

## UNIVERSITY GRANTS COMMISSION

F.No. 14-4/2023(CPP-II)

13<sup>th</sup> October, 2023/ 21 आश्विन, 1945

### DRAFT MINIMUM MANDATORY DISCLOSURE FOR UNIVERSITIES / HEI'S TO BE UPLOADED AT THEIR RESPECTIVE WEBSITE

#### 1) About HEI/University

- About us: Overview
- Act and Statutes or MoA
- Institutional Development Plan
- Annual Reports
- Constituent Units/ Affiliated Colleges, Off campus/Off shore campus (Wherever applicable)
- Accreditation / Ranking (NAAC, NIRF)
- Study in India (wherever applicable)

#### 2) Administration (Profiles with photographs)

- University Organogram Chart
- Chancellor
- Vice Chancellor
- Pro-Vice-Chancellor (wherever applicable)
- Registrar
- Finance Officer
- Controller of Examination
- Chief Vigilance Officer
- Executive Council, Academic Council, Board of Studies, Finance Committee
- Academic Leadership (Dean/HoD of Schools/Departments/Centres)

#### 3) Academics

- Academic Programs
- Academic Calendar
- Schools/Departments/ Centres
- Department/School/Centre wise faculty details with photographs
- Library: Basic information at a glance

#### 4) Admissions & Fee

- Prospectus (Provide link and upload soft copy of Prospectus)
- Admissions (provide link)

- Admission guidelines for international students (wherever applicable)
- Facilities provided to international students
- Fee structure for various programs
- Fee refund policy

#### **5) Research**

- Research and Development Cell
- Publications
- Patents
- Foreign Collaboration (wherever applicable)
- Industry Collaborations
- Central facilities
- MoU
- Shodhganga and Shodhgangotri (provide links)

#### **6) Student Life**

- Hostel
- Fellowships/ Scholarships (provide details)
- Academic Bank of Credits (provide link)
- Digi Locker NAD Portal (provide link)
- National Scholarship Portal (provide link)

#### **7) Campus Harmony & Well Being**

- e-Samadhaan (Provide link)
- Student Grievance Redressal Committee (SGRC)
- Details of OMBUDSPERSON
- Internal Quality Assurance Cell
- Internal Complaint Committee
- Anti-Ragging Cell with Helpline number
- Equal Opportunity Cell
- Socio-Economically Disadvantaged Group Cell (SEDG)

#### **8) Alumni**

- Alumni Association (provide link of portal wherever applicable)
- Alumni Co-ordination Cell

#### **9) Information Corner**

- RTI: Details of CPIO and Appellate authority (wherever applicable)
- Circular and Notices
- Announcements
- Newsletters
- News, Recent events & Achievements
- Job openings
- Reservation Roster (wherever applicable)

#### 10) Picture Gallery

#### 11) Contact us

- Details with Phone Number, Official Email ID and Address
- Telephone Directory

**“Important Links”** should be given at the bottom or on the side as **“Persistent Links”**

**MoE- [education.gov.in](http://education.gov.in)**

**UGC- [ugc.gov.in](http://ugc.gov.in)**