

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 1E.

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.