



**UGC GUIDELINES  
FOR  
AUTONOMOUS COLLEGES  
2017**

**UNIVERSITY GRANTS COMMISSION  
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## Scheme of Autonomous College

### 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 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

**THE NATIONAL POLICY ON EDUCATION (1986-92) FORMULATED THE FOLLOWING OBJECTIVES FOR AUTONOMOUS COLLEGES. 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; and

- Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighbourhood programmes, etc.

### **3. RELATIONSHIP BETWEEN THE PARENT UNIVERSITY, THE STATE GOVERNMENT AND AUTONOMOUS COLLEGES**

There will be a symbiotic relationship between the parent university, State Government and the Autonomous College. The university will generally support the Autonomous College in designing and framing the curricula, upgrading the method of delivery and also help to set up a framework in the Autonomous College for evaluation and examination of the students. The relationship between the parent university and the Autonomous College would be in the manner that it is conducive for the development of the College with the ultimate aim of converting it into a College of Eminence.

### **4. ROLE OF THE PARENT UNIVERSITY**

- The university would encourage the Colleges of good standing under their ambit to apply for autonomous status under the scheme;
- 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;
- Permit them to issue their own provisional, migration and other certificates;
- Ensure that degrees/diplomas/certificates issued indicate the name of the college;
- 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;
- Create exclusive support system, if needed for autonomous college, to facilitate the smooth working of the autonomous colleges under its ambit;
- Forward the application of the College to UGC within the specified timeframe; and
- The University will 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.

### **5. ROLE OF THE STATE GOVERNMENT**

- The State Govt will 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;

- The State Govt. will provide the 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. will nominate eminent academician on the Governing Board and other Bodies of the Government Colleges granted autonomous status.

## 6. SCOPE AND ELIGIBILITY

### SCOPE:

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.

Following the approval of the conferment of the autonomous status to the college, the parent university will issue a notification within 30 days of receipt of the letter of approval from University Grants Commission.

The University will confer the degrees to the students of the Autonomous Colleges. However, the certificates of the students will have the name of the autonomous college inscribed on the certificates.

Necessary amendments if required by the universities in their Rules and Regulations etc. will be effected by the parent university.

### ELIGIBILITY:

- 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 College must have valid NAAC accreditation with a minimum of 'A' Grade for being considered for fresh induction /extension of autonomous status;
- In respect of Engineering/Technical/Management Colleges, current NBA accreditation for at least three courses is mandatory;
- For existing autonomous college before they seek extension of autonomous status they must get accredited by NAAC/NBA;
- For colleges which were accredited earlier and seek extension of the autonomous status must give a proof of having applied for accreditation by NAAC/NBA to be considered;
- In case of constituent colleges the same may undergo for separate accreditation by NAAC to be considered; and
- The colleges which have only NBA accreditation must undergo NAAC accreditation within 2 years of conferment of the autonomous status.
- The number of contractual faculty shall not be more than 10% of the total number of faculty position in the College as required in UGC Regulations on minimum Qualifications for appointment of Teachers and other Academic Staff in Universities

and Colleges and measures for the maintenance of standards in higher education, 2010 as amended from time to time.

## **7. CRITERIA FOR GRANTING AUTONOMY TO COLLEGES**

- a. Academic reputation and previous performance in university examinations and its academic/co-curricular/extension activities in the past.
- b. Academic/extension / research achievements of the faculty.
- c. Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard.
- d. Adequacy of infrastructure, for example, library, equipment, accommodation for academic activities, etc.
- e. Quality of institutional management.
- f. Financial resources provided by the management/state government for the development of the institution.
- g. Responsiveness of administrative structure.
- h. Motivation and involvement of faculty in the promotion of innovative reforms.
- i. Hostel facilities

## **8. PROCEDURE TO APPLY FOR FRESH AUTONOMOUS STATUS**

- (i) The eligible colleges, as per clause 6 above, may apply in the prescribed format throughout the year.
- (ii) The College shall submit the proposal to the affiliating university which may forward the same 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”.
- (iii) 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.
- (iv) The College will 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.
- (v) The University and the State Govt will 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.
- (vi) 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.

The College in its application would also comply with the following:-

- (i) An academic plan showing the courses proposed and their schedule of offering.

- (ii) A faculty recruitment policy and plan to meet the academic plan requirements.
- (iii) A student admissions policy and plan.
- (iv) A research plan indicating the research laboratories and other facilities proposed to be established (for Science and Technology subjects). In case of humanities, social science and other interdisciplinary faculties, the research plan should indicate the broad areas and nature of field work and research sought to be done.
- (v) A networking plan outlining the teaching and research collaborations and partnerships that are proposed to be put in place.
- (vi) An infrastructure development plan that would meet the proposed academic and admissions plans as well as all student and other amenities.
- (vii) A financing plan, with details of the sources.
- (ix) A governance plan that indicates the proposed institutional structure and how it overlaps with ownership, decision-making processes and social engagement. This governance plan should be committed to the highest standards of transparency, accountability, and efficiency.

## 9. 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 out of which one shall be the Chairman ...Members
- (ii) One academician nominee of the parent University ....Member
- (iii) One academician nominee of the State Government ....Member
- (iv) One UGC Official ....Convenor

Note : The Members / Nominees shall not be below the rank of Professor /Principal.

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.

A college which is accredited with 3.25 and 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 will 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 will 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.

#### **10. PRIVILEGES OF AUTONOMOUS COLLEGE**

The College once granted autonomous status will have the privilege of:

- (i) 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.
- (ii) Constitute their own Finance Committee.
- (iii) The above bodies will also have the powers to review all existing courses making curricula more community relevant, skill oriented and keeping in view the employability requirements of the graduates.
- (iv) It can fix fees of the courses at their own level.
- (v) It will 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.
- (vi) The College will continue to receive funds as being done before the grant of autonomous status, if any.
- (vii) However, the degree will be awarded by the parent university.

#### **11. EXPECTATIONS FROM AUTONOMOUS COLLEGES**

- (i) Start new courses which are skill oriented and make students employable;
- (ii) Re-structure and design the course curricula to suit local needs;
- (iii) Inculcate research culture amongst the students and teachers;
- (iv) Strive for quality in the research undertaken;
- (v) Use ICT enabled modern technology in teaching and learning;
- (vi) Promote healthy practices such as community service, extension services, projects, etc. for the benefit of the society;
- (vii) Use the autonomy for the benefit of the society in general and students & teachers in particular.
- (viii) Advancement of knowledge.

#### **12. PROCEDURE FOR MONITORING/GRANT FOR EXTENSION OF AUTONOMOUS STATUS:**

- (i) Initially the autonomy will be granted for a period of ten years.
- (ii) Each college once granted the autonomous status will undertake all the activities mentioned in para 2 and 10 above.
- (iii) The college will constitute the Internal Quality Assurance Cell (IQAC) in the

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

- (iv) 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.
- (v) During the initial ten years if the college under consideration has obtained the score of 3.5 and above from NAAC on a 4-Point scale (i.e. A+ and A++) the college will be granted extension for ten years of autonomous status without the visit of the UGC Expert Committee after placing the report of the NAAC team and the reports of the external peer team of the IQAC of the college before the Standing Committee constituted by UGC.
- (vi) If the college does not have the score as mentioned in sub para (v) above, the UGC may constitute an Expert Committee as specified in para 9 of these guidelines for on-spot analysis 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 will be placed before the Standing Committee constituted by the UGC. The extension of autonomy will be for a further period of five years.
- (vii) In case of any delay by UGC in reviewing the proposal for grant of extension of autonomous status, the college will continue to enjoy the benefits accrued because of autonomous status.

### **13. MANDATORY DISCLOSURE BY AUTONOMOUS COLLEGE**

- (i) The autonomous college will, without fail, upload on its website information regarding the courses offered by it, the fees for the courses, the details of the faculty alongwith qualification and unique ID, the admission procedure, the details of relevant infrastructures, research activities of the college alongwith the details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor. All UGC directives shall be strictly followed.
- (ii) The College will also put on its website the creation of various committees/cells as mandated in the various UGC Regulations notified from time to time.
- (iii) The College will put an undertaking on its website that it will abide by all the Regulations of UGC notified from time to time.

### **14. NATURE AND PATTERN OF FINANCIAL ASSISTANCE AND OTHER ENABLING 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.

**15. (i) 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 normal assistance under this scheme will be as follows:

Sl.No.	Nature of Institution	Amount of Grant (Rupees in lakhs)
a.	Only Undergraduate: 1. Arts/Science/Commerce – one faculty only 2. Arts/Science/Commerce –More than one faculty	9.00 15.00
b.	Both Undergraduate and Postgraduate level: 1. Single faculty 2. Multi faculty	10.00 20.00

**(ii) 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)
A.	Only Undergraduate: 1. Arts/Science/Commerce – one faculty only 2. Arts/Science/Commerce – More than one faculty	9.00 15.00	1.00 1.00	10.00 16.00

B.	Both Undergraduate and Postgraduate level:			
	1. Single faculty	10.00	1.00	11.00
	2. Multi faculty	20.00	2.00	22.00

## 16. 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:

- (a) Governing Body
- (b) Academic Council
- (c) Board of Studies
- (d) 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.

### (a) **GOVERNING BODY:**

**Composition and functions of Governing Body of Autonomous Colleges:**

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

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 will be reconstituted every two years except in the case of UGC nominee which will have term of six years.

**Meetings :** Meetings of the Governing Body will be conducted a minimum of 4 times in 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 of the above colleges shall have powers to:

- Undertake all the activities mentioned in para 2 and 10 above.
- 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.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfil the objectives for which the college has been declared as autonomous.

(Governing Board/Board of Management/Executive Committee/Management Committee/Governing Council etc. will be synonymous with the Governing Body).

**(b) ACADEMIC COUNCIL:**

**Composition and functions of Academic Council of Autonomous Colleges:**

**COMPOSITION 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 two years.

**Meetings :** Academic Council will meet at least twice a year.

**Functions of the Academic Council:**

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- (a) Scrutinise 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 will 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.

(c) **BOARD OF STUDIES:**

**Composition of the Board of Studies and its functions in an Autonomous College:**

**Composition of Board of Studies:**

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialisation.
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 two years.

**Meetings :** The Board of Studies will 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.

(d) **FINANCE COMMITTEE:**

**Composition of the Finance Committee and its functions in an Autonomous College:**

**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 will be two years.

**Meetings :** The Finance Committee will meet at least twice a year

**Functions of the Finance Committee:**

The Finance Committee will be 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.

**17. PROCEDURE FOR RELEASE OF AUTONOMY GRANT BY UGC**

Following procedure is laid down for release of autonomy grant to Autonomous Colleges enjoying autonomy in the tenure period.

1. Autonomous College should hold meeting of Finance Committee in the month of April 1<sup>st</sup> week to take stock of the utilization of autonomy grant of previous year and to discuss the budget of for the autonomy grant of coming year. A detailed Blue Print of budget should be duly approved by the Finance Committee in this meeting.
2. Only those items should be included, which are admissible as per clause 13 of these guidelines. No expenditure other than these items shall be accepted for utilization.
3. The budget so prepared and approved by the Finance Committee will be submitted to the Governing Body for final approval, before 25<sup>th</sup> of April every year.
4. The budget duly approved by the Finance Committee and the Governing Body should be submitted to the UGC on or before 30<sup>th</sup> April. In case the meeting of the Governing Body is not held before 30<sup>th</sup> April due to unavoidable reasons, the Principal in the capacity of Member Secretary of Governing Body may submit the budget to the concerned Office of the UGC under approval of the Chairman of the Governing Body.

To avoid hardship to existing autonomous colleges, provision of 80% of the admissible grant will be released to such autonomous colleges by the Office as an “On Account” grant, in case the review of the autonomous colleges is delayed beyond the expiry of tenure of autonomy.

#### **18. GENERAL MATTERS STARTING OF NEW COURSES**

- i. An autonomous college is free to start diploma (undergraduate and postgraduate) or certificate courses without the prior approval of the university. However, approval of the concerned Statutory Council(s), may be obtained, wherever required. Diplomas and certificates shall be issued under the seal of the college.
- ii. 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 fulfil 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.
- iii. 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.
- iv. 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 will 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.

#### **19. AWARD OF DEGREES THROUGH PARENT UNIVERSITY**

The parent university will award degrees on behalf of the Colleges after the students have been evaluated and recommended by the Autonomous College. The name of the college will be mentioned on the degree certificate. The photograph of the student alongwith unique ID/ Aadhaar number will appear on the certificate.

#### **20. EXAMINATION CELL & SYSTEM**

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

The Controller of Examination will be assisted by the Deputy Controller of Examination alongwith other office support.

## 21. SUBMISSION OF INFORMATION

The College shall upload on its website all the information about the College in the format placed as **Annexure-VII** and the same shall be sent to UGC.

## 22. FEW GENERAL ISSUES

- ❖ All recruitments of Teaching Faculty/Principal will 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.
- ❖ IQAC cell will be established in the College for regular monitoring of the College.
- ❖ All the Regulations notified by the UGC will be followed in letter and spirit by all the Autonomous Colleges and an undertaking to this effect will be uploaded on the College website.
- ❖ All purchases will 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.
- ❖ Autonomous college need not pay affiliation fees to the Parent University every year. One time fees can be paid at the time of conformant of autonomous status. Such fees can be decided by the Executive Council of the Parent University.
- ❖ The students enrolled at the time of granting autonomy to the College shall also be covered under autonomy.
- ❖ No processing fee shall be charged by the University from the Colleges to process the application for autonomous status.



## 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 under 12 (B)	Yes.....	No.....
4.	Year of establishment of college		
5.	NAAC accreditation	Yes..... Period of Validity ..... Grade .....	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	

c.	Education	
d.	Others (Law, Physical Education, etc.)	
e.	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.	<p>No. of teachers available (Professor, Associate Professor, Assistant Professor, others)</p> <p>(i) Regular (ii) Ad-hoc (iii) Contractual (iv) Guest faculty (v) Visiting faculty</p> <p>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.</p>	
----	--	--

2.	Sanctioned, working strength and vacant position (faculty)													
	Category	Sanctioned			Total	Working			Total	Vacant			Total	Grand Total
		Prof.	Assoc. Prof.	Asst. Prof.		Prof.	Assoc. Prof.	Asst. Prof.		Prof.	Assoc. Prof.	Asst. 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.	<p>Non-teaching staff</p> <p>(i) Sanctioned (ii) Working (iii) Vacant</p> <p>List of the non-teaching staff to be provided as annexure indicating name, designation, qualification, pay</p>													

### 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	

3.	Number of M.Phil and Ph.d. produced during the last five years	
4.	Achievements in co-curricular activities	
5.	Achievements in Extra-curricular activities	
6.	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 REVIEWING 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/**

**Chartered 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**  
**New Delhi – 110 002**

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  <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>S.No.</th> <th>Course</th> <th>Period of accreditation</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S.No.	Course	Period of accreditation				
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	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	
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	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.)	
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	(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)									
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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.	<p>No. of teachers available (Professor, Associate Professor, Assistant Professor, others)</p> <p>(vi) Regular (vii) Ad-hoc (viii) Contractual (ix) Guest faculty (x) Visiting faculty</p> <p>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</p>	
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**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	

<b>VII.</b>	<b>Admission Policy &amp; Process</b>	
-------------	---------------------------------------	--

<b>VIII.</b>	<b>Course-wise Fee Structure and its basis. Comments of the Committee on the fee structure</b>	
--------------	--	--

<b>IX.</b>	<b>Teaching Learning Methods adopted by the College. Whether the Committee is satisfied with the present methods?  Whether CBCS adopted?</b>	
------------	--	--

<b>X.</b>	<b>Examination and Evaluation  Examination reforms by the College</b>	
-----------	---	--

	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	

<b>XII.</b>	<b>Achievement of Teachers</b>	
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<b>XIII.</b>	<b>Administrative arrangements made by the College for autonomy</b>	
--------------	---	--

**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:

**Name & Signature of Expert Visiting Committee Members**

**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  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110002.**





**University Grants Commission**  
**Bahadurshah Zafar Marg**  
**New Delhi – 110 002**

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:-

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	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)							
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1.	<p>No. of teachers available (Professor, Associate Professor, Assistant Professor, others)</p> <p>(xi) Regular (xii) Ad-hoc (xiii) Contractual (xiv) Guest faculty (xv) Visiting faculty</p> <p>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.</p>																																																																																											
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	(ix) Vacant  List of the non-teaching staff to be provided as annexure indicating name, designation, qualification, pay	
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**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**

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

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IX.	Teaching Learning Methods adopted by the College. Whether the Committee is satisfied with the present methods?  Whether CBCS adopted?	
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X.	Examination and Evaluation  Examination reforms by the College  Whether the Committee is satisfied with the present mode of examination and evaluation?	
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XI.	Achievements of Students in examinations and other activities  (please provide details separately for examinations, co-curricular, extracurricular activities)	
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XII.	Achievement of Teachers	
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**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)	<b>X Plan Development Assistance</b>			
	(i)UG Development Assistance			
	(ii)PGDevelopment Assistance			
	(iii)Womens Hostel			
	<b>Total</b>			
B)	<b>XI Plan Development Assistance</b>			
	(i)UG Development Assistance			
	(ii)PGDevelopment Assistance			
	(iii)14 merged Scheme			



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

(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			
	18.	Placement			
	19.	Any other			

XVII. Observations of the Committee

XVIII. Suggestions of the Committee

XIX. Recommendations of the Committee

Place:

Date:

**Name & Signature of Expert Visiting Committee Members**

**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 31 <sup>st</sup> March 20XX?	Whether "Applied for" as on 31 <sup>st</sup> 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	Present Status : Number in Position by Highest Qualification														Total Number of regular faculty in Position	Total Vacancies	Total Number of contract faculty in Position		
	Doctoral Degree				Masters Degree				Bachelor Degree										
	Engineering Disciplines		Other Disciplines		Engineering Disciplines		Other Disciplines		Engineering Disciplines		Other Disciplines		Engineering Disciplines					Other Disciplines	
	No. of Sanctioned Regular Posts																		
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																			
<b>Total</b>																			

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)	

## COLLEGEAL 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 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.
- 2.10 Describe the College project implementation arrangements with participation of faculty and staff.

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

Sl. No	Activities	Plan Allocation (2012-13)	Life	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
<b>GOVERNANCE QUALITY INDEX - 16%</b>					
% 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%				
<b>ACADEMIC EXCELLENCE INDEX - 21.5%</b>					
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%				
<b>EQUITY INITIATIVE INDEX - 12.5%</b>					
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%				
<b>REASERCH AND INNOVATION INDEX - 24%</b>					
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%				
<b>STUDENT FACILITIES - 15%</b>					
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%				
<b>Infrastructure and Others - 11%</b>					
%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%				