

DISCLOSURE NORMS FOR MEMBERS OF FICCI-HEN

The members of **FICCI-HEN**, hereby known as “**The Network**”, shall voluntarily agree to share information with customers and students as well as with all concerned authorities in consonance with the “**Code of Conduct**”. The members shall disclose all relevant information, which facilitates the prospective students, their guardians and other stakeholders to take informed decisions.

Definitions and Provisions

- (a) “**Information**” means any material in any form (handwritten, print or electronic) including records, documents, memo, emails, opinions, advices, press releases, circulars, orders, log books, contracts, reports, papers, samples, models, images data, etc. and information relating to any private body which can be assessed by a public authority under any law for the time being in force.
- (b) “**Disclosure Provisions**” means the format for furnishing of information by a private higher education institution and shall include information on the following - profile of the institution, its governance structure, faculty, staff and students, infrastructure and facilities, finance and fee related information, information on academic matters and student support system.

1. Compulsory disclosure in all advertisements or promotional materials

Every higher education institution shall necessarily disclose the following information in all its advertisements and promotional materials either in print form or electronic form -

- a) The name, address, URL, and type of its parent body (trust, society, etc.) that runs and manages the higher education institution;
- b) The name, address, telephone number, fax number and email of the Head of the Institution
- c) The accreditation, recognition and approval status of the institution and / or courses (as applicable) advertised by it.

2. Deceptive Practices

Every higher education institution shall ensure that it does not furnish information (in its advertisements, promotional / information materials either in print or electronic form) that may amount to a deceptive practice as specified in Schedule II of these rules.

3. Violations and Penalty

Failure to furnish necessary information under these rules shall amount to violation of the relevant provisions and appropriate action may be initiated against the defaulting member.

4. Removal of difficulty

If any difficulty arises in implementation of these rules, The Network may take action as deemed necessary, by issuing appropriate clarifications.

Schedule I

Part A: Information on Higher Education Institutions

Profile

- Name of the Institution
- Address
- Web-site
- Year of establishment
- Jurisdiction
- Type of Institution – [University/Deemed university/College/ ...]
- Accreditation by NBA/NAAC [year, validity and grade]
- Approval by other agencies, if applicable [Please quote number and date of approval]
- Name, designation and contact information of trustees, governing body members as applicable

Faculty and Staff

- Number of permanent, temporary and part-time teachers (with break up as professor, reader and lecturer)
- Number of permanent, temporary and part-time teachers (with break up on the basis of qualifications - Ph.D. and M. Tech. or other PG qualifications)
- Faculty profile with their qualifications, remuneration and brief bio data

Students (data for the latest three years may be provided)

- Number of students enrolled at various levels – UG/PG/Ph.D./ Diploma/Certificate/Self-financing/ Distance education
- Number of foreign students at various levels
- Number of Degrees awarded (Graduate / Post-Graduate / Research) Number of Diplomas/Certificates awarded
- Student – teacher ratio

Infrastructure and Facilities

- Land Area (in acre)
- Total Built up Area (in Sq.m.)
- Number of Lecture Halls
- Computer Centre – Number of computers and their configuration
- Laboratory – Number and names of major equipment, cost of equipment
- Library facilities [Number of books and journals, Library timings, Plinth Area etc.]
- Hostel facilities (capacity, single / share, fee charged)
- Residences for staff
- Gymnasium, Students Activity Centre, Auditorium and Play Fields etc.

- Medical facilities
- Cafeteria / Canteen facilities
- Guest House facilities
- Conformity with norms prescribed by regulatory bodies (In case of non-conformity, deviations and reasons thereof)

Finances (Operating Budget)

Income

- Fee Income from Students
- Research and consultancy
- Donations
- Other sources (specify)

Expenditure [for the previous year]

- Pay and Allowances
- Retirement Benefits
- Academic expenses (including lab & workshop)
- Library & Computer services
- Administrative expenses (electricity, telephone & service charges, etc.)
- Students Scholarships
- Other Expenditure (specify)

Investments

- Source of investment
- Investment in land
- Investment in building
- Investment in equipment
- Investment in computers
- Investment in library

Fees

- Fees for regular, international and out of state students – [Tuition fee, other fees (specify)]
- Scholarships and free-ships [Number, criteria and amount]

Research and consultancy [figures to pertain to previous financial year]

- Amount of Research funding received
- Number and value of sponsored projects completed
- Number and value of sponsored projects in progress
- Number of patents filed and number of patents owned as on date
- Number of papers published in international journals.
- Number of papers published in international conferences / seminars
- Number of papers published in national conferences / Seminars
- No. of national conferences / seminars conducted

Student Support

- Recreational facilities in Hostels
- Career Counseling & Placements
- Cultural and extra-curricular activities
- NCC, NSS and other community outreach activities
- Activities related to Alumni

Schedule II

Deceptive Practices in the Context of Higher Education Institutions

It is deceptive for a higher education institution, in promoting any of its interests in its advertisements, promotional materials or in any other manner, to misrepresent, directly or indirectly by implication, whether through the use of text, images, audio, video, endorsements, or by other means, the facts about the institution by the following means:-

1. Deceptive use of nomenclature, viz.,

- 1.1. Using of the name, label, insignia, or designation which misleads or deceives prospective students, their parents and the general public as to the nature of the institution by depicting itself
 - a) As a part of or connected with a branch or agency of the Government of India, or any of State Governments in India, or any foreign institution;
 - b) As an institution established/run by a non-profit organization or misrepresenting its affiliation or connection with any public institution or private religious or charitable organization;
 - c) As an employment agency or an employment agent or authorized training facility for any industry or business;

2. Misinformation on general characteristics, viz.,

- 2.1. Wrongly depicting the size, location, services, facilities, or equipment of the institution;
- 2.2. Concealing the information regarding status of accreditation if the institution or its programmes are not accredited;
- 2.3. Failing to clearly and conspicuously disclose the extent (course-wise, program-wise) or nature or purpose of any approval by a regulatory body;

- 2.3. Failing to clearly and conspicuously disclose that fact regarding conduct of instruction by correspondence, or other form of distance education;
- 2.5. Wrongly depicting the number or the educational qualifications, credentials, experience of its teachers, instructors or other employees;
- 2.6. Misrepresenting the availability or nature of any financial assistance to students by not informing them about the conditions under which loans are provided, if the cost of training is financed in whole or in part by loans;

3. Misinformation on admissions and courses, viz.,

- 3.1. Wrongly depicting the nature or extent of any prerequisites or qualifications for enrolment in a course or program of instruction;
- 3.2. Failing to disclose to a prospective student, prior to enrolment, the total cost of the program and the institution's refund policy if the student does not complete the program;
- 3.3. Failing to disclose to a prospective student, prior to enrolment, all requirements for successfully completing the course or program and the circumstances that would constitute grounds for terminating the student's enrolment prior to completion of the program;
- 3.4. Misrepresenting the nature or efficacy of its courses, training devices, methods, or showing that its courses are recommended by counsellors, individuals, educational organisations, employment agencies, companies or industrial bodies;
- 3.5. Wrongly depicting that a course has been recently revised or instructional equipment is up-to-date, or misrepresenting its ability to keep a program current and up-to-date;

4. Misinformation on Degrees, Diplomas, viz.

- 4.1. Issuing a degree, diploma, certificate of completion, or any similar document, that misrepresents the subject matter, substance, or content of the course of study or any other material fact concerning the course for which it was awarded or the accomplishments of the student to whom it was awarded;
- 4.2. Offering or conferring an academic, professional, or occupational degree, if the award of such degree has not been authorised by the appropriate Government or regulatory body or approved by a nationally recognised accrediting agency;

5. Misinformation on placement, employment opportunities, viz.,

- 5.1. Misrepresenting that successful completion of the course qualifies the student for admission to any other institution or organisation or for receiving a license from the appropriate Government or regulatory body to perform certain functions;
- 5.2. Misrepresenting that it has been the subject of testimonials or endorsements from former students, or using testimonials or endorsements that do not accurately reflect current practices of the institution or current conditions or employment opportunities in the industry or occupation for which students are being trained;
- 5.3. Misrepresenting the nature and extent of any personal instruction, guidance, assistance, or other service, including placement assistance the institution will provide to the students either during or after completion of a course;
- 5.4. Wrongly depicting the availability of employment after graduation from a course of training or the success that the institution's graduates have realised in obtaining such employment or the salary that the institution's graduates will receive in such employment;
- 5.5. Wrongly depicting that employment is being offered or that a talent hunt or contest is being conducted;
- 5.6. Misrepresenting the nature of any relationship between the institution or its personnel and any government or private organization or those students of the institution will receive preferred consideration for employment with any such organisation.