



UNIVERSITY GRANTS COMMISSION

Guidelines on Public Self-Disclosure by Higher Education Institutions

1. The National Education Policy (NEP) 2020 emphasizes transparent self-disclosure by Higher Education Institutions (HEIs). Public self-disclosure by HEIs is a fundamental principle of the policy. According to the NEP, HEIs must be responsible and accountable to stakeholders by transparently disclosing all relevant records.

2. The availability of information in the public domain serves as a key source of accountability for HEIs.

3. Various stakeholders, including students, parents, research scholars, prospective students, regulatory bodies, accreditation agencies, alumni, and the general public, rely on HEIs' websites for essential information.

4. Every Higher Education Institution must maintain a functional website for self-disclosure purposes.

5. The information disclosed must be easily accessible to stakeholders without requiring login or registration.

6. The website should include a search facility to enable easy access to the required information.

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