



डॉ. देवेन्द्र कावडे
संयुक्त सचिव
Dr. Devender Kawday
Joint Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)
पश्चिम विभागीय कार्यालय गणेशखिंड, पुणे- ४११००७
Western Regional Office, Ganeshkhind, Pune - 411007

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D.O.No.F.2-30/14(Circular/WRO)

October 12, 2015

To

The Registrar/Director (BCUD)/
Dean (CDC) of the Universities in
Maharashtra, Gujarat & Goa

UGC
my
14/10

Subject : Updating of particulars regarding Colleges in CPP-I Section of UGC

Dear Sir/Madam.

The UGC has initiated e-governance. Under this, a portal "e-schemes" has been prepared and the same is available on the home page of UGC website www.ugc.ac.in. At present a few schemes have been made online using "e-schemes" portal and gradually other schemes will also be made online. For applying or sending proposals online under any schemes, pre-requisite for a College is to register itself on the portal as user.

It is observed that a major difficulty is being encountered with respect to college registration. Colleges can use e-scheme portal only after their registration is authenticated by CPP-I Section [inclusion of colleges u/s 2(f)/12(B)] at UGC Head Office. Most of the colleges which have registered so far have not been approved by CPP-I, as the data entered by them pertaining to name, address, affiliated university, aided/unaided status, teaching level (UG/PG) is not matching with the data available with CPP-I Section. This may have happened as the colleges have not got the changes updated in CPP-I records.

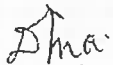
You are, therefore, requested to advise all the colleges under your jurisdiction to get the data in respect of their colleges updated in UGC records, by writing to CPP-I Section at UGC Headquarter on the following address :-

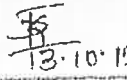
The Joint Secretary
CPP-I (College section)
Room No.221
University Grants Commission
Bahadur Shah Zafar Marg
New Delhi - 110 002.

Details of the documents required for updating the information of colleges in UGC's records is enclosed herewith. You are requested to kindly circulate this to all the colleges/institutions under your jurisdiction for compliance of the same with immediate action in the matter.

With regards.

Yours sincerely,


(Dr. Devender Kawday)
Joint Secretary


13.10.15
UGC (WRO)

Veer Narmad South Gujarat University, Surat.

Copy forwarded to:

1. Principal, All Affiliated Colleges u/s 2(f) & 12(B) of UGC Act.
2. Web Master, V.N.S.G.U., Surat.

for information and necessary action. Kindly send your Action Taken Report at earliest to this office.

No.: UGC/322-A/15858/2015
Dt.: 14/10/2015


Registrar

Documents required for updating the information of the college in UGC's records

For Government Colleges

Change in the name of the college

- Copy of notification issued from State Govt. wherein the change in the name of the college has been notified.
- Copy of notification issued from affiliating university wherein the change in the name of the college has been notified.

Change in teaching level of college from UG to PG

- Copy of notification issued from State Government wherein the PG courses have been awarded to the college.
- Provide following information duly certified by Registrar of affiliating University:

Name of the Programme/Course	Teaching Level UG/PG	Temporary or Permanent

Change of affiliating University

- Copies of notifications issued from affiliating University in which transfer of college from previous university to present university is notified.
- Copy of notification issued from State Government in which transfer of college from previous university to present university is notified.

Change in the address of the colleges

- A copy of notification/certificate issued from affiliating university in which change in address of college is notified.
- A copy of notification/certificate issued from State Government in which change in address of college is notified.

Change/correction in the year of establishment

- A certificate from Registrar of the affiliating university regarding exact year of establishment of the college.

Change/Correction of status from Temporary to Permanent affiliation

- Copy of notification issued from State Govt. wherein change in the status of the college from Temporary to Permanent has been notified.
- Copy of notification issued from affiliating university wherein change in the status of the college from Temporary to Permanent has been notified.

For Non-Government / Private Colleges

Change in the name of the college

- Copy of notification issued from affiliating university wherein the change in the name of the college has been notified.
- Affidavit as per prescribed specimen duly attested by 1st class magistrate (Annexure-I)

- Copy of latest Grant – in – aid bill issued from State Govt. regarding salary grant for the staff of the college (for aided colleges only).

Change in teaching level of college from UG to PG

- Provide following information duly certified by Registrar of affiliating University:

Name of the Programme/Course	Teaching Level UG/PG	Temporary or Permanent	Aided or Self-Financed

- Copy of latest Grant – in – aid bill issued from State Govt. regarding salary grant for the staff of the college (for aided colleges only).

Change of affiliating University

- Copies of notifications issued from affiliating University in which transfer of college from pervious university to present university is notified.
- Copy of latest Grant – in – aid bill issued from State Govt. regarding salary grant for the staff of the college (for aided colleges only).

Change of status of the college from unaided to aided college.

- Copy of latest Grant – in – aid bill issued from State Govt. regarding salary grant for the staff of the college.

Change in the address of the colleges

- A copy of notification/certificate issued from affiliating university in which change in address of college is notified.
- Copy of latest Grant – in – aid bill issued from State Govt. regarding salary grant for the staff of the college (for aided colleges only).
- An Indemnity Bond on stamp paper (Annexure-II).

Change/correction in the year of establishment

- A certificate from Registrar of the affiliating university regarding exact year of establishment of the college.
- Copy of latest Grant – in – aid bill issued from State Govt. regarding salary grant for the staff of the college (for aided colleges only).

Change of status from Non Govt. to Govt. College or Constituent College

- Copy of notification issued from State Govt. and affiliating University regarding change of status of the college from Non Govt. to Govt. or Constituent College.

Change/Correction of status from Temporary to Permanent affiliation

- Copy of notification issued from affiliating university regarding change in the status of the college from Temporary to Permanent affiliation.
- Copy of latest Grant – in – aid bill issued from State Govt. regarding salary grant for the staff of the college (for aided colleges only).

Note : *All the photocopies of the documents should be attested by Principal of the college with the seal having complete name of the college as per the University notification.
Name of the college should be same as per the notification of the university in all other documents.*

AFFIDAVIT

I _____ the Principal _____
_____ (formerly _____
College) hereby affirm an oath that all the assets and liabilities of the _____
_____ (Old name of the College) _____ have been
taken over by _____ (New Name of the College) _____
College and that there is no change in the management of the said College.

This statement is made this day _____ the _____ Two
Thousand _____.

Name _____ (Principal)

Name of College _____

Witness

(1) (Signature, name and address)

VERIFICATION

1ST Class Magistrate

INDEMNITY

This Bond made on _____ day of ____ (Month) (Year) at ____ by _____ College functioning under the _____ University and registered under the Societies Registration Act 1860, herein called the 'Applicant', in favour of University Grants Commission, Bahadurshah Zafar Marg, New Delhi, a body established under the UGC Act in 1956, hereafter called the 'Commission'.

WHEREAS applicant college was located and functioning from its premises at _____,

WHEREAS the location of the said applicant has been changed to _____ on _____ day of ____ (Month) (Year). AND WHEREAS the applicant wishes to bring on record the change in address AND WHEREAS the commission has required that an Indemnity be executed to protect it against any loss that may be caused by reason of recording change in address. It is witnessed and agreed as follows.

_____ College hereby agrees to indemnity and keep indemnified the Commission against any loss that the Commission may suffer on account of the change in location of the applicant college and/or on account of the Commission recording/Registering the change in address of applicant.

In witness whereof _____ of the society for and on behalf of the society pursuant to the resolution of the Governing body of the Association _____ passed on _____ has put its hand and seal the day month and year herein above mentioned.

This bond is executed on this _____ day of _____ Year _____ in terms of resolution No. _____ dated _____ (copy enclosed) passed by the Governing Body of _____

Name _____

Designation _____

Seal of _____

Witness of

1. _____

2. _____