



ALL INDIA SURVEY ON HIGHER EDUCATION

INSTRUCTION MANNUAL

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF HIGHER EDUCATION
PLANNING, MONITORING & STATISTICS BUREAU

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CHAPTER 1: INTRODUCTION

Higher education is of vital importance for the country, as it is a powerful tool to build knowledge-based society of the 21st Century. With the growing size and diversity of the higher education sector particularly in terms of courses, management and geographical coverage, it has become necessary to develop a sound database on higher education. It is widely recognized that the existing data base on higher education is inadequate, out-of-date. Collection and dissemination of data on higher education suffers from incomplete coverage, inordinate time lag etc.

Government has set a target of increasing the Gross Enrolment Ratio (GER) from the present level of about 12% to 15% by the end of XI Five Year Plan and to 30% by the year 2020. Various new initiatives are being taken by the Government to increase the GER. To measure the efforts taken by the government to increase the GER requires complete data on higher education such as number of institutions, students, teachers etc.

In view of this Ministry of Human Resource Development (MHRD) has initiated an All India Survey on Higher Education to build a database and to assess the correct picture of higher Education in the country.

The main objectives the survey is to

- identify & capture all the institutions of higher learning in the country
- Collect the data from all the higher education institutions on various aspects of higher education

A Task Force has been constituted under the chairmanship of Additional Secretary (HE), MHRD with Representatives from University Grants Commission (UGC), All India Council for Technical Education (AICTE), Medical Council of India (MCI), Indian Agricultural Statistics Research Institute (IASRI), Central Statistics Office (CSO), Distance Education Council (DEC), National Statistical Commission (NSC), National University of Education Planning & Administration (NUEPA), Universities, State Higher Education Departments/Councils as members. Deputy Director General (Statistics), MHRD is the Member Secretary.

Coverage: All Institutions of Higher Education located within the Geographical boundary of India, recognised by any Statutory Body established under Central/ State Act will be covered during the Survey.

Reference Period: Reference date for filling up the Data Capture Formats is 30th September, 2010. The number of institutions, teachers and students will be recorded on the basis of their actual number as on 30th September, 2010 for the academic year 2009-10.

Information in respect of Examination Result will be collected for the students passed out/awarded degree during academic year 2009-10.

Financial Information will be recorded for the financial year 2010-11 i.e. 1st April, 2010 to 31st March, 2011.

CHAPTER 2: CONCEPTS AND DEFINITIONS

HIGHER EDUCATION

For the purpose of this Survey, Higher Education is defined as the education, which is obtained after completing 12 years of schooling or equivalent and is of the duration of at least nine months (full time) or after completing 10 years of schooling and is of the duration of at least 3 years. The education may be of the nature of General, Vocational, Professional or Technical education

I. TYPE OF INSTITUTIONS

All Institutions, where higher education as defined above is imparted, will be covered in the Survey. The Institutions, covered in the Survey has been classified into three broad categories:

- (1) University/University Level Institutions
- (2) Colleges/Institutions - affiliated/recognised with University
- (3) Stand alone Institutions - not affiliated/recognised with University

(1) University/University Level Institutions

Under the University Grants Commission (UGC) Act, 1956, "University" means a University established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes any such institution as may, in consultation with the University concerned, be recognized by the Commission in accordance with the regulations made in this behalf under this Act.

Various Provisions under UGC Act, 1956, which are relevant for the Survey are mentioned below:

Under Section 22(1) of UGC Act, 1956, *the right of conferring or granting degrees shall be exercised only by a University established or incorporated by or under a central Act, a Provincial Act, a State Act or an institution deemed to be a University under section 3 or an institution specially empowered by an Act of Parliament to confer or grant degrees.*

Under Section 22(2) of UGC Act, 1956 states that *Save as provided in sub-section (1), no person or authority shall confer, or grant, or hold himself or itself out as entitled to confer or grant, any degree.*

Section 12 of the UGC Act, 1956 states Power and Functions of the University Grants Commission:

It shall be the general duty of the Commission to take, in consultation with the Universities or other bodies concerned, all such steps as it may think fit for the promotion and co-ordination of University education and for the determination and maintenance of standards of teaching, examination and research in Universities, and for the purpose of performing its functions under this Act, the commission may :

(h) collect information on all such matters relating to university education in India and other countries as it thinks fit and make the same available to any university;

(i) require a University to furnish it with such information as may be needed relating to the financial position of the University or the studies in the various branches of learning undertaken in that University, together with all the rules and regulations relating to the standards of teaching and examination in that University respecting each of such branches of learning.

Thus the following degree awarding Institutions are covered in this category:

1. **Central University** - A university established or incorporated by a Central Act.
2. **State University** - A university established or incorporated by a Provincial Act or by a State Act.
3. **Open University** - A University which imparts education exclusively through distance education in any branch or branches of knowledge.
4. **Private University** - A university established through a State/ Central Act by a sponsoring body viz. a Society registered under the Societies Registration Act 1860, or any other corresponding law for the time being in force in a State or a Public Trust or a Company registered under Section 25 of the Companies Act, 1956.
5. **Deemed University** - An Institution Deemed to be University commonly known as Deemed University refers to a high-performing institute, which has been so declared by Central Government under Section 3 of the University Grants Commission (UGC) Act, 1956.
6. **Institute of National Importance** - An Institution established by Act of Parliament and declared as Institution of National Importance such as All Indian Institute of Technology (IIT), National Institute of Technology (NIT).
7. **Institute Under State Legislature Act** - An institution established or incorporated by a State Legislature Act such as *Nizam's Institute of Medical Sciences, Hyderabad; Sri Venkateswara Institute of Medical Sciences, Tirupati; Shere-e-Kashmir Institute of Medical Sciences, Srinagar; Indira Gandhi Institute of Medical Sciences, Patna; Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow.*

8. **Other Institute** – An institution not falling in any of the above category but established through State/ Central Act and are empowered to award degrees e.g. *National Institute of Fashion Technology* established through an Act of Parliament.

2. Colleges/Institutions affiliated/recognised with University

These are institutions which can run degree programmes but are not empowered to provide degree on their own and are necessarily have to be attached with some University/University level institution for the purpose of awarding degree. For the purpose of the survey these institutions have been classified as under:

2.1 Colleges Affiliated with University/ University level Institutions – Under Section 12A(1)(b), *College means any Institution, whether known as such or by any other name which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification.* These are the institutions established or maintained by, or admitted to the privileges of the University.

Colleges can be of two types:

- (i) University/ Constituent College - A college maintained by the University
- (ii) Affiliated College

Some colleges are given **Autonomous Status**. UGC has introduced a scheme of Autonomous colleges keeping in view the objectives of the National Education Policy (1986-92).

All Colleges under Section 2(f) & 12(b) of the UGC Act are eligible under the Scheme.

Criteria for identification of institutions for grant of autonomy are as follows:

- a. Academic reputation and previous performance in university examinations and its academic/co-curricular/extension activities in the past.
- b. Academic/extension achievements of the faculty.
- c. Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard.
- d. Adequacy of infrastructure, *for example, library, equipment, accommodation for academic activities, etc.*
- e. Quality of institutional management.
- f. Financial resources provided by the management/state government for the development of the institution.
- g. Responsiveness of administrative structure.
- h. Motivation and involvement of faculty in the promotion of innovative reforms.

The Parent University awards degrees to the students, evaluated and recommended by colleges. Autonomous colleges that have completed three year terms can confer the degree under their title with the seal of the university.

2.2 Institutions Recognised by the University: These are the institutions attached with the University for the purpose of awarding degree in respect of programmes being run in these institutions. *e.g. Army Cadet College Wing, Indian Military Academy, Dehradun is not affiliated with any University but the degree in respect of Programmes run in the institute are awarded by Jawaharlal Nehru University.*

2.3 Off-Campus Centre/ PG Centre - A 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 complement of facilities, faculty and staff.

2.4 Off-shore Campus - A campus of the Private University or Deemed to be University established by it outside the country, operated and maintained as its constituent unit, having the University's complement of facilities, faculty and staff.

2.5 Regional Centre - A centre established and maintained or recognized by the University for the purpose of the coordination of the functioning of the Study Centres in the region, advising, counseling or for rendering any other assistance required by the students used in the context of regular/ distance education.

2.6 Study Centre - A centre established and maintained or recognized by the university for the purpose of advising, counseling or for rendering any other assistance required by the students.

Evening College - The College in which education is imparted in the evening. It may be noted that in a few colleges, using the same infrastructure, education is imparted in two sessions-morning or day and evening. Generally, for all practical purposes these are treated as two colleges.

(3) Stand alone Institutions not affiliated/recognised with University

There are several institutions which are outside the purview of the University & College. These Institutions generally run Diploma/PG Diploma level programmes for which they require recognition from one or other Statutory Bodies. **For the purpose of this survey, such Institutions will be referred as Stand-alone Institution.** Such Institutions mainly fall under following categories:

- Indian Institute of Management (IIM) awarding PG Diploma in Management of two years duration whose entry qualification is Graduate.
- Diploma awarding Institutions under the control of All India Council for Technical Education (AICTE) e.g. *Lal Bahadur Shastri Management Institute awarding PG diplomas in Management of two years duration whose entry qualification is Graduate.*
- Diploma awarding Institutions under the control of Indian Nursing Council (INC).
- Government or Government recognised Institutions to conduct Teachers Training courses whose entry qualification is 10+2 e.g. *District Institute of Educational and Training (DIET) or similar institutes.*
- Polytechnics.
- Company Secretary, Chartered Accountancy, Actuarial Science etc.

Institution for Women: An Institution which enrolls only female students in all its programmes is categorised as **Institution for Women**. Such institutes may or may not have male teaching and non-teaching staff.

II. FACULTY, DEPARTMENT AND PROGRAMME

Faculty - A Faculty of Studies of the University.

Department - A Department of Studies and includes a Centre of Studies.

For the purpose of survey, the **School** will be treated similar to Faculty and Centre will be treated similar to the Department.

Programme - It is a course of study for which Degree or Certificate is awarded by the Institution. A Programme of study is the approved curriculum followed by an individual student such as B.A, M.A, MBA etc.

Levels of Programmes:

1. **Under-Graduate** - Programme after 10+2 and generally having the duration of 3/4/5 years, in General or Professional courses.
2. **Post-Graduate** - Programme after Graduation and generally having the duration of 2/3 years in General/Professional courses.
3. **M.Phil** - Programme after Post-Graduation and generally having the duration of 1/2 years and are pre-research course.
4. **Ph.D** - Programme after M.Phil or Post-Graduation and generally having the duration of 2/3/4/5 years.

5. **Post Graduate Diploma** - Programme generally after 10+2 or after Graduation in General and Professional courses and having duration of 1/2/3 years.
6. **Diploma** - Programme generally after 10+2 or after Graduation in General and Professional courses and having duration of 1/2/3 years.
7. **Certificate** - It is a Programme similar to Diploma, but is awarded a Certificate by the Institution.
8. **Integrated/Dual Degree** - It is a Programme leading to Post-Graduate Degree and/or Research Degree. Generally it is a combination of two degree programmes e.g. M.Tech Ph.D, B.A. LLB, M.Sc. Ph.D, B.Tech M.Tech etc.

Discipline - An academic discipline or field of study is a branch of knowledge that is taught and researched at the Institution. There are large numbers of disciplines, which are taught in various Institutions and their nomenclature varies from Institution to Institution.

For example in case of M.A. in Geography, M.A. is a Programme and Geography is a discipline.

III. MODE OF HIGHER EDUCATION

Regular Mode i.e. Formal system of Higher Education - Education provided in the system of Colleges, Universities and other formal educational institutions where the students getting education in a classroom in direct contact with the teachers and also make use of other infrastructure facilities like laboratories, library etc to enhance its learning capacity.

Self-Financing Courses in Regular Mode - Government Aided Universities/Colleges/Institutions conducting certain career oriented courses without the financial support of the Government. The recurring expenditure to run these courses is being met by students' fees etc.

Distance/Correspondence Mode i.e. Non-Formal system of Higher Education - The system of imparting education through broadcasting, telecasting, internet, correspondence courses, seminars, contact programmes or the combination of any two or more such means of communication.

IV. MANAGEMENT OF UNIVERSITY /COLLEGE/INSTITUTION

Central Government - Universities/Colleges/Institutions which are maintained by Central Government whether directly or indirectly e.g. *University of Delhi is a Central*

University. Dyal Singh College is a University College of University of Delhi which is getting maintenance grant from UGC.

State Government - Universities/Colleges/Institutions which are maintained by State Government whether directly or indirectly e.g. Choudhry Charan Singh University, Meerut is a State University getting maintenance grant from Uttar Pradesh Government.

Local Body - Colleges/Institutions which are managed by the local body such as Panchayats (as defined in Art 243 read with 243 B of the Constitution), Municipalities (as defined in Article 243 P read with 243 Q of the Constitution), Cantonment Boards, Town Area Committees and any other bodies of the local self government constituted under a law. e.g. Firoz Gandhi College & C.P.Verma College, Patna affiliated to Magadh University.

Private Aided - Institutions, which are managed by an Individual, Trust, Society or Other Private Organization and receive regular maintenance grants from Government or Local Body. e.g. Hindu College, Delhi affiliated to University of Delhi.

Private Un-aided - Institutions, which are managed by an Individual, Trust, Society or Other Private Organization, which is either not receiving any grant or in receipt of one-time ad-hoc grant for a specific purpose like building construction, strengthening of library or laboratory, one-time subsidy towards teacher salary etc., but not receiving regular maintenance grant. e.g Chanchalben Mafatlal Patel College of Nursing, Ahemadabad.

V. STUDENT

Student means a student of the Institution and includes any person who has enrolled himself/ herself for pursuing any programme of study conducted by the Institution.

Foreign Student means those students who are citizens of a country other than India.

Students' intake is annual permitted strength for a particular programme of study which means the number of seats in a programme.

Students' enrolment is total students on roll in a Programme as on 30th September of the academic year, as explained below through an example:

Programme: MCA Duration: 3 years

| <u>Year</u> | <u>Students enrolled</u> |
|-------------------------------|--------------------------|
| 1 st Year | 30 |
| 2 nd year | 29 |
| 3 rd year | 28 |
| <u>Total Enrolment</u> | <u>87</u> |

VI. TEACHING STAFF

Teacher is defined as a faculty/staff assigned the professional activities of instructing pupils, providing knowledge and giving guidance in the subject area of studies in self contained classes or courses or in class room situations. Generally the designation of teaching staff are 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, Visiting Teacher.

Sanctioned strength of Teaching Staff means the number of posts sanctioned designation-wise like Professor, Associate Professor and Assistant Professor etc.

Existing strength (Teachers in position) means the number of teachers currently in position against each post working in the University/Department on a particular date.

Career Advancement Scheme (CAS) is a scheme of UGC to promote Teachers from a few selected stages to higher stages.

Grade Pay - Grade Pay is a fixed amount attached to each post in the hierarchy. Grade pay determines the status of a post.

VII. NON-TEACHING STAFF

Non-teaching staff are staff other than Teaching staff engaged in Administrative, Secretarial, Laboratory, Library work etc. of the University/ Institution/ College in different level Groups i.e. Group A, Group B, Group C and Group D as defined by Department of Personnel & Training.

VIII. RESERVATION

Person with Disability (PWD): A person suffering from a disability as defined in the “Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995”. As per Section 2 of this Act:

“Person with disability” (PWD) means a person suffering from not less than forty per cent of any of the following disabilities as certified by a medical authority;

- i. Blindness;
- ii. Low vision;
- iii. Leprosy-cured;
- iv. Hearing impairment;
- v. Locomotors disability;
- vi. Mental retardation;
- vii. Mental illness;

Other Backward Classes means the class or classes of citizens who are socially and educationally backward, and are so determined by the Central/ State Government.

Scheduled Castes means the Scheduled Castes notified under article 341 of the Constitutions.

Scheduled Tribes means the Scheduled Tribes notified under article 342 of the Constitution.

Religious Minority: Five religious communities, viz; Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis) have been notified as minority communities by the Union Government.

IX. EXAMINATION RESULTS

Out-Turn means number of final year students of a particular programme, who have successfully completed the programme i.e number of students who have passed the final year examination of the programme.

X. REFERENCE PERIOD

Academic Year - The academic year is the period, during which one year or two semesters or three trimester of a Programme is completed.

Financial Year - The financial year is the period from 1st April of the Year to 31st March of the next year.

Reference Date - 30th September of the Academic year is taken as the reference date for filling up the all the Blocks of DCF, except the block on Examination Results and Financial Information. Generally all the admissions in various courses in a University, College & Stand alone Institutions are completed before 30th September. Reference period for financial data is Financial Year and for examination result is Academic Year.

Examination Year - It is the academic year prior to the reference date, for which Examination Results are declared. Examination results include the final and supplementary examination conducted during that year. In case of Ph.D, the out-turn is the number of students, who are awarded degree during two convocations falling prior to the reference date.

CHAPTER 3: INSTRUCTIONS FOR FILLING-UP DATA CAPTURE FORMAT I

This format is designed to collect the information in respect of Higher Education from University/ University level institutions which are established

- under Central Act, a Provincial Act or a State Act (Central University, State University)
- as an institution deemed to be a university under section 3 of the UGC Act 1956 e.g. Deemed University
- as an institution specially empowered by an Act of Parliament to confer or grant degrees e.g. Institution of National Importance (Indian Institute of Technology, National Institute of Technology etc.), Institutions set up by other Central Ministries by an Act of Parliament such as National Institute of Fashion Technology(NIFT).

Thus the coverage of the 'Institutions' in this format includes all the Central Universities, State Universities (including State Private Universities), Deemed Universities, Institutions of National Importance, Institutions established under State Legislature Act and other institutions set up under some Central or State Act.

Summary description of the schedule: Data Capture Format I consists of 9 blocks. The first three blocks, viz. Block 1A, Block 1B and Block 1C are to be used for recording basic structure of the University, its Faculties/Schools, Departments/Centres and the Programmes. Faculties/Schools, Departments/Centres and Programmes listed in Block 1C will form the basis/ masters for filling up of Blocks 1D and IE.

Block 1 D will be for recording the information in respect of Teaching & Non-teaching staff of the university. Library and Physical Education Staff of the University 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 1E. Information in respect of Foreign Students will also be recorded in this block.

Block 1F 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 of the University will be recorded in Block 1G.

Availability of Infrastructure in the university will be recorded in Block 1H.

Comments relevant to the information furnished in other blocks will be recorded in Block 1I.

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

Block 1A: Basic Information of the University/ University Level Institutions

Block 1B: Details of Institutions Attached to University/ University Level Institutions

Block 1C: Details of Faculty/ Department-wise Programmes offered by the University//University Level Institutions.

Block 1D: Staff Information – Teaching & Non Teaching

Block 1E: Student Enrolment

Block 1F: Examination Results

Block 1G: Financial Information

Block 1H: Infrastructure Related Information

Block 1I: Remarks

DETAILS OF THE DATA CAPTURE FORMAT I

Block 1A: Basic Information of the University/ University Level Institutions

This block is designed for recording basic information of the Institution as on reference date.

Item 1: Here the name of the University/ University Level Institutions will be recorded.

Item 2: Here the address particulars, the name of the website and total area in acre of the University/ University Level Institutions 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 first box, year of establishment of the institution i.e. when it was set up and in the second box, year in which the Institution was declared university will be recorded. *For example, Delhi College of Engineering, (initially established with the name – Delhi Polytechnic) came into existence in the year 1941 but has become Delhi Technological University in 2009. Therefore in the first box 1941 will be recorded and in the second box 2009 will be recorded.*

Item 4: Details of the person who is nominated by the University 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 5: Code of the area where the Administrative Unit of the University is located will be recorded. The codes are for *Rural-1, Urban-2*.

Item 6: The code for the type of University/University Level Institution will be recorded here. The codes are

- Central University (01)*
- State Public University (02)*
- State Private University (03)*
- Deemed University- Government (04)*
- Deemed University- Government Aided (05)*
- Deemed University-Private (06)*
- Institute of National Importance (07)*
- Institute under State Legislature Act (08)*
- Central Open University (09)*
- State Open University (10)*
- State Private Open University (11)*
- Others (Please Specify) – (19)*

Examples for Others: NIFT will be belonging to Others type, therefore, 19 will be recorded in the first box and in the adjacent box "Set up by Ministry of Textiles" will be written. IISERs, which are newly established by MHRD will also be belonging to Others type at Present.

Item 7: If the university is exclusively meant for one particular specialized field i.e. the university concentrates on developing experts in a particular skill or area, code 1 will be recorded in 7(i) and the code for the particular specialization will be recorded in 7(ii), otherwise code 2 will be recorded in 7(i) and 7(ii) will be left blank. The codes for 7(ii) are

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

Item 8: If the University is constituted from colleges, code 1 will be recorded; otherwise code 2 will be recorded. A few Universities, e.g. Chaudhary Charan Singh Haryana

Agricultural University, Hisar has been constituted from colleges and all its Faculties and Departments are located in Colleges only.

Item 9: If the University is providing admission to girls' students only, code 1 will be recorded; otherwise code 2 will be recorded.

Item 10: If residential accommodation for teaching and/or non-teaching staff is available (either within campus or outside the campus of the university) code 1 will be recorded in 10(i) and their number will be recorded in 10(ii) separately for teaching and non-teaching staff, otherwise code 2 will be recorded in 10(i) and 10(ii) will be left blank. If residential accommodation for a particular category is not available, '0' will be recorded against that category in 10(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 11: If hostel for students is available (either within campus or outside the campus of the university) code 1 will be recorded in 11(i) and the name, intake capacity and number of students residing in the hostel will be recorded in 11(ii) separately for boys hostel, girls hostel and other type of hostel, otherwise code 2 will be recorded in 11(i) and 11(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 1B: Details of Institutions Attached to University/ University Level Institutions

This block is designed for recording the details of the institutions affiliated/recognized by the university such as Colleges, Off-Campus Centres, PG Centres etc.

Item 1: If the university has affiliated colleges, code 1 will be recorded in 1(i) and the number of such colleges will be recorded in 1(ii) and the Name of the college and the name of the State and the District, in which the college is located will be recorded in the table, otherwise code 2 will be recorded in 1(i) and 1(ii) will be left blank. All the Autonomous Colleges of the University will also be listed here.

Item 2: If the university has Constituent / University Colleges, code 1 will be recorded in 2(i) and the number of such colleges will be recorded in 2(ii) and the Name of the college and the name of the State and the District, in which the college is located will be

recorded in the table, otherwise code 2 will be recorded in 2(i) and 2(ii) will be left blank.

Item 3: If there is any recognized/affiliated centre/institution/research centre/research lab for which the university awards degree, code 1 will be recorded in 3(i) and the number of such institutions will be recorded in 3(ii) and the Name of the institution and the name of the State and the District, in which the institution is located will be recorded in the table, otherwise code 2 will be recorded in 3(i) and 3(ii) will be left blank. *For example, National Institute of Technical Teachers' Training and Research (NITTTR), Chennai established by the Government of India for the development of technical education, is an autonomous institute under Ministry of Human Resource Development (MHRD), but it conducts various academic programmes for which degree is conferred by University of Madras. Similarly, National Defense College is not affiliated to any university but it conducts various academic programmes for which degree is awarded by Jawahar Lal Nehru University (JNU).* In case of Research Laboratories such as Institute of Genomics & Integrative Biology, CSIR which are attached with some Universities only for the purpose of Award of Ph.D. degree, though the Laboratories will be listed in this item but separate format will not be filled up. Students' enrolled in such Institutions will be captured from the University itself.

Item 4: If the university has any PG Centre/ Off-campus Centre, code 1 will be recorded in 4(i) and the number of such Centres will be recorded in 4(ii) and the Name of the centre and the name of the State and the District, in which the centre is located will be recorded in the Table, otherwise code 2 will be recorded in 4(i) and 4(ii) will be left blank. Some of the Universities have established Centres on some other locations to cater the need of that particular area. These Centres are termed as PG Centres of the University *e.g. Tura Campus of North Eastern Hill University is a PG centre.* Off-campus terminology is normally used in case of deemed university.

Item 5: This item is applicable for Open Universities and Universities offering programmes through Distance Education Mode as well as regular mode, called Dual Mode University. Open & Dual Mode Universities offer distance education programme through its Regional Centres and/ or Study Centres. Regional Centres have normally been established for the purpose of co-coordinating and supervising the work of the study Centres. Regional Centres, the sub-office of the University for all practical purposes, act as resource centres of the University in respective regions. Regional Centres are centres for training coordinators/counselors/other functionaries. Normally Dual Mode universities offer distance education programme directly through study centres which practically for all purposes act as a Regional Centre and therefore in such cases, Study Centres will be treated as Regional Centres.

If such (Open or Dual Mode) university offers academic programmes through distance education mode code 1 will be recorded in 6(i) and the number of Regional Centres will be recorded in 6(ii) and the Name of the Regional Centres, Number of Study Centres under the Regional Centre and the name of the State and the District in which the regional centre is located will be recorded in the Table, otherwise code 2 will be recorded in 6(i) and 6(ii) will be left blank. In cases of Dual Mode University, information regarding the Regional Centres & Study Centres under the Directorate of Distance Education/ School of Open Learning through which distance education course is offered will be recorded here. If there is no Regional centre under the Directorate of Distance Education, but there are Study Centres, which are for all functional purposes are like regional centres, then the name of the study centre will be recorded under the column "Name of the Regional Centre" and in the next column under "No. of Study Centre", '1' will be recorded. The name of the State and the District, in which the study centre is located, will be recorded in the next two columns. *For example, Annamalai University is a dual Mode university and its directorate of distance education conducts various programmes through its study Centres located throughout India. For its centre located at JAIPUR, under coloumn 2, 3, 4 and 5, JAIPUR (47), 1, Rajasthan and JAIPUR will be recorded respectively.*

The colleges, which are specially meant for imparting contact classes, will also be treated as Study Centres for the purpose of filling up of this block.

Block 1C: Details of Faculty/ Department-wise Programmes offered by the University/ University Level Institutions.

This block is designed for recording the details of Faculties & Departments coming under the **ambit of main university** only. Faculty & Department under the Colleges, Off-Campus Centres, PG Centres, and similar institutions etc will NOT be recorded in this block. Details for these Institutions will be collected in a separate Data Capture Format. It may be noted that Faculty and School is synonyms and also Department and Centre is synonyms. *In some of the Universities e.g. Jawaharlal Nehru University, the basic academic unit is known as Schools of Studies and Schools are made up of a number of Centres which constitute the units operating within the broad framework of a School. In such cases School will be treated as Faculty and Centre will be treated as Department.*

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.

Separate sheet would be used for each Faculty.

In case of Dual Mode University, normally there is a centre for distance education established within the university which provides education through distance education mode under various programmes. It is expected that the complete information about the staff, student and programmes will be available with the centre. Thus for Dual Mode University, one of the faculty will also be "Centre for Distance Education" or whatever be the nomenclature used in that particular university.

There may be the cases where university comprises of Departments only and Faculty does not exist. In such cases, Faculty name will be left blank and only name of the Departments will be recorded.

Item 2(i): 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 in items 2(i). 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. *For example, Under Graduate and some other Programmes in BHU are directly run by the Faculty while other Programmes are run through Departments.*

It might be ensured that all the academic Programmes conducted by the University are recorded in the table.

In case of Dual Mode University, Programmes will be listed in separate sheet by recording code 2 against Mode. For Open University, there will be only distance mode of study and not regular mode of study, therefore code 2 will be recorded against Mode and programmes will be listed in the Table.

In column 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 e.g. *Botany Department of BHU runs four courses such as M.Sc. Botany, M.Sc. Applied Microbiology, M.Sc. Environmental Science & Technology and M.Sc. Environmental Science.* 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. Applied Microbiology, M.Sc. will be recorded under Programme name and Applied Microbiology 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. *In the above example, the Broad Discipline Group will be Microbiology.* 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

Item 2(ii): Programmes run through Colleges/ Recognised Centres/ PG Centres/ Off-Campus Centres listed in Block 1B will be listed in the Table after putting "√" in the box. This item is not applicable for Distance Mode of study. **No other details of these Programmes will be recorded in this format as these will be captured in DCF II.** The purpose of recording these programmes in University DCF is just to capture the complete list of Programmes being run by a University as there are many Universities which conducts Under Graduate Programme through colleges only.

Block 1D: Details of Staff - Teaching & Non-Teaching

This block is designed for recording the details of Teaching and non-Teaching staff of the University. For Non-teaching staff, details of Library and Physical Education staff will be collected separately.

Staff posted in the Faculties & Departments under the Colleges, Off-Campus Centres, PG Centres, and similar Institutions affiliated with the university will NOT be recorded in this block. Details for these Institutions will be collected in a separate Data Capture Format.

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

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 1C. 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 University 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 University. Non-Teaching Staff posted in directorate of distance education/campus of open learning of dual mode university will also be included here. 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 1E: Details of Number of Students studying in the university i.e. Student Enrolment

This block is designed for recording the **Number of Students studying in the university i.e. Student Enrolment** in each Discipline.

Number of Students enrolled in the Faculty & Department of the Colleges, Off-Campus Centres, PG Centres, and similar Institutions affiliated with the University will NOT be recorded in this block. Details for these Institutions will be collected in a separate Data Capture Format.

Students' enrolled in the Ph.D. Programme of the Research Laboratories which are attached with the University for the purpose of awarding Ph.D. degree will be counted in the Ph.D. enrolment of the University and separate Data Capture Format will not be filled up for such Research Laboratories. *For example, Institute of Genomics & Integrative Biology, a CSIR Research Laboratory, is attached with University of Pune for awarding Ph.D degree. Students enrolled in the Laboratory will be added in the Ph.D enrolment of University of Pune and no separate DCF will be filled for the Institute of Genomics & Integrative Biology.*

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 University. 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 Directorate of Distance Education/Campus of Open Learning of Dual Mode University will be recorded in separate sheet by recording code 2 against Mode. For Open University, there will be only distance mode of study and not regular mode of study, therefore code 2 will be recorded against Mode and details will be recorded in items 1(i), 1(ii) and 1(iii).

For Distance Mode, details of Students enrolled is to be collected Regional Centre-wise by recording the name of the Regional Centre in the box. For each Regional Centre, separate sheet is to be used.

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 1C excluding those courses which are listed in item 2(ii) of Block 1C. **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 1C, 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 M.A. which is a two year programme, against 1st number of students enrolled in the M.A. 1st year and against 2nd number of students enrolled in M.A. 2nd 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 1C, the duration of each programme will be known. Thus if a programme is of duration of 2 years and 6 months and is of both type, for that discipline there will be entries of student's enrolment in six rows. *In such case entries in column 8 and 9 will be as follows:*

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

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. To avoid duplication, information in respect of such programme will be collected from Faculties. 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. 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 1F: Examination Result

This block is designed for recording the **Examination Results of the university i.e. Number of students appeared and passed in Annual & Supplementary examination** in each Discipline listed in Block 1C. Out-turn in various streams of education will be available from this block.

Since university is the body for conducting examinations and awarding 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 on examination results of all the students whether enrolled in university or its affiliated institutions will be collected from the university itself and will be recorded in this Block. Examination result of all the Institutions listed in Block 1B will be captured from the parent university. Thus examination results will be recorded for all

the programmes listed in Block 1C including those programmes, which are listed in item 2(ii) of Block 1C.

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 of the university. 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 Directorate of Distance Education/Campus of Open Learning of Dual Mode University will be recorded in separate sheet by recording code 2 against Mode. For Open University, there will be only distance mode of study and not regular mode of study, therefore code 2 will be recorded against Mode and details will be recorded in the table.

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 1 C including those courses which are listed in item 2(ii) of Block 1 C.

Examination Results of University and its teaching Departments will first be recorded by putting code 1 in the box and the number of students appeared and passed will be recorded in the table for each Discipline listed in Block 1C. Examination Results of Affiliated Institutions of the University will be collected separately in separate sheet by recording code 2 in the box.

In columns (1) and (2) name of Affiliated Institutions as listed in Block 1B of the University will be recorded. In case of University and its teaching Departments, these columns will be left blank. For each Discipline, Total number of students appearing in the final year of the Programme will be recorded in column (7) and out of that total; number of girls' student will be recorded in Column (8). For programme such as Ph.D, there is no meaning of appeared students; therefore columns (7) and (8) will be left blank. In column (9) 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 (10).

Block 1G: Details about Finance

This block is designed for recording the **details about Receipt and Expenditure of the university**. 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.

Receipt & Expenditure of the institutions affiliated with the university and listed in Block 1B will NOT be recorded in this block. Details for these Institutions will be collected in a separate Data Capture Format.

All the items of this block are self explanatory. Receipt items have been broadly classified as Grants received by the university from various sources such as University Grants Commission, Distance Education Council, Other Central Government Departments, State Government 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; Grants to Colleges and Other Expenses.

Block 1H: 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 1I: 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 University or by the officials involved in the data collection.

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, NGSM 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.

CHAPTER 5: INSTRUCTIONS FOR FILLING-UP DATA CAPTURE FORMAT III

This schedule is designed to collect the information in respect of higher education from **Stand-alone institutions** i.e. the institutions which are providing PG Diploma/ Diploma degree but generally not affiliated or recognized by any University. However, their courses are recognized/approved by Government or some Statutory Bodies such as Indian Nursing Council, National Council of Teacher Education, Rehabilitation Council of India, All India Council for Technical Education (AICTE). **Stand-alone institutions** constitute

- Indian Institute of Management (IIM), All such institutions such as Management Institutes other than IIM and Polytechnic Institutions, which are conducting those Programmes, which are recognized by AICTE e.g. *Institute of Management Technology, Gaziabad*
- Nursing Institutes, District Institute of Educational Training (DIET), Computer Institutes, Institutes of Chartered Accountancy, Company Secretary & Actuarial Science.

Summary description of the schedule: Data Capture Format III consists of 8 blocks. The first two blocks, viz. Block 3A and Block 3B are to be used for recording basic structure of the Institution, its Faculties & Departments and the Programmes being conducted in each Department. Faculties, Departments and Programmes listed in Block 3B will form the basis/ masters for filling up of Blocks 3C and 3D.

Block 3C will be for recording the information in respect of teaching & non-teaching staff of the Institution. Information in respect of Library staff and Physical Education Staff of the Institution will be collected separately in this block.

Faculty/Department & Programme-wise Student enrolment will be collected in Block 3D. Information in respect of Foreign Students will also be recorded in this block.

Block 3E 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 of the Institution will be recorded in Block 3F.

Availability of Infrastructure will be recorded in Block 3G.

Comments relevant to the information furnished in other blocks will be recorded in Block 3H.

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

Block 3A: Basic Information of the Institution

Block 3B: Details of Courses offered by the Institution

Block 3C: Staff Information – Teaching & Non Teaching

Block 3D: Student Enrolment

Block 3E: Examination Results

Block 3F: Financial Information

Block 3G: Infrastructure Related Information

Block 3H: Remarks

Details of the DATA CAPTURE FORMAT

Block 3A: Basic Information of the Stand-alone Institution

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

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

Item 2: Here the address particulars, the name of the website and total area in acre of the 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 Institution i.e. when it was set up will be recorded. *For example, Indian Institute of Management, Ahmedabad was established in 1961 as an autonomous body with the active collaboration of the Government of India, Government of Gujarat and the industrial sectors; therefore in the box 1961 will be recorded.*

Item 4: Details of the person who is nominated by the 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 5: The code of the Statutory Body to which the Institution is recognized will be recorded in the box. The codes are

Central Government – 1
Nursing Council of India (NCI) – 2
National Council of Teacher Education (NCTE) – 3
Rehabilitation Council of India (RCI) – 4
State Government – 5
All India Council for Technical Education (AICTE) – 6
Institute of Chartered Accountants of India (ICAI) – 7
Institute of Company Secretaries of India (ICSI) – 8
Institute of Actuaries of India (IAI) – 9
Others (Please Specify) – 19

For example, District Institute of Education & Training, Ahmedabad is recognized by Gujarat Council of Education Research & Training, therefore 6 will be recorded in the box.

Item 6: The year in which the Institution is recognized to the Statutory Body will be recorded in the box.

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

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

Indian Institute of Management - 1
Other Management Institute - 2
Polytechnic - 3
Nursing Institute - 4
District Institute of Educational Training - 5
Computer Institute - 6
Chartered Accountancy - 7
Company Secretary - 8
Actuarial Science - 9
Others (Please Specify) - 19

Item 9: If the Degree is awarded through any University/Body, code 1 will be recorded in 9(i) and the name and code of the University/Body will be recorded in the two boxes in 9(ii), otherwise code 2 will be recorded in 9(i). If for different Programmes conducted in the Institution, degrees are awarded by different Universities/Bodies, 9 will be recorded in 9(i). In such cases, in item 2 of block 3B in column 15, names of the Universities/ Statutory Bodies will be recorded against all the Programmes.

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

Central Government - 1

State Government - 2

Local Body - 3

Private Aided - 5

Private Un-Aided - 6

Item 11: If the Institution is providing admission to girls' students only, code 1 will be recorded; otherwise code 2 will be recorded.

Item 12: If residential accommodation for teaching and/or non-teaching staff is available (either within campus or outside the campus of the Institution) code 1 will be recorded in 12(i) and their number will be recorded in 12(ii) separately for teaching and non-teaching staff, otherwise code 2 will be recorded in 12(i) and 12(ii) will be left blank. If residential accommodation for a particular category is not available, '0' will be recorded against that category in 12(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 13: If hostel for students is available (either within campus or outside the campus of the Institution) code 1 will be recorded in 13(i) and the name, intake capacity and number of students residing in the hostel will be recorded in 13(ii) separately for boys hostel, girls hostel and other type of hostel, otherwise code 2 will be recorded in 13(i) and 13(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 3B: Details of Programmes offered by the Institution

This block is designed for recording the details of Faculties & Departments coming under the ambit of Institution.

Item 1: Generally in Stand-Alone Institutions Faculty does not exist. However, if applicable, 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 will be recorded in the Table. If Department also does not exist, this item will be left blank.

Item 2: Programmes offered through Regular Mode as well as Distance Mode of Study will be recorded here. For regular Mode of study, 1 will be recorded against Mode. **In might be ensured that all the academic Programmes conducted by the Institution are recorded in the table.**

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, if 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

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 Diploma in Civil Engineering, Diploma will be recorded under Programme name and Civil Engineering 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. *In case of above example Civil Engineering will be selected from Broad Discipline Group also.* 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). All efforts should be made to collect this information, if not available, it may be left blank and a remark may be given in Block 3H. 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 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, *IMT Gaziabad offers various PG Diploma Programmes approved by AICTE and also offers Ph.D. programme in association with National Law University, Jodhpur & Guru Gobind Singh Indraprastha University, New Delhi.*

Block 3C: Details of Staff – Teaching & Non-Teaching

This block is designed for recording the details of Teaching and non-Teaching staff of the Institution. For Non-teaching staff, details of Library and Physical Education staff will be collected separately.

Item 1: This item is meant for recording the information in respect of Teaching Staff of the Institute. **It should be ensured that all the Teaching Staffs of the Institution are counted here.**

Item 1 (i): The table will be filled only for those posts, which are applicable for the Institution. An exhaustive list of designations 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 is given. **If an institution has designations with different nomenclatures, information will be recorded for its equivalent designations.** 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.

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 Zoroastrians (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 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 3D: Details of Number of Students studying in the Institution i.e. Student Enrolment

This block is designed for recording the **Number of Students studying in the Institution i.e. Student Enrolment** in each Discipline.

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 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.

Enrolment is to be recorded for each Programme and Discipline recorded in Block 3B.

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 3B, 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 Diploma in Electrical Engineering conducted by Polytechnics, which is a three year programme, against 1st number of students enrolled in the 1st year, against 2nd number of students enrolled in the 2nd year and against 3rd number of students enrolled in 3rd year of Diploma in Electrical Engineering (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 3B, 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> |
|-----------------------|-----------------------|
| <i>Self-financing</i> | <i>1st</i> |
| <i>Self-financing</i> | <i>2nd</i> |
| <i>Self-financing</i> | <i>3rd</i> |

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.

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.

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. 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 3E: Examination Results

This block is designed for recording the **Examination Results of the 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.

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

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 3B.

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). 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 3F: Details about Finance

This block is designed for recording the **details about Receipt and Expenditure of the 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 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 3G: 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 3H: 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 Institution or by the officials involved in the data collection.

PROGRAMME/COURSE & LEVEL**The Degrees Specified by the UGC under Section 22 of the UGC ACT**

| UGC Sl. No | Abbreviation of Degree | Expansion of Degree | Level |
|------------|------------------------|--|----------------|
| 1 | Acharya | Acharya | Post Graduate |
| 2 | Alankar | Alankar | Under Graduate |
| 3 | Anu Parangat | M.Phil | M.Phil |
| 4 | Ayurveda Vachaspati | Ph.D in Ayurveda | Ph.D |
| 5 | Ayurvedacharya | Ayurvedacharya | Under Graduate |
| 25 | B.A. | Bachelor of Arts | Under Graduate |
| 7 | B.A.B.Ed. | Bachelor of Arts and Bachelor of Education | Integrated |
| 8 | B.Agri. | Bachelor of Agriculture | Under Graduate |
| 6 | B.Architecture | Bachelor of Architecture | Under Graduate |
| 9 | B.Ch.E. | Bachelor of Chemical Engineering | Under Graduate |
| 10 | B.Chem. Tech | Bachelor of Chemical Technology | Under Graduate |
| 11 | B.Com | Bachelor of Commerce | Under Graduate |
| 12 | B.Com. B.Ed | Bachelor of Commerce and Bachelor of Education | Integrated |
| 127 | B.Com.LLB | Bachelor of Commerce, Bachelor of Law | Integrated |
| 13 | B.Dance | Bachelor of Dance | Under Graduate |
| 139 | B.Des. | Bachelor of Design | Under Graduate |
| 14 | B.Ed | Bachelor of Education | Under Graduate |
| 128 | B.J.M.C. | Bachelor of Journalism and Mass communication | Under Graduate |
| 44 | B.Lib.I.Sc. | Bachelor of Library and Information Science | Under Graduate |
| 26 | B.Lib.Sc. | Bachelor of Library Science | Under Graduate |
| 45 | B.Litt. | Bachelor of Literature | Under Graduate |
| 46 | B.Mus. | Bachelor of Music | Under Graduate |
| 47 | B.Nat.(Ayu) | Bachelor of Ayurved in Naturopathy | Under Graduate |
| 48 | B.Nat.(Yogic Sciences) | Bachelor of Naturopathy and Yogic Sciences | Under Graduate |
| 129 | B.Optom. | Bachelor of Clinical Optometry | Under Graduate |
| 15 | B.Pharm (Ayu.) | Bachelor of Ayurved in Pharmacy | Under Graduate |
| 16 | B.Pharm. | Bachelor of Pharmacy | Under Graduate |
| 126 | B.Plan | Bachelor of Planning | Under Graduate |
| 130 | B.S.Course | Bachelor of Science (Physician Assistant and Emergency & Trauma Care Management) | Under Graduate |

| UGC Sl. No | Abbreviation of Degree | Expansion of Degree | Level |
|------------|------------------------|--|----------------|
| 17 | B.Sc. | Bachelor of Science | Under Graduate |
| 19 | B.Sc. (Nursing) | Bachelor of Science in Nursing | Under Graduate |
| 20 | B.Sc. (Sericulture) | Bachelor of Science in Sericulture | Under Graduate |
| 18 | B.Sc. B.Ed. | Bachelor of Science and Bachelor of Education | Integrated |
| 21 | B.Stat. | Bachelor of Statistics | Under Graduate |
| 22 | B.Tech. | Bachelor of Technology | Under Graduate |
| 23 | B.V.Sc. | Bachelor of Veterinary Science | Under Graduate |
| 24 | B.V.Sc. & A.H. | Bachelor of Veterinary Science & Animal Husbandry | Under Graduate |
| 27 | BA.LLB | Bachelor of Arts, Bachelor of Law or Laws | Integrated |
| 28 | BAM | Bachelor of Ayurved Medicine | Under Graduate |
| 29 | BAMS | Bachelor of Ayurved Medicine & Surgery | Under Graduate |
| 131 | BASLP | Bachelor of Audiology and Speech Language Pathology | Under Graduate |
| 30 | BBA | Bachelor of Business Administration | Under Graduate |
| 31 | BBM | Bachelor of Business Management | Under Graduate |
| 132 | BBS | Bachelor of Business Studies | Under Graduate |
| 32 | BCA | Bachelor of Computer Applications | Under Graduate |
| 33 | BCE | Bachelor of Civil Engineering | Under Graduate |
| 34 | BCL | Bachelor of Civil Law | Under Graduate |
| 35 | BDS | Bachelor of Dental Surgery | Under Graduate |
| 36 | BE | Bachelor of Engineering | Under Graduate |
| 37 | BFA | Bachelor of Fine Arts | Under Graduate |
| 38 | BFSc. | Bachelor of Fisheries Science | Under Graduate |
| 39 | BGL | Bachelor of General Law | Under Graduate |
| 133 | BHM | Bachelor of Hotel Management | Under Graduate |
| 134 | BHMCT | Bachelor of Hotel Management and Catering Technology | Under Graduate |
| 40 | BHMS | Bachelor of Homeopathic Medicine and Surgery | Under Graduate |
| 135 | BHMTT | Bachelor of Hotel Management, Travel and Tourism | Under Graduate |
| 136 | BHTM | Bachelor of Hotel and Tourism Management | Under Graduate |
| 137 | BIBF | Bachelor of International Business and Finance | Under Graduate |
| 41 | BIM | Bachelor of Indian Medicine | Under Graduate |
| 42 | BJ | Bachelor of Journalism | Under Graduate |

| UGC Sl. No | Abbreviation of Degree | Expansion of Degree | Level |
|------------|------------------------|---|----------------|
| 43 | BL | Bachelor of Law or Laws | Under Graduate |
| 138 | BMM | Bachelor of Multi Media | Under Graduate |
| 49 | BOL | Bachelor of Oriental Learning | Under Graduate |
| 50 | BOT | Bachelor of Occupational Therapy | Under Graduate |
| 51 | BPA | Bachelor of Performing Arts | Under Graduate |
| 53 | BPE | Bachelor of Physical Education | Under Graduate |
| 52 | BPEd. | Bachelor of Physical Education | Under Graduate |
| 54 | BPS | Bachelor of Professional Studies | Under Graduate |
| 55 | BPT | Bachelor of Physiotherapy | Under Graduate |
| 56 | BSMS | Bachelor of Sridhar Medicine and Surgery | Under Graduate |
| 140 | BSS | Bachelor in Social Sciences | Under Graduate |
| 57 | BSW | Bachelor of Social Work | Under Graduate |
| 141 | BUMS | Bachelor of Unani Medicine and Surgery | Under Graduate |
| 142 | CPA | Certified Public | Post Graduate |
| 58 | D.Litt. | Doctor of Literature | Ph.D |
| 59 | D.Mus. | Doctor of Music | Ph.D |
| 60 | D.Phil. | Doctor of Philosophy | Ph.D |
| 61 | D.Sc. | Doctor of Science | Ph.D |
| 62 | DM | Doctor of Medicine (in Cardiology) | Ph.D |
| 63 | DOL | Doctor of Oriental Learning | Ph.D |
| 64 | Hindi Shiksha Visharad | Hindi Shiksha Visharad | Under Graduate |
| 65 | LLB | Bachelor of Law or Laws | Under Graduate |
| 66 | LLD | Doctor of Laws | Ph.D |
| 67 | LLM | Master of Law or Laws | Post Graduate |
| 69 | M.A., B.Ed. | Master of Arts, Bachelor of Education | Integrated |
| 68 | M.Arch. | Master of Architecture | Post Graduate |
| 70 | M.Ch. | Master of Chirurgiae | Post Graduate |
| 71 | M.Com | Master of Commerce | Post Graduate |
| 72 | M.Com., B.Ed. | Master of Commerce, Bachelor of Education | Integrated |
| 73 | M.Dance | Master of Dance | Post Graduate |
| 74 | M.Ed. | Master of Education | Post Graduate |
| 143 | M.F.M. | Master of Financial Management | Post Graduate |
| 144 | M.F.T. | Master of Foreign Trade | Post Graduate |
| 145 | M.H.R.D. | Master of Human Resource Development | Post Graduate |
| 146 | M.I.B. | Master of International Business | Post Graduate |
| 75 | M.Lib.Sc. | Master of Library Science | Post Graduate |
| 76 | M.Litt | Master of Literature or Master of Letters | Post Graduate |
| 147 | M.Mkt.M. | Master of Marketing Management | Post Graduate |

| UGC Sl. No | Abbreviation of Degree | Expansion of Degree | Level |
|------------|-----------------------------------|--|----------------|
| 77 | M.Mus. | Master of Music | Post Graduate |
| 148 | M.Optom. | Master of Optometry | Post Graduate |
| 78 | M.Pharm. | Master of Pharmacy | Post Graduate |
| 79 | M.Phil | Master of Philosophy | M.Phill |
| 80 | M.Plan | Master of Planning | Post Graduate |
| 81 | M.Sc. | Master of Science | Post Graduate |
| 150 | M.Sc. (Medical Bio-Chemistry) | Master of Science in Medical Bio-Chemistry | Post Graduate |
| 151 | M.Sc. (Medical Microbiology) | Master of Science in Medical Microbiology | Post Graduate |
| 152 | M.Sc. (Medical Pharmacology) | Master of Science in Medical Pharmacology | Post Graduate |
| 153 | M.Sc. (Medical Physiology) | Master of Science in Medical Physiology | Post Graduate |
| 82 | M.Sc. B.Ed. | Master of Science and Bachelor of Education | Integrated |
| 156 | M.Sc. Nursing | Master of Science (Nursing) | Post Graduate |
| 154 | M.Sc. Tech. | Master of Science in Technology | Post Graduate |
| 155 | M.Sc. Tech. (Applied Geo-Physics) | Master of Science in Technology (Applied Geo-Physics) | Post Graduate |
| 149 | M.Sc.(Medical Anatomy) | Master of Science in Medical Anatomy | Post Graduate |
| 83 | M.Stat. | Master of Statistics | Post Graduate |
| 84 | M.Tech. | Master of Technology | Post Graduate |
| 85 | M.V.Sc. | Master of Veterinary Sciences | Post Graduate |
| 86 | MA | Master of Arts | Post Graduate |
| 106 | MAMS | Master of Ayurved in Medicine and Surgery | Post Graduate |
| 87 | MBA | Master of Business Administration | Post Graduate |
| 157 | MBA (Pharma. Tech.) | Master of Business Administration in Pharmaceutical Technology | Post Graduate |
| 158 | MBA (Tech.) | Master of Business Administration in Technology | Post Graduate |
| 88 | MBBS | Bachelor of Medicine and Bachelor of Surgery | Under Graduate |
| 89 | MCA | Master of Computer Applications | Post Graduate |
| 90 | MD | Doctor of Medicine | Post Graduate |
| 91 | MDS | Master of Dental Surgery | Post Graduate |
| 92 | ME | Master of Engineering | Post Graduate |
| 93 | MF.Sc. | Master of Fishery Science | Post Graduate |
| 94 | MFA | Master of Fine Arts | Post Graduate |
| 159 | MHA | Master of Hospital Administration | Post Graduate |

| UGC Sl. No | Abbreviation of Degree | Expansion of Degree | Level |
|------------|------------------------|---|----------------|
| 95 | MHMS | Master of Homeopathic Medicine and Science | Post Graduate |
| 96 | MJ | Master of Journalism | Post Graduate |
| 160 | MJMC | Master of Journalism and Mass Communication | Post Graduate |
| 97 | ML | Master of Laws | Post Graduate |
| 98 | MLISc. | Master of Library and Information Science | Post Graduate |
| 161 | MMC | Master in Mass Communication | Post Graduate |
| 99 | MOL | Master of Oriental Learning | Post Graduate |
| 162 | MOT | Master of Occupational Therapy | Post Graduate |
| 101 | MP.Ed. | Master of Physical Education | Post Graduate |
| 102 | MPA | Master of Performing Arts | Post Graduate |
| 100 | MPE | Master of Physical Education | Post Graduate |
| 163 | MPH | Master of Public Health | Post Graduate |
| 103 | MPS | Master of Population Studies | Post Graduate |
| 104 | MPT | Master of Physiotherapy | Post Graduate |
| 105 | MS | Master of Surgery | Post Graduate |
| 107 | MSW | Master of Social Work | Post Graduate |
| 108 | MUMS | Master of Unani Medicine and Surgery | Post Graduate |
| 109 | Parangat | Parangat | Post Graduate |
| 110 | Ph.D. | Doctor of Philosophy | Ph.D |
| 111 | Samaj Karya Parangat | Samaj Karya Parangat | Post Graduate |
| 112 | Samaj Vidya Parangat | Samaj Vidya Parangat | Post Graduate |
| 113 | Samaj Vidya Visharad | Samaj Vidya Visharad | Under Graduate |
| 114 | Shastri | Shastri | Under Graduate |
| 115 | Shiksha Acharya | Shiksha Acharya | Post Graduate |
| 117 | Shiksha Shastri | Shiksha Shastri | Under Graduate |
| 118 | Shiksha Visharad | Shiksha Visharad | Under Graduate |
| 116 | Shikshan Parangat | Shikshan Parangat | Post Graduate |
| 119 | Vachaspati | Vachaspati | Ph.D |
| 120 | Vidya Nishnanat | Vidya Nishnanat | Under Graduate |
| 121 | Vidya Praveena | Vidya Praveena | Under Graduate |
| 122 | Vidya Vachaspati | Vidya Vachaspati | Ph.D |
| 123 | Vidya Varidhi | Vidya Varidhi | Ph.D |
| 124 | Vidyalankar | Vidyalankar | Under Graduate |
| 125 | Visharad | Visharad | Under Graduate |

| UGC Sl. No | Abbreviation of Degree | Expansion of Degree | Level |
|-----------------------|-------------------------------|--|---------------|
| 201 | B.Tech M.Tech | Bachelor of Technology, Master of Technology | Integrated |
| 202 | BS-MS | Bachelor of Science, Master of Science | Integrated |
| 203 | Certificate | Certificate | Certificate |
| 204 | Diploma | Diploma | Diploma |
| 205 | Integrated Ph.D | Integrated Doctor of Philosophy | Integrated |
| 206 | M.Des | Master of Design | Post Graduate |
| 207 | M.Mgt | Master of Management | Post Graduate |
| 208 | MS | Master of Science | Post Graduate |
| 209 | P.G.Diploma | Post Graduate Diploma | PG Diploma |

BROAD DISCIPLINE GROUP NAME & CODE

| | | | |
|---|------|--|------|
| Agriculture | | Foreign Language | |
| Agriculture | 0101 | English | 1001 |
| Fisheries | 0102 | French | 1002 |
| Forestry | 0103 | German | 1003 |
| Horticulture | 0104 | Spanish | 1004 |
| Sericulture | 0105 | Other Foreign Languages | 1009 |
| Veterinary and Animal Sciences | 0106 | Gandhian Studies | |
| Area Studies | | Gandhian Studies | 1101 |
| Area Studies | 0201 | Home Science | |
| Commerce | | Food Technology | 1201 |
| Commerce | 0301 | Home Science | 1202 |
| Criminology & Forensic Science | | Nutrition | 1203 |
| Criminology & Forensic Science | 0401 | Indian Language | |
| Defence Studies | | Bengali | 1301 |
| Defence Studies | 0501 | Hindi | 1302 |
| Education | | Kannada | 1303 |
| Education | 0601 | Malayalam | 1304 |
| Engineering & Technology | | Odiya | 1305 |
| Agriculture Engineering | 0701 | Punjabi | 1306 |
| Architecture | 0702 | Sanskrit | 1307 |
| Chemical Engineering | 0703 | Tamil | 1308 |
| Civil Engineering | 0704 | Telugu | 1309 |
| Computer Engineering | 0705 | Urdu | 1310 |
| Dairy Technology | 0706 | Other Indian Languages | 1319 |
| Electrical Engineering | 0707 | Journalism & Mass Communication | |
| Electronics Engineering | 0708 | Journalism & Mass Communication | 1401 |
| Information Technology | 0709 | Law | |
| Marine Engineering | 0710 | Law | 1501 |
| Mechanical Engineering | 0711 | Library & Information Science | |
| Metallurgical Engineering | 0712 | Library & Information Science | 1601 |
| Mining Engineering | 0713 | Linguistics | |
| Other Engineering & Technology | 0719 | Linguistics | 1701 |
| Fashion Technology | | Management | |
| Fashion Technology | 0801 | Business Management | 1801 |
| Fine Arts | | Financial Management | 1802 |
| Fine Arts | 0901 | Hotel Management | 1803 |
| Performing Arts | 0902 | Marketing Management | 1804 |
| Visual Arts | 0903 | Tourism Management | 1805 |
| | | Other Management | 1809 |

| | | | |
|-------------------------------------|------|-----------------------|------|
| Marine Science/ Oceanography | | Science | |
| Marine Science/ Oceanography | 1901 | Bio-Chemistry | 2401 |
| Medical Science | | Bio-Science | 2402 |
| Anatomy | 2001 | Bio-Technology | 2403 |
| Anesthesiology | 2002 | Botany | 2404 |
| Ayurveda | 2003 | Chemistry | 2405 |
| Cardiology | 2004 | Computer Science | 2406 |
| Dentistry | 2005 | Electronics | 2407 |
| Dermatology | 2006 | Environmental Science | 2408 |
| General Medicine | 2007 | Genetics | 2409 |
| General Surgery | 2008 | Geology | 2410 |
| Gynaecology | 2009 | Geo-Physics | 2411 |
| Homeopathy | 2010 | Life Science | 2412 |
| Nursing | 2011 | Mathematics | 2413 |
| Orthopaedics | 2012 | Microbiology | 2414 |
| Pathology | 2013 | Physics | 2415 |
| Pediatrics | 2014 | Statistics | 2416 |
| Pharmacy | 2015 | Zoology | 2417 |
| Unani | 2016 | Other Science | 2419 |
| Other Medical Science | 2019 | Social Science | |
| Oriental Learning | | Anthropology | 2501 |
| Jyotisha | 2101 | Economics | 2502 |
| Oriental Learning | 2102 | Geography | 2503 |
| Veda | 2103 | History | 2504 |
| Physical Education | | Political Science | 2505 |
| Physical Education | 2201 | Psychology | 2506 |
| Yoga | 2202 | Public Administration | 2507 |
| Religious Studies | | Sociology | 2508 |
| Budhisht Studies | 2301 | Other Social Sciences | 2509 |
| Christian Studies | 2302 | Social Work | |
| Islamic Studies | 2303 | Social Work | 2601 |
| Jainism | 2304 | Women Studies | |
| Religious Studies | 2305 | Women Studies | 2701 |
| Theology | 2306 | | |

ALL INDIA SURVEY ON HIGHER EDUCATION

**DATA CAPTURE FORMAT - I
UNIVERSITY/UNIVERSITY LEVEL INSTITUTIONS**

YEAR: 2010-11

(AS ON 30TH SEPTEMBER, 2010)



Ministry of Human Resource Development

Department of Higher Education

New Delhi

BLOCK 1A: BASIC INFORMATION

1. Name of the University/University Level Institution. _____

- 2. (i) Postal Address:
- (ii) State:
- (iii) District:
- (iv) Website:
- (v) Total Area: [In Acre]
- (vi) Total Constructed area: [In sq m]

3. (i) Year of Establishment (ii) Year when declared University

4. Nodal Officer Detail

- (i) Name :
- (ii) Designation :
- (iii) Contact No :
- (iv) E-mail id :

5. Location of the University/ University Level Institution [Rural = 1/Urban=2]:

← Specify the type in case of others

6. Type of University/ University Level Institution:

Central University (01) / State Public University (02) / State Private University (03) / Deemed University- Government (04) /Deemed University- Government Aided (05) / Deemed University-Private (06) / Institute of National Importance (07) / Institute under State Legislature Act (08) / Central Open University (09) / State Open University (10) / State Private Open University (11)/ Others - 19 (Please Specify)

7. (i) Is it a Specialized University [Yes - 1/No - 2]:

(ii) If Yes, then select any one:

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

8. Whether the University is constituted from colleges [Yes - 1/No - 2]:
 (All its Faculties & Departments are located in colleges only)

9. Whether the University / University Level Institution is exclusively meant for girls [Yes - 1/No - 2]:

10. (i) Staff Quarter Available [Yes - 1/No - 2]:

(ii) If yes,

| Category | Number |
|--------------------|--------|
| Teaching Staff | |
| Non-Teaching Staff | |
| Total | |

11. (i) Does the University/ University Level Institute has Student Hostel [Yes - 1/No - 2]:

(ii) If Yes, Number of Hostel

| Hostel Type | Name of Hostel | Intake Capacity | No. of Students residing |
|---------------|----------------|-----------------|--------------------------|
| Boys Hostel | | | |
| | | | |
| | | | |
| | | | |
| Girls Hostel | | | |
| | | | |
| | | | |
| Other Hostels | | | |
| | | | |

BLOCK 1B: DETAILS OF THE INSTITUTIONS ATTACHED WITH THE UNIVERSITY / UNIVERSITY LEVEL INSTITUTIONS

1. (i) Whether the University has Affiliating colleges: [Yes = 1 / No = 2]

(ii) If Yes, Number of Affiliated Colleges of the University

| Sl. No. | Name of the Affiliated College | State | District |
|---------|--------------------------------|-------|----------|
| | | | |
| | | | |

2. (i) Whether the University has Constituent/University colleges: [Yes = 1 / No = 2]

(ii) If Yes, Number of Constituent/University Colleges of the University

| Sl. No. | Name of the Constituent/University College | State | District |
|---------|--|-------|----------|
| | | | |
| | | | |

3. (i) Whether the University has any other Recognized Institutions for the purpose of Awarding Degrees: [Yes = 1 / No = 2]

(ii) If Yes, Number of Recognized Institutions of the University

| Sl. No. | Name of such Recognized Institution | State | District |
|---------|-------------------------------------|-------|----------|
| | | | |
| | | | |

4. (i) Whether the University has PG Centre/ Off-Campus Centre: [Yes = 1 / No = 2]

(ii) If Yes, Number of PG Centre/ Off-Campus Centre of the University

| Sl. No. | Name of the PG Centre/ Off-Campus Centre | State | District |
|---------|--|-------|----------|
| | | | |
| | | | |

5. (i) Whether the University offers Programme through Distance Education Mode: [Yes = 1 / No = 2]

(ii) If Yes, Number of Regional Centers of the University

| Sl. No. | Name of the Regional Center | No. of Study Centres | State | District |
|---------|-----------------------------|----------------------|-------|----------|
| | | | | |
| | | | | |

BLOCK 1C: DETAILS OF FACULTY/DEPARTMENT WISE COURSES OFFERED BY THE UNIVERSITY/ UNIVERSITY LEVEL INSTITUTIONS

1. List of Faculty/School & Departments/Centres

Faculty/School: Name Code

| Sl. no. | Name of the Department/Centre | Code |
|---------|-------------------------------|------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |

2. Programme Details [All programmes in which students are enrolled in the University or its colleges are to be listed]

(i) **Mode:** [Regular = 1 / Distance = 2]

Programmes run directly through Faculty/ School (If applicable, Please ✓ in the adjacent box & list courses in following Table)

Programmes run through Departments/ Centres (If applicable, Please ✓ in the adjacent box & list courses in following Table)

Other Programmes, if any (If applicable, Please ✓ in the adjacent box & list courses in following Table)

| Faculty/ School | Department/ Centre | Level (Ph.D-1 M.Phil-2 Post Graduate-3 Under Graduate-4 PG Diploma-5 Diploma-6 Certificate-7 Integrated - 8 | Programme | | Discipline | | Broad Discipline Group Name & Code | Intake | Number of Applicants | Course Duration | | Type (General -1 Self Financing-2 Both-3) | Examination System (Annual- Semester -2 Tri- Semester-3) |
|--------------------|-----------------------|--|-----------|------|------------|------|--|--------|----------------------------|--------------------|-------|--|--|
| | | | Name | Code | Name | Code | | | | Year | Month | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) |
| | | | | | | | | | | | | | |

(ii) ***Programmes run through Colleges/ Recognised Centres/ PG Centres/ Off-Campus Centres listed in Block 1B only**

| Faculty/ School | Department/ Centre | Level (Ph.D-1 M.Phil-2 Post Graduate-3 Under Graduate-4 PG Diploma-5 Diploma-6 Certificate-7 Integrated - 8 | Programme | | Discipline | | Broad Discipline Group Name & Code | Intake | Number of Applicants | Course Duration | | Type (General -1 Self Financing-2 Both-3) | Examination System (Annual- Semester -2 Tri- Semester-3) |
|--------------------|-----------------------|--|-----------|------|------------|------|--|--------|----------------------------|--------------------|-------|--|--|
| | | | Name | Code | Name | Code | | | | Year | Month | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) |
| | | | | | | | | | | | | | |

** Not Applicable for Distance Mode*

BLOCK 1D: STAFF INFORMATION

1. TEACHING STAFF

Faculty/School: Name Code

Department/Centre: Name Code

(i) Total Number of Teachers

| Designation <i>(Select all applicable designation and record in different rows)¹</i> | Grade Pay | Sanctioned Strength | Total Number of Teachers in position | | | | | | | | | | | Remarks ³ |
|--|-----------|---------------------|---|------------------|--------|---------------------|--------|----------------------|--------|------------------------------|--------|-------|--------|----------------------|
| | | | Selection mode (Direct/CAS)² | General Category | | Scheduled Cast (SC) | | Scheduled Tribe (ST) | | Other Backward Classes (OBC) | | Total | | |
| | | | | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) |
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| Total | | | | | | | | | | | | | | |

- 1- 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, Visiting Teacher
- 2- CAS (Career Advancement Scheme) is applicable for Associate Professor, Reader, Lecturer (Selection Grade), Assistant Professor and Lecturer (Senior Scale)
- 3- Category-wise data not maintained-1 [if there is no entry in column (5) to (12)], OBC data not maintained-2 [if there is no entry in columns (11) & (12) only]

(ii) Out of total, number of PWD (Persons with Disability) Teachers

| Designation (Select all applicable designation and record in different rows) ¹ | Number of post reserved for PWD | Number of PWD teachers in position | | | | | | | | | | Remarks ³ |
|---|---------------------------------|------------------------------------|--------|-------|--------|-------|--------|-------|--------|-------|--------|----------------------|
| | | General | | SC | | ST | | OBC | | Total | | |
| | | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (16) | (17) | (18) | (19) | (20) | (21) | (22) | (23) | (24) | (25) | (26) | (27) |
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| Total | | | | | | | | | | | | |

3- Category-wise data not maintained-1[if there is no entry in column (16) to (23)], OBC data not maintained-2 [if there is no entry in columns (22) & (23) only]

(iii) Out of total, number of Teachers Belonging to Religious Minority Community, if not maintained put 'X' in the box

| Designation (Select all applicable designation and record in different rows) ¹ | Muslims | | | | | | | | | | Other Minorities (Christians, Sikhs, Buddhists and Zorastrians (Parsis)) | | | | | | | | | | |
|---|---------|--------|-------|--------|-------|--------|-------|--------|-------|--------|--|--------|-------|--------|-------|--------|-------|--------|-------|--------|--|
| | General | | SC | | ST | | OBC | | Total | | General | | SC | | ST | | OBC | | Total | | |
| | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (28) | (29) | (30) | (31) | (32) | (33) | (34) | (35) | (36) | (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) | |
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| Total | | | | | | | | | | | | | | | | | | | | | |

**2. NON-TEACHING STAFF (Excluding Library & Physical Education Staff) – 1,
LIBRARY STAFF - 2, PHYSICAL EDUCATION STAF – 3**



(i) Total

| Designation | Sanctioned Strength | Total Number in position | | | | | | | | | | Remarks ¹ |
|--------------|---------------------|--------------------------|--------|---------------------|--------|----------------------|--------|------------------------------|--------|-------|--------|----------------------|
| | | General Category | | Scheduled Cast (SC) | | Scheduled Tribe (ST) | | Other Backward Classes (OBC) | | Total | | |
| | | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) |
| Group-A | | | | | | | | | | | | |
| Group-B | | | | | | | | | | | | |
| Group-C | | | | | | | | | | | | |
| Group-D | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

1- Category-wise data not maintained-1[if there is no entry in column (3) to (10)], OBC data not maintained-2 [if there is no entry in columns (9) & (10) only]

(ii) Out of total, number of PWD (Persons with Disability)

| Designation | Number of post reserved for PWD | Number of PWD in position | | | | | | | | | | Remarks ¹ |
|--------------|---------------------------------|---------------------------|--------|-------|--------|-------|--------|-------|--------|-------|--------|----------------------|
| | | General | | SC | | ST | | OBC | | Total | | |
| | | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (14) | (15) | (16) | (17) | (18) | (19) | (20) | (21) | (22) | (23) | (24) | (25) |
| Group-A | | | | | | | | | | | | |
| Group-B | | | | | | | | | | | | |
| Group-C | | | | | | | | | | | | |
| Group-D | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

1- Category-wise data not maintained-1[if there is no entry in column (15) to (22)], OBC data not maintained-2 [if there is no entry in columns (21) & (22) only]

(iii) Out of total, number belonging to Religious Minority Community, if not maintained put 'X' in the box

| Designation | Muslims | | | | | | | | | | Other Minorities (Christians, Sikhs, Buddhists and Zorastrians (Parsis)) | | | | | | | | | |
|--------------|---------|--------|-------|--------|-------|--------|-------|--------|-------|--------|--|--------|-------|--------|-------|--------|-------|--------|-------|--------|
| | General | | SC | | ST | | OBC | | Total | | General | | SC | | ST | | OBC | | Total | |
| | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female |
| (1) | (26) | (27) | (28) | (29) | (30) | (31) | (32) | (33) | (34) | (35) | (36) | (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) |
| Group-A | | | | | | | | | | | | | | | | | | | | |
| Group-B | | | | | | | | | | | | | | | | | | | | |
| Group-C | | | | | | | | | | | | | | | | | | | | |
| Group-D | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | |

BLOCK 1E: NUMBER OF STUDENTS ENROLLED IN THE UNIVERSITY

1. Mode: [Regular = 1 / Distance = 2]

Name of the Regional Center

(i) Total

| Faculty/ School | Department/ Centre | Level ¹ | Programme | | Discipline | | Type General/ Self- financing | Year 1 st , 2 nd etc, On Roll ² | Number of Total Students Enrolled | | | | | | | | Remarks ³ | | |
|--------------------|-----------------------|--------------------|-----------|------|------------|------|--|---|-----------------------------------|-------|-------|-------|-------|-------|-------|-------|----------------------|-------|-------|
| | | | Name | Code | Name | Code | | | General | | SC | | ST | | OBC | | | Total | |
| | | | | | | | | | Total | Girls | Total | Girls | Total | Girls | Total | Girls | | Total | Girls |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) | (16) | (17) | (18) | (19) | (20) |
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1-Level Codes: Ph.D-1/ M.Phil-2/ Post Graduate-3/ Under Graduate-4/ PG Diploma-5/ Diploma-6/ Certificate-7/Integrated-8
 2-For distance mode only, in the last row, student on-roll is to be recorded for each programme.
 3- Category-wise data not maintained-1[if there is no entry in column (10) to (17)], OBC data not maintained-2 [if there is no entry in columns (16) & (17) only]

Note: Columns (1) & (2) are not applicable for Distance Mode

(ii) Out of total, number of PWD (Persons with Disability)

| Faculty/ School | Department/ Centre | Level ¹ | Programme | | Discipline | | Type General/ Self- financing | Year 1 st , 2 nd etc, On Roll ² | Out of Total, number of PWD Students | | | | | | | | | | Remarks ³ | |
|--------------------|-----------------------|--------------------|-----------|------|------------|------|--|---|--------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----------------------|--|
| | | | Name | Code | Name | Code | | | General | | SC | | ST | | OBC | | Total | | | |
| | | | | | | | | | Total | Girls | Total | Girls | Total | Girls | Total | Girls | Total | Girls | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (21) | (22) | (23) | (24) | (25) | (26) | (27) | (28) | (29) | (30) | (31) | |
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3- Category-wise data not maintained-1 [if there is no entry in column (21) to (28)], OBC data not maintained-2 [if there is no entry in columns (27) & (28) only]

(iii) Out of total, number belonging to Religious Minority Community, if not maintained put 'X' in the box

| Faculty/ School | Department/ Centre | Level ¹ | Programme | | Discipline | | Type General/ Self- financing | Year 1 st , 2 nd etc, On Roll ² | Out of Total, number of Muslim Students Enrolled | | | | | | | | | |
|--------------------|-----------------------|--------------------|-----------|------|------------|------|--|---|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | | Name | Code | Name | Code | | | General | | SC | | ST | | OBC | | Total | |
| | | | | | | | | | Total | Girls | Total | Girls | Total | Girls | Total | Girls | Total | Girls |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (32) | (33) | (34) | (35) | (36) | (37) | (38) | (39) | (40) | (41) |
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| Faculty/ School | Department/ Centre | Level ¹ | Programme | | Discipline | | Type General/ Self- financing | Year 1 st , 2 nd etc, On Roll ² | Out of Total, number of Other Minorities (Christians, Sikhs, Buddhists and Zorastrians (Parsis)) Students Enrolled | | | | | | | | | |
|--------------------|-----------------------|--------------------|-----------|------|------------|------|--|---|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | | Name | Code | Name | Code | | | General | | SC | | ST | | OBC | | Total | |
| | | | | | | | | | Total | Girls | Total | Girls | Total | Girls | Total | Girls | Total | Girls |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (42) | (43) | (44) | (45) | (46) | (47) | (48) | (49) | (50) | (51) |
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2. OUT OF THE TOTAL STUDENT ENROLMENT, NUMBER OF FOREIGN STUDENTS IN REGULAR & DISTANCE EDUCATION MODE, IF ANY

| Country | | Programme | | Discipline | | No. of Students Enrolled | |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|---------------------|
| Name <i>(1)</i> | Code <i>(2)</i> | Name <i>(3)</i> | Code <i>(4)</i> | Name <i>(5)</i> | Code <i>(6)</i> | Total <i>(7)</i> | Girls <i>(8)</i> |
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BLOCK 1F: EXAMINATION RESULTS OF THE YEAR 2010

Mode: [Regular = 1 / Distance = 2]

*University & its Teaching Departments – 1/ (PG Centers/ Off-Campus Centers/ Colleges) -2

| Name of PG Centers/ Off-Campus Centers/ Colleges* (In case of University & its Teaching Departments these columns will be left blank) | | Programme | | Discipline | | Total Number of Student appeared (Regular + Private) | | Total Number of Students passed/completed (Regular+Private) | |
|--|------|-----------|------|------------|------|--|-------|---|-------|
| | | | | | | Total | Girls | Total | Girls |
| Name | Code | Name | Code | Name | Code | (7) | (8) | (9) | (10) |
| (1) | (2) | (3) | (4) | (5) | (6) | | | | |
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*Not applicable for Distance Mode

BLOCK 1G: FINANCIAL INFORMATION**Financial Year: 2010-11**

| INCOME | | | EXPENDITURE | | |
|----------------|---------------------------------------|-----------------------------|--------------------|--|-----------------------------|
| Sl. No. | Item | Amount (in `000 Rs.) | Sl. No. | Item | Amount (in `000 Rs.) |
| 1. | Grants Received from | | 1. | Salary, Allowances & Retirement Benefits | |
| i | University Grants Commission | | 2. | Buildings (Construction & Maintenance) | |
| ii | Distance Education Council | | 3. | Library & Laboratory | |
| iii | Other Central Government Departments | | 4. | Scholarships | |
| 2. | Grants Received from State Government | | 5. | Grants to Colleges | |
| 3. | Grants Received from Local Bodies | | 6. | Other Expenses | |
| 4. | Donations | | 7. | Total | |
| 5. | Tuition Fee | | | | |
| 6. | Other Fees | | | | |
| 7. | Interests | | | | |
| 8. | Sale of Application Form | | | | |
| 9. | Other Income | | | | |
| 10. | Total | | | | |

BLOCK 1H: INFRASTRUCTURE RELATED DATA

Please tick mark in the box(es) against the infrastructure, which is (are) available in the University.

| | | |
|------------|----------------------------------|--|
| 1. | Playground | |
| 2. | Auditorium | |
| 3. | Theatre | |
| 4. | Library | |
| 5. | Laboratory | |
| 6. | Conference Hall | |
| 7. | Health Center | |
| 8. | Gymnasium/ Fitness Center | |
| 9. | Indoor Stadium | |
| 10. | Common Room | |
| 11. | Computer Center | |
| 12. | Cafeteria | |
| 13. | Guest House | |

BLOCK 11: REMARKS

[Empty rectangular box for remarks]

ALL INDIA SURVEY ON HIGHER EDUCATION

DATA CAPTURE FORMAT - II

COLLEGES / INSTITUTIONS

AFFILIATED/ RECOGNISED BY THE UNIVERSITY

YEAR: 2010-11

(AS ON 30TH SEPTEMBER, 2010)



Ministry of Human Resource Development

Department of Higher Education

New Delhi

BLOCK 2A: BASIC INFORMATION

1. Name of the College/ Institution. _____

- 2. (i) Postal Address:
- (ii) State:
- (iii) District:
- (iv) Website:
- (v) Total Area: [In Acre]
- (vi) Total Constructed area: [In sq m]

3. Year of Establishment

4. Nodal Officer Detail

- (i) Name :
- (ii) Designation :
- (iii) Contact No :
- (iv) E-mail id :

5a. University to which Affiliated: Name Code

b. The Statutory body through which recognized: ← Specify the type in case of others

(More than one code may be given, if applicable)

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 - 19 (Please Specify)

6. Year of Affiliation with University:

7. Location of the College/ Institution [Rural = 1/Urban=2]:

8. Type of College/ Institution:

← Specify the type in case of others

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

9. Whether College is Autonomous [Yes - 1/No - 2]:

10. Management of College/ Institution:

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

11. (i) Is it a Specialized College/ Institution [Yes - 1/No - 2]:

(ii) If Yes, then select any one:

← Specify the type in case of others

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

12. Is it Evening College/Institution: [Yes = 1 / No = 2]

13. Whether the College/Institution is exclusively meant for girls [Yes - 1/No - 2]:

14. (i) Staff Quarter Available [Yes - 1/No - 2]:

(ii) If yes,

| Category | Number |
|--------------------|--------|
| Teaching Staff | |
| Non-Teaching Staff | |
| Total | |

15. (i) Does the University/ University Level Institute has Student Hostel [Yes - 1/No - 2]:

(ii) If Yes, Number of Hostel

| Hostel Type | Name of Hostel | Intake Capacity | No. of Students residing |
|---------------|----------------|-----------------|--------------------------|
| Boys Hostel | | | |
| | | | |
| | | | |
| Girls Hostel | | | |
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| Other Hostels | | | |
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BLOCK 2B: DETAILS OF FACULTY/DEPARTMENT WISE PROGRAMMES OFFERED BY THE COLLEGE/ INSTITUTION

1. List of Faculty/School & Departments/Centres

Faculty/School: Name **Code**

| Sl. no. | Name of the Department/Centre | Code |
|---------|-------------------------------|------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
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| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |

2. Programme Details [All Programmes in which students are enrolled in the College/Institution are to be listed]

Mode: [Regular = 1 / Distance = 2]

Programmes run directly through Faculty/ School (If applicable, Please ✓ in the adjacent box & list Programmes in following Table)

Programmes run through Departments/ Centres (If applicable, Please ✓ in the adjacent box & list Programmes in following Table)

Other Programmes, if any (If applicable, Please ✓ in the adjacent box & list Programmes in following Table)

| Faculty/ School | Departm ent/ Centre | Level (Ph.D-1 M.Phil-2 Post Graduate-3 Under Graduate-4 PG Diploma-5 Diploma-6 Certificate-7 Integrated - 8 | Programme | | Discipline | | Broad Discipline Group Name & Code | Intake | Number of Applicants | Programme Duration | | Type (General -1 Self Financing-2 Both-3) | Examination System (Annual- Semester -2 Tri- Semester-3) | University/ Statutory Body through which approved |
|--------------------|---------------------------|---|-----------|------|------------|------|--|--------|-------------------------|-----------------------|-------|---|--|--|
| | | | Name | Code | Name | Code | | | | Year | Month | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) |
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BLOCK 2C: STAFF INFORMATION – TEACHING AND NON-TEACHING

1. TEACHING STAFF

Faculty: Name **Code**

Department: Name **Code**

(i) Total Number of Teachers

| Designation <i>(Select all applicable designation and record in different rows)¹</i> | Grade Pay | Sanctioned Strength | Total Number of Teachers in position | | | | | | | | | | | Remarks ³ |
|--|-----------|---------------------|---|------------------|--------|---------------------|--------|----------------------|--------|------------------------------|--------|-------|--------|----------------------|
| | | | Selection mode (Direct/CAS)² | General Category | | Scheduled Cast (SC) | | Scheduled Tribe (ST) | | Other Backward Classes (OBC) | | Total | | |
| | | | | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) |
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| Total | | | | | | | | | | | | | | |

1- 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, Visiting Teacher
 2- CAS (Career Advancement Scheme) is applicable for Associate Professor, Reader, Lecturer (Selection Grade), Assistant Professor and Lecturer (Senior Scale)
 3- Category-wise data not maintained-1[if there is no entry in column (5) to (12)], OBC data not maintained-2 [if there is no entry in columns (11) & (12) only]

(ii) Out of total, number of PWD (Persons with Disability) Teachers

| Designation (Select all applicable designation and record in different rows) ¹ | Number of post reserved for PWD | Number of PWD teachers in position | | | | | | | | | | Remarks ³ | |
|---|---------------------------------|------------------------------------|--------|-------|--------|-------|--------|-------|--------|-------|--------|----------------------|--|
| | | General | | SC | | ST | | OBC | | Total | | | |
| | | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | | |
| (1) | (16) | (17) | (18) | (19) | (20) | (21) | (22) | (23) | (24) | (25) | (26) | (27) | |
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| Total | | | | | | | | | | | | | |

3- Category-wise data not maintained-1 [if there is no entry in column (16) to (23)], OBC data not maintained-2 [if there is no entry in columns (22) & (23) only]

(iii) Out of total, number of Teachers Belonging to Religious Minority Community, if not maintained put 'X' in the box

| Designation (Select all applicable designation and record in different rows) ¹ | Muslims | | | | | | | | | | Other Minorities (Christians, Sikhs, Buddhists and Zoroastrians (Parsis)) | | | | | | | | | | |
|---|---------|--------|-------|--------|-------|--------|-------|--------|-------|--------|---|--------|-------|--------|-------|--------|-------|--------|-------|--------|--|
| | General | | SC | | ST | | OBC | | Total | | General | | SC | | ST | | OBC | | Total | | |
| | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (28) | (29) | (30) | (31) | (32) | (33) | (34) | (35) | (36) | (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) | |
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| Total | | | | | | | | | | | | | | | | | | | | | |

**2. NON-TEACHING STAFF (Excluding Library & Physical Education Staff) – 1,
LIBRARY STAFF - 2, PHYSICAL EDUCATION STAF – 3**



(i) Total

| Designation | Sanctioned Strength | Total Number in position | | | | | | | | | | Remarks ¹ |
|--------------|---------------------|--------------------------|--------|---------------------|--------|----------------------|--------|------------------------------|--------|-------|--------|----------------------|
| | | General Category | | Scheduled Cast (SC) | | Scheduled Tribe (ST) | | Other Backward Classes (OBC) | | Total | | |
| | | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) |
| Group-A | | | | | | | | | | | | |
| Group-B | | | | | | | | | | | | |
| Group-C | | | | | | | | | | | | |
| Group-D | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

1- Category-wise data not maintained-1[if there is no entry in column (3) to (10)], OBC data not maintained-2 [if there is no entry in columns (9) & (10) only]

(ii) Out of total, number of PWD (Persons with Disability)

| Designation | Number of post reserved for PWD | Number of PWD in position | | | | | | | | | | Remarks ¹ |
|--------------|---------------------------------|---------------------------|--------|-------|--------|-------|--------|-------|--------|-------|--------|----------------------|
| | | General | | SC | | ST | | OBC | | Total | | |
| | | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (14) | (15) | (16) | (17) | (18) | (19) | (20) | (21) | (22) | (23) | (24) | (25) |
| Group-A | | | | | | | | | | | | |
| Group-B | | | | | | | | | | | | |
| Group-C | | | | | | | | | | | | |
| Group-D | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

1- Category-wise data not maintained-1[if there is no entry in column (15) to (22)], OBC data not maintained-2 [if there is no entry in columns (21) & (22) only]

(iii) Out of total, number belonging to Religious Minority Community, if not maintained put 'X' in the box

| Designation | Muslims | | | | | | | | | | Other Minorities (Christians, Sikhs, Buddhists and Zorastrians (Parsis)) | | | | | | | | | |
|--------------|---------|--------|-------|--------|-------|--------|-------|--------|-------|--------|--|--------|-------|--------|-------|--------|-------|--------|-------|--------|
| | General | | SC | | ST | | OBC | | Total | | General | | SC | | ST | | OBC | | Total | |
| | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female |
| (1) | (26) | (27) | (28) | (29) | (30) | (31) | (32) | (33) | (34) | (35) | (36) | (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) |
| Group-A | | | | | | | | | | | | | | | | | | | | |
| Group-B | | | | | | | | | | | | | | | | | | | | |
| Group-C | | | | | | | | | | | | | | | | | | | | |
| Group-D | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | |

BLOCK 2D: NUMBER OF STUDENTS ENROLLED IN THE COLLEGE/INSTITUTION

1. Mode: [Regular = 1 / Distance = 2]

(i) Total

| Faculty/ School | Department/ Centre | Level ¹ | Programme | | Discipline | | Type General/ Self- financing | Year 1 st , 2 nd etc, On Roll ² | Number of Total Students Enrolled | | | | | | | | | | Remarks ³ | |
|--------------------|-----------------------|--------------------|-----------|------|------------|------|--|---|-----------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----------------------|--|
| | | | Name | Code | Name | Code | | | General | | SC | | ST | | OBC | | Total | | | |
| | | | | | | | | | Total | Girls | Total | Girls | Total | Girls | Total | Girls | Total | Girls | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) | (16) | (17) | (18) | (19) | (20) | |
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1-Level Codes: Ph.D-1/ M.Phill-2/ Post Graduate-3/ Under Graduate-4/ PG Diploma-5/ Diploma-6/ Certificate-7/Integrated-8

2-For distance mode only, in the last row, student on-roll is to be recorded for each programme.

3- Category-wise data not maintained-1[if there is no entry in column (10) to (17)], OBC data not maintained-2 [if there is no entry in columns (16) & (17) only]

(ii) Out of total, number of PWD (Persons with Disability)

| Faculty/ School | Department/ Centre | Level ¹ | Programme | | Discipline | | Type General/ Self- financing | Year 1 st , 2 nd etc, On Roll ² | Out of Total, number of PWD Students | | | | | | | | | | Remarks ³ | |
|--------------------|-----------------------|--------------------|-----------|------|------------|------|--|---|--------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----------------------|--|
| | | | Name | Code | Name | Code | | | General | | SC | | ST | | OBC | | Total | | | |
| | | | | | | | | | Total | Girls | Total | Girls | Total | Girls | Total | Girls | Total | Girls | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (21) | (22) | (23) | (24) | (25) | (26) | (27) | (28) | (29) | (30) | (31) | |
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3- Category-wise data not maintained-1 [if there is no entry in column (21) to (28)], OBC data not maintained-2 [if there is no entry in columns (27) & (28) only]

(iii) Out of total, number belonging to Religious Minority Community, if not maintained put 'X' in the box

| Faculty/ School | Department/ Centre | Level ¹ | Programme | | Discipline | | Type General/ Self- financing | Year 1 st , 2 nd etc, On Roll ² | Out of Total, number of Muslim Students Enrolled | | | | | | | | | |
|--------------------|-----------------------|--------------------|-----------|------|------------|------|--|---|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | | Name | Code | Name | Code | | | General | | SC | | ST | | OBC | | Total | |
| | | | | | | | | | Total | Girls | Total | Girls | Total | Girls | Total | Girls | Total | Girls |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (32) | (33) | (34) | (35) | (36) | (37) | (38) | (39) | (40) | (41) |
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| Faculty/ School | Department/ Centre | Level ¹ | Programme | | Discipline | | Type General/ Self- financing | Year 1 st , 2 nd etc, On Roll ² | Out of Total, number of Other Minorities (Christians, Sikhs, Buddhists and Zorastrians (Parsis)) Students Enrolled | | | | | | | | | |
|--------------------|-----------------------|--------------------|-----------|------|------------|------|--|---|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | | Name | Code | Name | Code | | | General | | SC | | ST | | OBC | | Total | |
| | | | | | | | | | Total | Girls | Total | Girls | Total | Girls | Total | Girls | Total | Girls |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (42) | (43) | (44) | (45) | (46) | (47) | (48) | (49) | (50) | (51) |
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2. **OUT OF THE TOTAL STUDENT ENROLMENT, NUMBER OF FOREIGN STUDENTS IN REGULAR & DISTANCE EDUCATION MODE, IF ANY**

| Country | | Programme | | Discipline | | No. of Students Enrolled | |
|----------------|-------------|------------------|-------------|-------------------|-------------|---------------------------------|--------------|
| Name | Code | Name | Code | Name | Code | Total | Girls |
| <i>(1)</i> | <i>(2)</i> | <i>(3)</i> | <i>(4)</i> | <i>(5)</i> | <i>(6)</i> | <i>(7)</i> | <i>(8)</i> |
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BLOCK 2E: EXAMINATION RESULTS OF THE YEAR 2010 (Applicable for those Colleges/Institutions for which their parent University does not conduct examination)

Mode: [Regular = 1 / Distance = 2]

| Programme | | Discipline | | Total Number of Student appeared (Regular + Private) | | Total Number of Students passed/completed (Regular + Private) | |
|-----------|------|------------|------|--|-------|---|-------|
| Name | Code | Name | Code | Total | Girls | Total | Girls |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
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BLOCK 2F: FINANCIAL INFORMATION**Financial Year: 2010-11**

| INCOME | | | EXPENDITURE | | |
|----------------|---------------------------------------|-----------------------------|--------------------|--|-----------------------------|
| Sl. No. | Item | Amount (in `000 Rs.) | Sl. No. | Item | Amount (in `000 Rs.) |
| 1. | Grants Received from | | 1. | Salary, Allowances & Retirement Benefits | |
| i | University Grants Commission | | 2. | Buildings (Construction & Maintenance) | |
| ii | Distance Education Council | | 3. | Library & Laboratory | |
| iii | Other Central Government Departments | | 4. | Scholarships | |
| 2. | Grants Received from State Government | | 5. | Other Expenses | |
| 3. | Grants Received from University | | 6. | Total | |
| 4. | Grants Received from Local Bodies | | | | |
| 5. | Donations | | | | |
| 6. | Tuition Fee | | | | |
| 7. | Other Fees | | | | |
| 8. | Interests | | | | |
| 9. | Sale of Application Form | | | | |
| 10. | Other Income | | | | |
| 11. | Total | | | | |

BLOCK 2G: INFRASTRUCTURE RELATED DATA

Please tick mark in the box(es) against the infrastructure, which is (are) available in the Colleges/Institution.

| | | |
|------------|----------------------------------|--|
| 1. | Playground | |
| 2. | Auditorium | |
| 3. | Theatre | |
| 4. | Library | |
| 5. | Laboratory | |
| 6. | Conference Hall | |
| 7. | Health Center | |
| 8. | Gymnasium/ Fitness Center | |
| 9. | Indoor Stadium | |
| 10. | Common Room | |
| 11. | Computer Center | |
| 12. | Cafeteria | |
| 13. | Guest House | |

BLOCK 2H: REMARKS

A large, empty rectangular box with a thin black border, intended for entering remarks.

ALL INDIA SURVEY ON HIGHER EDUCATION

DATA CAPTURE FORMAT - III

STAND ALONE INSTITUTIONS

(NOT AFFILIATED/ RECOGNISED BY THE UNIVERSITY)

YEAR: 2010-11

(AS ON 30TH SEPTEMBER, 2010)



Ministry of Human Resource Development

Department of Higher Education

New Delhi

BLOCK 3A: BASIC INFORMATION

1. Name of the Institution _____

- 2. (i) Postal Address:
- (ii) State:
- (iii) District:
- (iv) Website:
- (v) Total Area: [In Acre]
- (vi) Total Constructed area: [In sq m]

3. Year of Establishment

4. Nodal Officer Detail

- (i) Name :
- (ii) Designation :
- (iii) Contact No :
- (iv) E-mail id :

5. Statutory Body to which the Institute is recognised: ← Specify the type in case of others

Central Government (1)/ Indian Nursing Council (2)/ National Council of Teacher Education (3)/ Rehabilitation Council of India (4)/ State Government (5)/ All India Council for Technical Education (6)/ Institute of Chartered Accountants of India (7)/ Institute of Company Secretaries of India (8)/ Institute of Actuaries of India (9)/ Others - 19 (Please Specify)

6. Year of Recognition:

7. Location of the Institution [Rural = 1/Urban=2]:

8. Type of Institution: ← Specify the type in case of others

Indian Institute of Management (1) / Other Management Institute (2)/ Polytechnic (3) / Nursing Institute (4) / District Institute of Educational Training (5) / Computer Institute (6) / Chartered Accountancy (7)/ Company Secretary (8)/ Actuarial Science (9)/ Others - 19 (Please Specify)

9. (i) Whether Awards degree through any University [Yes - 1/No - 2]:

← Enter 9, if degrees for various Programmes are awarded from multiple agencies

(ii) If Yes, then the university through which it awards degree: Name

Code

10. Management of Institution:

Central Government (1) / State Government (2) / Local Body (3) / Private Aided (5) / Private Un-Aided (6)

11. Whether the Institution is exclusively meant for girls [Yes - 1/No - 2]:

12. (i) Staff Quarter Available [Yes - 1/No - 2]:

(ii) If yes,

| Category | Number |
|--------------------|--------|
| Teaching Staff | |
| Non-Teaching Staff | |
| Total | |

13. (i) Does the University/ University Level Institute has Student Hostel [Yes - 1/No - 2]:

(ii) If Yes, Number of Hostel

| Hostel Type | Name of Hostel | Intake Capacity | No. of Students residing |
|---------------|----------------|-----------------|--------------------------|
| Boys Hostel | | | |
| Girls Hostel | | | |
| Other Hostels | | | |

BLOCK 3B: DETAILS OF PROGRAMMES OFFERED BY THE INSTITUTION

1. List of Faculty/School & Departments/Centres

Faculty/School: Name Code

| Sl. no. | Name of the Department/Centre | Code |
|---------|-------------------------------|------|
| | | |
| | | |

2. Programme Details [All Programmes in which students are enrolled in the Institution are to be listed]

Mode: [Regular = 1 / Distance = 2]

| Faculty/ School | Departm ent/ Centre | Level (Ph.D-1 M.Phil-2 Post Graduate-3 Under Graduate-4 PG Diploma-5 Diploma-6 Certificate-7 Integrated - 8 | Programme | | Discipline | | Broad Discipline Group Name & Code | Intake | Number of Applicants | Programme Duration | | Type (General -1 Self Financing-2 Both-3) | Examination System (Annual- Semester -2 Tri- Semester-3) | University/ Statutory Body through which approved |
|--------------------|---------------------------|---|-----------|------|------------|------|--|--------|-------------------------|-----------------------|-------|---|--|--|
| | | | Name | Code | Name | Code | | | | Year | Month | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) |
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BLOCK 3C: STAFF INFORMATION – TEACHING AND NON-TEACHING

1. TEACHING STAFF

Faculty: Name **Code**

Department: Name **Code**

(i) Total Number of Teachers

| Designation <i>(Select all applicable designation and record in different rows)¹</i> | Grade Pay | Sanctioned Strength | Total Number of Teachers in position | | | | | | | | | | | Remarks ³ |
|--|-----------|---------------------|---|------------------|--------|---------------------|--------|----------------------|--------|------------------------------|--------|-------|--------|----------------------|
| | | | Selection mode (Direct/CAS)² | General Category | | Scheduled Cast (SC) | | Scheduled Tribe (ST) | | Other Backward Classes (OBC) | | Total | | |
| | | | | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) |
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| Total | | | | | | | | | | | | | | |

1- 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, Visiting Teacher
 2- CAS (Career Advancement Scheme) is applicable for Associate Professor, Reader, Lecturer (Selection Grade), Assistant Professor and Lecturer (Senior Scale)
 3- Category-wise data not maintained-1[if there is no entry in column (5) to (12)], OBC data not maintained-2 [if there is no entry in columns (11) & (12) only]

(ii) Out of total, number of PWD (Persons with Disability) Teachers

| Designation (Select all applicable designation and record in different rows) ¹ | Number of post reserved for PWD | Number of PWD teachers in position | | | | | | | | | | Remarks ³ |
|---|---------------------------------|------------------------------------|--------|-------|--------|-------|--------|-------|--------|-------|--------|----------------------|
| | | General | | SC | | ST | | OBC | | Total | | |
| | | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (16) | (17) | (18) | (19) | (20) | (21) | (22) | (23) | (24) | (25) | (26) | (27) |
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| Total | | | | | | | | | | | | |

3- Category-wise data not maintained-1 [if there is no entry in column (16) to (23)], OBC data not maintained-2 [if there is no entry in columns (22) & (23) only]

(iii) Out of total, number of Teachers Belonging to Religious Minority Community, if not maintained put 'X' in the box

| Designation (Select all applicable designation and record in different rows) ¹ | Muslims | | | | | | | | | | Other Minorities (Christians, Sikhs, Buddhists and Zorastrians (Parsis)) | | | | | | | | | |
|---|---------|--------|-------|--------|-------|--------|-------|--------|-------|--------|--|--------|-------|--------|-------|--------|-------|--------|-------|--------|
| | General | | SC | | ST | | OBC | | Total | | General | | SC | | ST | | OBC | | Total | |
| | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female |
| (1) | (28) | (29) | (30) | (31) | (32) | (33) | (34) | (35) | (36) | (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) |
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| Total | | | | | | | | | | | | | | | | | | | | |

**2. NON-TEACHING STAFF (Excluding Library & Physical Education Staff) – 1,
LIBRARY STAFF - 2, PHYSICAL EDUCATION STAF – 3**



(i) Total

| Designation | Sanctioned Strength | Total Number in position | | | | | | | | | | Remarks ¹ |
|--------------|---------------------|--------------------------|--------|---------------------|--------|----------------------|--------|------------------------------|--------|-------|--------|----------------------|
| | | General Category | | Scheduled Cast (SC) | | Scheduled Tribe (ST) | | Other Backward Classes (OBC) | | Total | | |
| | | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) |
| Group-A | | | | | | | | | | | | |
| Group-B | | | | | | | | | | | | |
| Group-C | | | | | | | | | | | | |
| Group-D | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

1- Category-wise data not maintained-1[if there is no entry in column (3) to (10)], OBC data not maintained-2 [if there is no entry in columns (9) & (10) only]

(ii) Out of total, number of PWD (Persons with Disability)

| Designation | Number of post reserved for PWD | Number of PWD in position | | | | | | | | | | Remarks ¹ |
|--------------|---------------------------------|---------------------------|--------|-------|--------|-------|--------|-------|--------|-------|--------|----------------------|
| | | General | | SC | | ST | | OBC | | Total | | |
| | | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | |
| (1) | (14) | (15) | (16) | (17) | (18) | (19) | (20) | (21) | (22) | (23) | (24) | (25) |
| Group-A | | | | | | | | | | | | |
| Group-B | | | | | | | | | | | | |
| Group-C | | | | | | | | | | | | |
| Group-D | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

1- Category-wise data not maintained-1[if there is no entry in column (15) to (22)], OBC data not maintained-2 [if there is no entry in columns (21) & (22) only]

(iii) Out of total, number belonging to Religious Minority Community, if not maintained put 'X' in the box

| Designation | Muslims | | | | | | | | | | Other Minorities (Christians, Sikhs, Buddhists and Zorastrians (Parsis)) | | | | | | | | | |
|--------------|---------|--------|-------|--------|-------|--------|-------|--------|-------|--------|--|--------|-------|--------|-------|--------|-------|--------|-------|--------|
| | General | | SC | | ST | | OBC | | Total | | General | | SC | | ST | | OBC | | Total | |
| | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female | Total | Female |
| (1) | (26) | (27) | (28) | (29) | (30) | (31) | (32) | (33) | (34) | (35) | (36) | (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) |
| Group-A | | | | | | | | | | | | | | | | | | | | |
| Group-B | | | | | | | | | | | | | | | | | | | | |
| Group-C | | | | | | | | | | | | | | | | | | | | |
| Group-D | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | |

BLOCK 3D: NUMBER OF STUDENTS ENROLLED IN THE INSTITUTION

1. Mode: [Regular = 1 / Distance = 2]

(i) Total

| Faculty/ School | Department/ Centre | Level ¹ | Programme | | Discipline | | Type General/ Self- financing | Year 1 st , 2 nd etc, On Roll ² | Number of Total Students Enrolled | | | | | | | | | | Remarks ³ | |
|--------------------|-----------------------|--------------------|-----------|------|------------|------|--|---|-----------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----------------------|--|
| | | | Name | Code | Name | Code | | | General | | SC | | ST | | OBC | | Total | | | |
| | | | | | | | | | Total | Girls | Total | Girls | Total | Girls | Total | Girls | Total | Girls | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) | (16) | (17) | (18) | (19) | (20) | |
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1-Level Codes: Ph.D-1/ M.Phill-2/ Post Graduate-3/ Under Graduate-4/ PG Diploma-5/ Diploma-6/ Certificate-7/Integrated-8
 2-For distance mode only, in the last row, student on-roll is to be recorded for each programme.
 3- Category-wise data not maintained-1[if there is no entry in column (10) to (17)], OBC data not maintained-2 [if there is no entry in columns (16) & (17) only]

(ii) Out of total, number of PWD (Persons with Disability)

| Faculty/ School | Department/ Centre | Level ¹ | Programme | | Discipline | | Type General/ Self- financing | Year 1 st , 2 nd etc, On Roll ² | Out of Total, number of PWD Students | | | | | | | | | | Remarks ³ | |
|--------------------|-----------------------|--------------------|-----------|------|------------|------|--|---|--------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----------------------|--|
| | | | Name | Code | Name | Code | | | General | | SC | | ST | | OBC | | Total | | | |
| | | | | | | | | | Total | Girls | Total | Girls | Total | Girls | Total | Girls | Total | Girls | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (21) | (22) | (23) | (24) | (25) | (26) | (27) | (28) | (29) | (30) | (31) | |
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3- Category-wise data not maintained-1 [if there is no entry in column (21) to (28)], OBC data not maintained-2 [if there is no entry in columns (27) & (28) only]

(iii) Out of total, number belonging to Religious Minority Community, if not maintained put 'X' in the box

| Faculty/ School | Department/ Centre | Level ¹ | Programme | | Discipline | | Type General/ Self- financing | Year 1 st , 2 nd etc, On Roll ² | Out of Total, number of Muslim Students Enrolled | | | | | | | | | |
|--------------------|-----------------------|--------------------|-----------|------|------------|------|--|---|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | | Name | Code | Name | Code | | | General | | SC | | ST | | OBC | | Total | |
| | | | | | | | | | Total | Girls | Total | Girls | Total | Girls | Total | Girls | Total | Girls |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (32) | (33) | (34) | (35) | (36) | (37) | (38) | (39) | (40) | (41) |
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| Faculty/ School | Department/ Centre | Level ¹ | Programme | | Discipline | | Type General/ Self- financing | Year 1 st , 2 nd etc, On Roll ² | Out of Total, number of Other Minorities (Christians, Sikhs, Buddhists and Zorastrians (Parsis)) Students Enrolled | | | | | | | | | |
|--------------------|-----------------------|--------------------|-----------|------|------------|------|--|---|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | | Name | Code | Name | Code | | | General | | SC | | ST | | OBC | | Total | |
| | | | | | | | | | Total | Girls | Total | Girls | Total | Girls | Total | Girls | Total | Girls |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (42) | (43) | (44) | (45) | (46) | (47) | (48) | (49) | (50) | (51) |
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BLOCK 3E: EXAMINATION RESULTS OF THE YEAR 2010

Mode: [Regular = 1 / Distance = 2]

| Programme | | Discipline | | Total Number of Student appeared (Regular + Private) | | Total Number of Students passed/completed (Regular+Private) | |
|-----------|------|------------|------|--|-------|---|-------|
| Name | Code | Name | Code | Total | Girls | Total | Girls |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
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BLOCK 3F: FINANCIAL INFORMATION**Financial Year: 2010-11**

| INCOME | | | EXPENDITURE | | |
|----------------|---------------------------------------|-----------------------------|--------------------|--|-----------------------------|
| Sl. No. | Item | Amount (in `000 Rs.) | Sl. No. | Item | Amount (in `000 Rs.) |
| 1. | Grants Received from | | 1. | Salary, Allowances & Retirement Benefits | |
| i | University Grants Commission | | 2. | Buildings (Construction & Maintenance) | |
| ii | Distance Education Council | | 3. | Library & Laboratory | |
| iii | Other Central Government Departments | | 4. | Scholarships | |
| 2. | Grants Received from State Government | | 5. | Other Expenses | |
| 3. | Grants Received from University | | 6. | Total | |
| 4. | Grants Received from Local Bodies | | | | |
| 5. | Donations | | | | |
| 6. | Tuition Fee | | | | |
| 7. | Other Fees | | | | |
| 8. | Interests | | | | |
| 9. | Sale of Application Form | | | | |
| 10. | Other Income | | | | |
| 11. | Total | | | | |

BLOCK 3G: INFRASTRUCTURE RELATED DATA

Please tick mark in the box(es) against the infrastructure, which is (are) available in the Institution.

| | | |
|------------|----------------------------------|--|
| 1. | Playground | |
| 2. | Auditorium | |
| 3. | Theatre | |
| 4. | Library | |
| 5. | Laboratory | |
| 6. | Conference Hall | |
| 7. | Health Center | |
| 8. | Gymnasium/ Fitness Center | |
| 9. | Indoor Stadium | |
| 10. | Common Room | |
| 11. | Computer Center | |
| 12. | Cafeteria | |
| 13. | Guest House | |

BLOCK 3H: REMARKS

A large, empty rectangular box with a thin black border, intended for entering remarks. The box is currently blank.