

**University Grants Commission
New Delhi**

UGC(Minimum Standards of Instruction for the Grant of the First Degree through Formal Education)Regulations, 2003.

(In supersession of Notification No. F.1-117/83(CP) dated 25th November 1985. Notification No .F.I.-117/83(CPP)dated 30th May 1986 and Notification No.F.I.-117/83(CP)dated December 1998)

In exercise of the powers conferred by clause (f) of sub-section (1) of Section 26 of the UGC Act 1956 (No. 3 of 1956), the University Grants Commission makes the following Regulations, namely:

1. Short title, application and commencement:

- 1.1** These Regulations may be called the University Grants Commission (Minimum Standards of Instruction for the Grant of the First Degree through Formal Education) Regulations, 2003.
- 1.2** These shall apply to all universities established or incorporated by or under a Central Act, a Provincial Act, or a State/Union Territory Act, and all institutions recognized by or affiliated to such Universities and all institutions deemed to be universities under Section 3 of the UGC Act 1956.
- 1.3** These shall come into force from the date of their publication in the official Gazette.

2. Admission:

- 2.1** No student shall be eligible for admission to a first degree programme in any of the faculties unless he/she has successfully passed the examination conducted by a Board/University at the +2 level of schooling (either through formal schooling for 12 years, or through open school system) or its equivalent.
- 2.2** The admission shall be made on merit on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government concerned from time to time
- 2.3** Student enrollment shall be in accordance with the academic and physical facilities available keeping in mind the norms regarding the student-teacher ratio, the teaching-non-teaching staff ratio, laboratory, library and such other facilities. The in-take capacity shall be determined at least six months in advance by the university/institution through its academic bodies in accordance with the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission brochure for the information of all concerned.
- 2.4** Depending upon the academic and physical facilities available in the institutions, the university may allow an institution to admit a certain number of students directly to the second year of a first degree programme, if the student has either (a) successfully completed the first year of the same programme in another institution, or (b) already successfully completed a first degree programme

and is desirous of and academically capable of pursuing another first degree programme in an allied subject.

3. Teacher:

- 3.1 No person shall be appointed to a teaching post if he/she does not fulfil the minimum qualifications prescribed for recruitment as per the Regulations in this regard notified from time to time under Section 26 (1)(e) of the UGC Act 1956
- 3.2 Every teacher shall participate in teaching, which may include any or all of the following: lectures, tutorials, laboratory sessions, seminars, fieldwork, projects and other such activities.
- 3.3 Every teacher shall also give general assistance to students in removing their academic difficulties; and participate in the invigilation and evaluation work connected with tests/examinations; and take part in extra-curricular, co-curricular and institutional support activities as required
- 3.4 The workload of a teacher shall take into account activities such as teaching, research and extension, preparation of lessons, evaluation of assignments and term papers, supervision of fieldwork as also guidance of project work done by the students. The time spent on extension work, if it forms an integral part of the prescribed course, shall count towards the teaching load. The total workload and the distribution of hours of workload for the various components shall be in accordance with the guidelines issued by the UGC and the other statutory bodies concerned in this regard from time to time.

4. Working Days:

- 4.1 Every university enrolling students for the first degree programme shall ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars, and practical's are held or conducted is not less than 180 in an academic year, excluding holidays, vacations, time set apart for completing admissions and time required for conduct of examinations.
- 4.2 The timetable on working days shall be so drawn up that the physical facilities are adequately utilized and not used only for a few hours in a day.
- 4.3 The total periods provided for contact teaching shall not be less than 30 hours a week
- 4.4 The time provided for practical's, field work, library, utilization of computer and such other facilities, shall not be less than 10 hours a week.

5. Syllabus:

- 5.1 Depending upon the curricular pattern, whether the university follows the annual system, the semester system or the trimester system, the entire syllabus of the programme shall be divided into suitable courses spread evenly for the duration of the programme.
- 5.2 The university shall endeavour to introduce a cafeteria approach by working out the division of the entire syllabus of the programme into courses in such a manner that a student can choose the number of courses according to his/her requirements.
- 5.3 The university shall not only lay down the syllabus for each course, but also the manner of its implementation, namely, through lectures, tutorials, laboratory sessions, seminars, field work, projects and such other activities.