ज्ञान–विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002

GUIDELINES FOR
AUTONOMOUS COLLEGES

1. PRELUDE

Highlighting the importance of autonomous colleges, the UGC document on the profile of higher education in India clearly states that: "The only safe and better way to improve the quality of undergraduate education is to the delink most of the colleges from the affiliating structure. Colleges with academic and operative freedom are doing better and have more credibility. The financial support to such colleges boosts the concept of autonomy."

The affiliating system of colleges was originally designed when their number in a university was small. The university could then effectively oversee the working of the colleges, act as an examining body and award degrees on their behalf. The system has now become unwieldy and it is becoming increasingly difficult for a university to attend to the varied needs of individual colleges. The colleges do not have the freedom to modernize their curricula or make them globally competent, locally relevant and skill oriented to promote employability. The regulations of the university and its common system, governing all colleges alike, irrespective of their characteristic strengths, weaknesses and locations, have affected the academic development of individual colleges. Colleges that have the potential for offering programmes of a higher standard do not have the freedom to offer them. The 1964-66 Education Commission pointed out that the exercise of academic freedom by teachers is a crucial requirement for development of the intellectual climate of our country. Unless such a climate prevails, it is difficult to achieve excellence in our higher education system. With students, teachers and management being co-partners in raising the quality of higher education, it is imperative that they share a major responsibility. Hence, the Education Commission (1964-66) recommended college autonomy, which, in essence, is the instrument for promoting academic excellence.

2. OBJECTIVES

AN AUTONOMOUS COLLEGE WILL HAVE THE FREEDOM TO:

- Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs, make it skill oriented and in consonance with the job requirements;

- Prescribe rules for admission in consonance with the reservation policy of the state government/national policy;

- Promote research in relevant fields;

- Evolve methods of assessment of students performance, the conduct of examinations and notification of results;

- Use modern tools of educational technology to achieve higher standards and greater creativity;
- Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighbourhood programmes, etc.

3. ROLE OF THE PARENT UNIVERSITY

- The University would encourage the colleges of good standing under its ambit to apply for autonomous status under the scheme; it would also create an exclusive support system to facilitate the smooth working of the autonomous colleges;

- Forward the application of the College to UGC within the specified timeframe;

- The University shall nominate an academician of repute as its nominee in the UGC Expert

Committee at the time of fresh induction and extension of autonomous status to a College within 30 days of the request. If the University does not provide a nominee within 30 days, UGC may proceed with the visit to evaluate the College;

- Following the approval of the conferment of the autonomous status to the college by the UGC, the Parent University shall issue a notification within 30 days of receipt of the letter of approval from University Grants Commission. Necessary amendments if required by the Universities in their Rules and Regulations will be effected by the Parent University;

- Nominate eminent academicians of the University to serve in various committees of the autonomous colleges for giving inputs for the improvement of the functioning of the College;

- The University shall award degrees on behalf of the college after the students have been evaluated and recommended by the college. However, the name of the college shall also be mentioned on the degree certificate.

- Permit the autonomous colleges to issue their own provisional, migration and other certificates;

- Autonomous college need not pay affiliation fees to the Parent University every year. One time fees can be paid at the time of conferment of autonomous status. Such fees can be decided by the Executive Council of the Parent University;

- No processing fee shall be charged by the University from the Colleges to process the application for autonomous status;

- Help promote academic freedom in autonomous colleges by encouraging introduction of innovative academic programmes;

- Facilitate introduction of new courses of study, subject to the required minimum number of hours of instruction, content and standards provided the UGC Regulations on the Specification of Degrees are followed by the College.

4. ROLE OF THE STATE GOVERNMENT

- The State Government shall provide its nominee on the UGC Expert Committee at the time of fresh induction and extension of autonomous status to a college;

- The State Govt. shall provide its nominee within 30 days of the request;

- If the State Govt. does not provide a nominee within 30 days, UGC may proceed with the visit to evaluate the college; and

- The State Govt. shall nominate eminent academician/s on the Governing Board and other Bodies of the autonomous colleges.

5. SCOPE AND ELIGIBILITY

- Autonomy granted to the Institution is Institutional and covers all courses at all levels. The courses introduced by the Institution after the conferment of autonomous status shall automatically come under the purview of autonomy.

- All Colleges (of any discipline) under Section 2(f) of the UGC Act whether aided, partially aided and unaided/self financing are eligible to apply for autonomous status;

- The colleges can apply for autonomy after they have completed minimum 10 years of existence;

- The colleges must be accredited by either NAAC with minimum 'A' Grade or by NBA for atleast three courses with a minimum score of 675 individually. However, if the number of programme(s) being run by the Institution is less than three, then each of the programmes should secure 675 or more marks.

- The constituent colleges shall also undergo separate accreditation by NAAC to be considered eligible for autonomous status by the UGC;

- In case of expiry of accreditation cycle, the college seeking extension of autonomous status must submit a proof of having applied for accreditation by NAAC/NBA. However, valid accreditation is mandatory for colleges seeking fresh autonomous status.

6. PROCEDURE TO APPLY FOR AUTONOMOUS STATUS

- The eligible colleges, as per clause 6 above, may apply in the prescribed format any time during the year;

- The college shall submit a college development plan as well in the prescribe format along with the proposal for autonomy;

- The college shall submit the proposal to the Parent/Affiliating University which may forward the same to UGC within 30 days of the receipt of proposal. In case the proposal is rejected by the University, the decision shall be communicated to the college and University Grants Commission through a "Speaking Order";

- If the University fails to take any decision on the proposal within 30 days from the receipt of the proposal, it shall be presumed that the University has no objection to the processing of the proposal by the UGC for conferment of autonomous status;

- The college shall forward an advance copy of the proposal to University Grants Commission indicating the date of receipt of the proposal by the parent university for the record of the UGC;

- The University and the State Government shall provide the names of eminent academicians within 30 days to be part of the UGC Expert Committee for on-site visit of the college if required as per the guidelines.

- If the University and State Govt. fail to provide the nominees for the UGC Expert Committee, the UGC may proceed with the on-spot visit and take decision on the proposal of the College.

7. PROCEDURE FOR APPROVAL BY THE UGC

- If the college is found eligible as per the guidelines, an Expert Committee shall be constituted by the Chairman, UGC consisting of the following members:

  (i) Three eminent academicians as members out of which one shall be the Chairperson
  (ii) One academician nominee of the Parent/Affiliating University

(iii) One nominee of the State Government

Note: The Members shall not be below the rank of Professor /Principal.
A UGC official may be nominated to coordinate the visit.

- The Chairman, UGC may constitute a Standing Committee of 3-4 members to look into the reports of the Expert Committee for conferment of fresh autonomous status /extension of autonomous status to colleges before the recommendations are placed before the University Grants Commission. The Standing Committee will have the mandate of examining the reports and submit its recommendations including inconsistencies, if any, in the report to the Commission.

- Approval/ Regret letter will be issued to the college once the recommendations of the Standing Commission are duly approved by the Commission.

- Fresh autonomous status shall be granted for a period of ten years.

- A college which is accredited with 3.25and above in a 4 point scale of NAAC in two consecutive cycles and also gets a similar grade in the third cycle shall be conferred with the autonomous status without onsite visit by the UGC Expert Committee provided it also adheres to University Grants Commission's Regulations like (a) curbing the menace of ragging in Higher Education Institutions Regulations 2012; (b) UGC (Promotion of Equity in Higher Educational Institutions) Regulations 2012; (c) UGC (Grievance Redressal) Regulations 2012, etc. in letter and spirit. The application of such colleges shall be considered as report of the Expert Committee to be presented before the Standing Committee for consideration.

- Colleges which apply for reaccreditation within the stipulated six months before the end of the cycle of accreditation as per the guidelines of National Assessment and Accreditation Council, the gap period between two consecutive accreditations shall be condoned. In case of other institutions which have not applied as per the guidelines mentioned above, the maximum period for condonation would be one year between the two accreditation cycles.

- If the proposal of a college for the conferment of autonomous status is rejected for any reason whatsoever, the college shall be eligible to reapply, but not before one year from the date of rejection of its earlier proposal.

8. CRITERIA FOR GRANTING AUTONOMY TO COLLEGES

- Academic reputation and previous performance in university examinations and its academic/co-curricular/extension activities in the past;

- Academic/extension / research achievements of the faculty;

- Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard;

- Adequacy of infrastructure in terms of class rooms, library books and e-resources, laboratories and equipments, sports facilities, facilities for recreation activities, residential accommodation for faculty and students, transport facilities etc.;

- Quality of institutional management;

- Financial strength of the institution;

- Responsiveness of administrative structure;

- Motivation and involvement of faculty in the promotion of innovative reforms;

- The number of contractual faculty shall not be more than 10% of the total number of sanctioned faculty positions in the College as required in UGC Regulations on minimum Qualifications for appointment of Academic Staff in Universities and Colleges and measures for the maintenance of standards in higher education, 2010 as amended from time to time.

9. PROCEDURE FOR MONITORING/GRANT FOR EXTENSION OF AUTONOMOUS STATUS

- The college shall constitute the Internal Quality Assurance Cell (IQAC) in the College under intimation to UGC. The Cell shall have an external Peer Team comprising of academicians of repute and will send report to UGC regarding the performance of the College. The report shall also be put on public domain on the website of the College. The external peer review shall be conducted atleast once in a year.

- On receipt of adverse report by the external peer team of IQAC or in case of complaint, UGC has the power to constitute its own Expert Committee for careful scrutiny of the report and may revoke the autonomous status of the college after giving due opportunity to the management by way of notification and by passing a speaking order.

- If the college under consideration has obtained the score of 3.5 and above on a 4-Point scale from NAAC or a minimum of three programmes have been accredited by NBA with a minimum score of 750 individually, the college shall be granted extension of autonomous status for further ten years without the visit of the UGC Expert Committee after placing the report of the NAAC/NBA team and the reports of the External Peer Team of the IQAC of the college before the Standing Committee constituted by UGC.

- If the college does not have the NAAC/NBA score as mentioned above, the UGC may constitute an Expert Committee as specified in clause 7 of these Guidelines for on-the-spot evaluation of the college based on the information provided by the College in the format available in these Guidelines. The recommendation of the UGC Expert Committee shall be placed before the Standing Committee constituted by the UGC. The extension of autonomy in such cases shall be for a period of five years.

- In case of any delay by UGC in reviewing the proposal for grant of extension of autonomous status, the College shall continue to enjoy the status of an autonomous college;

- The autonomous college shall apply to University Grants Commission for extension of autonomous status six months prior to expiry of the autonomy cycle. If the College does not apply within the stipulated time, University Grants Commission shall be at liberty to withdraw the autonomous status of such college.

  Note: NAAC/NBA Grade/Score may be revised by the UGC while granting autonomy to a college in the event of any change in the NAAC/NBA Guidelines or otherwise.

10. PRIVILEGES OF AUTONOMOUS COLLEGES

- The College once granted autonomous status shall have the following rights or privileges:

- Constitute their own Governing Body, Academic Council and Board of Studies to formulate new courses within the nomenclature specified by UGC as per the Specification of Degrees 2014 and amended from time to time;

- Constitute their own Finance Committee;

- The colleges can review their existing courses in order to make curricula more community relevant, skill oriented and to meet the employability requirements of the graduates.

- They can fix fees of the courses at their own level;

- They shall have complete administrative autonomy and have the privilege of appointing their own administrative staff and teaching faculty including Principal. However, the staff will be appointed as per the UGC (Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations 2010 as amended from time to time;

- The autonomous colleges shall continue to receive funds as being done before the grant of autonomous status, if any.

11. NATURE OF FINANCIAL ASSISTANCE AND OTHER RELATED PROVISIONS

The Commission will provide assistance under this scheme to autonomous colleges to meet their additional and special needs such as:

- Up-gradation of syllabus on regular basis making it skill oriented with quantifiable outcomes.

- Orientation and re-training of teachers.

- Re-designing courses and development of teaching/learning material

- Workshop and seminars

- Examination reforms

- Furniture for office, classrooms, library and laboratories, Library equipment, books/journals

- Renovation and repairs not leading to construction of a new building

- Extension Activities

- Office equipment, teaching aids and laboratory equipment

- Guest/visiting faculty

- Capacity building for teachers

- Development of Area Study Programmes.

However, Self-Financing Colleges will not be provided autonomy grant.

❖ **FOLLOWING SHALL BE THE GUIDING PRINCIPLES FOR UTILIZATION OF AUTONOMY GRANT**:

- The grant under the scheme cannot be used for creation of posts, payment of salary to any of the college staff.

- Examination fee should be fixed so that income from fee can meet the expenditure on examinations and other staff appointed in examination cell.

- The ceiling of financial assistance (per year) under this scheme will be as follows:

S. No.	Nature Of Institution	Amount of Grant in Rs. (In lakhs)
a.	Only Under Graduate: 1. Arts/Science/Commerce – one faculty only 2. Arts/science/commerce More than one faculty:	9,00,000/- 15,00,000/-
b.	Both Undergraduate and Postgraduate levels: 1.Single faculty 2.Multi-faculty	 10,00,000/- 20,00,000/-

- Enhancement of Financial Support to Autonomous Colleges for introduction of NCC as an elective subject with credit points from the academic year 2013-2014.

Sl. No.	Nature of Institution	Amount of grant (Rs. in lakhs)	Additional grant (Rs. in lakhs) for introduction of NCC as an elective subject with credit points	Total grant for Autonomous Colleges with NCC as an elective subject (Rs. in lakhs per year)
A	Only Under Graduate: 1.Arts/Science/Commerce- one faculty only 2.Arts/Science/Commerce	 9.00 15.0	 1.00	 10.00

			1.00	16.00
	and more than one faculty			
B.	Both Undergraduate and Postgraduate levels:			
	1.Single-faculty	10.00	1.00	11.00
	2.Multi-faculty	20.00	2.00	22.00

12. GOVERNANCE OF AN AUTONOMOUS COLLEGE

The college will have the following committees to ensure proper management of academic, financial and general administrative affairs:

The following are statutory bodies in the Autonomous College:

- Governing Body
- Academic Council
- Board of Studies
- Finance Committee

(The Governing Body is different from Trust Board/Board of Management/ Executive Committee/Management Committee).

The college will, in addition, have other non statutory committees such as the Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee and Academic Audit Committee.

GOVERNING BODY:

A. Constitution of Governing Body of Private /Self Financing College/Constituent College run by Trust/Society

Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Educationist or industrialist	Nominated by the management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher

		Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio

B.   Constitution of Governing Body of Government Colleges

Number	Category	Nature
3 Members one of them to be Chairperson	Educationist, Industrialist, Professional	Nominated by the State Government, persons of proven academic interest with at least PG level qualification
2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation.
1 Member	Educationist or industrialist	Nominated by the Principal for two years
1 Member	UGC Nominee	Nominated by UGC
1 Member	State Government nominee	Nominated by the State Government
1 Member	University Professor	Nominated by the University
1 Member	Principal of College	Ex-Officio

C.   Constitution of Governing Body of Constituent Colleges run by University

Number	Category	Nature
3 Members one of them to be Chairperson	Educationist, Industrialist, Professional	Nominated by the University, persons of proven academic interest with at least PG level qualification
2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation.
1 Member	State Government nominee	Nominated by the State Government
1 Member	University Professor	Nominated by the University
1 Member	UGC Nominee	Nominated by UGC
1 Member	Principal of College	Ex-Officio

Term: The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

Meetings : Meetings of the Governing Body shall be held at least twice a year.

Functions of the Governing Body:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the

recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

ACADEMIC COUNCIL:

COMPOSITON OF ACADEMIC COUNCIL:

1. The Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

Term : The term of the nominated members shall be three years.

Meetings : Academic Council shall meet at least twice a year.

Functions of the Academic Council:

The Academic Council shall have powers to:

(a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

(b) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.

(c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

(d) Recommend to the Governing Body proposals for institution of new programmes of study.

(e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

(f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

(g) Perform such other functions as may be assigned by the Governing Body.

BOARD OF STUDIES:

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).

2. The entire faculty of each specialization.

3. Two subject experts from outside the Parent University to be nominated by the Academic Council.

4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.

5. One representative from industry/corporate sector/allied area relating to placement.

6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:

    (a) Experts from outside the college whenever special courses of studies are to be formulated.

    (b) Other members of staff of the same faculty.

Term : The term of the nominated members shall be three years.

Meetings : The Board of Studies shall meet at least twice a year.

Functions:

The Board of Studies of a Department in the college shall:

(a) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;

(b) suggest methodologies for innovative teaching and evaluation techniques;

(c) suggest panel of names to the Academic Council for appointment of examiners; and

(d) coordinate research, teaching, extension and other academic activities in the department/college.

FINANCE COMMITTEE:

Composition of Finance Committee:

(a) The Principal (Chairman).

(b)   One person to be nominated by the Governing Body of the college for a period of two years.

(c)   Finance Officer of the affiliating University

(d)   One senior-most teacher of the college to be nominated in rotation by the principal for two years.

Term : Term of the Finance Committee shall be three years.

Meetings : The Finance Committee shall meet at least twice a year

Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

(a) budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and

(b) audited accounts for the above.

13. MATTERS REGARDING STARTING OF NEW COURSES

- An autonomous college is free to start diploma (undergraduate and postgraduate) or certificate courses without prior approval of the University. However, approval of the concerned Statutory bodies of the college may be obtained, wherever required. Diplomas and certificates shall be issued under the seal of the college. The University should, however, be informed about such introduction of new courses.

- An autonomous college is free to start a new degree or postgraduate course with the approval of the Academic Council of the college and concerned Statutory Council(s), wherever required, provided the nomenclature of the degree is in consonance with UGC Notification on Specification of Degrees, 2014 as amended from time to time. Such courses shall fulfill the minimum standards prescribed by the university/UGC in terms of number of hours, curricular content and standards, and the university shall be duly informed of such courses.

- An autonomous college may rename an existing course as per the UGC Notification on Specification of Degrees, 2014 as amended from time to time after restructuring/ redesigning it with the approval of the college Academic Council as per UGC norms. The university should be duly informed of such proceedings.

- In case of evidence of decline of standards or quality, the University in consultation with UGC can review the existing/new courses of the Autonomous Colleges and shall be providing mentoring support to the college to restructure them, if required. In rare cases if the University feels that the quality is not being maintained after such intervention it can with the approval of UGC discontinue such courses.

14. EXAMINATION CELL & SYSTEM

- Autonomous College shall have an Examination Cell headed by Controller of Examinations. The Principal of the college shall be the Chief Controller, Examinations.

- The Controller of Examinations shall be assisted by the Deputy Controller of Examinations along with other office support.

15. MANDATORY DISCLOSURE / INFORMATION TO BE PROVIDED BY AUTONOMOU COLLEGES

- The autonomous college shall, without fail, upload on its website information regarding the courses offered by it, the fees for the courses, the details of the faculty along with qualification and unique ID, the admission procedure, the details of relevant infrastructures, research activities of the college along with the details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor.

- The college shall also put on its website the creation of various Committees/Cells as mandated in the various UGC Regulations notified from time to time.

- The college shall conduct the meetings of the statutory bodies regularly and upload the minutes of the meetings on the college website.

- The college shall upload on its website all the information about the college in the prescribed format and the same shall be sent to UGC while applying for fresh/extension of autonomous status. The college shall also submit progress report and utilization certificate annually as per the prescribed formats.

16. A FEW GENERAL ISSUES

- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/State Government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.

- The Academic Council of the college shall make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government

- IQAC cell shall be established in the college for regular monitoring of the college.

- All the Regulations notified by the UGC shall be followed in letter and spirit by all the Autonomous Colleges and an undertaking to this effect shall be uploaded on the College website.

- All purchases shall be made from the grant given by UGC following GFR / State Government norms strictly.

- Teacher evaluation in autonomous colleges may include periodical self-evaluation, institutional assessment of teacher performance, student feedback, research appraisal and other suitable forms of teacher appraisal.

- Autonomous colleges in a given region may form a consortium for mutual cooperation/collaboration in chosen areas such as management skills, national services, entrance examinations, services projects, inter-collegiate/intra-collegiate sharing of expertise and human resources for teaching programmes.

- Credit system and credit transfer among colleges in general and autonomous college in particular be suitably adopted.

- The students enrolled at the time of granting autonomy to the College shall also be covered under autonomy.

- If an Autonomous College wishes to surrender the autonomous status, it shall follow due process of forwarding the resolution by the Governing Body through the University concerned to UGC for consideration .However, such withdrawal shall take effect only after the last batch of students then enrolled under autonomy passes out.

- The Autonomous Colleges shall implement the reservation policy in admissions and recruitment, in accordance with any Act of Parliament for the time being in force.

17. CONSEQUENCES OF VOILATION OF PROVISIONS OF GUIDELINES

- All UGC directives shall be strictly followed, failing which UGC may take appropriate actions, as it deems fit, against the defaulting Autonomous College.

FORMAT FOR SUBMISSION OF PROPOSAL FOR AUTONOMOUS STATUS

Part – I: Summary Sheet for Fresh Autonomous Status

1.	Name and address of College		
2.	Contact details		
2.	Affiliating University		
3.	Included in Section 2(f)	Yes………….	No…………….
4.	Included under12 (B)	Yes……….	No…………..
4.	Year of establishment of college		
5.	NAAC accreditation	Yes……………… Period of Validity ……………….. Grade …………… If accreditation expired, proof of application to NAAC	No……………….
6.	NBA Accreditation	Yes……………… No ………. Courses accredited ………………. Period of Validity ……………….. Grade …………… If accreditation expired, proof of application to NBA	
7.	Type of Institution/College (Govt./Private/Aided etc.)	……………………………………………..	
8.	Whether College is self financed	Yes………………	No…………………
9.	Whether proposal forwarded by affiliating university	Yes…………….	No……………..
10.	Type of courses being run by college (Science/Technical/Arts/Commerce /Management/Engineering		

Principal (Sign & Seal)   Registrar/Dean of the University (Sign & Seal)

PART II: BACKGROUND OF THE INSTITUTION WITH VISION, MISSION AND OBJECTIVES

Part-III : BASIC INFORMATION

1.	Name of the Principal (phone, fax, e-mail)		
2.	a.	Year in Which the College was Started

(supporting documents to be placed as Annexure regarding establishment of College) | |
| | b. | Date when the College was declared fit under section 2(f) and 12 (B) of UGC Act 1956

(copy of UGC Letter to be placed as Annexure) | |
3.	Period of autonomous status applied for		
4.	Category under which the College falls as per UGC guidelines		
	a.	Men	
	b.	Women	
	c.	Co- Education	
	d.	UG/PG/Both/	
	e.	Single Faculty/ Multi faculty	
	f.	Whether Government/ Self Financing / Aided/partially aided

In case of aided/partially aided, purpose and % of grants received from the Government | |
5.	Type of College		
	a.	Arts / Science / Commerce	
	b.	Engineering	

1	Education	
2	Others (Law, Physical Education, etc.)	
3	Multi-faculty (give details)	

Infrastructure facilities

1.	Total land available (in acres) (copy of land documents to be placed as annexure)	
2.	Whether land is registered in the name of the College?	
3.	Class Rooms (No. of class rooms and covered area in sq. Ft.)	
4.	Laboratories (No. of labs rooms and covered area in sq. Ft.) (list of labs alongwith equipments to be placed as annexure)	
5.	Central Library (i) Total Area (ii) Whether reading room available? (iii) Details about books, titles, Journals (National/International), CDs, e-resources, e-journals, Theses, etc.)	
6.	Whether Departmental Libraries available? If yes, please give details.	
7.	Hostels (No. of rooms with students accommodated) (i) Men (ii) Women	
8.	Information about (i) Administrative Block (ii) Principal Office (iii) Staff Room (iv) Common Room (v) Canteen (vi) Auditorium (vii) Internet facilities (viii) Medical facilities	

	(ix) Transport (x) Other		
9.	Sports Facilities in the College Campus (indoor/outdoor), Play grounds, Fitness equipment, sports coaches, etc.		
10.	Total Buildings (covered area in sq. Ft.)		
11.	Whether College website is available and updated regularly?		

Courses

1.	Courses offered (including diploma/certificate)	

S.No.	Course	Intake	Actual enrolment at present

Faculty strength

1.	No. of teachers available (Professor, Associate Professor, Assistant Professor, others) (i) Regular (ii) Ad-hoc (iii) Contractual (iv) Guest faculty (v) Visiting faculty Separate department-wise list of the faculty for the above categories to be provided with name, designation, qualification, pay, total experience, no. of years in the college, no. of research publication to be provided as Annexure.	

2.	Sanctioned, working strength and vacant position (faculty)													

Category	Sanctioned			Total	Working			Total	Vacant			Total	Grand Total
	Prof.	Assoc. Prof.	Asstt. Prof.		Prof.	Assoc. Prof.	Asstt. Prof.		Prof.	Assoc. Prof.	Asstt. Prof.		
Aided													
Non-aided													
Others													
Total													

3.	Qualification of Faculty	

Category	No. of Ph.D	No. of M.Phil	Other	Total
Aided				
Non-Aided				
Other				
Total				

4.	Non-teaching staff (i) Sanctioned (ii) Working (iii) Vacant List of the non-teaching staff to be provided as annexure indicating name, designation, qualification, pay	

Achievements of Students

1.	Achievements of students in examination – University Ranks, etc.	
2.	Results during the last five years with % of Ist, IInd division and overall passouts	

24.	Number of M.Phil and Ph.d. produced during the last five years	
25.	Achievements in co-curricular activities	
26.	Achievements in Extra-curricular activities	
27.	Other	

Achievements of Teachers

Bank Details (Mandate Form)

Signature of Registrar of Affiliating University
(With Seal)   Signature of Principal

PART IV: SUPPLY OF INFORMATION BASED ON CRITERIA

1.	Academic reputation and previous performance in University examinations	
2.	Co-curricular and extension activities	
3.	Academic/extension/research achievements of the faculty	
4.	Quality and merit in the selection of students and teachers	
5.	Adequacy of infrastructure	
6.	Quality of institutional management	
7.	Financial resources provided by the Management/ State Government for the development of the College/ Institute	
8.	Responsiveness of the administrative structure	
9.	Motivation and involvement of faculty in the promotion of innovative reforms	

PART V: IMPLEMENTATION OF AUTONOMY

1.	Aims and objectives	
2.	Management of the College	
3.	Governance plan indicating the proposed institutional structure	
4.	Student admissions policy and plan	
5.	Curricular aspects	
6.	Student feedback system	
7.	Internal assessment	
8.	External assessment	

9.	Financing plan, with details of the sources	
10.	Academic plan showing the courses proposed and their schedule of offering	
11.	Faculty recruitment policy and plan to meet the academic plan requirements	
12.	In case of Science & Technology subjects, research plan indicating the research laboratories and other facilities proposed to be established	
13.	In case of Humanities and Social Science, research plan indicating the broad areas and nature of field work and research sought to be done	
14.	Co-curricular and extra-curricular activities	
15.	Networking plan outlining the teaching and research collaborations and partnerships proposed	
16.	Infrastructure development plan that would meet the proposed academic and admissions plan as well as all student and other amenities	

PROFORMA FOR REVEIWING THE AUTONOMOUS STATUS

1.	Name and address of College		
2.	Contact details		
3.	Affiliating University		
4	Included in Section 2(f)	Yes………….	No…………….
5.	Included under 12 (B)	Yes……….	No…………..
6.	Year of establishment of college	………………………………………………	
7.	Period of autonomy		
8.	Period of further autonomy requested		
9.	NAAC accreditation	Yes……………… Period of accreditation Grade If not, details of the application submitted to NAAC	No……………….
10.	NBA accreditation	Courses Period of accreditation Grade If not, details of the application submitted to NBA	
11.	Type of Institution/College (Govt./Private/Aided etc.)	……………………………………………..	
12.	Whether College is self financed	Yes………………	No………………….
13.	Whether proposal forwarded by affiliating university	Yes…………….	No……………..
14.	Courses run by the Institute at the time of grant of autonomy	…………………………………………………	
15.	New Courses/programmes	…………………………………………………	

	added during the period of autonomy	
16.	Students strength	……………………………………………………
17.	Intake of M.Phil/Ph.D. students per years	…………………………………………………..
18.	Teaching Learning methods adopted by the College	
19.	Examination reforms by the College	
20.	Whether College website is available and information about courses, fee structure, faculty, admission procedure, infrastructure, research activities, details of Ph.D. students available on the website?	
21.	Status of utilization of grants	
18.	Full Bank Details (mandate form)	…………………………………………………

Principal (Sign & Seal)   Registrar/Dean of the University (Sign & Seal)

PROGRESS REPORT OF COLLEGE (AUTONOMOUS)

(To be furnished in duplicate by the principal of the college)

Progress Report for the Academic Year _____

1. Date when autonomy was first given by UGC:

2. Year in which last external evaluation was done

    a. By managing society:

    b. By university

3. Annual evaluation done by the college during the year under review

4. Number of courses modified, stopped or started during the year (Give names of courses):

5. If external evaluation done during the year, attach report:

6. Progress of expenditure:

ITEM	UNUTILISED GRANT AVAILABLE FROM PREVIOUS YEAR	GRANT RECEIVED FROM UGC DURING THE YEAR	EXPENDITURE DURING THE YEAR	UNSPENT BALANCE	REMARKS
Building Guest faculty Orientation of teachers Redesigning of courses Workshops/seminars Others Office/teaching Laboratory equipment Furniture Library Meeting of governing & other bodies					

Place

Date:

Signature:

Name:

Designation:

(Principal)

UTILISATION CERTIFICATE

It is certified that the amount of Rs._____ (Rupees _____) out of the total grant of Rs._____ (Rupees_____) sanctioned to_____ by the University Grants Commission vide its letter number _____ dated _____ towards

_____ _____ under_____ scheme has been utilised for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission.

If, as a result of check or audit objection, some irregularities are noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature

Principal with seal

Signature

Statutory Auditor of the College with seal/

Charted Accountant with seal

and Registration No.

REPORT OF THE UGC PEER TEAM
TO EVALUATE THE PERFORMANCE AND ACADEMIC ATTAINMENTS FOR FRESH
AUTONOMOUS STATUS TO

AFFILIATED TO

DATE OF VISIT

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110002.**

University Grants Commission
Bahadurshah Zafar Marg
<u>New Delhi – 110 002</u>

REPORT OF THE UGC PEER TEAM FOR FRESH AUTONOMOUS STATUS TO

_____

DATE OF VISIT TO THE COLLEGE : _____

Name and Address of the College with pin code, phone no., fax, e-mail	Date of the Visit	Venue	Purpose of the visit
			To consider Autonomous Status
Name of the affiliating University to which the College concerned is Affiliated to			

I.   Name of the Expert Visiting Committee Members and UGC Officer(s) Present:-

S.No.	Name and address	Designation	Phone/e-mail

II.   Background of the College with Vision, Mission and Objectives

III.   Profile of the College

1.	Name of the Principal (phone, fax, e-mail)		
2.	a.	Year in Which the College was Started (supporting documents to be placed as Annexure regarding establishment of College)	
	b.	Date when the College was declared fit under section 2(f) and 12 (B) of UGC Act 1956 (copy of UGC Letter to be placed as Annexure)	
3.	Period of autonomous status applied for		
4.	Status of Accreditation (supporting documents to be placed as Annexure)		
	a.	Whether accredited by NAAC? If yes the period of accreditation and grade awarded	
	b.	Whether the courses are accredited by NBA? If yes, give details S.No. / Course / Period of accreditation	
5.	Category under which the College falls as per UGC guidelines		
	a.	Men	
	b.	Women	
	c.	Co- Education	
	d.	UG/PG/Both/	
	e.	Single Faculty/ Multi faculty	
	f.	Whether Government/ Self Financing / Aided/partially aided In case of aided/partially aided, purpose and % of grants received from the Government	
6.	Type of College		

	a.	Arts / Science / Commerce	
	b.	Engineering	
	c.	Education	
	d.	Others (Law, Physical Education, etc.)	
	e.	Multi-faculty (give details)	

IV. Infrastructure facilities

1.	Total land available (in acres) (copy of land documents to be placed as annexure)	
2.	Whether land is registered in the name of the College?	
3.	Class Rooms (No. of class rooms and covered area in sq. Ft.)	
4.	Laboratories (No. of labs rooms and covered area in sq. Ft.) (list of labs alongwith equipments to be placed as annexure)	
5.	Central Library (iv) Total Area (v) Whether reading room available? (vi) Details about books, titles, Journals (National/International), CDs, e-resources, e-journals, Theses, etc.)	
6.	Whether Departmental Libraries available? If yes, please give details.	
7.	Hostels (No. of rooms with students accommodated) (iii) Men (iv) Women	
8.	Information about (xi) Administrative Block (xii) Principal Office (xiii) Staff Room (xiv) Common Room (xv) Canteen (xvi) Auditorium (xvii) Internet facilities (xviii) Medical facilities	

	(xix) Transport (xx) Other	
9.	Sports Facilities in the College Camp (indoor/outdoor), Play grounds, Fitness equipment, sports coaches, etc.	
10.	Total Buildings (covered area in sq. Ft.)	
11.	Whether College website is available and updated regularly?	

V.   Courses

1.	Courses offered (including diploma/certificate) <table><tr><td>S.No.</td><td>Course</td><td>Intake</td><td>Actual enrolment at present</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	
2.	Whether approval of the University and concerned Statutory Council(s) obtained for starting courses? If yes, please provide approval letter.	
3.	Whether self-financing courses started by the College? If yes, list of the courses	
4.	Whether the Committee is satisfied about the courses offered by the College, especially self-financing courses?	

VI.   Faculty strength

1.	No. of teachers available (Professor, Associate Professor, Assistant Professor, others) (vi) Regular (vii) Ad-hoc (viii) Contractual (ix) Guest faculty (x) Visiting faculty Separate department-wise list of the faculty for the above categories to be provided with name, designation, qualification, pay, total experience, no. of years in the college, no. of research publication to be provided as Annexure.	

2.	Sanctioned, working strength and vacant position (faculty)														

Category	Sanctioned			Total	Working			Total	Vacant			Total	Grand Total
	Prof.	Assoc. Prof.	Asstt. Prof.		Prof.	Assoc. Prof.	Asstt. Prof.		Prof.	Assoc. Prof.	Asstt. Prof.		
Aided													
Non-aided													
Others													
Total													

3.	Qualification of Faculty

Category	No. of Ph.D	No. of M.Phil	Other	Total
Aided				
Non-Aided				
Other				
Total				

4.	Non-teaching staff (iv) Sanctioned (v) Working (vi) Vacant List of the non-teaching staff to be provided as annexure indicating name, designation, qualification, pay	

VII.   Research Profile

1.	No. of Research Publications during the last five years	

	(Department-wise list to be placed as Annexure)	
2.	Research Projects undertaken during the last five years (Department-wise list to be placed as Annexure including name of the teacher, title of the project, funding agency, etc.)	
3.	Seminars/Conferences/Workshop/ symposia organized during the last five years (Department-wise list to be placed as Annexure-separate for National/International)	
4.	Seminars/Conferences/Workshop/ symposia attended during the last five years (Department-wise list to be placed as Annexure – separate for National/International)	
5.	Other research and consultancy related activities	

VII.	**Admission Policy & Process**	

VIII.	**Course-wise Fee Structure and its basis.** **Comments of the Committee on the fee structure**	

IX.	**Teaching Learning Methods adopted by the College. Whether the Committee is satisfied with the present methods?** **Whether CBCS adopted?**	

X.	**Examination and Evaluation** **Examination reforms by the College** **Whether the Committee is satisfied with the**	

	present mode of examination and evaluation?	

XI. Achievements of Students

1.	Achievements of students in examination – University Ranks, etc.	
2.	Achievements in co-curricular activities	
3.	Achievements in Extra-curricular activities	
4.	Other	

XII.	Achievement of Teachers	

XIII.	Administrative arrangements made by the College for autonomy	

XIV. Interaction with Stakeholders

1.	Interaction with faculty	
2.	Whether all the teachers are in favour of extension of autonomy to the College?	
3.	Interaction with Students	
4.	Interaction with Non-teaching staff	

XV. Utilization of UGC funds

(i) Specific comments be given (Details of grant, if any received by the college for the last five years separately)

S.No.	Scheme	Amount allocated by UGC	Grant sanctioned	Amount utilised
1.	Gen. Development Assistance during X Plan period			
2.	Gen. Development Assistance during XI Plan period			
3.	14 merged schemes during XI Plan period			
4.	College for Potential for Excellence (CPE)			
5.	Jubilee Grant			
6.	Any other scheme			

(ii) Whether X & XI Plan accounts of the college have already been settled. Copies of the UGC letters may be enclosed as Annexure.

(iii)   Income-expenditure statement during the last five years. Copy of the audited Statement of Expenditure of the College during the last five years to be placed as Annexure.

XVI.   Observations of the Committee

XVII.   Suggestions of the Committee

XVIII. Recommendations of the Committee

Place:
Date:

<u>Name & Signature of Expert Visiting Committee Members</u>

REPORT OF THE UGC PEER TEAM
TO EVALUATE THE PERFORMANCE AND ACADEMIC ATTAINMENTS FOR
EXTENSION OF AUTONOMOUS STATUS TO

AFFILIATED TO

DATE OF VISIT

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002.

REPORT OF THE UGC PEER TEAM FOR EXTENSION OF AUTONOMOUS STATUS TO

_____

DATE OF VISIT TO THE COLLEGE : _____

Name and Address of the College with pin code, phone no., fax, e-mail	Date of the Visit	Venue	Purpose of the visit
			Extension of Autonomous Status
Name of the affiliating University to which the College concerned is Affiliated to			

I.   Name of the Expert Visiting Committee Members and UGC Officer(s) Present:-

S.No.	Name and address	Designation	Phone/e-mail

II.   Background of the College with Vision, Mission and Objectives

III.   Profile of the College

1.	Name of the Principal (phone, fax, e-mail)		
2.	a.	Year in Which the College was Started (supporting documents to be placed as Annexure)	
	b.	Date when the College was declared fit under section 2(f) and 12 (B) of UGC Act 1956 (copy of UGC Letter to be placed as Annexure)	
3.	Autonomous Status details (copy of UGC letter to be placed as Annexure)		
	a.	Period of Autonomous status	
	b.	Extension of autonomy granted for the period	
	c.	Extension of autonomy now required for the period	
4.	Status of Accreditation (supporting documents to be placed as Annexure)		
	a.	Whether accredited by NAAC? If yes the period of accreditation and grade awarded	
	b.	Whether the courses are accredited by NBA? If yes, give details S.No. / Course / Period of accreditation	
5.	Category under which the College falls as per UGC guidelines		
	a.	Men	
	b.	Women	
	c.	Co- Education	
	d.	UG/PG/Both/	
	e.	Single Faculty/ Multi faculty	

	f.	Whether Government/ Self Financing / Aided/partially aided? In case of aided/partially aided, purpose and % of grants received from the Government	
6.	Type of College		
	a.	Arts / Science / Commerce	
	b.	Engineering	
	c.	Education	
	d.	Others (Law, Physical Education, etc.)	
	e.	Multi-faculty (give details)	

IV. Infrastructure facilities

1.	Total land available (in acres) (copy of land documents to be placed as annexure)	
2.	Whether land is registered in the name of the College?	
3.	Class Rooms (No. of class rooms and covered area in sq. Ft.)	
4.	Laboratories (No. of labs rooms and covered area in sq. Ft.) (list of labs alongwith equipments to be placed as annexure)	
5.	Central Library (vii) Total Area (viii) Whether reading room available? (ix) Details about books, titles, Journals (National/International), CDs, e-resources, e-journals, Theses, etc.)	
6.	Whether Departmental Libraries available? If yes, please give details.	
7.	Hostels (No. of rooms with students accommodated) (v) Men (vi) Women	
8.	Information about	

	(xxi) Administrative Block (xxii) Principal Office (xxiii) Staff Room (xxiv) Common Room (xxv) Canteen (xxvi) Auditorium (xxvii) Internet facilities (xxviii) Medical facilities (xxix) Transport facilities (xxx) Others	
9.	Sports facilities (indoor/outdoor), Play grounds, Fitness equipment, sports coaches, etc.	
10.	Total Buildings (covered area in sq. Ft.)	
11.	Whether College is website is available and updated regularly?	

V.   Courses

1.	Courses offered (including diploma/certificate)	

S.No.	Course	Intake	Actual enrolment at present

2.	Courses started after grant of autonomy (including diploma/certificate)	
3.	Whether approval of the University and concerned Statutory Council(s) obtained for starting new courses? If yes, please provide approval letter.	
4.	Whether self-financing courses started by the College? If yes, list of the courses	
5.	Whether the Committee is satisfied about the courses offered by the College, especially self-financing courses?	

VI.   Faculty strength

1.	No. of teachers available (Professor, Associate Professor, Assistant Professor, others) (xi) Regular (xii) Ad-hoc (xiii) Contractual (xiv) Guest faculty (xv) Visiting faculty Separate department-wise list of the faculty for the above categories to be provided with name, designation, qualification, pay, total experience, no. of years in the college, no. of research publication to be provided as Annexure.	

2.	Sanctioned, working strength and vacant position (faculty)

Category	Sanctioned			Total	Working			Total	Vacant			Total	Grand Total
	Prof.	Assoc. Prof.	Asstt. Prof.		Prof.	Assoc. Prof.	Asstt. Prof.		Prof.	Assoc. Prof.	Asstt. Prof.		
Aided													
Non-aided													
Others													
Total													

3.	Qualification of Faculty	

Category	No. of Ph.D	No. of M.Phil	Other	Total
Aided				
Non-Aided				
Other				
Total				

4.	Non-teaching staff (vii) Sanctioned (viii) Working (ix) Vacant	

	List of the non-teaching staff to be provided as annexure indicating name, designation, qualification, pay	

VII.   Research Profile

1.	No. of Research Publications during the last five years (Department-wise list to be placed as Annexure)	
2.	Research Projects undertaken during the last five years (Department-wise list to be placed as Annexure including name of the teacher, title of the project, funding agency, etc.)	
3.	Seminars/Conferences/Workshop/ symposia organized during the last five years (Department-wise list to be placed as Annexure-separate for National/International)	
4.	Seminars/Conferences/Workshop/ symposia attended during the last five years (Department-wise list to be placed as Annexure – separate for National/International)	
5.	Other research and consultancy related activities	

VII.	**Admission Policy & Process**	

VIII.	**Course-wise Fee Structure and its basis.** **Comments of the Committee on the fee structure**	

IX.	Teaching Learning Methods adopted by the College. Whether the Committee is satisfied with the present methods? Whether CBCS adopted?	

X.	Examination and Evaluation Examination reforms by the College Whether the Committee is satisfied with the present mode of examination and evaluation?	

XI.	Achievements of Students in examinations and other activities (please provide details separately for examinations, co-curricular, extracurricular activities)	

XII.	Achievement of Teachers	

XIII. Administrative activities

1.	Whether the Governing Body, Academic Council, Finance Committee and Board of Studies are constituted? If yes, give constitution of these bodies.	
2.	Whether meetings of these bodies are conducted as per UGC guidelines for autonomous colleges? If yes, give dates of the meetings held during the last five years.	
3.	Comments of the Committee on the resolutions passed by the above bodies in recent times	

XIV. Mandatory Disclosure

1.	Whether College website is available and updated regularly?	
2.	Whether the information is available on the College website:- (i) Courses offered (ii) Fee structure (iii) Faculty details such as qualification, unique ID (iv) Admission procedure (v) Infrastructure available (vi) Research activities (vii) Details of Ph.D. students enrolled with enrolment no., date of enrolment, topic, name of supervisor, likely date of completion, etc.	
3.	Whether undertaking from the College is available on its website to the effect that the College will abide by all the Regulations of UGC notified from time to time?	

XV. Interaction with Stakeholders

1.	Interaction with faculty	
2.	Whether all the teachers are in favour of extension of autonomy to the College?	
3.	Interaction with Students	
4.	Interaction with Non-teaching staff	

XVI. Utilization of UGC funds
    (iv)   Specific comments be given (Give details of Autonomy Grant /General Development grant, if any received by the college for the last five years separately)

S.No	Name of the Scheme	Grant Allocated	Grant Released	Grant Utilised
A)	**X Plan Development Assistance**			
	(i)UG Development Assistance (ii)PGDevelopment Assistance (iii)Womens Hostel			
	Total			
B)	**XI Plan Development Assistance**			
	(i)UG Development Assistance			
	(ii)PGDevelopment Assistance			
	(iii)14 merged Scheme			

		(iv) Special Assistance for requirements			
		Total			
C)	**Grant Received during XII plan**				
D)	**Autonomous Grant**				
		2007- 08			
		2008-09			
		2009- 10			
		2010- 11			
		2011-12			
		2012-13			
		2013-14			
		Total			

(v) Whether X & XI Plan accounts of the college have already been settled. Copies of the UGC letters may be enclosed as Annexure.

(vi) Income-expenditure statement during the last five years. Copy of the audited Statement of Expenditure of the College during the last five years to be placed as Annexure.

XVII. Achievements of the College after UGC autonomy

1.	Experience of the College as an 'Autonomous Institution' in curriculum development, teaching and learning, examination, credit system, grading system, infrastructure, governance, etc.	
2.	Achievements	

S.No.	Items	Status before autonomy	Status at present
1.	UG intake		
2.	PG intake		
3.	UG programmes		
4.	PG programmes		
5.	M.Phil/ Ph.D.		
6.	Research Centres		
7.	Research Publications		
8.	Research Projects		
9.	Organising Seminar, conference, etc.		
10.	Attending Seminar, conference, etc.		
11.	Extension activities		
12.	Consultancy		
13.	Faculty		
14.	Faculty with Ph.D.		
15.	Infrastructure		

16.	Library			
17.	Result analysis	50		
18.	Placement			
19.	Any other			

XVII. Observations of the Committee

XVIII. Suggestions of the Committee

XIX.   Recommendations of the Committee

Place:
Date:

<u>Name & Signature of Expert Visiting Committee Members</u>

COLLEGE DEVELOPMENT PLAN TEMPLATE

1. **COLLEGE BASIC INFORMATION**

1.1 **College Identity**

- Name of the College   :   _____

Is the College approved by Regulatory Body?	: Yes/No
Furnish approval no.	:
Type of College	: Govt. funded/Govt. aided/Private unaided/ Autonomous/Other
Status of College	: Autonomous Institute as declared by University / Non-autonomous / Deemed University / Constituent College

- Name of Principal of College and Project Nodal Officers:

Head and Nodal Officer	Name	Phone Number	Mobile Number	Fax Number	E-mail Address
Head of the College (Full time appointee)					

1.2 **Academic Information:**

- **UG/PG/PhD programs offered in Academic year 200X-XX (Past 3 years and next 3 years)**

S. No	Title of Programs	Level (UG, PG, PhD)	Duration (Years)	Year of starting	Sanctioned annual Intake	Total Student Strength

- **Whether College is Accredited?**

- **Grade……**
- **When……**

- **Accreditation Status of UG programs:**

Title of UG Programs being offered	Whether eligible for accreditation or not?	Whether accredited as on 31st March 20XX?	Whether "Applied for" as on 31st March 20XX?

- **Accreditation Status of PG programs:**

Title of PG programs Being offered	Whether eligible for accreditation or not?	Whether accredited as on 31st March 20xX?	Whether "Applied for" as on 31st March 20XX?

1.3 Faculty Status (Regular/On-Contract Faculty as on March 31st, 20XX) (Details of past 3 years and plan for next 3 years)

Faculty Rank	No. of SanctionedRegularPosts	Present Status : Number in Position by Highest Qualification												Total Numberofregularfacultyin Position	Total Vacancies	Total Number ofcontractfacultyinPosition
		Doctoral Degree			Masters Degree				Bachelor Degree							
		EngineeringDisciplines			OtherDisciplines	EngineeringDisciplines		OtherDisciplines			EngineeringDisciplines		OtherDisciplines			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15= (3+5+7+9+ 11+13)	16= (2-15)	17= (4+6+8+10 +12+14)
Prof																
Asso Prof																
Asst Prof																
Total																

Prof = Professor, Asso Prof = Associate Professor, Asst Prof = Assistant Professor, R=Regular, C=Contract

1.4 Baseline Data (all data given for the following parameters to ALL disciplines) (Past 3 years and projections for next 3 years)

S. No	Parameters	
1	Total strength of students(UG/PG/PhD) in all programs and all years of study in the year 20XX-1X	
2	Total women students in all programs and all years of study in the year 20XX-1X	
3	Total SC students in all programs and all years of study in the year 20XX-1X	
4	Total ST students in all programs and all years of study in the year 20XX-1X	
5	Total OBC students in all programs and all years of study in the year 20XX-1X	
6	Number of fully functional P-4 and above level computers available for students in the year 20XX-1X	
7	Total number of text books and reference books available in library for UG and PG students in the year 20XX-1X	

8	Student-teacher ratio	
9	% of UG students placed through campus interviews in the year 20XX-1X	
10	% of PG students placed through campus interviews in the year 20XX-1X	
11	% of high quality undergraduates (>75% marks) passed out in the year 20XX-1X	
12	% of high quality postgraduates (>75% marks) passed out in the year 20XX-1X	
13	Number of research publications in Indian refereed journals in the year 20XX-1X	
14	Number of research publications in International refereed journals in the year 20XX-1X	
15	Number of patents obtained in the year 20XX-1X	
16	Number of patents filed in the year 20XX-1X	
17	Number of sponsored research projects completed in the year 20XX-1X	
18	The transition rate of students in percentage from 1st year to 2nd year in the year 20XX-1X for : (i) all students (ii) SC (iii) ST (iv) OBC	
19	IRG from students' fee and other charges in the year 20XX-1X (Rs. In lakh)	
20	IRG from externally funded R&D projects, consultancies in the year 20XX-1X (Rs. in lakh)	
21	Total IRG in the year 20XX-1X (Rs. in lakh)	
22	Total annual recurring expenditure of the College in the year 20XX-1X (Rs. in lakh)	

COLLEGE DEVELOPMENT PROPOSAL (CDP)

2.1   Give the Executive Summary of the CDP.

2.2   Provide the details of SWOT analysis carried out (in terms of methodology used, analysis and information and data as collected and inferences derived with respect to strengths, weaknesses, opportunities and threats).
   • Based on SWOT analysis, provide the "strategic plan" developed for College development.
   • How the key activities proposed in the College Development Proposal are linked with the results of SWOT Analysis.

2.3   State the specific c objectives and expected results of your proposal (in terms of, "College strengthening and improvements in employability and learning outcomes of graduates". These objective and results should be linked to the SWOT analysis.

2.4   Provide an action plan for: (max 1 page each)

   a) An Academic Plan which includes courses proposed and student's admission policy and plan
   b) A faculty recruitment plan in keeping with the proposed academic plan
   c) Implementation of academic and non- academic reforms
   d) Plan for strengthening research, teaching and extension activities
   e) Plan for academia and interaction with industry

2.5   Measuring Outcomes (max 1 page each)

   a) Improving employability of graduates through placement cells
   b) Increased learning outcomes of the students
   c) Improving teaching, research and quality through faculty evaluation and student's feedback

2.6   Provide an action plan for organizing a Finishing School and for improving the academic performance of SC/ST/OBC/academically weak students through innovative methods, such as remedial and skill development classes for increasing the transition rate and pass rate with the objective of improving their employability.

2.7   Attach a summary of Training Needs Analysis carried out. Also, provide Faculty Development Plan for the first 18 months for improving their teaching, subject area and research competence based on Training Needs Analysis in the following areas.

   • Basic and advanced pedagogy
   • Subject / domain knowledge enhancement
   • Attendance in activities such as workshops, seminars
   • Improvement in faculty qualifications
   • Improving research capabilities

2.8   Provide an action plan for training technical and other staff in functional areas.

2.9   Describe the relevance and coherence of College Development Proposal with State's/National (in case of CFIs) Industrial/Economic Development Plan.

2.10   Describe briefly the participation of departments/faculty in the CDP preparation.

2.11   Describe the College project implementation arrangements with participation of faculty and staff.

2.12 Provide College Project budget as per table below:
Financial Plan for College (Rs. in Crore)

Sl. No	Activities	Plan Life Allocation (2012-13)	20XX-XX	20XX-XX	20XX-XX	20XX-XX
1	Infrastructure					
2	Modernization and strengthening of laboratories					
3	Establishment of new laboratories for existing UG and PG programs and for new PG programs					
4	Modernization of classrooms					
5	Updating of Learning Resources					
6	Procurement of furniture					
7	Establishment / Upgradation of Central and Departmental Computer Centres					
8	Modernization / improvements of supporting departments					
9	Modernization and strengthening of libraries and increasing access to knowledge resources					
10	Refurbishment (Minor Civil Works)					
11	Research and development support					
12	Providing Teaching and Research Assistantships to increase enrolment in existing and new PG programmes in Engineering disciplines					
13	Provision of resources for research support					
14	Enhancement of R&D and College consultancy activities					
15	Faculty Development Support					
16	Faculty and Staff Development (including faculty qualification upgradation, pedagogical training, and organising/participation of faculty in workshops. Seminars and conferences) for improved competence based on TNA					
17	College reforms					
18	Technical assistance for procurement and academic activities					
19	College management capacity enhancement					
20	Academic support					
21	Creation of new departments/courses					
22	Enhanced interaction with industry					
23	Student support activities					
	Others					
	Total					

2.13 Measurement Index for College Performance

Indicator	Weightage	Present Rating	Present Score	Target Rating	Target Score
GOVERNANCE QUALITY INDEX - 16%					
% of Faculty Positions, vacant	2.0%				
% of Non-permanent faculty	4.0%				
% of Non-teaching staff to teaching Staff	3.0%				
Total no of under graduation programs	1.0%				

Total no of post graduate programs	1.0%				
Total no of doctoral programs	1.0%				
Faculty appointment - turn around/cycle time in months	2.0%				
Delay in payment of monthly salary payment of faculty	2.0%				
ACADEMIC EXCELLENCE INDEX - 21.5%					
Delay in exam conduction and declaration of Results	3.5%				
Plagiarism Check	1.0%				
Accreditation	4.0%				
Teacher Student ratio	4.0%				
% of Visiting professors	1.0%				
% of graduates employed by convocation	0.5%				
% Number of students receiving awards at National and International level	0.5%				
% of expenditure on Library, cyber library and laboratories per year	1.0%				
Ratio of expenditure on teaching staff salaries to non-teaching staff salaries	1.0%				
% of faculty covered under pedagogical training	1.0%				
% of faculty involved in "further education"	0.5%				
Dropout rate	1.5%				
No of foreign collaborations	1.5%				
Subscription to INFLIBNET	0.5%				
EQUITY INITIATIVE INDEX - 12.5%					
SC Student%	3.0%				
ST Student%	3.0%				
Gender Parity	3.0%				
Urban to Rural Student population	2.0%				
Existence of CASH	0.5%				
Existence of Social Protection Cell	0.5%				
Language assistance programs for weak students	0.5%				
REASERCH AND INNOVATION INDEX - 24%					
Per-faculty publications	2.0%				
Cumulative Impact Factor of publication	3.0%				
H Index of scholars	2.0%				
% of staff involved as principal researcher	1.0%				
% of research projects, fully or more than 50% funded by external agencies, industries etc	2.0%				
Total no of patents granted	1.0%				

% of faculty receiving national/international awards	1.0%				
% of research income	1.0%				
Doctoral degrees awarded per academic staff	1.0%				
% doctoral degrees in total number of degrees awarded	3.0%				
% expenditure on research and related facilities	1.0%				
Digitization of Masters and Doctoral thesis	0.5%				
UPE/CPE	3.5%				
% of Income generated from non-grant sources	2.0%				
STUDENT FACILITIES - 15%					
No of new professional development programs	1.0%				
Existence of Placement Cells and Placement Policy	1.0%				
% of expenditure on infrastructure maintenance and addition	3.0%				
Availability of hostel per out-station female student	3.0%				
Availability of hostel per out-station male student	2.0%				
% of students on scholarship	2.0%				
Average scholarship amount per student	1.0%				
Student Experience Surveys	1.0%				
Graduate Destination Surveys	1.0%				
Infrastructure and Others - 11%					
%Income generated from training courses	1.0%				
% Income generated from consulting	1.0%				
Infrastructural sufficiency	3.0%				
Computer coverage	3.0%				
Internet connectivity of Campus	3.0%				
	100.0%				