



अस्य विज्ञान विस्तारये

आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary

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25/03/2025



सत्यमेव जयते

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अमृत महोत्सव

विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

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D.O. No.F.14-4/2023 (CPP-II)(C.No.131173)

10<sup>th</sup> June, 2024 / 20 ज्येष्ठ, 1946

**Subject: Guidelines on Public Self-Disclosure by Higher Education Institutions, 2024**

आदरणीय महोदया/महोदय,

The National Education Policy (NEP) 2020 emphasizes transparent self-disclosure by Higher Education Institutions (HEIs). Public self-disclosure by HEIs, in fact, is one of the fundamental principles of the NEP. The NEP contemplates that HEIs shall be responsible and accountable to the stakeholders through transparent self-disclosure of all relevant records. The availability of information in the public domain is an important source of accountability.

Stakeholders in the higher education system, such as students, parents, research scholars, prospective students, regulatory bodies, accreditation agencies, alumni, and the public, desire to seek information from the websites of HEIs.

The Commission has considered the matter in its 580<sup>th</sup> meeting held on 15 May 2024 and approved the Guidelines on Public Self-Disclosure by Higher Education Institutions, 2024. A copy of the same is attached with this letter.

As per the Guidelines, all Higher Education Institutions are required to maintain a functional website to provide relevant information to stakeholders. The information disclosed on the website should be easily accessible to everyone without any need for registration or login. Additionally, there should be a 'Search' facility available for easy navigation.

The Higher Education Institutions are requested to take necessary measures to comply with the guidelines to ensure a fair and transparent system that will contribute to the growth of the Indian Higher Education system.

सादर,

भवदीय.

(मनिष जोशी)

संलग्नक: यथोपरि

सेवा में,  
सभी विश्वविद्यालयों के कुलपति।  
सभी महाविद्यालयों के प्राचार्य।

Public Self Disclosure

Sr. No.	Title	Subtitle	Links on Website
1	About HEI	About Us- Overview:	Link-
		Act and Statutes or MoA	Link-
		Institutional Development Plan	Link:
		Constituent Units/ Affiliated Colleges, Affiliating University (In case of Colleges) Off-Campus/Off-Shore Campus/Learning Support Centers Under ODL Mode (Wherever Applicable)	
		Accreditation/ Ranking Status (NAAC, NBA, NIRF)	
		Recognition / Approval (2(f), 12B, etc. as applicable)	Link:
		Annual Reports	Link:
		Annual Accounts Including Balance Sheet, Income and Expenditure Account, Receipts and Payments Account Along with Audit Report	Link:
2	Administration (Profiles with Photographs and Contact Details)	Chancellor	Name: Email: Mobile: Profile:
		Pro Chancellor	Name: Email: Mobile: Profile:
		Vice-Chancellor	Name: Email: Mobile: Profile:
		Pro Vice-Chancellor	Name: Email: Mobile: Profile:
		Registrar	Name: Email: Mobile: Profile:
		Principal (wherever applicable)	
			Name: Email:

		Governors by whatever name called	
		Board of Management	Link:
		Academic Council	Link:
		Board of Studies	Link:
		Finance Committee – Composition and Members with Particulars	Link:
		Internal Complaint Committee	Link:
		Academic Leadership (Dean/Hod of Schools/Departments/Centres)	Link:
3	Academics	Details of Academic Programs	Links: Undergraduate: Postgraduate: Postgraduate Diploma: Doctoral: Any other:
		Academic Calendar	Links:
		Statutes/Ordinances Pertaining to Academics/Examinations	Link:
		Schools /Departments/ Centres	Link:
		Department/ School/ Centre Wise Faculty/ Staff Details with Photographs	Links:
		List of UGC-Recognized ODL/Online Programs, if any	Link:
		Internal Quality Assurance Cell (IQAC)	Link:
		Library	Link:
		Academic Collaborations	Link:
		4	Admissions & Fee
Admission Process and Guidelines	Link:		
Fee Refund Policy	Link:		
5	Research	Research And Development Cell (Including Research and Consultancy Projects, Foreign Collaboration Industry Collaborations)	Link:
		Incubation Centre/Start-Ups/ Entrepreneurship Cell	Link:
		Central Facilities	Link:
6	Student Life	Sports Facilities	Link:
		NCC/NSS - Details	Link:
		Hostel Details (Wherever Applicable)	Link:
		Placement Cell and Its Activities	Link:
		Details Of Student Grievance Redressal Committee (SGRC) And Ombudsperson	Link: Name: Email: Mobile:

		Health Facilities	Link:
		Internal Complaint Committee	Link:
		Anti-Ragging Cell	Link:
		Equal Opportunity Cell	Link:
		Socio-Economically Disadvantaged Groups Cell (SEDG)	Link:
		Facilities for Differently Abled (e.g., Barrier-Free Environment)	Link:
7	Alumni	Alumni Association with Details	NA
8	Information Corner	RTI: Details of Central Public Information Officer (CPIO) and Appellate Authority (wherever applicable)	
		Circulars and Notices	Link:
		Announcements	Link:
		Newsletters	Link:
		News, Recent Events & Achievements	Link-
		Job Openings	Link-
		Reservation Roster (wherever applicable)	
		Study in India	Link-
		Admission procedure and facilities provided to International Students	Link-
9	Picture Gallery	Picture Gallery	Link-
10	Contact Us	Details with Phone Number, Official Email ID and Address, Location Map	Link-
		Telephone Directory	Link-



## **UNIVERSITY GRANTS COMMISSION**

### **Guidelines on Public Self-Disclosure by Higher Education Institutions**

National Education Policy (NEP) 2020 emphasizes transparent self-disclosure by Higher Education Institutions (HEIs). Public self-disclosure by HEIs, in fact, is one of the fundamental principles of the policy. NEP contemplates that HEIs shall be responsible and accountable to the stakeholders through transparent self-disclosure of all relevant records.

2. The availability of information in the public domain is an important source of accountability.
3. Stakeholders in the higher education system such as students, parents, research scholars, prospective students, regulatory bodies, accreditation agencies, alumni, and the public desire to seek information from the websites of HEIs.
4. Every Higher Education Institution shall maintain a functional website for making relevant self-disclosure to the stakeholders. The disclosure made on the website shall have unrestricted access without any requirement of log-in/registration and shall have a 'Search' facility for easy access.
5. Higher Education Institutions may provide information related to the following on their websites and provide the links, wherever possible:

#### **a) About HEI**

- About us: Overview
- Act and Statutes or MoA
- Institutional Development Plan
- Constituent Units/ Affiliated Colleges, Affiliating University (in case of Colleges) Off-campus/Off-shore campus/Learning Support Centres under ODL mode (Wherever applicable)
- Accreditation/ Ranking status (NAAC, NBA NIRF)
- Recognition / Approval (2(f), 12B, etc. as applicable)
- Annual Reports
- Annual Accounts including Balance Sheet, Income and Expenditure Account, Receipts and Payments Account along with Audit Report
- Sponsoring body details, if any

## **b) Administration (Profiles with photographs and contact details)**

- Chancellor
- Pro Chancellor
- Vice-Chancellor
- Pro-Vice-Chancellor (wherever applicable)
- Registrar
- Principal (wherever applicable)
- Finance Officer
- Controller of Examination
- Chief Vigilance Officer
- Ombudsperson
- Executive Council/Board of Governors by whatever name called, Board of Management, Academic Council, Board of Studies, Finance Committee – composition and members with particulars
- Internal Complaint Committee
- Academic Leadership (Dean/HoD of Schools/Departments/Centres)

## **c) Academics**

- Details of Academic Programs
- Academic Calendar
- Statutes/Ordinances pertaining to Academics/Examinations
- Schools/Departments/ Centres
- Department/School/Centre wise faculty/staff details with photographs
- List of UGC-recognized ODL/Online programs, if any
- Internal Quality Assurance Cell (IQAC)
- Library
- Academic collaborations

## **d) Admissions & Fee**

- Prospectus (including fee structure for various programs)
- Admission process and guidelines
- Fee refund policy

## **e) Research**

- Research and Development Cell (including Research and Consultancy Projects, Foreign Collaboration Industry Collaborations)
- Incubation Centre/Start-ups/Entrepreneurship Cell
- Central facilities

## **f) Student Life**

- Sports facilities
- NCC/NSS - Details
- Hostel details (wherever applicable)

- Placement Cell and its activities
- Details of Student Grievance Redressal Committee (SGRC) and Ombudsperson
- Health facilities
- Internal Complaint Committee
- Anti-Ragging Cell
- Equal Opportunity Cell
- Socio-Economically Disadvantaged Groups Cell (SEDG)
- Facilities for differently-abled (e.g., barrier-free environment)

**g) Alumni**

- ▶ Alumni Association with details

**h) Information Corner**

- RTI: Details of Central Public Information Officer (CPIO) and Appellate Authority (wherever applicable)
- Circulars and Notices
- Announcements
- Newsletters
- News, Recent events & Achievements
- Job openings
- Reservation Roster (wherever applicable)
- Study in India
- Admission procedure and facilities provided to International Students

**i) Picture Gallery**

**j) Contact us**

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