



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION
BAHADURSAH ZAFAR MARG
NEW DELHI**

UNIVERSITIES WITH POTENTIAL FOR EXCELLENCE

1. INTRODUCTION

The Indian higher education system has, in recent times, become fully aware of the need for quality. Hence, institutions will have to adapt to modern methods of teaching and learning, developing learner-friendly teaching materials, changing their evaluation methods and striving for excellence, to sustain themselves in this competitive world.

Quality and excellence do not happen by accident. Organized and focussed efforts are needed to achieve global standards in post-graduate teaching and research programmes. Universities are also expected to have a strategy to ensure that the positive outcome of these innovations in teaching percolate to the undergraduate level.

The UGC initiated this approach in five universities (Jawaharlal Nehru University, Hyderabad University, Madras University, Pune University and Jadavpur University) in the IX Plan period. It would like to identify a few more universities and support them during the X Plan to improve their academic infrastructure and research facilities. These universities would achieve better standards in teaching and would focus on research in selected thrust areas.

2. OBJECTIVES

- i. To strengthen the academic and physical infrastructure for achieving excellence in teaching, research and outreach programmes.
- ii. To promote flexible and effective governance.
- iii. To enhance the quality of the learning process and teaching at the undergraduate and postgraduate level with the help of a flexible credit based modular system, and a whole range of innovations currently accepted across the world
- iv. To promote academic programmes relevant to the social and economic needs of the nation.
- v. To improve undergraduate education in colleges by the interfacing of the PG programme.
- vi. To promote networking with other Centres/departments and laboratories in the country.

- vii. To achieve excellence in education, training and research to face the challenge of globalization.

In brief, these innovations would constitute the bedrock of the new approach and improved mode of internal governance, the establishment of more and more autonomous colleges and a different system of examinations, marking a gradual but planned transformation.

3. TARGET GROUPS / ELIGIBILITY

- a. **Target** : 5 universities in X Plan

- b. **Eligibility** : Universities would become eligible if they satisfy the following pre-requisites -

- i. Accreditation by NAAC.

- ii. Should have had at least 25% of the existing postgraduate departments been identified by the UGC under SAP/COSIST programme / National facility/Innovative programmes.

- iii. Proven evidence of successful academic, administrative and financial reforms during the last decade.

- iv. Substantial research and development activity initiated through projects from external funding during the last decade.

- v. Potential for evolving an effective academic and management system that can serve, in general, as a model for reorganizing the university system in the country.

4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

- a) The upper limit of financial assistance for the scheme is Thirty Crore rupees for a period of five years.

b) The details of funding and its use would be finalized by the monitoring committee which would have the following membership:

i. One member of the Standing Committee

ii. One other Expert

iii. UGC Vice-Chairman or his nominee

c) **Tenure** : The tenure of the scheme shall extend to the entire duration of the X Plan period (2002-07). There will be no extension beyond this period.

5. PROCEDURE FOR APPLYING FOR THE SCHEME

The application will be invited through a UGC notification and the UGC Website.

6. PROCEDURE FOR APPROVAL OF THE UGC

a. Individual departments have been helped by the UGC with a number of wide ranging development schemes. So have been some of the colleges. It is time to go beyond that kind of assistance. Each university with all its components is to be treated as a unit. Everything connected with the campus – and colleges wherever they exist – is to be improved in terms of funding, range of activities, ratio between investment and output and the quality of performance. It is envisaged that only those universities which have potential for excellence may look forward to such financial assistance of the programme.

b. Selection Process :

i. The Standing Committee shall assess the proposals received from various universities based on the competence and academic credentials of the universities.

ii. The short listed universities will be invited for presentation of their proposals before the Standing Committee.

iii. The Standing Committee would recommend suitable names to the Commission for assistance.

• Standing Committee :

The Standing Committee consisting of following nine members would recommend suitable names to the Commission for assistance :

- Two Commission members, one of them being the Vice-Chairman
- Two academicians of repute (one from the Sciences and one from the Humanities and the Social Sciences)

- One person with a background of technology
- One eminent person connected with the National Laboratories
- One eminent person from industry
- One eminent educationist
- One person with expertise in distance education.

The Monitoring Committee would visit the university at least for one day, interact with the faculty and others also who may be concerned and work out a plan of action which would then be presented to the Standing Committee for approval and amendment, if necessary. This whole process should not take more than two months.

The same Committee, without necessarily revisiting the university, would review the progress made at the end of one year and report to the Standing Committee within two months of the completion of each year.

7. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC

The University will present its plan of action before the Expert Committee. The grant, which is “seed money” for creating “islands of excellence”, will be sanctioned based on the merit of the plan in any sector/area to provide superior education in line with the new developments and challenges, both of the present and the future. This seed money shall, however not be utilized, until the Plan of Action submitted by the University is finally recommended by the Committee along with the critical requirements of items within the seed money and is then approved by the Commission. The review of the performance in this respect shall be undertaken every year. The status and privilege may be withdrawn on non performance and the funding already given, may, if needed, be refunded / adjusted against the grant of the University.

Designating these institutions with the potential of excellence and the amount of the funding shall be decided on the basis of competence and merit of the proposal.

8. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

The scheme shall be reviewed, monitored and evaluated from the date of its implementation from time to time by the Standing Committee in consultation with different monitoring committees. These committees will consist of two members in each Committee, and the Vice Chairman, UGC will be the Chairman of each Committee. The Standing Committee shall update the Commission with an assessment report with regard to the academic / research achievements and progress of the work done by the identified universities within six months after the completion of each year.

PROFORMA FOR SUBMISSION OF APPLICATION FOR UNIVERSITIES WITH POTENTIAL FOR EXCELLENCE

OPENING STATEMENT:

The University Grants Commission, in the X Plan, has adopted a two-pronged strategy for the improvement of teaching and research in colleges and universities. The UGC is trying to enhance the teaching learning process to a higher level of achievement, both for colleges and universities, across the entire country. It is doing this by the clever and innovative integration of information communication technologies with selective funding for geographically disadvantaged as well as young colleges and universities. In addition to this, the UGC has adopted a strategy to identify few colleges and universities to achieve excellence in teaching and research activities. Your university has been identified as a university with potential for excellence. The proposed support is meant to induce the university to do a critical analysis of the present strengths and devise strategies, working plans and mechanisms to achieve global standards of quality, in the entire post-graduate teaching and research programmes. The university is also expected to have a strategy to percolate the positive outcome of its innovations in teaching at the under-graduate level. The university is expected to adopt modern teaching methods (technologies) to enhance the quality of teaching at the under-graduate and post-graduate level through flexible credit based modular system and the whole range innovations currently accepted in the world of education. The university is also expected to organize its research activities on selected thrust areas so as to make university departments and centres a hub of quality R&D activities. Such innovations, in teaching and research, are expected to establish a foundation for new and improved approaches for internal governance as well.

The purpose of the present report is to find out how far the selected university has been able to establish approaches and methodologies to initiate the operative mechanism to achieve excellence in teaching and research activities and also initiate reforms in internal governance.

The Proforma is presented in two parts. Part-I deals with the university's presentation on activities that the university would like to undertake under the scheme and Part-II is on the profile of the university.

PART-I

UNIVERSITY PROJECTION: NEW INITIATIVES AND FUTURE PLAN OF ACTION

SUGGESTED APPROACH:

This Section should clearly spell the university's vision and policy framework for achieving excellence in teaching and learning as well as research and development activities. A clear road map with the prospective projection of academic and research activities should be presented. It is expected that a critical analysis of the strengths and the weaknesses of the university is presented and a clear strategy is defined to achieve the objectives. It is also expected that a unified time bound approach with a clear presentation of new programmes to be initiated, need for augmentation of the academic and physical infrastructure and approach for harnessing of the entire teaching departments strength clearly emerges through a document. Such level of innovations can only be undertaken through the integration of modern technologies at academic and R&D level as well as for the governance purposes. The university should bring out clearly

the level of reforms it would make both at academic and administration level, so as to make system as a whole more efficient and creditable.

This Section would become indicator of the university's vision and strategy for achieving the potential for excellence in teaching and learning.

PART-II

PROFILE OF THE UNIVERSITY:

I. Profile of the University

1. Name and address of the university:

2. For communication:

Office

Name	Area/ STD code	Tel. No.	Ext. No	Fax	e-mail
Vice-Chancellor :					
Pro-Vice-Chancellor (s) :					
Registrar :					
Co-ordinator:					

Residence

	Area / STD code	Tel. No.(s)	Fax	e-mail
Vice-Chancellor				
Pro-Vice-Chancellor				
Registrar				
Steering Committee Co-ordinator				

Note:

(1). Unless mentioned specifically, give only the data pertaining to the university and its departments, excluding the colleges.

(2). If the information to be provided is lengthy, the gist may be given in the format and the details may be enclosed.

3. What are the goals and objectives of the institution and where are they stated?

4. What major considerations (that is education; training; employment; access; equal opportunities) are addressed by the goals and objectives?

5. Does the university have a satellite campus?

Yes No

6. Name the various statutory bodies of the institution and give the details of their composition. (Details may be enclosed)

7. Furnish the following:

Particulars	Number
University Departments	
Affiliated Colleges -Govt. funded	
Self financing	
Constituent Colleges	
Autonomous Colleges	
Post-Graduate Teaching Centres	
Recognised Research Institutes / Centres	

8. Current number of academic programmes / courses offered within the university under the following categories: (Enclose the list of academic programmes offered)

Programmes	Number
UG	
PG	
Certificate course	
Diploma	
PG Diploma	
M.Phil.	
Ph.D.	
Any other (specify)	
Total	

9. Give details of the self-financing courses offered by the institution.

Programme	Level of Study	Cut off marks at entry level in %	Student Strength

10. State the norms and procedures for recruitment of teaching and non-teaching staff of the university. (Details may be enclosed)

11. Number of permanent and temporary members of the teaching staff at present:

	Female	Male	Total
Permanent teachers (Total)			
No. of teachers with Ph.D. as the highest qualification			
No. of teachers with M.Phil. as the highest qualification			
No. of teachers with PG as the highest qualification			
Temporary teachers (Total)			
No. of teachers with Ph.D. as the highest qualification			
No. of teachers with M.Phil. as the highest qualification			
No. of teachers with PG as the highest qualification			
Part-time teachers * (Total)			
Part-time teachers with Ph.D. as the highest qualification			
Part-time teachers with M.Phil. as the highest qualification			
Part-time teachers with PG as the highest qualification			

12. Number of members of the non-teaching staff of the university at present:

	Female	Male	Total
Administrative staff			
Technical staff			

13. Number of students enrolled in the university for the current academic year according to regions and countries:

	UG			PG			M.Phil			Ph.D			Diploma / Certificate			Self-Financing		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
No. of students from the same state where the University is located																		
No. of students from other states																		
No. of NRI students																		
No. of overseas students																		

M – Male , F-Female, T-Total

14. Details of the last two batches of students:

	Year of entry:			Year of entry:		
Admitted to the programme (entry year)						
Drop-outs <ul style="list-style-type: none"> • Within four months of joining • Afterwards 						
Appeared for the final year examination						
Passed in the final exam						
Passed in first class						
Ranks, if any						

15. Give a copy of the last annual budget of the university with details of plan and non-plan revenue / expenditure. (Attach separately)

16. What is the university's 'unit cost' of education? [unit cost = total annual expenditure budget (accruals) divided by the number of students enrolled] unit cost calculated excluding salary component may also be given.

17. What is the temporal plan of academic work in the university Semester system Annual system

Choice based credit system

Any other (specify)

18. Tick the support services available in the university from the following:

Central library

Computer center

Health center

Sports facilities

Press

Workshop

Hostels

Guest house

Housing

Canteen

Grievance redressal cell

Non-resident centre

Any other (specify)

19. Does the University offer a distance education programme?

If Yes, do they conform to the UGC and DEC guidelines for minimum standards? Give details.

Yes No

If Yes, indicate the number of courses offered and mode of conduct and the number of full time faculty employed.

20. How many students have passed the following examinations in the last five years?

UGC - CSIR (NET) Examination

UGC - SLET Examination

GATE

Indian Civil Services Examinations

GRE

TOEFL

GMAT

Any other (specify)

21. How many students UGC-CSIR / GATE qualified candidates have registered for research in the university?

22. Furnish the following details (in figures) for the last three years:

Working days of the university	
Working days of the library	
Teaching days of the university	
Books in the library	
Journals/periodicals subscribed by the library National :	
International :	
Computers in the university	
Research projects completed and their total outlay	
Teachers who have received national recognition for teaching/research/consultancy	
Teachers who have received international recognition for teaching/research/consultancy	
Teachers who have attended international seminars	
Teachers who were resource persons at national seminars/workshops	
Number of ongoing research projects and outlay	

23. Does the university have collaborations/ linkages with international institutions?

Yes No

If Yes, list the MoUs signed and furnish the important details of those collaborations.

II. Affiliating functions of the University

1. What is the total number of institutions affiliated to the university?

Liberal Arts, Science and Commerce:

Professional : Law

Medicine

Engineering

Education

Management

Others

2. What are the norms to extend affiliation to a new institution?

Professional Institutions:	Arts, Science and Commerce Colleges	
	Law	
	Medicine	
	Engineering	
	Education	
	Management	
	Others	

3. What is the procedure adopted to extend additional programmes of studies to affiliated institutions?

4. Does the university extend recognition to national institutions that provide research training leading to research degrees?

Yes No

If Yes, give details.

5. By which mechanism are the developmental needs of the affiliated institutions co-ordinated and met?

6. How often is the functioning of the affiliated institutions inspected and supervised? When was the exercise done last?

7. Has the University conducted an academic audit of its affiliated colleges?

Yes No

If Yes, give details.

8. Does the university maintain constituent college(s) in the campus?

Yes No

If Yes, give details.

9. How often is the curriculum pertaining to the affiliated institutions updated and diversified?

10. Give the inventory of programmes offered by the university for the colleges to choose from.

11. Does the university have provision to grant autonomous status to the affiliated institutions?

Yes No

12. Furnish data about the number of students enrolled in the affiliated institutions for the current year with the following details:

	<i>UG</i>		<i>PG</i>		<i>Total</i>
	Professional	Non-Professional	Professional	Non-Professional	
Students from the same state where the university is located					
Students from other states of India					
NRI students					
Other overseas students					
Grand Total					

13. Furnish data about the number of students in affiliated institutions for the current year with the following details:

	M. Phil	Ph. D	Diploma/ Certificate
No. of students from the same state where the University is located			
No. of students from other states			
No. of NRI students			
No. of overseas students			

14. Have there been efforts to restructure the UG courses to make them socially relevant and / or job oriented?

15. By what mechanism if any, do the institutions affiliated to the university give feedback and interact?

16. What is the scheme / system of examination in practice for the affiliated institutions?

17. How long has the current system of evaluation been in practice?

18. Give details of the number of question papers set, examinations conducted per year.

19. What methods of evaluation of answer scripts does the university follow?

20. Mention the number of malpractice cases reported and how they are dealt with.

21. Does the university provide the photocopy of answer scripts to students?

Yes No

If Yes when it started?

22. Has the examination system been computerized?

Yes No

23. Does the university have a College Development Council (CDC)?

Yes No

If Yes, give the details of its structure and functions.

24. Does the university have an Academic Staff College? If yes, give the details of courses it offers.

Institutional Goals and Objectives

1. What are the goals and objectives of the institution and where are they stated?
2. Are the major considerations of the goals and objectives prioritized? Specify
3. How are institutional mission and goals reflected in the curricula?
- 4.. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas?
5. What is the proportion of the following components in the programme options?

Knowledge Skills

6. Are programmes flexible enough to offer students the following benefits?
 - a. Time frame matching student convenience
 - a. Horizontal mobility
 - a. Elective options
 - a. Non-core options
7. How often are the existing curricula for a subject reviewed and updated?
8. Are the following mechanisms are used for formulating the curricular content of new programmes?
 - a. Regular Boards of Studies
 - a. Expert committees
 - a. National curricular sources
 - a. Feed back from peers
 - a. Any Other (specify)
9. How long does it take to introduce a new programme of study after it has been conceptualised?

10. What percentage of the members of the Boards of Studies (BOS), or such other academic committees, are external? Enclose the guidelines for BOS.

11. Are there other strategies to review academic programmes besides the Academic Council?

Yes No

If Yes, give details about what and when and how often are such reviews made?

12. To what extent, laboratory work, field work and projects are incorporated in each of the programmes of study?

13. Furnish details of the following aspects of curriculum design:

- a. Innovation such as modular curricula
- a. Inter/multidisciplinary approach

14. Any other highlights.

The institution has a transparent admission process.

1. How are students selected for admission into various courses?

- a. Through special entrance tests
- b. Through interviews
- c. Through their academic record
- d. Through combination of the above

2. Are there departmental libraries for the use of faculty and students?

Yes No

If Yes, give details.

3. Apart from classroom instruction, what are the other avenues of learning provided for the students? (Projects, Internships, Field trainings, Seminars)

4. a) Is there a provision for assessing student's knowledge and skills for a particular

programme (after admission)?

Yes No

If Yes, cite examples.

b) Does the University provide bridge / remedial courses to the educationally disadvantaged students?

Yes No

If Yes, cite examples.

5. Furnish the following: (last two years)

- Number of working days of the university
- Number of teaching days of the university
- Ratio of full-time teachers to part-time teachers
- Ratio of teaching staff to non-teaching staff
- Percentage of classes taught by full-time faculty

6. Does the institution monitor the overall performance of students to ensure the achievements of the course objectives?

Yes No

If Yes, give details.

7. What type of evaluation method is currently being followed? How long has it been in practice?

8. During the last 10 years, how many times has the method of evaluation been changed?

9. How are the question papers set to ensure the achievement of the course objectives?

10. State the policy of the university for the constitution of board of question paper setters, board of examiners and invigilators.

11. How regular and time-bound are conduct of examinations and announcement of results? Substantiate.

12. What percentage of the total budget is allocated to the academic programmes?

13. How many of the academic faculty has at least a one-step higher qualification than the mandatory minimal level?

14. Provide the following information about the teaching staff recruited during the last two years:

Year	Same State		Other States
	Same Institution		
Year before			
Year before last			

15. Furnish the following data regarding the recruitment of university teachers of last two years.

		Month and Year of		
Self-funded (S) or Government Funded (G) S/G	Advertisement	Appointment of selection committee	Selection Committee meeting	Despatch of appointment letter to candidates

16. How do the faculty keep abreast with recent developments in their subject area?

17. What are the significant innovations in teaching – learning, introduced by the university during the last three years? Give details indicating unique features.

18. How are the faculty inducted in the use of computer, information technology and such support services?

19. Does the institution follow self-appraisal method to evaluate teachers on teaching, research and work satisfaction?

Yes No

If Yes, how is the self-appraisal of teachers analysed and used?

20. Does the institution have a mechanism other than self-appraisal to evaluate teachers on teaching, research and work satisfaction? (Peers, Students)

Yes No

If Yes, how is it used?

Year	Number of beneficiaries	
	Programmes organised by the Institution	Programmes organised by other agencies
Year before		
Year before last		

21. What are the national and international linkages established for teaching?

22. What are the teaching awards won by the faculty?

Any other highlights.

Research, Consultancy and Extension

1. What percentage of the faculty are actively involved in research? (Guiding M.Phil and Ph. D., scholars, operating projects, publishing regularly etc)

2. Give details of the ongoing research projects.

3. What are the major research facilities developed and available on the campus?

4. How well endowed is the central library for reference books and specialty journals?

5. What is the total number of research students currently registered for Ph. D.?

- Full-time
- Part-time

6. How many of the full-time research scholars have fellowships/scholarships such as JRF?

7. How many post doctoral fellows are currently working in the institution?

8. How many of them have the Ph.D. degree of other institutions?

9. Is there a separate research committee to facilitate and monitor research?

Yes No

If Yes, give details.

10. Furnish the following: (last 3 years)

- Research papers published in refereed journals and periodicals by the faculty
 - International
 - National
- Patents, if any give details.
- Number of books published
- Number of Ph. D.s awarded
- Awards/recognition for research work

11. Does the institution publicise the expertise available for consultancy services?

Yes No

If Yes, give details of areas of expertise, channels of publicising, and the kind of response received.

12. List the broad areas of consultancy services provided by the university during the last three years.

13. Give particulars of the finance generated through consultancy services by the faculty.

14. Provide details of the awards / recognition by the university teachers for consultancy work during the last three years

15. Does the institution have a designated person for extension activities?

Yes No

If Yes, indicate the nature of the post.

Full-time Part-time

16. Indicate the broad areas of the various extension activities of the university

- i. Community development
- ii. Social work
- iii. Health and hygiene awareness
- iv. Medical camp
- v. Adult education and literacy
- vi. Blood donation camp
- vii. AIDS awareness
- viii. Environment awareness
- ix. Any other

17. How does the institution organise the extension activities?

18. Any other highlights.

Infrastructure and Learning Resources

1. How does the institution plan to meet the need for augmenting the infrastructure to keep pace with academic growth?

2. How does the institution ensure maintenance of its infrastructure?

3. How does the institution ensure optimum use of its infrastructure facilities?

4. Does the library provide the following facilities to the students:

- Reprographic facilities
- Computers
- Audio & Video Cassettes
- Internet
- Any other (specify)

5. If there is a central computer facility, give the following details:

Number of Computers	
Configuration and other hardware and software details	
Working hours	
Training for university personnel	
Output in developing computer aided learning packages and software for administration / accounts etc.	
Maintenance of the computer centre	

6. Does the university make use of INFLIBNET / IUC facilities?

Yes No

If Yes, give details.

7. If the institution has a health centre, give details of the staff structure, and of the facilities available there.

8 . Are the following health care facilities offered?

	Students	Teachers	Staff
Compulsory general medical check up	-	-	-
Maintenance of health records	-	-	-
Compulsory health insurance	-	-	-

9. What are the physical and infrastructure facilities available in the sports and physical education centre?

10. What are the incentives given to students, proficient in sports?

Students Feed back and Counselling

1. Furnish the following details:

- Spread of students w.r.t. locale

	Number of students
same state	
other states	
NRI	
overseas	

Pass % after the minimum period of study

Drop out rate

2. Does the institution collect teaching and campus environment feedback from students regularly?

Yes No

If Yes, what was the major feedback from students of last year? How was it used?

(A Model questionnaire is enclosed in annexure for this purpose – Refer Page 57)

3. Does the institution have mechanism of student evaluation of teachers to improve the teaching and learning process?

Yes No

If Yes, give details.

4. Does the institution publish its updated prospectus annually?

Yes No

If Yes, what are the contents of the prospectus?

5. Do the students get the benefit of academic and career counselling?

Yes No

If Yes give details.

6 . What kind of financial aids are available to students from central government, state government, the institution and others?

7. Mention the number of students who have received financial aid during the last two years.

Year	Number of beneficiaries
Year before	
Year before last	

8. Does the institution have an employment cell and a placement officers who offers career-counselling services to students?

Yes No

If Yes, describe their roles.

9. To what extent do faculty participate in academic and personal counselling?

10. How many students were gainfully employed through placement services during the last year?

11. Does the employment cell encourage students to be self-employed during the last three years?

Yes No

If Yes, how many are self-employed?

12. How are the prospective students informed about the criteria for admission, rules & regulations, facilities available, etc?

13. What is the admission policy of the institution with regard to overseas students?

Organization, Governance and Management

1. Give the organisational structure, and the details of the units (planning board, academic council, etc.) along with their functions in key words.

2. What are the powers and responsibilities of the officers of the institution?

3. What efforts were made by the institution to improve the functioning of organisation and management? Give details.

4. During the last three years specify how many plan proposals were initiated and implemented?

5. How many cases of violation of code of conduct were recorded during the last three years? Give details.

6. How is the academic calendar prepared each year? How does the administration ensure the regular implementation of the academic calendar?

7. How does the institution ensure the implementation of the reservation policy?

8. Does the institution maintain confidential reports of the administrative staff?

Yes No

If yes, how are the reports analysed and used?

9. Give details of the grievance redressal mechanism of the institution.

- *The institution has an effective mechanism to use student feedback for the quality enhancement.*
- *The prospectus of the institution gives clear guidance to students about admission and completion requirements for all programmes, the fee-structure and refund policies, financial aid and student support services.*
- *The institution offers competent academic counseling and placement services to its students.*

Financial aid to students is fairly distributed

10. What are the initiatives taken by the institution for administrative staff development programmes?

11. What is the basis for fixing the fees?

12. If there were changes in the tuition and other fees during the last three years, give details.

13. Furnish the amount spent under the various heads of expenditure last year.

Head of expenditure	Budget provided	Amount spent in Rs.

14. How is the institution geared to achieve its specific goals and objectives?

15. Has the institution adopted any mechanism/ process for internal quality checks?

Yes No

If Yes, give details.

16. Is the institution sensitised to the latest managerial concepts such as strategic planning, team-work, decision making and computerisation?

Yes No

17. What are the other international linkages established by the institution for training and research?

18. How does the institution strengthen the regular academic programmes through other complementary systems like self-financing courses, non formal mode and distance education?

19. What are the practices of the institution to impart value based education?

20. How does the institution inculcate civic responsibilities among the students?

21. What are the institutional efforts towards all round personality development of the learners?

22. What are the institutional efforts to bring in “community orientation” in its activities?

23. Indicate the efforts to promote general / transferable skills among the students such as

a. Capacity to learn

b. Communication skills

c. Numerical skills

d. Use of information technology

e. Work as a part of a team and independently



Annexure-I

FORMAT FOR PRESENTATION OF THE PROGRESS REPORT: UNIVERSITIES WITH POTENTIAL FOR EXCELLENCE

PREAMBLE:

The University Grants Commission, in the X Plan, has adopted a two-pronged strategy for the improvement of teaching and research in colleges and universities. The UGC is trying to enhance the teaching learning process to a higher level of achievement, both for colleges and universities, across the entire country. It is doing this by the clever and innovative integration of information communication technologies with selective funding for geographically disadvantaged as well as young colleges and universities. In addition to this, the UGC has adopted a strategy to identify few colleges and universities to achieve excellence in teaching and research activities. Your university has been identified as a university with potential for excellence. The proposed support is meant to induce the university to do a critical analysis of the present strengths and devise strategies, working plans and mechanisms to achieve global standards of quality, in the entire post-graduate teaching and research programmes. The university is also expected to have a strategy to percolate the positive outcome of its innovations in teaching at the under-graduate level. The university is expected to adopt modern teaching methods (technologies) to enhance the quality of teaching at the under-graduate and post-graduate level through flexible credit based modular system and the whole range innovations currently accepted in the world of education. The university is also expected to organize its research activities on selected thrust areas so as to make university departments and centres a hub of quality R&D activities. Such innovations, in teaching and research, are expected to establish a foundation for new and improved approaches for internal governance as well.

The purpose of the present report is to find out how far the selected university has been able to establish approaches and methodologies to initiate the operative mechanism to achieve excellence in teaching and research activities and also initiate reforms in the internal governance. The report should, therefore, address the following points so as to enable the Monitoring Committee to get feel of the progress done by the university.

2. The points to be touched in the report (This is a suggestive list of points and university is free to expand on the list so as to give a better feel to the Monitoring Committee on the progress achieved by the university)

(i) A vision and policy framework to achieve it.

(ii) Focused objectives.

(iii) Operative mechanism and the success in bringing the operative mechanism in operation.

(iv) Report on programmes undertaken both at teaching and research level (The report should cover the following points):

I. TEACHING LEARNING

- (a) Introduction of new teaching programmes by combining the strengths of various university departments in emerging and frontier areas of studies.
- (b) Strengthening of existing departmental teaching and learning programmes.
- (c) Improvement of teaching and learning process and examination.
- (d) Strengthening of teaching learning process through multimedia, computer aided instruction, e-learning process and web test course aware.
- (e) Introduction of multi disciplinary teaching learning activities.
- (f) Innovations in academic structures through credit based modular structure and/or any other method.

II. RESEARCH AND DEVELOPMENT

- (a) Initiation of research activities in the identified areas of major thrust.
- (b) Initiation of research activities through participation of various university departments and/or centres.
- (c) Strengthening of university departments for their existing research activities.
- (d) Establishing linkages and interaction with national R&D laboratories, regional institutions and industries.
- (e) Augmentation of research infrastructure facilities that would be of benefit to university as a whole.

III. GOVERNANCE AND OTHER RELATED AREAS

- (a) Re-organisation of academic and administrative set up.
- (b) Quantum boost to existing amenities, students facilities and other support mechanism.
- (c) Augmentation of the physical infrastructure.
- (d) Efforts for improving and strengthening the academic, technical and administration human resource.
- (e) Initiation of participatory academic governance.
- (f) Reforms in administration and Finance management.

CLOSING STATEMENT:

The purpose of this report is to find out how the university has responded to the challenge of enhancing its entire academic, research and developmental as well as governance structure to converge their strengths and reduce weaknesses so as to become a better educational system in totality. The Monitoring Committee would be interacting with the teaching faculty, administration and the authorities to get a feel on the progress.



Annexure-II

UNIVERSITY GRANTS COMMISSION

Financial report for releasing 2nd and subsequent instalment of grants approved by the Commission under the scheme “Universities with potential for excellence” during the X Plan period.

1. Name of the University _____
2. Period for which the report is related _____
3. Name of the approved Item _____
4. No. and date of the UGC approval letter _____
5. Total amount approved including
university's share, if any _____
6. UGC share of approved amount: _____
7. Total expenditure actually incurred
so far including bills paid for work done
or supplies received excluding the amount
for which orders have been placed or
commitments entered into.
8. UGC share of expenditure _____
9. Amount received from the UGC _____
10. Balance amount available with the university
 - (a) Total _____
 - (b) Out of UGC grant _____
11. Amount needed to met expenditure

likely to be incurred in the next six months. _____

12. Brief account of the steps taken by the university to implement the approved scheme and progress achieved so far. In case of a building project, the university should give brief description of construction work so far accomplished on a separate sheet of paper alongwith a certificate that the construction of the building is being carried out in accordance with the plans and estimates accepted by the Commission duly signed by the Engineer/Architect and the Registrar.

13. It is certified that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grants given by the University Grants Commission are being maintained in the prescribed form and are being kept upto date.

14. It is further certified that amount of Rs _____ as indicated in Col. 7 has been spent for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down in the Commission's letter No. _____ dated _____ and that all the terms and conditions have been fulfilled.

If as a result of Check or Audit objection, some irregularity is noticed at a later stage, action will be taken by the university to refund/adjust or regularize the objected amount.

Signature of Registrar

Signature of Finance Officer

Seal of University



Annexure-III

UNIVERSITY GRANTS COMMISSION

List of information/documents required for submitting various Building projects and the Campus Development.

1. Abstract of the estimates
2. PWD rate certificate
3. Two copies of the plan (blue print) and detailed estimates duly signed by the Engineer/Architect and countersigned by the Registrar.
4. Composition of Building Committee
5. *A certificate from the Vice-Chancellor or Registrar to the effect that the plan and estimates of the building has been approved by the Building Committee.
o Conformity with the norms as suggested by the Commission and the rates are as per CSR of the region.
6. A copy of the Building Committee resolution indicating the covered area in sq. meters, cost per sq. meter, basis of the estimates on the rates/schedule of rate, period for the completion of the project and likely date of starting the construction.
7. Land ownership and possession certificate from the Vice-Chancellor/Registrar.
8. Mode of construction viz. Contract, Departmentally or Deposit work by the PWD.
9. certificate from the competent authority (Vice-Chancellor and Registrar) that expenditure over and above UGC grant, if any, will be met by the University from its own resources and the construction will not be delayed for want of funds.
10. A certificate from a competent structural engineer to certify that the structural soundness of structure to bear the load of the proposed building, in case it is going to be constructed upon the ground floor building now or in future.
11. Building guidelines of UGC could be applicable for various Building projects of the scheme particularly in the context of Architect fee, PWD verification charges, Civil work cost etc.



Annexure-IV

PROGRESS REPORT FOR THE RELEASE OF FUNDS FOR BUILDING PROJECT(S) UNDER THE SCHEME “UNIVERSITIES WITH POTENTIAL FOR EXCELLENCE”

_____ University

1. Name of the Building

2. No. and date of the Sanction :

Letter of UGC approving the Scheme :

3. Total cost approved

a. Share of the UGC

b. Share of University/

State Government

4. Total tendered cost accepted :

5. Date of starting the construction work :

6. Total amount received

a. from UGC and

b. from University/State

Government against 3 above

7. Total expenditure actually incurred i.e. Bills paid for work done or supplies received

a. against UGC share

b. against University/ State
Government share

8. Balance, if any, in hand from
amount received.

a. from UGC share

b. from University/State

Government share

9. Amount required to be released to meet expenditure likely to be incurred in the next three/six months.

10. In the case of a project involving construction work, a brief description of the construction so far accomplished may be given, and it may be certified that the plan accepted by the Commission.

11. Deviation, if any, should be clearly indicated. Its impact on the cost of construction should be specified.

Certified that the grant has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions attached to the grant.

If as a result of check or audit objections some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Registrar (University)

Engineer/Architect

- **NB/ This may not include any amount relating to orders placed or likely to be placed, commitments entered into or amount earmarked for specific items likely to be obtained in future.**



Annexure-V

UNIVERSITY GRANTS COMMISSION

UTILISATION CERTIFICATE

It is certified that the total grant of Rs. _____ including university's share, if any, approved by the University Grants Commission for _____ has been utilized by the University as per details given in the attached statement in accordance with the terms and conditions laid down by the University Grants Commission in its letter No. _____ dated _____ and that all the terms and conditions have been fulfilled by the University and the grant has been utilised for the purpose for which it was approved.

The University has contributed its matching share of Rs. _____ for completing the above project. (In case assistance from the Commission is available on sharing basis).

It is further certified that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grants given by the University Grants Commission as indicated above are being maintained in the prescribed form and are being kept up-to-date and these assets have not been disposed off, encumbered or utilised _____ for _____ any _____ other _____ purpose.

Signature _____
Registrar

Signature _____
Auditor

SEAL

NB: 1.

1. The Utilisation Certificate should be accompanied by audited statement of accounts indicating expenditure on various items. 2. The asset certificate is to be given only for grants approved for book, equipment, buildings and other non-recurring items.



Annexure-VI

Proforma-C

UNIVERSITY GRANTS COMMISSION

COMPLETION CERTIFICATE

It is certified that the construction of _____ approved by the University Grants Commission under it letter No.F. _____ dated _____ has been completed on _____ at a cost of Rs. _____ in accordance with the plans approved by the University Grants Commission. The site has been properly cleared.

Signature of Engineer/Architect

Signature of The Registrar

Seal of University



Annexure-VII

Proforma-D

UNIVERSITY GRANTS COMMISSION

(ASSET CERTIFICATE)

It is certified that inventories of permanent of semi-permanent assets created/acquired wholly or mainly out of the grant given by the University Grants Commission are being maintained in the prescribed form and are being kept up-to-date.

Government Auditor/Chartered Accountant

Registrar

(With his seal)



Annexure-VIII

Proforma-E

UNIVERSITY GRANTS COMMISSION

STATEMENT OF INCOME & EXPENDITURE

Audited statement of Income & expenditure in respect of

.....approved by the UGC vide letter

No.....dated.....

Income Rs.

Expenditure

1. Grants from UGC 1. Civil works cost.....

Including contingencies

2. Grants from State..... 2. Water supply and.....

Government sanitary Installation

3. College contribution..... 3. Electrification.....

4. Others, if any..... 4. External Services.....

5. Architect's fee.....

6. Furniture, if any.....

Total.....

Total..... Total.....

**Registrar
(With his seal)**

(Signature of Chartered Accountant/

Government Auditor with his seal)



Annexure-IX

Proforma-F

UNIVERSITY GRANTS COMMISSION

**UTILISATION CERTIFICATE
(to be submitted alongwith the completion document)**

Certified that the grant of Rs..... (Rupees.....) sanctioned toby the University Grants Commission vide their letter No.dated.....towards..... has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission.

If as a result of check or audit objection, some irregularity is noticed at a later state, action will be taken to refund or regularize the objected amount.

Chartered Accountant/Government Auditor

Registrar (with his seal)



Annexure-X

Proforma-G

UNIVERSITY GRANTS COMMISSION

COMPLETION COST PROFORMA

Name of the University.....

Scheme.....

Total built up area of the Project.....

Sl. No.	Nature of work	Value of estimates	Value of accepted tender	Completion	Reason for increase in completion cost over estimates/accepted tender
(1)	(2)	(3)	(4)	(5)	(6)
1.	Civil work (value of estimates should be as approved by the PWD)				
2.	Internal water supply and sanitation				
3.	Internal Electrification				
4.	External Services				
5.	Furniture				
ii)	Architect's fee paid (including supervision charges)	Total:			
	Total Completion cost				
iii)	Please attach a completion certificate signed by the Registrar (specimen enclosed)				

**Finance Officer/ Signature of Engineer/ University Engineer
Chartered Accountant Architect (with his seal)**



D.O.NoF.14-2/1999 (NS)

Dear

You may be aware that during the IX Plan the Commission had initiated the scheme of "Universities with Potential for Excellence". Consequently five Universities were identified under the Scheme. These Universities are: University of Pune, University of Hyderabad, University of Madras, Jawaharlal Nehru University and Jadavpur University.

In this series, the Commission proposes to identify five more Universities during the X Plan period. I am pleased to convey to you a copy of the guidelines as approved by the Commission. It is evident from the guidelines that a University which fulfils the following conditions is eligible to apply:

- (i) Accredited by the NAAC
- (ii) at least 25% of its post-graduate departments should have been identified under UGC quality programmes such as SAP, COSIST, ASSIST.
- (iii) have a proven evidence of successful academic, administrative and financial reforms during the last decade.
- (iv).has initiated substantial research and development activity through projects from external funding during the last decade.
- (v).has potential for evolving an effective academic and management system that can serve, in general, as a model for reorganizing the university system in the country.

Though I have attempted to provide you the gist of the guidelines, I will still request you to kindly go through the guidelines prior to sending your proposal to the UGC. Subject to the fulfilment of the criteria, you are requested to convey ten (10) copies of the proposal of your University directly to my colleague - Dr. K. Gunasekaran, Joint Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi - 110 002. Your proposal as per the proforma given at page nos. 7 to 38 in the guidelines and complete in all respects should reach us **on or before 31st March, 2004.**

With kind regards,

Yours sincerely
(Ved Prakash)

Encl: As above