

40 POINTS CHECKLIST BEFORE PUTTING UP PROPOSAL FOR
CONFERMENT OF DEEMED TO BE UNIVERSITY STATUS

I. History/Brief write up of the institution giving details of teaching, research and extension programme

1.	Headquarter of the proposed institute with full address
2.	<p>(a) Details of society/trust registered in the name and style of the proposed deemed to be university.</p> <p>(b) In case proposal is for more than one institution, name of the society / trust promoting the proposed institute(s)</p> <p>(c) Whether the same trust is the promoter of all the Institutions applying for the status of deemed university status</p>
3.	<p>Details of the individual institution</p> <ul style="list-style-type: none"> • year of establishment • No. of PG Department • Faculty (professors, Readers, Lecturers) etc.
4.	Whether Movable and immovable assets have been legally transferred in the name of the society /trust seeking recognition as Deemed to be University.
5.	Territorial jurisdiction of the institution (s).
6.	Thrust areas of the proposed Institution (s) indicating special or innovative features.

7.	In case the Institution has been rated/accredited by NAAC,give details of rating.
8.	In case the proposed institution(s) is affiliated to any university under Section 2(f)/12B of the UGC Act, the name of the University to which it has been affiliated along with proof of the same.
9.	<p>In case students have already been enrolled with the Institution(s) seeking Deemed to be University Status ,following point may be clarified:</p> <ul style="list-style-type: none"> • whether the affiliating university has any objection regarding conduct of examination and conferment of degrees or other awards on the students enrolled prior to award of status of deemed to be university
10.	<p>Furnish Fund Flow Statement depicting the following:</p> <ul style="list-style-type: none"> • From fees; • From State Govt. • From UGC • From other sources(details)
11.	Financial and academic viability to run the institution (s) as Deemed to be University
12.	Receipt and expenditure of the institution(s) for the last 3years
13.	Copy of permission letter of the State Government.
14.	<p>Details of Under Graduate/Post Graduate courses</p> <ul style="list-style-type: none"> • Started • Proposed to be started

15.	Details of Investment of the required Corpus Fund		
	Courses/Programs	Requirement (Rs/Cr)	Actual Position(Rs/Cr)
	Engineering Technology	5	
	Science &Social Science	3	
	Both types of programmes.	5	
16.	Details of various authority and bodies of the Institute constituted and an affidavit that all such bodies are in accordance with the provisions of the UGC Guidelines.		
17.	Any other information having bearing on the proposal		

II .INFRASTRUCTURE:(give details)

18.	Details of building		
	I. Permanent		
	II. Temporary/Lease property		
	Break up of Building Facilities	Requirement (Sq Mtrs)	Actual
	Administration	1000 sq. mts.	
	Academic including Library building	3000 sq. mts.	
	Teachers residence/faculty guest house	For at least 10 Persons.	
	Music/room for performing arts etc.		

	b. International c.
27.	Degree of automation like <ul style="list-style-type: none"> • it is a digital Library • it has repographic bar-coding facilities
28.	Value of Equipment, Books and Journals –Benchmark is Rs. 50 lakhs
29	Detailed List of Book/Equipment like Title, Publisher, Year of Print, Cost Price etc.

IV. DETAILS OF FACULTY AND OTHER STAFF

30.	Details of teaching staff appointed on the following lines: Department Professor Reader Lecturer Support staff
31.	Position of pay scale to teachers <ul style="list-style-type: none"> • As prescribed by UGC. • As given to University teachers
32.	Details of Non-teaching staff appointed
33.	In case Distance Education Programme is being run, details /Documentary proof of approval by DEC/UGC
34.	In case any off campus or study centre or admission centre has been established outside the State of its jurisdiction ,details of approval of the said center by UGC
35.	Details of any research activities undertaken by the Institution

36.	<p>Knowledge updation by Faculty on the following lines:Any</p> <p>International/National Conferences/Workshops</p> <ul style="list-style-type: none"> • Attended • Organized by the Faculty
37.	Details of Other facilities available at the Institute(s)
38.	Details of Fee Structure
39.	Admission Policy/Procedure in brief
40.	Examination system in brief