

KARNATAKA STATE HIGHER EDUCATION COUNCIL (KSHEC), BENGALURU

**GUIDELINES FOR THE FUNCTIONING OF
PRIVATE UNIVERSITIES ESTABLISHED UNDER SEPARATE ACT**

1. Upon the issuance of Government Notification in respect of the establishment of State Private University, the Sponsoring Body shall formulate the statutes / regulations / guidelines for the operation of academic activities as well as for the operation of Permanent Statutory Endowment Fund, University Endowment Fund, Development Fund, and General Fund as well as such other funds created.
2. Each State Private University in Karnataka established, under a separate Act, has to submit Annual Returns, in the prescribed format, along with a copy of its Annual Report to KSHEC on or before June 30 of each year.
3. **Review of Annual Returns:** KSHEC shall constitute a Review Committee with a minimum of THREE members consisting of Vice-Chancellors / former Vice-Chancellors / Education Experts including Executive Director of KSHEC as Member Secretary for reviewing the Annual Returns received from the State Private Universities and submission of its observations to KSHEC on or before September 30 of that year.
4. If the Observations of the Review Committee in respect of any University are of serious nature, then KSHEC shall call for responses for those observations from the concerned State Private University and decide on future actions accordingly with a copy to the Principal Secretary of Higher Education.
5. **Inspection:** KSHEC shall also arrange for periodical inspection of State Private Universities, as per the provisions in the Act, regarding the standard of instruction for grant of degree, quality of education, avoidance of commercialization of higher education and contravention of the provisions of the concerned university Act, if any. The previous THREE Annual Returns submitted to KSHEC by the State Private University shall form the basis for the Periodical Inspection. Each State Private University shall submit a non-refundable INSPECTION FEE of Rs. **THREE LAKHS ONLY** in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru payable at Bengaluru for organizing the inspection. The first such inspection shall be after THREE years of functioning of each State Private University for which KSHEC shall constitute an Inspection Committee with a minimum of THREE members consisting of Vice-Chancellors / former Vice-Chancellors / Education Experts including Executive Director or his / her nominee of KSHEC as Member Secretary. The Inspection Committee shall submit a report to KSHEC on its observations/recommendations relating to the State Private University functioning and performance.
6. If the observations of the Inspection Committee are of serious nature, then KSHEC shall provide THREE months time to the concerned State Private University for addressing and rectifying the deficiencies. The KSHEC shall organize a re-inspection by a similar committee for verifying the compliance upon submitting a non-refundable RE-INSPECTION FEE of Rs. **THREE LAKHS ONLY** in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru payable at Bengaluru.
7. If the functioning and performance of the concerned State Private University as found by the Re-inspection Committee are not satisfactory even during the re-inspection, then

KSHEC shall recommend to the State Government for issuance of show-cause notice for its closure. The state government shall provide a further period of SIX months for addressing the issues failing which the State Government shall initiate the process of dissolution of the State Private University as per the provisions of the Act.

8. Subsequent inspections of the State Private University shall be taken up once in FIVE years or earlier by a similar Inspection Committee upon payment of a non-refundable INSPECTION FEE of Rs. FIVE LAKHS ONLY in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru payable at Bengaluru. The Committee shall submit its Report to KSHEC on its observations/recommendations relating to the University functioning and performance.
9. State Private Universities shall follow the guidelines listed below for various actions in the universities.

A. To increase the intake in a programme of study

1. The proposal to **increase the intake in a programme of study** shall be duly approved by the Sponsoring Body and the BOG of the State Private University.
2. The Sponsoring Body / BOG shall ensure requisite additional facilities are created and requisite staff are appointed as per the norms and standards prescribed by the concerned regulatory authority for the increase in intake.
3. The Sponsoring Body / BOG shall ensure the approval of concerned regulatory authority, wherever applicable / required for such an increase.
4. Copy of the resolutions and justification for the increase along with a non-refundable PROCESSING FEE of Rs. TEN THOUSAND ONLY in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru payable at Bengaluru shall be submitted to the Executive Director, KSHEC with a copy to the Principal Secretary, Higher Education Department of Government of Karnataka for information and records.

B. To decrease the intake in a programme of study

1. The proposal to **decrease the intake in a programme of study** shall be duly approved by the Sponsoring Body and the BOG of the State Private University.
2. The Sponsoring Body / BOG shall ensure requisite measures are taken to absorb the excess staff appointed in the programme of study by accommodating them in other programmes of study, wherever possible.
3. The Sponsoring Body / BOG shall ensure the approval of concerned regulatory authority, wherever applicable / required for such a decrease.
4. Copy of the resolutions and justification for the decrease along with a non-refundable PROCESSING FEE of Rs. TEN THOUSAND ONLY in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru payable at Bengaluru shall be submitted to the Executive Director, KSHEC with a copy to the Principal Secretary, Higher Education Department of Government of Karnataka for information and records.

C. To launch a new Faculty of Study / Programme of Study / Outreach Activity

1. The proposal to launch a Faculty of Study / Programme of Study / Outreach Activity, shall be duly approved by the Sponsoring Body and the BOG of the State Private University.
2. The Sponsoring Body / BOG shall ensure requisite additional facilities are created and requisite staff are appointed as per the norms and standards prescribed by the concerned regulatory authority for introducing the new faculty of study / programme of study / outreach activity.
3. The Sponsoring Body / BOG shall ensure the approval of concerned regulatory authority, wherever applicable / required for such an introduction.
4. Copy of the resolutions and justification for the introduction along with a non-refundable PROCESSING FEE of Rs. TEN THOUSAND ONLY in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru payable at Bengaluru shall be submitted to the Executive Director, KSHEC with a copy to the Principal Secretary, Higher Education Department of Government of Karnataka for information and records.

D. To close down a Faculty of Study / programme of Study / Outreach Activity

1. The proposal to close down a Faculty of Study / Programme of Study / Outreach Activity shall be duly approved by the Sponsoring Body and the BOG of the State Private University.
5. The Sponsoring Body / BOG shall ensure the concerned regulatory authorities are informed, wherever applicable / required.
6. The Sponsoring Body / BOG shall ensure the approval of concerned regulatory authority, wherever applicable / required such a close down.
2. The sponsoring body shall ensure to absorb the excess staff appointed in the faculty of study / programme of study by accommodating them in other programmes of study, wherever possible.
3. Copy of the resolutions and justification for the closure along with a non-refundable PROCESSING FEE of Rs. TEN THOUSAND ONLY in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru payable at Bengaluru shall be submitted to the Executive Director, KSHEC with a copy to the Principal Secretary, Higher Education Department of Government of Karnataka for information and records.

E. To collaborate with a foreign University

1. The proposal to collaborate with a foreign university shall be duly approved by the Sponsoring Body and the BOG of the State Private University.
2. Copy of the resolutions and justification for the collaboration along with a non-refundable PROCESSING FEE of Rs. TEN THOUSAND ONLY in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru payable at Bengaluru shall be submitted to the Executive Director, KSHEC with a copy to the Principal Secretary, Higher Education Department of Government of Karnataka for information and records.

F. To set up a new constituent college within the State of Karnataka

1. The proposal to set up a new constituent College within the main campus or elsewhere in the State of Karnataka as per the provision in its Act, duly approved by the Sponsoring Body and the BOG of the State Private University, shall be submitted to the Executive Director, KSHEC at least SIX months in advance along with a non-refundable PROCESSING FEE of Rs. FIVE LAKHS ONLY in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru payable at Bengaluru with an advance copy to the Principal Secretary, Higher Education Department of Government of Karnataka.
2. The proposal shall be accompanied by the need for the start, facilities created for the purpose along with extent of land earmarked for the new constituent college and other related details.
3. The Executive Director, in consultation with the Vice Chairman and the Chairman of KSHEC, shall constitute a Screening Committee with a minimum of FIVE members consisting of Vice-Chancellors / former Vice-Chancellors / Education Experts including Executive Director of KSHEC as Member Secretary to carry out on-the-spot inspection and submit a report.
4. The Screening Committee through the Executive Director, while considering the proposal, may call for such other information from the Sponsoring Body / State Private University as it may deem necessary for the purpose.
5. The Executive Director shall forward the Screening Committee Report to the Principal Secretary of Higher Education for further action.

G. To set up Regional Centres, Additional Campuses, and Study Centres within the State of Karnataka

1. The proposal to introduce a new Regional Centre / Additional Campus / Study Centre within the State of Karnataka as per the provision in its Act, duly approved by the Sponsoring Body and the BOG of the State Private University, shall be submitted to the Executive Director, KSHEC at least SIX months advance along with a non-refundable PROCESSING FEE of Rs. TEN LAKHS ONLY in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru payable at Bengaluru with an advance copy to the Principal Secretary, Higher Education Department of Government of Karnataka.
2. The proposal shall be accompanied by the need for the start, facilities created for the purpose along with extent of land earmarked for the new Regional Centre / Additional Campus / Study Centre within the State of Karnataka and other related details.
3. The Executive Director, in consultation with the Vice Chairman and the Chairman of KSHEC, shall constitute a Screening Committee with a minimum of FIVE members consisting of Vice-Chancellors / former Vice-Chancellors / Education Experts including Executive Director of KSHEC as Member Secretary to carry out on- the- spot inspection and submit a report.

4. The Screening Committee through the Executive Director, while considering the proposal, may call for such other information from the Sponsoring Body / State Private University as it may deem necessary for the purpose.
5. The Executive Director shall forward the Screening Committee Report to the Principal Secretary of Higher Education for further action.

H. To close down a Constituent College/ Regional Centre/ Additional Campus/Study Centre within the State of Karnataka

1. The proposal to close down a **Constituent College/Regional Centre/Additional Campus/Study Centre** shall be duly approved by the Sponsoring Body and the BOG of the State Private University.
2. The Sponsoring Body / BOG shall ensure the concerned regulatory authorities are informed, wherever applicable / required.
3. The Sponsoring Body / BOG shall ensure the approval of concerned regulatory authority, wherever applicable / required for such a close down.
4. The sponsoring body shall ensure to absorb the excess staff appointed in the Constituent College/Regional Centre/Additional Campus/Study Centre by accommodating them in other programmes of study, wherever possible.
5. Copy of the resolutions and justification for the closure along with a non-refundable PROCESSING FEE of Rs. TWO LAKHS ONLY in the form of Demand Draft drawn in favour of Executive Director, KSHEC, Bengaluru payable at Bengaluru shall be submitted to the Executive Director, KSHEC with a copy to the Principal Secretary, Higher Education Department of Government of Karnataka for information and records.

KARNATAKA STATE HIGHER EDUCATION COUNCIL (KSHEC)

**ANNUAL RETURNS OF INFORMATION BY
PRIVATE UNIVERSITIES IN THE STATE OF KARNATAKA
(to be submitted in soft and hard copy form)**

As per the State Private University Act, the Karnataka State Higher Education Council (KSHEC) shall conduct periodical inspection and send a Report to the State Government on the University regarding:

- (i) Standard of instruction for grant of Degree
- (ii) Quality of education
- (iii) Commercialization of Higher Education, and
- (iv) Contravention of provisions of the Act, if any

Towards meeting this requirement, the KSHEC has devised the following *Annual Returns of Information* Format to be filled in and submitted to it by each Private University on or before June 30 of each year. This will form the basis for the KSHEC inspection of the University on a triennial basis or earlier, as may be decided by the KSHEC.

1. GENERAL INFORMATION		
a	Name of the University	
b	Contact Details of the University	Postal Address
		Phone
		Fax
		Website
c	Name and Address of the Registrar	Name
		Designation
		Postal Address
		Phone
		Mobile
		Fax
		Email ID
d	Title of the University Act and Year of Establishment	
e	Period of Annual returns	Academic year
		Date of filing
f	Academic Activities at the University in Numbers	Constituent Colleges
		Additional Campus(s)
		Faculties of study
		Departments

		Programmes of study			
2. OTHER INFORMATION ON THE UNIVERSITY					
a	List of Academic/Research programmes (Degrees awarded discipline-wise)	Newly launched in the year			
		Continuing in the year			
		Closed in the year			
b	Student Details indicating programme wise	Name of the Programme			
		Admitted against intake capacity year-wise			
		UG	PG	Research	Others
		Male	Female	SC	ST
		OBC	GM	Differently-abled	Others
c	Teaching Staff Details	Regular/Permanent	Temporary	Contract	
		Professor	Associate Professor	Assistant Professor	
		Male	Female	Others	
d	Non-Teaching Staff Details	Regular/Permanent	Temporary	Contract	
		Technical	Administration	Others	
		Male	Female	Others	
e	Teaching Staff to Student ratio	UG	PG		
f	Teaching Staff to Non-teaching staff ratio				
3. DETAILS PERTAINING STANDARD OF INSTRUCTION FOR GRANT OF DEGREE					
a	% Theory Vs % Practical instruction in each programme of study				

b	Breakup of In-semester and End-semester assessment	
c	# Faculty with PhD qualification	
d	# Faculty publications such as refereed journals, conferences, books, book chapters, articles in the year	
e	# patents filed / awarded in the year	
f	# Students Graduating in UG programmes	
g	# Students Graduating in PG programmes	
h	# students Graduating in Research Programmes	
i	Indicate whether technology based learning is enabled in the University	
j	# students eligible for placement in each programme of study	
k	# students placed in each programme of study	
l	Maximum, Minimum and Average Compensations offered in the campus placement process	
m	# students qualified in Competitive Exams such as GATE, IAS, IES, IPS, GRE, and CAT	
n	# students opted for higher studies	
o	# student publications in the year	
4. STEPS BEING TAKEN TO ENSURE QUALITY OF HIGHER EDUCATION		
a	Average entry level percentage of students in each programme of study	
b	# students admitted Vs No. of students graduated in each programme of study	
c	Sponsored research funding received in the year	
d	Consultancy revenue generated in the year	
e	Indicate Faculty Attrition during the year	
f	Indicate student support programmes, such as tuition fee waiver and merit scholarships, introduced for improving quality	
g	Indicate whether outcome based education is used in the University	
h	Average experience of Faculty in each department	
i	# Conferences, workshops, and seminars conducted in each department	
j	# Conferences, workshops, and seminars attended by the faculty in the year	
5. STEPS BEING TAKEN TO AVOID COMMERCIALIZATION OF HIGHER		

EDUCATION		
a	Fee fixed by the Fee Regulation Committee(FRC) for various programmes of study in the university and dates of FRC meetings during the year	
b	Total Fee collected from the students during the year	
c	Total expenditure incurred during the year	
d	Revenue earned from sponsored R&D, training and consultancy activities	
e	Whether any capitation fee charged to students for offering admissions?	
f	Revenue generated from other activities	
6. STEPS BEING TAKEN TO FULFILL THE PROVISIONS OF THE UNIVERSITY ACT		
a	Whether Officers of the University have been nominated / appointed as per the provisions of the Act	
b	Whether Authorities of the University have been formed as per the provisions of the Act	
c	Number of meetings and dates of the meetings of the various Authorities of the University during the year	
d	Whether specified percentage of seats reserved for candidates from Karnataka State to be filled through common entrance examination conducted by the State Government as mandated in the Act?	
e	Indicate the composition of the Fee Regulation Committee and details of the meetings held during the year	
f	Whether any development fee is collected from the students?	
g	Contributions received from other sources towards development fund	
H	Interest Income received from Permanent Statutory Endowment Fund	
7. ANY OTHER INFORMATION IN SUPPORT OF THE ANNUAL RETURNS		
a	Whether the scales of pay proposed by the Statutory Regulatory Authority adopted in the University for Teaching and Non-teaching staff	
b	Contribution to extension including institutional	

	social responsibility in the year	
c	Major achievements of the University in the year	
d	Any other relevant information in support of Annual returns	
	Date	Signature of the Registrar with seal of the University
	Place	
