

GUIDELINES FOR ESTABLISHING NEW DEPARTMENTS WITHIN THE CAMPUS, SETTING UP OF OFF-CAMPUS CENTER(S) / INSTITUTION(S)/ OFF-SHORE CAMPUS AND STARTING DISTANCE EDUCATION PROGRAMMES BY THE DEEMED UNIVERSITIES

Definitions:-

- (a) **“Institution”** means an institution set up by the same management to impart studies in a specialized branch of study and registered under the same society or trust under which the existing deemed university is registered.
- (b) **“Off-campus centre”** means a center of the university located outside its main campus (within or outside the State where the deemed university is located) operated and maintained as its constituent unit by the resources of the university, having the centre’s own compliment of facilities, faculty and staff.
- (c) **“Off-shore Campus”** means a campus of the university located outside the country, established and maintained as its constituent unit by the resources of the university having its own compliment of facilities, faculty and staff.
- (d) **“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.

Prerequisites:

1. The Deemed to be Universities shall be normally authorized only to operate within their own campus to conduct the authorized courses falling within the area of their specialization. If the new department is to deal with a subject which is not the field of specialization or in an allied field, the deemed University may be allowed to start such department only if that field is covered under the objectives for which the deemed University was established, as per its MoA. In case a deemed University desires to start a new department in a field not covered under its MoA, it will have to amend its MoA before opening the department. As such the Deemed to be Universities shall not operate beyond their approved geographical boundaries. However, in deserving cases, the Deemed Universities can start new Departments within the university campus or start off-campus centre(s)/ institutions / off-shore campus on selective basis for the benefit of the student community by spreading quality education with prior specific permission of the University Grants Commission in each and every individual case. A deemed to be university intending to set-up new Departments within their campus, new off-campus centre(s)/ institution out side the main campus / off-shore campus or starting distance education programme shall be eligible to apply for seeking permission for this purpose only if it has:-
 - 1.1 Earned a reputation in any one or more of the following areas: (i) excellent and innovative under-graduate and / or post-graduate teaching which inter alia includes practicing Academic reforms and examination reforms like introducing modular structure, continuous evaluation, etc. (ii) meaningful and purposeful research, and (iii) extension activities etc.;

- 1.2 A good track record of conforming to the relevant regulations/norms of the UGC and other statutory bodies concerned regarding minimum standards of instruction, qualifications of teachers, merit-based admission of students on an all India basis and the reasonable fee structure.
- 1.3 Accreditation by the National Assessment and Accreditation Council (NAAC) with a *with a minimum of 'B' grade*;
- 1.4 Mobilized adequate financial resources for starting the proposed new Department, off-campus center/ institution / off-shore campus;
- 1.5 Not entered into any franchise agreement with any organization for establishing and running the off-campus center/off-shore campus.

The new Department, off-campus centre/ institution /off-shore campus shall have, among its primary objectives, under-graduate, post-graduate instruction, training and research for the advancement and dissemination of knowledge. For this purpose it shall engage in teaching programmes and research activities in field(s) of specialization of the existing deemed university in allied field(s).

Procedure to be followed:

2. All deemed to be universities intending to set-up new departments within their campus, off-campus centre(s) or an institution out side the main campus of the deemed university may apply as follows:
 - 2.1 The deemed university intending to open a new department in its campus or an off-campus center/ institution shall approach the University Grants Commission (UGC) at least six months prior to opening such center on a proforma prescribed for this purpose (*Annexure-I*). The deemed university desirous of starting the new off-campus center / institution or introducing a new course/ programme in a professional subject, shall comply with all the requirements as required by statutory professional Councils and obtain their prior approval before approaching the UGC.
 - 2.2 The new Departments, new off-campus center/ institution shall be set up only after obtaining approval of the UGC and that of the concerned state Government where such a center is proposed to be established. The UGC *shall* cause spot visit/ verification of the proposed new departments, new off-campus center/institutions to verify its infrastructure facilities, programmes, faculty, financial viability, etc. before giving permission to start the centre. *The report of the committee shall be considered by the Commission for its approval.*
 - 2.3 An off-shore campus shall be set up only after due permission from the Government of India on the recommendations of the UGC and also that of the Government of the host country.

3. Infrastructure requirements and other standards:

- 3.1 The new off-campus center/ institution/ off-shore campus shall have adequate buildings and other infrastructure facilities as per the norms and standards prescribed by the UGC and other concerned statutory bodies. Such facilities shall be proportional to the size and activities of the centre.
- 3.2 The new off-campus centre/institution/off-shore campus shall be totally administered by the parent deemed university in terms of admission, monitoring, instruction, evaluation, and conferring of degrees etc.
- 3.3 The off-campus centre/institution/off-shore campus shall conform to the relevant regulations/norms of the UGC and other statutory bodies concerned regarding minimum standards of instruction, qualifications of teachers, merit-based admission of students on an all India basis and the fee structure etc. and shall have adequate number of qualified teachers.
- 3.4 The new off-campus centre / institution / off-shore campus shall offer only those courses which are approved by the appropriate bodies of the deemed university. If the course to be offered in the centre is in technical/ professional subject, its academic programmes shall have to be approved by the concerned statutory professional council.
- 3.5 The off-campus centre / institution / off-shore campus shall have adequate number of qualified teachers along with necessary supporting staff as prescribed by the concerned statutory bodies.
- 3.6 The remittance of funds from and to the off-shore campus shall be governed by the Reserve Bank of India rules in this regard.
- 3.7. The UGC shall not be involved in any legal or administrative problem in the operation of the off-shore campus, nor shall the UGC have any financial implications in any manner in the establishment and operation of the off-shore campus.
- 3.8. The over-all performance of the off-campus centre / institution / off-shore campus shall be monitored annually, initially for three years, and subsequently after every five years by the UGC whose directions for management, academic development and improvement shall be binding. The UGC shall associate the nominee(s) of the concerned statutory professional council in the monitoring process.
- 3.9. If the functioning of the off-campus centre/ institution / off-shore campus does not fulfill the UGC's directions and recommendations and remains unsatisfactory for three years, the deemed university shall be instructed by the UGC to close it down.

4. Distance Education:

The Deemed to be University could offer the distance education programmes only with the specific approval of the Distance Education Council (DEC) and

the University Grants Commission (UGC). As such, any study centre(s) can be opened only with the specific approval of Distance Education Council and UGC.

5. Ex-Post-Facto Approval:

The Deemed Universities shall obtain the ex-post-facto approval of the GOI/UGC/DEC ,whichever, applicable within a period of six months in the following cases:

- I. Continuation of all the Departments opened in the campus of the Deemed Universities and off-campus study centre(s)/ institutions / off-shore campus started without the prior approval of the UGC.
- II. Distance education programme(s)/study centre(s) started without the specific approval of the DEC/UGC.

6. Penalty

In the absence of such approval within the stipulated time frame the Deemed University shall not be authorized to award the degrees to the students undergoing study programmes in such Departments/off-campus study centres/ institutions/ off-shore campus distance education programmes. Degrees awarded in violation of these instructions shall be regarded as unspecified and render the Deemed University to be punishable under relevant provisions of the UGC Act, 1956, including the revocation of their deemed to be universities status.

ANNEXURE - I**PROFORMA FOR SUBMISSION OF INFORMATION BY THE UNIVERSITIES FOR
OPENING OF NEW DEPARTMENTS / OFF CAMPUS CENTRES / INSTITUTIONS /
OFF-SHORE CAMPUS / STUDY CENTRES UNDER DISTANCE EDUCATION
PROGRAMME**

1. Name and address of the University:.....
2. Headquarters of the University:.....
3. Name of the Society / Trust promoting the University:.....
(Composition of the Society)
4. Date & Year of Establishment :.....
5. Act and Notification under which established
(copy of the Act & Notification to be enclosed) :.....
6. Territorial Jurisdiction of the University:.....
7. (a) Name of the Vice-Chancellor :.....
(along with phone Nos., fax Nos. & e-mail address)
- (b) Name of the Registrar:.....
(along with phone Nos., fax Nos. & e-mail address)
8. Objectives of the University as laid down in MoA:.....
9. Thrust Areas of the University :.....
10. Major Achievements of the University:.....
11. Whether accredited by NAAC, if yes, rating:.....
12. Source of finance & quantum of funds available:.....
for running the University
(copy of the budget for the current financial year to be enclosed)
 - from fees
 - from State Government
 - from UGC/ AICTE / DEC
 - other sources (details)
13. Details of under-graduate / post-graduate courses started / to be started
(a copy of the prospectus and fee structure to be attached)
(please also indicate the university with which the courses were affiliated earlier)

(d) Study Centres under distance education programme

Sl. No.	Name of the course	Intake capacity	No. of students actually admitted	Admission procedure	Entry qualification	Duration	Fee	Whether degree specified by UGC	Whether course curriculum as per UGC / AICTE / DEC specifications	Whether approved/ accredited by the concerned statutory council (if yes date & no. of the approval letter)	Name and address of the Coordinator

14. Details of infrastructure:

(i) Building (Master plan of the University shall be enclosed)

(a) Main Campus

Name of the Building	Ownership	Plinth Area	Covered area	Cost / Estimated cost	Status of building i.e. complete / incomplete*	Whether plans & estimates approved by competent authority

* Please indicate date of completion of building and if in-complete the probable date by which it is likely to be completed.

(b) On Campus Centres (Centre-wise)

Name of the Building	Ownership	Plinth Area	Covered area	Cost / Estimated cost	Status of building i.e. complete / incomplete*	Whether plans & estimates approved by competent authority

(c) Off Campus Centre (Centre-wise)

Name of the Building	Ownership	Plinth Area	Covered area	Cost / Estimated cost	Status of building i.e. complete / incomplete*	Whether plans & estimates approved by competent authority

(d) Off-shore campus

Name of the Building	Ownership	Plinth Area	Covered area	Cost / Estimated cost	Status of building i.e. complete / incomplete*	Whether plans & estimates approved by competent authority

(e) Study Centres under distance education programme

Name of the Building	Ownership	Plinth Area	Covered area	Cost / Estimated cost	Status of building i.e. complete / incomplete*	Whether plans & estimates approved by competent authority

(ii) Equipment

(a) Main Campus

Name of the Department	Name of the equipment	Cost	Make	Date of purchase	Whether in working condition

(b) On Campus Centre (Centre-wise)

Name of the Centre	Name of the equipment	Cost	Make	Date purchase of	Whether in working condition

(c) Off Campus Centre (Centre-wise)

Name of the Centre	Name of the equipment	Cost	Make	Date purchase of	Whether in working condition

(d) Off-shore campus

Name of the Centre	Name of the equipment	Cost	Make	Date purchase of	Whether in working condition

(e) Study Centres under distance education programme

Name of the Centre	Name of the equipment	Cost	Make	Date purchase of	Whether in working condition

(iii) Books and Journals pertaining to the programmes of the University

(a) Main Campus

Name of the Department	Total no. of books	Total Cost

(b) On Campus Study Centre (Centre-wise)

Name of the Department	Total no. of books	Total Cost

(b) On Campus Study Centre (Centre-wise)

Name	Designation	Age	Qualification	Scale of pay	Date of appointment	Train-ed Yes / No If yes, details

(c) Off Campus Study Centres (Centre-wise)

Name	Designation	Age	Qualification	Scale of pay	Date of appointment	Train-ed Yes / No If yes, details

(d) Off-shore campus

Name	Designation	Age	Qualification	Scale of pay	Date of appointment	Train-ed Yes / No If yes, details

(e) Study Centres under distance education programme

Name	Designation	Age	Qualification	Scale of pay	Date of appointment	Train-ed Yes / No If yes, details

18. Estimated expenditure during next three years.....
19. Whether functioning of the University have been computerized? If yes, to what extent? (LAN / WAN /Admn./Aca/ Eva/ Financial)
20. Justification of starting new centers.
21. Whether employability of passouts has been ensured.
22. Whether adequate finances available to run the centre.
23. Any other relevant information

Certified that the information given by the university is correct, to the best of knowledge and belief.

Vice-Chancellor

Registrar

