

## **PROFORMA FOR PRIVATE UNIVERSITIES**

In order to successfully submit an application, each applicant will submit the required details as mentioned in the proforma. In addition to that, each applicant must answer the following questions to complete the application process.

1. What is the mission and vision statement for the new university that is being proposed? Please include details on:
  - a. the area of focus
  - b. quality levels and positioning
  - c. size and scale over time, and
  - d. short as well as long-term goals.
2. What existing institution in India or abroad best compares to what is being proposed?
3. What is the objective behind setting up the university and how does it fit with the vision or focus of the sponsoring body?
4. How does the sponsoring body plan to achieve this vision?
5. What according to you are the biggest challenges you expect to face while setting up the university and how do you plan to address them?
6. What is the implementation team's background and experience ?
7. Please submit a brief financial plan for the university. This plan should answer the following questions:
  - a. What is the quantum of funds required and over what period of time?
  - b. How does the sponsoring body plan to raise the required funds or mobilise resources to support the university in its activities?
8. Given that the new private university Act is liberal in regulation but stringent in outcome-based accreditation, what are the key parameters on which you would like to be assessed on the progress and success of the university on a year-to-year basis for the first five years.

S.No.	Particulars	Details
<b>1.</b>	<b>Sponsoring Agency</b>	
a)	Name	
b)	Headquarters	
c)	Registration Certificate (Please attach a copy)	
d)	Month/ Year of establishment	
e)	Name, Address and Contact details of the Managing Person/ Trustee	
f)	Composition of governing body/ managing body with names, designation, address, and numbers (Please attach copy of memorandum of trust deed or Memorandum of	

	Association of Society or Company)	
g)	Track Record <sup>1</sup>	
	Prior Years of experience	
	Prior Field of experience	
h)	Bye-Laws <sup>2</sup>	
i)	Audited statements of past 5 years	
j)	Financial Sources <sup>3</sup>	
k)	Land (Minimum land required for each faculty/ discipline under existing norms. Please attach a copy for proof)	Available:
		Additional Land Required:
<b>2.</b>	<b>University</b>	
a)	Name	
b)	Headquarters (Area/ Location)	
c)	Address	
d)	Email	
e)	Phone	
f)	Fax	
g)	Vision, Mission & Objectives	
h)	Proposed Investment	
	(i) Own Funds	1 Year:
		3 Years:
		5 Years:
i)	Projected detailed financial statements for 10 years <sup>4</sup>	
j)	Fee Structure over time	
k)	Proposed minimum Scholarships <sup>5</sup>	
l)	Highlights of the Pre-commencement Activity Plan <sup>6</sup>	1. _____ 2. _____ 3. _____ 4. _____

<sup>1</sup> Detailed background of the Sponsoring Body

<sup>2</sup> The official rules and regulations that determine the sponsoring body's management

<sup>3</sup> Financial Resources will include financial details related to the sponsoring body both at the time of setting up and for future income generating assets. This may also include deposits with councils & universities, deposits with banks/ financial institutions, endowment funds, proof of funds available, O/s loans etc.

<sup>4</sup> This will include current and projected - key operating ratios, detailed break-up of sources of revenues etc.

<sup>5</sup> This will include details on fee rebates/ free-ships/ scholarships.

<sup>6</sup> Plan will include academic and non-academic plans.

		5. _____ 6. _____																																																								
m)	Details for facilities proposed <sup>7</sup>																																																									
n)	Plan for Academic Excellence <sup>8</sup>																																																									
o)	Plan for Research Excellence <sup>9</sup>																																																									
p)	Details of Students' enrolment (Last 5 years in existing universities, if applicable)																																																									
q)	Numbers of Proposed teaching staff (Details for each course as per norms and the existing staff) various other states.	<table border="1"> <thead> <tr> <th>Post</th> <th colspan="2">Arts</th> <th colspan="2">Science</th> <th colspan="2">Comm.</th> <th>MBA</th> </tr> <tr> <th></th> <th>Norms</th> <th>Existing</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Lecturer</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reader</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ass. Prof.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Prof.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Director</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Post	Arts		Science		Comm.		MBA		Norms	Existing						Lecturer								Reader								Ass. Prof.								Prof.								Director							
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r)	Pay Scale	1. Lecturer 2. Reader 3. Associate Professor 4. Assistant Professor 5. Professor 6. Director																																																								
s)	Appointment/ recruitment policy (Details of policy for teaching and non-teaching staff, specifying qualifications of proposed Registrar, Controller of Examination etc.)																																																									
t)	Student Faculty Ratio																																																									
u)	Teaching & Non-teaching staff ratio																																																									
v)	Programmes & Courses/ discipline proposed (with student intake)																																																									
w)	Proposed Collaboration with National & International Universities																																																									
x)	Proposed date of starting																																																									

<sup>7</sup> This will include facilities such as hostels, libraries, laboratories, sports, other extra circulars, connectivity & other related infrastructure

<sup>8</sup> This will include innovative teaching programmes with details of faculty, conducted by, objectives and outcomes

<sup>9</sup> Plan will include the proposed R&D facilities, funding for R&D, alignment of R&D with State requirements, Projects for industries or foreign agencies. Each R&D project to be detailed with scope and outcome.

	operations	
<b>3.</b>	Any other Details <sup>10</sup>	

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<sup>10</sup> This will include details not covered under other heads that may be given by a proposed University suo moto or details that may be specifically asked by the Council from the University