



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

(“ವಿ ಟಿ ಯು ಅಧಿನಿಯಮ 1994” ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)

Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

“Jnana Sangama”, Belagavi - 590 018, Karnataka State

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Ref. No. VTU/PS/2021-22/554

Date: 04-05-2021

NOTIFICATION

**Sub: Amendment to Visvesvaraya Technological University
Autonomous College Statutes (Amended) 2011.**

Ref : 1. Letter received from the Government,

Ref: No. ED 71 TEC 2019, dt: 29-03-2021

2. the Hon'ble Vice Chancellor's order dt:04-05-2021

The Visvesvaraya Technological University Statutes on Autonomous Colleges, framed under Section 29 of VTU Act 1994 and amended last under Section 30(2) of the Act in 2011, has been further amended so as to include the new provisions in the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018. These amendments have been approved by the authorities and assented by the Hon'ble Governor of Karnataka the Chancellor of University and communicated by the Government vide above cited reference letter.

The amended Statutes “Visvesvaraya Technology University Statutes on Autonomous Colleges (Amended) 2018”, is hereby notified for the information of all the concerned. This Statutes supersedes the “VTU Statutes on Autonomous Colleges (Amended) 2011.

Encl: As above

By orders

REGISTRAR

To,

1. The Principals of all the affiliated / autonomous colleges of VTU, Belagavi.
2. The Special Officers of the Academic Section of VTU, Belagavi
3. The Hon'ble Vice Chancellor through Secretary to V.C., VTU, Belagavi
4. The In-charge CNC Section of VTU, Belagavi, to update the same in the University website.

**VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI
STATUTES ON AUTONOMOUS COLLEGES (AMENDED) 2018**

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**VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI
PROPOSED VTU STATUTES ON AUTONOMOUS COLLEGES
AMENDED-2018**

(Statutes framed under Section 30(2) of VTU Act 1994)

Amended to include the new provisions in the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018


04/07/2024
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1. SHORT TITLE AND COMMENCEMENT

- i) The Statutes shall be called "VTU Statutes on Autonomous Colleges (Amended) 2018"
- ii) These Statutes shall come into force from the date of assent by the Chancellor.

2. DEFINITIONS

- i. "Act" means Visvesvaraya Technological University Act 1994, with amendments assented by the Chancellor from time to time.
- ii. "AS" means the Academic Senate of the University.
- iii. "Accreditation" means the process of quality control in higher education, whereby, as a result of assessment or any other scientific method followed by the approved accrediting Bodies, a Higher Educational Institution or any of its programmes recognized as conforming to parameters of academic quality and its benchmarking as determined by the Commission.
- iv. "Affiliation" means association of a College and its admission to the privileges of the University.
- v. "Authorities" means the Authorities of the Autonomous College, such as Governing Body, Academic Council, Finance Committee and Board of Studies as constituted by the College.
- vi. "Autonomous College" means a College declared as an Autonomous College by the University, as per the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018 notified by the Commission and amended from time to time.
- vii. "College" means an institution, whether known as such or by any other name, which provides for under-graduate and/or post-graduate and/or doctoral programmes for obtaining a Degree conferment from the University to which it is affiliated.
- viii. "Commission" means the University Grants Commission(UGC).
- ix. "Council" means the All India Council for Technical Education(AICTE).
- x. "EC" means the Executive Council of the University.
- xi. "Faculty" means the teaching staff of the College appointed by following the specified rules of the University and/or the Council..
- xii. "Government" means the State Government of Karnataka.
- xiii. "IQAC" means Internal Quality Assurance Cell formed at the College as per the norms of UGC or of accrediting Bodies.

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- xiv. "KSHEC" means Karnataka State Higher Education Council constituted by the State Government as provided for in the KSHEC Act.
- xv. "NAAC" means National Assessment and Accreditation Council, an autonomous accrediting Body of UGC.
- xvi. "NBA" means National Board of Accreditation, an autonomous accrediting Body of AICTE.
- xvii. "Notification" means a notification issued by the University declaring a College as an autonomous College after the approval of autonomous status by the Commission.
- xviii. "Principal" means the Principal or Head of college
- xix. "Programme or Programme of Study" means a higher education programme for a Degree award by the University, as specified by the Commission.
- xx. "Registrar" means the Registrar of the University
- xxi. "Student" means a person admitted to and pursuing a specified programme of study at the College.
- xxii. "Teaching Days" means the days on which classes such as lectures, tutorials and practical as well as other academic work are conducted.
- xxiii. "University" means the Visvesvaraya Technological University (VTU).
- xxiv. "Vice Chancellor" means the Vice Chancellor of the University.

3. PREMABLE

The University has an accepted system to affiliate Colleges coming under its jurisdiction, oversee the working of the Colleges, act as an examining body and award Degrees on their behalf. The Regulations of the University, its common system, governing all Colleges alike, irrespective of their characteristics, strengths, weaknesses and locations, have affected the academic development of individual Colleges. The Colleges do not have the freedom to modernize their curricula or make them locally relevant. Certain Colleges that have the potential for offering programmes of a higher standard do not have the freedom to offer them. In essence, the autonomy proposed for the Colleges is to help them to achieve excellence under the leadership of the University while affording them room and space for individual development. The 1964 -66 Education Commission pointed out the exercise of academic freedom by teachers as a crucial requirement for the development of the intellectual climate in our country. Unless such a climate prevails, it is difficult to achieve excellence in the 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)

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recommended College autonomy, which in essence is the instrument for promoting academic excellence.

4. THE STATUTES

4.1 Eligibility Criteria for Grant of Autonomy:

The following criteria shall form the basis for selecting the Colleges (affiliated/ constituent) for the grant of autonomous status by the University:

- i. The College to have recognition under section 2(f) of the UGC Act, 1956.
- ii. Academic reputation/performance in university examinations and its academic and co-curricular/extension activities in the past.
- iii. Academic/extension/research achievements of the faculty.
- iv. Quality and merit in the selection of students and teachers, subject to the statutory requirements.
- v. Adequacy of infrastructure: class rooms, library books, e-resources, laboratories, equipment, sports and recreation, faculty residences, student's hostels, transport facilities and such others as may be required
- vi. Quality of institutional management.
- vii. Financial strength of the institution.
- viii. Responsiveness of administrative structure.
- ix. Motivation and involvement of faculty in the promotion of innovative reforms.
- x. The College to have at least 10 years of existence;
- xi. The College (either Affiliated or Constituent) to have accreditation status in its validity period, with minimum 'A' Grade of NAAC or at least three programmes with a minimum score of 675 of NBA individually. Further, the existing autonomous Colleges to comply with this eligibility condition within a maximum period of five years from the date of commencement of these Statutes.

4.2 Procedure for Grant of Autonomy

(A) Detailed Procedure to be followed:

- i. The following procedure as laid down by the Commission shall be followed by the University and the State Government for granting the autonomous status to an affiliated or constituent College under the University:
- ii. A College intending to become autonomous or seeking extension of its autonomous status shall make an application in the format specified by the Commission any time during the year.
- iii. The College shall submit its application to the University and forward an advance copy of the same to the Commission for information and record, clearly indicating the date on which the same was received by the University.
- iv. For making its recommendation on the application, the University shall process the same through a

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Standing Committee constituted by the Vice Chancellor as below:

- a. One member of EC (Chairperson)
- b. One member of AS(Member)
- c. One Ex-Officio nominee of the Government, i.e., Principal Secretary or Director of Technical Education or Executive Director of KSHEC (Member)
- d. One Dean (Member).
- e. Registrar (Member-Secretary)
- v. The application of the College along with the recommendation of the Standing Committee shall, with the approval of AS and EC be forwarded by the Registrar to the Government for consideration and further action, preferably within a week of its receipt.
- vi. In case the application is rejected by the Standing Committee and the University, the decision shall be communicated to the College, Government and the Commission through a "Speaking Order", within 30 days of its receipt.
- vii. If the Standing Committee and the University make a positive recommendation, the Government shall decide and forward its decision to the Commission, keeping the University informed of this within the next two weeks.
- viii. The University shall take necessary steps to ensure that the process of forwarding the decision of the Government to the Commission is completed within 30 days of receipt of the application.
- ix. At this stage, the University and the Government shall also nominate a person each for the UGC Expert Committee to be constituted for taking further steps on the application of the College. However, if the University and the Government fail to provide their nominees, the Commission may proceed ahead with the Expert Committee, on-site visit and decide on the application.
- x. If the College is found eligible as per the UGC(Conferment of Autonomous status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018, the Commission shall examine the application of the College further for the conferment/extension of the autonomous status.
- xi. If the application of a College for 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.

(B) University and Government-Roles to grant Autonomy:

(a) The University:

- i. Shall forward the application of the College for autonomous status/extension to the UGC and provide a nominee on the UGC Expert Committee within 30 days of receipt of the application.
- ii. If the University does not forward the application or provide nominee within 30 days, it shall be

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04.5.2021
REGISTRAR
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presumed that the University has no objection to the processing of the application of the College by the Commission.

- iii. The University shall issue a Notification within 30 days for a College to function as an autonomous entity or continue its autonomous status once approval of the Commission is received for this.
- iv. The College on attaining autonomous status or getting extension for this status shall continue to be affiliated to the University but will enjoy the privileges of autonomy.

(b) The Government:

- i. To provide nominee on the UGC Expert Committee within two weeks from the receipt of recommendation from the University.
- ii. The Government shall continue to provide the same funds to Government/Aided colleges as it had been providing before the conferment of autonomous status.
- iii. To ensure that all the sanctioned faculty positions are filled on regular and ongoing basis and that a minimum of 85% posts remain filled at all time

(C) Other Relevant Matters:

- i. The autonomous status shall be at the institutional level covering Certificate, Diploma, Under-graduate, Post-graduate and Doctoral programmes offered in the College.
- ii. The autonomy shall not be conferred once and for all. It has to be continuously earned by the College. The status of autonomy shall be granted initially for a period of ten years.
- iii. Each Autonomous College shall, with the approval of its Academic Council, formulate an appropriate mechanism to evaluate its academic performance, improvement of standards, and assess the extent and degree of success in the utilization of autonomy. Self- evaluation of autonomy shall be made annually.
- iv. The validity period for the Autonomous status of the College, shall be reckoned from the date of its concurrence by the Commission.

4.3 Procedure for Monitoring, Evaluation and Continuation of Autonomy:

(A) Monitoring

- i. The Commission shall get each autonomous College monitored regularly through an IQAC set up at the College as per Accreditation Body guidelines.
- ii. The IQAC shall be constituted by the Governing Body for a three-year term with the following composition, ensuring adequate representation to women members. The University and the Commission shall be kept informed of this within two weeks of the constitution.

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- (1) Principal (Chairperson) and 16 Members as given below;
- (2) Three Professors of the College, drawn from different departments;
- (3) One Nominee of the Governing Body;
- (4) Registrar / Dean (Academics) (Secretary), Controller of Examinations and Placement Officer;
- (5) Senior student, Recent alumnus and Parent— one each;
- (6) Nominee of R&D Laboratory, Industry and IIT/NIT, one each nominated by the University;
- (7) Three Non-teaching staff of the College, one each from different categories.

- iii. The IQAC shall meet at least twice in an academic year to monitor and review all aspects of academic and other performance of the College and submit a Report giving its findings and recommendations to the Governing Body and also upload the same on the College website. Besides, copies of the Report shall be forwarded to the University.
- iv. The IQAC Cell shall have an external Peer Team comprising of three senior academicians from other reputed institutions constituted by the University. It shall review and monitor the activities of the Autonomous College. This external peer review shall be conducted at least once in a year.
- v. After each such review and monitoring, the Peer Team shall forward its Report regarding performance of the college to the UGC with copies to the University, the Government and the Governing Body. The same shall be uploaded on the College website.
- vi. If an adverse Report is received from the Peer Team or in case of complaint(s) received at any stage, the UGC shall get the College performance examined by constituting its own Expert Committee for careful scrutiny of the Report which may lead to revoking the autonomous status of the College after giving due opportunity to the Governing Body by way of notification and by passing a "Speaking Order".
- vii. The College shall ensure that all its profile, data/information on academic, research, extension facilities/activities, faculty/student/staff information, the admission procedure, fee structure, status of accreditation/ranking and other details are uploaded on its website regularly along with its Annual Reports of the preceding years for the benefit of its stakeholders and public at large. The details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor shall also be uploaded.
- viii. 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.
- ix. All the Regulations notified by the UGC/AICTE/State Government/ University from time to time 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.
- x. The number of contractual faculty in an autonomous college should not be more than 10% of the total number of sanctioned faculty positions in the college.

(B) Continuation/Extension:

- i. If the Peer Team Report under (A) (v) above is satisfactory, the College shall be considered by the Commission for extension of its autonomous status. In such a case, it shall be required for the College to follow the procedure specified under Statute 4.2(A) and initiate necessary steps to apply in the prescribed format to the Commission for this purpose at least six months prior to expiry of the autonomy cycle.
- ii. In the case of expiry of accreditation cycle, the College seeking extension of autonomous status shall

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submit a proof to the Commission of having applied for re-accreditation, so as to be eligible for the extension.

- i. Until the extension of autonomous status is confirmed by the Commission, the College shall continue to avail of the autonomous status. The UGC shall also consider the interim period while granting extension of autonomous status to the College.

(B) Closure:

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 to the Commission for consideration. However, such withdrawal shall take effect only after the last batch of students then enrolled under autonomy passes out.

4.4 Freedom Available for Autonomous Colleges:

Autonomous Colleges shall be free to:

- i. Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs, while adopting the University pattern in general. The course contents and pattern shall be formed in such a manner as to enable considerable flexibility in the students' learning and to avoid the existing staff being rendered surplus. And under unavoidable circumstances, they shall be re-deployed.
- ii. Formulate new programmes within the nomenclature specified by UGC as per the Regulations on Specification of Degrees 2014, and /or concerned apex bodies amended from time to time.
- iii. Evolve transparent procedures and methods of assessment of students' performance, conduct of examinations and notification of results, while following the Statutes, Ordinances and Guidelines of the University pertaining to the award of the Degrees/Diplomas.
- iv. Issue transcripts/ Grade Card, migration and other certificates to the students qualifying through the assessment/ examinations conducted. However, the Degree Certificates shall not be awarded by College.
- v. Use modern aids of educational technology to achieve higher standards and greater creativity, while arranging for instructions to students.
- vi. Promote healthy practices, such as, community service, extension activities, neighborhood programmes and projects for the benefit of society at large.
- vii. Autonomous colleges shall not be required to pay affiliation fee to the University every year. One-time fee can be paid at the time of conferment of autonomous status, as can be decided by the University Authorities from time to time. However, the autonomous college shall bear the expenditure with regard to the following:
 - a) Application and processing fee as prescribed by the University.

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- b) Expenditure involved in appointing the peer review committee by the University.
- c) Fees for introduction of new programmes /increase in intake/decrease of intake/closure of Programmes.
- viii. Prescribe rules for admissions at the College in consultation with the University and in consonance with the State and National reservation policies.
- ix. May fix fees for the programmes at their own level with the approval of the University and Government.
- x. Constitute the various Authorities and other Committees on their own as per the provisions in the UGC Regulations on College Autonomy, 2018 referred to earlier in these Statutes.
- xi. Have complete administrative autonomy and the privilege of appointing their teaching faculty and Administrative staff including the Principal. However, the staff shall be appointed as per the UGC/Council (Minimum Qualifications 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.
- xii. Continue to receive funds from the Government and/or other sources as being done before the grant of autonomous status.
- xiii. As autonomy granted to the College is at the institutional level covering the programmes at all levels such as U.G., P.G. and Doctoral, the programmes/ courses introduced by the College after the conferment of autonomous status shall automatically come under the purview of autonomy.
- xiv. Also, the students enrolled at the time of granting autonomy to the College shall also be covered under the autonomy scheme.

5. Governance of an Autonomous College.:

- a. Each Autonomous College shall have the following Statutory Authorities or Bodies to ensure proper management of its academic, financial and general administrative affairs.
 - i) Governing Body
 - ii) Academic Council
 - iii) Board of Studies
 - iv) Finance Committee
- b. The College shall, in addition have other Committees such as Planning and Evaluation Committee, Grievance Appeal Committee, Examinations Committee, Library Committee, Students Welfare Committee, Extra-Curricular Activities Committee, Academic Audit Committee and such other Committee needed for effective implementation of policies of the College.

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5.1 Governing Body:

The constitution of this Body shall be according to the structure given below:

a. Constitution of Governing Body: Private Management Aided/Un-Aided Autonomous Colleges:

Number	Category	Nature
5 members	Members of the Management	Nominated by the Trust or Management as per the constitution or Byelaws, with the Chairperson or President as the Chairperson
2 members	Teachers of the College	Nominated by the Principal based on seniority and on rotation basis
1 member	Educationist or Industrialist	Nominated by the Management
1 member	Commission Nominee	Nominated by the Commission
1 member	Government Nominee	Academician not below the rank of Professor or Government official of the Directorate of Technical Education/ KSHEC, nominated by the Government.
1 member	University Nominee	Nominated by the University
1 member	Principal of the College	Ex-officio Member Secretary

b. Governing Body: Government Autonomous College

Number	Category	Nature
3 members, one of them to be the Chairperson	Educationist, Industrialist, Professional	Nominated by the Government. Persons of proven academic interest with at least PG level qualification
2 members	Teachers of the Colleges	Nominated by the Principal based on seniority and on rotation basis
1 member	Educationist or Industrialist	Nominated by the Principal for two years
1 member	Commission Nominee	Nominated by the Commission
1 member	Council Nominee	Nominated by the Council
1 member	State Government Nominee	Nominated by the State Government
1 member	University Nominee	Nominated by the University(not below the rank of a Professor)
1 member	Principal of the College	Ex-officio Member Secretary

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c. Governing Body: University Constituent Autonomous College

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 Colleges	Nominated by the Principal based on seniority and on rotation basis
1 member	Commission Nominee	Nominated by the Commission
1 member	Council Nominee	Nominated by the Council
1 member	State Government Nominee	Nominated by the Government
1 member	University Nominee	Nominated by the University
1 member	Principal of the College	Ex-officio Member Secretary

Governing Body

Term of Members: Two years for Educationalist/Industrialist, Three years for Commission/Council nominee, and others shall have a term of five years. The concerned Authority shall fill up any vacancy arising for any reasons whatsoever for the remaining period.

Meetings: At least twice a year. Quorum for the meeting shall be one half of the members. However, if there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

Functions: Subject to the existing provision in the bye-laws of respective College and Rules laid down by the Government/University, the Governing Body shall have the powers to:

- 1) Guide the College while fulfilling the objectives for which the College has been granted autonomy.
- 2) Adopt the fees and other charges payable by the students of the College as fixed by the Government / University in this regard from time to time.
- 3) Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- 4) Approve new programmes of study leading to degrees and/or diplomas.
- 5) All recruitments of Teaching Faculty / Principal to be made by the Governing Body/Government as applicable in accordance with the policies laid down by the UGC and the Government from time to time.
- 6) Approve the Annual Budget of the College before submitting the same to the UGC, Government or

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adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting.

Functions: Without prejudice to the generality of function mentioned, the Academic Council shall have powers to

- 1) 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.
- 2) Make regulations regarding the admission of students to different programmes of study in the College keeping in view the policy of the University/Government.
- 3) Frame Regulations consistent with the University norms/Guidelines for the conduct of examinations and initiate measures for improving the quality of teaching, students' evaluation and student advisory system in the College.
- 4) Approve the list of successful candidates for conferment of Degrees/ Diploma/ Certificates by the University and forward the same for the consideration of the Governing Body
- 5) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- 6) Recommend to the Governing Body proposals for institution of new programmes of study.
- 7) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- 8) Advise the Governing Body on suggestion/s pertaining to academic affairs made by it.
- 9) Encourage the faculty members to undertake Collaborative Research, Sponsored Research, Industrial Consultancy, Continuing Education and related activities, and,
- 10) Perform such other functions as may be assigned by the Governing Body

5.3 Boards of Studies:

Composition: Each Board of Studies shall consist of the following:

- a) Head of the Department concerned (Chairperson)
- b) All faculty members having minimum experience of five years for each specialization-
Members
- c) Two subject experts from outside the University to be nominated by the Academic Council-
Members
- d) One expert to be nominated by the Vice Chancellor of the University from a panel of six recommended by the Principal-Member

[Signature]
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any other Body/Agency as may be required.

- 7) Regulate/enforce discipline among the teaching/non-teaching staff in accordance with the Rules/ Procedures/Guidelines laid down.
- 8) Invest funds belonging to the College in approved securities, as it shall, from time to time, think fit or in the purchase of immovable property.
- 9) Transfer or accept transfer of any movable or immovable property to the College.
- 10) Entertain, adjudicate upon and if thought fit, constitute a Committee to advise and/ or recommend methods to redress the grievances of staff members of the College.
- 11) Delegate administrative, managerial and financial powers to the Principal and other functionaries in the College for its smooth functioning.
- 12) Approve the Annual Report of the College, for submission to the University, the Government and the UGC as well as for uploading on the College Website and
- 13) Perform such other functions and institute such committees, as may be necessary and deemed fit for the proper development of the College

5.2 Academic Council:

Composition: The Academic Council shall consist of the following:

- a) Principal of the College - Chairperson
- b) All the Heads of Department in the College - Members
- c) Four teachers of the College representing different levels of teaching staff by rotation on the basis of seniority of service in the College to be nominated by the Principal - Members
- d) Not less than four experts from outside the College representing such areas as Alumni, Industry, R and D labs, Technical Education to be nominated by the Governing Body - Members
- e) Three Nominees of the University -Members
- f) A faculty member nominated by the Principal-Member Secretary.

In the absence of the Principal at any meeting of the Academic Council, the Principal in-charge shall be the Chairperson of the Academic Council for that meeting.

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

Meetings: The Member Secretary shall, with the approval of the Principal convene the meetings of the Academic Council at least twice in a year and on such other occasions as may be necessary. He/She shall, with the approval of the Principal prepare the Agenda for the meeting. One half of the members shall constitute the quorum. However, if there is no quorum for up to half an hour, then the meeting shall stand

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- e) One representative from industry/corporate sector/allied area relating to placement to be nominated by the Academic Council-Member
- f) One Post-graduate meritorious alumnus to be nominated by the Principal-Member

The Chairperson, Board of Studies, with the approval of the Principal may co-opt additional members, from among:

- i. Experts from outside the College whenever special courses of studies are to be formulated, and
- ii. Other members of staff of the same faculty.

The Governing Body, in consultation with the Academic Council, shall have the power to constitute such number of Boards of Studies as it deems fit, keeping in view the types of courses/ subjects offered. In addition, there shall be a Joint Board of Studies to be chaired by the Principal with the Chairpersons of all the Boards of Studies as Members.

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

Meetings: The Board of Studies shall meet at least twice in a year. The Principal shall draw up the schedule for meetings of the Boards of Studies for different Departments. The meetings shall be scheduled as and when necessary, but at least once in a semester. One half of the members shall form the quorum for a meeting. The Joint Board of Studies shall also meet once in a year to discuss common academic issues.

Functions: The Boards of Studies shall:

- 1) Prepare syllabi for various courses keeping in view the objectives of the College, interest of the stakeholders and State/National requirements for consideration and approval of the Academic Council;
- 2) Suggest methodologies for innovative teaching, learning and evaluation techniques;
- 3) Suggest panel of names of experts to the Academic Council for appointment as examiners;
- 4) Coordinate research, teaching, extension and other academic activities in the Departments/College and
- 5) Any other function that may be assigned by the Academic Council.

5.4 Finance Committee:

The Finance Committee shall advise the Governing Body on all matters connected with the finances of the College. The composition of the Finance Committee shall be as given below:

Composition:

- a) The Principal (Chairperson).
- b) One member of the Governing Body to be nominated by the Governing Body for a period of two years- Member
- c) Finance Officer of the University-Member
- d) One senior-most teacher of the College to be nominated in rotation by the Principal for two years – Member
- e) Officer in charge of Finance at the College- Secretary

Term of Members: The term of the Finance Committee shall be three years.

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Meetings: The Finance Committee shall meet at least twice in a year. One half of the members shall form the quorum for a meeting.

Functions: The Finance Committee shall act as an advisory Body to the Governing Body, to consider the budget estimates relating to the grants received/receivable from the Commission/Council/Government/ other Agencies and income from fees collected for the activities to undertake the scheme of autonomy and the Audited Accounts for the above.

6. General Matters

6.1 Starting of New Programmes/Courses:

- a. An Autonomous College shall be free to start Diploma (undergraduate and postgraduate) or Certificate courses without the prior approval of the University. Diplomas and Certificates shall be issued under the seal of the College.
- b. An Autonomous College shall be free to make changes in the Scheme of instruction, curricula and syllabi of its existing Undergraduate and Postgraduate programmes with the approval of the Academic Council of the College. Such courses shall fulfill the minimum standards prescribed by the University / Commission/Council in terms of number of hours, curricular content and standards, and the University shall be duly informed of such proceedings within two weeks of its approval.
- c. An Autonomous College shall also be eligible to start new programmes of study at Undergraduate, Postgraduate and Ph.D. levels, with the approval of the Academic Council of the College and the 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. The University shall, be informed about such introduction of new programmes within two weeks of their approval.

6.2 Examinations System:

- a. In order to ensure high academic standard of the Autonomous College and to avoid victimization by either teachers or students of any group, there shall be various alternatives to the internal examination system. Both internal and external examiners shall evaluate students' performance in the examinations.
- b. Also, each Autonomous College shall have an Examination Cell headed by the 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.

6.3 Award of Degrees through the University:

- a. Each Autonomous College shall hold its own Graduation Ceremony after completing the prescribed period of the programme of study to confer the Degrees/ Diplomas/Certificates on the students who

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have been certified to have passed the concerned examinations. Such Degrees shall be issued by the University bearing the seal and signature of the Vice Chancellor with the mention of the name of the concerned Autonomous College.

- b. The students of Autonomous Colleges shall be eligible for ranks, medals, prizes etc., awarded by the concerned College only and not of the University.
- c. The Autonomous Colleges shall be free to institute medals for meritorious students. The value and other terms shall be decided with the approval of appropriate Bodies in the College.
- d. The University shall award Degrees to the students evaluated and recommended by each Autonomous College. The Degree Certificates shall be in a common format devised by the University. The name of the College shall be mentioned in the Degree Certificate.

6.4 Other Matters

6.4.1 Staff Council:

There shall be a Staff Council in the Autonomous College, consisting of all the teaching staff as members and the Principal as Chairperson. The Staff Council shall meet at least twice in a semester to discuss the academic issues and bring their proposals, if any, to the notice of the Governing Body of the College.

6.4.2 Board of Appointment:

The Governing Body shall appoint well qualified teachers on the recommendation of a Board of Appointments duly constituted by it for every subject.

The Board shall consist of :

- a) Chairperson of the Governing Body - Chairperson
- b) One Nominee of the University - Member
- c) One Nominee of the SC/ST/OBC(applicable to Government/Aided/Constituent Colleges) nominated by the Vice Chancellor -Member
- d) One Nominee of the Council - Member
- e) Two subject Experts of the rank of Professor from outside the College, nominated by the Principal from the Panel approved by the Academic Council - Members
- f) Principal- Member Secretary
- g) The posts shall be widely advertised as per the University/Government policies and the qualifications shall be as laid down by the Council/ Commission/ University, from time to time.

6.4.3 Miscellaneous Matters:

- 1) The admission of students to programmes of studies offered by the Autonomous College shall fulfill the minimum qualifications laid down by the University/ Council for the programme of study

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concerned, subject to Rules of reservation for candidates belonging to SC, ST and OBC as laid down by the Government from time to time.

- 2) Copies of the proceedings of the Academic Council and the Governing Body shall be sent to the University within four weeks of the meeting for information and record.
- 3) Organization of special need-based short-term courses under Continuing Education programmes of the College shall be an important activity of the Autonomous Colleges. Such courses shall be planned to benefit the students/staff of the College, besides outsiders who may enroll for them.
- 4) The time spent by teachers on Collaborative/Sponsored Research projects and extension work shall be counted for reckoning their workload, as prescribed by the University/Council.
- 5) An Autonomous College shall prepare a calendar for meetings of various Bodies to ensure the implementation of the recommendations made by them is not unduly delayed for reasons of non-convening of such meetings.
- 6) A wide variety of courses may be evolved in modules, so that students may opt for them according to their convenience. Such courses may help them acquire additional credits.
- 7) All Autonomous Colleges shall carry out continuous assessment of students' work during each semester.
- 8) Teacher evaluation in Autonomous Colleges shall include periodical self-evaluation, institutional assessment of teachers' performance, students' feedback, research appraisal and other suitable forms of teaching appraisals.
- 9) Autonomous Colleges in a given region may explore networking opportunities for mutual benefit by taking up cooperation / collaboration in chosen areas such as management skills, National service, service projects, inter-collegiate/intra-collegiate sharing of expertise and human resource for teaching and evaluation processes.
- 10) Choice Based Credit System and credit transfer among Colleges in general and Autonomous Colleges in particular shall be suitably adopted.
- 11) Each Autonomous College shall have at least 180 teaching days in every year to fulfill the minimum number of instructional days as specified by the Commission in the UGC (Minimum standards of education for the grant of Bachelor's and Master's Degrees through formal education) Regulations, amended 2014.


04.5.2021
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