

CHAPTER 4: INSTRUCTIONS FOR FILLING-UP DATA CAPTURE FORMAT II

This format is designed to collect the information in respect of higher education from Colleges/Institutions, affiliated/recognized by the University. Data in respect of all the Institutions listed in Block 1B of DCF-I except Regional Centres/Study Centres of Open/Dual Mode Universities will be filled in this format. This constitute

- All the colleges affiliated with the University (Constituent/University College, Affiliated Colleges including Autonomous Colleges)
- All the Institutions for which degree is awarded by any University but the Institution is not affiliated with the University *e.g. National Institute of Medical & Management Studies (NIMMS), Bhubneshwar is not affiliated with any university but conducts several programmes such as B.Sc.(Hons) in Bio-Technology, M.Sc. in Bio-Technology etc for which degree is awarded by Utkal University.*
- All the PG Centres/Off-Campus Centres of the University. PG Centres are nothing but the centre of the university established by it outside the main campus (within or outside the state) operated and maintained as its constituent unit, having the university's compliment of facilities, faculty and staff *e.g. Tura Campus of North Eastern Hill University, Post Graduation Centre, Karwar of Karnataka University. A B Shetty Memorial Institute of Dental Sciences, K S Hegde Medical Academy, NGSN Institute of Pharmaceutical Sciences, NITTE Institute of Physiotherapy and NITTE Usha Institute of Nursing Sciences are the Off- Campus Centres/ Constituent Units of the NITTE University, Manglore, Karnataka.*

Summary description of the schedule: Data Capture Format II consists of 8 blocks. The first two blocks, viz. Block 2A and Block 2B are to be used for recording basic structure of the College/Institution, its Faculties/Schools, Departments/Centres and the Programmes. Faculties/Schools, Departments/Centres and Programmes listed in Block 2B will form the basis/ masters for filling up of Blocks 2C and 2D.

Block 2C will be for recording the information in respect of teaching & non-teaching staff of the College/Institution. Information in respect of Library staff and Physical Education Staff of the College/ Institution is to be collected separately in this block.

Programme-wise Student enrolment in regular as well as distance education mode will be collected in Block 2D. Information in respect of Foreign Students will also be recorded in this block.

Block 2E is to be used for recording the Examination Results of the students who have passed the final year degree examination of a particular programme.

Receipt & Expenditure details will be recorded in Block 2F.

Availability of Infrastructure will be recorded in Block 2G.

Comments relevant to the information furnished in other blocks will be recorded in Block 2H.

In a nutshell, the schedule consists of the following blocks:

Block 2A: Basic Information of the College/Institution, affiliated/recognized by the University

Block 2B: Details of Faculty/ Department-wise Programmes offered by College/ Institution

Block 2C: Staff Information – Teaching & Non Teaching

Block 2D: Student Enrolment

Block 2E: Examination Results

Block 2F: Financial Information

Block 2G: Infrastructure Related Information

Block 2H: Remarks

Details of the DATA CAPTURE FORMAT

Block 2A: Basic Information of the College/Institution affiliated/recognized by the University

This block is designed for recording basic information of the College/Institution.

Item 1: Here the name of the College/Institution will be recorded.

Item 2: Here the address particulars, the name of the website and total area in acre of the College/Institution will be recorded. Although all efforts should be made to collect the information on total constructed area in square meter (Item 2(vi)), if it is not available 'NA' will be recorded.

Item 3: In the box, year of establishment of the College/Institution i.e. when it was set up will be recorded. For example, Kirori Mal College, a constituent college of the University of Delhi, was established in 1954; therefore in the box 1954 will be recorded.

Item 4: Details of the person who is nominated by the College/Institution for providing the information in this DCF will be recorded. This person will be the resource person for furnishing the information during future surveys also.

Item 5a: The name and the code of the University to which College/Institution is attached will be recorded in the two boxes. If it is a PG Centre/Off-Campus Centre, the name of the main university of which it is the PG Centre/Off-Campus Centre will be recorded.

Item 5b: The code of the Statutory Body through which the College/Institution is recognized will be recorded in the box. In case of Others, in the adjacent box, the name of the Statutory Body will be written. The codes are

University Grants Commission - 1

Indian Nursing Council - 2

National Council for Teacher Education - 3

Rehabilitation Council of India - 4

Medical Council of India - 5

All India Council for Technical Education - 6

Dental Council of India - 7

Council of Architecture - 8

Pharmacy Council of India - 9

Bar Council of India - 10

Central Council of Indian Medicine - 11

Central Council of Homeopathy - 12

Others (Please Specify) - 19

Item 6: The year of affiliation of the College/Institution to the University to which is affiliated or recognized will be recorded in the box. In case of PG Centre/Off-Campus Centre, year of establishment as recorded against item 3 will be recorded here.

Item 7: Code of the area where the Administrative Unit of the College/Institution is located will be recorded. The codes are for *Rural-1, Urban-2*.

Item 8: The code for the type of College/Institution will be recorded here. The codes are

- Affiliated College - 1*
- Constituent College - 2*
- PG Centre - 3*
- Off -Campus Centre - 4*
- Others (Please Specify) - 9*

Examples for Others: NIMMS will be belonging to Others type, therefore, 9 will be recorded in the first box and in the adjacent box "Recognised by Utkal University" will be written.

Item 9: If the College has been given autonomous status by UGC, code 1 will be recorded otherwise code 2 will be recorded.

Item 10: The code for the management of College/Institution will be recorded here. The codes are

- Central Government - 1*
- State Government - 2*
- Local Body - 3*
- University - 4*
- Private Aided - 5*
- Private Un-Aided - 6*

Item 11: If the College/Institution is exclusively meant for one particular specialized field i.e. the College/Institution concentrates on developing experts in a particular skill or area, code 1 will be recorded in 11(i) and the code for the particular specialization will be recorded in 11(ii), otherwise code 2 will be recorded in 11(i) and 11(ii) will be left blank. The codes for 11(ii) are

- Agriculture - 1*
- Medical - 2*
- Law - 3*
- Technical - 4*
- Veterinary - 5*
- Others (Please Specify) - 9*

Item 12: If the College/Institution is imparting education in the evening only, code 1 will be recorded otherwise code 2 will be recorded.

Item 13: If the College/Institution is providing admission to girls' students only, code 1 will be recorded; otherwise code 2 will be recorded.

Item 14: If residential accommodation for teaching and/or non-teaching staff is available (either within campus or outside the campus of the College/Institution) code 1 will be recorded in 14(i) and their number will be recorded in 14(ii) separately for teaching and non-teaching staff, otherwise code 2 will be recorded in 14(i) and 14(ii) will be left blank. If residential accommodation for a particular category is not available, '0' will be recorded against that category in 14(ii). Against 'Total' sum of the numbers of accommodation for both categories will be recorded. If quarters for teaching and non-teaching staff are not separately available, only number against total may be recorded. Further, if the quarters, for teaching and non-teaching staff are allotted from the pool of quarters of several institutions/offices, the numbers, which are occupied by the staff of this Institution, will be recorded against respective categories.

Item 15: If hostel for students is available (either within campus or outside the campus of the College/Institution) code 1 will be recorded in 15(i) and the name, intake capacity and number of students residing in the hostel will be recorded in 15(ii) separately for boys hostel, girls hostel and other type of hostel, otherwise code 2 will be recorded in 15(i) and 15(ii) will be left blank. If the hostel does not have any name then the description by which it is identified will be recorded under column 'Name of Hostel'. Other type of Hostels may include, hostel for married students, transit hostel etc.

Block 2B: Details of Faculty/Department-wise Programmes offered by the College/Institution.

This block is designed for recording the details of Faculties & Departments coming under the ambit of Colleges, Off-Campus Centres, PG Centres and similar institutions for which this DCF is being filled. It may be noted that Faculty and School is synonyms and also Department and Centre is synonyms.

Item 1: Name of the Faculty and its code as running serial number will be recorded in the box. Name and code (as serial number, when arranged in alphabetical order) of the Department under the Faculty will be recorded in the Table. If the number of Departments under one faculty exceeds 13, additional sheet(s) will be used, if filled in hard copy of the Format.

Generally there is no concept of Faculty in the College/Institution and only Departments exists *e.g. in Miranda House affiliated to University of Delhi*, only Departments exists and courses are offered in Departments. In such cases only Department name will be recorded and faculty name will be left blank.

Separate sheet would be used for each Faculty.

Item 2: Programmes offered through Regular Mode as well as Distance Mode of Study under each Department listed in Item 1 will be recorded here. For regular Mode of study, 1 will be recorded against Mode. If Programmes are run directly through Faculty, “√” will be put in its adjacent box, if the Programmes are run through Departments “√” will be put in its adjacent box, if there are Other Programmes (which are neither run through Faculty nor through Departments), “√” will be put in its adjacent box. There may be “√” in one, two or all the three boxes, depending upon the applicability. For the Programmes run directly through Faculty, a “-” will be put in column 2 under Department and for the Programmes run through Departments, in column 1 under Faculty, the name of Faculty (if the Department are within a Faculty), will be recorded in the Table. It might happen that the Institutions are comprised of Departments only, in that case, a “-” will be put in column 1 of the Table. There might be Programmes directly run by the Institution (Not through its Faculty and Department), in that case “-” will be put in both columns 1 and 2. Generally in colleges, programmes are not run through its Faculty or Department. **In might be ensured that all the academic Programmes conducted by the College are recorded in the table.** If a Faculty/ Department runs more than one programmes of same level all the programmes will be listed. *For example, Department of Mathematics of Miranda House a constituent college under University of Delhi runs two Graduate Level programmes viz B.A & B.Sc, both these programmes will be listed.*

In case the College/Institution offers Programmes through Distance Mode also, these will be listed in separate sheet by recording code 2 against Mode.

In columns 1 and 2 of the table, names of the Faculties and Departments as applicable for each Programme will be selected from the list recorded in item 1 of this Block.

In Column 3 name and code of the level of the course offered in the department will be recorded. These codes are

Ph.D-1

M.Phil-2

Post Graduate-3

Under Graduate-4

PG Diploma-5

Diploma-6

Certificate-7

Integrated- 8

Dual-degree programme such as B.S.-M.S., BA-LLB, M.Sc.-Ph.D are to be treated to be of the level of Integrated. Post-Doctorate, D.Litt, D.Sc. and other Doctorate & above Level Programmes will be treated of the level of Ph.D for the purpose of the survey.

In columns (4) and (5) name and code of the Programme offered at each level as specified in column (3) will be recorded. Programme name and codes along with the name of the corresponding levels are given at **Annexure I** of the instruction manual. Since 'Programme/Course' and 'Level' for Ph.D, M.Phil, PG Diploma, Diploma and Certificate level courses is same, in such cases entries in columns (4) and (5) will be same as made in the column (3) against these levels. Single Department may run programmes in different disciplines. In the next column (6), the name of the discipline/subject of study will be recorded. In column (7), each of these disciplines will be given running serial number within each Programme. *For example in case of M.Sc. Botany, M.Sc. will be recorded under Programme name and Botany will be recorded under Discipline name.* In column (8), name and code of the Broad Discipline Group to which this discipline belongs will be recorded. Each Discipline is to be categorised in any one of the Broad Discipline Group. The list of Broad Discipline Groups along with codes is given at **Annexure II**.

Intake of the current academic year, which is the annual permitted strength of students, allowed for admission against the Discipline, will be recorded in column (9). Number of applicants, which had applied during the academic year for admission into the Discipline, will be recorded in column (10). Course Duration prescribed for each Discipline in number of year and months will be recorded in columns (11) and (12) respectively. *For example, if a course is of the duration 2.5 years then '2' will be recorded in column (11) and '6' will be recorded in column (12). If for a programme there is no fixed duration, but the minimum duration of the programme is prescribed the minimum duration will be recorded in columns (11) and (12).*

If the programme is running under self financing mode then code 2 will be recorded in column (13) otherwise code 1 will be recorded. If the programme is running in self financing as well as general mode then the code 3 will be recorded in column (13). Paid seats will also be treated as self-financing for the purpose of survey.

System of Examination for each Programme & discipline as specified in column (6) will be recorded in column (14). Codes for examination system are

Annual- 1

Semester -2

Tri- Semester-3

In Column (15), the name of the University or the Statutory Body through which the programme is approved will be recorded. For example, *B.Sc.(Hons) & M.Sc. in Bio-Technology programmes of National Institute of Medical & Management Studies (NIMMS), Bhubneshwar are recognized by Utkal University whereas Special B.Ed. Programme is approved by Rehabilitation Council of India.*

Block 2C: Details of Staff – Teaching & Non-Teaching

This block is designed for recording the details of Teaching and non-Teaching staff of the College/Institution. For Non-teaching staff, details of Library and Physical Education staff will be collected separately. Staff of the main university will NOT be counted for the purpose of recording in this block. Details for them will be collected from the University.

Item 1: This item is meant for recording the information in respect of Teaching Staff of the College/Institution.

Before recording the information in items 1(i), 1(ii) and 1(iii), Name of the Faculty/Department and their codes, wherever applicable will be recorded as listed in Block 2B. Separate sheet will be used for recording the information for each Faculty and Department. **It should be ensured that all the Teaching Staffs of the College/Institution are counted here.**

Item 1 (i): For each designation viz., Vice-Chancellor, Director, Pro- Vice-Chancellor, Principal, Professor & Equivalent, Associate Professor, Reader, Lecturer (Selection Grade), Assistant Professor, Lecturer (Senior Scale), Lecturer, Tutor, Demonstrator, Part-Time Teacher, Ad hoc Teacher, Temporary Teacher, Contract Teacher and Visiting Teacher, Grade Pay in column 2 will be recorded, if 6th pay commission is implemented, otherwise it will be left blank. In column 3, sanctioned strength and in subsequent columns, number of teachers in position as on Reference date will be recorded. The table will be filled only for those posts, which are applicable for the Institution. *It may so happen that the existing strength of the teachers at Professor and Associate Professor may be more than the respective sanctioned strength. This is because some of Associate Professor, Assistant Professor must have attained these levels through CAREER ADVANCEMENT SCHEME (CAS), though they are working against the sanctioned strength of Assistant Professor.* Although the list of designations as mentioned above is exhaustive, if an institution has designations with different nomenclatures, information will be recorded for its equivalent designations.

Wherever, recruitments are made through both direct entry and through Career Advancement Scheme (CAS), details of teachers in position through both these selection modes will be recorded in separate rows. Number of teachers in position will be recorded for General, SC, ST and OBC categories separately. For each category, total number of teachers and out of that the number of female teachers will be recorded separately. In the last two columns, total of all the four categories will be recorded separately for total teachers and female teachers. If SC, ST & OBC category-wise data is not available, total number of teachers in position will be recorded in columns (13) & (14) by leaving column (5) to column (12) blank and in column 15 (Remarks column), Code 1 will be recorded. It might happen that SC & ST category-wise data is available, but for OBC category data is not available separately, but it is included in General category, then columns (11) & (12) will be left blank and in column 15 (Remarks column), Code 2 will be recorded.

Item 1 (ii): This item is meant for recording the information in respect of teachers (out of total as recorded in item 1(i)) belonging to Persons with Disability (PWD) category separately. For each designation, number of post reserved for PWD and number of PWD teachers in position as on Reference date will be recorded. Number of PWD teachers in position will be recorded for General, SC, ST and OBC categories separately. For each category, total number of PWD teachers and out of that the number of female teachers will be recorded separately. In the last two columns, total of all the four categories will be recorded separately for total teachers and female teachers. Although all the efforts should be made to collect the information under each category separately, if it is not made available by the Institution, only the last two columns for total will be filled and appropriate code in Remarks column will be recorded as explained in item 1(i).

Item 1 (iii): This item is meant for recording the information in respect of teachers belonging to religious minority category separately. Five religious communities, viz; Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis) have been notified as minority communities by the Union Government. *The National Policy on Education, formulated in 1984, recognised Muslims as one of the most educationally 'backward' communities in the country.* Therefore, for Muslims, teachers in position as on Reference date will be recorded separately and information for all other religious minorities will be recorded together. Number of Muslims teachers and teachers of other religious minority in position will be recorded for General, SC, ST and OBC categories separately. For each category, total number of teachers and out of that the number of female teachers will be recorded separately. In the last two columns, total of all the four categories will be recorded separately for total teachers and female teachers. Although all the efforts should be made to collect the information under each category separately,

if it is not made available by the Institution, only the last two columns for total will be filled. If data in regard to religious minorities are not maintained by the Institution, an "X" may be recorded in the box and the table will be left blank.

Item 2: This item is meant for recording the information in respect of Non-Teaching Staff and Library and Physical Education Staff of the College/Institution. Information in respect of Library and Physical Education Staff will be recorded in separate sheets by entering Code 2 and 3 in the box.

Item 2 (i): Sanctioned strength of non-teaching staff under Group A, B, C and D category as prevalent in Central Government and number of staff in position as on Reference date will be recorded. Where such classification of staff is not in existence, the information will be recorded according to its equivalent categories. Number of staff in position will be recorded for General, SC, ST and OBC categories separately. For each category, total number of staff and out of that the number of female staff will be recorded separately. In the last two columns, total of all the four categories will be recorded separately for total staff and female staff. If SC, ST & OBC category-wise data is not available, total number of non-teaching staff will be recorded in columns (11) & (12) by leaving column (3) to column (10) blank and in column 13 (Remarks column), Code 1 will be recorded. It might happen that SC & ST category-wise data is available, but for OBC category data is not available separately, but it is included in General category, then columns (9) & (10) will be left blank and in column 13 (Remarks column), Code 2 will be recorded.

Item 2 (ii): Similar as for item 1(ii)

Item 2 (iii): Similar as for item 1(iii)

Block 2D: Details of Number of Students studying in the College/Institution i.e. Student Enrolment

This block is designed for recording the **Number of Students studying in the College/Institution i.e. Student Enrolment** in each Discipline. Number of Students enrolled in the main University will NOT be recorded in this block. Details for them will be collected from the University.

Item 1: This item is meant for recording the information in respect of students enrolled under regular as well as distance mode of study in the College/ Institution. For regular Mode of study, code 1 will be recorded against Mode and details of Students enrolled

will be recorded in items 1(i), 1(ii) and 1(iii). Details of Students enrolled in Distance Mode will be recorded in separate sheet by recording code 2 against Mode.

Before recording the number of students enrolled in items 1(i), 1(ii) and 1(iii) names of the Faculties, Departments, Levels, Programmes and Disciplines and their codes will be selected from the list of Programmes recorded in Block 2B. **Enrolment is to be recorded for each Programme and Discipline.**

Foreign Students studying in the Institution will also be included as General Category students here.

Item 1 (i): Students registered as on Reference date in a discipline under self-financing mode and under general mode will be recorded in separate rows by recording General and Self-financing in column 8. From entry in column 13 of item 2 of Block 2B, it will be known that the particular programme is of General, Self-financing or Both types. If a type of programme is both, student enrolment must be recorded in separate rows for General and Self – financing types.

Students enrolled in each year of study of a particular programme will be recorded in separate rows, by recording 1st, 2nd etc. in column 9, *e.g. in case of Students enrolled in B.A. which is a three year programme, against 1st number of students enrolled in the B.A. 1st year, against 2nd number of students enrolled in B.A. 2nd year and against 3rd number of students enrolled in B.A. 3rd year (as on reference date) will be recorded.* Thus for a Discipline, against each type, for each year student's enrolment is to be recorded. From, entry in column 11 and 12 of item 2 of Block 2B, the duration of each programme will be known. Thus if a programme is of duration of 3 years and is offered through self-financing only, for that discipline there will be entries of student's enrolment in three rows. *In such case entries in column 8 and 9 will be as follows:*

<u>Column 8</u>	<u>Column 9</u>
Self-financing	1 st
Self-financing	2 nd
Self-financing	3 rd

And for each such row, number of students enrolled of each category will be recorded in subsequent columns.

For Distance mode of study, data on year-wise students' enrolment is maintained as number of students registered in first year and number of students re-registered in subsequent years. In addition, data on number of students on Roll is also maintained and these data has also some meaning as such students can re-register anytime within the maximum prescribed duration of the programme. Therefore, for distance mode, after recording year-wise enrolment, for each discipline of a programme, number of

students on Roll will also be recorded in a separate row. For example, in a MBA programme only 100 students took fresh admission in July, 2010 but there were some students who took admission in previous years and are still on rolls for MBA programme resulting into total enrolled students in MBA programme as on reference date to be 500. Here in the row against 'On Roll', 500 (NOT 100) will be recorded.

Number of students enrolled for General, SC, ST and OBC categories will be recorded separately for total and girls (out of total) students in column (10) to column (17). In the columns (18) & (19), total of all the four categories will be recorded separately for total students and girls students. If SC, ST & OBC category-wise data is not available, total number of students enrolled will be recorded in columns (18) & (19) by leaving column (10) to column (17) blank and in column 20 (Remarks column), Code 1 will be recorded. It might happen that SC & ST category-wise data is available, but for OBC category data is not available separately, but it is included in General category, then columns (16) & (17) will be left blank and in column 20 (Remarks column), Code 2 will be recorded.

Item 1 (ii): Out of the total students recorded in columns (10) to column (19), Number of PWD students will be recorded for General, SC, ST and OBC categories separately for total and girls (out of total) students in columns (21) to column (28). In the columns (29) & (30), total of all the four categories will be recorded separately for total PWD students and PWD girls' students. If SC, ST & OBC category-wise data is not available, total number of students enrolled will be recorded in columns (29) & (30) by leaving column (21) to column (28) blank and in column 31 (Remarks column), 1 will be recorded. It might happen that SC & ST category-wise data is available, but for OBC category data is included in General category, then columns (27) & (28) will be left blank and in column 31 (Remarks column), 2 will be recorded.

Item 1 (iii): Number of students belonging to religious minority category out of the total students recorded in column (10) to column (19), will be recorded separately under column (32) to column (51). Five religious communities, viz; Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis) have been notified as minority communities by the Union Government. The National Policy on Education, formulated in 1984, recognised Muslims as one of the most educationally 'backward' communities in the country. Therefore, for Muslims, students' enrolment as on Reference date will be recorded separately and information for all other religious minorities will be recorded together. Number of Muslims students and students of other religious minorities will be recorded for General, SC, ST and OBC categories separately for total and girls (out of total) students in column (32) to column (39) and in column (42) to column (49) . In the columns (40), (41), (50) and (51) total of Muslims students and students of other religious minorities will be recorded separately for total students and girls students.

If data on students' enrolment for religious minorities are not maintained by the Institution, an "X" may be recorded in the box.

Some of the programmes of Graduate level are spread over different Departments and the duration of programmes generally vary from 3 to 5 years, therefore the information for such programmes may not be collected from the Departments as this may lead to duplication e.g. B.A. programme in Economics, Mathematics & Statistics is spread over 3 Departments. It should be ensured that there is no double counting of students. Students enrolled in different combination of a particular programme will be added together to get the total enrolment of that particular programme. For example, Students enrolled in B.A. (Economics, Mathematics, Statistics), B.A. (Sociology, Economics, History) etc will be added together to get the total enrolment of B.A. programme.

Item 2: This item is designed for recording the separate information about the foreign students (those who are citizens of at least one country other than India) out of the total students enrolled in the Institution. Information on foreign students is kept separately in most of the Institutions and they are to be counted as General Category Students for the purpose of recording student enrolment in item 1. In column (1) the name of the country whose students are enrolled in the Institution will be recorded. Such information will normally be available with the foreign student cell of the university to which the College is affiliated. Discipline-wise, number of students enrolled for each country will be recorded in column (7). Out of the total foreign students recorded in column (7), number of foreign girls' students will be recorded in columns (8).

Block 2E: Examination Results

This block is designed for recording the **Examination Results of the College/ Institution i.e. Number of students appeared and passed in Annual & Supplementary examination** in each Discipline listed in Block 2B. Out-turn in various streams of education will be available from this block.

Since university is the only body for conducting examinations and awarding of degrees, it conducts examination for all the students enrolled in its Colleges, Off-Campus Centres, PG Centres, and similar institutions affiliated with the university. Therefore information of examination results of all the students whether enrolled in university or its affiliated institutions will be collected from the university itself and will be NOT recorded in this Block. Examination results of only those Colleges/Institutions, which conduct examinations independently and not through their parent university will be recorded here. For example, Udai Pratap Autonomous College, Varanasi is autonomous colleges affiliated to Mahatma Gandhi Kashi Vidyapeeth, Varanasi conducts its own

examination and therefore, information in respect of examination result will be collected from college and NOT from the parent University.

Examination result will be recorded only in respect of final year examination of each programme *e.g. in case of BA programme, information only in respect of number of students who have completed the BA programme will be recorded and NOT the result of BA part I and BA part II examinations.*

There are some students who appear as private students in the examination. All such students will also be covered.

For regular Mode of study, 1 will be recorded against Mode and details will be recorded in the table. Details for Distance Mode will be recorded in separate sheet by recording code 2 against Mode.

Before recording the number of students appeared and passed names of the Programmes and Disciplines and their codes will be copied from the list of Programmes recorded in Block 2B.

For each Discipline, Total number of students appearing in the final year of the Programme will be recorded in column (5) and out of that total; number of girls' student will be recorded in Column (6). For programme such as Ph.D, there is no meaning of appeared students; therefore columns (5) and (6) will be left blank. In column (7) total number of students who have passed the examination or completed the Programme will be recorded. Out of the total number of passed out students, number of girls' students passed will be recorded in column (8).

Block 2F: Details about Finance

This block is designed for recording the **details about Receipt and Expenditure of the College/Institution**. This information may be used to find out per student expenditure on higher education which is a very important indicator but not available at present.

All the items of this block are self explanatory. Receipt items have been broadly classified as Grants received by the College/Institution from various sources such as University Grants Commission, Distance Education Council, Other Central Government Departments, State Government, University and Local Bodies; Donations and Interests received; amount collect through Tuition Fee & Other Fees and Sale of Application form and income from other sources. All kinds of receipt such as recurring, non-recurring, plan and non-plan receipt will be clubbed together to get the total receipt against each item.

Expenditure items have been broadly classified into Salary, Allowances & Retirement Benefits; Buildings (Construction & Maintenance); Library & Laboratory; Scholarships and Other Expenses.

Block 2G: Details about Infrastructure

All the items in this block are self explanatory. If a particular item is available in the university, a tick mark is to be put against the box relating to that item.

Block 2H: Remarks

In the box provided, any comments, which are important and relevant to the information furnished in other blocks, may be recorded by the Nodal Officer designated by the College/Institution or by the officials involved in the data collection.