

**UNIVERSITY GRANTS COMMISSION
NEW DELHI**

**UGC [INSTITUTIONS DEEMED TO BE UNIVERSITIES] REGULATIONS,
2018**

PREAMBLE

To regulate, in an orderly manner, the process of declaration of institutions of proven academic merit as deemed to be universities; and, further to maintain quality of higher education imparted by institutions deemed to be universities consistent with the standards of a university; the University Grants Commission, in exercise of powers conferred under clauses [f] & [g] of sub-section [1] of Section 26 of the University Grants Commission Act, 1956, hereby, makes the following Regulations namely:-

1.0 SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.01 These Regulations may be called the UGC [Institutions Deemed to be Universities] Regulations, 2018.
- 1.02 These Regulations shall apply to every institution seeking declaration as an institution deemed to be university under the Act as also, albeit prospectively, to an institution which has been declared as an institution deemed to be university under Section 3 of the UGC Act, 1956.
- 1.03 They shall come into force with effect from the date of their notification in the Official Gazette.
- 1.04 These Regulations shall replace the UGC (Institutions Deemed to be Universities) Regulations, 2016.

2.0 DEFINITIONS

In these Regulations, unless the context otherwise requires:

- 2.01 "Act" means the University Grants Commission Act, 1956 [Act 3 of 1956].
- 2.02 "Campus" means Campus of the institution deemed to be university at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city /town /village in India. Headquarters includes all the campuses situated in the same city/town/village.
- 2.03 "Off-Campus centre" means an approved centre of the institution deemed to be university beyond its Campus in the country.
- 2.04 "Off-shore campus" means an approved centre of the institution deemed to be university outside the country.
- 2.05 "Commission" means the University Grants Commission (UGC) constituted under the Act or any other body empowered to regulate an institution deemed to be university under any law for the time being in force.

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- 2.06 “Category I & Category II” means the category of Institutions Deemed to be Universities as laid down under UGC (Categorization of Universities (only) for Grant of Graded Autonomy) Regulations, 2018.
- 2.07 “Constituent Institution” means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.
- 2.08 “Constituent Unit” means those units of the Institution which were existing at the time of submission of proposal to be declared as an Institution Deemed to be University.
- 2.09 “*De-novo* Institution” means an institution with the focus on teaching and research in unique and ‘emerging areas of knowledge’, so determined by the Commission.
- 2.10 “Emerging area of knowledge” in the context of *De-Novo* Institutions means such areas which are considered desirable and useful but not currently taught in the country.
- 2.11 “Government” means the Central Government, unless the context so specifies.
- 2.12 “Ministry” means the Ministry of Human Resource Development, unless the context so specifies.
- 2.13 “Institution” means an institution for higher education engaged in teaching and research at the undergraduate, post-graduate or higher levels.
- 2.14 “Institution deemed to be university” means an institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the Act.
- 2.15 “Necessary Infrastructure” means infrastructure as required under the norms of concerned Statutory Body/Commission.
- 2.16 “Processing Fee” means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application.
- 2.17 “Notification” means a notification issued by the Central Government in the Official Gazette declaring an institution for higher education, as an institution deemed to be university u/s 3 of the Act.
- 2.18 “Sponsoring body” means a body being a charitable or a not-for-profit Society/Trust/Company under Section 8 of Companies Act, 2013 making an application for declaring an institution under its administrative, academic and financial control as a deemed to be university; which can also be the Society for the deemed to be University.
- 2.19 “Statutory body/authority/council” means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education and bodies known as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), or any other such regulatory body established under an Act of Parliament, shall be the Statutory bodies for the purposes of these Regulations.

2.20 "University" means a University defined in the University Grants Commission Act, 1956.

3.0 OBJECTIVES OF AN INSTITUTION DEEMED TO BE UNIVERSITY

The objectives for which an institution is declared by the Government as an institution deemed to be university shall be:

- 3.01 To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of university as defined herein.
- 3.02 To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system.
- 3.03 To provide for quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes.

4.0 ELIGIBILITY CRITERIA FOR AN INSTITUTION TO BE DECLARED AS AN INSTITUTION DEEMED TO BE UNIVERSITY

- 4.01 An institution applying to be declared as an institution deemed to be university shall have to meet the following stipulations:-
 - i. Should have valid accreditation by NAAC with 3.01 and above OR two-third of the eligible technical programmes at Undergraduate and Post graduate levels accredited by the NBA in two consecutive cycles at the time of application.
 - ii. Should be in top 50 in any specific category or in top 200 of overall ranking of National Institute Ranking Framework (NIRF) ranking at the time of application and in immediately previous two years.
 - iii. Has demonstrated the characteristics of a university through multi-disciplinary courses, with high quality demonstrated research output.
 - iv. Has some under graduate courses and atleast five post graduate departments in existence for 3 years with research programmes.
 - v. Shall be engaged in research activity, publications and scholarly works and shall have doctoral / post-doctoral research programmes. The annual per faculty publications in SCOPUS peer-reviewed journals shall not be less than 1.5 on an average basis for the last 3 years.
 - vi. The teacher student ratio shall be as per the norms of the UGC/concerned Statutory Council(s). Faculty means regular faculty, adjunct faculty and long term contract faculty for at least three years.
 - vii. Shall have atleast 2,000 students on roll under regular mode and not less than 100 regular teachers.
 - viii. Each Constituent Unit included in the original application shall have valid accreditation by NAAC with 3.01 and above OR two-third of the eligible technical programmes at Undergraduate and Postgraduate

levels accredited by the NBA at the time of application. Additionally, it should be in top 50 in any specific category or in top 200 of overall ranking of National Institute Ranking Framework (NIRF) ranking at the time of application and in immediately previous two years.

4.02 The proposed institution deemed to be university should have the following minimum infrastructure and other facilities:

A. Land and Buildings:-

- i) There shall be constructed area of a minimum of 30 Sqmts per student which shall include academic (academic buildings, library, lecture hall, laboratories, etc), administrative, health care and recreational facilities.
- ii) It should have hostel facility for atleast 25 % students at the time of declaration of deemed to be university which should be increased upto 50 % after 5 years. The hostel can be within 5 km of radius from main campus.
- iii) The institution shall have land as prescribed by the respective statutory authority.
- iv) The entire land of the proposed institution deemed to be university should be either freehold or leasehold for atleast 30 years.
- v) The entire moveable and immoveable assets should be legally vested in the name of the proposed deemed to be university.
- vi) In case, the assets mentioned in para (iv) & (v) are not vested in the name of the proposed deemed to be university, the sponsoring body shall submit an undertaking that the same shall be legally transferred in the name of deemed to be university within one year of declaration of deemed to be university status provided that if such transfer of property does not take place within the one year period then the provisional status of deemed university shall be withdrawn by the Government.
- vii) The institution shall have barrier free approach for physically challenged persons

B. Corpus Fund:

- i) In the case of Institutions not maintained or financed by the Government and which came into existence after UGC (Institutions Deemed to be Universities) Regulations 2010, the following Corpus Fund shall be created and maintained permanently in the name of the proposed institution deemed to be university by way of irrevocable Government Securities or other forms approved by the Commission:
 - a. For institutions conducting professional programmes, such as Engineering & Technology, Medicine – Rs. 15.00 crore
 - b. For institutions conducting programmes, such as Management, Law, Education – Rs.8.00 crore

- c. For institutions conducting other programmes – Rs.7.00 crore
 - d. For institutions conducting both professional and other programmes – Rs. 18.00 crore
 - e. For institutions under *de novo* category – Rs. 40 crore
- ii) The Corpus fund shall not be liquidated without prior permission of the Commission
 - iii) The interest accrued on the Corpus Fund shall be used only for the purpose of development of the institution deemed to be university.

C. Governance Structure

The Governance structure of the proposed institution deemed to be university shall be as per Clause 10.0 of these Regulations.

5.0 PROCEDURE FOR DECLARATION OF AN INSTITUTION AS AN INSTITUTION DEEMED TO BE A UNIVERSITY

- 5.01 The institution fulfilling the minimum eligibility criteria as laid down in these Regulations for considering proposals for declaration as an institution deemed to be a university may **apply online** to the Ministry, on the web portal, and shall upload the following documents:
- i. Approval of the relevant Statutory/Regulatory bodies like AICTE, MCI, DCI, NCTE, BCI, INC, etc.,
 - ii. Certificate from the affiliating university / universities, to the effect that the students already admitted in the institution or institutions that is / are to become integral part of the proposed institution deemed to be University and enrolled under the said affiliating university / affiliating universities shall continue to be the students of that university for all purposes under the existing terms and conditions till they complete the relevant academic programmes.
 - iii. No objection certificate from State / Union Territory Government Concerned.
- 5.02 Processing fee of Rs. 10 lakh for each application shall be paid online to the Secretary, University Grants Commission.
- 5.03 The Ministry after preliminary scrutiny of the proposal, may return/reject citing reasons or forward the application to the Commission for its advice, normally, within 15 working days of the receipt of application.
- 5.04 In case, the Institution does not upload the letter of recommendation from the respective State/UT Government for any reasons thereof, the Ministry shall write to the State/UT Government concerned for their views on the application. In case, the State /UT Government fails to furnish its no objection within sixty days, it shall be considered as the State/UT Government have no objection to the application.
- 5.05 The Commission shall examine the application with the help of Expert Committee, which shall be constituted by the Chairman of the

Commission, from a panel of names of Experts approved by the Commission on yearly basis for visit to the Institution within 30 days within receipt of the same from the Ministry.

- 5.06 The Expert Committee shall have representative(s) of the concerned Statutory Council(s).
- 5.07 The Expert Committee shall:
- a) visit the Institution to hold discussions with its major stake holders and make on-the-spot assessment of its academic viability to function as an institution adhering to the concept of a university as enunciated in Clause 3 of these Regulations;
 - b) verify all the information submitted by the Institution in the application
 - c) ascertain the quality of academic and research work based on the citations and impact factor,
 - d) give specific information on matters like performance of students who have graduated, research scholars registered for PhD, sponsored research projects completed and on-going research publications in indexed journals, faculty having PhD, etc., for the past five years;
 - e) submit a report to the Commission, in a structured format devised by the Commission, to enable it to advise the Government appropriately, normally within thirty days of the matter being referred to it.
- 5.08 The visit of the Expert Committee to the Institution shall be video recorded and uploaded on the website of the UGC within 24 hours of the visit being completed.
- 5.09 The concerned Bureau of the Commission will give its remarks on the report of the Expert Committee before placing it to the Commission. The Commission shall finalize its advice taking into consideration the report of Expert Committee and the remarks of the concerned Bureau of UGC and render its advice to the Ministry within thirty days of receipt of the report of the Expert Committee.
- 5.10 Taking into consideration the advice of the Commission, the Central Government, normally within thirty days of receipt of the advice of the Commission, will take a decision on the proposal. In case, the proposal is agreed upon, a notification under Section 3 of the Act, declaring such institution as an institution deemed to be university shall be issued. This declaration shall initially be made for a period of five years. In case, the proposal is not agreed upon, the Government shall provide reasons in writing and its decision shall be final.

6.0 ELIGIBILITY CONDITIONS AND PROCEDURE FOR DECLARATION OF AN INSTITUTION AS AN INSTITUTION DEEMED TO BE A UNIVERSITY (DE-NOVO CATEGORY)

- 6.01 An institution seeking declaration as an institution deemed to be University under this category shall provide verifiable evidence and validation by leading experts in the field of being devoted to unique and

emerging areas of knowledge (which are considered desirable and useful but not currently taught in the country) – particularly in specific areas of study and research. Institutions sponsored by the Central/State/UT Government shall be given preference provided they address to the strategic needs of the country, engage in preservation of cultural heritage, so determined by a well laid out process of consultation with the eminent peers of the academic community. Government owned institutions in areas specified under specific Government policy or under budget announcement shall also be given preference. For this purpose, the applicant shall give justification for grant of deemed university status in a specialised area, along with detailed syllabi of the courses and research programmes conducted/to be conducted by it.

6.02 The eligibility conditions for existing de-novo institution to be declared as deemed to be university shall be same as prescribed in Clause 4.0 and Clause 6.01 of these Regulations.

6.03 The procedure for submission of application and processing of the application shall be same as laid down in Clause 5 of these Regulations with the following additional procedure:

- a) The processing fee shall be Rs. 10 lakh.
- b) The Commission, before proceeding to the various stages of application processing as laid down in Clause 5, shall examine the application with the help of an Expert Committee within thirty days with members in the relevant discipline, who shall be nominated by the Chairman, UGC. The Committee shall also include a representative from the relevant Statutory Council, as applicable. The Expert Committee may hear the presentation from the applicant institution, to decide whether or not the institution falls under de-novo category as per the definition mentioned in Clause 6.01 of these Regulations. The report of the Expert Committee shall be submitted to the Chairman of the Commission. In case, based on the recommendation of Expert Committee, the Chairman is satisfied that the application does not fall under the definition of de-novo category, he/she will give his/her advice to Ministry, immediately. The advice of Chairman of the Commission shall be treated as the advice of the Commission. In case, the Chairman is satisfied that the application falls under de-novo category, then prescribed procedure and time lines shall be followed for further processing of the case as per Clause 5 of these Regulations.

6.04 PROCEDURE FOR DECLARATION OF A NEW (YET TO BE ESTABLISHED) INSTITUTION AS DEEMED TO BE UNIVERSITY UNDER DE-NOVO CATEGORY:-

6.04.1 The Sponsoring body shall submit the application online to Ministry in the form of a Detailed Project Report (DPR) containing 15 years Action Plan/Strategic Vision Plan and five years Implementation Plan taking into consideration the eligibility conditions and other

stipulations mentioned in these Regulations along with an undertaking to the effect that it shall abide by all provisions of these Regulations. The Ministry shall forward the Detailed Project Report to the Commission for its advice.

- 6.04.2 The Commission shall examine the application with the help of an Expert Committee with members in the relevant discipline, who shall be nominated by the Chairman, UGC. The Committee shall also include a representative from the relevant Statutory Council, as applicable. The Expert Committee may hear the presentation from the applicant institution to see whether or not the institution falls under de-novo category as per the definition of Clause 6.01 of these Regulations and whether the Detailed Project Report is in accordance with these Regulations. The Expert Committee will submit its report to the Commission within thirty days with recommendation for issuance of Letter of Intent with or without any additional conditions or otherwise.
- 6.04.3 The Commission, after receipt of report of Expert Committee, shall forward its advice to Ministry within thirty days. In case, the advice is for issuance of Letter of Intent, it should categorically mention additional conditions, if any, to be imposed. If the advice is otherwise, reasons for the same may be stated in the advice.
- 6.04.4 Ministry, taking into consideration the advice of the Commission, will issue Letter of Intent for the proposal or reject the proposal stating reasons therefor, within a period of thirty days.
- 6.04.5 The Letter of Intent shall be valid for three years. The Sponsoring body shall submit compliance report in respect of the conditions mentioned in the Letter of Intent within stipulated time. The compliance report shall be forwarded to the Commission for verification and advice. The UGC and the Ministry will follow further procedure as mentioned in Clauses 5.05 to 5.10 of these Regulations for issuance of Notification or otherwise.

7.0 PROCEDURE OF STARTING OF OFF-CAMPUS CENTRES, INCLUSION OF INSTITUTION(S) UNDER AMBIT OF DEEMED TO BE UNIVERSITY AS CONSTITUTENT INSTITUTIONS AND OFF-SHORE CAMPUSES

Off-Campus Centre(s):

- 7.01 Notwithstanding any provisions contained in any Regulations of UGC, Category-I & category-II institutions deemed to be universities can open two off-campus and one off-campus respectively within a period of five years.
- 7.02 An Institution deemed to be university shall also meet the following conditions:
- i. It should have a good track record of conforming to the relevant Regulations/norms of the Commission and other Statutory/Regulatory bodies.

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- ii. The proposed off-campus should have the infrastructure and other facilities as per Clause 4.02(A) except Clause 4.02 (A)(vi) of these Regulations; shall be atleast for 1000 students.
 - iii. The proposed off-campus can be started with atleast 1,000 students capacity under regular mode.
 - iv. It should have necessary approval of the relevant Statutory/Regulatory bodies like AICTE, MCI, DCI, NCTE, BCI, INC, etc.
 - v. It should have some undergraduate courses and atleast three post graduate departments.
 - vi. No objection from the State/UT Government where the off-campus centre is proposed to be established.
- 7.03 The processing fee of Rs. 10 lakh to be submitted to Secretary, University Grants Commission.
- 7.04 Notwithstanding any provisions contained in any Regulations of UGC, Category-I & Category-II institutions deemed to be universities shall submit online application in prescribed format for Letter of Intent or approval of starting off-campus centre, to Ministry, which shall be forwarded to the Commission for advice within 5 working days. Simultaneously, the Ministry will write to respective State/UT Government for their views on the application. In case, the State /UT Government fails to furnish its letter no objection within thirty days, it shall be considered as the State/UT Government have no objection to the application.
- 7.05 An institution deemed to be university which is neither in category-I nor in category-II shall submit online application to Ministry. The Ministry, after preliminary scrutiny of the proposal, may return/reject citing reasons or forward the application to the Commission for its advice, normally, within 15 days of the receipt of application.
- 7.06 Notwithstanding any provisions contained in any Regulations of UGC, in respect of Category-I institutions deemed to be universities, the Chairman of the Commission will forward its advice to the Ministry within 15 days based on the examination of information contained in the application, without any physical inspection. In case, the advice is for issuance of Letter of Intent, the Commission shall clearly mention the conditions to be stipulated in the Letter of Intent. The advice of Chairman shall be considered as the advice of the Commission. Taking into consideration the advice of the Commission, the Ministry will issue of Letter of Intent / Notification or will reject the application citing reasons thereof.
- 7.07 Notwithstanding any provisions contained in any Regulations of UGC, in respect of Category-II institutions deemed to be universities, the same procedure as mentioned in Clause 7.06 of these Regulations shall be followed except if Chairman of the Commission desires, an Expert Committee may be constituted for inspection to assess & verify the information provided by the institution. The Commission will process the application in such a way that the advice of Chairman is received in the Ministry within two months. The advice of Chairman shall be considered

as the advice of the Commission. Taking into consideration the advice of the Commission, the Ministry will issue of Letter of Intent / Notification or will reject the application citing reasons thereof.

- 7.08 For other Institutions deemed to be universities which are not in category-I or category-II, the procedures mentioned in Clause 5.05 to 5.10 shall be followed.

Inclusion of Institution(s) under ambit of deemed to be university as constituent Institution(s)

- 7.09 The eligibility conditions and procedure for inclusion of institution(s) under ambit of deemed to be university shall be same as mentioned for starting of off-campus centre(s) in these Regulations with the following additional conditions and with the following additional documents to be submitted along with the application:

- i. The NAAC grading of proposed constituent institution should not be less than 3.01 in consecutive two cycles or 2/3rd of eligible technical programmes at undergraduate and postgraduate levels should have been accredited by NBA for two consecutive cycles and should be placed in top 50 in any specific category or in top 200 of overall ranking of latest National Institute Ranking Framework (NIRF) rankings.
- ii. The deemed to be university shall submit a certificate from the affiliating university under which the proposed constituent institution is affiliated to the effect that the students of that particular institution(s) who have already been enrolled under it, shall continue to pursue their courses under its affiliation for all purposes and that it shall also award degrees to these students upon successful completion of the courses they are presently pursuing at such institution(s).
- iii. No objection from the State/UT Government where the proposed constituent institution is located.
- iv. A consent letter from the Sponsoring body of the proposed institution to the effect that if the proposed institution is allowed to be constituent institution of deemed to be university, the entire movable and immovable property as well as the existing manpower of the proposed constituent institution and its records (except those pertaining to the students who had already registered till they pass out of the Institution) shall be legally transferred to the institution deemed to be university within one year of issuance of Notification.
- v. The processing fee shall be same as that of off-campus centre.

Off-Shore campus(es)

- 7.10 Only Category-I & Category-II institutions deemed to be universities may start off-shore campus(es) with the prior permission of the Ministry, which would be given taking into consideration the advice of the Commission and after obtaining no objection from the Ministry of

External Affairs, Ministry of Home Affairs and the Ministry of concerned Statutory bodies. The procedure for taking advice shall be same as that of off-campus centre, without any physical inspection in case of Category – I Institutions Deemed to be Universities.

- 7.11 The deemed to be university shall submit its application outlining the courses proposed to be started in the off-campus centre(s). It shall also submit the approval/No objection granted by the respective country whether campus is proposed to be established.

Provided further that if the country where such off-shore Campus is proposed to be established requires prior concurrence of the Government of India for the approval, referred to the above proviso, of that country to be granted, then the Ministry, on the recommendation of the Commission, may give a 'No Objection' to the proposal but such 'No Objection' shall not be construed as permission of the Central Government to the institution deemed to be university to establish an off-shore Campus. Such an institution deemed to be university shall also submit an undertaking that it shall comply with all laws, norms or standards prescribed by that country where the off-shore Campus is proposed to be established.

- 7.12 The processing fee shall be same as that of off-campus centre.

8.0 CONDITIONS FOR CONTINUATION OF DEEMED TO BE UNIVERSITY STATUS

- 8.01 Continuation of deemed to be university status will be considered by the Ministry only after fulfilment of the following conditions:

- i. Should have figured in atleast 3 out of 5 years (after the grant of deemed to be university status) in top 200 in the overall category or in top 50 in their all relevant categories in the NIRF Rankings.
- ii. It should also have NAAC accreditation with score of atleast 3.01 or should have 2/3rd of eligible technical programmes at undergraduate and postgraduate levels with valid NBA accreditation. Further, any additional conditions mentioned in notification should also be fulfilled.
- iii. For Institutions which were given deemed to university status under yet to be established institutions, should have valid NAAC accreditation with score of atleast 3.01 or should have 2/3rd of eligible technical programmes at undergraduate and postgraduate levels with valid NBA accreditation for award of continuation beyond five years after its notification. Further, any additional conditions mentioned in notification should also be fulfilled.
- iv. Should have completed a mandatory external review based on the criteria prescribed by the Commission, from time to time.
- v. For other institutions, conditions mentioned in 8.01(i) shall be applicable.

9.0 PROCEDURE OF STARTING OF NEW COURSE(S) / PROGRAMME(S) / DEPARTMENT(S) /SCHOOL(S) /FACULTY(IES) IN MAIN CAMPUS AND APPROVED OFF-CAMPUS OF AN INSTITUTION DEEMED TO BE UNIVERSITY

- 9.01 Category - I & Category - II institutions deemed to be universities may start new Course / Programme / Department / School / Faculty in any field in their existing main campus and approved off-campus, with the prior approval of the Board of Management of the deemed to be university and the concerned Statutory Council(s), wherever required, and after creating all the necessary infrastructure and other facilities as per the norms of concerned Statutory Council(s) and infrastructure facilities as mentioned in Clause 4.02(A). Such Institutions shall inform the Commission about starting of a new course / programme / department / school / centre in its existing main campus and approved off-campus within one month of the grant of approval by the Board of Management of the Deemed to be University and concerned Statutory Council(s).
- 9.02 Institutions deemed to be universities having valid NAAC score of 3.01 & above, less than 3.26^{or} 2/3rd of all its eligible technical programmes at undergraduate and postgraduate levels are accredited by NBA and placed in top 1/3rd in any specific category or in top 1/3rd of overall ranking of latest National Institute Ranking Framework (NIRF) rankings, can start new Course / Programme / Department / School / Faculty in their allied fields in their existing main campus and approved off-campus as per the procedure & eligibility conditions defined in Clause 9.01 above. If the Courses / Programmes to be started are in non-allied fields, prior approval of the Commission shall be required. However, the Courses / Programmes, whether it fall under allied or non-allied shall be clarified by the Commission.

10.0 GOVERNANCE SYSTEM

- 10.01 The proposed/existing institution deemed to be university shall be registered as a not-for-profit Society under the Societies Registration Act, 1860 or as a not-for-profit Trust under the Public Trust Act, 1950 or as a not-for-profit company under section 8 of the Companies Act, 2013. Provided if the Sponsoring body has no other activity other than managing the deemed to be university exclusively, shall be exempted from creation of a separate not-for-profit Society / Trust /Company for the deemed to be university, however, the Sponsoring body in its registration deed shall categorically mention that the Sponsoring body has been created solely for managing the deemed to be university and no other activities are being carried out or shall be carried out in future by the sponsoring body. Provided further that existing deemed to be university which does not have an exclusive Society / Trust /Company for deemed to be university, shall form a not for profit Society / Trust /Company

exclusively for deemed to be university and shall be exempted from transferring of moveable and immoveable assets to the newly created Society/Trust/Company. However, the Sponsoring body will give a legal undertaking, duly authenticated by the Notary and signed by the head of Sponsoring body, to the extent that the entire moveable and immoveable assets allocated to deemed to be university shall not be disposed off / leased without prior permission of deemed to be university Society / Trust / Company and that of the Commission. Besides, all the future expansion of deemed to be university shall be done by the deemed to be university Society / Trust / Company.

10.02 The highest governing body of the deemed to be university shall be a Board of Management to be headed by the Vice Chancellor consisting of 10-15 members. The Board of Management of the institution shall be independent of the sponsoring body with full autonomy to perform its academic and administrative responsibilities. The composition of Board of Management shall be as under: -

- i) Vice-Chancellor.....Chairperson
- ii) Pro Vice-Chancellor (wherever applicable)
- iii) Deans of Faculties not exceeding two (by rotation based on seniority)
- iv) Three eminent academics as nominated by the Chancellor, who shall have worked at the rank of professor and shall neither be from the Institution nor the sponsoring body.
- v) A representative of Government (respective Central Government Ministry/respective State Government) who shall be an eminent academic not below the rank of Professor, in case the institutions are controlled and managed by Government or receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Government directly or through its agencies. In all other Deemed to be Universities, the UGC shall nominate a representative. The UGC will nominate its representative from a panel of names selected through a Search Committee. The Search Committee will be formed as per details & procedure as mentioned in Clause 10.08 of these Regulations for selecting the panel of names.
- vi) Two teachers (from Professors, Associate Professors) by rotation based on seniority
- vii) Maximum of four nominees of the sponsoring body
- viii) The Registrar, who shall be the Secretary

10.03 Tenure of the members of Board of Management

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

- ii. Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is earlier.

10.04 The Board of Management shall be the principal organ of Management and apex executive body of the institution deemed to be university. It shall have the powers to make rules of the institute. It is final decision making body of the Institute in respect of every matter of the institution including academic, administrative, personnel, financial, developmental etc. However, it will not infringe upon the powers of respective authorities given under the Regulations. Wherever, the authorities have been given advisory / recommendatory powers the Board of Management will take decision after taking advice / recommendations from such authorities.

10.05 Meetings of the Board of Management:

- i. The Board of Management shall meet at least four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management. More than 50% of members of Board of Management strength shall make the quorum for a meeting.
- ii. In the absence of Vice-Chancellor, a member chosen by the members present, shall preside over the meeting.
- iii. Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- iv. Any business which it may be necessary for the Board of Management to perform may be carried out by circulating amongst its members.
- v. A copy of the proceedings of each meeting shall be furnished to the Chancellor of the institution deemed to be university as soon as possible after the meeting.

10.06 Termination of Membership

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

10.07 Delegation of Powers of the Board of Management

The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer/faculty or to a Committee of officers/faculty, of the institution deemed to be university, as it may deem fit subject to the condition that the action taken by the Vice Chancellor or the officer/faculty concerned, in the exercise of the

powers so delegated, shall be reported at the next meeting of the Board of Management.

10.08 Constitution of Panel

- i. For constituting panel of names for nominating a UGC representative in the Board of Management under Clause 10.02 (v) and in Finance Committee under Clause 10.09.3 (v) of the Regulations, a Search Committee shall be constituted by the UGC with the prior approval of the Central Government. Such Search Committee shall be formed every two years.
- ii. The Search Committee shall select a panel of names equal to two times the number of Institutions in which UGC has to give its nominee, separately for Board of Management and Finance Committee. The validity of panel of names shall be for two years but the same can be extended with the approval of Central government, if Search Committee fails to meet in two years.
- iii. A person from a panel of names can be nominated in maximum of two Board of Management or two Finance Committee or in one Board of Management and one Finance Committee.
- iv. UGC shall select its representative in Finance Committee or Board of Management from the existing approved panel of names provided that such representative should not be associated with the Deemed to be University concerned in any other Committee(s) or in other capacity such as faculty, administrative post, etc. in the last five years.
- v. Panel of names for Board of Management and Finance Committee shall be displayed on the website of Commission along with the details of nomination in the committee.

10.09 Other Authorities of the institution deemed to be university

10.09.1 Academic Council

A. The Academic Council shall be the principal academic body of the institution deemed to be university and shall, subject to the provision of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests within the institution deemed to be university and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution. The composition of the Academic Council shall be as under:

- i. Vice Chancellor Chairperson
- ii. Pro Vice-Chancellor (if any)
- iii. Dean(s) of Faculties
- iv. Heads of the Departments

- v. All Professors other than the Heads of the Departments.
- vi. Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority
- vii. Two Assistant Professors from the Departments by rotation of seniority
- viii. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution deemed to be University who are not in the service of the Institution deemed to be University, nominated by the Vice-Chancellor
- ix. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
- x. The Registrar, who shall be the Secretary of the Academic Council

Note: The representation of different categories shall be only through rotation and not through election. The term of members other than the *ex-officio* members shall be two years.

B. Powers and Functions of the Academic Council: The Academic Council shall have the following powers and duties, namely

- i. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/ faculties and to take proper action thereon;
- ii. To exercise general supervision over the academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii. To promote research within the institution deemed to be university, acquire reports on such researches from time to time;
- iv. To prescribe courses of study leading to degrees and diplomas of the institution deemed to be university;
- v. To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- vii. To maintain proper standards of the examinations;
- viii. To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be university;
- ix. To suggest measures for departmental co-ordination;
- x. To make recommendations to the Board of Management on:
 - a) measures for improvement of standards of teaching research and training;
 - b) institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
 - c) to recommend to the Board of Management, the establishment or abolition of departments/ centres; and

- d) To frame rules covering the academic functioning of the institution deemed to be university, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xiii. To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- xv. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

C. Meeting of the Academic Council

- i. The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.
- ii. One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- iii. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- iv. Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution.

10.09.2 Planning & Monitoring Board:

- i. The Planning & Monitoring Board shall be the principal Planning Body of the institution deemed to be university and shall be responsible for the monitoring of the development programmes of the Institution deemed to be University.
- ii. The Vice-Chancellor shall be the Chairman of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts.
- iii. The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.
- iv. The Planning & Monitoring Board would advise the Board of Management and the Academic Council on any matter which it

considers necessary for the fulfillment of the objectives of the institutions deemed to be university.

- v. The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval.

10.09.3 **Finance Committee**

A. The composition of Finance Committee shall be as under:

- i. Vice Chancellor – Chairperson
- ii. Pro Vice-Chancellor
- iii. A person nominated by the Society/Trust/Company
- iv. Two nominees of the Board of Management, one of whom shall be a member of the Board.
- v. A representative of Central Government (respective Ministry) not below the rank of Under Secretary to the Government of India, in case the institutions are controlled and managed by Central Government or receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Central Government directly or through its Agencies. In all other Deemed to be Universities the UGC shall nominate a representative. The UGC will nominate its representative from a panel of names selected through a Search Committee. The Search Committee will be formed as per details & procedure as mentioned in Clause 10.08 for selecting the panel of names.
- vi. A representative of the State Government, in case the institution deemed to be university is receiving grants from the State Government
- vii. Finance Officer- Secretary

B. **Tenure of members of the Finance Committee:**

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

C. **Powers and Functions of the Finance Committee:**

- i. To consider the annual accounts and financial estimates of the institution deemed to be university and submit them to the Board of the Management for approval;
- ii. To consider and recommend the annual budget and revised estimates to the Board of Management;
- iii. To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution deemed to be university.

Note: No expenditure other than that provided in the budget shall be incurred by the institution deemed to be university without the approval of the Finance Committee.

D. Meetings of the Finance Committee:

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five members shall constitute the quorum for the meeting.

10.09.4 Board of Studies:

There shall be one Board of Studies for each Department of the institution deemed to be university. The composition of Board of Studies of each faculty/ Department shall be as under:

- i. Dean of faculty/ Head of the Department - Chairperson
- ii. All Professors of the faculty/ Department
- iii. Two Associate Professors of the faculty/ Department by rotation of seniority
- iv. Two Assistant Professors of the faculty/Department by rotation of seniority
- v. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned

Note: The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution deemed to be University.

10.09.5 Selection Committee:

- i. There shall be a Selection Committee for making recommendations to the board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.
- ii. Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010, as amended from time to time.
- iii. The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.
- iv. Four members of the Selection Committee consisting of at least two experts shall form the quorum.

10.09.6 Miscellaneous matters of different authorities of deemed to be university

- i. If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the institution deemed to be university, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.
- ii. Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairman of the Board of Management, as the case may be.
- iii. Sudden vacancies among the members of any authority or any Committee of the institution deemed to be university shall be filled by the respective authority within a period of six months.
- iv. A person shall be disqualified for being chosen as and for being a member of any of the authorities of the institution deemed to be university:
 - a) if he/she is of unsound mind
 - b) if he/she is an un-discharged insolvent
 - c) if he/she has been convicted by a court of law of an offence involving moral turpitude.
 - d) if he/she has not been appointed as per the provisions of UGC Regulations.

Note: If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and his decision shall be final and binding.

10.10 Officers of the institution deemed to be university:

10.10.1 Chancellor

The institution deemed to be university shall have a Chancellor who shall, when present, preside over the convocations of the institution deemed to be university but shall not be the Chief Executive Officer. The Chancellor, who will be appointed by the sponsoring body, shall hold office for a period of 5 years and shall be eligible for one more term.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the institutions deemed to be university.

10.10.2 Vice-Chancellor

- A. The Vice-Chancellor shall be a whole time salaried officer of Institution Deemed to be University and shall be appointed by the Chancellor from

a panel of three names suggested by a Search-cum-Selection Committee. The eligibility of the Vice-Chancellor shall be in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010, as amended from time to time.

B. The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:

i. In case, where Management Control of an Institution Deemed to be University is with the Central Government or the State Government, the Vice-Chancellor shall be appointed in accordance with the procedure laid down by the Central Government or the State Government, as the case may be.

ii. In case, where the funding to the Institution Deemed to be University by the Government or by its Agencies is more than or equal to 50% of its expenditure (based on average of previous three year account) the composition of Search-cum-Selection-Committee shall be as under:

- a) A nominee of Chancellor
- b) A nominee of the Central Government; who shall be an eminent academic nominated by the Government.
- c) A nominee of Board of Management

iii. In case, where funding is less than 50% of its expenditure, the composition of Search-cum-Selection Committee shall be as under:

- a) A nominee of the Visitor/Chancellor, who shall be the Chairperson of the Committee
- b) A nominee of the Chairman, University Grants Commission
- c) A nominee of the Syndicate/Executive Council/Board of Management of the Institution Deemed to be University

C. **Tenure of Vice-Chancellor:**

i. The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

ii. In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her

absence, the Senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

D. Powers of the Vice-Chancellor

- i. The Vice-Chancellor shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs of the institution deemed to be university and shall be mainly responsible for implementation of the decisions of all the authorities of the Institution deemed to be University.
- ii. The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- iii. The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.
- iv. The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, he / she shall exercise any power conferred upon any authority of the institution deemed to be university under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.
Provided that if the authority concerned as mentioned in Clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.
Provided further that if any person in the service of the institution deemed to be university is aggrieved by the action taken by the Vice-Chancellor under the said Clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.
- v. It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- vi. All powers relating to the proper maintenance and discipline of the institution deemed to be university shall be vested in the Vice-Chancellor.
- vii. The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the approval of the Board of Management.

- viii. The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

E. Removal of Vice-Chancellor

If the Vice-Chancellor of the Institution Deemed to be University does not have the qualification as required under these Regulations and also UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time or not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, the Vice-Chancellor can be removed on the recommendations of an Enquiry Committee constituted by the Chairman UGC, after due process. The Commission based on the report of enquiry committee will give direction to the Visitor/Chancellor to remove the Vice-Chancellor. However, in case of Government controlled Institutions, the Commission will send its advice regarding removal of Vice-Chancellor to respective Ministries of Government of India/ State Government/ UT Government.

10.10.3 Pro Vice-Chancellor

- i. The post of the Pro Vice-Chancellor may be created with the approval of the Board of management. However, Government (Central/State) funded Institution will take prior approval of the respective Government.
- ii. The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- iii. The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor.
- iv. The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the institution deemed to be university.

10.10.4 Registrar

- i. The Registrar shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-
 - a) Vice Chancellor – Chairperson
 - b) One nominee of the Chancellor
 - c) One nominee of the Board of Management

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- d) One expert appointed by the Board of Management who is not an employee of the institution deemed to be university.
- ii. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be university.
- iii. When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reasons, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- iv. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- v. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
- vi. The following shall be the duties of the Registrar: -
 - a) To be the custodian of the records and the funds and such other property of the institution deemed to be university as the Board of Management may commit to his/her charge;
 - b) To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
 - c) To issue notices convening meetings of the authorities of the institution deemed to be university and all Committees and sub-Committees appointed by any of these authorities;
 - d) To maintain the minutes of the meetings of all the authorities of the institution deemed to be university and of all the Committees and sub-Committees appointed by any of these authorities;
 - e) To make arrangements for and supervise the examinations conducted by the institution deemed to be university;
 - f) To represent the institution deemed to be university in suits or proceedings by or against the institution deemed to be university, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
 - g) To enter into agreement, sign documents and authenticate records on behalf of the institution deemed to be university;
 - h) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be university;
 - i) To perform such other duties as may be specified in the Rules or as may be assigned by the Board of management or the Vice-Chancellor from time to time.

10.10.5 Finance Officer

- i. The Finance Officer shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institution deemed to be university.
- iii. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- iv. He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- v. He/she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

10.10.6 Controller of Examinations

- i. The Controller of Examinations shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be university.
- iii. The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

10.10.7 Dean

The Departments dealing with allied subjects could be grouped into faculties. Each faculty may be headed by a Dean.

10.10.8 Head of the Department

- i. There shall be a Head of the Department for each of the Departments in the institution deemed to be university who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.
Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.
- ii. The term of the Head of the Department shall normally be 3 years and he/ she shall be eligible for reappointment for one more term, but not for two consecutive terms.

- iii. The powers and functions of the Head of the Department shall be prescribed by Rules of the institution deemed to be university.

10.10.9 Notwithstanding anything contained in these Regulations, the governance system and management structure of a Government Controlled institution Deemed to be University may be in accordance with the decision of the Central Government or the State Government, as the case may be.

11.0 ADMISSIONS AND FEES STRUCTURE

11.01 No institution deemed to be university shall, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges,-

- (a) which is a capitation fee or donation in whatever nomenclature or form, either directly or indirectly
- (b) other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution,
- (c) More than the amount prescribed by the Commission in its Fee Regulations, if any.
- (d) without a proper receipt in writing issued for such payment to the concerned student admitted in such institution.

11.02 (1) No institution deemed to be university shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test.

(2) No Institution Deemed to be University shall make it mandatory for applicants to purchase the institutional prospectus at any time during the course of the programme of study. Purchasing prospectus shall be the personal choice of the applicant and he/she shall have rights to decide against it in case he/she wishes to access the information from the institutional website. The Institution shall disclose on its website and prospectus information regarding the status of the institution, its accreditation status, physical assets and amenities, course-wise sanctioned intake of students, various types of fees payable for different programmes, total fees payable for an entire programme, last date of admission, details of faculty, members of governing bodies and minutes of the meetings of bodies like Board of Management, source of income, the financial situation and any other information about its functioning, necessary for an applicant to make a fully informed choice.

(3) The Institution Deemed to be University shall charge fees in advance only for the semester/year in which a student is to engage in academic activities. Collecting advance fees for the entire programme of study or for more than one semester/year in which a student is enrolled is strictly prohibited.

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(4) If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution deemed to be university shall follow the following five-tier system for the refund of fees remitted by the student.

S.No.	% of refund of fees	Point of time when notice of withdrawal of admission is received in the Institution Deemed to be University
1.	100%	15 days or more before the formally notified last date of admission
2.	90%	Less than 15 days before the formally notified last date of admission
3.	80%	15 days or less after the formally notified last date of admission
4.	50%	30 days or less, but more than 15 days, after formally notified last date of admission
5.	00%	More than 30 days after formally notified last date of admission

Note – Caution money and security deposit, which are not part of the fees chargeable, shall be refunded in full.

In case of (1) in the table above, the Institution shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount.

Fee shall be refunded by all institutions deemed to be universities to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

(5) No institution deemed to be university shall insist upon a student to submit the original academic and personal certificates, like, mark-sheets, school leaving certificates and other such documents, at the time of submitting admission form, but the submission of self attested copies thereof shall be mandatory. The institution deemed to be university shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity, keeping the attested copies for their record.

The self attested certificates of students shall be held valid and authentic by institution deemed to be university for all purposes and administrative requirements and should there be a need for physical verification at any time during the courses of the programmes of study, such verification shall be undertaken and the original certificates thus used for verification shall be returned immediately to the student concerned.

Taking the certificates into institutional custody under any circumstance or pretext is strictly prohibited. In case of any suspicion over the authenticity of genuineness of a certificate, reference may be made to the

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university or the Board which issued the certificate to the student and the admission be subjected to the authentication, but original certificate shall not be retained under any circumstance.

- 11.03 Admission of students to an institution deemed to be university, public or private, shall be strictly based on merit in the entrance exam prescribed by the appropriate statutory authority and in the manner specified in the prospectus, in case no entrance exam has been prescribed.
- 11.04 Every institution deemed to be university shall maintain the records of the entire process of selection of candidates exhibit such records on its website and preserve such records for a minimum period of five years.
- 11.05 Every institution deemed to be university shall publish a prospectus and put in on its website also containing the following, before sixty days prior to the commencement of admission to any of its courses or programmes of study:
- i. each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or a programme of study, and the other terms and conditions of such payment;
 - ii. the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;
 - iii. the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
 - iv. the educational qualifications specified by the relevant statutory authority/body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
 - v. the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
 - vi. all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force.
- 11.06 No institution deemed to be university shall retain original certificates for admission; however, may take self attested copy of certificates from the students.

12.0 MAINTENANCE OF STANDARDS

- 12.01 An institution deemed to be university shall maintain standards, higher than the minimum, of instruction, academic and physical infrastructure, qualifications of teachers, etc. as prescribed for college level institutions by the Commission or by the Statutory/Regulatory body concerned.
- 12.02 There shall be a mandatory intensive external review of every deemed to be university (other than Category-I & II) once in every five years based on the criteria prescribed by the Commission from time to time.
- 12.03 The Institution shall mandatorily participate in the National Institutional Ranking Framework by submitting data on the prescribed parameters every year in all eligible categories.
- 12.04 Even before the completion of the five year period, in case there have been found to be persistent or serious complaints being received against an institution deemed to be university, the Commission can order an inquiry against the institution deemed to be university, after taking approval of the Government, and take further action based on the result of the inquiry.
Provided that Government also can suo moto ask the Commission to initiate an inquiry in such cases of malfeasance, cheating, serious student/staff/faculty complaints, etc.
- 12.05 The Institution shall provide to the Government, or to the agencies designated by it, all required details regarding the Institution for the All India Survey of Higher Education or for posting of specified details on the Know Your College Portal of the Government or for any other study approved by the Government.
- 12.06 Institution deemed to be universities shall be allowed to take credits earned from other institutions under Choice Based Credit System as per the guidelines of the Commission.
- 12.07 Institution deemed to be universities shall review the syllabus every three years keeping in view the developments in the domains of knowledge.
- 12.08 Institution deemed to be university shall adhere to all the Rules, Regulations, norms, guidelines, directions, etc. issued/notified by the UGC/Government of India from time to time.
- 12.09 The institution deemed to be university shall mention the name with location of campus/off campus /off-shore campus/ constituent unit/Constituent institution on degree/diploma/certificate/ any other award given to the student.
- 12.11 The Institution shall ensure that degrees/diplomas/certificates/ awards are given to the passing out students within 180 days of completion of their academic programme.
- 12.12 The Institution shall join National Academic Depository (NAD).
- 12.13 The Institution shall comply with various advisories issued by UGC from time to time.

13.0 JOINT PROGRAMMES

13.01 An institution deemed to be university may conduct joint academic programme(s) with other Universities / institutions deemed to be universities in India and abroad with the prior approval of the Commission except in the case of Category-I institutions deemed to be universities. The proposed joint programme(s) shall conform to the Acts and Rules of the Commission that shall apply to such programmes from time to time.

Provided that no such permission shall be required in case the Institution goes for collaboration with industry or for research purposes.

13.02 There shall be sufficient safeguards so as to protect the interests of students enrolled in such programmes.

13.03 The joint programmes shall be subjected to mandatory assessment and accreditation.

14.0 INSTITUTION DEEMED TO BE UNIVERSITY OPEN TO ALL

14.01 Admission and employment in an institution deemed to be university shall be open to all citizens of India regardless of race, religion, caste or creed and the area/ place of residence in India.

14.02 All policies and procedures, as applicable to the university level institutions of public and privately funded institutions, shall apply to the appropriate category of institutions deemed to be universities.

15.0 INSTITUTION DEEMED TO BE UNIVERSITY TO BE UNITARY

Once an institution is declared as “institution deemed to be university”, it shall be Unitary in nature and shall not affiliate any other institution.

16.0 RESERVATION POLICY

The institution deemed to be university shall implement the reservation policy in admissions and recruitment, in accordance with any Act of Parliament for the time being in force.

17.0 DISTANCE EDUCATION& ON-LINE EDUCATION

Category – I and Category – II institutions deemed to be universities may offer programmes in Open and Distance learning mode as per the provisions of UGC (Categorization of Universities(only) for Grant of Graded Autonomy) Regulations, 2018 and UGC (Open and Distance Learning) Regulations, 2017, as amended from time to time.

Category – I and Category – II institutions deemed to be universities may offer courses or programmes in full-fledged Online mode as per UGC (Online Courses or Programmes) Regulations, 2018, as amended from time to time.

18.0 **USE OF THE WORD ‘UNIVERSITY’**

An Institution deemed to be University shall not use the word ‘University’ suffixed to its name but may mention the words “deemed to be university” within parenthesis suffixed thereto.

19.0 **PROHIBITION OF USE OF CERTAIN WORDS IN NOMENCLATURE**

Educational institutions established and controlled by the Central Government alone may prefix the words, “Indian / National Institute” (either in English or in vernacular) with their respective names.

All other institutions are barred from prefixing the words “Indian/ National/ International Institute” (either in English or in vernacular) with their respective names.

20.0 **POWER TO CONDUCT ENQUIRY AND CONSEQUENCES OF VIOLATION OF REGULATIONS**

20.01 If the Ministry or Commission comes to know about violations of Regulations by any institution deemed to be university through complaints or otherwise, it can order for an enquiry regarding the violations of the Regulations.

20.02 The Commission may also cause an inspection, to be made by such person or persons as it may direct, of the institution deemed to be university, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the institution deemed to be university for the purpose of enquiry. The commission may give prior notice to the institute for such an inspection.

20.03 Based on the enquiry or through regular inspections mentioned in the Regulations, if the Ministry or Commission is satisfied that the Regulations of the Commission have been violated, necessary action as per the provisions of the Regulations shall be taken against the institution.

20.04 Before taking action against the institution, reasonable opportunity shall be given to the institution to present its position.

20.05 The following action/actions can be taken against the institution if it is satisfied that the institution has violated the provision(s) of the Regulations.

A. Violations leading to issuance of unapproved degrees:

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- i. Punishment under Section 24 of the University Grants Commission Act, 1956.
- ii. Prohibition from any expansion in terms of new Courses / Programmes / Department(s) and Off-Campus(es) / Constituent Institution(s) / Off-Shore Campuses, for a limited period as decided by the Commission.
- iii. Reducing the intake student's capacity in a specific course / some courses / all courses, for a limited period or in perpetuity.
- iv. Stopping admission of students for a limited period or in perpetuity in a specific course / some courses.
- v. Closure of the Courses / Programmes / Department(s) and Off-Campus(es) / Constituent Institution(s) / Off-Shore Campuses.
- vi. Withdrawal of deemed to be university status.

B. Violations leading to non-adherence of the Regulations:

- i. A warning shall be issued by the Commission for rectifying the deficiencies / complying with the provisions of the Regulations within a reasonable time. Where the Institute does not, within a reasonable time, take any remedial action to rectify the deficiencies, the Commission can resort to other punishments mentioned in Clause 20.05 of these Regulations.
- ii. Vice-Chancellor of the institution deemed to be university may be removed as per the procedure laid down in relevant Clause of these Regulations.
- iii. In case of repeated violations, action(s) mentioned in Clause 20.05 (A) may be taken.

20.06 While awarding any punishment, the interests of the students shall be protected.

21.0 CONSIDERATION OF OLD PROPOSALS

All proposals (whether seeking declaration as an institution deemed to be university or seeking approval for establishing off-Campus Centres or off-shore Campus(es) or inclusion of other institutions in the ambit of the institution deemed to be university), which are either pending or in process in the Commission or have been received by the Central Government, shall be governed by these Regulations.

Provided if an institution has submitted its proposal to Government prior to notification of these Regulations and desires so in writing, its application would be processed under the then Regulations. However, it would have to give an undertaking to become compliant with UGC (Institutions Deemed to be Universities) Regulations, 2018 within two years of the notification, failing which the deemed to be university status would be withdrawn by the Government and it would have to apply afresh under these Regulations.

22.0 Memorandum of Association (MoA) / Rules & Bye-laws of an institution deemed to be university

- 22.1 Every institution deemed to be university shall have its Memorandum of Association (MoA) / Rules & Bye-laws in accordance with these Regulations, which shall be approved by the Commission. However, the Governance structure of MoA / Rules & Bye-laws of a Government controlled deemed to be universities shall be in accordance with the procedure laid down by the Central Government or the State Government, as the case may be.
- 22.2 No MoA, Rules & Bye law governing the functioning of the institution deemed to be university may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the provisions of these Regulations.
- 22.3 No alteration, amendment or addition to the MoA, Rules & Bye-laws shall be given effect to without the prior approval of the Commission in accordance with the provision of the Societies Registration Act, 1860 or the relevant Public Trust Act or Companies Act as in force for the time being.

23.0 Funds, Accounts, Audits and Annual Report

- i. The accounts of the institution deemed to be university shall be maintained, managed and operated in the name of the institution deemed to be university and not in the name of the sponsoring body. The accounts of the institution deemed to be university shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the Commission. No funds should be diverted from the Institution Deemed to be University to any other accounts including accounts of the sponsoring body. The accounts shall be audited separately, published and uploaded on the website of the Institution. In case of Institutions being funded by Central or State Government or through its agencies fully or partially, then the accounts of such institutions deemed to be university shall be open for examination by the Controller and Auditor General of India. The accounts shall also be open for inspection by the Commission.
- ii. The annual financial statements and accounts shall be audited by the Chartered Accountant of the institution deemed to be university.
Provided that in case of reasonably credible reports being received of financial impropriety or of embezzlement or of illegal diversion of funds from the accounts of the Institution/ deemed to be university Society/Trust/Company or of fees being collected against the provision of the regulations, then the Commission may order an additional audit to be done by a Chartered Accountant selected by

the Commission and take further action deemed fit under the Regulations based on the audit report.

- iii. Annual Reports and the Audit Reports shall be submitted by the institution deemed to be university to the Commission within nine months of the closure of the accounting year.

24.0 Miscellaneous

- i. The institutions deemed to be universities should not have entered into any franchise agreement, either overtly or covertly, with any other organization for establishing and running the off-Campus/off-shore campus/constituent unit / constituent institution/ course/ programme/ department/ school/ faculty of the institution deemed to be university.
- ii. If an institution has applied for any kind of approval or permission of the Ministry / Commission, it should not be construed as granted if the timelines mentioned in these Regulations are over.
- iii. The income and property of the institution deemed to be university shall be utilized solely for promoting the objectives of that institution deemed to be university.
- iv. The Commission/Ministry can issue directions to an institution deemed to be university for implementation of any law or Government Policy or in case of any violation of any law or policy.
- v. All expenditure incurred on processing of application for granting deemed to be university status, starting of off-campus/off-shore campus/constituent institution, etc. including all inspections by the Expert Committee shall be borne by the Commission. Any kind of hospitality shall not be entertained by any inspection team of the Commission from the institution deemed to be university.
- vi. No portion of the income and property of the institution deemed to be university shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the institution deemed to be university or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the institution deemed to be university or for travelling or other allowances and such other charges.
- vii. The Ministry / Commission is empowered to put any additional conditions, apart from these Regulations, in Letter of Intent or in Notification, the same shall be binding on the institution deemed to be university.
- viii. In the event of conflict of opinion with regard to interpretation of Regulations, the opinion of the Commission shall be final.

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- ix. Every Institution Deemed to be University shall have the following special provisions as per UGC norms/guidelines:
 - a) Anti Ragging Cell
 - b) Anti discrimination Cell
 - c) Gender Sensitization Cell
 - d) Grievance Redressal Cell
 - e) Internal Complaints Committee for prevention of Sexual Harassment
 - f) Barrier Free access in all places
- x. If an institution deemed to be university wishes to withdraw the status of 'institution deemed to be university' it may do so with the prior permission of the Central Government. In case, any Constituent Unit(s) of deemed to be university wish/wishes to come out from the purview of deemed to be university, the Sponsoring body shall take such action after prior permission of the Central Government. Such withdrawal shall take effect only after the last batch of students then enrolled, passes out of the institution deemed to be university.

25. Removal of Difficulties

UGC reserves the right to remove difficulty/difficulties in the implementation of these Regulations in consultation with the Ministry of Human Resource Development, Government of India.
