

**Website Cell  
Holy Cross College, Agartala**

Date: 21<sup>st</sup> June 2024

**Notice**

To,  
All Members of the Website Cell,  
Holy Cross College, Agartala

Subject: Meeting on UGC Circular and Guidelines dated 10th June 2024 - "Guidelines on Public Self-Disclosure by Higher Education Institutions - 2024"

Members,

This is to inform you that a meeting of the Website Cell has been scheduled in accordance with the recent UGC Circular and Guidelines dated 10th June 2024 regarding "Guidelines on Public Self-Disclosure by Higher Education Institutions - 2024". The purpose of the meeting is to discuss the implementation and necessary actions required as per these guidelines.

All members are requested to thoroughly review the attached UGC Circular and Guidelines to facilitate a productive discussion during the meeting.

Meeting Details:

- Date: 27th June 2024 (Thursday)
- Time: 11:00 AM
- Venue: F1-11 room

Your presence and active participation in this meeting are crucial to ensure our compliance with the new UGC guidelines and to strategize our approach effectively.

Looking forward to your punctual attendance.



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Fr. Joe Paul, CSC  
Chair Person  
Website Cell  
Holy Cross College, Agartala



ज्ञान-विज्ञान विमुक्तये

आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi

Secretary



सत्यमेव जयते

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आज़ादी का  
अमृत महोत्सव

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

D.O. No.F.14-4/2023 (CPP-II)(C.No.131173)

10<sup>th</sup> June, 2024 / 20 ज्येष्ठ, 1946

**Subject: Guidelines on Public Self-Disclosure by Higher Education Institutions, 2024**

आदरणीय महोदया/महोदय,

The National Education Policy (NEP) 2020 emphasizes transparent self-disclosure by Higher Education Institutions (HEIs). Public self-disclosure by HEIs, in fact, is one of the fundamental principles of the NEP. The NEP contemplates that HEIs shall be responsible and accountable to the stakeholders through transparent self-disclosure of all relevant records. The availability of information in the public domain is an important source of accountability.

Stakeholders in the higher education system, such as students, parents, research scholars, prospective students, regulatory bodies, accreditation agencies, alumni, and the public, desire to seek information from the websites of HEIs.

The Commission has considered the matter in its 580<sup>th</sup> meeting held on 15 May 2024 and approved the Guidelines on Public Self-Disclosure by Higher Education Institutions, 2024. A copy of the same is attached with this letter.

As per the Guidelines, all Higher Education Institutions are required to maintain a functional website to provide relevant information to stakeholders. The information disclosed on the website should be easily accessible to everyone without any need for registration or login. Additionally, there should be a 'Search' facility available for easy navigation.

The Higher Education Institutions are requested to take necessary measures to comply with the guidelines to ensure a fair and transparent system that will contribute to the growth of the Indian Higher Education system.

सादर,

भवदीय,

(मनिष जोशी)

संलग्नक: यथोपरि

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।



## **UNIVERSITY GRANTS COMMISSION**

### **Guidelines on Public Self-Disclosure by Higher Education Institutions**

National Education Policy (NEP) 2020 emphasizes transparent self-disclosure by Higher Education Institutions (HEIs). Public self-disclosure by HEIs, in fact, is one of the fundamental principles of the policy. NEP contemplates that HEIs shall be responsible and accountable to the stakeholders through transparent self-disclosure of all relevant records.

2. The availability of information in the public domain is an important source of accountability.
3. Stakeholders in the higher education system such as students, parents, research scholars, prospective students, regulatory bodies, accreditation agencies, alumni, and the public desire to seek information from the websites of HEIs.
4. Every Higher Education Institution shall maintain a functional website for making relevant self-disclosure to the stakeholders. The disclosure made on the website shall have unrestricted access without any requirement of log-in/registration and shall have a 'Search' facility for easy access.
5. Higher Education Institutions may provide information related to the following on their websites and provide the links, wherever possible:

#### **a) About HEI**

- About us: Overview
- Act and Statutes or MoA
- Institutional Development Plan
- Constituent Units/ Affiliated Colleges, Affiliating University (in case of Colleges) Off-campus/Off-shore campus/Learning Support Centres under ODL mode (Wherever applicable)
- Accreditation/ Ranking status (NAAC, NBA NIRF)
- Recognition / Approval (2(f), 12B, etc. as applicable)
- Annual Reports
- Annual Accounts including Balance Sheet, Income and Expenditure Account, Receipts and Payments Account along with Audit Report
- Sponsoring body details, if any

## **b) Administration (Profiles with photographs and contact details)**

- Chancellor
- Pro Chancellor
- Vice-Chancellor
- Pro-Vice-Chancellor (wherever applicable)
- Registrar
- Principal (wherever applicable)
- Finance Officer
- Controller of Examination
- Chief Vigilance Officer
- Ombudsperson
- Executive Council/Board of Governors by whatever name called, Board of Management, Academic Council, Board of Studies, Finance Committee – composition and members with particulars
- Internal Complaint Committee
- Academic Leadership (Dean/HoD of Schools/Departments/Centres)

## **c) Academics**

- Details of Academic Programs
- Academic Calendar
- Statutes/Ordinances pertaining to Academics/Examinations
- Schools/Departments/ Centres
- Department/School/Centre wise faculty/staff details with photographs
- List of UGC-recognized ODL/Online programs, if any
- Internal Quality Assurance Cell (IQAC)
- Library
- Academic collaborations

## **d) Admissions & Fee**

- Prospectus (including fee structure for various programs)
- Admission process and guidelines
- Fee refund policy

## **e) Research**

- Research and Development Cell (including Research and Consultancy Projects, Foreign Collaboration Industry Collaborations)
- Incubation Centre/Start-ups/Entrepreneurship Cell
- Central facilities

## **f) Student Life**

- Sports facilities
- NCC/NSS - Details
- Hostel details (wherever applicable)

- Placement Cell and its activities
- Details of Student Grievance Redressal Committee (SGRC) and Ombudsperson
- Health facilities
- Internal Complaint Committee
- Anti-Ragging Cell
- Equal Opportunity Cell
- Socio-Economically Disadvantaged Groups Cell (SEDG)
- Facilities for differently-abled (e.g., barrier-free environment)

#### **g) Alumni**

- ▶ Alumni Association with details

#### **h) Information Corner**

- RTI: Details of Central Public Information Officer (CPIO) and Appellate Authority (wherever applicable)
- Circulars and Notices
- Announcements
- Newsletters
- News, Recent events & Achievements
- Job openings
- Reservation Roster (wherever applicable)
- Study in India
- Admission procedure and facilities provided to International Students

#### **i) Picture Gallery**

#### **j) Contact us**

- Details with Phone Number, Official Email ID and Address, Location map
- Telephone Directory