



**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI-110 002**

***Proforma for submission of the proposal for deemed-to-be-university status under Section 3 of the UGC Act, 1956***

**I. Processing Fee**

S.No.	Particular
a.	<p>The processing fee to be sent through RTGS/NEFT to the following accounts:-</p> <p>Name of the Bank - Central Bank of India Branch - Press Area, New Delhi Branch Code - 00306 Account No. - 3481469846 ICSC Code - CBIN0280306</p> <p>The Institute to sent the following details about the processing fee sent:-</p> <p>Name of the Institution – Address - Name of the Bank - Branch - Branch Code - Account No. - ICSC Code - Amount - UTR No. -</p>

***Note: Documentary proof may be provided in support of the information submitted duly attested by the Head of the Institution. Detailed information may be provided as Annexures***

**II. Institution**

S.No.	Particular
a.	Name & address of the Proposed Deemed-to-be-University
b.	Details of the Institution (s) which will form the proposed Deemed-to-be- University ( Name, address, year of establishment, whether multi-faculty / multi-discipline )
c.	Other Institution (s) and College (s) run by the sponsoring society / trust/ company

d.	Name of the Sponsoring Body ( Central Government / State Government / Private Society / Trust/ Company )
e.	Whether the proposed Institution Deemed-to-be-University itself is registered either as a not-for-profit Society under the Societies Registration Act, or as a not-for-profit Trust under the Public Trust Act or as a not-for-profit company under section 8 of the Companies Act, 2013 as per the provisions stipulated in the UGC (Institutions Deemed to be Universities) Regulations, 2016  (Please enclose a copy of the Registration certificate / Registered Trust Deed)
f.	Accreditation status (in respect of all the Institution(s) which will form the proposed Deemed to be University  a. whether currently accredited with highest grade by NAAC? b. whether accredited with highest grade by NAAC continuously for two earlier cycles? c. whether all the eligible courses are currently accredited by NBA? d. Whether all the eligible courses are accredited by NBA continuously for two earlier cycles?  Please provide documentary evidence in support
g.	Affiliating University  (Please provide details of the courses along with copy of approval by the affiliating University for all the institutions which will form the Deemed to be University)
h.	Certificate from the affiliating university / affiliating universities, as the case may be, to the effect that the students already admitted in the institution or institutions that is / are to become integral part of the proposed institution deemed to be University institution enrolled under the said affiliating university / affiliating universities shall continue to be the students of that university for all purposes under the existing terms and conditions till they complete the relevant academic programmes.
i.	Whether all the movable and immovable assets of the Institution (s) are legally transferred in the name of the proposed deemed to be university? If yes, please attach documentary proof.  If not, legal undertaking to the effect that land and other assets of the Institution(s) shall be transferred legally by the sponsoring Trust/Society/Company to the Institution Deemed to be University within one year of the notification declaring the Institute(s) as Deemed to be University.
j.	Whether the proposal is submitted under General or De-novo category.
k.	If under De-novo category, please provide the following:-  a. Verifiable evidence and validation by leading experts in the field of being devoted to unique and emerging areas of knowledge not being pursued by existing institutions – particularly in specific areas of study and research b. Justification for grant of deemed to be university status in specialised area c. Detailed syllabi of the courses and research programmes conducted/to be conducted in the emerging areas of knowledge d. Perspective plan and time frame for achieving the parameters mentioned in clause 4.1 to 4.9 e. Perspective plan/Strategic vision for 15 years f. Action Plan and Implementation Plan for next five years g. If under De-novo category (yet to be established) Detailed Project (DPR)/Action Plan/Strategic Vision Plan and Implementation Plan.

l.	Aims and Objectives of the Institution(s)
m.	Whether located in: <ul style="list-style-type: none"> <li>a. metropolitan area</li> <li>b. non-metropolitan area</li> <li>c. non-urban area</li> </ul>

### III. Programmes and activities

a.	Details of the courses offered  (Please provide institution-wise details in respect of the Faculty/Dept., No. of UG / PG Courses, course-wise approved students intake, students admitted during the last 3 years etc.)
b.	Whether the Institution(s) has UG and at least five PG departments in existence for 3 years with research programmes? If yes, please provide details.
c.	Whether the programmes / courses conducted by the Institute (s) have the approval of the University / Statutory Council like AICTE, MCI, DCI, INC, BCI, NCTE, PCI etc.  (Please attach documentary proof along with a certificate as also an undertaking to the effect that the professional programmes already being conducted have the approval of the relevant Statutory/Regulatory bodies. Essentiality certificate from the State Government concerned may also be attached, wherever applicable)
d.	Whether academic programmes offer sufficient scope for interdisciplinary learning and research? If yes, the details thereof;
e.	Details of innovative teaching and learning process
f.	Details of the evaluation system
g.	State-wise distribution of total enrolment for the last 3 years, Institution (s)-wise
h.	Institution-wise and course-wise results for the last three years
i.	Institution-wise and course-wise placement record with name of the major employers alongwith average salary package

### IV. Teachers

a.	Institution-wise and department-wise details of the faculty in the following format:-  Name of Department _____												
	S.No.	Dept	Intake capacity	No. of students actually admitted	Faculty sanctioned			Faculty required as per UGC/ concerned statutory council(s) norms			Faculty actually available		
					Prof	Ass oc. Prof	Asstt. Prof	Prof	Ass oc. Prof	Asstt. Prof	Prof	Ass oc. Prof	Asstt. Prof

b.	<p>Institution-wise, Department/Faculty – wise Name, designation, qualifications, Pay Scale and experience of the existing full time teaching staff</p> <p>Name of Department _____</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Name of Teacher</th> <th>Designation</th> <th>Qualification</th> <th>Experience</th> <th>Pay Scale</th> <th>Date of Joining</th> <th>Whether permanent/ guest faculty/ visiting faculty</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S.No	Name of Teacher	Designation	Qualification	Experience	Pay Scale	Date of Joining	Whether permanent/ guest faculty/ visiting faculty								
S.No	Name of Teacher	Designation	Qualification	Experience	Pay Scale	Date of Joining	Whether permanent/ guest faculty/ visiting faculty										
c.	Whether the faculty is fully qualified for teaching and research as per UGC/ concerned Statutory Council(s) norms?																
d.	State-wise distribution of the existing full time teaching staff																
e.	Institution-wise and department-wise number of Ad-hoc and Part-time faculty																
f.	Institution-wise and department-wise details of the ministerial and technical staff (as per the norms of relevant Statutory Council (s))																

#### V. Infrastructural Facilities (Institution-wise)

a.	<p>Total Land (Institution-wise) – in acres as well in sq. meters</p> <ul style="list-style-type: none"> <li>- Required as per relevant Statutory Council(s) norms</li> <li>- Actual land available</li> </ul>
b.	<p>Building ( Permanent/Lease/Rented)</p> <ul style="list-style-type: none"> <li>- Required as per relevant Statutory Council(s) norms</li> <li>- Actual building available</li> </ul>
c.	<p>Administrative Building ( in sq. mts.)</p> <ul style="list-style-type: none"> <li>- Required as per relevant Statutory Council(s) norms</li> <li>- Actual available</li> </ul>
d.	<p>Academic Building(s) ( in sq. mts.)</p> <ul style="list-style-type: none"> <li>- Required as per relevant Statutory Council(s) norms</li> <li>- Actual available</li> </ul>
e.	<p>Library ( in sq. mts.)</p> <ul style="list-style-type: none"> <li>- Central Library</li> <li>- Departmental Libraries</li> </ul> <p>(Details about other facilities available in the Library may also be provided)</p>
f.	No. of laboratories ( Please give details institution-wise/department-wise)
g.	Lecture Theatres
i.	<p>Details of Hostels ( No. of Rooms, students accommodated, floor area per student proposed to reside)</p> <ul style="list-style-type: none"> <li>- Men's Hostel</li> <li>- Women's Hostel</li> </ul>

j.	Auditorium ( with seating capacity)
k.	Seminar Halls
l.	Teacher's residence
m.	Guest House
n.	Staff Quarters
o.	Infrastructural facilities for quality research
p.	Open space of the Institution (please specify the area and % of the total area of the Institution(s))
q.	Area for playground having multi sports facilities (in sq. Mtrs.)
r.	Health care facilities available for students, faculties, staff and other members
s.	Other central facilities
t.	Whether the Institute have barrier free approach and appropriate safety measures (fire fighting, etc.)
u.	Whether there is seamless access to modern information resources?
v.	Any other information

## VI. Books & Journals and Equipment

a.	Institution-wise and department-wise No. of Books and Journals with cost <ul style="list-style-type: none"> <li>- Required as per relevant Statutory Council(s) norms _____</li> <li>- Actual available _____</li> </ul>
b.	Institution-wise and department-wise list of equipment ( more than Rs. One lakh) with cost <ul style="list-style-type: none"> <li>- Required as per relevant Statutory Council(s) norms</li> <li>- Actual available</li> </ul>
c.	Details of the modern information resources ( Broadband connectivity, internet connections, wi-fi enabled campus and other learning materials)

## VII. Research Activities (Please attach documentary proof)

a.	Publication by the faculty (Institution-wise) <ul style="list-style-type: none"> <li>- Books</li> <li>- Research papers published in Journals (National, International)</li> <li>- Papers presented in the proceedings of Seminars (National, International)</li> <li>- Papers published in refereed journals</li> </ul>
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b.	Whether faculty in Humanities, Social Sciences, Languages have atleast 10 publications and faculty of Sciences/Medicine/Engineering have at least 15 publications per year in refereed journals listed by UGC and having an impact factor?  If yes, please provided details alongwith the name of the referred journal(s) and impact factor
c.	Institution-wise details of the research Projects / sponsored research undertaken during the last 3 years including those completed during the period  (Institution-wise details may be provided in respect of Name of the Faculty / Department, No. of Research Projects completed / in progress, sponsoring agency, funds received, etc.
d.	Institution-wise details of extramural research projects sponsored by other agencies (public and private) and implemented by the Institute (s)  Please indicate details including names of the Principal Investigator, sponsoring agencies and funds received
e.	Details of Patents, Copyrights and Transfer of Technology
f.	Institution-wise National / International Conferences / Seminar / Symposia /Workshop attended and organized
g.	Other research oriented activities
h.	Details of the inter-disciplinary orientation
i.	Research linkages of the Institution (s) with the University and other national and international agencies
j.	Whether the Institute (s) is a PG centre or affiliated research centre of the affiliating University
k.	Details of the full time Doctoral/Post-Doctoral research programmes
l.	Whether the faculty attended any refresher/orientation course(s)? If yes, please provided details.

### **VIII. Innovative Programmes**

a.	Contribution to innovations in teaching
b.	Innovative programmes in teaching and research by the Institute (s)
c.	Whether the Institute has demonstrated the characteristics of university through diverse curricular provisions and contribution to teaching? If yes, please provide details.

### **IX. Finances**

a.	Name of the Funding Society / Trust (Whether Private/Central Government/State Government)
b.	Institution-wise receipt and expenditure for the last five years  (Please attach a copy each of the audited statement for the last five years)

c.	Budget estimates indicating the sources of income including fees charged, grant received etc. during current year
d.	Whether required corpus fund has been created in the name of the proposed deemed to be university

## **X. Miscellaneous**

a.	MoA/Rules as per UGC Regulations
b.	Whether the Central Government / State Government / Private Management is prepared to continue providing financial support for maintenance and development of the Institute if it is declared as a Deemed to be University
c.	Administrative arrangements for the proposed Deemed to be University
d.	Whether the Institute (s) is providing pay scales as prescribed by the UGC/relevant Statutory Council/State Government
e.	No Objection Certificate (NoC) / Views of the State Government
f.	Certificate from the affiliating university/universities to the effect that the students already enrolled in the institution or institutions that is/are to become integral part of the proposed deemed to be university under the said affiliating university/affiliating universities shall continue to be the students of that university for all purposes under the existing terms and conditions till they complete the relevant academic programmes
g.	Details of periodic reviews and assessments of the Institution(s) by recognized external accrediting/assessment agencies (Please provide documentary proof)
h.	Details of extension services/activities, societal engagements, continuing education programmes, sports and games, cultural activities etc. undertaken by the Institute (s)
i.	Whether it is an autonomous College/ College with potential for excellence/ College of excellence under UGC scheme?
j.	Course-wise Fee Structure and its basis
k.	Admission Procedure in brief
l.	A brief note on how a deemed to be university status would further the aims and objectives of the Institute (s)
m.	Whether counselling facilities for weaker students and for students with different abilities and special teaching learning assistance programmes for such students are available?
n.	Undertaking to the effect that the Institution(s) shall not offer any programme(s) in the distance mode after its declaration as a deemed to be university
o.	Undertaking to the effect that the Institution(s) is a not-for-profit organization and shall not be engaged in commercialization of higher education
p.	Undertaking to the effect that the Institution(s) have not violated any of the provisions of any of the statutes/guidelines of any Statutory Authority in the period of five years preceding the date of submission of the application seeking status of an institution deemed to be university

q.	Undertaking to the effect that hostel accommodation shall be gradually increased to at least 25% of the students within 3 years of existence of institution deemed to be university
r.	Undertaking to the effect that the Corpus fund is irrevocable in nature and shall not be liquidated without prior permission of the Commission and interest accrued on the corpus fund shall be used only for the purpose of development of the Institution deemed to be university
s.	Undertaking from the funding society/trust to the effect that on being declared as institution deemed to be university, the institution(s) shall continue to receive the funds for maintenance and developmental expenditure, including the salary and non-salary increases in expenditure and the future expansion.
t.	Undertaking to the effect that on being declared an institution deemed to be university under the UGC Act, the Institution(s) shall admit students to its approved academic programmes, under its enrolment, only from the academic session subsequent to the notification issued by the Central Government and enrolment of students to the institution, for any reason whatsoever, in anticipation of the declaration as an institution deemed to be university or inclusion of the institution under the ambit of an institution deemed to be university, shall render the application invalid.
u.	Undertaking to the effect that the income and property of the institution, howsoever derived, shall be utilized only for the promotion of the objectives of the institution including its growth and development. No portion of the income / property of the institution shall be paid or transferred, directly or indirectly by way of profit, to the persons who were / are members of the institution, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or to any other person in return for any service rendered to the institution or for travelling, halting and other similar charges, and all such expenditure shall be appropriately reflected in the accounts of the institution, maintained for the purpose.
v.	Undertaking to the effect that the professional programmes already being conducted by it, if any, have the approval of the relevant Statutory/Regulatory bodies like AICTE, MCI, DCI, NCTE, BCI, INC, etc., along with a duly attested copy of the letter of approval granted to it by such bodies. In addition, each application shall be accompanied by an essentiality certificate from the State Government concerned, wherever necessary.
w.	Undertaking to the effect that after declaration of the Institution as Deemed to be University, it shall not use the word 'University' suffixed to its name but may mention the words "deemed to be university" within parenthesis suffixed thereto.

### **Certificate**

This is to certify that all the information provided in this proposal is true to the best of my knowledge and belief. The Institution will adhere to the rules, regulations and guidelines of the UGC and Central Government and abide by all the provisions under the UGC Regulation and also instructions issued by the UGC and Central Government from time to time.

**Signed and Sealed by the Head of the Institution**