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