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UNIVERSITY GRANTS COMMISSION

GUIDELINES FOR CONSIDERING PROPOSALS FOR DECLARING AN INSTITUTION AS DEEMED TO BE UNIVERSITY UNDER SECTION 3 OF THE UGC ACT

1. Section 3 of the UGC Act provides for declaring an institution of higher education other than a University to be deemed to be a University and when such an Institution is deemed as University, the UGC Act applied on it, as a University within the meaning of Section 2 (f) of the Act. Section 3 of the UGC Act reads as follows :

The Central Government may, on the advice of the Commission, declare, by notification in the Official Gazette, that any institution for higher education, other than a University, shall be deemed recognised to be a University for the purpose of this Act and, on such a declaration being made, all the provisions of this Act shall apply to such institution as if it were a University within the meaning of clause (f) of Section 2.

2. This provision has been made in the Act to bring under the purview of the University Grants Commission institutions which for historical reasons or for any other circumstances are not universities and yet are doing work of a high standard in specialized academic field comparable to a university and that granting of the status of a university would enable them to further contribute to the cause of higher education which would mutually enrich the institution and the university system.
3. To qualify for recognition of status as a university, the institution should have among its primary objectives, postgraduate instruction and training in such branches of learning as it may deem fit, and research for the advancement and dissemination of knowledge.
- 4(a) For the purpose of recognition as a university an institution should generally be :
 - (i) Engaged in teaching programmes and research in chosen fields of specialisation which are innovative and of very high academic standards at the Master's (or equivalent) and/or research levels. It should also have a greater interface with society through extra mural, extension and field action related programmes.
 - (ii) Making in its area of specialisation, distinct contribution to the objectives of the University education system through innovative programmes and on being recognised as a university capable of further enriching the university

system as well as strengthening teaching and research in the institution and particularly in its area of specialisation.

- (iii) Competent to undertake application oriented programmes in emerging areas which are relevant and useful to various development sectors and to the society in general.
 - (iv) Institutions should have the necessary viability and a management capable of contributing to the university ideals and traditions.
- 4(b) Ordinarily, institutions affiliated to universities and which are offering only conventional degree programmes leading to B.A./B.Com./B.Sc., or M.A./M.Com./M.Sc., will not be considered for grant or deemed to be university status. However, such institution which is also offering innovative programmes, and which has adequate resources, might be considered for recognition as a university. Supplementary assistance for innovation may be considered by the UGC only in such exception cases.
- 4(c) Institutions which are imparting routine type of instruction to full-time students or offering training programmes for in-service personnel, unless of high quality, would, generally, not qualify for recognition.
- 4(d) In selective cases, outstanding research institutions specialising in Social Sciences, Sciences and Technology can be considered for research degrees and highly specialised programmes at the Master's level.
- 4(e) In case the institution is offering a degree/diploma, in professional subject(s), the academic programme(s) should be recognised by the concerned statutory authority e.g. AICTE, MCI, DCI, CCH, INC. etc. before it applies for a deemed to be university status under Section 3 of the UGC Act. This shall, however, not apply to de-novo institutions in the emerging areas with the promise of excellence, not yet fulfilling the prescribed guidelines of the UGC whose case will be considered for a provisional status for a deemed to be university.

5. Objectives

The objectives for which the Institute is established are :

- (i) to provide for instruction and training in such branches of learning as it may deem fit.
- (ii) to provide for research and for the advancement of and dissemination of knowledge.
- (iii) to undertake extra mural studies, extension programmes and field outreach activities to contribute to the development of society.

- (iv) to do all such other acts and things as may be necessary or desirable to further the objects of the Institute.
6. The institution should be registered under the Societies Registration Act or Public Trust Act and should formulate a Memorandum of Association and Rules based on the Model prescribed by the UGC.
 7. At the time of making the proposals, the institution should have been in existence for a period of 10 years and demonstrated a satisfactory track record, as detailed in clause 4 above.
 8. Institutions which are notified under Section 3 of the UGC Act shall continue to receive the funds for their maintenance and development expenditure, including the salary and non-salary increases in expenditure and the future expansion, from the same funding sources prior to such recognition, and supplement them by raising their own internal resources.
 9. The institute at the time of making the proposal should have provision of adequate infrastructure facilities as following :

(a) Buildings

- (i) Administrative 1000 sq. mts.
- (ii) Academic including library building 3000 Sq. Mts.
- (iii) Some teachers residences and a faculty guest house for at least 10 persons.

The infrastructure requirements would not be uniform in all cases. The minimum requirements suggested in (a)(i) and (iii) may be kept in view by the Committee, making an on the spot examination of the proposal for recognition as a university. It would be imperative that the needs of the institution are related to the size and activities of the institution, the necessary infrastructure, including for instance, laboratory, music room, auditorium, specific rooms for performing arts etc.

- (b) Ordinarily, the institution should have created at least five departments with every department having in position a minimum staff of one Professor, two Readers and adequate number of lecturers along with necessary supporting staff.
- (c) The financial viability as demonstrated by the income/expenditure statement and balance sheet and audited accounts of the institution during the preceding five years.
- (d) Equipments, Books and Journals :

This should be commensurate with the size and activities of the institution but in no case it shall be less than Rs.50 lakhs.

10. In the case of institutions not financed by the Government (Central/State), the following corpus fund would be required :-

- | | | |
|---|---|----------------|
| (a) Institutions conducting programmes in Engineering/
Technology and Medicine | : | Rs.5.00 crores |
| (b) Institutions conducting programmes in Sciences, Social
Sciences & Humanities, performing Arts and Fine
Arts and other Professional Programmes | : | Rs.3.00 crores |
| (c) Institution conducting both types of programmes will
have as in (a) above. | | |

11. The movable and immovable assets should legally vest in the name of the institution seeking recognition as a deemed to be university.

12. The Institution and its admissions will be open to all persons regardless of race, religion, cast or creed and the area/place of residence in India. No condition shall be imposed as regards any religious belief either in admitting or appointing the teachers/staff. However, admission of foreign students shall be governed as per the guidelines/directions of the UGC.

Provided that an institution which has a legal entity as a minority institution may reserve 50 per cent of the seats for those students who come under its minority status.

13. Admissions shall be made on an All-India basis to the identical courses in all the deemed to be universities through a common entrance test conducted either by the University Grants Commission or by an Institution/Agency identified and approved by the UGC. This shall apply also to those Institutions which have already been given the deemed to be university status.

14. Admission to the various professional courses, such as, Medical, Dental, Nursing, Engineering, pharmacy, Management and Legal Education etc. shall be made on the basis of regulations framed by the UGC in consultation with the respective statutory Councils. The fee structure will also be the same as laid down in the respective regulations.

15. It would be permissible for the deemed to be university to open centres in its own area or in places other than its headquarters. For this purpose, the following parameters will be followed :-

- (i) The Centre(s) shall be set up with the prior approval of the UGC and that of the State Government where the Centre(s) is/are proposed to be opened.
 - (ii) Proposal for starting various academic courses shall have the approval of the UGC.
 - (iii) Admission procedure and fee fixation for students shall be in accordance with the norms/rules prescribed by the UGC.
 - (iv) The over-all performance of the Centre shall be monitored annually by the UGC whose directions for management, academic development and improvement shall be binding.
 - (v) If the functioning of the Centre does not fulfil UGC's directions and recommendations and it remains unsatisfactory for three years, as decided by the UGC on the basis of the recommendations of the Monitoring Review Committee, the Deemed University shall be instructed by the UGC to close down the Centre in which event the liabilities of the Centre shall be taken over by the concerned Deemed University.
 - (vi) It would be permissible for the Deemed University to open academic Centre(s) not only anywhere in India but also in any of the foreign countries. The academic centre(s) in the foreign countries shall be opened only after the due permission from the Government of India/UGC and also that of the Government of the host country.
 - (vii) In case of foreign campus/campuses, the remittance of funds shall be governed by the Reserve Bank of India rules.
16. De-novo institutions in the emerging areas with the promise of excellence, not yet fulfilling the prescribed guidelines of the UGC, may be inspected by a Committee of the UGC for recommending to the Government of India for granting them provisional status of deemed to be university, subject to its confirmation after five years on the basis of performance report of the UGC Review Committee done annually for a five year period.

The conditions prescribed under clauses 3, 4 (a) (i), 4 (e), 7 and 9(a) to (d) shall, however, not apply to De-novo Institutions in the emerging areas with the promise of excellence, not yet fulfilling the prescribed guidelines of the UGC.

17. In case, the institution, considers that it fulfills the minimum eligibility criteria in terms of objectives, programmes, faculty, infrastructural facilities, financial viability, etc., as laid down by the Commission from time to time, for considering proposals for recognition as a deemed to be university; it may send the proposal, in triplicate in the prescribed Proforma to the Secretary, Ministry of Human Resource Development, Department of Education, Shastri Bhavan, New Delhi-110 001. The Ministry will forward the proposal to the UGC for its recommendations. The UGC, where applicable, will forward the proposal to the AICTE, MCI or any other relevant statutory authority for their approval of the academic programme(s). The UGC will obtain the views of the State Government on the proposal. Thereafter, the UGC shall send an Expert Committee for inspection of the Institution. The report of the Committee shall be examined by the Commission and thereafter the Commission shall submit its recommendations to the Ministry for its consideration.

18. No educational institution established by other than Central Government be allowed to pre-fix the word **"Indian/National Institute"** with their respective names. An educational Institution established by the State Governments can, however, pre-fix the words **"State Institute"** with their respective names, but not **"Indian"** or **"National"**. Educational Institutions established by other than Central/State Governments are not permitted to pre-fix words **"Indian/National or State Institutes"** with their respective names.

19. The Courts in Delhi shall have exclusive jurisdiction to entertain any matter against the UGC related to the Deemed Universities.

UNIVERSITY GRANTS COMMISSION
Bahadur Shah Zafar Marg
New Delhi

Model Constitution of the Memorandum of Association/Rules to be adopted by the Institutions, for grant of Deemed to be University status under Section 3 of the UGC Act, 1956.

Every institution proposed to be declared as an institution deemed to be a University under Section 3 of the UGC Act is to be registered as a Society under the Societies Registration Act 1860 (XXI of 1860) or as a Trust with Trustees being appointed and vested with legal powers and duties.

Each such institution has to frame the Memorandum of Association/Trust Deed and Rules and Bye-laws.

A draft outline of the Memorandum of Association is given below :-

1. Name

The name of the Society shall be _____, hereinafter referred to as "the Institute.

2. Office

The registered office of the Institute shall be situated in _____.

3. Objectives

The objectives for which the Institute is established are :

- (i) to provide for instruction and training in such branches of learning as it may deem fit.
- (ii) to provide for research and for the advancement of and dissemination of knowledge.
- (iii) to undertake extra mural studies, extension programmes and field outreach activities to contribute to the development of society.
- (iv) to do all such other acts and things as may be necessary or desirable to further the objects of the Institute.

The objectives should be well-defined and well known to the students, teachers and non-teaching staff of the proposed deemed to be university.

4. Powers and Functions of the Institute

To carry out the above objectives and for the management and properties of the Institute, the Institute shall have the following powers :

- (i) to establish courses of study and research and to provide instruction in such branches of study as the institute deems appropriate for the advancement of learning and dissemination of knowledge in such branches;

- (ii) to confer degrees and to grant Diplomas and/or Certificates to persons who have satisfactorily completed the approved courses of study and/or research as may be prescribed and shall have passed the prescribed examinations;
- (iii) to institute and award visitorship, fellowship, exhibits, prizes and medals;
- (iv)
- (v)
- (vi)

5. Interpretation of the Objectives

The Institute is established for public benefit and accordingly the objectives of the Institute as set forth above will be interpreted and restricted to mean such objectives and purposes as are regarded in law to be a public charitable in nature.

6. Institute Open to All

- (i) The Institute shall be open to all persons of whatever race, religion, creed, caste, class and geographical area of the country. No test or condition shall be imposed as to religious belief or occupation in admitting or appointing members, students, teachers, workers or in any other connection whatsoever.
- (ii) No capitation fee shall be charged in any form in consideration for admission.
- (iii) In the case of self-financing institutions, fees to be prescribed shall be as per regulations prescribed under the UGC Act, Section 26 (1)(i).
- (iv) No benefaction that involves conditions and obligations opposed to the spirit and objects of the Institution shall be accepted by the Institute.

7. Admissions

Admissions shall be made on an all India basis to the identical courses in all deemed to be universities through a common entrance test conducted either by the University Grants Commission or by an Institution/Agency identified and approved by the UGC. This shall apply also to those institutions which have already been given the deemed to be university status.

8. INCOME AND PROPERTY OF THE INSTITUTE TO BE APPLIED FOR THE OBJECTIVES ONLY

The income and property of the Institute, howsoever derived, shall be applied towards the promotion of the objectives as set forth in this Memorandum of Association.

9. Income and property of the Institute not to be paid or transferred by way of profit.

No portion of the income and property of the Institute shall be paid or transferred directly or indirectly by way of profit, to the persons, who at any time, or have been members of the Institute or to any of them, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or other person in return for any service rendered to the Institute or for travelling, halting and other similar charges.

10. Management of the Institute

The names and addresses and occupations of the first members of the Board of Management to whom under rules, the management of the institute is entrusted till the various authorities in accordance with the rules are constituted, are given below as required under the Societies Registration Act, 1860 :

Name	Address	Signature
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11. Review & Inspection

The Central Government/UGC shall have the right to cause an inspection to be made of the Institute, its buildings, laboratories, its examinations, teaching and other work conducted or done by the Institute; and to cause an enquiry to be made, if considered necessary by the Central Government/UGC, in respect of any matter of the Institution (deemed to be university).

Following the inspection, the Central Government/UGC may issue directions to the Institution (deemed to be university) which shall be binding on the Institution (deemed to be university).

In case, the Institution (deemed to be university) fails to comply with the direction(s) of the Central Government/UGC and/or fail to perform as per expectations of the Central Government/UGC, the deemed to be university status conferred on the Institution can be withdrawn by the Central Government on the recommendation of the UGC.

RULES OF THE INSTITUTE

1. Short Title

These rules shall be called the rules of the _____.

2. Address of the Institute

The registered office of the Institute shall be situated at _____.

3. Definitions (to be in alphabetical order)

In these Rules unless the Context otherwise requires :

- (a) "Academic Council" means the Academic Council of the Institute.
- (b) "Authorities" means the authorities of the Institute.
- (c) "Board of Management" means the Board of Management of the Institute.
- (d) "President" means President of the Institute. (Equivalent to Chancellor of a University)
- (e) "Central Govt." means the Govt. of India.
- (f) "Vice-Chancellor" means Vice-Chancellor of the Institute.

4. Authorities of the Institute

The following shall be the authorities of the Institute :

- 1. President
- 2. Board of Management
- 3. Academic Council
- 4. Planning and Monitoring Board
- 5. Finance Committee
- 6. Advisory Committee
- 7. Such other authorities as may be declared by the bye-laws to be authorities of the Institute.

5. Powers & Composition of the Board of Management

The Board of Management shall be the principal organ of management in the Institute. It shall be a compact and homogenous body enabling it promptly to take and implement well considered decisions and to effectively handle crisis situations.

(a) Powers

The Board of Management shall be the principal executive body of the Institute and shall, in addition to all powers vested in it have the following powers namely :

- i) To manage and administer the revenues and properties of the Institute and to conduct all administrative affairs of the Institute not otherwise specifically provided for.
- ii) To create teaching and academic posts, to determine number, qualifications and cadres thereof as approved by the University Grants Commission and the emoluments of such posts in consultation with the Finance Committee.
- iii) To appoint such Professors, Associate Professors, (Readers, Asstt. Professors(Lecturers) and other academic staff as may be necessary on the recommendation of the Selection Committee.
- iv) To lay down the duties and conditions of service of the Professors, Associate Professors, Asstt. Professors and other academic staff maintained by the Institute, in consultation with the Academic council.
- v) To provide for appointment of Visiting Fellows and Visiting Professors.
- vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down or otherwise and to make appointment thereof in consultation with the Finance Committee.
- vii) To grant leave of absence to the Vice-Chancellor or any other officer of the Institute and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence.
- viii) To regulate and enforce discipline among the employees of the Institute and to take appropriate disciplinary action, wherever necessary.
- ix) To manage and regulate the finance, accounts, investments, property and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents as it may deem fit.
- x) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute
- xi) To select an emblem and to have a common seal for the Institute and to provide for the custody and use of such seal.
- xii) To institute, Fellowships, including Travelling, Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the bye-laws to be framed for the purpose.
- xiii) To amend and receive payment of fees and other charges.

- xiv) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit.
- xv) To appoint Auditors for the ensuing year.
- xvi) To open account or accounts of the Institute with any one or more scheduled banks and to lay-down the procedure for operating the same.
- xvii) To manage the Finances, accounts, investments, moveable properties, business and all other administrative affairs of the Institute.
- xviii) To issue appeals for funds for carrying out the objectives of the Institute and consistent with the provisions of the objectives clause of the Institute, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations, to award prizes, scholarships etc.
- xix) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institute, and, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.
- xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills and exchange, cheques or other negotiable instruments.
- xxi) To transfer or accept transfers of any moveable property on behalf of the Institute.
- xxii) To advise the Holding Trustees (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the Institute.
- xxiii) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the Institute.
- xxiv) To execute in consultation with the Holding Trustees (if any) conveyance, transfer, Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immovable belonging to the institute or to be acquired for the purposes of the Institute.
- xxv) To appoint, in order to execute an instrument or transact any business of the Institute, any person as attorney of the Institute with such powers as it may deem fit.
- xxvi) In consultation with the Holding Trustees (if any), to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Institute or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the Institute, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.
- xxvii) To invest the funds of the Institute or money entrusted to the Institute in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.

- xxviii) To maintain a fund to which shall be credited :
- (a) All moneys provided by the Central or State Governments/University Grants Commission.
 - (b) All fees and other charges received by the Institute.
 - (c) All moneys received by the Institute as grants, gifts, donations, benefactions, bequest or transfers and
 - (d) All money received by the Institute in any other manner or from any other source.
- xxix) To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.
- xxx) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance-sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-laws.
- xxxi) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by the Bye-laws such pension, insurance, provident fund and gratuity as it may deem fit for the benefit of the employees of the institute and to aid in the establishment and support of Association, Institutions, Funds, Trusts, and conveyances calculated to benefit the staff and the students of the Institute.
- xxxii) To delegate, all or any of its powers to any committee or sub-committee constituted by it or the Vice-Chancellor of the Institute or any other person.
- xxxiii) To establish, on the advice of the Academic Council Divisions and Departments for the academic work and functions of the Institute and to allocate areas of Study, Teaching and Research to them.
- xxxiv) To conduct examinations or tests for admission to the courses taught in the institute to conduct examinations for Degrees and diplomas and to declare the results of such examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.
- xxxv) To establish, maintain and manage hostels for the students of the Institute.
- xxxvi) To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee.
- xxxvii) To recognise and maintain control and supervision on hostels owned and managed by other agencies for the students of the Institute and to rescind such recognition.
- xxxviii) The Board of Management shall be the principal executive body of the Institute and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the Institute.

(b) Composition of the Board of Management

The Board of Management shall consist of :-

1. Vice-Chancellor Chairman
2. Deans of Faculties (if any) not exceeding three by rotation and on seniority.
3. Three nominees of the President of the Institute.
4. One nominee of the Chairman, UGC
5. One nominee of the Government of India
6. One nominee of the funding agency/agencies.
7. Three Teachers (Professor, Reader, Lecturer) (by rotation) according to seniority
8. One nominee of the sponsoring Society
9. The Registrar shall be the non-Member Secretary.

Note :- (The Chairman of the Board of management shall ordinarily be the Vice-Chancellor of the Institute. However, while suggesting the composition of the Board of Management, alternate proposals for appointment of a Chairman of the Board could be made).

(c) Terms of Membership

All the members of the above body other than ex-officio and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment.

Members of teaching staff in the above body shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is less.

(d) Meetings of the Board of Management

- (i) The Board of Management shall meet atleast four times a year. Not less than 15 days notice shall be given of a meeting of the Board of Management and a copy of the proceedings of each meeting shall be furnished to the President of the Institute as soon as possible after the meeting.
- (ii) Each member of the above Body including its Chairman shall have one vote and decisions at the meeting of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.

- (iii) Every meeting of the above Body shall be presided over by its Chairman, and in his absence by a member chosen by the members present from amongst themselves shall preside over the meeting.
- (iv) Any business which it may be necessary for the above Body to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.

If a member other than the Vice-Chancellor or those representing the teachers accepts a full time appointment in the Institute or he does not attend three consecutive meetings of the Board of Management without proper leave of absence, he shall cease to be a member of the above Body.

6. Constitution of Standing Committee and Appointment of Ad-Hoc Committee by the Board of Management

- (i) Subject to the provision of the Rules/Bye-laws of the institute, the Board of Management may by a resolution constitute such, standing Committee or co-Committee or Ad-hoc Committee or Committees for such purposes and with such powers as the Board may think fit for exercising any power or powers or discharging any functions of the Institute or for inquiring into reporting and advising upon any matter of the Institute.
- (ii) The Board of Management may co-opt such persons on the standing Committees or ad-hoc Committees as it may consider suitable.

7. Delegation of Powers of the Board of Management

The Board of Management may by a resolution, delegate to the President, Vice-Chancellor or any other officer of the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit, subject to the condition that the action taken by the President or the Vice-Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

8. Academic Council

The Academic Council shall be the principal academic body of the Institute and shall, subject to the provisions of the Memorandum of Association and the Rules and Bye-laws shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws.

(a) Membership of the Academic Council

- (i) The Academic Council shall consist of the following persons, namely :
 - (a) Vice-Chancellor of the InstituteChairman
 - (b) Dean of Faculties, if any

- (c) Heads of the Departments of the Institute
- (d) Ten Professors other than the Heads of the Departments (by rotation and on seniority)
- (e) Three Readers from the Departments other than the Heads of the Departments by rotation in the order of seniority nominated by the Vice-Chancellor.
- (f) Three Lecturers from the Departments by rotation in the order of seniority nominated by the Vice-Chancellor.
- (g) Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute, nominated by the President.
- (h) Three persons who are not members of the teaching staff co-opted by the Academic Council for their specialised knowledge.

The term of members other than ex-officio members shall be two years. They shall not be eligible further unless every one has completed one term.

Note : The representation of different categories should be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the council.

(b) Powers and Functions of the Academic Council

The Academic Council shall be the principal academic body of the Institute and shall, in addition to all other powers and duties vested in it, have the following powers and duties viz :

- (a) to exercise general supervision over the academic work of the Institute and to give direction regarding methods of instructions, evaluation or research or improvements in academic standards.
- (b) To promote research within the Institute, acquire reports on such researches from time to time.
- (c) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action thereon.
- (d) To make arrangements for the conduct of examinations in conformity with the bye-laws.
- (e) To maintain proper standards of the examinations.
- (f) To recognise diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institute.
- (g) To prescribe courses of study leading to degrees and diplomas of the Institute.

- (h) To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- (i) To suggest measures for departmental co-ordination.
- (j) To make recommendations to the Board of Management on :
 - (i) Measures for improvement of standards of teaching, training and research.
 - (ii) Institution of Fellowships, Travelling Fellowships, Scholarships, Medals, Prizes etc.
 - (iii) Establishment or abolition of departments/centres and
 - (iv) Bye-laws covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of fellowships and studentships, freships, concessions, attendance etc.
- (k) to appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management.
- (l) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Management) as the circumstances on each case may require.
- (m) To take periodical review of the activities of the Departments/Centres and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of instruction.
- (n) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws.
- (o) To recommend institution of Teaching posts, Professors, Readers, and Lecturers to the Board of Management.

(c) Meeting of the Academic Council

- i. The Academic Council shall meet as often as may be necessary but not less than three times during the academic year.
- ii. One third of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- iii. Any business which it may be necessary for the Academic Council to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that atleast one half of the total number of the members of the Academic Council have recorded their views on the Resolution.

9. Finance Committee

The finance Committee shall consist of the following members :

- i. Vice-Chancellor of the Institute – Chairman.
- ii. A person nominated by the President.
- iii. Two nominees of the Board of Management, one of whom shall be a member of the Board.
- iv. A representative of the UGC.
- v. A representative of the Central Govt./State Govt.

(a) Terms of Office of the Members of the Finance Committee

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.

(b) Powers and Functions of the Finance Committee

- (a) The Finance Committee shall meet atleast twice a year to examine the accounts and to scrutinise proposals for expenditure.
- (b) The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Management together with the comments of the Finance Committee for approval.
- (c) The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
- (d) No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
- (e) To recommend to the Board of Management the creation of all types of posts.

10. Advisory Committee

For a period of first ten years the institution will have an Advisory Committee under the Chairmanship of a person nominated by the Commission from among members of the Commission including Vice-Chairman. The Advisory Committee will include the Head of the Institution and its senior faculty alongwith one/two experts nominated by the UGC to help its academic planning and growth.

11. Planning & Monitoring Board

The Planning & Monitoring Board shall be the principal Planning Body of the Institute and shall be responsible for the monitoring of the development programmes of the Institute.

The Vice-Chancellor of the Institute shall be the Chairman of the Planning & Monitoring Board. It may include six or seven internal members and a few outside experts, including one nominee of the UGC.

The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Bye-laws.

The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the Institute.

The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to academic matters may be processed through the Academic Council.

12. Selection Committee

I. There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the posts of Professors, Associate professors and Asstt. Professors in the Institute and such other posts as may be prescribed by the Bye-laws.

II. Every selection Committee shall consist of the following members

(a) For Appointment of Professors

- i. Vice-Chancellor of the Institute as Chairman.
- ii. A person nominated by the President.
- iii. Dean of Faculty/Head of the Deptt./Chairman, Board of Studies, provided he is a Professor.
- iv. Three outside experts nominated by the President from a panel of not less than six names recommended by the Academic Council and approved by the Board of Management.

(b) For Appointment of Readers and Lecturers

- i. Vice-Chancellor – Chairman.
- ii. A person nominated by the President of the Institute.
- iii. Dean of Faculty/Head of the Deptt./Chairman, Board of Studies, provided he is a Professor, or Reader.
- iv. Two outside experts nominated by the President from a panel of not less than six names recommended by the Academic Council and approved by the Board of Management.

III. Meetings

(a) The meetings of the Selection Committee will be convened by the Chairman of the Selection Committee as and when necessary.

(b) Four members of the Selection Committee shall form the quorum, consisting of atleast two experts.

- (c) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it and submit the case to the President whose decision shall be final in the matter.

13. Board of Studies

- I. There shall be one Board of Studies for each Department of the Institute.
- II. The Board of Studies of each Department shall consist of :
 - (a) Head of the Department Chairman
 - (b) All Professors of the Department.
 - (c) Two Readers of the Department by rotation according to seniority.
 - (d) Two Lecturers of the Department by rotation according to seniority.
 - (e) Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the concerned profession or industry.

The powers and functions of the Board of Studies shall be prescribed by the Bye-laws of the Institute.

14. Grievance Redressal Machinery

For individual grievance and complaint, every Institution shall have a Grievance Redressal Machinery as may be prescribed in the Bye-laws.

15. Officers of the Institute

The following shall be the officers of the Institute :

- (i) Vice-Chancellor
- (ii) Registrar
- (iii) Finance Officer and such other officers as may be prescribed in the Bye-laws.

(a) President

The Institute shall have a President who by virtue of his office be the Head of the Institute and shall when present preside over the convocations of the Institute. He shall be appointed by the sponsoring Society/Govt. and shall hold office for a period of 5 years.

Where power is conferred upon the President to nominate persons to authorities, the President shall to the extent necessary nominate persons to represent the various interests for the furtherance of the objectives of the institute.

(b) Vice-Chancellor

The Vice-Chancellor shall be a whole time salaried officer of the Institute and shall be appointed by the President from a panel of three names suggested by a Search Committee. The composition of the above Committee would be :-

- i A nominee of the President of the Institute.
- ii A nominee of the State Government/Central Government.
- iii A nominee of the Chairman, UGC.

Provided further that if the President does not approve of any of these persons so recommended, he shall call for a fresh panel.

The Vice-Chancellor shall hold office for a term of 5 years. He shall not be eligible for reappointment.

Provided that notwithstanding the expiry of the said period of 5 years, he can continue in office till his successor is appointed and assumes office, but not beyond six month.

Provided further that a person appointed as Vice-Chancellor shall retire from office during the tenure of his office of extension, thereof, if any, he completes the age of 65 years.

If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise and in his absence due to illness or any other cause, the Dean or if there is no Dean, the senior most Professor shall perform the duties of Vice-Chancellor until a new Vice-Chancellor is appointed or as the case may be, the existing Vice-Chancellor resumes duties.

- i) The Vice-Chancellor, shall be the Principal and executive officer of the Institute and shall exercise general supervision or control over the affairs of the Institute and implement the decisions of all the authorities of the Institute.
- ii) The Vice-Chancellor may, if he is of the opinion that immediate action is called for on any matter exercise any power conferred upon any authority of the Institute under the Memorandum of Association and the Rules and Regulations/Bye-laws, take such action or proceed to take such action and shall report to the concerned authority on the action taken by him on such matters.

Provided that if the authority concerned as mentioned in clause (i) above is of the opinion that such action ought not to have been taken, it may refer the matter to the President whose decision thereon shall be final.

Provided further that any person in the service of the Institute is aggrieved by the action taken by the Vice-Chancellor under the said clause he shall have the right to appeal against such action to the Board of Management within 30 days from the date on which such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice-Chancellor.

- iii) The Vice-Chancellor, unless otherwise provided, shall be the Ex-officio Chairman of the Board of Management, the Academic Council and the Finance Committee.

- iv) It shall be the duty of the Vice-Chancellor to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institute are duly observed and implemented and he shall have all the necessary powers in this regard.
- v) The Vice-Chancellor shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the Institute.
- vi) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Vice-Chancellor
- vii) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws and Regulations.
- viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him by the Board of Management.
- ix) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
- x) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various bodies of the Institute.

(c) Head of the Department

- (i) There shall be a Head of the Department for each of the Departments in the Institute who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the Department the Vice-Chancellor may appoint a Reader as Head of the Department.

- (ii) The term of appointment of the Head of the Department shall normally be 3 years and he shall be eligible for reappointment for one more term.
- (iii) The powers and function of the Head of the Department shall be prescribed by the bye-laws of the Institute.

(d) Registrar

- (a) The Registrar shall be a whole-time salaried officer of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following :-

- i. Vice-Chancellor Chairman.
- ii. One nominee of the President of the Institute.
- iii. One nominee of the Board of Management.
- iv. One expert appointed by the Board of Management who is not an employee of the Institute.

- (b) The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Bye-laws.

- (c) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- (d) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council, Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities.
- (e) The Registrar shall be directly responsible to the Vice-Chancellor of the Institute.
- (f) The following shall be the duties of the Registrar
 - i) To be Custodian of the records, the funds of the Institute and such other property of the Institute as the Board of Management may commit to his charge.
 - ii) To conduct the official correspondence on behalf of the authorities of the Institute.
 - iii) To issue notices convening meetings of the authorities of the institute and all Committees and Sub-Committees appointed by any of these authorities.
 - iv) To keep the minutes of the meetings of all the authorities of the Institute and of all the committees and sub-committees appointed by any of these authorities.
 - v) To make arrangements for and supervise the examinations conducted by the Institute.
 - vi) To represent the Institute in suits or proceeding by or against the Institute, sign powers of attorney and perform pleadings or depute his representatives for this purpose.
 - vii) To enter into agreement, sign documents and authenticate records on behalf of the institute.
 - viii) To hold in special custody books and documents of the Institute.
 - ix) To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute.
 - x) To perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of management or the Vice-Chancellor from time to time.

(e) Finance Officer

The Finance Officer shall be whole time salaried officer of the Institute and shall be appointed by the Board of Management preferably on deputation from a panel of names submitted by the State Govt./Central Govt. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Bye-laws.

The Finance Officer shall work under the supervision of the Vice-Chancellor and is accountable to the Board of Management through the Vice-Chancellor. He would be the Ex-officio non-Member Secretary of the Finance Committee. He would be an advisor to the Vice-Chancellor for financial matters.

Subject to the control of the Board of Management to manage properly and investment of the institute, he shall be responsible for the preparation of annual estimates and statements of account for submission to the Finance Committee and the Board of Management.

16. Seniority List

- (a) Whenever in accordance with these Rules, any person is to hold an office or to be a member of an authority of the Institute by rotation according to seniority, such seniority shall be determined according to the length of the continuous service of such person in grade and in accordance with such other principles as the Board of Management may from time to time prescribe.
- (b) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of these rules apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- (c) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is in doubt, the Registrar may on his own notion and shall at the request of any such person, submit the matter to the Board whose decision shall be final.

17. Delegation of Powers

Subject to the provisions of these Rules and Bye-laws any officer or authority of the Institute may delegate his or its power to any other officer or authority or person under their respective control and subject to the conditions that the overall responsibility for exercise of the powers so delegated shall continue to rest in the officer or Authority delegating such powers.

18. Dispute as to Membership

If any question arises, whether any person has been duly elected or appointed as or is entitled to be a member of any authority or any Committee to the Institute, the matter shall be referred to the President of the Institute, whose decision thereon shall be final.

19. Right of Central Government to Inspect the Institution

- i) The Government of India, shall have the right to cause an inspection to be made by such person or persons as it may direct, of the Institute, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done by the Institute and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the Institute.
- ii) The Government of India, shall, in every case, give notice to the Institute of its intention to cause an inspection or inquiry to be made and on receipt of such a notice the Institute shall have the right to make such representations to the Government of India as it may consider necessary.
- iii) Where an inspection or inquiry has been caused to be made by the Government of India the Institute shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

- iv) The Government of India may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the Institute, to the Vice-Chancellor of the Institute who shall communicate the same to the Board of Management.
- v) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the Institute and communicate to the Government of India the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry
- vi) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Government of India, the Government of India may after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

20. Review of the Academic Activities of the Institute

- i) The functions of the Institute shall be reviewed after a period of every 5 years or even earlier, if necessary, by a Committee appointed by the University Grants Commission.
- ii) The report of the Committee shall be considered by the Commission. In the event of an adverse appraisal of the Institute, the Commission shall direct the Institute to take immediate remedial measures. In the event of non-compliance of the Commission's directions within the specified period as determined by the UGC in this respect, the Commission shall have the right to recommend to the Government of India for the revocation of the Notification issued earlier declaring an Institution as deemed to be university.

21. Resignation

Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the President as the case may be or the Chairman of the Board of Management.

22. Acting Chairman of the Meetings

Where no provision is made for a Chairman to preside over a meeting of an authority of the Institute or any Committee of such authority, or if the Chairman so provided is absent, the members shall select one from amongst themselves to preside at such meeting.

23. Validation of Certain Acts, Decisions

No Act or proceedings of any authority or any body or any Committee of the Institute shall be invalid merely by reason of :

- a) any vacancy therein or any defect in the constitution thereof; or
- b) any defect in the nomination of appointment of a person acting as a member thereof; or
- c) any irregularity in its procedure not affecting the merits of the case.

24. Disqualification

- (a) A person shall be disqualified for having chosen as and for being a member of any of the authorities of the Institute.
- (i) If he is of unsound mind or is deaf or mute.
 - (ii) If he is an undischarged insolvent.
 - (iii) If he has been convicted by a court of law of an offence involving moral turpitude.
- (b) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the President and his decision shall be final and no suit or proceeding shall lie in any civil court against such decision.

25. Filling of Casual Vacancies

Casual vacancies among the members (other than ex-officio members) of any authority or any other Committee of the Institute shall be filled as soon as it may be convenient by the person or the authority who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be member of such authority or Committee for the residual term for which the person whose place he fills would have been a member.

26. Bye-laws

Subject to the provisions of the Memorandum of Association and the Rules and By-laws, the Board of Management shall in addition to all other powers vested in it, have the power to frame Bye-laws which may provide for all or any of the following matters :

- (a) establishment of Departments of teaching and halls of residence;
- (b) the admission of students to the Institute and their enrolment as such ;
- (c) the courses of study to be laid down for all degrees, diplomas and certificates of the Institute ;
- (d) the grant of academic awards (such as degrees and diplomas) and distinctions ;
- (e) the fees to be charged for courses of study in the institute and for admission to the examination, degrees, diplomas and certificates of the Institute.
- (f) the institution of and prescription of the conditions of the award of fellowships, scholarships, studentships, medals and prizes ;
- (g) the conduct of examinations, appointment of examiners and approval and publication of results thereof ;
- (h) the maintenance of discipline amount the students;
- (i) the maintenance of discipline among the employees of the Institute ;
- (j) the conditions of residence and health of students of the Institute ;
- (k) the classification, emoluments, method of appointment, and the determination of the terms and conditions of service of the teaching staff of the Institute ;
- (l) the constitution of pension, provident fund, insurance etc. for the benefit of the officers, teachers Academic Staff and the other staff of the Institute ;

- (m) the establishment of special centres ;
- (n) the creation, composition and functions of any committees or body, which is considered necessary for the work of the Institute;
- (o) the preparation and submission of budget estimates ;
- (p) the procedure for convening of meeting of any authority or committee;
- (q) the laying down of procedures to be observed at any meeting of any authority or any committees ;
- (r) to constitute any other body as an authority of the Institute.
- (s) all other matters which by this Memorandum or the Rules may be provided for by the Bye-laws provided that no Bye-laws shall be made affecting the condition of residence, health of disciplines of student, admission or enrolment of students, conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or any course of study without consulting the Academic Council.

27. Interpretation Clause

In the event of conflict of opinion with regard to interpretation of Memorandum of Association or the Rules and Bye-laws, the opinion of the UGC shall be final.

28. Income and Property of the Institute to be Utilised for its object only

The income and property of the Institute howsoever derived shall be utilised solely for promoting the objects of the Institute as set out in this Memorandum of Association.

29. Bar on Payment of Transferring of the Income and Property of the Institute by way of Profit

No portion of the income and property of the Institute shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institute or to any of them or any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the Institute or for travelling or other allowances and such other charges.

30. Adjustment of Income and Property on Dissolution of the Institute

After, on the winding up or dissolution of the Institute there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Institute or any of them but shall be transferred to the Institute, or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

31. Legal Proceedings

- i) For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the Institute may sue or be sued shall be the Registrar.

- (ii) No suit or legal proceedings shall lie against the Central Government or UGC or the Institute or an Officer of the Institute or a member of the authority of the Institute in respect of anything done or purported or intended to be done in pursuance or any article of Memorandum of Association or the Rules of Bye-laws made thereunder.

32. Alteration, Amendments, and Additions in the Rules

The Rules and Bye-laws of the Institute may be altered, amended and added to by the Board of Management in accordance with the provision of the Societies Registration Act, 1860, as in force for the time being provided any such alterations, amendments and additions in the Rules of the Institute shall become effective only after the receipt of concurrence of the Government of India.

33. Funds, Accounts, Audits and Annual Report

- (i) The funds of the Society shall be utilised solely for the purpose of the Society.
- (ii) The accounts of the Institute shall be maintained in the name of the Institute and not in the name of a particular trust or Society whether financing or sponsoring the Institute or not. The accounts of the Institute shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the University Grants Commission/the Government of India. The accounts of the Institute will be open to examination by the Comptroller and Auditor General of the Government of India.
- (iii) All funds belonging to the Institute or under the control of the Board of Management, shall be shown separately in the accounts of the Institute.
- (iv) Annual Reports and the Audit Reports shall be submitted to the Government of India within nine months of the closure of the accounting year for the purpose of being laid down on the table of the Parliament.
- (v) The accounts of income and expenditure as also the annual financial statement and annual accounts shall be audited by the Comptroller and Auditor General of India through the Accountant General of the State concerned.

University Grants Commission

Proforma showing pointwise information to be made available by the Institution for granting deemed to be University status under Section 3 of the UGC Act.

1. Institution

- (a) Location and year of establishment
- (b) Aims and Objectives
- (c) Whether the Institute is registered under the Societies Registration Act or Registered as Trust.
- (d) Composition of the governing body (please attach a copy of the memorandum of Trust Deed).

2. Programmes and Activities

- (a) Details of Courses offered (Mention each course separately with admission capacity).
- (b) Student enrolment in each course separately during the last 3 years.
- (c) Statewise distribution of total enrolment for the last 3 years.
- (d) Details of degrees, diplomas, certificates awarded and the authority which awards these qualifications (please also indicate the total number of awards in each category during the last 3 years).

3. Teachers

- (a) The number of sanctioned posts in each category (Professors, Readers, Lecturers and others), the number of teachers in position and the scales of pay of each category.
- (b) Names, designations, qualifications and publication of the existing staff.
- (c) Subject-wise distribution of the existing teaching staff.

4. Research Activities

- (a) Details of Research work undertaken during the last 3 years including those completed during the period.
- (b) Number of Research projects sponsored by other agencies and implemented by the Institute (please indicate details including names of the sponsoring agencies).

5. Finances

- (a) Please attach a copy each of the income and expenditure account including balance sheet for the last 3 years.
- (b) Attach a statement of the budget estimates indicating the sources of income including fees charge, grants received etc. separately during the year of application.

- (c) Brief details of the area of the campus and buildings. Please indicate separately the building facilities like hostels, staff quarters, academic building etc.
- (d) The details of library facilities available including the number of books, name of journals being subscribed etc.

6. Innovative Programmes

- (a) Please indicate the details of any innovative programmes in teaching and research by the Institute.
 - (b) A brief note on how a deemed institute status would further the aims and objectives of the institute.
 - (c) A brief account of the other activities including extension services, continuing education programmes, sports and games, cultural activities etc. under taken by the institute.
7. Whether the Central Government/State Government Private Management would be prepared to continue to provide financial support for the maintenance and development of the institute if it is declared as deemed to be a University?.
8. Administrative arrangements for the proposed Institute.
9. Details of assets including the land as per the guidelines on the subject (it would contain the details of the area of the Campus and the buildings, physical facilities like academic and administrative buildings, hostels, staff quarter laboratory, equipment, library books & journal etc.)
10. Research linkages of the institute with the University and other national and international agencies.
11. Number of teachers of the institute who are at present engaged in the academic and research activities of the university in its region.
12. Details of the steps, if any, taken by the institute to become a postgraduate centre or affiliated research centre of the University.
13. Whether the institute proposes to bring the scales of pay at par with the university teachers in case it is declared as a deemed to be University.
14. Whether the institute would have resources to create all the infrastructure facilities including the faculty etc. as per the guidelines on the subject.
15. Whether the institute would be prepared to revise the Memorandum of Association as per UGC directives?