

Statute No. 36

AUTONOMOUS COLLEGE

(Under section 6(16))

1. Introduction:

The affiliating system of colleges to the university in the era of globalization and privatization has become cumbersome and with the increase in the number of colleges, it is becoming difficult for the university to attend the varied needs of individual colleges. The colleges do not have any freedom or autonomy to modernize or change their syllabi and curricula or make them globally competent, locally relevant and skill oriented to promote employability. The regulation of university to govern all colleges, irrespective of their strength, weakness, local resources have affected the academic development of individual colleges. Both central and state government are interested to promote quality education at national and regional level. Therefore, autonomy of the colleges is the main instrument in promoting academic excellence in the college.

2. Definition:

An 'Autonomous College' means a Teaching Department of the University, schools of studies or College affiliated to the University registered under 2(f) of UGC list, declared as such by the Executive Council of the University with the concurrence of the state government on the recommendation of UGC.

3. Objectives:

To bring changes with the concept of the new educational policy, the autonomous colleges will have the freedom to:

- (i) determine and prescribe its own courses of study and syllabi, and redesign the courses to suit the local needs, make those courses skill oriented and compatible with job requirements;
- (ii) prescribe rules of admission in accordance with the reservation policy of the state government;
- (iii) promote research in relevant areas and fields;
- (iv) evolve methods of assessment of student performance, conduct of examination and notification of results;
- (v) use modern tools as aids of educational teaching to achieve quality and creativity in Higher Education;
- (vi) promote community services, extension activities, projects for the benefit of the society at the large extent.
- (vii) Fix fees of the courses at their own level subject to the provisions of National Fee Committee.

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The relationship amid parent university, state government and autonomous college would be in the manner that it is effective for the development of the college.

4.1 Role of parent university:

- (i) The university would encourage the colleges of good standing under their jurisdiction to apply for autonomous status under the scheme of UGC for autonomy grant.
- (ii) To augment innovative academic programmes.
- (iii) To promote new courses of study, subject to nomenclature, the required minimum number of hour's instruction, content and standards provided by the UGC regulations from time to time.
- (iv) Nominate eminent academician of the parent university in various committees of the autonomous colleges for giving inputs for the quality improvement of education of the college.
- (v) Forward the application of the college for autonomy to UGC within specified time frame. The university will nominate an academician as a nominee in the UGC Expert Committee at the time of fresh application and extension of autonomous status to a college within 45 days of the request.
- (vi) The parent university will issue a notification within 45 days of receipt of the approval letter from UGC for conferment of autonomous status.
- (vii) The parent university will award degrees on behalf of the autonomous colleges after the students have been evaluated and recommended by the autonomous colleges provided the nomenclature of the degree is in consonance with UGC notification on specification of Degrees-2014 and as amended from time to time.
- (viii) The name of the college on the degree/mark-sheet and photograph of the student along with unique ID Adhar Number will appear on the certificate. The university shall countersign the mark-sheets of the college.
- (ix) The university, on receipt of the report or otherwise is satisfied that an autonomous college is contravening the provision of the autonomous scheme, shall issue notice requiring the autonomous college to show cause within 20 days as to why the conferment of autonomous status is not withdrawn. After receiving the reply it may order an inquiry and if the contravention is proved in the inquiry report it may slap the penalty as decided by the Executive Council or even decide to withdraw autonomous status of the concerned college with the prior approval of the state government.

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4.2 Role of state government:

- (i) The state government will nominate an academician as a nominee in the UGC Expert Committee at the time of fresh application and extension of autonomous status to a college. If the state government does not provide a nominee within 45 days UGC may proceed with the visit to evaluate the college.
- (ii) The state government will nominate an academician in the Governing Body and other bodies of the granted autonomous colleges.
- (iii) The permission of the state government for opening new courses will not be required if the courses are approved by the statutory bodies of autonomous college and regularity authorities. However, the college must inform to the government at least 30 days prior to opening of such courses or beginning of the new academic session.

5. Scope:

Autonomy covers all courses at all levels of the institutions/colleges. After the conferment of autonomous status the courses introduced by the institution shall automatically come under the purview of autonomy. However, autonomous college will have to seek the affiliation of the such courses from the university.

6. Eligibility:

- (i) All colleges of any discipline under section 2(f) of the UGC Act whether government, aided, partially aided and self financing are eligible to apply.
- (ii) The colleges must have completed minimum 10 years of existence.
- (iii) The college must have valid NAAC accreditation with a minimum of 'A' grade for being considered for fresh application/extension of autonomous status from UGC.
- (iv) A college which is accredited with 3.25 and above in a 4 point scale of NAAC in two consecutive cycles and gets a similar grade in the third cycle shall be conferred with the autonomous status without visit by the UGC Expert Committee provided it also adheres to University Grants Commission's Regulations.

7. Criteria for granting autonomy to colleges:

- (i) Academic reputation in university examination and its co-curricular, extension activities in the past.
- (ii) Academic and research achievements of the faculty.
- (iii) Adequacy of infrastructure in the institute.
- (iv) Quality of institutional management.
- (v) Financial resources of the management/state government.
- (vi) Hostel facilities.
- (vii) Innovative reforms.

Procedure:

- 8.1. To apply in the prescribed format throughout the year and the affiliating university may forward the same within 45 days of the receipt of the proposal. If the proposal is rejected by the university the decision shall be communicated to the concerned college and UGC through a **speaking order**. If university fails to take any decision on the proposal within 45 days from the receipt of the proposal, it shall be presumed that university has no objection on the proposal.
- 8.2. The college will forward an advance copy of the proposal to the UGC, indicating the date of receipt of the proposal by the affiliated university for record of UGC.

8.3. Required document with the application:

- (i) Academic plan of the courses.
- (ii) Student admission policy and plan.
- (iii) A networking plan regarding teaching, research and partnership.
- (iv) Infrastructure development plan.
- (v) Financing plan.

9. Privileges of autonomous colleges:

Constitute their own *Governing Body, Academic Council, Finance Committee, Planning Evaluation Committee* 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.

Composition:

The following statutory bodies in the autonomous colleges:

- (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)

The College will, in addition, have other non statutory committees such as 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.

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(a) Governing Body

Composition and functions of Governing Body of Autonomous College:

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

SN	Number	Category	Nature
1	5 Members	Management	Trust or Management as per the constitution or byelaws, with the chairman or president/director as the chairperson
2	2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
3	1 Member	Educationist or Industrialist	Nominated by the management
4	1 Member	UGC Nominee	Nominated by UGC
5	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
6	1 Member	University Nominee	Nominated by the University
7	1 Member	Principal of College	Ex-office

B. Constitution of Governing Body of Government Colleges:

SN	Number	Category	Nature
1	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	2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation
3	1 Member	Educationist or Industrialist	Nominated by the Principal for two years
4	1 Member	UGC Nominee	Nominated by UGC
5	1 Member	State Government Nominee	Nominated by the State Government
6	1 Member	University Professor	Nominated by the University
7	1 Member	Principal of College	Ex-office

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

SN	Number	Category	Nature
1	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	2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation
3	1 Member	State Government Nominee.	Nominated by the State Government
4	1 Member	University Professor	Nominated by the University
5	1 Member	UGC Nominee	Nominated by UGC
6	1 Member	Principal of College	Ex-office

Term: The governing body will be constituted every two years except in the case of UGC nominee which will have term of six years

Meeting: The Governing Body will meet at least twice a year.

Functions:

The Governing Body shall have powers to:

- (i) Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- (ii) Approval of new programmes of study leading degrees and/or diplomas.
- (iii) Lay down service conditions, emoluments, travelling allowance for the teaching and non-teaching staff in the college.
- (iv) Lay down procedure for selection/recruitment of teaching, non-teaching staff and to appoint the same in the college.
- (v) Regulate and enforce discipline among members of teaching and non-teaching staff in accordance with the rules/procedures laid down in this regard.
- (vi) Invest any fund belonging to the college stocks, funds, share or securities as it shall from time to time, think fit or in the purchase of innovative property.
- (vii) Transfer or accept transfer of any movable or immovable property of the college.
- (viii) After obtaining advice of the Finance Committee shall fix the fees and other changes payable by the students of the college on the recommendation of academic council.
- (ix) Entertain adjudicate upon and if thought fit constitute a committee for advice to redress the grievance of the members of the college.

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- (x) For smooth functioning delegate administrative and financial power to the principal and other functionaries in the college.
- (xi) Accept engagement for specific purpose.
- (xii) Approve annual report of the college.
- (xiii) Institute committees as may be necessary for the proper development and fulfillment of the objectives for which the college has been declared autonomous.
- (xiv) The decision of the Academic Council constituted under the preceding statute on academic matter shall generally be implemented by the Managing Body of the college on which there shall be representative of the university.

Note: In case of government autonomous colleges the rules of state government will be applicable in matters related to recruitment, service condition etc.

(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 Professor.
6. A faculty member nominated by the Principal (Member Secretary)

Term: The term of nominated members shall be two years.

Meeting: The 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 powers—

- (i) 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.
- (ii) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (iii) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

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- (iv) Recommend to the Governing Body proposals for the institution of new programmes of study.
- (v) Recommend to the Governing Body for the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (vi) Advise the Governing Body on matters pertaining to academic affairs.
- (vii) 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:
 - (i) Experts from outside the college whenever special courses of studies are to be formulated.
 - (ii) 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 Chairman 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:

1. The Principal (Chairman).
2. One person to be nominated by the Governing Body of the college for a period of two years.
3. Finance Officer of the affiliating University
4. 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:

- 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
- audited accounts for the above.

10. General matters for new courses:

- (i) An autonomous college is free to start Diploma (UG and PG) or Certificate Course without prior approval of the university and shall issue certificates 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 councils wherever required, provided the nomenclature of the degree is in consonance with UGC notification on specification of Degrees-2014 and as amended from time to time. However an autonomous college must submit the proposal to university at-least six months before starting of the new courses.
- (iii) The decision of Academic Council of autonomous college for starting of new courses will not be subject to any further ratification by the Academic council of the university or any other Statutory bodies.
- (iv) In rare cases if the parent university feels that the quality is not being maintained, parent university can intervene and discontinue such courses with the approval of the UGC.

11. Examination Cell:

- (i) Autonomous college shall have an examination cell.
- (ii) The Principal/Director of College/Institute shall be Chief Controller of examination.
- (iii) Examination Cell headed by Controller of Examination.
- (iv) The Controller of Examination will be assisted by Deputy and Assistant Controller of Examination.
- (v) The Examination Cell will have office staff as Programmer, Assistant Programmer, Data Entry Operator, Office Assistants and Peon.

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12. **Mandatory disclosure by autonomous college:**

- (i) The autonomous college will, without fail, upload on its website information regarding the course 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. All UGC directives shall be strictly followed.
- (ii) The college will also put on its website the creation of various committees/cells as mandate 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 the regulations of UGC notified from time to time.

13. **Few general issues:**

- (i) All recruitment under autonomous scheme of non-teaching staff will be made by Governing Body and their pay and allowances will be decided by Governing Body of the autonomous college as per government rules.
- (ii) IQAC will be established in the autonomous college for monitoring.
- (iii) Autonomous college will pay affiliation fees to the affiliating university every year.

Or

One time fees can also be paid at the time of conferment of autonomous status. Such fees can be decided by the Executive Council of the parent university.

- (iv) A processing fees, as decided by the university shall be charged from the colleges by the university for the processing of the application for the autonomous status. However, government colleges registered under 2(f) and 12(b) will be exempted from it.
- (v) If there is any disagreement between these statutes and UGC guidelines/regulations for autonomous colleges, UGC guidelines/regulations will prevail

14. **Submission of application/information:**

The college will use the templates (Annexure-I to VII), as given in the 'UGC GUIDELINES FOR AUTONOMOUS COLLEGES 2017 amended from time to time, at the time of fresh application and extension of autonomous status to a college.

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