

**GUIDELINES FOR
COLLEGES WITH POTENTIAL
FOR EXCELLENCE**



**UNIVERSITY GRANTS COMMISSION
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UNIVERSITY GRANTS COMMISSION

XI PLAN GUIDELINES FOR

“COLLEGES WITH POTENTIAL FOR EXCELLENCE” (CPE)

SCHEME

1. Introduction

During the IX Plan period, the University Grants Commission (UGC) had introduced a Scheme called “University with Potential for Excellence” (UPE) to encourage selected Universities to reach world-class standards in their chosen domain(s) by providing additional funds to them under the Scheme. This has helped a few Universities to better their achievements during the IX and X Plan periods.

Apart from universities, there are colleges in the country where teaching and research are of high quality. These colleges have achieved better standards of teaching and research by harnessing human and physical resources in innovative ways. Many of these colleges have potential for academic excellence. Recognizing the need to pay special attention to such colleges, the UGC introduced a Scheme, corresponding to the one for the Universities, during the X Plan called “College with Potential for Excellence” (CPE). This Scheme is to identify colleges which have attained high standards in teaching, research and extension activities and hold promise of excellence. A college selected under the CPE Scheme is provided substantial funds to improve and strengthen its infrastructure that would help it in attaining further higher academic standards.

2. Excellence

Excellence refers to a state of exceptional or outstanding achievement in one’s field of activity. Excellence of an academic institution involves reaching outstanding levels of performance in teaching, research and related academic pursuits, and attaining peerless position in the areas offered for study and research. Excellence is achieved in stages through a process of continuous improvement in content and quality of the pursuits. Committed academic community and adequate infrastructural facilities are essential ingredients of excellence. Often institutions with such potential merit need to be recognized and nurtured for the realization of their full potential.

3. Objectives

- 3.1 To define and manage the processes included in the design, development, and delivery of the chosen academic programmes.
- 3.2 To strengthen the academic and physical infrastructure for achieving excellence in teaching, research and outreach programmes that would be comparable to global standards.
- 3.3 To promote flexible and effective governance.
- 3.4. To enhance the quality of the learning and teaching process at the undergraduate and postgraduate levels with the help of a flexible credit based modular system, and the whole range of innovations currently accepted globally.
- 3.5 To promote academic programmes relevant to the socio-economic needs of the nation in general, and the region in particular.
- 3.6 To improve undergraduate education in colleges by the interfacing of the postgraduate programmes.
- 3.7 To promote networking with University departments, research centres and laboratories in the country.
- 3.8 To promote skill oriented programmes.

4. Target Group

The Scheme targets the colleges with potential for excellence. The number of such colleges to be supported under the Scheme in each State and Union Territory shall be 3 % of the number of colleges covered under Sections 2(f) and 12(B) of the UGC Act. If 3 % of such colleges in any UT is less than one, at least 1 college in that UT shall be given the CPE status, provided the UT has at least 2 colleges covered under Sections 2(f) and 12(B). Due weightage shall be given to factors like the geographic region, urban and rural areas, backward region, women's colleges and colleges with predominance of SC/ST/OBC (excluding creamy layer) students.

The UGC has funded 97 Colleges under the CPE Scheme during 2004-2005 (47) 1st Phase and 2006-2007 (50) 2nd Phase. 100 new colleges are proposed to be selected under the CPE Scheme during the XI Plan period subject to availability of funds.

5. Eligibility/Pre-requisites

- 5.1. The college should be 10 years old or more.
- 5.2. The college has to be an aided Government/constituent one.
- 5.3. The college has to be an accredited one by NAAC/with a minimum of three star/or 'B' Grade or 2.01 Grade Point Average or 2.01 and be within the validity period. In case the validity period is over, the college should have applied for re-accreditation.
- 5.4. Each such college has to submit the following documents:
 - a) an application for assistance in the prescribed proforma entitled "Proposal for Assistance during the XI Plan under the CPE Scheme" given in ANNEXURE-I;
 - b) a copy of the Report of evaluation undertaken by the NAAC;
 - c) any other additional data which the college chooses to supply.
- 5.5. Among the accredited colleges, preference will be given to Autonomous colleges.
- 5.6. If a college is a composite college, it should take immediate steps to de-link the plus-2 courses from the college. On provisional recommendation to be included under the CPE Scheme, it has to confirm in writing that the de-linking has been effected.
- 5.7. The parameters for assisting the colleges under the Scheme are:
 - a) Transparency in admissions;
 - b) Consistent academic improvement;
 - c) Introduction of innovation in curriculum;
 - d) Strengthening of laboratories;
 - e) Improvement of the college library;
 - f) Use of IT and current technologies in respect of the academic and administrative activities of the college;
 - g) Students' performance;
 - h) Students' support and Governance;
 - i) Participation in sports and other co-curricular and extra-curricular activities by the students;
 - j) Retraining of teachers;
 - k) Improvement of tutorial system;
 - l) Improvement of examination system;
 - m) Research output;
 - n) Help provided to poor students;

- o) Participation in community affairs;
 - p) Evidence of concern for environment;
 - q) Introduction of vocational courses and skill oriented programmes;
 - r) Any other relevant additional information.
- 5.8. The college has to give a clear indication about the changes it expects in all the domains at the end of its tenure if the CPE status is conferred on it.
- 5.9. The college has to undertake not to transfer any teacher for a period of 3 years. All postings should be so arranged that every teacher spends a minimum period of 3 years in his/her place of posting.
- 5.10 Preference will be given to those colleges where, other things being equal, the Principal is a regular appointee and has a long tenure. The minimum acceptable period of tenure for a Principal in the same college would be 3 years, without which the college shall not be considered under the Scheme.
- 5.11. Agricultural, Medical, Dental, Nursing, Pharmacy and Engineering colleges are not eligible to be considered under this Scheme.

6. Tenure of the Scheme

The Scheme will remain operational during the XI Plan period.

7. Inviting Applications under the Scheme

Applications will be invited through a circular sent to the Principals of colleges through their parent Universities and through announcements on the UGC website.

8. Constitution of the Committees

8.1 Standing Committee on CPE

This is a central committee, which will look into and frame the policy, procedures and other aspects of the Scheme. It shall consist of 9 members, as given below, nominated by the Chairperson, UGC:

- | | | |
|--------------------------|---|------------------------------|
| i) One Commission Member | - | Chairperson of the Committee |
| ii) Two Vice-Chancellors | - | Members |
| iii) Five Experts | - | Members |
| iv) One UGC Officer | - | Member - Secretary |

Depending upon the need, the above committee may be made more broad - based.

8.2 Working Group

This group shall scrutinize the applications, prepare the lists, State/UT-wise, of applicant colleges arranged according to their ranks based on their scores and submit the lists to the Standing Committee to identify the colleges which have the potential for excellence. It shall consist of the following Members, nominated by the Chairperson, UGC:

- i) One Member of the Standing Committee
- ii) One or two Experts
- iii) One UGC Officer.

8.3 Visiting Committee

This committee shall visit each of the colleges provisionally recommended by the Standing Committee. Based on the recommendations of Visiting Committee, a final decision shall be taken regarding the question of awarding the CPE status to the college. The Committee shall consist of the following members, nominated by the Chairperson, UGC:

- i) Two Experts
- ii) One UGC Officer.

8.4 Monitoring Committee

This committee shall visit the colleges assigned to it after 2 years to monitor their performance and submit a report in respect of each college to the UGC. It shall consist of the following 5 members, nominated by the Chairperson, UGC:

- i) Four Experts
- ii) One UGC Officer

9. Procedure for Approval by the UGC

STEP 9.1 The college which is desirous of getting the CPE status shall fill up the prescribed proforma entitled "Proposal for Assistance during the XI Plan under the CPE Scheme" given in ANNEXURE-I and send it to the University to which it is affiliated.

STEP 9.2 The University shall constitute a committee consisting of the Vice Chancellor, Registrar/ Dean of College Development Council and an expert from outside the State to check the data and information provided by the college in the Proposal with the records and verify whether the claims made by the college are correct, as also

to allot scores for selected parameters as per the Scoring Scale to be provided by the UGC later to the Vice-Chancellor of the University and to arrive at the total score obtained by the college.

STEP 9.3 The University shall recommend the required number of such proposals from the colleges along with the total scores obtained by them to the UGC for further consideration.

STEP 9.4 The Working Group shall scrutinize the applications received from the universities, prepare lists, State/ UT-wise, of applicant colleges arranged according to their ranks based on their scores and submit the lists to the Standing Committee to identify the colleges which have the potential for excellence.

STEP 9.5 The Standing Committee shall provisionally identify the colleges which have the potential for excellence and the UGC shall inform the respective colleges of their provisional recommendation.

STEP 9.6 On receipt of the information from the UGC regarding the provisional recommendation the college shall work out an Action Plan and Budget, in the prescribed proforma given in ANNEXURE-II, which will be completed within the anticipated XI Plan period. The Action Plan has to be prepared in consultation with the staff and management. It shall spell out in detail specific targets in respect of criteria of the college's choice in which the college hopes to excel during the tenure of the CPE status indicating the order of priorities and the expected due dates for achieving those targets.

The Budget shall indicate the magnitude of expenditure on different items as well as the college's plans as to how the financial assistance provided by the UGC would be utilized. In particular, the highly rated departments, i.e. the departments which have been functioning very effectively and have shown outstanding academic performance and the departments which have research output of high quality and the departments which got assistance under SAP from the UGC, shall be given preference for further updating and up-gradation. Allocation for each of these items shall have to be justified in detail.

The Action Plan and Budget shall be prepared and submitted to the UGC within one month of the receipt of the communication about the provisional recommendation.

STEP 9.7 The Visiting Committee shall visit each of the provisionally recommended colleges to discuss and finalize the Action Plan and Budget of the college, and submit its recommendations to the Standing Committee.

STEP 9.8 The Standing Committee shall make the final selection based on the recommendations of the Visiting Committee and submit the same for approval by the UGC.

10. Nature of Financial Assistance

10.1 The grant for the XI Plan period for each college may vary from Rs. 100.00 lakhs to Rs. 150.00 lakhs in the following manner:

For Accredited, but not Autonomous college - up to Rs. 100.00 lakhs
For Accredited and Autonomous college - up to Rs. 150.00 lakhs

If a College gets autonomous status during the tenure, it may be given the additional grant on pro-rata basis depending upon the year in which the college gets autonomous status.

10.2 Non-recurring grant may be 60% and recurring grant may be 40% of the total allocation.

10.3 The financial assistance under the Scheme is for up-gradation and updating of the departments for their further development towards excellence, and shall not be utilized for construction of buildings.

10.4 Fifty percent of the grants may be spent for the development of the highly rated departments as they have evidently proved their potential for pursuit of excellence. The rest 50 % may be spent on the general development of the other departments and common facilities of the college.

10.5 The financial assistance may be spent only on aided departments.

11. Release of Grant by the UGC

The college which is awarded the CPE status shall be paid 50 % of the total grants initially. The rest 50 % shall be released only on satisfactory appraisal by the Monitoring Committee.

Once the allocations are agreed upon between the UGC and the colleges, re-appropriation up to 5% of the total allocation is permissible. But any re-appropriation higher than that shall have to be referred to the UGC for approval.

12. Procedure for monitoring the progress of the Scheme

Every CPE college shall submit in the second week of April every year an annual report of its performance in the prescribed proforma given in ANNEXURE-III.

The required number of Monitoring Committees shall be constituted to monitor the development in the identified colleges.

The Monitoring Committees shall review the performance of the colleges assigned to them at the end of two years and submit a report in respect of each of them to the UGC.

13. Cancellation/Withdrawal

- 13.1 If, as a result of the periodic review, it is found that a college is not performing well, a six-month notice shall be given to it for improvement. If the college does not improve its performance to the level expected of it even after the six-month notice period, the CPE status shall be withdrawn. In such a case, either the college may have to refund the financial assistance given to it under the Scheme along with penal interest, or the amount may be adjusted against the grant paid or payable to the college under other schemes.
- 13.2 Once the CPE status of a college is revoked, it can be revived if the college improves its performance to the extent required, provided that no revival shall be made for a period of two years from the date of revocation.
- 13.3 The CPE status shall also be revoked if the information and data supplied by the college to claim the CPE status is subsequently found to be incorrect. In such a case the college shall have to refund the entire amount released to it under the Scheme to the UGC with penal interest. The college shall be blacklisted and shall not be allowed to participate in any scheme of the UGC.
- 13.4 The CPE status shall also be revoked in case of misappropriation and misuse of funds. In such a case the college shall have to not only refund the entire amount released to it under the Scheme to the UGC with penal interest, but also face and appropriate legal action which may be taken by the UGC. The college shall also be blacklisted and shall not be allowed to participate in any scheme of the UGC.

14. Monitoring the progress of the Scheme

The UGC shall make a mid term review of the Scheme on the basis of the reports submitted by the Monitoring Committees.

15. ASSISTANCE TO CPE COLLEGES OF PREVIOUS PLAN PERIODS.

- 15.1 If a College gets autonomous status during the tenure, it may be given the additional grant on pro-rata basis depending upon the year in which the college gets autonomous status.
- 15.2 The colleges selected during the X plan period shall be evaluated through expert committees. Based on the evaluation report, they shall be assisted during the XI plan period. A Summative evaluation of those colleges which have completed 5 years will be undertaken. Only those colleges which are recommended by the expert committees for continuation during the XI Plan may be assisted further under the Scheme. However, the level of funding in such cases shall be limited to 50% of the allocation approved for the XI Plan CPE colleges. A college would be eligible for funding under this Scheme for a maximum period of 10 years only.

ANNEXURE-I

UNIVERSITY GRANTS COMMISSION, NEW DELHI

Proposal for Assistance during the XI Plan under the “Colleges with Potential for Excellence” Scheme

Note: Wherever options are given, please circle the one that is applicable, or put a tick mark. At other places, which are either kept blank or marked with ‘.....’, actual information/data are to be given.

Section 1: GENERAL

Sr. No.	Profile/ Parameter	Particulars
1.1.	Name of the College	
1.2.	Full address of the College (including Tel./Fax Nos. and e-mail ID)	
1.3.	Name of the Head of the College (including Tel./Fax Nos. and e-mail ID)	
1.4.	Name & address of affiliating University (including Tel./Fax Nos. and e-mail ID)	
1.5.	Name & address of the Chairman, Governing Body, of the College (including Tel./Fax Nos. and e-mail ID)	
1.6.	Goals & Objectives of the College	
1.7.	Names of highly rated departments in the College	

ANNEXURE-I (cont...)

Sr. No	Profile/ Parameter	Particulars/ Options								
1.8.	Nature of Management of the College	Government	Univer- sity	Private						
				Minority	Non-Mrty	Aided		Un-aided		
1.9.	Total strength of • Students • Teachers	UG			PG			Total		
		M	F	T	M	F	T	M	F	T
1.10	No. of years since establishment of the College	<= 10 - 25			> 25 - 50			> 50		
1.11	No. of years since permanently affiliated to the University	<= 10 - 25			> 25 - 50			> 50		
1.12	No. of years since getting recognition under Section 2(f) of UGC Act	<= 10			> 10 - 25			> 25		
1.13	No. of years since getting recognition under Section 12B of UGC Act	<= 10			> 10 - 25			> 25		
1.14	Campus area (in acres)	<= 5.00			> 05 - 10			> 10		
1.15	Academic programme levels at the College	UG, PG & Research		PG & UG only		PG only		UG only		
1.16	Academic Departments:	Total No.	No. in Arts Fac.		No. in Science Fac.		No. in Com. Fac.		No. in other Fac.	
1.17	Teachers: No.	Sanctioned strength		Present strength			Present strength as % of San. strength			
1.18	Part-time courses offered: • No. of students • % of the total No. in College	PG Diploma		Diploma			Certificate			
1.19	Total No. of students	<= 500			> 500 – 1000			> 1000		

ANNEXURE-I (cont...)

Sr. No	Profile/ Parameter	Particulars/ Options		
		At least 50% SC - ST	At least 50% OBC	At least 25% PH
1.20	Category of students	At least 50% SC - ST	At least 50% OBC	At least 25% PH
1.21	UG students as % of total No.	<= 50	> 50 – 80	> 80
1.22	PG students as % of total No.	<= 50	> 50 – 80	> 80
1.23	M.Phil students as % of total No.	<= 02	> 02 – 05	>05
1.24	Ph. D. students as % of total No	<= .01	> .01 - .02	> .02
1.25	Grants received during X Plan (Rs. in Lakhs) from:	State Government	Central Govt. other than UGC	UGC
1.26	Students' facilities: Amount spent over the past 3 years (Rs. in Lakhs) for	Laboratories	Central library	Departmental libraries
1.27	Grievance Redressal Cell: No. of students handled over the past 3 years	<= 20	> 20 - 50	> 50
1.28	Guidance & Counseling Cell: No. of cases handled over the past 3 years	<= 50	> 50 - 75	> 75
1.29	Mechanism available for seeking feedback on various aspects of College's functioning is from	Teachers	Stakeholders	Public other than stakeholders
1.30	The College has an active	Parent-Teacher Association	Alumni Association	Linkage with NGOs

ANNEXURE-I (cont...)

Section 2: PROFILE DETAILS

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
2.1.	Status of the College	Non-Auto-nomous for all courses	Autonomous for some courses only	Autonomous	
2.2	No. of years since grant of Accreditation by NAAC	01 - 05	> 05 - 10	> 10	
2.3.	Grade/ GPA awarded by NAAC	C to C++ 1.51 to 2.00	B to B++ 2.01 to 3.00	A to A++ 3.01 to 4.00	
2.4.	Academic category of the College	Men's	Co-ed	Women's	
2.5.	Location of the College	Urban	Rural	Tribal	
2.6.	Plan of Academic work	Annual	Semester	Credit based	
2.7.	Students from other States as % of Total No.	01 - 05	> 05 – 10	> 10	
2.8.	NRI students as % of total No.	01 - 05	> 05 – 10	> 10	
2.9.	Overseas students (excluding NRIs) as % of total No.	01 - 03	> 03 – 05	> 05	
2.10	No. of new courses introduced over past 3 years:				
	• Degree	01 - 03	> 03 – 06	> 06	
	• PG Diploma	01 – 03	> 03 – 06	> 06	
	• Diploma	01 – 05	> 05 – 10	> 10	
	• Certificate	01 – 05	> 05 – 10	> 10	
2.11	No. of Self-financing courses started over the past 3 years	01 – 05	> 05 – 10	> 10	

ANNEXURE-I (cont...)

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
2.12	Students' results: Average % for the last 3 years:				
	• UG	40 - 60	> 60 - 80	> 80	
	• UG First Class	05 - 10	> 10 - 30	> 30	
	• PG	50 - 70	> 70 - 90	> 90	
2.13	No. of students passing National Examinations over the past 3 years:				
	• UGC - NET	01 - 05	06 - 10	> 10	
	• GATE	01 - 05	06 - 10	> 10	
2.14	Research Project outlay from various agencies during past 3 years (Rs. in Lakhs)	05 - 10	> 10 - 50	> 50	
2.15	No. of Collaboration with International institutions during past 3 years:				
	• M o U	01 - 02	> 02 - 05	> 05	
	• Exchange of teachers	01 - 05	> 05 - 10	> 10	
	• Franchise	01 - 05	> 05 - 10	> 10	
2.16	Teachers are evaluated by	Peer groups within the College	Externals	Students	
2.17	Recognition of teachers over the past 3 years: No. at International level	01 - 02	> 02 - 04	> 04	
	No. at National level	01 - 03	> 03 - 06	> 06	

ANNEXURE-I (cont...)

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
2.18	No. of teachers presenting papers in seminars/conferences during past 3 years <ul style="list-style-type: none"> at International level 	01 - 03	> 03 - 06	> 06	
	at National level	01 - 05	> 05 - 10	> 10	
2.19	No. of academic seminars /conferences organized by the college over the past 3 years at the National/Inter – national level	01 - 03	> 03 - 06	> 06	
2.20	Physical education: Provision made for: <ul style="list-style-type: none"> No. of major games 	01 - 03	> 03 - 06	> 06	
	<ul style="list-style-type: none"> No. of minor games 	01 - 03	> 03 – 06	> 06	
	<ul style="list-style-type: none"> No. of indoor games 	01 - 03	> 03 – 06	> 06	
	<ul style="list-style-type: none"> No. of accredited coaches 	01 - 02	03 – 04	> 04	
2.21	Other facilities: (circle the ones available)	Computer Centre	Internet	Book bank	
		Hostel (Men)	Hostel (Women)	Rest Room for students	
		Canteen	Health Centre	Placement Cell	
	Any other (name up to 3)	
2.22	Teacher Quality: <ul style="list-style-type: none"> Student/teacher ratio 	> 60 : 1	> 40 : 1 – 60 : 1	<= 40 : 1	
	<ul style="list-style-type: none"> % of M.Phil. degree holders among teachers 	01 - 10	> 10 - 50	> 50	
	<ul style="list-style-type: none"> % of Ph. D. holders among teachers 	01 - 05	> 05 - 10	> 10	
	<ul style="list-style-type: none"> % of teachers who attended (over the past 3 years) : <ul style="list-style-type: none"> a) Orientation Course 	01 - 20	> 20 – 50	> 50	
	<ul style="list-style-type: none"> b) Refresher Course 	01 - 20	> 20 - 50	> 50	

ANNEXURE-I (cont...)

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
2.23	Evaluation Process & Reforms over the past 3 years: <ul style="list-style-type: none"> No. of programmes for which academic audit is conducted 	01 - 02	> 02 - 05	> 05	
	<ul style="list-style-type: none"> No. of programmes for which peer review conducted 	01 - 02	> 02 - 05	> 05	
2.24	Research Promotion & Support: <ul style="list-style-type: none"> % of teachers actively engaged in research work 	01 - 05	> 05 - 20	> 20	
	<ul style="list-style-type: none"> % of teachers approved as research supervisors 	01 - 05	> 05 - 20	> 20	
	<ul style="list-style-type: none"> % of teachers on Learned/Academic/ Scientific Bodies outside the College 	01 - 02	> 02 - 05	> 05	
2.25	Research Output & Publications during the past 3 years: <ul style="list-style-type: none"> No. of M.Phil. degrees awarded <i>For colleges with <= 5 PG Depts.</i> 	01 - 10	> 10 - 20	> 20	
	<ul style="list-style-type: none"> <i>>5 PG Depts.</i> 	01 - 20	> 20 - 40	> 40	
	<ul style="list-style-type: none"> No. of Ph.D degrees awarded <i>For colleges with <= 5 PG Depts.</i> 	01 - 05	> 05 – 10	> 10	
	<ul style="list-style-type: none"> <i>> 5 PG Depts.</i> 	01 - 10	> 10 – 20	> 20	
	<ul style="list-style-type: none"> No. of research papers published by teachers in refereed journals 	01 - 05	> 05 – 10	> 10	

ANNEXURE-I (cont...)

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
	<ul style="list-style-type: none"> No. of research projects undertaken: <ul style="list-style-type: none"> a) Major b) Minor 	01 01 - 04	02 – 03 05 -10	> 03 >10	
2.26	Consultancy: Total of resources generated through consultancy as % of total funds received from all sources	01 - 02	> 02 - 05	> 05	
2.27	Extension activities during the previous year: <ul style="list-style-type: none"> No. of innovative/ useful extension programmes conducted 	01 - 02	> 02 - 05	> 05	
	<ul style="list-style-type: none"> No. of teachers engaged in extension activities 	03 - 05	> 05 – 20	> 20	
	<ul style="list-style-type: none"> No. of students participating in extension activities 	10 - 50	> 50 – 100	> 100	
2.28	Collaborative Activities during the past 3 years: <ul style="list-style-type: none"> No. of joint programmes conducted with NGOs 	01 - 05	> 05 - 10	> 10	
	<ul style="list-style-type: none"> No. of cooperative programmes with national level academic institutions 	01 - 05	> 05 - 10	> 10	
	<ul style="list-style-type: none"> No. of collaborative activities with international level academic institutions 	01 - 05	> 05 – 10	> 10	
2.29	Library Resources: <ul style="list-style-type: none"> No. of book titles per student 	01 - 03	> 03 - 10	> 10	
	<ul style="list-style-type: none"> No. of books added to the library as % of the total collection during the past 3 years 	01 - 03	> 03 - 10	> 10	

ANNEXURE-I (cont...)

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
2.30	ICT-based Learning Resources: Student- computer ratio	> 60 : 1	> 30 : 1 - 60 : 1	<= 30 : 1	
2.31	Student Profile(average for the past 3 years): • % of students admitted of those applied	> 60	> 20 - 60	05 - 20	
	• % of women students in the total student strength	01 - 10	> 10 - 50	> 50	
	• % of SC students in the total student strength	01 - 10	> 10 - 15	> 15	
	• % of ST students in the total student strength	01 - 02	> 02 – 05	> 05	
	• % of PH students in the total student strength	01 - 05	> 05 – 10	> 10	
2.32	Student Progression (average of past 3 years): • % of students graduating at first attempt	30 - 50	> 50 - 75	> 75	
2.33	Student Support: • % of students getting selected through on-campus interviews out of those interviewed over the past 3 years	10 - 20	> 20 - 50	> 50	
2.34	Average % of utilization of approved annual budget over the past 3 years	60 - 80	> 80 - 90	> 90	
2.35	Financial resources mobilised as % of approved annual budget during the last year	05 - 10	> 10 - 20	> 20	
2.36	% of teachers to whom administrative powers and responsibilities are assigned	05 - 10	> 10 - 20	> 20	

ANNEXURE-I (cont...)

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
2.37	No. of teachers nominated on the Governing Body of other institutions	01 - 02	> 02 - 05	> 05	
2.38	Curriculum: Feedback on it is received from	Employers	Teachers	Students	
	<ul style="list-style-type: none"> No. of remedial programmes conducted for students with difficulties in learning over past 3 years 	01 - 02	> 02 - 05	> 05	
	<ul style="list-style-type: none"> No. of specialised courses organized for advanced learners over past 3 years 	01 - 02	> 02 - 05	> 05	
	<ul style="list-style-type: none"> % of teachers using modern educational technology 	10 - 20	> 20 - 50	> 50	
2.39	Student Activities: Average No. of students participating/ engaged in programmes over the past 3 years:				
	<ul style="list-style-type: none"> Cultural and related activities 	05 - 10	> 10 - 20	> 20	
	<ul style="list-style-type: none"> Co-curricular activities 	05 - 10	> 10 - 20	> 20	
	<ul style="list-style-type: none"> Social service/ Extension work other than NSS activities 	10 - 50	> 50 - 100	> 100	
2.40	Sports Events No. of students participated over the past 3 years at :				
	<ul style="list-style-type: none"> International level 	01 - 05	> 05 - 10	> 10	
	<ul style="list-style-type: none"> National level 	05 - 10	> 10 - 20	> 20	
	<ul style="list-style-type: none"> Regional level 	10 - 20	> 20 - 50	> 50	

ANNEXURE-I (cont...)

Section 3: ADDITIONAL DATA (to be furnished by Autonomous Colleges)

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
3.1.	No. of years since the grant of Autonomy	01	> 01 - 10	> 10	
3.2.	Level at which Autonomy is granted	UG only	PG only	UG & PG	
3.3.	Curriculum review/ revision	Any time after 3 years	Once in 3 years	Annually	
3.4.	Time lag in introducing new programme	> 2 years	1 – 2 years	<= 1 year	
3.5.	No. of subjects where Question Banks are developed	01 - 02	> 02 - 05	> 05	
3.6.	Examination Reforms: Evaluation scheme	Marks	Grades and GPA	Credit based GPA	
3.7.	Weightage in % allotted to Continuous Internal Evaluation (CIE) in the end-semester or exit examination	10 - 20	> 20 - 40	> 40	
3.8.	% of programmes having CIE to total No. of programmes	15 - 25	> 25 - 50	> 50	
3.9.	Temporal scheme	Annual	Semester	Trimester	
3.10	% of question papers in which change in pattern is introduced	05 - 10	> 10 - 50	> 50	

**CERTIFICATE
(by the College)**

This is to certify that the data and information provided in this Proposal are true and correct to the best of my knowledge and belief and the required documents in support of these will be provided to the UGC through the University as and when the same are called for. It is also confirmed that this College shall abide by the Guidelines framed by the UGC in respect of Colleges with Potential for Excellence from time to time if it is selected under the Scheme in the XI Plan.

Place
Date

(Signature)
Principal of the College

Seal of the College

**ENDORSEMENT
(by the affiliating University)**

The University certifies that the data and information given by the College in the Proposal are correct as per the records of the University. The University therefore supports the Proposal and shall monitor the progress of the above College, if selected for the CPE status, and do whatever is needed to be done by the University in respect of the College under the Guidelines and other relevant Rules and Regulations framed by the UGC.

Place
Date

(Signature)
Registrar of the University

Seal of the University

ANNEXURE-II

**UNIVERSITY GRANTS COMMISSION, NEW DELHI
ACTION PLAN & BUDGET**

(to be submitted by the College on provisional recommendation for selection under the CPE Scheme)

(Please refer to Step 9.6 of the UGC XI Plan Guidelines for CPE)

1.	Name & Address of the College (<i>along with Tel./Fax. Nos. & e-mail ID</i>):	
2.	Name & Address of the Head of the College (<i>along with Tel./Fax. Nos. & e-mail ID</i>):	
3.	Proposed Activities	List Titles of Each Activity in Order of Priority (<i>to be limited to 5, in each case, giving details(~100 words) in Annexure A</i>)
	a) Teaching (UG):	<ul style="list-style-type: none"> • • • •
	b) Teaching (PG):	<ul style="list-style-type: none"> • • • •
	c) Research:	<ul style="list-style-type: none"> • • • •
	d) Extension:	<ul style="list-style-type: none"> • • • •
	e) Any other: (Please specify)	<ul style="list-style-type: none"> • • • •

ANNEXURE-II (cont...)

4.	Proposed Utilization of Grants	Non-Recurring Grant (Rupees in Lakhs) <i>(To be listed in order of priority, with details given in Annexure B1)</i>	Recurring Grant (Rupees in Lakhs) <i>(To be listed in order of priority, with details given in Annexure B2)</i>
	a) Teaching Facilities (UG):		
	b) Teaching Facilities (PG):		
	c) Research: Facilities:		
	d) Extension Activities:		
	e) Any Other Activities: <i>(Please specify)</i>		
	Total: <i>(Rupees in Lakhs)</i>		

ANNEXURE-II (cont...)

5	Expected Outcome/ Output	Annual (List titles only, with details given in Annexure C1)	At the End of Three Years (List titles only, with details given in Annexure C2)
	a) Teaching/ Evaluation (UG):	YEAR 1: YEAR 2: YEAR 3:	
	b) Teaching/ Evaluation (PG):	YEAR 1: YEAR 2: YEAR 3:	
	c) Research:	YEAR 1: YEAR 2: YEAR 3:	
	d) Extension:	YEAR 1: YEAR 2: YEAR 3:	
	e) Any Other: (Please specify)	YEAR 1: YEAR 2: YEAR 3:	

CERTIFICATE

This is to certify that the above Action Plan & Budget has been proposed by the College after consulting its major stake holders, in particular, the Governing Body and the teaching faculty, as per the *UGC XI Plan Guidelines for CPE*. The College hereby undertakes to adhere to the approved Action Plan and to take all the necessary steps for meeting the targets envisaged to achieve excellence as proposed.

Signature of Principal of the College

Place:

Date:

Seal of the College

UNIVERSITY GRANTS COMMISSION, NEW DELHI

ANNUAL REPORT

(to be submitted annually to the UGC by each CPE College)

(Please Refer to Section 12 of the UGC XI Plan Guidelines for CPE)

1.	Name & Address of the College (along with Tel./Fax. Nos. & e-mail ID):	
2.	Name & Address of the Head of the College (along with Tel./Fax. Nos. & e-mail ID):	
3.	Period of Report	200 -200 , Year ending on March 31 st 200 ;
4.	Activities Taken Up During the Year	Progress Made During the Year (Give only brief highlights here, with details in Annexure A)
	a) Teaching (UG):	• • • • •
	b) Teaching (PG):	• • • • •
	c) Research:	• • • • •
	d) Extension:	• • • • •
	e) Any other: (Please specify)	• • • • •

5.	Utilization of Grants during the year	Non-Recurring Grant (Rupees in Lakhs) <i>(To be given under different headings, with details in Annexure B1)</i>		Recurring Grant (Rupees in Lakhs) <i>(To be given under different headings, with details in Annexure B2)</i>	
		Allotted	Utilized	Allotted	Utilized
	a) Teaching Facilities (UG):				
	b) Teaching Facilities (PG):				
	c) Research: Facilities:				
	d) Extension Activities:				
	e) Any Other Activities: <i>(Please specify)</i>				

ANNEXURE-III (cont...)

6.	Specific Outcome/ Output	During the Year (Highlights only to be given here, with details in Annexure C1)	Cumulative (Including the Past Year) (Highlights only to be given here, with details in Annexure C2)
	a) Teaching/ Evaluation (UG):		
	b) Teaching/ Evaluation (PG):		
	c) Research:		
	d) Extension:		
	e) Any Other: (Please specify)		
7.		Difficulties Encountered in Implementation, if any (Only the major ones to be listed, with details in Annexure D1)	Assistance Required from the UGC, if any (Only the major ones to be listed, with details in Annexure D2)

CERTIFICATE

This is to certify that the data/ information presented in this Annual Report are true and correct to the best of my knowledge and belief and the required documents will be provided to the UGC, as and when the same are called for.

Signature of Principal of the College

Place:

Date:

Seal of the College

UNIVERSITY GRANTS COMMISSION

UTILISATION CERTIFICATE

It is certified that the total grant of Rs. _____
_____ (Rupees) approved by the
University Grants Commission for _____
has been utilized by the College as per details given in the attached statement in
accordance with the terms and conditions laid down by the University Grants
Commission in its letter No..... Dated and that all the
terms and conditions have been fulfilled by the College and the grant has been utilized
for the purpose for which it was approved.

It is further certified that the inventories of permanent and semi-permanent assets
created/acquired wholly or mainly out of the grants given by the University Grants
Commission as indicated in the above enclosed statement are being maintained in the
prescribed form and are being kept up-to-date and these assets have not been disposed
off, encumbered or utilized for any other purpose.

If as a result of check or audit objection, some irregularity is noticed at a later stage, the
College shall be bound to refund the objected amount.

Signature of Principal with seal

Signature of Auditor with seal

NB:- The Utilization Certificate should be accompanied by audited statement of
account indicating expenditure on various items.