GUIDELINES AND APPLICATION
FOR SEEKING RECOGNITION FOR PROFESSIONAL QUALIFICATIONS/MEMBERSHIPS AWARDED BY SPECIFIED PROFESSIONAL BODIES/RECOGNIZED PROFESSIONAL INSTITUTIONS AS ENTRY QUALIFICATION FOR POSTGRADUATE STUDY PROGRAMMES OFFERED BY STATE UNIVERSITIES

The specified professional bodies /recognized professional institutions which seek approval for the professional qualifications/memberships awarded by such bodies/institutes as entry qualifications for postgraduate study programmes offered by the state universities must prepare application in the form Self-evaluation Reports according to the format given herein and submit along with required information to the UGC. Once applications are received by the University Grants Commission, it will be referred to the Unit handing applications for degree awarding status (Unit on Recognition of Degrees & Degree Awarding Institutions –URDDAI.).

Upon receipt of the application, the URDDAI will perform an audit on the set of application to ensure that the applicant/institute submitting the request has provided all required information. The incomplete application (s) will be returned with a request for resubmission along with the additional information as may be necessary. Duly perfected application is forwarded to the Quality Assurance and Accreditation Council of the UGC (UGC-QAAC) for the desk evaluation. The QAAC will conduct a desk evaluation and the evaluation report on the application (s) (Format of the Report by QAAC – Annexure VII-Recognition of Qualifications Offered by Specified Professional Bodies/Recognized Professional Institutions). The report of the QAAC will be tabled at the UGC Standing Committee on Recognition of Degree Awarding Institutions (S/C on RDDAI). The S/C on RDDAI will appoint a panel of reviewers for the applications that hsve been recommended by the QAAC and the review panel will consists specialists in institutional review and subject matter specialists, Director of QAAC and UGC Officers. The panel will make one or more site visits and verify the information provided by the applicant/institute and inspect physically all the facilities available, and other essential components as specified in the guidelines against the Checklist of Guidelines Provided by the UGC. The report (s) of the panel will be reviewed by the S/C on RDDAI and the report of the S/C on RDDAI will then be forwarded to the Commission for consideration and approval.

Evaluation Criteria

The Institute which intends to obtain degree awarding status and offer degree or degrees must prepare application in the form Self-evaluation Reports which shall provide information as regard to 6 criteria, namely, i) Governance, ii) Management, ii) Financial viability, vi) Physical Resources and Educational Environment, v) Academic Programme and Standard and Quality Assurance Procedure, vi) Academic and Research Competencies of Staff.. The Description given in the relevant section of the Self-evaluation Report must

make due reference to the documents/documentary evidences and the such documents should be attached with appropriate labeling as an annexure to the SER.

The evaluation is aimed at examining the capacity of the institution in terms of degree of fulfillment of the standards prescribed for 6 components. The recognition for the professional qualifications as an entry qualification for postgraduate study programmes in state universities will be granted for professional qualifications offered by recognized professional bodies, established through Acts of Parliament upon satisfying the standards prescribed herein for components as confirmed through an evaluation conducted by the specified authority, the University Grants Commission

The 6 components and evidence/information required for the evaluation are given below.

1. Governance

There should be a Governance Structure with clearly defined mandates and roles. Moreover, the roles and responsibilities of the relevant officials involved and accountable for various administrative functions also should be identified.

Evidence/Information Required

i)   Legal framework on which the Institution is operated - Ordinance and Constitution/By-laws
ii)   Strategic/Corporate Plans – past and present
iii)   Handbook of the Institution
iv)   Official Website of the Institution
v)   Organogram of the Institution and functions/duties and responsibilities of divisions and higher officers
vi)   Profiles and Memberships of the Institution
vii) Profiles of Governing/Academic Boards
viii) Minutes of Governing/Academic Board Meetings

2. Management

The governance and management of the specified professional body/recognized professional insitution should be carried out through the guidance of a suitable instrument or instruments developed by the Board of Management. Such an instrument should address all issues related to general administration and also for areas areas related to academic activities.

Evidence/Information Required
i)   Documented administrative procedures for general administration,
ii)   Recruitment and promotion of the staff and disciplinary procedures
iii) Organizational Charts and functions divisions and duties of higher officers
iv) Qualifications of administrative staff and service conditions and entitlements
v)   Internal and external auditing mechanisms

3. Financial Viability

The Institution must clearly demonstrate its financial capacity, viability and the assurance and sureties must be put in place to face emergencies and meet the compensations for students and employees if the institution faced with suspension of activities and operations.

Evidence/Information Required

i)   Established institution - Annual Audited Financial Statement – past 5 years
ii)   Newly established institutions – Assets and Liability Statement
iii)   Bank Balances past 3 years certified by the Banks
iv)   5 year Project Proposal – for next 5 years
v)   Registration certificates - from BOI/Registrar of Companies
vi)   Company Directors Annual Declarations to the Registrar of Companies

4. Physical Resources and Educational Environment

The institution must have established all physical facilities required to operate as a higher educational institution. The institution must have administrative complex, and facilities for educational activities. These includes administrative complex/building, lecture rooms, auditorium, student teaching and training laboratories, library, computer facility, sports and recreational facilities, cafeteria and rest rooms, and in the case of professional courses the institution must have its own training facility or have access to a suitable teaching facility as the case may be. If the training facility is a government concern, that partnership shall have been formalized through Memorandum of Understanding and operationalized through Agreements.

Evidence/Information Required

i)   Physical facilities available for administration and academic activities – lecture theaters, tutorial rooms, laboratories, etc.
ii)   Common amenities such as Library, Computer, Sports and recreational facilities and Cafeteria and Rest room
iii)   Availability of suitable space for student learning and self studying
iv)   Availability of educational resource centre (Library, IT lab, Web Based etc)
v)   Adequate facilities for free interaction and sports activities, canteen facilities etc
vi)   Academic counseling and student counseling mechanisms

5. Academic Programme and Standard and Quality Assurance Procedure,

The institution shall clearly demonstrate its capacity to plan and conduct academic training programme that would meet the standards and quality assurance criteria defined by the Quality Assurance Accreditation Council of the University Grants Commission. These include availability of qualified academic and technical staff for academic

development and planning, and conduct of educational programmes and examinations, curriculum development or academic planning and development committee and having internal and external quality assurance mechanisms and procedures. The academic/professional training programme should be high standards conforming with national and international norms and standards.

Evidence/Information Required
  i)   Entry Qualifications and selection criteria and methods
  ii)   Academic Study Programmes leading to award of professional qualification or membership that are currently being offered
  iii)   Credit and Qualification Framework of such academic study programmes
  iii)   Qualification Descriptors of such   individual academic study programmes
  iv)   Subject Benchmark Statements of academic study programmes offered
  v)   Internal and External Quality Framework and Procedures
  vi)   Codes of practices
  vii)   Human Resource Development Plan
  viii) Prospectuses/ Handbooks/Brochures giving details on academic study programmes

6. Academic and Research Competencies of Staff

The Institution shall have in their academic/professional staff on permanent cadre/contract and visiting basis. The academic staff must have required basic qualifications together with a proven excellence in the field concerned. The staff should also posses post-graduate qualifications from recognized Universities in the relevant field together with sufficient teaching experience. They also should have gone through suitable staff development programmes to be oriented towards teaching in a HEI. Moreover, the academic staff should research competencies and competencies to supervise juniors and have engaged in research and development work in regular manner.

Evidence/Information Required

  i)   Professional and academic and non-academic cadre positions
  ii)   Professional and academic qualifications
  iii)   Staff/student ratio
  iv)   Research Committee
  v)   Interaction with staff and Industry
  vi)   Database of research and research publications
  vii)   Annual Reports of the Institution