GUIDELINES FOR COLLEGES WITH POTENTIALFOR EXCELLENCE (CPE)/COLLEGE OF EXCELLENCE (CE) FOR XII PLAN PERIOD (2012 - 2017)

ज्ञान-विज्ञानं विमुक्तये

UNIVERSITY GRANTS COMMISSION BAHADUR SHAH ZAFAR MARG NEW DELHI – 110 002

UNIVERSITY GRANTS COMMISSION

XII PLAN GUIDELINES FOR"COLLEGES WITH POTENTIAL FOR EXCELLENCE (CPE)/COLLEGE OF EXCELLENCE (CE)" SCHEME

1.   Introduction

During the IX Plan period, University Grants Commission (UGC) introduced a Scheme called "Universities with Potential for Excellence" (UPE) to encourage selected universities to reach world-class standards in their chosen domain(s) by providing additional funds to them under the Scheme. The Scheme helped the selected universities to improve their achievements in terms of teaching and research during the IX, X and XI Plan periods.

It was realized that apart from universities, there were alsoa number of colleges in the country where teaching and research were of high quality. These colleges had achieved good standards in teaching and research by harnessing human and physical resources in innovative ways. Many of these colleges had potential for academic excellence. Recognizing the need to pay special attention to such colleges, the UGC introduced a Scheme for colleges, corresponding to the one for the universities, during the X Plan called "Colleges with Potential for Excellence" (CPE). The Scheme was to identify colleges which had attained high standards in teaching, research and extension activities and hold promise of excellence. A college selected under the CPE Scheme was to be provided additional funds to improve and strengthen its infrastructure that would help it in attainingfurther higher academic standards. The Scheme was continued during the XI Plan period. Further, the Commission has decided to continue the Scheme during the XII Plan period also with an additional component of College of Excellence (CE) during the second and third phase of the Scheme.

2.   Excellence

Excellence refers to a state of exceptional or outstanding achievement in one's field of activity. Excellence of an academic institution involves reaching outstanding levels of performance in teaching, research and related academic pursuits and attaining peerless position in the areas offered for study and research. Excellence is achieved in stages through a process of continuous improvement in content and quality of the pursuits. A dedicated academic community and adequate infrastructural facilities are essential ingredients of excellence. UGC realized that institutions with such potential need to be recognized and nurtured for the realization of their full potential.

3. Objectives of the Scheme

The colleges selected under the Scheme are expected to achieve the following objectives:

3.1 To strengthen the academic and physical infrastructure for achieving excellence in teaching, research and outreach programmes that would be comparable to global standards.

3.2 To enhance the quality of learning and teaching process at the undergraduate and postgraduate levels with the help of a flexible credit based modular system and the whole range of innovations currently accepted globally.

3.3 To promote academic programmes relevant to the socio-economic needs of the nation in general and the region in particular.

3.4 To improve undergraduate education in colleges by interfacing of thepostgraduate programmes.

3.5 To promote networking with university departments, research centres and laboratories in the country.

3.6 To promote skill oriented programmes.

4. Target Group

The Scheme targets the colleges, including self-financing colleges, which have potential to achieve excellence in teaching, research and outreach activities. However, self-financing colleges will not receive any assistance under the Scheme. The number ofcolleges to be supported under the Scheme will be a maximum of 6% of the number of colleges covered under Sections 2(f) and 12(B) of the UGC Act in the country. Due weightage will be given to factors like the geographical region, urban and rural areas, backward region, women's colleges and colleges with predominance of SC/ST/OBC/Minority students. Such of the collegeswhich have shown outstanding achievements during the first phase of the Scheme may be considered for College of Excellence (CE) status during the second/third phaseand the number of such colleges under this category i.e. College of Excellence will not cross the figure of 100 at any given time.

5. Eligibility/Pre-requisites

The colleges fulfilling the following criteria will be eligible for consideration under the Scheme:

5.1. The college should be minimum 10 years old.

5.2. The college should have been recognised under Section 2(f) and 12(B) of the UGC Act.

5.3. The college has to be an accredited one by NAAC, with a minimum of 'B' Grade, at the time of applying for first phase of CPE status.

5.4. While applying for CPE status, each such college has to submit the following documents:

a) an application for assistance in the prescribed proforma given in ANNEXURE-I;
b) a copy of the NAAC certificate and the evaluation reportundertaken by the NAAC;
c) any other additional data which the college deems fit to provideand whichmay be of help to UGC while deciding the case.

5.5. Among the accredited colleges, preference will be given to Autonomous Colleges.

5.6 If a college is a composite college, it should take immediate steps to delink the plus-2 courses from the college. Prior to the interface meeting with the Expert Committee, it has to confirm in writing that the de-linking will be affected with the next academic session, if CPE status is awarded to the college. 1stinstalment of grant under the Scheme will be released to the college only after such a de-linking has been affected.

5.7 It will be desirable that the teachers of the college selected under CPE/CE are not transferred during the implementation of the Scheme so as to maintain continuity in implementing the Scheme.

5.8 Preference will be given to those colleges where, other things being equal, the Principal is a regular appointee and has a long tenure.

5.9 Agricultural, Medical, Dental, Nursing and Pharmacy colleges are not eligible to be considered under this Scheme.

6. Additional criteria for the selection of Colleges

In addition to the eligibility conditions mentioned above, the following criteria will also be kept in mind while making final selection of colleges under the Scheme:
a) Transparency in admissions;
b) Consistent academic improvement;
c) Introduction of innovations in curriculum;
d) Strengthening of laboratories;
e) Improvement of the college library;
f) Use of IT and current technologies in respect of the academic and administrative activities of the college;
g) Students' performance;
h) Students' support and governance;
i) Participation in sports and other co-curricular and extra-curricular activities by the students;
j) Improvement of tutorial system;
k) Improvement of examination system;
l) Research output;
m) Help provided to poor students;
n) Participation in community affairs;
o) Evidence of concern for environment;
p) Introduction of vocational courses and skill oriented programmes;
q) Expected outcome at the end of the tenure of CPE/CE status, if conferred;
r) Any other relevant additional information.

7. Tenure of the Scheme

A college will be awarded CPE/CE status for a maximum of three phases. The tenure of one phase of the Scheme will be for a period of five years which may be extended by a maximum period of one year without any additional assistance.

8. Inviting Applications under the Scheme

Applications will be invited through a circular to the Principals of colleges through their parent universities and through announcements on the UGC website and notices on the notice boards of all Regional Offices of UGC.

9. Constitution of the Committees

9.1 Standing Committee on CPE/CE

There will be a Standing Committee which will look into and frame the policy, procedures and other aspects of the Scheme. It will consist of 9 members, as given below, nominated by the Chairperson, UGC:

i)	One Commission Member	- Chairperson of the Committee
ii)	Two Vice Chancellors	- Members
iii)	Five experts from different disciplines	- Members
iv)	One UGC Officer	- Coordinator

Depending upon the necessity, the above Committee may be made more broad-based. First, the Standing Committee will scrutinize the proposals and prepare a state-wise list, of applicant colleges according to their ranks based on their score as per the criteria developed by the Standing Committee. The list, score-wise, will be submitted to the Chairperson, UGC for constitution of the Expert Committee(s).

9.2 Expert Committee(s)

Such of the colleges which are short-listed by the Standing Committee will be invited to UGC for an interface discussion with the Expert Committee(s). The Committee will deeply examine the proposal of the college and will have a detailed discussion on it with the Principal and his/her representatives. In addition to other things, the Committee will verify the strengths of the college and also identify its best performing departments. The recommendations of the Expert Committee(s)will be placed before the Standing Committee which will submit its report for approval of the Commission.

The college(s) will be invited to UGC for a review of the progress made by them under the Scheme by an Expert Committee(s) towards the end of the CPE/CE phase of five years. The Expert Committee(s), in addition to reviewing the progress/performance of the college(s) during the previous phase, will also consider the proposalfor continuation of college(s) for the next phase i.e. CPE/CE under the Scheme.

9.3 Advisory Committee

There will be an Advisory Committee for each of the CPE/CE colleges to advise and monitor effective implementation of the Scheme in the light of its objectives. The meeting of the Advisory Committee will be held atleast once in a year. The composition of the Advisory Committee will be as follows:-

1.	Principal of the college	Chairperson
2.	Twoexperts (nominated by Chairperson, UGC)	Member
3.	Coordinator of the CPE/CE program of the college.	Member-Secretary

10. Procedure for Approval by the UGC

STEP 10.1

The college desirous of getting the CPE/CE status will fill up the prescribed proforma given at Annexure-I and send it to the affiliating university. The college will also submit its proposed Action Plan and Budget in the prescribed proforma given at Annexure-II.

STEP 10.2

The university will constitute a Committee under the Chairpersonship of the Vice-Chancellor along with two – three experts from outside the university, in addition to others, to examine the proposals and give their recommendations on the proposals according to the merit, based on the selected parameters, as per the scoring scale to be provided by the UGC.

STEP 10.3

The university will recommend a maximum of 08 proposals in order of merit from its affiliated colleges along with the total scores obtained by them to the UGC for further consideration.

STEP 10.4

The Standing Committee will prepare listof applicant colleges arranged according to their ranks based on their scores and identify the colleges for interface meeting with the ExpertCommittee.

STEP 10.5

The Expert Committee will examine the proposal of the college and hold discussion with the Principal and his/her representatives regarding theacademic and physical infrastructure available with the college, itsresearch potential, outreach activities and impact which the college ismaking in the region. Based on the strong and weak points of the college, the Committee will prepare its report recommending/not recommending the college for CPE/CE status. If the Committee finds the college suitable for the CPE/CE status, it will finalize the Action Plan and Budget of the collegein the prescribed proforma given at Annexure-III. It will spell out in detail specific targets which the college hopes to achieve during the tenure of the CPE/CE status indicating the order of priorities and the expected due dates for achieving those targets. The budget will indicate the magnitude of expenditure on different items as well as the college's plans as to how the financial assistance provided by the UGC would be utilized. In particular, the best performing departments, i.e. the departments which have been functioning very effectively and have shown outstanding academic performance and the departments which have research output of high quality will be given preference for further updating and up-gradation. Allocation for each of these items will have to be justified in detail.

The recommendations of the ExpertCommittee will be placed before the Standing Committee.

STEP 10.6

The Standing Committee will make the final selection based on the recommendations of the ExpertCommittee and submit the same for approval by the Commission.

11.   Nature of Financial Assistance

11.1   The grant uptoRs.150.00 lakhs under the Scheme will be provided for each college during the XII Plan period.TheExpertCommittee will clearly specify the quantum of grant item-wise and under recurring and non-recurring category.

11.2   The colleges selected for second phase and onwards of CPE will be eligible for a maximum grant of Rs.150.00 lakhs.

11.3   The colleges selected for the CEstatus willbe eligible for a maximum grant of Rs.200.00 lakhs.

11.4   The financial assistance under the Scheme is for up-gradation and updating of the departments for their further development towards excellence, and will not be utilized for construction of buildings.

11.5   50% of the grants may be spent for the development of the best performing departments as these have evidently proved their potential for pursuit of excellence. The rest 50% may be spent on the general development of the other departments and common facilities of the college.

11.6   The financial assistance will be spent only on aided departments.

12.   Release of Grant by the UGC

The UGC will release 100% Non-recurring Grant and 20% Recurring Grant of the total allocation in the beginning itself. Thereafter, 20% of the Recurring Grant will be released on annual basis subject tothe receipt of the UC of the previous instalment of the Recurring Grant. However, the Non-recurring Grant should be utilised within a period of 18 months from the release of grants and UC should be submitted to this effect.

Once the final allocation of grant has been made by the UGC, re-appropriation up to 5% of the total allocation is permissible with proper justification at college level under intimation to UGC. In no case, re-appropriation will be made for more than 5% of the total allocation.

13.   Procedure for Monitoring the Progress of the Scheme

Every CPE/CE college will submit a Progress Report annually in the prescribed proforma given in Annexure-IV. The Progress Report received from the college will be placed before the Expert Committee at the time of final review.

14.   Disclosure of Information

As soon as the college submits its proposal for CPE/CE status to UGC, it will upload the same on its website and inform the UGC. The UGC will also post the Report of the Expert Committee about the colleges selected under the Scheme on its Website.

15.   Cancellation/Withdrawal of the Status

15.1   If, based on the Annual Progress Report, it is found that the college is not doing well, UGC may constitute an Expert Committee for on-the-spot inspection of the college and based on the report, Commission may consider withdrawing the CPE/CE status from the college. However, a six month notice will be given for improvement before withdrawing the CPE/CE status of the college.

15.2   If, at any point of time, information regarding misuse of funds by the college comes to the notice of the UGC, it may consider constituting a Committee for the spot verification/examination and based on the report of the Committee, Commission may consider withdrawing CPE/CE status from the college.

15.3   The CPE/CE status will also be revoked if the information and data supplied by the college to claim the status is subsequently found to be incorrect.

In such a case, either the college may have to refund the financial assistance given to it under the Scheme along with penal interest or the amount may be adjusted against the grant payable to the college under other schemes.

16.   OTHER CONDITIONS GOVERNING THE SCHEME:

16.1   The CPE status already awarded to colleges will be governed by the guidelines which were in force when the status was awarded.

16.1(a)The phase of CPE/CE Scheme will be of five years duration and will not be linked with the Plan periods.

16.2   The colleges which have availed first phase of CPE status under the Scheme will be considered for next phase only if these are accredited/reaccredited with 'A' Grade by NAAC or any other nationally recognised accrediting agency. The selection of colleges for the next phase as CPE will be based on the 'A' grade by NAAC and recommendations of the Expert Committee. The College not having valid accreditation at the time of interface meeting may be given one year time to get it accredited/reaccredited.

16.3   Only such of the colleges which are accredited with 'A' grade with more than 3.5 CGPA will be eligible for consideration as College of Excellence (CE) under the Scheme. The selection for the status of College of Excellence (CE) in second/thirdphase will be based on CGPA of NAAC accreditation and recommendation of the Expert Committee.

UNIVERSITY GRANTS COMMISSION, NEW DELHI

Proposal for Assistance during the XII Plan under the Scheme "Colleges with Potential for Excellence/College of Excellence"

Section 1: GENERAL

Sr. No.	Profile/ Parameter	Particulars
1.1.	Name of the college	
1.2.	Full address of the college (including Tel./Fax Nos. and e-mail ID)	
1.3.	Name of the Principal of the college (including Tel./Fax Nos. and e-mail ID)	
1.4.	Name & address of affiliating University (including Tel./Fax Nos. and e-mail ID)	
1.5.	Name & address of the Chairman, Governing Body of the college (including Tel./Fax Nos. and e-mail ID)	
1.6.	Goals & Objectives of the college	
1.7.	Names of best performing departments in the College	

Sr. No	Profile/ Parameter	Particulars/ Options									
1.8.	Nature of Management of the college	Government	University	Private							
				Mino-rity	Non-Mrty	Aided	Un-aided				
1.9.	Total strength of □ Students □ Teachers	UG			PG			Total			
		M	F	T	M	F	T	M	F	T	
1.10	No. of years since establishment of the college	<= 10 – 25			> 25 - 50			> 50			
1.11	No. of years since permanently affiliated to the University	<= 10 – 25			> 25 - 50			> 50			
1.12	Campus area (in acres)	<= 5.00			> 05 - 10			> 10			
1.13	Levels of Academic programmes in the College	UG, PG & Research		PG & UG only		PG only		UG only			
1.14	Academic Departments:	Total No. …..		No. in Arts Fac. …..		No. in Science Fac. …..		No. in Com. Fac. …..		No. in other Fac. …..	
1.15	No. of Teachers:	Sanctioned strength …..		Present strength a) Regular........ b) Ad hoc/Part-time ...... ….				Present strength as % of San. strength …..			
1.16	Diploma/Certificate courses offered: □ No. of students □ % of the total No. in College	PG Diploma ….. …..		Diploma ….. …..				Certificate ….. …..			
1.17	Total No. of students	<= 500			> 500 – 1000			> 1000			

Sr. No	Profile/ Parameter	Particulars/ Options		
1.18	Category of Students	At least 50% SC - ST	At least 50% OBC	At least 25% PH
1.19	UG students as % of total No.	<= 50	> 50 – 80	> 80
1.20	PG students as % of total No.	<= 50	> 50 – 80	> 80
1.21	M.Phil students as % of total No.	<= 02	> 02 – 05	>05
1.22	Ph. D. students as % of total No	<= .01	> .01 - .02	> .02
1.23	Grants received during XI Plan (Rs. in Lakhs) from:	State Government …..	Central Govt. other than UGC …..	UGC .....
1.24	Students' facilities: Amount spent over the past 3 years (Rs. in Lakhs) for	Laboratories …..	Central library …..	Departmental libraries …..
1.25	Grievance Redressal Cell: No. of students handled over the past 3 Years	<= 20	> 20 - 50	> 50
1.26	Guidance & Counselling Cell: No. of cases handled over the past 3 years	<= 50	> 50 - 75	> 75
1.27	Mechanism available for seeking feedback on various aspects of College's functioning From	Teachers	Students	Guardians
1.28	The College has an Active	Parent-Teacher Association	Alumni Association	Linkage with NGOs

Section 2: PROFILE DETAILS

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
2.1.	Status of the college	Non autonomous		autonomous	
2.2	No. of years since grant of accreditation by NAAC	01 - 05	> 05 - 10	> 10	
2.3.	Grade/ CGPA awarded by NAAC	B 2.01 to 3.00		A 3.01 to 4.00	
2.4.	Academic category of the college	Men's	Co-ed	Women's	
2.5.	Location of the college	Urban	Rural	Tribal	
2.6.	Examination Pattern	Annual	Semester	Credit based	
2.7.	Students from other States as % of total No.	01 - 05	> 05 – 10	> 10	
2.8.	NRI students as % of total No.	01 - 05	> 05 – 10	> 10	
2.9.	Overseas students (excluding NRIs) as % of total No.	01 - 03	> 03 – 05	> 05	
2.10	No. of new courses introduced over past 3 years: Degree	01 - 03	> 03 – 06	> 06	
	PG Diploma	01 – 03	> 03 – 06	> 06	
	Diploma	01 – 05	> 05 – 10	> 10	
	Certificate	01 – 05	> 05 – 10	> 10	
2.11	No. of Self-financing degree/diploma courses offered over the past 3 years	01 – 05	> 05 – 10	> 10	

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
2.12	Students' results: Average % for the last 3 years: UG	40 - 60	> 60 - 80	> 80	
	UG First Class	05 - 10	> 10 – 30	> 30	
	PG	50 - 70	> 70 – 90	> 90	
	PG First Class	10 - 20	> 20 - 50	> 50	
2.13	No. of students passing national examinations over the past 3 years: ☐ UGC/CSIR – NET	01 – 05	06 – 10	> 10	
	☐ GATE	01 - 05	06 - 10	> 10	
2.14	Research Project outlay by various agencies during past 3 years (Rs. in lakhs)	05 - 10	> 10 - 50	> 50	
2.15	No. of Collaboration with International institutions during past 3 years: ☐ M o U	01 – 02	> 02 - 05	> 05	
	☐ Exchange of teachers	01 – 05	> 05 – 10	> 10	
	☐ Franchisee	01 – 05	> 05 - 10	> 10	
2.16	Teachers are evaluated by	Peer groups within the College	Externals	Students	
2.17	Recognition of teachers over the past 3 years: No. at International level	01 – 02	> 02 - 04	> 04	
	No. at National level	01 – 03	> 03 - 06	> 06	

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
2.18	No. of teachers presenting papers in seminars/conferences during past 3 years at International level	01 – 03	> 03 - 06	> 06	
	at National level	01 – 05	> 05 - 10	> 10	
2.19	No. of academic seminars /conferences organized by the college over the past 3 years at the National/Inter – national level	01 – 03	> 03 - 06	> 06	
2.20	Physical education: Provision made for: ☐ No. of major games	01 – 03	> 03 - 06	> 06	
	☐ No. of minor games	01 – 03	> 03 – 06	> 06	
	☐ No. of indoor games	01 – 03	> 03 – 06	> 06	
	☐ No. of accredited Coaches	01 – 02	03 – 04	> 04	
2.21	Other facilities: (circle the ones available)	Computer Centre	Internet	Book bank	
		Hostel (Men)	Hostel (Women)	Common Room for students	
		Canteen	Health Centre	Placement Cell	
	Any other (name up to 3)	…..	…..	…..	
2.22	Teacher Quality: Student/teacher ratio	> 60 : 1	> 40 : 1 – 60 : 1	<= 40 : 1	
	% of M.Phil. degree holders among teachers	01 – 10	>10 - 50	>50	
	% of Ph. D. holders among teachers	01 – 05	> 05 - 10	> 10	
	% of teachers who attended (over the past 3 years) : a) Orientation Course	01 – 20	>20 – 50	>50	
	b) Refresher Course c) Winter/Summer School	01 – 20	> 20 - 50	> 50	

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
2.23	Evaluation Process & Reforms over the past 3 years: ☐ No. of programmes for which academic audit is Conducted	01 – 02	>02 - 05	> 05	
	☐ No. of programmes for which peer review Conducted	01 – 02	> 02 - 05	> 05	
2.24	Research Promotion & Support: ☐ % of teachers actively engaged in research Work	01 – 05	>05 - 20	> 20	
	☐ % of teachers approved as research supervisors	01 – 05	> 05 - 20	> 20	
	☐ % of teachers on Learned/Academic/ Scientific Bodies outside the college	01 – 02	> 02 - 05	> 05	
2.25	Research Output &Publi-cations during the past 3 years: ☐ No. of M.Phil. degrees Awarded *For colleges with* *<= 5 PG Depts.*	01 – 10	> 10 - 20	> 20	
	>5 PG Depts.	01 – 20	>20 - 40	> 40	
	☐ No. of Ph.D degrees Awarded *For colleges with* *<= 5 PG Depts.*	01 – 05	>05 – 10	> 10	
	> 5 PG Depts.	01 – 10	> 10 – 20	> 20	
	☐ No. of research papers published by teachers in refereed journals	01 – 05	> 05 – 10	> 10	

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
	☐ No. of research projects undertaken:				
	a) Major	01	02 – 03	> 03	
	b) Minor	01 – 04	05 -10	>10	
2.26	Consultancy: Total of resources generated during the last 3 years through consultancy as % of total funds received from all sources	01 – 02	>02 - 05	>05	
2.27	Extension activities during the last 3 years: ☐ No. of innovative/ useful extension pro-grammes conducted	01 – 02	> 02 - 05	> 05	
	☐ No. of teachers engaged in extension activities	03 – 05	>05 – 20	> 20	
	☐ No. of students parti-cipating in extension Activities	10 – 50	>50 – 100	> 100	
2.28	Collaborative Activities during the past 3 years: ☐ No. of joint program-mes conducted with NGOs	01 – 05	> 05 - 10	>10	
	☐ No. of cooperative programmes with national level academic institutions	01 – 05	> 05 - 10	> 10	
	☐ No. of collaborative activities with inter-national level academic Institutions	01 – 05	> 05 – 10	> 10	
2.29	Library Resources: ☐ No. of book titles per Student as on date	01 – 03	> 03 - 10	> 10	
	☐ No. of books added to the library as % of the total collection during the past 3 years	01 – 03	> 03 - 10	> 10	

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
2.30	ICT-based Learning Resources as on date: student- computer ratio	>60 : 1	>30 : 1 - 60 : 1	<= 30 : 1	
2.31	Student Profile(average for the past 3 years): ☐ % of students admitted of those applied	>60	> 20 - 60	05 - 20	
	☐ % of women students in the total student Strength	01 – 10	>10 - 50	>50	
	☐ % of SC students in the total student strength	01 – 10	>10 - 15	>15	
	☐ % of ST students in the total student strength	01 – 02	>02 – 05	>05	
	☐ % of PwD students in the total student strength	01 – 05	>05 – 10	> 10	
2.32	Student Progression (average of past 3 years): ☐ % of students graduating at first attempt	30 – 50	> 50 - 75	> 75	
2.33	Student Support: ☐ % of students getting selected through on-campus interviews out of those interviewed over the past 3 years	10 – 20	> 20 - 50	> 50	
2.34	Average % of utilization of approved annual budget over the past 3 Years	60 – 80	>80 - 90	> 90	
2.35	Financial resources mobilised as % of approved annual budget during the last year	05 – 10	> 10 - 20	> 20	
2.36	% of teachers to whom administrative powers and responsibilities are assigned as on date	05 – 10	> 10 - 20	> 20	

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
2.37	No. of teachers nominated on the Governing Body of other institutions as on date	01 – 02	>02 - 05	> 05	
2.38	Curriculum: Feedback received from	Employers	Teachers	Students	
	☐ No. of remedial pro-grammes conducted for students with difficulties in learning over past 3 Years	01 – 02	> 02 - 05	> 05	
	☐ No. of specialised courses organized for advanced learners over past 3 years	01 – 02	> 02 - 05	> 05	
	☐ % of teachers using modern educational technology	10 – 20	> 20 - 50	> 50	
2.39	Student Activities: Average No. of students participating/ engaged in programmes over the past 3 years: ☐ Cultural and related activities	05 – 10	>10 - 20	> 20	
	☐ Co-curricular activities	05 – 10	> 10 - 20	> 20	
	☐ Social service/ Extension work other than NSS activities	10 – 50	> 50 - 100	> 100	
2.40	Sports Events No. of students participated over the past 3 years at : ☐ International level	01 – 05	>05 - 10	> 10	
	☐ National level	05 – 10	> 10 – 20	> 20	
	☐ Regional level	10 – 20	> 20 - 50	> 50	

Section 3: ADDITIONAL DATA (to be furnished by Autonomous Colleges)

Sr. No	Profile/ Parameter	Particulars/ Options			For Office use
3.1.	No. of years since the grant of Autonomy	01	> 01 - 10	> 10	
3.2.	Level at which Autonomy is implemented	UG only	PG only	UG & PG	
3.3.	Curriculum review/ revision	Any time after 3 years	Once in 3 Years	Annually	
3.4.	Time lag in introducing new Programme	> 2 years	1 – 2 years	<= 1 year	
3.5.	No. of subjects where Question Banks are Developed	01 – 02	> 02 - 05	> 05	
3.6.	Examination Reforms: Evaluation scheme	Marks	Grades and CGPA	Credit based CGPA	
3.7.	Weightage in % allotted to Continuous Internal Evaluation (CIE) in the end-semester or exit Examination	10 – 20	> 20 - 40	> 40	
3.8.	% of programmes having CIE to total No. of programmes	15 – 25	> 25 - 50	> 50	
3.9.	Temporal scheme	Annual	Semester	Trimester	
3.10	% of question papers in which change in pattern is introduced	05 – 10	> 10 - 50	> 50	

CERTIFICATE
(by the College)

This is to certify that the data and information provided in this proposal are true and correct to the best of my knowledge and belief and the required documents in support of these are attached with the proposals It is also confirmed that this college will abide by the Guidelines framed by the UGC in respect of CPE/CE status from time to time if it is selected under the Scheme during the XII Plan.

(Signature with Seal)

Place   Principal of the College

Date

ENDORSEMENT
(by the affiliating University)

The university certifies that the data and information given by the college in the proposal are correct as per the records of the university. The university, therefore, supports the Proposal and will monitor the progress of the college, if selected for the CPE/CE status, and do whatever is needed to be done by the university in respect of the college under the Guidelines and other relevant Rules and Regulations framed by the UGC.

(Signature with Seal)

Place   Registrar of the University

Date

ACTION PLAN & BUDGET

1.	Name & Address of the College	
2.	Proposed Activities	List Titles of Each Activity in Order of Priority *(to be limited to 5, in each case, giving details(~100 words) in*
	a) Teaching (UG):	☐ ☐
	b) Teaching (PG):	☐ ☐
	c) Research:	☐ ☐
	d) Extension:	☐ ☐
	e) Any other: (Please specify)	☐ ☐

3.	Proposed Utilization of Grants	Non-Recurring Grant (Rupees in Lakhs) *(To be listed in order of priority, with details given in Annexure B1)*	Recurring Grant (Rupees in Lakhs) *(To be listed in order of priority, with details given in Annexure B2)*
	a) Teaching Facilities (UG):		
	b) Teaching Facilities (PG):		
	c) Research: Facilities:		
	d) Extension Activities:		
	e) Any Other Activities: (Please specify)		
	Total: *(Rupees in Lakhs)*		

4	Expected Outcome/ Outpur	Annual (List titles only, with details given in Annexure C1)	At the End of Five years (List titles only, with details given in Annexure C2)
	a) Teaching/Evaluation (UG):	YEAR 1: YEAR 2: YEAR 3: YEAR 4: YEAR 5:	
	b) Teaching/Evaluation (PG):	YEAR 1: YEAR 2: YEAR 3: YEAR 4: YEAR 5:	
	c) Research :	YEAR 1: YEAR 2: YEAR 3: YEAR 4: YEAR 5:	
	d) Extension :	YEAR 1: YEAR 2: YEAR 3: YEAR 4: YEAR 5:	
	d) Any other: (Please specify)	YEAR 1: YEAR 2: YEAR 3: YEAR 4: YEAR 5:	

CERTIFICATE

This is to certify that the above Action Plan & Budget has been proposed by the college after consulting its major stake holders, in particular, the teaching faculty, as per the UGC XII Plan Guidelines for CPE/CE. The college hereby undertakes to adhere to the approved Action Plan andto take all the necessary steps for meeting the targets envisaged to achieve excellence as proposed.

Principal
(Signature with Seal)

Place:
Date:

UNIVERSITY GRANTS COMMISSION

REPORT OF THE EXPERT COMMITTEE TO ASSESS THE PERFORMANCE OF THE COLLEGE FOR CPE/CE STATUS

1.   Name of the college
2.   Date of the interface meeting
3.   Names of the members of the Expert Committee:
4.   Background/Profile of the college
5.   Observations/Suggestions of the Committee
6.   Recommendation of the Committee
7.   Action Plan of the college (If recommended for CPE/CE)

Proposed Activities		4-5 activities in order to priority
a.	Teaching (UG):	
b.	Teaching (PG):	
c.	Research:	
d.	Extension:	
e.	Any other (Please specify)	

8.   Budget for the Proposed Activities(If recommended for CPE/CE):

Capital Assets – 35 (Non-Recurring)		
Sl. No.	Budget Head	(Amount in Rupees)
1	Lab up-gradation	
2	Language Lab equipment	
3	Teaching Aids	
4	Library Automation	
5	Computers	
6.	Books & Journals	
7.	Internet connectivity	
8.	Up-gradation of class rooms/seminar halls	
9.	Any other activities (please specify)	
	Total: *(Rupees in Lakhs)*	

Grant-in-aid General – 31 (Recurring)		
Sl. No.	Budget Head	(Amount in Rupees)
1	Lab consumables	
2	Software's	
3	Internet services	
4	Maintenance of equipments	
5	Enrichment of teachers	
6	Any other activities *(Please specify)*	
	Total: *(Rupees in Lakhs)*	

Grand Total =   Rs._____ lakh (Rupees _____)

9.   Expected Outcome/Output from the Action Plan:

Expected Outcome/ Output		Annual	At the End of five years
a.	Teaching/Evaluation (UG)	Year 1: Year 2: Year 3: Year 4: Year 5:	
b.	Teaching/Evaluation (PG)	Year 1: Year 2: Year 3: Year 4: Year 5:	
c.	Research:	Year 1: Year 2: Year 3: Year 4: Year 5:	
d.	Extension:	Year 1: Year 2: Year 3: Year 4: Year 5:	
e.	Any other (Please specify)	Year 1: Year 2: Year 3: Year 4: Year 5:	

10.   Signatures of the Visiting Committee members

UNIVERSITY GRANTS COMMISSION, NEW DELHI

ANNUAL PROGRESS REPORT
(**to be submitted annually to the UGC by each CPE/CE College**)

1.   Name and Address of the college:

2.   Name of the Principal of the College:

3.   Period of the Progress Report:

4.   Activities Taken up During the Year:

5.   Utilization of Grants during the Year:

6.   Specific Outcome:

7.   Difficulties encountered in implementation, if any:

<u>CERTIFICATE</u>

This is to certify that the data/ information presented in this Annual Progress Report are true and correct to the best of my knowledge and belief and the required documents will be provided to the UGC, as and when the same are called for.

Signature with Seal of Principal of the College

Place:
Date:

UNIVERSITY GRANTS COMMISSION

<u>UTILISATION CERTIFICATE</u>

It is certified that the total grant of Rs._____ (Rupees ………………………........) sanctioned by the UGC vide letter No. F._____dated_____ has been utilized by the college as per details given in the attached statement in accordance with the terms and conditions laid down by the UGC vide its letter No_____dated_____ and that all the terms and conditions have been fulfilled by the college and the grant has been utilized for the purpose for which it was sanctioned.

It is further certified that the inventories of permanent and semi-permanent assets created/acquired wholly or mainly out of the grants given by the UGC as indicated in the enclosed statement are being maintained in the prescribed form and are being kept up-to-date and these assets have not been disposed off, encumbered or utilized for any other purpose.

If as a result of check or audit objection, some irregularity is noticed at a later stage, the college will refund the objected amount.

Signature of Principal with Seal   Signature of Auditor with Seal

Note: The Utilization Certificate should be accompanied by audited statement of account indicating expenditure on various items.