



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
(A Statutory Body of the Government of A.P)

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SECRETARY

Rc.No.APSCHE/UMS/MAND.DISCLOSURE/2025

Dt:14.10.2025

To
The Vice-Chancellors,
All State Universities in Andhra Pradesh.

Sir/Madam,

Sub: APSCHE – Implementation of UGC Mandate on Mandatory Institutional Disclosure
– Adoption of APSCHE Model Format by Universities – Instructions – Reg.

Ref: 1. UGC Guidelines on Mandatory Disclosure by Higher Education Institutions.
2. APSCHE Model Institutional Disclosure Format (2025), aligned with NEP 2020
and UGC norms.

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The University Grants Commission (UGC), New Delhi, has mandated that all Higher Education Institutions (HEIs) shall make comprehensive and transparent disclosures on their institutional websites covering academic, administrative, financial, and quality-related information. This initiative aims to promote transparency, accountability, and stakeholder trust, in line with the spirit of the *National Education Policy (NEP) 2020*.

To facilitate uniform compliance across the State, the A.P. State Council of Higher Education (APSCHE) has developed a **Model Institutional Disclosure Format**, encompassing 13 thematic sections such as Governance, Curriculum, Faculty, Research, Student Support, Finance, Quality Assurance, and Public Disclosure Compliance. The model format has been designed in harmony with UGC and NAAC frameworks.

All Universities in the State are **requested to adopt this model disclosure format** and ensure that the complete and updated institutional information is published on their respective official websites under a clearly visible section titled **“Mandatory Disclosures”**.

The information must be:

- Accessible to the public without login or registration.
- Updated at least once every semester or whenever changes occur.
- Display the “*Last Updated On*” date on each section.
- Archived for a minimum of five years for reference.

A copy of the *Model Institutional Disclosure Format* is enclosed herewith for reference and implementation. The above exercise may be completed by **31.10.2025**, and a confirmation of compliance along with the website link may be submitted to APSCHE.

Your cooperation in ensuring transparency and adherence to UGC norms is highly appreciated.

Yours faithfully,


SECRETARY 15.10.25

Encl:
Model Institutional Disclosure Format

Model Institutional Disclosure Format for Higher Education Institutions (HEIs)
(As per the spirit of NEP 2020 – Transparent Self-Disclosure and Stakeholder Accountability)

Section 1. Basic Institutional Information

S.No.	Item	Details to be Provided
1.1	Name of the Institution	
1.2	Category & Type	Government / Government-Aided / Private / Deemed / Autonomous / Constituent / Affiliated
1.3	Year of Establishment	
1.4	Institutional Address	Complete postal address with PIN
1.5	Official Website URL	With SSL certification
1.6	Contact Details	Email, telephone, social media handles
1.7	Head of Institution	Name, designation, qualifications, contact
1.8	Statutory Affiliations & Recognitions	UGC, AICTE, PCI, NCTE, BCI, INC, NAAC, NBA, etc. (upload approval letters)
1.9	Vision, Mission & Core Values	Concise and published statements
1.10	Institutional Motto, Emblem, and Tagline	

Section 2. Governance, Leadership, and Administration

S.No.	Item	Details to be Provided
2.1	Governance Structure	Organisational chart showing administrative hierarchy
2.2	Governing Body	Composition, meeting schedule, minutes summary
2.3	Statutory Committees	Academic Council, Finance Committee, Board of Studies, etc.
2.4	Key Functionaries	Vice-Chancellor/Principal, Deans, Heads of Departments, Directors
2.5	Institutional Policies	Governance, HR, finance, admission, ethics, data privacy, green campus
2.6	Strategic / Institutional Development Plan	Link to medium- and long-term plans
2.7	Code of Conduct	For faculty, staff, and students

Section 3. Academic Programmes and Curriculum

S.No.	Item	Details to be Provided
3.1	Programmes Offered	Programme name, level (UG/PG/PhD), duration, intake, eligibility, mode (Regular/Online/Distance)
3.2	Curriculum Framework	Structure, credit distribution, learning outcomes
3.3	Academic Calendar	Yearly schedule, examination system
3.4	Innovative and Interdisciplinary Offerings	Double major, minor, open electives, skill enhancement courses
3.5	Industry-Integrated Courses	Courses co-developed with industry / sector skill councils
3.6	Academic Partnerships	Joint / dual degree programmes, twinning arrangements, online collaborations
3.7	Pedagogy and Learning Methodologies	ICT integration, experiential learning, outcome-based education
3.8	Student-Teacher Ratio	

Section 4. Faculty and Human Resources

S.No.	Item	Details to be Provided
4.1	Faculty Profile	Name, qualification, designation, specialization, experience
4.2	Visiting / Adjunct / Emeritus Professors	Domestic and international experts
4.3	Recruitment Policy and Process	Transparent and merit-based
4.4	Professional Development	FDPs, conferences, refresher courses attended/organized
4.5	Faculty Achievements	Awards, fellowships, professional memberships
4.6	Faculty Exchange and Sabbaticals	National and international exchanges
4.7	Consultancy Assignments	Projects undertaken with government, industry, or international agencies

Section 13. Continuous Improvement and Future Directions

S.No.	Item	Details to be Provided
13.1	Institutional Performance Indicators	Academic, research, societal impact metrics
13.2	Strategic Priorities (Next 5 Years)	Academic, infrastructural, financial, and global goals
13.3	Stakeholder Engagement Framework	Mechanisms for continuous feedback
13.4	Vision for 2047	Alignment with national development goals (e.g., Swarna Andhra @ 2047)

Implementation Guidelines

- **Unrestricted Public Access:** All information must be available without login/registration.
- **Search Functionality:** A website-wide search bar for easy navigation.
- **Regular Updates:** Data to be updated every semester or whenever changes occur.
- **"Last Updated On"** date to be displayed on each section.
- **Accessibility:** Website to conform to WCAG 2.1 accessibility standards.
- **Archiving:** Retain past disclosures for five years for reference.
- **Downloads:** PDFs or summary sheets for easy stakeholder use.

Suggested Website Navigation

Home → About Us → Governance → Academics → Faculty → Research & Innovation → Students → Industry & International Linkages → Infrastructure → Finance & Quality → Disclosures → Contact Us

Section 11. Quality Assurance and Accreditation

S.No.	Item	Details to be Provided
11.1	Internal Quality Assurance Cell (IQAC)	Structure, functions, contact details
11.2	NAAC / NBA Accreditation Status	Grade, validity, report link
11.3	NIRF / State Rankings	Category-wise ranking summary
11.4	Academic and Administrative Audit	Internal / external audit summaries
11.5	Annual Quality Assurance Reports (AQAR)	Upload reports
11.6	Institutional Best Practices	
11.7	Feedback Mechanisms	Student, parent, employer, alumni feedback summaries

Section 12. Statutory and Public Disclosure Compliance

S.No.	Item	Details to be Provided
12.1	Grievance Redressal Committee	Structure, contact details
12.2	Internal Complaints Committee (ICC)	Gender sensitization and POSH compliance
12.3	Anti-Ragging Committee	Members and reporting protocol
12.4	RTI Information	Public Information Officer details
12.5	Ombudsperson / Student Grievance Portal	
12.6	Annual Reports	Last five years
12.7	Disclosure Update Protocol	Frequency of updates and date of last update

Section 5. Research, Innovation, and Extension

S.No.	Item	Details to be Provided
5.1	Research Policy and Ethics	Institutional policy, code of conduct
5.2	Research Supervisors and Scholars	Recognized guides and current enrolments
5.3	Research Publications	Indexed papers, citations, h-index summary
5.4	Funded Projects	Title, funding agency, duration, grant, PI/Co-PI
5.5	Patents, Innovations, and Start-ups	Filed / granted patents, incubated ventures
5.6	Centres of Excellence / Research Chairs	
5.7	Consultancy Services	Industrial, government, or societal consultancy
5.8	Community Outreach and Extension	NSS, NCC, rural engagement, social innovation
5.9	Research Infrastructure	Major laboratories, equipment, software facilities
5.10	Intellectual Property & Innovation Cell	Structure and activities

Section 6. Student Admission, Support, and Progression

S.No.	Item	Details to be Provided
6.1	Admission Policy and Process	Criteria, reservation policy, entrance exams
6.2	Year-wise Admission Statistics	Intake, applications received, admitted
6.3	Fee Structure	Course-wise, year-wise, refund policy
6.4	Scholarships and Financial Aid	Institutional / government / endowment support
6.5	Student Demographics	Gender, category, region, nationality
6.6	Mentoring and Counseling	Academic and personal mentoring structure
6.7	Student Grievance Redressal	Mechanism, committee composition
6.8	Anti-Ragging Measures	Committee and compliance report
6.9	Alumni Network	Activities, achievements, database
6.10	Student Achievements	Awards, research, entrepreneurship, innovation

Section 7. Industry Linkages, Employability, and Career Development

S.No.	Item	Details to be Provided
7.1	Training and Placement Cell	Structure and functions
7.2	Industry Partnerships	MoUs, collaborations, partner list
7.3	Internship / Apprenticeship Opportunities	Organisation, duration, number of students benefited
7.4	Campus Recruitment Statistics	Recruiters, placement rate, average package
7.5	Entrepreneurship & Start-Up Support	Incubation cell, funding, mentoring
7.6	Skill Development Initiatives	Sector-specific and transversal skills
7.7	Corporate Social Responsibility (CSR) Engagements	Institutional participation
7.8	Professional Certification Programmes	Offered in partnership with industry bodies

Section 8. Internationalisation and Global Engagement

S.No.	Item	Details to be Provided
8.1	Internationalisation Policy	Framework and guiding principles
8.2	MoUs / Agreements	Foreign universities, research institutions, industries
8.3	International Students	Enrolment, nationality, support services
8.4	International Faculty / Fellows	Visiting professors, research associates
8.5	Joint / Dual / Cotutelle Programmes	Status and partner details
8.6	Global Research Collaborations	Co-authored publications, funded projects
8.7	International Internships and Fellowships	Opportunities offered / availed
8.8	International Advisory Board	Composition and activities
8.9	International Accreditations / Memberships	QS, THE, IAU, IIE, etc.
8.10	Global Alumni and Outreach	Chapters, mentoring, global networking

Section 9. Infrastructure, Learning Resources, and Facilities

S.No.	Item	Details to be Provided
9.1	Campus Land and Buildings	Area, ownership, layout plan
9.2	Classrooms and Laboratories	Numbers, size, equipment
9.3	Library and Learning Resources	Print/e-resources, digital repository, memberships
9.4	ICT and Digital Infrastructure	LMS, ERP, campus Wi-Fi, virtual labs
9.5	Hostels, Canteens, Transport	Facilities and capacity
9.6	Health and Wellness	Medical facilities, counseling, insurance
9.7	Sports, Cultural and Recreation	Grounds, gymnasium, auditoria
9.8	Safety, Security, and Disaster Management	CCTV, fire safety, women's security
9.9	Environmental Sustainability	Green campus, renewable energy, waste management
9.10	Barrier-Free and Inclusive Access	Facilities for Divyangjan

Section 10. Finance and Audit

S.No.	Item	Details to be Provided
10.1	Annual Budget	Income and expenditure summary
10.2	Audited Financial Statements	Past 3 years
10.3	Sources of Income	Grants, tuition fees, consultancy, donations
10.4	Endowments and Corpus Funds	
10.5	Procurement and Purchase Policy	Transparency and e-governance practices
10.6	Utilisation Certificates	For government / funding agency projects