



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)  
बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

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**The Vice-Chancellor  
124 Institutions Deemed to be Universities**

**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the Institution Deemed to be University is found to be incorrect/false at any stage, the approval of Off-Campus can be withdrawn and the Institution shall be asked to get affiliated to any State/Central University.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.

  
(Prof. Rajnish Jain)  
Secretary