



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

Proforma for submission of the proposal for deemed-to-be-university status under Section 3 of the UGC Act, 1956

I. Processing Fee

S.No.	Particular
a.	D.D. Details – Amount, D.D. No., Date, Bank Name, Address, etc. Demand Draft to be drawn in favour of The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi – 110 002.

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. Institution

S.No.	Particular
a.	Name & address of the Proposed Deemed-to-be-University
b.	Details of the Institution (s) which will form the proposed Deemed-to-be-University (Name, address, year of establishment, whether multi-faculty / multi-discipline) Please give documentary proof for year of establishment
c.	Other Institution (s) and College (s) run by the parent society / trust
d.	Whether all the Institutions which will form the proposed Deemed-to-be-University have been in existence for at least 15 years. If yes, name and year of establishment with documentary proof.

e.	Name of the Sponsoring Body (Central Government / State Government / Private Society / Trust)
f.	<p>Whether the proposed Institution Deemed-to-be-University itself is registered either as a not-for-profit Society under the Societies Registration Act, or as a not-for-profit Trust under the Public Trust Act as per the provisions stipulated in the UGC (Institutions Deemed to be Universities) Regulations, 2010</p> <p>(Please enclose a copy of the Registration certificate / Registered Trust Deed)</p>
g.	<p>Affiliating University</p> <p>(Please provide details of the courses along with approval by the affiliating University for all the institutions which will form the Deemed to be University)</p>
h.	<p>Whether all the movable and immovable assets of the Institution (s) are legally transferred in the name of the proposed deemed to be university</p> <p>(Please attach documentary proof)</p>
i.	Whether the proposal is submitted under General or De-novo category.
j.	<p>(i) If under De-novo category, please give justification for applying under this category with documentary proof – Institution devoted to unique and emerging areas of knowledge not being pursued by conventional/existing institutions-particularly in specific areas of study and research regarded as important for strategic needs of the country or for the preservation of cultural heritage</p> <p>c. Detailed syllabi of the courses</p> <p>(iii) Research programmes conducted in the emerging areas of knowledge</p>
k.	Aims and Objectives of the Institution
l.	<p>Whether located in:</p> <p>b. metropolitan area</p> <p>c. non-metropolitan area</p> <p>d. non-urban area</p>

III. Programmes and activities

a.	Details of the courses offered (Please provide institution-wise details in respect of the Faculty/Dept., No. of UG / PG Courses, course-wise approved students intake, students admitted during the last 3 years etc.
b.	Whether the Institution (s) is/are imparting education leading to conventional degrees only. If not, the details of the programmes which are other than conventional degrees
c.	Whether the Institution (s) is mainly engaged in offering training programmes for in-service personnel, or conducting only skill-oriented or production-related degree or diploma programmes
d.	Whether the programmes / courses conducted by the Institute (s) have the approval of the University / Statutory Council like AICTE, MCI, DCI, INC, BCI, NCTE, PCI etc. (Please attach duly attested documentary proof along with a certificate as also an undertaking to the effect that the professional programmes already being conducted have the approval of the relevant Statutory/Regulatory bodies. Essentiality certificate from the State Government concerned may also be attached, wherever applicable)
e.	Whether academic programmes offer sufficient scope for interdisciplinary learning and research? If yes, the details thereof;
f.	Details of innovative teaching and learning process evaluation system
g.	Details of the evaluation system
h.	State-wise distribution of total enrolment for the last 3 years, Institution (s)-wise
i.	Institution-wise and course-wise results for the last three years
j.	Institution-wise and course-wise placement record with name of the major employers alongwith average salary package

IV. Teachers

a.	<p>Institution-wise and department-wise number of sanctioned and filled up posts during the last three years</p> <p>(Name of the full time Faculty / Department, No. of Professor, No. of Associate Professor, No. of Assistant Professor)</p> <ul style="list-style-type: none">- Requirement as per relevant Statutory Council(s) norms _____- Actual available _____
b.	<p>Institution-wise, Department/Faculty – wise Name, designation, qualifications, Pay Scale and experience of the existing full time teaching staff</p>
c.	<p>State-wise distribution of the existing full time teaching staff</p>
d.	<p>Institution-wise and department-wise number of Ad-hoc and Part-time faculty during the last three years</p>
e.	<p>Institution-wise and department-wise details of the ministerial and technical staff (as per the norms of relevant Statutory Council (s))</p>

V. Infrastructural Facilities (Institution-wise)

a.	<p>Total Land (Institution-wise)</p> <ul style="list-style-type: none">- Required as per relevant Statutory Council(s) norms- Actual land available
b.	<p>Building (Permanent/Lease/Rented)</p> <ul style="list-style-type: none">- Required as per relevant Statutory Council(s) norms- Actual building available
c.	<p>Administrative Building (in sq. mts.)</p> <ul style="list-style-type: none">- Required as per relevant Statutory Council(s) norms- Actual available
d.	<p>Academic Building(s) (in sq. mts.)</p> <ul style="list-style-type: none">- Required as per relevant Statutory Council(s) norms- Actual available

e.	Library (in sq. mts.) <ul style="list-style-type: none"> - Central Library - Departmental Libraries (Details about other facilities available in the Library may also be provided)
f.	No. of laboratories (Please give details institution-wise/department-wise)
g.	Lecture Theatres
g.	Details of Hostels (No. of Rooms and students accommodated) <ul style="list-style-type: none"> - Men's Hostel - Women's Hostel
i.	Auditorium (with seating capacity)
j.	Seminar Halls
k.	Teacher's residence
l.	Faculty Guest House
m.	Staff Quarters
n.	Infrastructural facilities for research
o.	Other central facilities
p.	Any other information

VI. Books & Journals and Equipment

a.	Institution-wise and department-wise No. of Books and Journals with cost <ul style="list-style-type: none"> - Required as per relevant Statutory Council(s) norms _____ - Actual available _____
b.	Institution-wise and department-wise list of equipment (more than Rs. One lakh) with cost <ul style="list-style-type: none"> - Required as per relevant Statutory Council(s) norms - Actual available

c.	Details of the modern information resources (Broadband connectivity, internet connections, wi-fi enabled campus and other learning materials)
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VII. Research Activities (Please attach documentary proof)

a.	<p>Publication by the faculty (Institution-wise)</p> <ul style="list-style-type: none"> - Books - Research papers published in Journals (National, International) - Papers presented in the proceedings of Seminars (National, International) - Papers published in refereed journals
b.	<p>Institution-wise details of the research Projects / sponsored research undertaken during the last 3 years including those completed during the period</p> <p>(Institution-wise details may be provided in respect of Name of the Faculty / Department, No. of Research Projects completed / in progress, sponsoring agency, etc.</p>
c.	<p>Institution-wise details of extramural research projects sponsored by other agencies (public and private) and implemented by the Institute (s) Please indicate details including names of the Principal Investigator and sponsoring agencies.</p>
d.	Details of Patents, Copyrights and Transfer of Technology
e.	Institution-wise National / International Conferences / Seminar / Symposia /Workshop attended and organized
f.	Other research oriented activities
g.	Details of the inter-disciplinary orientation
h.	Research linkages of the Institution (s) with the University and other national and international agencies
i.	Whether the Institute (s) is a PG centre or affiliated research centre of the affiliating University
j.	Details of the full time Doctoral/Post-Doctoral research programmes going on
k.	Whether the faculty attended any refresher/orientation course(s)

VIII. Innovative Programmes

a.	Contribution to innovations in teaching
b.	Innovative programmes in teaching and research by the Institute (s)

IX. Finances

a.	Name of the Funding Society / Trust (Whether Private/Central Government/State Government)
b.	Institution-wise receipt and expenditure for the last five years (Please attach a copy each of the audited statement for the last five years)
c.	Budget estimates indicating the sources of income including fees charged, grant received etc. during current year
d.	Whether required corpus fund has been created in the name of the proposed deemed to be university. The Institute may submit an undertaking to the effect that the Corpus fund is irrevocable in nature and shall not be liquidated without prior permission of the Commission.
e.	Undertaking from the funding society/trust to the effect that on being declared as institution deemed to be university, the institution(s) shall continue to receive the funds for maintenance and developmental expenditure, including the salary and non-salary increases in expenditure and the future expansion.

X. Miscellaneous

a.	Whether the Central Government / State Government / Private Management is prepared to continue providing financial support for maintenance and development of the Institute if it is declared as a Deemed to be University
b.	Administrative arrangements for the proposed Deemed University
c.	Whether the Institute (s) is providing pay scales as prescribed by the UGC/relevant Statutory Council/State Government
d.	No Objection Certificate (NoC) / Views of the State Government

e.	Certificate from the affiliating university/universities to the effect that the students already enrolled in the institution or institutions that is/are to become integral part of the proposed deemed to be university under the said affiliating university/affiliating universities shall continue to be the students of that university for all purposes under the existing terms and conditions till they complete the relevant academic programmes
f.	Details of periodic reviews and assessments of the Institution(s) by recognized external accrediting/assessment agencies (Please provide documentary proof)
g.	Whether accredited by NAAC? If so, status of accreditation and period of accreditation granted
h.	Whether all the eligible courses are accredited by NBA?
i.	Details of extension services/activities, societal engagements, continuing education programmes, sports and games, cultural activities etc. undertaken by the Institute (s)
j.	Whether it is an autonomous College
k.	Fee Structure
l.	Admission Procedure in brief
m.	A brief note on how a deemed university status would further the aims and objectives of the Institute (s)
n.	Undertaking to the effect that the Institution(s) shall not offer any programme(s) in the distance mode after its declaration as a deemed to be university
o.	Undertaking to the effect that the Institution(s) is a not-for-profit organization and shall not be engaged in commercialization of higher education
p.	Undertaking to the effect that the Institution(s) have not violated any of the provisions of any of the statutes/guidelines of any Statutory Authority in the period of five years preceding the date of submission of the application seeking status of an institution deemed to be university
q.	Undertaking to the effect that on being declared an institution deemed to be university under the UGC Act, the Institution(s) shall admit students to its approved academic programmes, under its enrolment, only from the academic session subsequent to the notification issued by the Central

	Government and enrolment of students to the institution, for any reason whatsoever, in anticipation of the declaration as an institution deemed to be university or inclusion of the institution under the ambit of an institution deemed to be university, shall render the application invalid.
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Certificate

This is to certify that all the information provided in this proposal is true to the best of my knowledge and belief. The Institution will adhere to the rules, regulations and guidelines of the UGC and Central Government and abide by all the provisions under the UGC Regulation and also instructions issued by the UGC and Central Government from time to time.

Signed and Sealed by the Head of the Institution