

Annexure - II

EXPERT COMMITTEE REPORT – PRIVATE UNIVERSITY UNIVERSITY OF TECHNOLOGY AND MANAGEMENT (UTM) BIJNI COMPLEX, LAITUMKHRAH, SHILLONG - 793 003 (MEGHALAYA)

Part – I – Preliminary

(i)	Constitution of the Expert Committee	Name and Address	Position	Contact No.
		Prof. R.P. Dahiya (Former Director, MNIT Jaipur) Centre for Energy Studies Indian Institute of Technology Hauz Khas, New Delhi - 110 016	Chairman	09811502911
		Prof. (Mrs.) Nandini Mukherjee Dept. of Information Technology Jadavpur University, Kolkata	Member	09903039536
		Dr. (Ms) Sonia Sharma School of Tourism & Hospitality Service Sectoral Management Indira Gandhi National Open University, New Delhi	Member	09871933011
		Dr. N. Sambandam 504 Glen Craft Cliff Avenue, Hiranandani Gardens, Powai, Mumbai 400 076	Member AICTE nominee	09619628409
		Dr. G. Srinivas Joint Secretary UGC-SERO, Hyderabad Andhra Pradesh	Member Secretary / Coordinating Officer	09490793185
(ii)	Date(s) of the Visit	September 20-21, 2013		
(iii)	Any other information (Non-participation of members, any special factor or situation/difficulties relevant to the report	Dr. Swapna Banerjee could not visit due to medical emergency. Prior information was conveyed to the University		

Part – II – Introduction

(i)	Brief Introduction of the University	University of Technology and Management (UTM), Bijni Complex, Laitumkhrah, Shillong - 793 003 (Meghalaya) is located in the North-Eastern region of the country in tribal State of Meghalaya. The university is running in a rented building. As was informed by the officials of UTM during the visit of the Committee, this building was earlier a part of NEHU, but was not in use for nearly a decade.
(ii)	Date of Establishment of the University	04 January 2011 (Notification of UTM Act)

(iii)	Brief description of the University and its faculties/courses	University of Technology and Management, sponsored by Hydrocarbons Education and Research Society (HERS) located at Shillong was established under Meghalaya Act (No. 3 of 2011) legislated by Meghalaya Assembly and duly Notified in Gazette of Meghalaya vide No. LL(B) 47/2010/19 dated 04 January 2011. Its Academic Session commenced in August 2012 with school of Management and School of Technology. Courses being offered by the University under School of Management are BBA with specialization in Retail, Hospitality, Travel, Tourism and Journalism & Mass Communication; and MBA Event Management . School of Technology offers B.Tech (Electronics and Communication Engg); B.Tech Civil Engg with specialization in Infrastructure Development; B.Tech (Petroleum Engg); and B.Tech (Computer Science & Engg) with specialization in Cloud Computing and Virtualization Technology.
(iv)	Brief description of the Trust/Society that governs the University	The University is sponsored by Hydrocarbons Education and Research Society (HERS), formed under the Societies Act 1860, to develop and promote professional education in the country. The Society membership comprises of professionals from the Industry. Membership details of the Society are attached as Appendix - I Prior to establishing UTM, the Sponsoring Body (HERS) has successfully established the University of Petroleum and Energy Studies (UPES), Dehradun in 2003 having already produced 9 batches. Prior to UPES, the Society successfully established 'Indian School of Petroleum & Energy' at Delhi in 2001.

Part – III – Summary Report

A. Legal Status

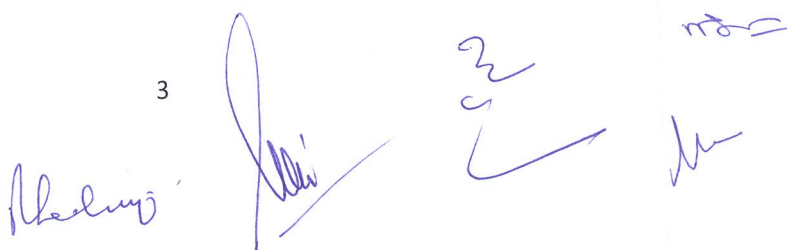
(i)	Is the University duly established under the law and as required in the UGC Regulations?	Yes. The University of Technology and Management is a legal entity having been established under Meghalaya Act (No. 3 of 2011) legislated by Meghalaya Assembly Notified in Gazette of Meghalaya vide No. LL(B) 47/2010/19 dated 04 January 2011. Copies of Gazette Notification and UGC Letter dated 28 July 2011 are attached) as Appendix – II
(ii)	Is the Trust/Society involved in promoting the University sufficiently focused on educational activities and independent of their business or any other interest, if any	Yes. A copy of MOA of the Society is attached as Appendix – III.

B. Organization Description

(i)	Does the University abide by UGC Regulations on Off-Campus centres?	UTM is a Unitary University with its campus at Shillong. The University has not established any Off-Campus Centre.
(ii)	Does the University abide by UGC Regulations on Off-Shore Campus Centres?	Not applicable (no offshore campus)
(iii)	Does the University offer courses under Distance mode with the approval of competent authority of the Government of India?	No

C. Academic Activities

(i)	Are the Courses offered by the University narrowly focused or adequately diverse?	The University offers specialized courses in business management and engineering. Some of the programs focus on contemporary aspects.
(ii)	Are the list of courses for the award of degree as per the Section 22 of the UGC Act, 1956?	Yes
(iii)	Is the sanctioned intake as per the norms / intake sanctioned by the concerned statutory council(s)/UGC?	Yes. The Intake as approved by UTM Academic Council is 50 each for General Undergraduate Programmes; 60 each for UG Technical Programmes/MBA Programmes. Copy of Minutes of the Academic Council Meeting held on 18 May 2011 is attached as Appendix IV .
(iv)	Whether courses run are approved by concerned Statutory Council(s)?	Not by AICTE.
(v)	Are there adequate support facilities for students, especially for disadvantaged students?	No special arrangement except that a few ramps exist in the academic area.
(vi)	Are the students adequately informed?	Yes, via university website.
(vii)	Is there a Grievance Redressal Mechanism and is that working properly?	No Grievance Redressal committee exists. But there is a system to consider complaints and ensure discipline on the campus. A faculty is given the responsibility of students' counselor.
(viii)	Is the University following proper procedure for formulation and revision of curriculum on periodic basis?	The present curricula of the currently run programs of the University have been developed and approved by its Academic Council. University is still in its second batch and hence no revision has been made.
(ix)	How regular, fair and transparent is the Examination System?	The University has instructor led continuous evaluation system. The Examination Rules & Regulations have been framed and are made transparent to the students by making a copy available in the Student Bulletin. The University follows a relative grading system. The Internal Assessment and the Mid-Semester Examination answer sheets are returned back to the students and feedback given by the Faculty.



D. Admission Process

(i)	Does the University follow fair and transparent procedure for admission?	Yes. Admission is based on entrance test.
(ii)	Do any special reservation on quota clearly laid down policy?	The University has no Management Quota in admission. 25% seats are reserved for students from North-East.

E. Fee Structure

(i)	Are the students sufficiently informed about the fees and charges payable?	Yes, through Website, Information Brochure and Student Bulletin.
(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?	The University has no other charges except publically stated fee structure.
(iii)	Is the mode of fees collection transparent or are there complaints of payments without receipts?	The University raises fee invoice and fees is collected from students through Demand Drafts.
(iv)	Are the fees reasonable as compared to costs involved in running the programmes and to other similar institutions?	Comparison with other institutions was not given by UTM stating that comparison in the state may not be possible as many of the programmes offered by UTM are not available in other institutions. Some of the programmes are, however, same as offered by other private universities.
(v)	Is the fee structure based on a policy or guidelines laid down by the Government?	No. The university has its own mechanism to work out the fees structure as is described below: The University has a Fee Committee which takes into consideration the cost involved. The Fee Structure as proposed by the Fee Committee is considered by the Finance Committee and approved by its Board of Management.
(vi)	Is there any indication of the University being run solely or primarily for commercial gains?	No such indication was observed.

F. Faculty

(i)	Does the University follow Pay Scales and Service Conditions laid down by the UGC?	Pay scales and service conditions as prescribed in University Service Rules for Employees and Allied Service Provisions, 2013 – Extracts from which are attached as Appendix- V .
(ii)	Is the faculty well qualified and well trained for the courses?	Yes. Faculty details are attached as Appendix – VI .
(iii)	Is the proportion of permanent faculty adequate or is the University being mainly run by deploying contractual faculty / guest faculty / part-time faculty?	No. The University has inadequate number of regular faculty. Visiting faculty is also engaged for many courses.
(iv)	Has the University followed due process of recruitment of faculty?	Yes, it has well developed procedure for recruitment of faculty. All faculty and staff appointments are approved by the Board of Management of the University.

G. Infrastructure

(i)	Are the following infrastructure facilities adequate?	
	a) Land & Building	Presently the university is functioning from accommodation taken on lease from the old campus of NEHU. As informed by UTM officials, 30 acres of land is being negotiated for permanent campus.
	b) Class rooms	09 Class rooms with projection facilities. Size of class rooms, except one, is small.
	c) Laboratories & Equipment	06 Laboratories moderately equipped.
	d) Library	Library needs more space. More books and titles need to be added as per the programmes. Book bank facility and e-databases are available.
	e) Sports facilities	Limited facilities are available.
	f) Residential accommodation including hostels	Hostel is presently outsourced and there is no residential accommodation for faculty and/or staff.

H. Financial Viability

(i)	Does the University has adequate and independent funds?	The University is Self-Funded and has created endowment fund of Rs. 2 crores.
		Funding position is reasonable; projections show that bank loan will be taken. Copy of the deposit is enclosed as Appendix VII.
		Copy of audited statement of accounts for Financial Year 2011-12 giving the financial position of the University is attached as Appendix VIII.

I. Governance System

(i)	Are various authorities and bodies responsible for the governance of the University in place and working regularly and properly?	Yes, various authorities as per UTM Act, viz Board of Governors, Board of Management, Academic Council, Finance Committee are in place. Meetings of the Boards have been held regularly as specified under the Act.
		The proceedings of the meetings have been documented and are enclosed as Appendix - IX.

J. Research Profile

(i)	How would you rate the research profile of the University in terms of Research Orientation, environment, facilities and output?	There are no research facilities and the research environment presently is not conducive. The University is in infancy.
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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 Governments?	University does not have Controller of Examination. Finance Officer operates from New Delhi. Laboratory staff needs to be strengthened. While interacting with the non-teaching staff it was found that they were satisfied with their salary.
(ii)	Do the academic results show evidence of independent and rigorous evaluation prior to the issue of degrees?	The University follows transparent evaluation system. However, the first batch will graduate in 2014 only.
(iii)	Has the University obtained necessary and desirable accreditations	Not yet. The University will become eligible for accreditation only after its students graduates.

L. Strengths and Weaknesses of the University

(i)	Strengths of the University	- The University of Technology and Management has the advantage of initial mentoring by University of Petroleum and Energy Studies (UPES) in terms of developing systems and processes, extending technical expertise, visiting faculty support, etc. - It has adopted from UPES the latest curricular features (Semester System, Continuous Internal Assessment, Internship, Relative Grading, etc.). - It has SAP enabled student life cycle. - The university has effective teaching-learning through technology enabled classrooms, classroom instruction supplemented by 'guest lectures', seminars, project work, etc. - Students are from diverse background.
(ii)	Weaknesses of the University	- The university does not have its own land and it operates from rented accommodation hired on lease. - Regular faculty strength is not adequate and visiting faculty is also engaged. - The mechanical workshop needs upgradation. - Laboratories space is limited and they need to be properly equipped. - Research efforts are non-existent and need to be developed. - Seats are vacant in the programmes run by the university. - Vice-chancellor and Registrar have been appointed but are not yet permanently stationed at UTM Shillong.

Part – IV – Recommendations

A. General Observations and Suggestions (Please avoid repetitions of the point mentioned above)

The University is working in the North Eastern State where quality education should be extensively imparted. This university is mentored by well-developed University of Petroleum and Energy Studies (UPES) located at Dehradun. Faculty of UTM should, therefore, be sent to UPES during vacations for training.

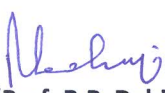
- UGC pay scales and nomenclature should be followed for the teaching and non-teaching staff.
- Medical facility should exist on the campus.
- Statutory bodies should be broad based. Faculty representatives should be included in these bodies.
- Advisory Council should be formed.
- Purchase procedures should be streamlined and well publicised among the faculty and staff.
- Estate department should be created.

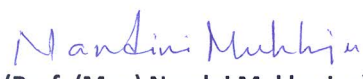
B. Operations recommendations which require satisfactory compliance by the University before issue of Approval Letter

The University should develop its own campus with complete infrastructure facilities. Laboratories should be developed for all the programmes. Library and Internet should be upgraded. All the norms prescribed by the UGC/AICTE should be complied with. Qualified faculty should be appointed in all the departments. Research facilities should be created and National and International journals should be subscribed. Administration wing should be made fully functional.

C. Final Recommendation (Whether the University should be granted approval Letter / approval letter subject to compliance / should not be granted approval letter)

The University should comply with the above recommendations within a period of three years and then its case may be reconsidered for approval.


(Prof. R.P. Dahiya)
Chairman 21.09.2013


(Prof. (Mrs.) Nandni Mukherjee)
Member 21/09/13


(Dr. (Ms) Sonia Sharma)
Member 21/09/13


(Dr. N. Sambandam)
AICTE Nominee 21/9/2013


(Dr. G. Srinivas)
Member-Secretary 21/9/2013

Place: Shillong

Date: 21.09.2013