



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

Proforma for submission of the proposal by Institutions Deemed-to-be-Universities for starting New Courses/Programmes/ Department(s)/ School/ Centre/ Institution(s)/ Off-Campus Centre(s)/ Off-Shore Campus(s)

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

	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.	Details of the Research activities (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>(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 New Courses/Programmes/ Department(s)/ School/ Centre/ Institution(s)/ Off-Campus Centre(s)/ Off-Shore Campus(s)

1.	Name and address (Phone, Fax, e-mail, Website)
2.	Whether moveable and immovable assets of the New Courses/Programmes/ Department(s)/ School/ Centre/ Institution(s)/ Off-Campus Centre(s)/ Off-Shore Campus(s) are registered legally in the name of the deemed to be university? (please attach documentary evidence)
3.	Courses proposed to be introduced with intake capacity
4.	Whether course(s) to be offered are in the field of the specialization of the Institution Deemed to be University as stated in the MoA or in allied field
5.	Whether the field is covered under the objectives for which the Institution Deemed to be University was established
6.	Resolution of the Board of Management to start New Courses/Programmes/ Department(s)/ School/ Centre/ Institution(s)/ Off-Campus Centre(s)/ Off-Shore Campus(s)
7.	Whether prior approval of the relevant Statutory/Regulatory body has been obtained? If so, reference No. and date (Please attach copy for documentary proof)
8.	Whether permission from the concerned State/UT Government has been received where the proposed off-campus(s)/off-shore campus(s) is proposed to be started? If so, reference No. & Date (Attach copy for documentary proof)
9.	Undertaking to the effect that the New Courses/Programmes/ Department(s)/ School/ Centre/ Institution(s)/ Off-Campus Centre(s)/ Off-Shore Campus(s) shall be totally 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 complement of facilities, faculty and staff

10.	Undertaking to the effect that the New Courses/Programmes/ Department(s)/ School/ Centre/ Institution(s)/ Off-Campus Centre(s)/ Off-Shore Campus(s) shall be directly administered by the institution deemed to be university in matters of admission, instruction, evaluation, conferring of degrees, etc.
11.	Whether the Institution Deemed to be University has entered into any franchise agreement, either overtly or covertly, with any other organization for establishing and running the proposed off-campus centre/off-shore campus
12.	Undertaking to the effect that the New Courses/Programmes/ Department(s)/ School/ Centre/ Institution(s)/ Off-Campus Centre(s)/ Off-Shore Campus(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 AICTE, MCI, DCI, PCI, NCTE, BCI, INC, etc., wherever applicable
13.	Undertaking to the effect that admissions in the courses in the proposed New Courses/Programmes/ Department(s)/ School/ Centre/ Institution(s)/ Off-Campus Centre(s)/ Off-Shore Campus(s) shall be made only after it is formally approved by MHRD/UGC by issuing a notification/Office Memorandum
14.	In case of off-shore campus(s), whether permission of the country where off-shore campus is proposed, has been obtained? If so, reference no. and date (Please attach a copy)
15.	In case of off-shore campus(s), whether permission of the Government of India (Ministry of Home Affairs, Ministry of External Affairs) has been obtained? If so, reference no. and date (Please attach a copy)
16.	In case of off-shore campus, an undertaking to the effect that the Institution Deemed to be University shall comply with all the laws, norms or standards prescribed by that country where the off-shore campus is proposed to be established

17. Courses Run/to be run (Department/centre-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. Pl attach a copy)

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 proposed to reside)
- (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 campus

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. Teaching Staff as on _____

Name of the Department	Name of the Teacher	Designation	Age (Date of Birth)	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

22. Non-Teaching Staff as on _____

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

23.	Clause-wise compliance in respect of the conditions stipulated in article 12.01 to 12.07 and 12.10 to 12.15 of the UGC (Institutions Deemed to be Universities) Regulations, 2016
24.	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 Institute