



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

***Proforma for submission of the proposal by Institutions Deemed-to-be-Universities
for inclusion of other Institution(s) under the ambit***

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. Detail information may be provided as
Annexures***

II. Information about Institution Deemed to be University

S.No.	Particular
1.	Name and address of the Institution Deemed to be University (Phone Nos, Fax, e-mail and website address)

2.	Headquarters of the Institution Deemed to be University
3.	Name and composition of the Society/Trust/ company promoting the Institution Deemed to be University (Central Government / State Government / Private Society / Trust)
4.	Whether a separate and dedicated society/trust/company has been created to run the Institution Deemed to be University as required in the UGC Regulations, 2016. If yes, the name and composition of the Society/Trust/company (please attach copy of the registration certificate)
5.	Whether all the moveable and immoveable assets are legally registered in the name of the Institution Deemed to be University (please attach documentary evidence)
6.	Notification No. and Date of declaration as Institution Deemed to be University (Please attach a copy of Notification/Office Memorandum)
7.	Constituent Units of the Institution Deemed to be University as approved by the University Grants Commission/MHRD along with Notification/Office Memorandum No. and date (please attach copy of the Ministry of HRD/UGC Notification/office memorandum)
8.	Whether the deemed to be university was declared under de-novo category?
9.	Name of the Vice-Chancellor and Registrar along with Phone Nos, Fax Nos, e-mail, etc.
10.	Whether MoA/Rules of the deemed to be university are as per UGC Regulations, 2016
11.	Objectives of the Institution Deemed to be University as laid down in MoA
12.	Thrust Areas of the Institution Deemed to be University
13.	Major Achievements of the Institution Deemed to be University during the last 3 years
14.	Details of the innovation in teaching (Practicing academic and examination reforms like modular structure, continuous internal evaluation, etc.)
15.	<p>Details of the Research activities</p> <p>(i) Publication by the faculty (Department-wise) (No. of books and research papers published in refereed journals alongwith impact factor) during the last 3 years</p>

	<p>(ii) Research Projects undertaken and completed during the last three years (Name of the Faculty / Department, No. of Research Projects completed / in progress, sponsoring agency, etc.</p> <p>(iii) Department-wise details of extramural research projects sponsored by other agencies (public and private) and implemented (Please indicate details including names of the Principal Investigator and sponsoring agencies, grant approved and whether completed or in progress.)</p> <p>(iv) Details of Patents, Copyrights and Transfer of Technology</p> <p>(v) Department-wise National / International Conferences / Seminar / Symposia /Workshop attended and organized</p> <p>(vi) Other research oriented activities</p> <p>(vii) Details of the inter-disciplinary orientation</p> <p>(viii) Research linkages with other Institutions and national/ international agencies</p> <p>(ix) Details of the full time Doctoral/Post-Doctoral research programmes</p>
16.	Undertaking to the effect that the Institution Deemed to be University is conforming to the relevant Regulations/norms of the UGC and other Statutory/Regulatory bodies regarding minimum standards of instruction, qualification of faculty, merit-based admission of students on an all India basis and reasonable fee structure.
17.	Undertaking to the effect that the Institution Deemed to be University shall comply with all the requirement and norms/standards of the relevant Statutory/Regulatory body in the proposed New Courses/Programmes/ Department(s)/ School/ Centre/ Institution(s)/ Off-Campus Centre(s)/ Off-Shore Campus(s)
18.	Whether accredited by NAAC? If yes, the details (please attach accreditation certificate)
19.	Whether courses are accredited by NBA? If yes, the details (please attach accreditation certificate)
20.	Whether the Deemed to be University has earned a reputation for excellent and innovative teaching, which, inter alia, includes practicing academic and examination reforms like introducing modular structure, continuous internal evaluation, etc. and for meaningful and purposeful research and extension activities?
21.	Whether adequate finances are available to run New Courses/Programmes/ Department(s)/ School/ Centre/ Institution(s)/ Off-Campus Centre(s)/ Off-Shore Campus(s)?

22.	Source of finance & quantum of funds available for running the Institution Deemed to be University and proposed New Courses/Programmes/ Department(s)/ School/ Centre/ Institution(s)/ Off-Campus Centre(s)/ Off-Shore Campus(s) (i) from fees (ii) from State Government (iii) from UGC/AICTE/any other agency (iv) from Society/Trust (iv) other sources (details)
23.	Audited Income-expenditure for the last three years alongwith estimated expenditure for the next year
24.	Whether Corpus Fund as required under the UGC Regulations/Guidelines (as the case may be) has been maintained? If yes, the details thereof (please attach a copy of the FDR)
25.	Details of the modern information resources (Broadband connectivity, internet connections, wi-fi enabled campus and other learning materials)

26. Details of Courses run separately at Main Campus, Constituent Unit(s) and off-campus(s) (Department-wise)

Sl. No.	Name of the Course	Intake capacity	Students actually admitted	Admission Procedure	Entry Qualification	Duration	Fee	Whether degree specified by UGC	Whether approved /accredited by the concerned statutory council (if yes date & no. of the approval letter)

27. Details of Infrastructure separately at Main Campus, Constituent Unit(s) and Off-campus(s)

Name of the Building	Ownership	Plinth Area	Covered Area	Cost/ Estimated Cost	Status of Building i.e. complete/ incomplete*	Whether plans & estimates approved by competent authority

* Please indicate date of completion of building and if incomplete the probable date by which it is likely to be completed

Note : Please enclose master plan of the deemed to be university

28. Details of Equipment - Separately at Main Campus, Constituent Unit(s) and off-campus(s) (More than Rs. 1 lakh)

Name of the Department	Name of the Equipment	Cost	Make	Date of Purchase	Whether in working condition

29. Details of Books and Journals – Separately at Main Campus, Constituent Unit(s) and off-campus(s)

Name of the Department	Total No. of Books	Total Cost (Rs.)

30. Students Enrolled – Separately at Main Campus, Constituent Unit(s) and Off-campus(s)

Name of the Department / Course	Students Enrolled (Year)										
	General		SC		ST		OBC		Total		
	M	F	M	F	M	F	M	F	M	F	

31. Details of Teaching Staff – Separately at Main Campus, Constituent Unit(s) and Off-campus(s) as on _____

Name of the Department	Name of the Teacher	Designation	Age	Educational Qualification (whether qualified as per UGC Regulations)	Teaching Experience in years	Date of Appointment	Whether full time /part time	Regular / Adhoc	Scale of Pay	Trained Yes / No If yes, details	No. of publications

32. Non-Teaching Staff – Main Campus, Constituent Unit(s) and Off-campus(s) as on _____

Name	Designation	Age (Date of Birth)	Qualification	Scale of Pay	Date of Appointment	Trained Yes / No If yes, details

33.	Justification of starting New Department(s)/Institution(s) / off-campus centre(s)/off-shore campus(s)
34.	Whether employability of pass outs has been ensured
35.	Any other relevant information

III. Information about the Institution(s) to be brought under the ambit of the Deemed to be University

1.	Name and address of the Institution(s) to be brought under the ambit of the Institution deemed to be university (Phone, Fax, e-mail, website address)
2.	Whether the Institution(s) is under the same management which is funding the deemed to be university? If yes, please attach documentary evidence.
3.	If under the same management, whether all the moveable and immovable assets as well as the existing manpower of the institution(s) and its records (except those pertaining to the students who had already registered till they pass out of the Institution(s)), have been legally transferred to the Deemed to be University? If yes, please attach documentary evidence.
4.	If not under the same management, whether the Institution(s) has become a part of the Society/Trust running the deemed to be university and all the moveable and immovable assets have been legally transferred in the name of the deemed to be university? If yes, please attach documentary evidence.
5.	Affiliating University
6.	Whether NoC has been received from the affiliating university? If so, letter no. & date? If yes, please attach copy of the letter received from the affiliating University.
7.	Certificate from the affiliating University to the effect that the students already enrolled with the university shall remain with the university till they pass out. (Please attach copy of the certificate/letter)
8.	Whether the Institution(s) to be brought under the ambit is/are accredited by NAAC (highest grade offered) or all its eligible courses are accredited with the highest grade offered, by NBA or an accreditation agency recognized by the UGC. If yes, please attach accreditation certificate.

9.	Resolution of the Board of Management to bring the Institution(s) under the ambit of the deemed to be university. (attach copy of the resolution)
10.	Whether course(s) run in the Institution(s) to be brought under the ambit are approved by the relevant Statutory/Regulatory body? If yes, please attach documentary evidence.
11.	Undertaking to the effect that the Institution Deemed to be University shall award degrees only to the students enrolled in the Institution (s) to be brought under the ambit only after the institution(s) concerned disaffiliates itself from the affiliating university and after the notification issued by the Government of India.
12.	Undertaking to the effect that the Institution(s) shall be fully operated and maintained by the Institution Deemed to be University as its constituent unit with the resources of the Institution deemed to be university having its own compliment of facilities, faculty and staff.
13.	Undertaking to the effect that the Institution(s) shall be directly administered by the institution deemed to be university in matters of admission, instruction, evaluation, conferring of degrees, etc.
14.	Whether the Institution Deemed to be University has entered into any franchise agreement, either overtly or covertly, with any other organization for running the Institution(s) to be brought under the ambit?
15.	Undertaking to the effect that the Institution(s) shall offer only those programmes of study which are approved by the appropriate bodies of the Institution Deemed to be University and the statutory/regulatory body concerned such as UGC, AICTE, MCI, DCI, PCI, NCTE, BCI, INC, etc., wherever applicable.
16.	Undertaking to the effect that the Deemed to be University shall award degrees to only those students of the Institution(s) who are enrolled with the Deemed to be University subsequent to the date of notification of Government of India, MHRD bringing the Institution(s) under the ambit of the deemed to be university.

17. Courses Run (Department/course-wise)

Sl. No.	Name of the Course	Intake capacity	Students actually admitted	Admission Procedure	Entry Qualification	Duration	Fee	Whether degree specified by UGC	Whether approved /accredited by the concerned statutory council (if yes no. and date of the approval letter)

18. Infrastructure available (in sq. Mtrs)

- (a) Administrative Building _____
- (b) Academic Building _____
- (c) Lecture Theatres _____
- (d) Labs _____
- (e) Library _____
- (f) Residential Accommodation available for teachers (No. of rooms)
- (g) Hostel facilities available (No. of rooms and students can be accommodated)
- (h) Floor Area for hostel facilities (sq. Mtrs. per student)
- (i) Other central facilities (please specify)
- (j) Sports facilities (please give details)
- (k) Whether barrier free approach and appropriate safety measures (fire fighting, etc.) are available (please provide details)
- (l) Health care facilities for students, faculties, staff

Note : Please enclose master plan of the Institution(s)

19. Equipment

Name of the Department	Name of the Equipment	Cost	Make	Date of Purchase	Whether in working condition

20. Books and Journals

Name of the Department	Total No. of Books	Total Cost (Rs.)

21. Students Enrolled

Name of the Department / Course	Students Enrolled (Year)									
	General		SC		ST		OBC		Total	
	M	F	M	F	M	F	M	F	M	F

22. Teaching Staff as on _____

Name of the Department	Name of the Teacher	Designation	Age	Educational Qualification (whether qualified as per UGC Regulations)	Teaching Experience in years	Date of Appointment	Whether full time /part time	Regular / Adhoc	Scale of Pay	Trained Yes / No If yes, details	No. of publications

23. Non-Teaching Staff as on _____

Name	Designation	Age	Qualification	Scale of Pay	Date of Appointment	Trained Yes / No If yes, details

24.	<p>Details of the Research activities in the Institution to be brought under the ambit</p> <ul style="list-style-type: none"> (i) Publication by the faculty (Department-wise) (No. of books and research papers published in refereed journals and impact factor) (ii) Research Projects undertaken and completed during the last three years (Name of the Faculty / Department, No. of Research Projects completed / in progress, sponsoring agency, etc. (iii) Department-wise details of extramural research projects sponsored by other agencies (public and private) and implemented (Please indicate details including names of the Principal Investigator and sponsoring agencies.) (iv) Details of Patents, Copyrights and Transfer of Technology (v) Department-wise National / International Conferences / Seminar / Symposia /Workshop attended and organized (vi) Other research oriented activities (vii) Details of the inter-disciplinary orientation (viii) Research linkages with other Institutions and national/ international agencies (ix) Details of the full time Doctoral/Post-Doctoral research programmes
25.	Compliance in respect of the conditions stipulated in article 13.01 to 13.05 and 13.12 to 13.15 of the UGC (Institutions Deemed to be Universities) Regulations, 2016
26.	Views/comments/NoC of the State Government (please attach)
27.	Any other relevant information

Certificate

This is to certify that all the information provided by the Institution Deemed to be University is correct, to the best of my knowledge and belief. The Institution Deemed to be University shall adhere to the rules, regulations and guidelines of the UGC and Central Government issued from time to time.

Signed by the Vice-Chancellor/Registrar & Seal of the Institute