

**No.01/66-2003 Coord(3) Dated 08/04/2013**

**CONDITIONS ON WHICH N.O.C. WILL BE ISSUED FOR  
GRANT OF STATUS OF MINORITY EDUCATIONAL INSTITUTION IN  
HARYANA:**

- I. The aims and objectives of the educational agency incorporated in its bylaws should clearly specify that it is meant to primarily serve the interests of the minority community to which it belongs.  
At least 2/3rd members of Trust/Society/ Company should belong to
- II. the minority community.  
The minority educational institution shall not compel any of its
- III. students or employees to take part in any of its religious activities.  
The minority educational institution shall observe general laws of the land relating to educational institutions.
- IV. The minority educational institution will not use its privilege as minority institution for any pecuniary benefit.
- V. The minority educational institution shall appoint teachers as per qualifications laid down by the authority concerned and to
- VI. select teachers and other employees through open advertisement and as per the conditions of UGC and State government.  
In all academic, administrative and financial matters rules and regulations laid down by respective statutory authorities from
- VII. time to time shall be wholly applicable to these institutions.  
The minority educational institution shall do nothing which may come in the way of communal and social harmony.
- VIII. A minimum of fifty percent of seats permitted to be filled up from the students of minority communities.
- IX. All admissions shall be made on the basis of merit.  
The competent authority can withdraw the approval or
- X. recognition of any minority educational institution in casethe
- XI. instructions, rules and regulations issued from time to time by

the Affiliating Universities/State government are not abide by the institution.

XII. The institution shall adhere to all the instructions, rules and regulations issued from time to time by the Affiliating Universities/State government in this regard.

XIII. The institution shall charge only such fee and funds from the students as prescribed by the Affiliating University/ State Government as amended from time to time.

XIV. If there is any change in the address of the institution or society or in any member of the society/trust the same must be intimated to the competent authority within fifteen days in writing.

XV. The institution will submit its Audit reports every second year and the annual return of teachers and students every year to the competent authority.

**POLICY GUIDELINES FOR GRANT OF N.O.C. TO MINORITY  
EDUCATIONAL INSTITUTIONS IN HARYANA:**

The following policy guidelines are hereby notified for grant of minority status to educational institutions seeking N.O.C from Higher Education Department, Govt. of Haryana :-

**1. DEFINITION OF MINORITIES FOR THE PURPOSE OF  
MINORITY-RUN EDUCATIONAL INSTITUTIONS.**

"Minority communities" for the purpose of establishing minority educational institutions means a community notified as such by the Government of Haryana.

**2. COMPETENT AUTHORITY FOR ACCORDING  
RECOGNITION TO MINORITY EDUCATIONAL INSTITUTIONS.**

The Competent authority to grant recognition to minority educational institutions in Haryana will be the Principal Secretary Higher Education, Government of Haryana.

**3. CRITERIA FOR RECOGNITION OF MINORITY  
EDUCATIONAL INSTITUTIONS**

**1. Prerequisites at the time of application (Eligibility Norms):**

- (i) Minority status may be accorded to the applicant society by Government of Haryana if a minimum of  $\frac{2}{3}$ <sup>rd</sup> of the members of the society/trust belong to the same minority community and a certificate for each member must be submitted which is issued by the Sub Divisional Officer (Civil) along with photograph and verified signatures of the members.
- (ii) At the time of submission of application the sponsoring body shall be in possession of 2 acres of land either by way of ownership or on a perpetual irrevocable lease of at least 33 years in case when the proposed land falls in Municipal limits and 5

acres in case the land falls in rural area. CLU may also be deposited as the case may be.

- (iii) On the proposed land the Society/Trust will give an undertaking that the land is meant only for the proposed institution and on other institution will be formed/raised on this land
- (iv) For setting up of a degree college it shall be mandatory to start at least two streams of instructions
- (v) The applicant can be a Non-profit Organization like a Public Trust/Society registered under Union or State Law or a Company registered under section 25 of the Companies Act. The Registration document of the sponsoring body along with membership and list of all office bearers with the name of minority community in the form as issued by the Sub Divisional Officer (Civil) with address and photographs and objectives of the Society/Trust and terms & conditions governing them in the form of resolution of the Trust/Society shall be submitted along with the application.
- (vi) The Society/Trust will undertake that a minimum of 50% students admitted will be from minority communities
- (vii) All properties, assets and the academic support services shall be required to be recorded in the name of the Institution.
- (viii) The educational institution will be set up for the benefit of students of minority community.
- (ix) A resolution of the Society/Trust for opening of the minority educational institution
- (x) The Educational Society/Trust will have to give an undertaking that the proposed college shall observe the provisions of the Acts, Statutes, Ordinance and Regulations of the

Government/UGC/University as amended from time to time. The Educational Society/Trust will submit the undertaking required by the Government in the Form of an Affidavit.

(xi) An undertaking in the form of an affidavit that the information and documents submitted by the applicant are authentic and true.

(xii) An undertaking in the form of an affidavit that the Society/Trust/Company will submit its Audit reports every two years and will file the annual returns of staff and students to the competent authority.

**An application in the prescribed format containing the proposal with a detailed project report (DPR) shall be submitted to the Government by the applicant.**

**A. Detailed Project Report:**-The project report submitted by the sponsoring body shall contain information on the infrastructure/facilities. The details of plans for creating such as specified should include:

- the background of the society/trust with reference to its experience, if any in promoting, managing and operating educational institutions, details of its promoters including their background, their activities in education spheres since inception. Individual certificates of Minority community issued by SDM/competent authority
- development plan for the college spelling out its phase wise growth plan over the first 5 years in terms of academic programmes and increase in student in take.
- details of building and the architectural master plan indicating the land use pattern with future projections.
- Sources of financing of capital and operating expenditure besides funds to be generated through student fee.
- Documents related to the land and C.L.U.If C.L.U is not needed than an affidavit in this respect will be submitted by the society/trust.

**B. Specified norms:**

**(a) Administrative Block:** There shall be an administrative block consisting of Principal's room with basic amenities, Office room, staff room with toilets (M & F), departmental rooms etc.

**(b) Building:**There shall be the academic block building to provide separate class rooms for general class for each section sufficient to accommodate sixty students as per the requirement

of per student, floor space as specified by the UGC and common room for male and female students and adequate library space for keeping books, periodicals, and journals. A multipurpose conference Hall/Auditorium in the institution may be provided.

(c) **Library:** The library shall also have adequate reading room space for at least 25% of the enrolled students according to per capita reading space specified by UGC. There shall be adequate space in the library for computer facility with access to internet and national and international library access and data bases.

The minimum investment in Library in each academic year shall be Rupees Two Lacs for each stream.

(d) **Laboratories:** Institutions shall have adequate laboratory facilities in various courses of studies, if offered in the curriculum for Science, practical subjects. At least two computer laboratories with facilities for 50 students for providing computer education must be available. The standard of such laboratory, per capita space, equipments, supplies, and other facilities shall be as specified by the UGC etc.

(e) **Hostels:** There may be facilities required for hostels separately for boys and girls students constructed on the direction as per specifications by the UGC.

(C) **Essential Services:**

- i) Adequate facilities (water, electricity, sewerage, ventilation in conformity with PWD norms)
- ii) Separate common room for boys and girls be provided in educational colleges
- iii) There should be play grounds and indoor game facilities.
- iv) There should be separate toilets/wash rooms for boys and girls
- v) There should be canteen & parking space facilities for

students and staff

vi) Adequate standardized furniture for students and faculty.

**D. Principal and Staff:** There shall be a whole time Principal in the College who shall have minimum qualifications prescribed by the UGC/State Govt. or any other regulatory body.

Appointment of the academic staff having eligible qualifications as per UGC/State Govt. or any other regulatory body shall be made for teaching all courses.

**E. Endowment Fund - Minimum Capital Fund**

**Requirement:** The applicant shall create a non-transferable endowment fund in the name of the Society or Trust as the case may be. Funds worth Rs 50 Lacs for various purposes and Rs 50.00 Lacs for endowment funds are required for opening a new College which will be pledged in the name of the Director General Higher Education, Haryana. The endowment funds in the shape of FDR of Rs. 50.00 lacs shall be deposited in the office of the Director General Higher Education, Haryana within 30 days of issuance of NOC.

**F.** If any violation/contravention/misrepresentation/misconduct comes to notice; NOC shall be liable to be withdrawn and endowment fund shall be forfeited.

**Provided further that the :-**

recognition once given will not be withdrawn unless Competent authority has given sufficient -opportunity to the minority institution to show cause as to why the recognition given should not be withdrawn.



**APPLICATION FOR MINORITY STATUS CERTIFICATE  
(Higher Education Department, Government of Haryana)**

1. (a) Name and address of the institution:

(b) Name, address and phone no. of the President/ Secretary of the  
Trust/ Society/ Company:

(c) Objective of opening of minority educational institution:

2. Whether the applicant institution's claim is based on religious  
minority?

3. Whether the applicant institution has been established or  
administered by: -

(a) Religious minority or

(b) Linguistic minority

4. List of members of the Society/Trust/Company along with minority  
community certificate for each member issued by Sob-Divisional  
Officer(Civil)/Competent authority.

5. Whether an application has already been moved with the authority  
concerned? If yes, attach a copy of your application with the following  
information:

(a) Date of application

(b) The application:

(i) Is rejected

(ii) Is still pending.

(c) In case of rejection, the reason therefore. (Attach a copy of the order

or

rejection letter)

(d) The date on which the order of rejection has been communicated to you.

6. Date(s) of reminder(s) sent by you to the competent authority and replies received, if any, in this regard.

### **7.. Details pertaining to the Society/ Trust**

(a) Name and Address of the Society/ Trust

(b) Whether it is registered (attach a attested copy of the certificate of registration)

(c) Attach a attested copy of the resolution of Society/ Company /Trust deed

(d) Name and addresses of the founding Members/ Trustees and their religion.

(e) Whether the Society/ Trust Deed has been amended at any time and, if yes, attach a certified copy of the amendments.

### **8. Details pertaining to the Institution**

(a) The year in which the institution has been established

(b) Who established the institution?

(c) Percentage of students from the minority community admitted in the Institution (show community-wise break-up of student population admitted in the institution in current academic year through an affidavit of the Principal.

(d) Names , Addresses, and telephone numbers of the present Trustees/ Members of the Governing Body and their religion.

(e) Whether the Trust/ Society of the applicant institution has been recognized as a Religious minority society by the competent authority?

If yes, provide details.

(f) Whether the minority status of the applicant institution has been withdrawn by the competent authority at any time. If yes, on what grounds.

(g) Whether the name of the institution or its ownership has changed since its inception and if so the details thereof.

(h) Have you ever approached any judicial forum including Supreme Court or High Court regarding minority status certificate? If so, furnish details and give present status.

(i) Is the institution affiliated to the State University? Furnish details including copy of order/ letter of affiliation.

9. Whether the institution is aided / un-aided

10. Details of land and CLU as the case may be (Attach attested photocopies of record)

11. Details of Infrastructure attach DPR: (Attach blue print of building and photographs of class rooms, office, staff room, play ground, canteen, computer lab, etc.)

12. Undertakings in shape of affidavits for admissions of 50% minority students and submission of Audited accounts of two years and annual returns of staff and students to the department.

13. Details of Bank draft:

**UNDERTAKING (JUDICIAL PAPER OF Rs. 20-)**

I, \_\_\_\_\_ Chairman/Secretary/Correspondent on behalf of the \_\_\_\_\_ Society, hereby aver that the particulars furnished above are true to the best of my knowledge and that if any detail is found on verification/ inspection to be false/otherwise, the institution shall forfeit the minority status certificate awarded to it.

The decision of the State Government in this regard shall be final.

Chairman/ Secretary  
(for and on behalf of the Institution)

Place: Date:

**UNDERTAKING (JUDICIAL PAPER OF Rs. 20-)**

I, \_\_\_\_\_ Chairman/Secretary/Correspondent on behalf of the \_\_\_\_\_ Society, hereby aver that the named educational institution will admit a minimum of 50% students of the minority community and the audited accounts of two years and annual return of staff and students will be submitted to the competent authority.

That if any detail is found on verification/ inspection to be false/otherwise, the institution shall forfeit the minority status certificate awarded to it.

The decision of the State Government in this regard shall be final.

Chairman/ Secretary  
(for and on behalf of the Institution)

Place: Date: