

**Proforma for submission of the proposal for as 'Institution of Eminence'**

**(For Public Institutions)**

**PART-1**

**I. Particulars of the Institution:**

<b>S No</b>	<b>Information / details</b>
a.	<b>Details of the University / Institution:</b> <ul style="list-style-type: none"><li>i. Name:</li><li>ii. Address:</li><li>iii. Location (Metropolitan / Non-metropolitan / Non-urban area):</li><li>iv. Type of Institution:<ul style="list-style-type: none"><li>a) Central University</li><li>b) Government owned and controlled Deemed to be University</li><li>c) Institution of National Importance</li><li>d) State University</li><li>e) Stand alone Institution (Details of orders of the Government under which it has been established)</li></ul></li><li>v. Contact details of the Vice Chancellor, Registrar and Nodal person identified for this purpose.(Name, designation, landline, mobile, fax, email):</li></ul>

**II. Fulfilment of Eligibility Criteria:**

a.	<b>I. NIRF Ranking (University)</b> <ul style="list-style-type: none"><li>i. NIRF Ranking for the year 2016:</li><li>ii. NIRF Ranking for the year 2017:</li></ul>
	<b>II. NIRF Ranking in other category: (Specify category)</b> <ul style="list-style-type: none"><li>i. NIRF Ranking for the year 2016: _____ (Category: _____)</li><li>ii. NIRF Ranking for the year 2017: _____ (category: _____)</li></ul>
	<b>II. Latest International Ranking obtained by the institution (If any):</b> <p>Times Higher Education World Ranking: QS world university Ranking: Shanghai's Jiao Tong University Ranking: (Details (if any) of Previous World Ranking may also be provided.</p>
b.	<b>Based on above information and Guideline 6.3.3. and 6.3.4, does the institution fulfil the eligibility criteria for Institution of Eminence: <u>Yes / No</u></b>

### III. Vision for Institution of Eminence:

S. No.	Information to be provided
a.	Fifteen year Vision Plan including Mission Statement, Values, Institutional Goals & Vision to meet the objectives and Characteristics of an Institution of Eminence with quantified milestones and timelines to achieve world class repute as expected in the Regulations.
b.	How far is the Institution/ University from becoming an Institution of Eminence, including the present status of the institution, the status which seek to achieve to become as world class and gap in each parameter as given in Regulation 4.2 & 4.3.
c.	Plan for becoming an Institution of Eminence. The plan should give the status of the Institution at the present stage on all relevant parameters, the status to which they seek to reach after ten years and fifteen years on each of the parameters, and how they target to reach the same on each of the parameters.
d.	SWOT analysis of the institution focusing on its present status in the quality hierarchy and the proposed measures to address the shortcomings?

### IV. Proposed fifteen year strategic Plan (for each five years):

a.	An academic plan showing the courses proposed and a research plan focussing on current thrust / niche area(s) of expertise and proposed plan in pursuit of excellence in those areas.
b.	A faculty recruitment policy and plan to meet the academic plan requirements and to achieve 1:10 faculty-students ratio.
c.	Proposal, if any, to recruit faculty from industry, Government, Non-profit Organizations, etc. Including foreign faculty.
d.	Student admissions policy mentioning plan to select Indian and foreign students.
e.	Plan to provide scholarship to meritorious Indian and foreign students.
f.	A comprehensive plan to develop research laboratories with demonstrable progress towards it.
g.	Plan for Teaching and Research Collaborations with Global Universities figuring in the most reputed global rankings.
h.	Networking plan outlining the teaching and research collaborations and partnerships
i.	Infrastructure development plan. (Existing and Proposed infrastructure with financial repercussion and time line for development)

j.	Administrative plan for getting accreditation from National and International Agencies as well as marketing and promotion.
k.	Governance plan elaborating the proposed Institutional structure and how it overlaps with ownership, decision-making process and social engagement.
l.	Clarify as to how Governance plan will be committed to the highest global standards of transparency, accountability and efficiency.
m.	Plan for involving the alumni in the management of the Institution and leveraging alumni financial resources.
n.	Intended target on possible world ranking after five, eight, ten, thirteen and fifteen years.
o.	A research plan indicting the research laboratories and other facilities proposed to be established. In case of humanities, social sciences and other interdisciplinary faculties, the research plan should indicate the broad areas and nature of field work and research sought to be done
p.	Sustainability plan for the period when the additional public funding ceases.
q.	Plan for affiliating any other HEI, if act permits (please refer guidelines 6.4.3(e)(i)

**V. Land details**

a.	Land owned/on lease and details thereof: (in acres)
b.	Land Available at Main Campus:
c.	Land available at Off campuses/constituent institutions:
d.	Area of land proposed to be acquired or to be taken on lease if any:
e.	Total:

**VI. Proposed five years implementation plan (for each five year)**

a.	Mention the detailed and tangible action plan, milestones, and timelines by which it seeks to achieve each of the parameters laid down in Guideline 4.1 & 4.2, mentioning milestones to be achieved in first five years and over 15 years.
b.	Timeline to achieve the expectations for each of the parameters as proposed in the fifteen year strategic plan.

## VII. Financial plan

### A. Existing Resources and Expenditure:

a.	<p><b>i. Existing Revenue Sources (average of last five years) (In Crore):</b></p> <p>*Funds Received from Central Govt: *Funds Received from State Govt: Fees collected from students (Indian): Fees collected from foreign students (if any): Interest from corpus fund, if any: Earnings from consultancy: Resource Mobilization by the university International Funding Project based funding National and International Industry funding Donations Support from alumni: Other earnings from training, workshops, etc: Other (please specify): Total: _____ crore.</p> <p>*(Please specify names of Ministries of Central Govt or the State Govt or UGC or any other Agencies of the Govt from where the funds are being received) (Details to be provided at <b>Annexure 1 (page.....to .....</b>)</p>
b.	<p><b>i. Existing Expenditure (separately for academic, administrative and research activities)(average of last five years) (In Crore):-</b></p> <p><b>Revenue:</b> <b>Capital:</b> Total: (Year wise details to be provided at <b>Annexure 2 (page.....to .....</b>)</p>
c.	<p><b>Corpus Fund of last five years (year-wise) if any (In Crore):</b></p>

**B. Expected Expenditure:**

a.	<b>Annual planned Expenditure (In Crore) in first five years separately for administrative, academics and research:</b> Revenue: _____(Cr) Capital: _____ (Cr) Total: _____ (Cr) (Year wise and item wise details to be provided at <b>Annexure 3 (page.....to .....)</b> )
b.	<b>Average yearly planned Expenditure (beyond five years) separately for administrative, academics and research (In Crore):-</b> Revenue: _____(Cr) Capital: _____ (Cr) Total: _____ (Cr) (Details of calculation to be provided at <b>Annexure 4 (page.....to .....)</b> )
c.	<b>Proposed Corpus Fund if any (In Crore):</b> 2021-22 - 2026-27 -

**C. Expected Resources:**

a.	<b>Expected Sources (for first five years) (In Crore):</b> Expected Funds to be received from Central Govt: Expected Funds to be received from State Govt: Fees to be collected from domestic students: Fees to be collected from foreign students : Interest from corpus fund, if any: Earnings from consultancy: Support from Alumni: Project based funding: International funding: Donations: Other earnings from training, workshops, etc: Other please specify: Total: _____ crore. (Details of year wise calculation to be provided at <b>Annexure 5 (page.....to .....)</b> )
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b.	<p><b>Expected yearly Financial Resources (beyond five years when funding ceases to exist under the scheme) (In Crore):-</b></p> <p>Expected Funds to be received from Central Govt:</p> <p>Expected Funds to be received from State Govt:</p> <p>Fees to be collected from domestic students:</p> <p>Fees to be collected from foreign students :</p> <p>Interest from corpus fund, if any:</p> <p>Earnings from consultancy:</p> <p>Support from Alumni:</p> <p>Other earnings from training, workshops, etc:</p> <p>Other please specify:</p> <p>Total: _____ crore.</p> <p>(Details of calculations to be provided at <b>Annexure 6 (page.....to .....</b>)</p>
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**PART-2**

**I. Processing Fee (Rs. One Crore):**

<b>S.No.</b>	<b>Particular</b>
a.	<p>The processing fee to be sent through RTGS/NEFT to the following accounts:-</p> <p>Name of the Bank - Canara Bank (UGC-General) Branch - UGC, New Delhi Account No. - 8627101002122 IFSC Code - CNRB0008627 MICR No. - 110015170</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. - IFSC Code - Amount - UTR No. -</p> <p>In case of DD - In favour of The Secretary, UGC as per the Guidelines with the relevant details.</p>

**PART-3**

**I. Basic information of the Institution / University:**

<b>S No</b>	<b>Information to be provided</b>																	
a.	Name of the Institution: Address of the Institution / University:																	
b.	Location of the applicant Institution / University (Please mark $\sqrt{\quad}$ ): i. Metropolitan area ii. Non-metropolitan area iii. Non-urban area																	
c.	Name, Contact No., Email, Address, etc. of Director / Vice-Chancellor and Registrar of the applicant Institution / University:																	
	<table border="1" style="width: 100%;"><tr><td style="width: 50%;">Designation: _____</td><td style="width: 50%;">Designation: _____</td></tr><tr><td>Name: _____</td><td>Name: _____</td></tr><tr><td>Address: _____</td><td>Address: _____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>Email: _____</td><td>Email: _____</td></tr><tr><td>Mobile: _____</td><td>Mobile: _____</td></tr><tr><td>Phone: _____</td><td>Phone: _____</td></tr><tr><td>Fax: _____</td><td>Fax: _____</td></tr></table>	Designation: _____	Designation: _____	Name: _____	Name: _____	Address: _____	Address: _____	_____	_____	_____	_____	Email: _____	Email: _____	Mobile: _____	Mobile: _____	Phone: _____	Phone: _____	Fax: _____
Designation: _____	Designation: _____																	
Name: _____	Name: _____																	
Address: _____	Address: _____																	
_____	_____																	
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Email: _____	Email: _____																	
Mobile: _____	Mobile: _____																	
Phone: _____	Phone: _____																	
Fax: _____	Fax: _____																	
d.	Act / Notification / MoA under which existing Institution / University established: (Please enclose copy of the Act / Notification / MoA as <b>Annexure: 7 (Pages ___ to ___)</b> )																	
e.	Year of Establishment: _____																	
f.	No. of Off campuses: No. of Off shore campuses: No. of Constituent Unit: No. of Constituent Institutions: No. of Affiliated Colleges: (Names and Address of above institutions & Approval of the Government to be provided																	





b.	No. of courses offered at UG Level: No of Courses offered at PG Level: (Names of courses to be provided at <b>Annexure : 14 (Pages__ to __)</b> )																								
c.	No. of courses offered in Distance education: UG Level: PG level: (Names of courses to be provided at <b>Annexure: 15 (Pages__ to __)</b> along with details of study centres, if any)																								
d.	Details of Students enrolled during the last three years:  <table border="1" data-bbox="284 674 1382 1043"> <thead> <tr> <th data-bbox="284 674 557 775">Number of admitted students</th> <th data-bbox="557 674 831 775">CAYm2</th> <th data-bbox="831 674 1106 775">CAYm1</th> <th data-bbox="1106 674 1382 775">CAY</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 775 557 831">UG courses</td> <td data-bbox="557 775 831 831"></td> <td data-bbox="831 775 1106 831"></td> <td data-bbox="1106 775 1382 831"></td> </tr> <tr> <td data-bbox="284 831 557 887">PG courses</td> <td data-bbox="557 831 831 887"></td> <td data-bbox="831 831 1106 887"></td> <td data-bbox="1106 831 1382 887"></td> </tr> <tr> <td data-bbox="284 887 557 943">Ph.D</td> <td data-bbox="557 887 831 943"></td> <td data-bbox="831 887 1106 943"></td> <td data-bbox="1106 887 1382 943"></td> </tr> <tr> <td data-bbox="284 943 557 999">Other courses</td> <td data-bbox="557 943 831 999"></td> <td data-bbox="831 943 1106 999"></td> <td data-bbox="1106 943 1382 999"></td> </tr> <tr> <td data-bbox="284 999 557 1043">Total</td> <td data-bbox="557 999 831 1043"></td> <td data-bbox="831 999 1106 1043"></td> <td data-bbox="1106 999 1382 1043"></td> </tr> </tbody> </table> <p data-bbox="284 1099 1401 1294">           CAY – Current Academic Year, CAYm1 is current academic year minus 1 year, CAYm2 is current academic year minus 2 year            (The course wise details separately for main campus and off-campus / affiliating colleges to be provided as per <b>Annexure: 16 (Pages__ to __)</b>)         </p>	Number of admitted students	CAYm2	CAYm1	CAY	UG courses				PG courses				Ph.D				Other courses				Total			
Number of admitted students	CAYm2	CAYm1	CAY																						
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Total																									

	(The course wise details separately for main campus and off-campus / affiliating colleges to be provided as per <b>Annexure: 17 (Pages__ to __)</b> )
f.	<p>Number of the existing faculty as against sanctioned positions (regular):</p> <p>Main Campus:</p> <p>Off-Campus:</p> <p>Constituent Institutions:</p> <p>Constituent Units:</p> <p>(Department / Centre / School-wise details of the existing faculties (regular, ad-hoc, part-time, guest, visiting, contractual faculty, etc) to be provided at <b>Annexure: 18 (Pages__ to __)</b>)</p> <p><b>Note:</b> i. Please indicate if there is a ban on faculty recruitment and the last time faculty recruitment was undertaken?</p> <p>ii. One faculty to be placed in one category only.</p>
g.	<p>Number of the existing foreign faculty:</p> <p>Main Campus:</p> <p>Off-Campus:-</p> <p>Constituent Institutions:-</p> <p>Constituent Units:-</p> <p>(Department / Centre / School-wise details of the foreign faculties (regular, ad-hoc, part-time, guest, visiting, contractual faculty, etc) to be provided at <b>Annexure: 19 (Pages__ to __)</b>)</p> <p><b>(Note:</b> One faculty to be placed in one category only)</p>
h.	Department-wise details of the faculties like names, designations, qualifications, Pay Scale and experience to be provided at <b>Annexure: 20 (Pages__ to __)</b>
i.	<p>Existing faculty-students ratio: _____.</p> <p>(The faculty means regular faculty, adjunct faculty, and long term faculty (for at least three years). Part time faculty shall not be counted for the purpose)</p>
j.	<p>Existing students admission policy for domestic students:</p> <p>(Details at <b>Annexure: 21 (Pages__ to __)</b>)</p>
k.	<p>Existing students admission policy for foreign students, if any:</p> <p>(Details at <b>Annexure: 23 (Pages__ to __)</b>)</p>
l.	Existing faculty recruitment policy:

	(Details at <b>Annexure: 24 (Pages __ to __)</b> )
m.	Existing reservations policy for students & faculty: (Details at <b>Annexure: 25 (Pages __ to __)</b> )
n.	Existing policy on providing scholarship to meritorious / needy students: (Details at <b>Annexure: 26 (Pages __ to __)</b> )

### III. Books & Journals and Equipment:

a.	Institution-wise and discipline/faculty-wise No. of Books and Journals (List of Books and Journals to be provided at <b>Annexure 27 (Pages __ to __)</b> )
b.	Institution-wise and department-wise list of equipment (more than Rs. 25 lakh) (Details at <b>Annexure 28 (Pages __ to __)</b> )
c.	Details of the modern information resources (Broadband connectivity, internet connections, wi-fi enabled campus and other learning materials) (Details at <b>Annexure 29 (Pages __ to __)</b> )

### IV. Academic Activities:

a.	Academic achievements by the faculty for the last five years: <ul style="list-style-type: none"> <li>i. No. of Books and Edited Books:-</li> <li>ii. No. of Book Chapters:-</li> <li>iii. No. of Articles in Referred Journals (SCOPUS):-</li> <li>iv. No. of Peer-reviewed Monographs:-</li> <li>v. No. of Referred Papers and Presentations:-</li> <li>vi. Other publications (occasional papers, monographs, working papers, policy briefs, etc:-</li> </ul> (Details to be provided at <b>Annexure 30 (Pages __ to __)</b> )
b.	No. of Honours and Awards in the last five years (Details to be provided at <b>Annexure 31 (Pages __ to __)</b> )
c.	Research Grants and Fellowships received during the last five years (Details to be provided at <b>Annexure 32 (Pages __ to __)</b> )
d.	i. Professional Experience / Activities ii. Contribution to Professional and / or Public Service iii. Dissertation supervised by Regular faculty (Details of the last five years to be provided at <b>Annexure 33 (Pages __ to __)</b> )
e.	Research Projects / sponsored research undertaken during the last 5 years including

	those completed during the period (Name of the Faculty / Department, No. of Research Projects completed / in progress, sponsoring agency, funds received, etc. to be provided at <b>Annexure 34 (Pages ____ to ____)</b> )
f.	Extramural research projects sponsored by other agencies (public and private) and implemented by the Institute (s) during last five years: (Details including names of the Principal Investigator, sponsoring agencies and funds received at <b>Annexure: 35 (Pages __ to __)</b> )
g.	No. of Patents in last five years: Copyrights in last five years: Transfer of Technology in last five years: (Details at <b>Annexure 36 (Pages __ to __)</b> )
h.	National / International Conferences / Seminar / Symposia /Workshop organized in the last five years: Numbers (Year Wise): (Details at <b>Annexure 37 (Pages __ to __)</b> )
i.	Other research oriented activities in the last five years
j.	Details of the inter-disciplinary orientation
k.	No. of Research linkages of the Institution (s) with the University and other national and international agencies: (Details at <b>Annexure 38 (Pages __ to __)</b> )
l.	Details of the full time Doctoral/Post-Doctoral research programmes: (Details at <b>Annexure 39 (Pages __ to __)</b> )

**V. Programmes and Activities:**

a.	Whether academic programmes offer sufficient scope for interdisciplinary learning and research? If yes, the details thereof. (Details at <b>Annexure 40 (Pages __ to __)</b> )
b.	Examination process: (Details at <b>Annexure 41 (Pages __ to __)</b> )
c.	Evaluation system: (Details at <b>Annexure 42 (Pages __ to __)</b> )

**VI. Miscellaneous:**

a	Details of periodic reviews and assessments of the Institution/University by recognized external accrediting/assessment agencies, if any <b>(Documentary evidence at Annexure 43 (Pages __ to __))</b>
b.	Details of extension services/activities, societal engagements, continuing education programmes, sports and games, cultural activities etc. undertaken by the Institution/ University <b>(Details at Annexure 44 (Pages __ to __))</b>

### **Certificate**

This is to certify that all the information provided in this proposal is true to the best of my knowledge and belief.

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

### **Note:-**

- 1. Ministries / Departments of Central / State Governments to give an undertaking that all necessary conditions as prescribed in the UGC (Declaration of Govt. Educational Institutions as Institutions of Eminence) Guidelines, 2017 will be mandatorily adhered to in letter and spirit in respect of Universities / Institutions selected.**
- 2. Serial Number of Annexures should not be changed. If any additional Annexure is to be submitted, it may be mentioned at Annexure -1(A), 1(B)....., 2(A), 2(B).....etc.**
- 3. If Institutions so desires to submit additional information, they may do so at appropriate places along with the Annexures, if any.**