



ज्ञान-विज्ञान विमुक्तये

**SPEED POST**

विश्वविद्यालय अनुदान आयोग

बहादुरशाह जफर मार्ग

नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION

BAHADURSHAH ZAFAR MARG

NEW DELHI-110 002

www.ugc.ac.in.

F.No.8-17/ 2014(CPP-I/PU)

September, 2014

19 SEP 2014

The Vice-Chancellor,  
IIHMR University,  
1, Prabhu Dyal Marg,  
Near Sanganer Airport,  
Jaipur - 302029.

Sub: - Inclusion of **IIHMR University, Jaipur** in the list of Universities as maintained by UGC.

With reference to your letter No. IIHMR/UGC/2014 dated 19-8-2014 on the subject cited above, I am directed to inform you that the UGC has received the **Act No. (3 of 2014)** of the State Legislature of Rajasthan wherein **IIHMR University, Jaipur** has been established vide **Notification No. F. 2 (7) Vidhi /2/2014 dated 26-2-2014**. In view of the establishment of the **IIHMR University, Jaipur** by State Act, the name of the University has been included in the list maintained by the UGC on its website [www.ugc.ac.in](http://www.ugc.ac.in).

1. The inclusion of the name of the University in the list of Universities maintained by the UGC does not by itself allow the University to make admissions in its programmes. This may be done only after creation of required academic and physical infrastructure facilities, including library, laboratories and appointment of teaching and supporting staff as per the norms and standards laid down by the UGC and Statutory Council(s) concerned.
2. The University is now requested to submit detailed information in the enclosed format (Annexure-I) (soft copy as well as hard copy) along with supporting documents duly attested by the Registrar of the University within a period of 3 months from the receipt of this letter. This format alongwith the appendixes is also available on the UGC website [www.ugc.ac.in](http://www.ugc.ac.in)

1. After receipt of the Information in the above mentioned format, the following procedure would be adopted by the UGC for inspection of the University:-

(a) The information received from the University in the prescribed format would be posted on the UGC website within 10 days of the receipt of the information (Annexure-I). Comments would be invited from the general public within 1 month thereafter about the information submitted by the University. The same information (Annexure-I) shall also be posted by the University on its website immediately. The comments received from the general public would be placed before the visiting UGC Expert Committee for perusal.

(b) An Expert Committee would be constituted by the UGC to ascertain whether the University fulfills the criteria in terms of programmes, faculty, infrastructural facilities, financial viability, etc. as laid down from time to time by the UGC and other concerned statutory bodies such as AICTE, BCI, MCI, DCI, INC, NCTE, PCI, etc.



(c) The UGC Expert Committee would visit the University within 3 months of the receipt of the information (Annexure-I) for on the spot assessment of infrastructure and other facilities available with the University. The report prepared by the UGC Expert Committee would be sent to the University within 2 weeks of the completion of the visit for comments.

(d) The University may respond to the report within a period of two weeks after its receipt. After receipt of comments from the University, the report and comments from the University, if any, would be placed before the Commission for consideration.

(e) The Commission shall take final decision in the matter. It may require the University to submit a compliance report in respect of the observations/suggestions of the UGC Expert Committee. The compliance report submitted by the University shall be placed before the Commission for consideration.

(f) On approval of the Commission, an Approval Letter would be issued by the UGC to the effect that the University fulfills the criteria in terms of programmes, faculty, infrastructural facilities, financial viability, etc. as laid down from time to time by the UGC and other concerned statutory bodies.

(g) If it is found that the Private University has, even after getting an opportunity to do so, failed to comply with the provisions of the various UGC Regulations including UGC (Establishment of and maintenance of standards in Private Universities) Regulations, 2003 and suggestions given by the UGC Expert Committee, the Commission may pass an order prohibiting the University from offering any course for the award of the degree and/or the post-graduate degree/diploma, as the case may be, till the deficiency is rectified.

(h) The UGC may also take necessary action against a University awarding a first degree and /or a post-graduate degree, which are not specified by the UGC and inform the public in general through a public notification.

2. As per the judgement of the Hon'ble Supreme Court in the case of Prof. Yashpal V.s .State of Chhattisgarh, there is no provision to have Regional Centres/off-campus centres beyond the territorial jurisdiction of the State. In view of the judgement of Hon'ble apex court, the University is requested to adhere to the following:-

(i) No off-campus centre(s) is opened by the University outside the territorial jurisdiction of the State in view of the judgement of Hon'ble Supreme Court of India in case of Prof. Yashpal Vs. State of Chhattisgarh.

(ii) In case the University has already started any off campus centre outside the State, it must be closed down immediately. It may also be ensured that any off campus centre within the State shall be opened only as per the provision laid down in the UGC (Establishment of and maintenance of standards in Private Universities) Regulations, 2003 and with the prior approval of UGC.

(iii) The University shall not have any affiliated Colleges.

(iv) The University has to follow UGC (Minimum standards and procedure for award of M. Phil/Ph.D. degree) Regulations, 2009.



3. The University is required to follow the UGC (Establishment of and Maintenance of Standards in Private Universities) Regulation, 2003 and other Regulations issued from time to time and posted on UGC website [www.ugc.ac.in](http://www.ugc.ac.in).

Yours faithfully,

*Charan Dass*  
(Charan Dass)  
Under Secretary

I I H M R	
DATE OF RECEIPT	15/9/14
RECEIPT No	110
DESTINATION	
ACTION	

Amex

रजिस्ट्री सं. डीएन(एन)-04/0007/2003--05

REGISTERED No. DL(N)-04/0007/2003--



# भारत का राजपत्र The Gazette of India

साप्ताहिक/WEEKLY  
प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 52] नई दिल्ली, शनिवार, दिसम्बर 27, 2003—जनवरी 2, 2004 (पौष 6, 1925)  
No. 52] NEW DELHI, SATURDAY, DECEMBER 27, 2003—JANUARY 2, 2004 (PAUSA 6, 1925)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।  
(Separate paging is given to this Part in order that it may be filed as a separate compilation)

## भाग III—खण्ड 4 [PART III—SECTION 4]

[सांविधिक निकायों द्वारा जारी की गई विविध अधिसूचनाएं जिसमें कि आदेश, विज्ञापन और सूचनाएं सम्मिलित हैं]  
[Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices Issued by Statutory Bodies]

भारतीय रिज़र्व बैंक  
केन्द्रीय कार्यालय

बैंकिंग प्रचलन और विकास विभाग  
मुद्रांक 400 005, दिनांक 12 दिसम्बर 2003

सं. संविधि. आर.सी.एस. 918/23.13.060/2003.04.--बैंककारी विनियमन अधिनियम, 1949 की धारा 36(क) की उप-धारा (2) के अनुसार भारतीय रिज़र्व बैंक इसके द्वारा यह अधिसूचित करता है कि दि. ओवरसी-चान्सेज बैंकिंग कॉर्पोरेशन लिमिटेड उक्त अधिनियम के अर्थ के अंतर्गत अथवा संग कंपनी नहीं है।

इवान्तर गोपीनाथ  
कार्यपालक निर्देशक

सं. संविधि. आर.सी.एस. 918/23.13.060/2003.04.--भारतीय रिज़र्व बैंक अधिनियम, 1934 (1934 का 2) की धारा 31 की उप-धारा (2) के अनुसार भारतीय रिज़र्व बैंक इसके द्वारा यह निर्देश देता है कि उक्त अधिनियम की अनुसूची से निम्नलिखित को हटा दिया गया है:

"दि ओवरसी-चान्सेज बैंकिंग कॉर्पोरेशन लिमिटेड"



UNIVERSITY GRANTS COMMISSION  
NEW DELHI

UGC (ESTABLISHMENT OF AND MAINTENANCE OF STANDARDS IN PRIVATE  
UNIVERSITIES) REGULATIONS, 2003

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Background

- (i) Setting up of private universities through State Acts is a recent phenomenon. An effective regulatory mechanism is required for the maintenance of standards of teaching, research, examination and extension services in these private universities.
- (ii) An effective mechanism for regulating the functioning of existing State Universities recognized by the University Grants Commission under section 2(f) and 12B of the UGC Act, 1956 is already in place. In almost all the States, the Governor of the State is the ex-officio Chancellor of the universities in that particular State. Besides, all the recognized State Universities under the purview of the UGC are receiving grants from the UGC and are obligated to follow the statutory regulations made under the UGC Act, which *inter-alia* include regulations defining the minimum qualifications that should be possessed by any person to be appointed to the teaching staff of the universities; regulations defining the minimum standards of instruction for the grant of a degree by a university, etc.
- (iii) Under Section 3 of the UGC Act deemed to be university status is granted by the Central Government to those educational institutions of repute, which fulfil the prescribed standards and comply with various requirements laid down by the UGC.
- (iv) For private universities belonging to a separate category altogether, a suitable regulatory mechanism is essential by way of laying down the conditions specifically for the establishment and operation of such universities to safeguarding the interests of the student community with adequate emphasis on the quality of education and to avoid commercialization of higher education, etc.



- (v) Accordingly, in exercise of the powers conferred by clauses (f) & (g) of sub-section (1) of Section 26 of the UGC Act, 1956, the UGC hereby makes the following Regulations, namely:-

1. Short title, application and commencement

- 1.1. These regulations may be called the University Grants Commission (Establishment of and Maintenance of Standards in Private Universities) Regulations, 2003.
- 1.2. These shall apply to every private university established by or incorporated under a State Act, before or after the commencement of these regulations.
- 1.3. These shall apply to all the degrees/diplomas/certificates (including those offered in India in collaboration with foreign universities) offered under formal, non-formal or distance education mode by the private university.
- 1.4. These shall come into force on the date of their publication in the Gazette of India.
- 1.5. Any private university which has started functioning before commencement of these Regulations, shall ensure adherence to these Regulations within a period of 3 months from the notification of these Regulations and confirm the compliance to the UGC. Failure to comply with this requirement, shall render any degree/diploma awarded by a private university as unspecified in terms of Section 22(3) of the UGC Act and shall invite penalty under Section 24 of the UGC Act.

2. Definitions

- 2.1. "private university" means a university duly established through a State / Central Act by a sponsoring body viz. a Society registered under the Societies Registration Act 1860, or any other corresponding



law for the time being in force in a State or a Public Trust or a Company registered under Section 25 of the Companies Act, 1956.

- 2.2. "off-campus centre" means a centre of the private university established by it outside the main campus (within or outside the State) operated and maintained as its constituent unit, having the university's complement of facilities, faculty and staff.
- 2.3. "off-shore campus" means a campus of the private university established by it outside the country, operated and maintained as its constituent unit, having the university's complement of facilities, faculty and staff.
- 2.4. "study centre" means a centre established and maintained or recognized by the university for the purpose of advising, counseling or for rendering any other assistance required by the students used in the context of distance education.
- 2.5. "student" means a person duly admitted and pursuing a programme of study.

### 3. Establishment and recognition of Private Universities

- 3.1. Each private university shall be established by a separate State Act and shall conform to the relevant provisions of the UGC Act, 1956, as amended from time to time.
- 3.2. A private university shall be a unitary university having adequate facilities for teaching, research, examination and extension services.
- 3.3. A private university established under a State Act shall operate ordinarily within the boundary of the State concerned. However, after the development of main campus, in exceptional circumstances, the

\* "off-campus centre" "off-shore campus" and "study centre" as defined under these Regulations shall be applicable to the universities as defined under 2(f) of the UGC Act, 1956.



university may be permitted to open off-campus centres, off-shore campuses and study centres after five years of its coming into existence, subject to the following conditions:

- 3.3.1 The off-campus centre(s) and / or the study centre(s) shall be set up with the prior approval of the UGC and that of the State Government(s) where the centre(s) is/are proposed to be opened.
  - 3.3.2 The over-all performance of the off-campus centre(s) and/ or the study centre(s) shall be monitored annually by the UGC or its designated agency. The directions of the UGC for management, academic development and improvement shall be binding.
  - 3.3.3 If the functioning of the said centre(s) remains unsatisfactory, the private university shall be instructed by the UGC to close down the said centre(s), which shall be binding on the university. In such a situation, the interests of the students already enrolled therein shall be protected.
  - 3.3.4 Any off-shore campus(es) in foreign countries shall be opened only after obtaining due permission from the Government of India and also that of the Government of the host country.
  - 3.3.5 In case of off-shore campus(es), the remittance of funds shall be governed by the rules and regulations of the Reserve Bank of India.
- 3.4. A Private university shall fulfill the minimum criteria in terms of programmes, faculty, infrastructural facilities, financial viability, etc., as laid down from time to time by the UGC and other concerned statutory bodies such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Distance Education Council (DEC), the Dental Council of India (DCI), the Indian Nursing Council (INC), the



Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc.

- 3.5 The courses of studies prescribed for a first degree and/ or the post-graduate degree / diploma programmes should have been formally approved by the respective academic bodies of the private university, such as – Board of Studies, Academic Council and Governing/ Executive Council.
- 3.6 The programmes of study leading to a degree and/or a post-graduate degree/diploma offered by a private university shall conform to the relevant regulations/norms of the UGC or the concerned statutory body as amended from time to time.
- 3.7 A private university shall provide all the relevant information relating to the first degree and post-graduate degree/diploma programme(s) including the curriculum structure, contents, teaching and learning process, examination and evaluation system and the eligibility criteria for admission of students, to the UGC on a proforma prescribed by the UGC prior to starting of these programmes.
- 3.8 The UGC on detailed examination of the information made available as well as the representations and grievances received by it from the students as well as concerned public relating to the deficiencies of the proposed programme(s) not conforming to various UGC Regulations, shall inform the concerned university about any shortcomings in respect of conformity to relevant regulations, for rectification. The university shall offer the programme(s) only after necessary rectification.
- 3.9 The admission procedure and fixation of fees shall be in accordance with the norms/guidelines prescribed by the UGC and other concerned statutory bodies.



#### 4. Inspection

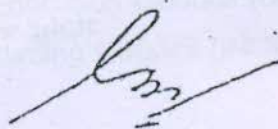
The UGC may cause periodic inspection of the private university and its off-campus centre(s), study centre(s), off-shore campus(es) etc. offering its programmes.

For this purpose, the UGC may call for all relevant information from the concerned private university, as provided in the UGC (Returns of Information by Universities) Rules, 1979, as amended from time to time.

#### 5. Consequences of violations

5.1. After inspection and assessment of a private university providing first degree and / or post graduate degree/diploma courses, the UGC may indicate to the university any deficiency and non-conformity with the relevant UGC Regulations and give it reasonable opportunity to rectify the same. If the Commission is satisfied that the private university has, even after getting an opportunity to do so, failed to comply with the provisions of any of the Regulations, the Commission may pass an order prohibiting the private university from offering any course for the award of the first degree and / or the post-graduate degree/diploma, as the case may be, till the deficiency is rectified.

5.2. The UGC may take necessary action against a private university awarding a first degree and / or a post-graduate degree/diploma, which are not specified by the UGC, and inform the public in general through a public notification. A private university continuing such programme(s) and awarding unspecified degree(s) shall be liable for penalty under Section 24 of the UGC Act.

  
(Prof. Ved Prakash)  
Secretary



University Grants Commission  
CPP-I/PU Section

***Procedure for inspection of State Private Universities (as approved by the Commission at its 489<sup>th</sup> meeting (Item No. 5.01) dated 22.10.2012)***

1. After receipt of the Act and Notification related to establishment of a State Private University, the name of the State Private University is included in the list maintained by the UGC on its website [www.ugc.ac.in](http://www.ugc.ac.in).
2. A letter is sent to the State Private University with a copy to the concerned State Government to the effect that the inclusion of the name of the University in the list of Universities maintained by the UGC does not by itself allow the University to make admissions in its programmes. This may be done only after creation of required academic and physical infrastructure facilities, including library, laboratories and appointment of teaching and supporting staff as per the norms and standards laid down by the UGC and Statutory Council(s) concerned.
3. The University is also requested to submit detailed information in the format approved by the Commission (soft copy as well as hard copy) along with supporting documents duly attested by the Registrar of the University within a period of **3 months** from the receipt of this letter.
4. After receipt of the Information in the above mentioned format, the following procedure is adopted by the UGC for inspection of the University:-
  - (a) The information received from the University in the prescribed format is posted on the UGC website within **10 days** of the receipt of the information in the format. Comments are invited from the general public within **1 month** thereafter about the information submitted by the University. The University is requested to upload the same information on its website immediately. The comments received from the general public are placed before the visiting UGC Expert Committee for perusal.
  - (b) An Expert Committee is constituted by the UGC to ascertain whether the University fulfills the criteria in terms of programmes, faculty, infrastructural facilities, financial viability, etc. as laid down from time to time by the UGC and other concerned statutory bodies such as AICTE, BCI, MCI, DCI, INC, NCTE, PCI, etc.
  - (c) The UGC Expert Committee visits the University within **3 months** of the receipt of the information for on the spot assessment of infrastructure and other facilities available with the University. The report prepared by the UGC Expert Committee is sent to the University within **2 weeks** of the completion of the visit for comments.
  - (d) The University may respond to the report within a period of **2 weeks** after its receipt. After receipt of comments from the University, the report and comments from the University, if any, is placed before the Commission for consideration.



- (e) The Commission shall take final decision in the matter. It may require the University to submit a compliance report in respect of the observations/suggestions of the UGC Expert Committee. The compliance report submitted by the University shall be placed before the Commission for consideration.
- (f) On approval of the Commission, an Approval Letter is issued by the UGC to the effect that the University fulfills the criteria in terms of programmes, faculty, infrastructural facilities, financial viability, etc. as laid down from time to time by the UGC and other concerned statutory bodies.
- (g) If it is found that the Private University has, even after getting an opportunity to do so, failed to comply with the provisions of the various UGC Regulations including UGC (Establishment of and maintenance of standards in Private Universities) Regulations, 2003 and suggestions given by the UGC Expert Committee, the Commission may pass an order prohibiting the University from offering any course for the award of the degree and/or the post-graduate degree/diploma, as the case may be, till the deficiency is rectified.
- (h) The UGC may also take necessary action against a University awarding a first degree and /or a post-graduate degree, which are not specified by the UGC and inform the public in general through a public notification.





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

**Parameters for evaluation and Terms of Reference of the Expert Committees visiting**  
**Private Universities**

**Parameters**

- (i) Legal Status of the University
- (ii) Organization Description
- (iii) Academic Activities Description
- (iv) Admission Process
- (v) Fee Structure
- (vi) Faculty
- (vii) Infrastructure
- (viii) Financial viability
- (ix) Governance System
- (x) Research Profile
- (xi) Miscellaneous (Non-Teaching Staff, Academic Results, Accreditation, etc.)

**Terms of Reference**

1. To examine the infrastructural facilities (Academic Buildings, Administrative Buildings, Laboratories, Class Rooms, Central Library including departmental libraries, etc.) available with the Private University.
2. To examine whether the Private University is having adequate facilities for teaching, research, examination and extension services.
3. To examine whether the Private University is following proper procedure of admissions, teaching and examination.
4. To examine and report the fee structure of the Private University.
5. To examine whether various authorities and bodies of the Private University are in place and the meetings are being held in time.
6. To examine the qualifications, pay scale and service conditions of the faculty appointed by the Private University.
7. To examine whether the academic programmes and corresponding facilities are available as prescribed by the relevant statutory councils.
8. To examine whether the Private University has launched unauthorized study centre(s), off campus centre(s), off-shore campus(es) and distance education programmes in contravention to the provisions contained in the UGC



(Establishment of and Maintenance of Standards in Private Universities) Regulations, 2003.

9. To examine whether the Private University has started courses which are not included in the list of courses under Section 22 of the UGC Act, 1956.
10. To examine whether the Private University is adhering to the norms and standards prescribed by the UGC and relevant statutory councils.
11. To examine the availability of qualified faculty and infrastructure as per the norms of the UGC and relevant statutory councils.
12. To examine whether the Private University and its programmes are accredited by NAAC and NBA as the case may be.
13. To examine whether the Private University has put all the information about infrastructure, faculty, fee structure, admission policy, etc. in its website.
14. To examine whether the Private University is adhering to various provisions of the UGC (Establishment of and Maintenance of Standards in Private Universities) Regulations, 2003.
15. To examine and evaluate the overall performance of Private University
16. To evaluate and examine the information provided by the Private University in the format (Annexure-I) and give observations on the information. To be signed on each and every page by all the members including UGC officer.
17. The report to be prepared on the spot in the format prescribed (Annexure-II) and to be signed on each and every page by all the members including UGC officer.

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**Annexure-II**

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

**PROFORMA FOR SUBMISSION OF EXPERT COMMITTEE REPORT -  
STATE PRIVATE UNIVERSITIES**

**Part – I - Preliminary**

(i)	Constitution of the Expert Committee	
(ii)	Date(s) of the visit	
(iii)	Any other information (Non-participation of members, any special factor or situation/ difficulties relevant to the report)	

**Part – II - Introduction**

(i)	Brief introduction of the University (refer 1.1 of the format)	
(ii)	Date of establishment of the University (refer 1.4 of the format)	
(iii)	Brief description of the University and its faculties/courses	
(iv)	Brief description of the Trust/Society that governs the University	

**Part – III – Summary Report**

**A. Legal Status**

(i)	Is the University duly established under the law and as required in the UGC Regulations? (refer 1.10 and 1.11 of the format)	
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(ii)	Is the Trust/Society involved in promoting the University sufficiently focussed on educational activities and independent of their business or any other interest, if any?	
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## B. Organization Description

(i)	Does the University abide by UGC Regulations on off-campus centres  Yes      No      Not applicable  (refer 2.4 of the format)	
(ii)	Does the University abide by UGC Regulations on off-Shore campus centres  Yes      No      Not applicable  (refer 2.5 of the format)	
(iii)	Does the University offer courses under distance mode with the approval of competent authority of the Government of India?  Yes      No      Not applicable  (refer 2.6 and 2.7 of the format)	

## C. Academic Activities

(i)	Are the courses offered by the University narrowly focussed or adequately diverse?	
(ii)	Are the list of courses for the award of degree as per the Section 22 of the UGC Act, 1956?	
(iii)	Is the sanctioned intake is as per the norms/intake sanctioned by the concerned Statutory Council(s)/UGC?	



(iv)	Whether courses run are approved by concerned Statutory Council(s)?	
(v)	Are there adequate support facilities for students, especially for disadvantaged students? (refer 4.5 of format)	
(vi)	Are the students adequately informed? (refer 4.7 and 4.8 of the format)	
(vii)	Is there a Grievance Redressal Mechanism and is that working properly? (refer 4.9 of the format)	
(viii)	Is the University following proper procedure for formulation and revision of curriculum on periodic basis?  (refer 5.1 to 5.4 of the format)	
(ix)	How regular, fair and transparent is the examination system? (refer 5.7 to 5.14)	

#### D. Admission Process

(i)	Does the University follow fair and transparent procedure for admission? (refer 6.1 and 6.7 of the format)	
(ii)	Do any special reservation on quota follow clearly laid down policy?	

#### E. Fee Structure

(i)	Are the students sufficiently informed about the fees and charges payable?	
(ii)	Does the University follow its own declared policy in collecting any fees or charges or are there some charges over and above the publically stated fee structure?	



(iii)	Is the mode of fees collection transparent or are there complaints of payments without receipts?	
(iv)	Are the fees reasonable compared to costs involved in running the programmes and to other similar institutions?	
(v)	Is the fee structure based on a policy or guidelines laid down by the Government?	
(vi)	Is there any indication of the University being run solely or primarily for commercial gains?	

#### F. Faculty

(i)	Does the University follow Pay Scales and service conditions laid down by the UGC?	
(ii)	Is the faculty well qualified and well trained for the courses? (if required, please make comments separately for each faculty/department)	
(iii)	Is the proportion of permanent faculty adequate or is the University being mainly run by deploying contractual faculty /guest faculty/ Part-time faculty?	
(iv)	Has the University followed due process for recruitment of faculty?	

#### G. Infrastructure

(i)	Are the following infrastructure facilities adequate?  <ul style="list-style-type: none"> <li>➤ Land and Buildings</li> <li>➤ Class Rooms</li> <li>➤ Laboratories and equipment</li> <li>➤ Library</li> <li>➤ Sports facilities</li> <li>➤ Residential accommodation including hostels</li> </ul>	
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## Financial Viability

(i)	Does the University have adequate and independent funds?	
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## I. Governance System

(i)	Are various authorities and bodies responsible for the governance of the University in place and working regularly and properly?	
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## J. Research Profile

(i)	How would you rate the research profile of the University in terms of Research orientation, environment, facilities and output?  (please give comments separately on faculties and departments)	
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## K. Miscellaneous

(i)	Is the Non-teaching staff adequate, well qualified and paid as per the norms of the concerned State Government?	
(ii)	Do the academic results show evidence of independent and rigorous evaluation prior to the issue of degrees?	
(iii)	Has the University obtained necessary and desirable accreditations?	

## L. Strength and Weaknesses of the University

(i)	Strengths of the University	
(ii)	Weaknesses of the University	



#### Part – IV – Recommendations

- A. General Observations and suggestions  
(please avoid repetitions of the point mentioned above)
- B. Operations recommendations which require satisfactory compliance by the University before issue of Approval Letter
- C. Final Recommendations  
(whether the University should be granted Approval Letter/ Approval Letter subject to compliance / Should not be granted Approval Letter)

(Name and Signatures of the Expert Committee Members)





**Annexure-I**

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

***Observations of the UGC Expert Committee on the information submitted by State Private Universities for ascertaining their norms and standards***

**A. Legal Status**

S.No.	Information	Information submitted by the University	Observation of the UGC Expert Committee
1.1	Name and Address of the University		
1.2	Headquarters of the University		
1.3	<p>Information about University</p> <p>a. Website _____</p> <p>b. E-mail _____</p> <p>c. Phone Nos. _____</p> <p>d. Fax Nos. _____</p> <p>Information about Authorities of the University</p> <p>a. Ph. (including mobile), Fax Nos. and e-mail _____ of Chancellor</p> <p>b. Ph. (including mobile), Fax Nos. and e-mail _____ of Vice-Chancellor</p> <p>c. Ph. (including mobile), Fax Nos. and e-mail _____ of Registrar</p> <p>d. Ph. (including mobile), Fax Nos. and e-mail _____ of Finance Officer</p>		
1.4	Date of Establishment		
1.5	<p>Name of the Society/Trust promoting the University (Information may be provided in the following format)</p> <p>(Copy of the registered MoA/Trust Deed to be enclosed)</p>		







## B. Organization Description

2.1	Whether Unitary in nature (as per the UGC Regulation)		
2.2	Territorial Jurisdiction of the University as per the Act		
2.3	Details of the constituent units of the University, if any, as mentioned in the Act		
2.4	<p>Whether any off-campus centre(s) established? If yes, please give details of the approval granted by the State Government and UGC in the following format:-</p> <p>a. Place of the off-campus _____</p> <p>b. Letter No. &amp; date of the approval of State Government _____</p> <p>c. Letter No. &amp; date of the approval of UGC _____</p> <p>(Details provided in <b>Appendix-V</b>)</p> <p>(Please attach attested copy of the approval)</p>		
2.5	<p>Whether any off-shore campus established? If yes, please give details of the approval granted by the Government of India and the host country in the following format:-</p> <p>a. Place of the off-shore campus _____</p> <p>b. Letter No. &amp; date of the approval of Host Country _____</p> <p>c. Letter No. &amp; date of the approval of Government of India _____</p> <p>(Details provided in <b>Appendix-VI</b>)</p> <p>(Please attach attested copy of the approval)</p>		
2.6	Does the University offer a distance education programme? If yes, whether the courses run under distance mode are approved by the competent authority? (Please enclose attested copy of the course-wise approval of competent authority)		



2.7	<p>Whether the University has established study centre(s)? If yes, please provide details and whether these study centres are approved by the competent authority of the University and UGC?</p> <p>(Details provided in <b>Appendix-VII</b>)</p> <p>(Please enclose attested copy of the approval from the competent authority)</p>		
-----	--	--	--

### C. Academic Activities Description

#### 3. Academic Programmes

3.1	<p>Details of the programmes permitted to be offered by Gazette Notification of the State Government and its reference</p> <p>(Details provided in <b>Appendix-VIII</b>)</p>	<table border="1"> <thead> <tr> <th>Program me</th><th>San ctio ned Inta ke</th><th>Actual enrolment</th></tr> </thead> <tbody> <tr><td>UG</td><td></td><td></td></tr> <tr><td>PG</td><td></td><td></td></tr> <tr><td>Diploma</td><td></td><td></td></tr> <tr><td>PG Diploma</td><td></td><td></td></tr> <tr><td>Certificate course</td><td></td><td></td></tr> <tr><td>M.Phil</td><td></td><td></td></tr> <tr><td>Ph.D.</td><td></td><td></td></tr> <tr><td>Any other (pl. Specify)</td><td></td><td></td></tr> </tbody> </table>	Program me	San ctio ned Inta ke	Actual enrolment	UG			PG			Diploma			PG Diploma			Certificate course			M.Phil			Ph.D.			Any other (pl. Specify)			
Program me	San ctio ned Inta ke	Actual enrolment																												
UG																														
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Diploma																														
PG Diploma																														
Certificate course																														
M.Phil																														
Ph.D.																														
Any other (pl. Specify)																														
3.2	<p>Current number of academic programmes/ courses offered by the University</p> <p>(Details provided in <b>Appendix-IX</b>)</p>	<table border="1"> <thead> <tr> <th>Programme</th><th>Sanctioned Intake</th></tr> </thead> <tbody> <tr><td>UG</td><td></td></tr> <tr><td>PG</td><td></td></tr> <tr><td>Diploma</td><td></td></tr> <tr><td>PG Diploma</td><td></td></tr> <tr><td>Certificate course</td><td></td></tr> <tr><td>M.Phil</td><td></td></tr> <tr><td>Ph.D.</td><td></td></tr> <tr><td>Any other (pl. Specify)</td><td></td></tr> </tbody> </table>	Programme	Sanctioned Intake	UG		PG		Diploma		PG Diploma		Certificate course		M.Phil		Ph.D.		Any other (pl. Specify)											
Programme	Sanctioned Intake																													
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Diploma																														
PG Diploma																														
Certificate course																														
M.Phil																														
Ph.D.																														
Any other (pl. Specify)																														
3.3	<p>Whether approvals of relevant statutory council(s) such as AICTE, BCI, DEC, DCI, INC, MCI, NCTE, PCI, etc. have been taken to:</p>																													



	<p>a. Start new courses b. To increase intake</p> <p>If yes please enclose copy of approval and give course-wise details in the following format:-</p> <table border="1"> <tr> <th>Name of the course</th><th>Statutory council</th><th>Whether approval taken</th></tr> <tr> <td></td><td></td><td></td></tr> </table> <p>(Details provided in <b>Appendix-X</b>)</p>	Name of the course	Statutory council	Whether approval taken					
Name of the course	Statutory council	Whether approval taken							
3.4	<p>If the University is running courses under distance mode, please provide details about the students enrolled in the following format:-</p> <table border="1"> <tr> <th>Name of the Study Centre</th><th>Courses offered</th></tr> <tr> <td></td><td></td></tr> </table> <p>(Details provided in Appendix-VII)</p> <p>(Please enclose copy of the course-wise approval of the competent authority)</p>	Name of the Study Centre	Courses offered						
Name of the Study Centre	Courses offered								
3.5	<p>Temporal plan of academic work in the University</p> <p>Semester system/ Annual system</p>								
3.6	<p>Whether the University is running any course which is not specified under Section 22 of the UGC Act, 1956? If yes, please give details in the following format:-</p> <p>a. Name of the course(s) b. Since when started c. Whether the University has applied for permission from UGC?</p> <p>(Details provided in <b>Appendix-XI</b>)</p>								



#### 4. Student Enrolment and Student Support

4.1	Number of students enrolled in the University for the current academic year according to regions and countries (Please give separate information for main campus and off-campus/off-shore campus)	
-----	---	--

Particulars		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 excluding NRIs		Grand Total
					Foreign Students	Person of Indian Origin students	
UG	M						
	F						
	T						
PG	M						
	F						
	T						
M.Phil	M						
	F						
	T						
Ph.D.	M						
	F						
	T						
Diploma	M						
	F						
	T						
PG Diploma	M						
	F						
	T						
Certificate	M						
	F						
	T						
Any Other (Pl. Specify)	M						
	F						
	T						

M-Male, F-Female, T-Total



4.2	Category-wise No. of students	Category	Female	Male	Total
		SC			
		ST			
		OBC			
		PH			
		General			
		Total			

4.3	Details of the two batches of students admitted	
-----	---	--

Particulars	Batch 1			Batch 2		
	Year of Entry -			Year of Entry -		
	UG	PG	Total	UG	PG	Total
No. admitted to the programme						
No. of Drop-outs						
(a) Within four months of Joining						
(b) Afterwards						
No. appeared for the final year examination						
No. passed in the final exam						
No. passed in first class						

4.4	Does the University provide bridge/remedial courses to the educationally disadvantaged students? If yes, please give details		
4.5	Does the University provide any financial help to the students from socially disadvantageous group? If yes, please give details		
4.6	In case the University is running M.Phil/Ph.D. programme, whether it is full time or part time and whether these programmes are run as per UGC Regulations, 2009 on M.Phil/Ph.D.		



4.7	Whether the University have a website? If yes please give website address and whether the website is regularly updated?										
4.8	How are the prospective students informed about the criteria for admission, rules & regulations, facilities available, etc?										
4.17	<p>Whether any grievance redressal mechanism is available in the University? If yes, please provide details about the complaints received against malpractices, etc in the University in the following format:-</p> <table border="1"> <thead> <tr> <th>Name of the complainant</th><th>Complaint against</th><th>Date of complaint</th><th>Action taken by the University</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>(Details provided in <b>Appendix-XII</b>)</p>	Name of the complainant	Complaint against	Date of complaint	Action taken by the University						
Name of the complainant	Complaint against	Date of complaint	Action taken by the University								

#### 5. Curriculum, Teaching Learning Process/Method, Examination/Evaluation System

5.1	Which University body finalized the curriculum? The composition of the body may be given. (Board of Studies, Academic Council, Board of Management)		
5.2	What are the Rules/regulations/procedure for revision of the curriculum and when was the curriculum last updated?		
5.3	Whether approval of statutory bodies such as Board of Studies, Academic Council and Board of Management of the University has been taken to start various courses? If yes, please enclose extracts of the minutes.		
5.4	<p>Furnish details of the following aspects of curriculum design:</p> <p>Innovation such as modular curricula Inter/multidisciplinary approach</p>		
5.5	Has the University conducted an academic audit? If yes, please give details regarding frequency and its usage.		



5.6	Apart from classroom instruction, what are the other avenues of learning provided for the students? (Example: Projects, Internships, Field trainings, Seminars, etc.)								
5.7	Please provide details of the examination system (Whether examination based or practical based)								
5.8	What methods of evaluation of answer scripts does the University follow? Whether external experts are invited for evaluation?								
5.9	Mention the number of malpractice cases reported during the last 3 years and how they are dealt with.								
5.10	Does the University have a continuous internal evaluation system?								
5.12	How are the question papers set to ensure the achievement of the course objectives?								
5.13	State the policy of the University for the constitution of board of question paper setters, board of examiners and invigilators.								
5.14	<p>How regular and time-bound are conduct of examinations and announcement of results? Substantiate with details of dates of examinations and announcement of results for the last 3 years. Details to be provided in the following format:-</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Date of exams</th> <th>Date of announcement of results</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Date of exams	Date of announcement of results					
Year	Date of exams	Date of announcement of results							



# D. Admission Process

6.1	<p>How are students selected for admission to various courses? Please provide faculty-wise information</p> <p>a. Through special entrance tests b. Through interviews c. Through their academic record d. Through combination of the above</p> <p>Please also provide details about the weightage give to the above</p>										
6.2	<p>Whether the University is admitting students from national level entrance test or state level entrance test? If yes, please provide following details:-</p> <table border="1" data-bbox="259 806 795 1008"> <thead> <tr> <th>Name of the National/state level entrance exam</th><th>No. of students admitted</th><th>% of students from the total admitted</th><th>Ren</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	Name of the National/state level entrance exam	No. of students admitted	% of students from the total admitted	Ren						
Name of the National/state level entrance exam	No. of students admitted	% of students from the total admitted	Ren								
6.3	<p>Whether admission procedure is available on the University website and in the prospectus</p>										
6.4	<p>Please provide details of the eligibility criteria for admission in all the courses</p>										
6.5	<p>Whether University is providing any reservation/ relaxation in admission? If yes, please provide details in the following format:-</p> <table border="1" data-bbox="259 1456 795 1724"> <thead> <tr> <th>Category</th><th>No. of students admitted</th><th>% of quota provided for reservation and preparation in respect of actual enrolment</th><th>Ren</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	Category	No. of students admitted	% of quota provided for reservation and preparation in respect of actual enrolment	Ren						
Category	No. of students admitted	% of quota provided for reservation and preparation in respect of actual enrolment	Ren								



6.6	Whether any management quota is available for admission in the University? If yes, please provide details in the following format:-										
	<table border="1"> <thead> <tr> <th>Total No. of Seats (Course-wise)</th><th>No. of total students admitted</th><th>No. of students admitted under Management quota</th><th>% of students admitted under management quota</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	Total No. of Seats (Course-wise)	No. of total students admitted	No. of students admitted under Management quota	% of students admitted under management quota						
Total No. of Seats (Course-wise)	No. of total students admitted	No. of students admitted under Management quota	% of students admitted under management quota								
6.7	What is the admission policy of the University with regard to NRI and overseas students?										

#### E. Fee Structure

7.1	Present Course-wise fee structure of the University (Please provide head-wise details of total fee charged)		
7.2	Any other fee charged by the University other than the fee displayed in the UGC website (e.g. Building Fee, Development Fee, Fee by any name, etc.)		
7.3	Whether fee structure is available on the University website and in the prospectus?		
7.4	Whether fee is charged by the University as per fee structure displayed in the University website and in the prospects or some hidden charges are there?		
7.5	Mode of Fee collection		
7.8	Whether University is providing any concession in fee to students? If yes, please provide details.		



7.9	Details of the Hostel Fee including mess charges		
7.10	Any other fee		
7.11	Basis of Fee Structure		
7.12	Whether the University has received any complaint with regard to fee charged or fee structure? If yes please give details about the action taken.		
7.13	Whether University is providing any scholarship to students? If yes, please provide details.		

#### F. Faculty

8.1	Total no. of Sanctioned and filled up posts (Institution-wise and Department-wise)	<table><tr><td rowspan="2">De pt.</td><td colspan="2">Professor</td><td colspan="2">Associate Professor</td><td colspan="2">Assistant Professor</td></tr><tr><td>Sancti oned</td><td>Fill ed</td><td>Sanc tione d</td><td>Fill ed</td><td>San ctio ned</td><td>Fill ed</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	De pt.	Professor		Associate Professor		Assistant Professor		Sancti oned	Fill ed	Sanc tione d	Fill ed	San ctio ned	Fill ed							
De pt.	Professor			Associate Professor		Assistant Professor																
	Sancti oned	Fill ed	Sanc tione d	Fill ed	San ctio ned	Fill ed																
8.2	Details of teaching staff in the following format (Please provided details – Institution-wise and Department-wise)  (Details provided in <b>Appendix-XIII</b> )																					

Dept	Name of the Teacher	Designation	Age	Educational Qualifications (whether qualified as per UGC Regulations)	Teaching experience in years	Date of appointment	Whether full time or part time	Regular or adhoc	Scale of Pay	No. of publications



8.3	Category-wise No. of Teaching Staff	Category	Female	Male	Total
		SC			
		ST			
		OBC			
		PH			
		General			
		Total			

8.4	Details of the permanent and temporary faculty members in the following format	
-----	--	--

Particulars	Female	Male	Total
<b>Total no. of permanent teachers</b>			
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			
<b>Total no. of temporary teachers</b>			
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			
<b>Total no. of part-time teachers</b>			
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			
<b>Total No. of visiting teachers</b>			

8.5	Ratio of full-time teachers to part-time/contract teachers		
8.6	Process of recruitment of faculty  -Whether advertised? (pl. attach copy of the ad)		



	-Whether selection committee was constituted as per the UGC Regulation?		
8.7	Does the University follow self-appraisal method to evaluate teachers on teaching, research and work satisfaction? If yes, how is the self-appraisal of teachers analysed and used? Whether:-  Self Appraisal Evaluation Peer Review Students evaluation Others (specify)		
8.8	Institution-wise and Department-wise teacher student ratio (only full time faculty)		
8.9	Whether the University is providing UGC Pay Scales to the Permanent Faculty? If yes, please provide the following details:- Scale of Pay with all the allowances  Professor – Associate Prof.- Assistant Prof. –  Mode of Payment – (Cash/Cheque)		
8.10	Pay /Remuneration provided to:-  Part-Time Faculty – Temporary Faculty- Guest Faculty –		
8.11	Facilities for teaching staff (Please provide details about Residence, Rooms, Cubicals, Computers/Any other)		



## G. Infrastructure

9.1	Does the University have sufficient space for Land & Building?		
9.2	Does the University have sufficient class rooms?		
9.3	<b>Laboratories &amp; Equipment</b> (Details provided in <b>Appendix-XIV</b> and <b>Appendix-XV</b> )		
a)	Item Description (make and model)		
b)	Location (Department)		
c)	Value (Rs.)		
d)	Present Condition		
e)	Date of Purchase		
9.4	<b>Library</b>		
a)	Total Space (all Kinds)		
b)	Computer / Communication facilities		
c)	Total no. of Ref. Books (Each Department)		
d)	All Research Journals subscribed on a regular basis		
9.5	<b>Sports Facilities</b> (Details provided in <b>Appendix-XVI</b> )		
a)	Open Play Ground(s) for outdoor sports (Athletics, Football, Hockey, Cricket, etc.)		
b)	Track for Athletics		
c)	Basketball courts		
d)	Squash / Tennis Courts		
e)	Swimming Pool (Size)		
f)	Indoor Sports Facilities including Gymnasium		
g)	Any other		
9.6	Does the University has provision for Residential Accommodation including hostels (boys & girls separately)		



## H. Financial Viability

10.1	<p>Details of the Corpus Fund created by the University</p> <p>Amount – FDR No. Date – Period –</p> <p>(Documentary evidence to be given)</p>														
10.2	<p>Financial position of the University (please provide audited income and expenditure statement for the last 3 years)</p>	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Year</th> <th>Income</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	S.No.	Year	Income										
S.No.	Year	Income													
10.3	<p>Source of finance and quantum of funds available for running the University (for last audited year)</p> <p>Fees – Donations- Loan – Interest- Any other (pl. Specify)-</p>														
10.4	<p>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 the salary component may also be given</p>														

## I. Governance System

### 11. Organization, Governance and Management

11.1	<p>Composition of the statutory bodies of the University (please give names, profession &amp; full postal address of the members and date of constitution):-</p> <p>Governing Board Executive Council</p>		
------	---	--	--



	Board of Management Academic Council Finance Committee Board of Studies Others  (Details provided in <b>Appendix-XVII</b> )		
11.2	Dates of the meetings of the above bodies held during the last 2 years  (Enclose attested copy of the minutes of the meetings)		
11.3	What percentage of the members of the Boards of Studies, or such other academic committees, are external? Enclose the guidelines for BOS or such other Committees.		
11.4	Are there other strategies to review academic programmes besides the academic council? If yes, give details about what, when and how often are such reviews made?		

#### J. Research Profile

12.1	Faculty-wise and Department-wise information to be provided in respect of the following:-  ➤ Student Teacher Ratio ➤ Class Rooms ➤ Teaching labs ➤ Research labs (Major Equipments) ➤ Research Scholars (M.Tech, Ph.D., Post Doctoral Scholars) ➤ Publications in last 3 years (Year-wise list) ➤ No. of Books Published ➤ Patents ➤ Transfer of Technology ➤ Inter-departmental Research (Inter-disciplinary) ➤ Consultancy ➤ Externally funded Research Projects ➤ Educational Programmes Arranged		
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K. Misc.

13. Details of Non-Teaching Staff

13.1	Details of Non-Teaching Staff	
------	-------------------------------	--

Name	Designation	Age	Qualification	Scale of Pay	Date of Appointment	Trained Yes/No If yes, Details

(Details provided in Appendix-XVIII)

13.2	Summary of the Non-Teaching Staff	Particulars	Female	Male	Total
		Administrative Staff			
		Group A			
		Group B			
		Group C			
		Group D			
		Sub total			
		Technical Staff			
		Group A			
		Group B			
13.3	No. of Non-teaching staff category wise	Group C			
		Group D			
		Sub total			
		Grand Total			
		Category	Female	Male	Total
		Sc			
		ST			
		OBC			
		PH			
		General			
		Total			



13.4	Ratio of Non-teaching staff to students		
13.5	Ratio of Non-teaching staff to faculty		

#### 14. Academic Results

15.1	Faculty-wise and course-wise academic results of the past 3 years										
	<table border="1"> <thead> <tr> <th>S.No.</th><th>Course</th><th>No. of Candidates appeared</th><th>Result</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	S.No.	Course	No. of Candidates appeared	Result						
S.No.	Course	No. of Candidates appeared	Result								

#### 15. Accreditation

15.1	Whether Accredited by NAAC? If yes please provide the following details:  Date of Accreditation Period Grade CGPA Grading System Followed										
15.2	Whether courses are accredited by NBA? If yes please provide course-wise details as under:-  <table border="1"> <thead> <tr> <th>S.No.</th><th>Course</th><th>Whether Accredited</th><th>Period of Accreditation</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	S.No.	Course	Whether Accredited	Period of Accreditation						
S.No.	Course	Whether Accredited	Period of Accreditation								
15.3	Other Accreditations, if any										
15.4	Any other information (including special achievements by the University which may be relevant for the University)										

#### 16. Strength and Weaknesses of the University

16.1	Strengths of the University		
16.2	Weaknesses of the University		



### Certificate

This is to certify that all the information provided above is true to the best of my knowledge and belief. The University will adhere to the rules, regulations and guidelines of the UGC, Central Government and relevant Statutory Council(s) and abide by all the provisions under the UGC Regulation.

The above information is also posted on the website of the University [www.\\_\\_\\_\\_\\_](http://www._____).

Signed and Sealed by the Head of the Institution

Name and Signature of the Expert Committee



UNIVERSITY GRANTS COMMISSION  
NEW DELHI  
(Finance Bureau)

No.F.1- 4/2009 (FD-I/B)

May 14, 2009

OFFICE MEMORANDUM

**TA/DA AND HONORARIUM PAYABLE TO OUTSIDE OFFICIAL AND NON-OFFICIAL MEMBERS AND EXPERTS**

In supersession of Finance Bureau O.M of even No. dated 01.04.2009 the rules for TA/DA and Honorarium payable to outside Official and Non-Official Members and Experts will be as under: -

**The categories of Official and Non-Official Members are as follows: -**

Serving (State/Central) Government servants, Semi Government/Autonomous Bodies, Employees paid from the Consolidated Fund of India/State through Grants-in-aid from University Grants Commission are treated as Official Members.

All others including retired Government Servants and retired Member of the University Grants Commission or Statutory Bodies viz. Universities, Institutions, Councils, Boards and Societies etc. are to be treated as Non-Official Members.

"Permanent Account Number (PAN) allotted by the Income Tax Authorities has to be indicated by the member/expert invariably while filling up the Honorarium Bill".

**1. HONORARIUM**

Rs.2000/- per day for actual days of meeting for Official and Non-Official Members.

**2. TRAVELLING ALLOWANCE/CONVEYANCE ALLOWANCE**

(A) **Non-Official Members/Experts:**

Outstation Members/Experts:

- (i) **Travel by Air:** The Non-Official members/ and retired experts will be entitled to travel by air by the class to which he/she was entitled before retirement. Other non-official members/experts will be entitled to travel by air by cheapest fare in economy class inclusive of Development Fee charged, if any. The journey by private airlines is



also permissible subject to the condition that the fare charged is not more than Air India fare.

- (ii) **Travel by Train:** The Non-Official members/experts will be entitled to travel by all train including Rajdhani Express/ Shatabadi Express, they will be entitled to travel by the class of entitlement before retirement. The cancellation charges shall also be reimbursable in case of cancellation or postponement of meeting by the UGC.
- (iii) **Travel by Taxi/Own Car:** If the travel is undertaken by outstation Non-Official members/experts for intercity travel from the place of residence/ office head quarters to the place of meeting by taxi or in his own car, the road mileage payable will be limited to 350 Kms.(one side) or actual distance covered which ever is less @ Rs.8/- per KM . If the distance covered is more than 350 Km( one side) the reimbursement will be limited to 350 Kms.(one side) only.
- (iv) **Road Mileage:** The Taxi fare at STA rates applicable in the State from residence to Airport/Railway Station/Bus Stand and from Place of Meeting to Airport/Railway Station/Bus Stand is payable as per existing FRs/ SRs (TA) Rules. Where there is no STA Rates are notified by State Transport authority the Taxi (A/C or Non-A/C) or Own Car fare @ 16/- per km and Auto-Riksha or Scooter @ Rs.8/- per km shall be reimbursable.
- (v) **Local Journey:** Actual expenditure incurred.

**(B) Official Members/Experts:**

They shall be governed as per FRs/SRs (TA) Rules.

**3. DAILY ALLOWANCE:**

**(A) Non-Official Members/Experts:**

**(i) Outstation Members/Experts:**

Rs.1000/-per day (inclusive of boarding/lodging) if the Experts stay in a Hotel and produces a Receipt. Rs.250/- per day if the Experts make his own arrangement irrespective of the Classification of city or arrangement made and expenditure borne by UGC, for stay (lodging only) in any State Guest House or for single room in medium range ITDC hotels like Janpath Hotel, or State Govt. run Tourist hotels/hostels or residential accommodation provided by the



registered societies like India International Centre and India Habitat Centre etc. Prior approval of UGC is required for making arrangement by the Members/Experts themselves in these accommodations.

(ii) Local Members/Experts: No D.A. is payable to Local Members/ Experts.

(B) Official Members/Experts: As per their entitlement under FRs/ SRs (TA) Rules.

UGC Officers/officials will not be covered under this OM. They will be covered under FR/SRs (TA) Rules.

This issues with the approval of Honorable Chairman, UGC.



( Ashok Kumar Dogra )  
Financial Advisor

Copy to: -

PS to Chairman

PS to Vice Chairman

PS to Secretary

PS to Financial Advisor

PS to Director,

All Bureau Heads

All DS/US

SO (FD-1/B)

Head of all Regional Offices

UGC Website; [www.ugc.ac.in](http://www.ugc.ac.in)