

University Grants Commission

No. F. 1-1/2018 (CPP-I/DU)

June, 2018

Procedure for starting Off-Campus Centre (s) by Category I & Category-II Institutions Deemed to be Universities in view of the UGC (Categorization of Universities (only) for Grant of Graded Autonomy) Regulations, 2018

For Category-I Institutions Deemed to be Universities

Step-I – The Institution will submit the requisite information in the form of Affidavit as per **Appendix-I** alongwith the requisite processing fee to Ministry of HRD (Government of India) in duplicate (soft copy also) either for Letter of Intent (LoI) in case where Off-Campus Centre(s) are proposed to be established or for approval of Off-Campus in case the Centre(s) are already established. The requisite information as received shall be forwarded by the Ministry of HRD to UGC for advice.

Step-II – The Chairman, UGC will forward its advice to the Ministry of HRD within 15 days without any physical inspection. The advice to be sent to the Ministry of HRD shall be based on the information submitted by the Institution Deemed to be University in the form of Affidavit clearly indicating whether or not the fulfilment of eligibility conditions by the Institution. In case, the advice is made for issuance of Letter of Intent (LoI), the UGC shall clearly mention the conditions to be stipulated in the LoI.

Step-III – On the advice of UGC, Ministry of HRD will issue Notification/Letter of Intent within 15 days. In case of LoI, the Notification shall be issued by the Ministry of HRD after fulfilment of conditions mentioned in the LoI. If the information provided by the Institution Deemed to be University is found to be incorrect/false at any stage, the approval of Off-Campus can be withdrawn and the Institution shall be asked to get affiliated to any State/Central University.

For Category-II Institutions Deemed to be Universities

The steps mentioned for Category-I Institutions Deemed to be Universities shall be followed, however, if desired, the UGC may assess & verify the information as provided by the Institute through an Expert Committee.

For other Institutions Deemed to be Universities which are neither in Category-I nor in Category-II

They shall follow the general procedure mentioned in the existing UGC (Institutions Deemed to be Universities) Regulations, 2016, as amended from time to time.

APPENDIX-1**Proforma for submission of the information by way of Affidavit by Institutions Deemed-to-be-Universities granted autonomy for starting Off-Campus Centre(s)****PART-1*****Processing Fee (Rs. Five lakh)**

S.No.	Particular
1	<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>

(*Processing fee may also be submitted to the Ministry of HRD alongwith the submission of the Affidavit through Demand Draft in the name of Secretary, UGC, Bahadurshah Zafar Marg, New Delhi)

PART-2**Particulars of Institution Deemed to be University:**

S No	Information to be provided
1.	<p>Basic Information about Institution Deemed to be University</p> <p>i. Name:</p> <p>ii. Address:</p> <p>iii. Location (Metropolitan / Non-metropolitan / Non-urban area):</p> <p>iv. Category (general or de-novo):</p> <p>v. Whether multi-disciplinary/inter-disciplinary/single disciplinary:</p> <p>vi. Year of establishment:</p> <p>vii. Headquarter of the Institution Deemed to be University:</p> <p>(Copy of the Notification declaring Deemed to be University to be provided at Annexure: (Pages__ to __))</p>

2	<p>Name, Contact No., Email, Address, etc. of Director / Vice-Chancellor and Registrar of the applicant Institution / University:</p> <table border="1"> <tr> <td data-bbox="268 264 798 719"> <p>Designation: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Email: _____</p> <p>Mobile: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> </td><td data-bbox="798 264 1353 719"> <p>Designation: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Email: _____</p> <p>Mobile: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> </td></tr> </table>	<p>Designation: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Email: _____</p> <p>Mobile: _____</p> <p>Phone: _____</p> <p>Fax: _____</p>	<p>Designation: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Email: _____</p> <p>Mobile: _____</p> <p>Phone: _____</p> <p>Fax: _____</p>
<p>Designation: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Email: _____</p> <p>Mobile: _____</p> <p>Phone: _____</p> <p>Fax: _____</p>	<p>Designation: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Email: _____</p> <p>Mobile: _____</p> <p>Phone: _____</p> <p>Fax: _____</p>		
3	<p>Details about Institution Deemed to be University</p> <p>Name & location of Off Campuses, if any:</p> <p>Name & location of Off shore campuses, if any:</p> <p>Name & location of Constituent Unit/Institutions, if any:</p> <p>(Approval of the Government to be provided at Annexure: (Pages__ to __))</p>		
4	<p>Sponsoring Society / Trust / Company promoting the Institution Deemed to be University</p> <p>i. Name of the Sponsoring Society / Trust / Company</p> <p>ii. Composition of the Sponsoring Society / Trust / Company</p> <p>(In case of Government controlled Institution, Sponsoring Society / Trust / Company may be either Central / State Government. Certificate of Registration may be provided at Annexure: (Pages__ to __))</p>		
6	<p>Managing Society / Trust / Company formed exclusively to run the Institution Deemed to be University</p> <p>i. Name of the Managing Society / Trust / Company</p> <p>ii. Composition of the Managing Society / Trust / Company</p> <p>(Certificate of Registration may be provided at Annexure: (Pages__ to __))</p>		
7	<p>MoA & Rules</p> <p>Whether MoA & Rules are aligned with prevailing UGC Regulations – Yes / No</p>		
8.	<p>Corpus Fund</p> <p>Whether Corpus Fund as required under the UGC Regulations/Guidelines, as the case may be, has been maintained? Yes / No</p> <p>(A copy of the FDR to be provided at Annexure (page.....to))</p>		

PART-3

Information about proposed Off-Campus

S No	Information to be provided																									
1	Basic Information about proposed Off-Campus i. Name: ii. Address: iii. Location (Metropolitan / Non-metropolitan / Non-urban area):																									
2	Resolution of the Board of Management to start new Off-Campus Centre (Indicate reference number & date)																									
3	Application is made for :- i. Seeking approval of the Government Or ii. Seeking Letter of Intent for establishment of the Off-Campus																									
4	Whether NOC from the concerned State/UT Government has been obtained where the off-campus(s) is proposed to be started? Yes / No (Documentary proof may be provided at Annexure (page.....to))																									
5	Courses proposed to be introduced with students intake capacity & faculty to be recruited (for atleast first five years) <table border="1"><thead><tr><th>Sl No.</th><th>Name of the Courses</th><th>Proposed students intake</th><th>Proposed year of starting of courses</th><th>No. of Faculty recruited / to be recruited as per respective Councils norms</th></tr></thead><tbody><tr><td>(a)</td><td></td><td></td><td></td><td></td></tr><tr><td>(b)</td><td></td><td></td><td></td><td></td></tr><tr><td>(c)</td><td></td><td></td><td></td><td></td></tr><tr><td>(d)</td><td></td><td></td><td></td><td></td></tr></tbody></table> (Details of the faculties like names, designations, qualifications, Pay Scale, experience, full time/Part time/regular/adhoc to be provided at Annexure: (Pages__ to __))	Sl No.	Name of the Courses	Proposed students intake	Proposed year of starting of courses	No. of Faculty recruited / to be recruited as per respective Councils norms	(a)					(b)					(c)					(d)				
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(a)																										
(b)																										
(c)																										
(d)																										
6	Whether prior approval of the relevant Statutory/Regulatory body has been obtained? Yes / No (Documentary proof may be provided at Annexure (page.....to))																									
7	(a) Land details i. Land Area (in acres)- ii. Whether freehold or leasehold (In case of leasehold, indicate period also)-																									

	<p>iii. Title of the Land-</p> <p>iv. Location of the Land-</p> <p>(Documentary proof may be provided at Annexure (page.....to))</p> <p>(b) Infrastructure facilities (Builtup area in Sq meter may be provided)</p> <p>i. Academic facilities: _____ _____ _____</p> <p>ii. Administrative facilities: _____ _____ _____</p> <p>iii. Other facilities: _____ _____ _____</p>
8	<p>Finance facilities</p> <p>Expected source of income (in crore)</p> <p>i. Fees from students:-</p> <p>ii. Funds from Government-</p> <p>iii. Earnings from consultancy:</p> <p>iv. Support from alumni:-</p> <p>v. Income from donation:-</p> <p>vi. Any other source of income:-</p> <p>Total expected income:-</p> <p>Expected expenditure (in crore)</p> <p>i. Salaries:-</p> <p>ii. Maintenance:-</p> <p>iii. Capital:-</p> <p>iv. Any others:-</p> <p>Total expected expenditure:-</p>
9	<p>Undertaking to the effect of the following:</p> <p>i. The proposed Off-Campus Centre(s) shall be totally operated and maintained by the Institution Deemed to be University as its constituent Institution with the resources of the Institution deemed to be university having its own compliment of facilities, faculty and staff.</p> <p>ii. The proposed Off-Campus Centre(s) shall be directly administered by the institution deemed to be university in matters of admission, instruction, evaluation, conferring of degrees, etc.</p> <p>iii. The proposed Off-Campus Centre(s) shall offer only those programmes of study</p>

	<p>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.</p> <p>iv. Admissions in the courses in the proposed Off-Campus Centre(s) shall be made only after it is formally approved by MHRD by issuing a notification.</p>
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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. If the information provided by the Institute is found to be incorrect / false at any stage, the Ministry of HRD may withdraw the approval.

Note:- The information provided in the Annexures of the Affidavit should be clearly reflected and the entire documents should be page numbered.

Signed by the head of the Sponsoring Society / Trust / Company