

## New Proposals or Revision of Existing Undergraduate Programmes/ New Departments / New Faculties

### University

- One hard copy and the soft copy of the proposal in a CD
- Submit through Director/CQA of the University to Director/QAC of UGC

### QAC of UGC

- Request for amendments, if needed via Director/CQA of the University
- Request for necessary recommendations from the relevant subject SCs if required
- Request amended soft copy via email from the University (send back and forth until all the sections of the application comply with the QAC requirements).
- Request for the final hard copy of the proposal and the soft copy of the same in a CD via Director/CQA
- Submit final hard copy of the proposal and the QAC summary report to Secretary/UGC

### UGC

- The proposal is submitted to the Management Committee by the Academic Affairs Division/UGC
- Then proposal is submitted to the Commission for the approval
- The recommendation and the approval of the Commission is conveyed to the University