



**JAWAHARLAL NEHRU ARCHITECTURE & FINE ARTS UNIVERSITY**  
Mahaveer Marg, Masab Tank, Hyderabad 500 028.

**Rules / Guidelines for Recognition of Institutions offering Short Courses**

The procedure for recognition of institutions shall be as follows:

1. The recognition shall be valid only for a year and may be renewed every year on application.
2. The application for recognition, in the prescribed form along with the payment of the prescribed fees should be submitted to the Director I/C. of Admission & Collaborations.
3. The application shall be scrutinized by the Director I/C of Admission & Collaborations and forwarded to the Vice-Chancellor through the Registrar I/C.
4. On the recommendation of the Vice-Chancellor, the Registrar shall appoint members to the Expert Committee for the course is proposed to be offered by the applying institution. The Expert Committee shall inspect the institution and submit its report, documenting the criteria for recognition based on the checklist provided by the University, along with any other specific terms and conditions (if any), proposed by the Expert Committee to the Registrar I/C.
5. The report shall be tabled in the Academic Committee meeting for final approval.

**The rules / guidelines:**

1. The institution should be run by a Registered Society/Trust /Organization
2. Institutions which are already approved / affiliated / recognized / accredited by the AICTE / UGC/ APSCHE / other Central or State Universities or organizations shall be considered favourably for the grant of recognition, subject to fulfillment of the University procedures and the norms.
3. The granting of “recognition” is to certify the fulfillment of criteria related to education / training as may be laid down by the University from time to time.
4. The recognition would apply only for short courses that have any University degree as minimum eligibility qualification.
5. The certification shall consist of two stages:
  - i) A certificate of recognition to the Institution stating the course, and period of validity of the recognition; and
  - ii) Certificate of satisfactory fulfillment of requirements of the course, to be given to the students co-signed by the Controller of Examinations, JNAFAU, consequent to examinations, paper setting and evaluation by JNAFAU.
6. The maximum intake per batch shall be 40 (forty) students.
7. Recognition may be withdrawn anytime if any irregularity or violation is noted by the University.

**The fees for recognition:**

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| 1. Application processing fee     | - | Rs.1000/- (to be paid with application)                                       |
| 2. Inspection fee per application | - | Rs.15000/- (to be paid with application)                                      |
| 3. Recognition fees per course    | - | 10 % of the fees collected (to be paid on the day of commencement of course ) |
| 4. Exam fees per student          | - | Rs.1500/- (to be paid along with exam Registration form)                      |

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