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UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI

PROFORMA FOR SUBMISSION OF INFORMATION BY THE PRIVATE UNIVERSITIES
FOR ASCERTAINING THEIR NORMS AND STANDARDS

1. Name and address of the University
2. Headquarters of the University
3. Name of the Society/Trust promoting the University
(Composition of the Society)(Copy of the MOA)
4. Date & Year of establishment
5. Act and Notification under which established
(copy of the Act & Notification to be enclosed)
6. Territorial Jurisdiction of the University
7. Corpus created by the University
(Documentary evidence to be given)
8. Source of finance & quantum of funds available
for running the University
9. Financial position of the University
(income and expenditure statement for the last 3 years)
10. Composition of the statutory bodies of the University
(Please give names, profession & full postal
address of the members and date of constitution)
 - (A) Governing Board
 - (B) Executive Council
 - (C) Academic Council
 - (D) Other Statutory Bodies
11. Location and Area of land under the possession
of the University (in acres)
(attach documentary evidence)
12. Details of under-graduate/post-graduate courses started/proposed to be started on
regular basis
(a copy of the prospectus and fee structure to be attached)
(Please also indicate the university with which the courses were affiliated earlier)

3. Details of Infrastructure

(1) Building (Master Plan of the University to be enclosed)

(a) Main Campus

(Academic, Administrative, Laboratory, Library, Hostels, Faculty Residence and other building(s)).

Name of the Building	Ownership (own building or rented)	Plinth Area	Covered area	Cost/ Estimated cost/ Annual Rent	Status of building i.e. complete / incomplete (Probable date of completion)	Whether plans & estimates approved by competent authority
1. Existing						
2. For new Courses/ centres/ campus (to be indicated in bold)						

(b) On Campus Study Centre(s) (Centre-wise)

Name of the Building	Ownership (own building or rented)	Plinth Area	Covered area	Cost/ Estimated cost/ Annual Rent	Status of building i.e. complete / incomplete (Probable date of completion)	Whether plans & estimates approved by competent authority
1. Existing						
2. For new Courses/ centres/ campus (to be indicated in bold)						

(c) Off-Campus Study Centre (Centre-wise)

Name of the Building	Ownership (own building or rented)	Plinth Area	Covered area	Cost/ Estimated cost/ Annual Rent	Status of building i.e. complete / incomplete (Probable date of completion)	Whether plans & estimates approved by competent authority
1. Existing						
2. For new Courses/ centres/ campus (to be indicated in bold)						

(ii) Equipment

(a) Main Campus

Name of the Department	Name of the equipment	Cost	Make	Date purchase	of	Whether in working condition
1. Existing						
2. For new courses/ centres/ campus (to be indicated in bold)						

(b) On Campus Study Centre (Centre-wise)

Name of the Department	Name of the equipment	Cost	Make	Date purchase	of	Whether in working condition
Existing						
For new courses/ centres/ campus (to be indicated in bold)						

(C) Off Campus Study Centre(s) (Centre-wise)

Name of the Department	Name of the equipment	Cost	Make	Date purchase	of	Whether working condition	in
1. Existing							
2. For new courses/ centres/ campus (to be indicated in bold)							

(iii) Library Facilities - Books & Journals etc.

(a) Main Campus

Name of the Department	No. of Titles	Total no. of books / journals	Total Cost
1. Existing			
2. For new courses/ Centres/ campus (to be indicated in bold)			

(b) On Campus Study Centre(s) (Centre-wise)

Name of the Department	No. of Titles	Total no. of books / journals	Total Cost
1. Existing			
2. For new courses/ Centres/ campus (to be indicated in bold)			

(d) Off-shore Campus

Name of the Department/ Programme	Students enrolled / to be enrolled										
	Gen		SC		ST		OBC		Total		
	M	F	M	F	M	F	M	F	M	F	
Existing Courses											
Proposed Courses											

5. Details of teaching staff

(a) Main Campus

Name of Department	Name of the Teacher	Designation	Age	Educational Qualifications (whether qualified as per UGC regulations)	Teaching experience in years	Date of appointment	Whether full time/part time	Regular / ad-hoc	Scale of pay	No. of publications
	(Existing)									
	(Proposed centre/campus)									

(b) On Campus Study Centre(s) (Centre-wise)

Name of Department	Name of the Teacher	Designation	Age	Educational Qualifications (whether qualified as per UGC regulations)	Teaching experience in years	Date of appointment	Whether full time/part time	Regular / ad-hoc	Scale of pay	No. of publications
	(Existing)									
	(Proposed centre/campus)									

(c) Off Campus Study Centre(s) (Centre-wise)

Name of Department	Name of the Teacher	Designation	Age	Educational Qualifications (whether qualified as per UGC regulations)	Teaching experience in years	Date of appointment	Whether full time/part time	Regular / ad-hoc	Scale of pay	No. of publications
	(Existing)									
	(Proposed centre/campus)									

16. Details of non-teaching staff

(a) Main Campus

Name	Designation	Age	Qualification	Scale of pay	Date of appointment	Trained Yes / No If yes, details
(Existing)						
(Proposed centre/campus)						

(b) On Campus Study Centre(s) (Centre-wise)

Name	Designation	Age	Qualification	Scale of pay	Date of appointment	Trained Yes / No If yes, details
(Existing)						
(Proposed centre/campus)						

(c) Off-Campus Study Centre(s) (Centre-wise)

Name	Designation	Age	Qualification	Scale of pay	Date of appointment	Trained Yes / No If yes, details
(Existing)						
(Proposed centre/campus)						

17. Academic results of the past 3 years

18. Teaching staff: Non-Teaching staff ratio

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Teacher-Student Ratio.....

(a) Main Campus

No. of students admitted	No. of students appeared in final exam	No. of students passed	Pass %

(b) On Campus study Centre(s)

No. of students admitted	No. of students appeared in final exam	No. of students passed	Pass %

(c) Off -Campus Study Centre(s)

No. of students admitted	No. of students appeared in final exam	No. of students passed	Pass %

20. Details of new educational and Communication technologies being used
21. Estimated expenditure during next five years
(year-wise)
22. Whether functioning of the University have been Computerized? If yes, to what extent? (LAN/WAN/Admn./Aca/Eva/Financial)
23. Whether courses in emerging areas introduced/proposed
24. a) Research and Extension Facility
- b) List of Research Publications in Indexed Journals since starting the University
- c) List of ongoing research projects with their source of funding
25. Future plans for starting new courses
26. Linkages with other Institutions (National & International, give details)

27. If the University has established any Off Campus / Off shore Study Centres. If so, whether these have been approved by UGC.
28. a) Whether the University is running courses on distance mode.
b) If yes, give details of courses run and whether prior approval taken from DEC/UGC for running courses on distance mode. If so, please attach copies of approval.
29. Whether approval of statutory bodies obtained for starting courses/increased intake.
30. Number of sanctioned posts – Professors – Readers - Lecturers
31. Names, designations, qualifications and publications of the existing staff.
32. Facilities for faculty and staff
33. Facilities for students.
34. Sports and Games facilities with details
35. Fee structure for the different courses run by the University
36. Examination system.

Certified that the information given is correct, to the best of knowledge and belief.

Signature of Vice Chancellor / Registrar
(with seal)

