institution, Organisational Structure, perspective/Strategic plan and deployment documents, welfare schemes, performance appraisal system for teaching and non-teaching staff, Internal and external audits, mobilization of funds, funds provision, optimal utilization of resources, quality maintenance measures etc)</i>	
Criterion VII : Institutional Values and Best Practices	
Activities / Meeting	
<ul style="list-style-type: none"> ❖ Review of physical facilities such as safety and security, Counseling, facilities for PH Students/Staff, Policy for reservation, scholarships, skill development centres etc., and review of alternative energy initiatives, rain water harvesting, waste management system etc., ❖ Meeting and Interaction with Head of various committees/cells. ❖ Review of best practices and Institutional Distinctiveness (Gender sensitisation, Environmental Consciousness and Sustainability measures, Green practices, Human values and professional Ethics, Best Practices, Institutional distinctiveness etc....)	11.00 to 12.00 hrs
<ul style="list-style-type: none"> ❖ Report writing, Checking Documentary Evidences, if any. ❖ Discussion and modifying the draft Inspection Report and finalization, ❖ Visiting to facilities which has not been covered so far.....(to be done within the Institution premises) ❖ Collecting all the documents/attested copies, undertakings etc. 	12.00 to 13.00 hrs
<ul style="list-style-type: none"> ❖ Discussion with Board of Management / Head of Institution on outstanding issues ❖ Guidance for Admissions and Answers to the queries of Management 	13.00 to 13.30 hrs
Lunch	13:30 to 14.30 hrs.
Report writing continues	14:30 to 15:30 hrs.
Sharing the Comments of the Inspection Report with Board of Management / Head of the Institution	15:30 to 16:15 hrs
Finalizing the Inspection Report (Signatures to obtain from Board of Management and Head of the College/Institution and Peer Team Members on Inspection Report.	16:15 to 16.45 hrs
Exit Meeting	16.45 to 17.00 hrs



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SCHEDULE-I

AFFIDAVIT

Format of affidavit to be submitted by the applicant on a non judicial stamp paper of Rs. 100/- duly sworn before an Executive Magistrate

We, name _____ chairman/trustee of the society / trust age.....years and, resident of _____
<Name> _____ Secretary, _____ <name of the Trust / Society _____, son of _____
_____, aged, __ years and, resident of _____,
_____, <name> _____ Principal/Director, _____ <name of the
Trust/Society> _____, son of _____, aged _____ years
and, resident of _____, in connection with our
application for affiliation dated _____ made to National Forensic Sciences University for;
(retain items in the list below as applicable)

1. Setting up new Campus offering one or more Program at Bachelor Degree and/or Master Degree level.
2. Converting Existing Institutions into a Campus or adding new Program/s at Degree in existing Institutions.
3. Extension of affiliation to existing Institution/ Campus.
4. Adding course/s in existing program.
5. Closure of program/course.
6. Conversion of Women's Institution into Co-Educational Institution.

Hereby solemnly affirm and declare as under:-



1. That I am _____
(applicant institution) (designation),
2. That the Institute is imparting instruction only in the subjects and for the courses/programs in the faculties for which affiliation has been granted by the University and shall not seek retrospection affiliation. All such courses/programs shall follow the syllabi approved by the appropriate academic bodies of the University.
3. That no other University has been approached for affiliation of the institute/courses mentioned in this application.
4. That the Institute is conducting all the courses as per the rules, regulations and guidelines of the Statutory/Regulatory Bodies issued from time to time;
5. That the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Ordinance/Regulations of the University/AICTE/UGC and shall ensure imparting of adequate instruction to the students in the courses/programs of the studies to be undertaken by the college or institution and that the Student-Teaching Ratio in the college or institution shall be as per the UGC/AICTE norms.
6. That the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales along with applicable allowances as per the pay scales prescribed by UGC/AICTE/PCI from time to time.
7. That appointment of members of the teaching and the non-teaching staff have been made only, on considerations of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration;
8. That the college shall obtain the eligibility approval of the appointed teaching staff from the University within six months of affiliation and shall report all changes in the teaching staff and other changes that may affect the fulfillment of the conditions for affiliation to the University within a fortnight of changes coming into effect.
9. That all fees to be charged from the students shall be as per the fee structure approved by the Fee Determination Committee (FDC) of respective State Government or NFSU from time to time.
10. That the college or institution shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the Government/University.
11. That no student shall be admitted to any programme of study by the college or institution in



anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University.



12. That the college shall not, without the previous permission of the University, suspend offering an already approved course/programme of study or decrease the approved intake without the permission of the University.
13. That the academic and welfare activities of the students belonging to the Schedule Castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college.
14. That all registers and records, including audited statement of accounts, as required to be maintained under the regulations/orders of the UGC/AICTE/University/Government shall be maintained and made available as and when required for inspection .
15. That the college shall furnish all such returns and other information as the UGC/AICTE/University/Government may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC/AICTE/University/Government may direct to maintain the same.
16. That the institute has sufficient recurring income from its own resources for its continued and efficient functioning.
17. That the payment of salary to the employees shall be made through cheques/bank transfer and that statutory deductions in respect of provident fund etc. shall be deposited in the name of employee.
18. That the institute shall comply with the provisions of the Act, the Statutes and the Ordinances and Regulations of the University.
19. That all the physical deficiencies stated in the last approval letter for UG & PG programs have been rectified (for existing institutions).
20. That the admissions are made on merit and as per National Forensic Sciences University admission guidelines.
21. That the intake in any of the National Forensic Sciences University approved courses has not been increased beyond the sanctioned intake, without prior approval from the University.
22. That the building and premises in which the institution is functioning is not being utilized for any other courses/ programs which are not approved by the National Forensic Sciences University and other Regulatory/Statutory Bodies.



23. That the information given by _____ (name/s) in the application of affiliation made to University is true and complete. Nothing is false and no information has been concealed.
24. That if any of the information is found to be false, incomplete, misleading and/or that the _____ (Name/s) fail/s to disclose all the information and/or suppress any information and/or misrepresent the information, I/we shall be liable to be prosecuted by the NFSU at Gandhinagar, Gujarat, India.
25. That the University shall also be free to take any action including withdrawal of approval and/or any other action as deemed necessary against the _____ (name/s) and others as the case may be and/or the individuals associated with the Society/trust/A company established under Section 25 of Companies Act, 1956 and/or Companies Act 2013 and/or the Institution.
26. That the facts stated in this affidavit are true to my/our knowledge. No part of the same is false and nothing has been concealed there from.

Sr.	Document No.	Date of Registration	Plot No.	Address (Village) Distt.	Area in acres
Total area in acres					

(Name, Designation and Address of the Executants)

(seal)

DEPONENT

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing has been concealed there from.

Verified at _____ (name of place) on this the _____ (date).

(Name, Designation and Address of the Executants)

(seal)

DEPONENT



[Handwritten signature]

[Handwritten signature]

No: NFSU/ADM/BFAR/2432/2021

Date: 6/10/2021

Read:

- (1) NFSU Regulations for Board for Affiliation and Recognition of College/Institute Notification No: NFSU/BoGNotification/1110/2021 dated 12/4/2021
 (2) Approval of the Hon'ble Vice-Chancellor on file dated 4/10/2021

Subject: Norms for the fees to be paid by Government College/Institute seeking affiliation and recognition – reg.

NOTIFICATION

Vide Notification No: NFSU/BoGNotification/1110/2021 dated 12/4/2021, Regulations for Board for Affiliation and Recognition of College/Institute were notified for the information of all concerned.


Subsequent to that, it was under the consideration of the University Administration to decide for the fees to be paid by the Government/Government granted colleges/institutes seeking affiliation and recognition. After due consideration, it has been decided to revise the fee structure for Government/Government granted colleges/institutes.

Fee structure for the Government and Government granted colleges is hereby notified as under:

Sr. No	Details	Charges per UG/PG degree program for Private Colleges ₹ in Lakh	Charges per UG/PG degree program for Government/Government-granted Colleges ₹ in Lakh
1	2	3	4
1	Application Form Fee	5,000/-	n/a
2	Processing Fee	25,000/-	10,000/-
3	U.G. Inspection	1,50,000/-	75,000/-
4	P.G. Inspection	2,00,000/-	1,00,000/-
5	Security Deposit (refundable)	5,00,000/-	1,25,000/-
6	Extension (per Year)	25,000/-	25,000/-
7	Enrolment (Per Student/per Year)	300/-	300/-
8	Exam Fees	As per NFSU Norms	As per NFSU norms

This notification shall form part of the NFSU Regulations for Board for Affiliation and Recognition of College/Institute notified vide Notification No: NFSU/BoGNotification/1110/2021 dated 12/4/2021 and shall always be read together.

This is approved in anticipation of the approval from Academic Council and Board of Governors.


 (C.D. Jadeja)
 Executive Registrar
 NFSU, Gandhinagar



Copy to:

- Campus Director – Gandhinagar / Delhi
- Deputy Registrar – Admin / Exam
- Sr. Accounts Officer
- Assistant Registrar – Academic & Legal
- Accounts Officer

C.f.w.c.to:

PS to Hon'ble Vice-Chancellor, NFSU for information