

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

The policy of Rajasthan Technical University, Kota for granting academic autonomy to UG/PG level affiliated institutions approved by AICTE/UGC. The policy document is as under:-

1. Objectives

An autonomous college will have the freedom to:

- Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit the local needs, needs of industry, design and develop research based courses, integrated courses and value-added technical courses with the prior approval of AICTE/UGC/Rajasthan Technical University (RTU). Program objectives (PO's) and program based education output (PEO's) should be well defined for each course of study.
- Prescribe rules for admission in consonance with the reservation/admission policy of the state government.
- 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, neighborhood programs, etc.
- Optimize the use of its infrastructure and facilities.
- Collaborate/ participate/ associate/ partnership with leading national/ international institutions/ organizations, to enhance its brand equity/reputation as a top -of -the - line education provider.

2. Relationship with the RTU.

Autonomous colleges shall be free to make use of the expertise of university departments, centers and other leading national/international institutions to frame their curricula, devise methods of teaching, examination and evaluation. They shall be free to recruit their teachers according to their needs in accordance with the existing procedures, subject to the minimum qualifications prescribed time to time by the Government/AICTE/UGC.

The university will accept the methodologies of teaching, examination, evaluation

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

and the course curriculum of its autonomous colleges. It will also help the colleges to develop their academic programs, improve the faculty and to provide necessary guidance by participating in the deliberations of the different bodies of the colleges.

3. The role of RTU will be:

- To encourage more colleges under its fold to attain autonomous status;
- To promote greater academic and administrative freedom in autonomous colleges by encouraging introduction of innovative and needful academic programs;
- To facilitate and permit new courses of study as per AICTE approved programs subject to the required minimum number of hours of instruction, content and standards in the line of PO's and PEO's.;
- To permit them to issue their own provisional, migration and other certificates;
- To do everything possible to foster the spirit of autonomy;
- To ensure that degrees issued by the University indicate the name of the autonomous college;
- To depute various nominees of the university to serve in various committees of the autonomous colleges, who must be specialists in the areas for which the Committees have been set up, and get the continuous feedback on their functioning; and
- To create a separate wing, distinct from affiliated colleges, wherever necessary, to facilitate the smooth working of the autonomous colleges.
- To prescribe the minimum eligibility criteria for admissions and qualifications for recruitment of faculty.

4. The State Government will assist the autonomous colleges by:

- Conveying its concurrence for the autonomy and extension of autonomy of any college, within the stipulated time of 90 days after receipt of the review committee report, failing which it will be construed that the state government has no objection to the college being autonomous; and

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

- Deputing nominees to the governing body of government/affiliated colleges and other bodies, wherever their nominees are to be included.
- Avoiding transfer of teachers, especially in Government Colleges where academic innovation and reform are in progress, except for need based transfers.

5. Conferring autonomous status

Autonomous status covers undergraduate and postgraduate level courses offered in colleges that are autonomous and those seeking autonomous status. RTU will confer the status of autonomy upon a college that is affiliated and NBA/NAAC accredited, with the concurrence of the state government. Also all courses introduced with the approval of the University by the Institution after the conferment of autonomous status shall automatically come under the purview of autonomy. Partial autonomy cannot be given to any Institution.

6. CRITERIA FOR IDENTIFICATION OF INSTITUTIONS FOR GRANT OF AUTONOMY

- 1) Academic reputation and previous performance in university examinations and its academic/co-curricular/extension activities in the past. Merit range of admissions in Entrance Test counseling conducted by the state in the preceding year.
- 2) Accreditation by NAAC or at least three courses by NBA.
- 3) Placement record of last four years and average placement growth (CTC) in four years.
- 4) Number of PhD's and post graduates among the faculty, viz-a-viz cadre ratio as stipulated by AICTE.
- 5) Academic achievements of the faculty.
- 6) Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard.
- 7) Adequacy of infrastructure; for example, library, equipment, accommodation for academic activities, etc.
- 8) Quality of institutional management.

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

- 9) Adequate financial resources provided by the management/state government, as the case may be, for the development of the institution.
- 10) Responsiveness and effectiveness of the administrative structure.
- 11) Motivation and involvement of faculty in the promotion of innovative reforms.

7. Eligibility Criteria for Autonomous Status are as follows:-

- 1) The College shall have 10 years standing.
- 2) The College shall have Faculty/Infrastructure as per AICTE norms.
- 3) The College shall run a minimum 4 PG programs other than MBA/MCA (for at least two academic years).
- 4) The Principal shall be ratified by the AICTE/UGC.
- 5) The College shall have Faculty Ratified by the AICTE/UGC
- 6) The College shall have Faculty: Students ratio UG= 1:15, PG=1:12.

8. Nature of Assistance

UGC/AICTE will provide Assistance to colleges as per their policy.

9. Procedure for Applying

Rajasthan Technical University will advertise and call for proposals from eligible colleges seeking autonomous status. The college shall submit the proposal in the prescribed proforma (Annexure-1).

10. Procedure for Approval

The approval for the grant of autonomous status will be done as under:-

A screening committee will be constituted by the Vice-Chancellor. The composition of the committee will be as follows:

- 1) Vice-Chancellor or his/her nominee, who must be of the rank of Professor.
- 2) Principal Secretary of Technical Education Department or his/her nominee, who must be of the rank of Professor.
- 3) All Deans, Controller of Examination, Director of Academics, Registrar & Finance officer of University.
- 4) Three experts, drawn from leading universities/institutions outside the State, who must be Professors, with at least 15 years of teaching/research experience with age less than 60 years.

The report of Screening Committee shall be placed before the Board of

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

Management of university. After the approval of Board of Management the university will notify the colleges concerned. Autonomy will be conferred initially for a period of three years. The college shall submit the proposal for the extension one year prior to the date of expiry of the autonomy tenure in the prescribed proforma (Annexure-II).

11. Mechanism for Implementation of Autonomy

Preparing a College for Autonomy

There are several areas where proper preparation is necessary if college autonomy is to be implemented successfully. These are: faculty preparation, departmental preparation, institutional preparation, and preparation of students and the local community. Such multi-pronged preparation should be completed well before autonomy is sought and conferred upon a college so that no part of the college community is found unprepared for the new coming responsibility which it is called upon to shoulder.

Faculty Preparation

It is essential to get the staff of the college involved in the thinking and planning processes from the very beginning. Seminars, workshops and consultations may be organized to make the staff familiar with the concept, objectives and rationale of autonomy. (This will help them have a sense of participation in decision making and motivate them to get involved in the entire exercise.) This could form part of the academic calendar of the college.

Departmental Preparation

An important responsibility of the department is that of designing suitable courses in the major and related subjects, introducing new courses of study, renaming obsolete courses by changing their content, updating existing courses to match the current state-of-the-art requirements in each discipline, and preparing course materials and human resources for the enhancement of employability of Indian youth. These will be done in the light of the general objectives of autonomy and the specific objectives of the education institutions. Program objectives (PO's) and program based education output (PEO's) should be well defined for each course of study.

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

Examination Branch

An examination branch has to be established with infrastructure, faculty and guide lines for the conduct and evaluation procedure for the students.

Common programs to be adopted are:

- 1) Semester pattern of study
- 2) Continuous internal assessment
- 3) Credit/grading system
- 4) Student feedback
- 5) Self-appraisal by teachers

Institutional Preparation

Since an autonomous college is called upon to perform many of the functions that the university has hitherto performed, it must study the academic, administrative/management and financial implications of such a changeover and prepare itself to discharge its new functions efficiently. It must formulate its own rules and regulations/ ordinances, which will govern the functioning of the autonomous college.

12. Governance of an Autonomous College

The College will have the following committees to ensure proper management of academic, financial and general administrative affairs. The rules and regulations and conduct of such committees would be governed by the rules and regulations of the autonomous colleges.

The following shall be the statutory bodies:

- 1) Governing Body/ Council
- 2) Administrative Committee
- 3) Academic Council
- 4) Board of Studies
- 5) Finance Committee
- 6) Ombudsman Committee

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

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

and function of the above Council/committees are given in Annexure III to VI.

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

13. Procedure for Monitoring/Evaluation

- 1) The right of autonomy may not be conferred once and for all. It has to be continuously earned by the college. The status of autonomy will be granted initially for a period of three years.
- 2) Each autonomous college will, 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 will be done annually. In addition, there will be two external evaluations, the first after the first year and the second after the three years by RTU. The latter will determine the continuance or revocation of autonomous status.
- 3) The university will review the functioning of autonomy in an autonomous college at the end of the second year, with the help of an expert committee constituted for the purpose. This committee may consist of:
 - 1) One Professor of RTU nominated by Vice-chancellor as Chairman;
 - 2) One nominee of the state government , who must be of the rank of Professor or equivalent;
 - 3) Two deans/experts from outside the state to be nominated by the university, who must be professors, with at least 15 years of teaching/research experience
 - 4) Member secretary shall be Registrar Rajasthan Technical University, Kota.

Also at the end of the 2nd year, the University and the State Govt. will conduct a review jointly with the help of a committee to be constituted by the

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

Government. In the event of delay in the review report and renewal of autonomy, the college will continue to enjoy autonomy with the entitlements of benefits, fiscal or otherwise so conceived under the scheme, unless the government or university by a special order withholds such continuation. The college should submit the proposal in the prescribed proforma duly forwarded to the University for the Extension, one year prior to the date of expiry of the autonomy tenure.

In the event of the availability of evidence confirming decline in standards in an autonomous college, it shall be open to the State Govt. and the university to revoke the autonomous status of that college after careful scrutiny, and mutual consultation and due notification and opportunity to be heard to the management. In such cases the students already admitted under the autonomous scheme would be allowed to complete the course under autonomous status.

14. General Matters

Starting of New Courses

- 1) An autonomous college is free to start a new degree or postgraduate course with the approval of the Academic Council of the college and AICTE/UGC/RTU. Such courses shall fulfill the minimum standards prescribed by the university/AICTE/UGC in terms of number of hours, curricular content and standards, and the university shall be duly informed of such courses.
- 2) An autonomous college may rename an existing course after restructuring/redesigning it with the approval of the college Academic Council, subject to receipt of approval from AICTE/UGC/RTU. The university should be duly informed of such proceedings so that it may award new degrees in place of the old.

The university shall have the right to review all new courses of an autonomous college. Where there is conclusive evidence of decline in standards or quality, the university may, after careful scrutiny, and in consultation with the college, either help modify them, wherever possible, or cancel such courses.

Awards/Medals

Autonomous colleges are free to institute medals for meritorious students. The

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

value and other terms of reference may be decided with the approval of appropriate bodies in the college.

Examination System

In order to avoid victimization by either teachers or students of any group, there should be various alternatives to the internal examination system. Students' performance may be evaluated both internally and externally. Question banks may be prepared by internal examiners, and examinations conducted by external examiners or by internal examiners, or by both. Remuneration for examination work should not be less than that paid by the university.

Award of Degrees through University

The university will award degrees to the students evaluated and recommended by autonomous colleges. The degree certificates will be in a common format devised by the university. The name of the autonomous college will be mentioned on the degree certificate, if so desired.

15. Others

All recruitments of teaching staff will be made by the Governing Body/state government, in accordance with the policies laid down by the AICTE/UGC/State Government.

- 1) Universities shall consider both internal and external assessment of students in autonomous colleges for admitting them to higher-level courses.
- 2) Organization of special need-based short-term courses under the college's department of continuing education may be an important activity of an autonomous college. Such courses ought to benefit the students of the college, besides outsiders, who may enroll for them.
- 3) The time spent by teachers on projects and extension work shall be counted for reckoning their workload as prescribed by the Council.
- 4) An autonomous college shall prepare a calendar for meetings of various bodies to ensure that the implementation of the recommendations made by them is not unduly delayed for reasons of non-convening of such meetings.

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

- 5) 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.
- 6) All autonomous colleges shall make a formative continuous assessment of students' work during each semester.
- 7) 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.
- 8) 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 programs.
- 9) Credit system and credit transfer among colleges in general and autonomous college in particular may be suitably adopted.
- 10) All autonomous colleges shall undergo NBA/ NAAC assessment/ accreditation.

Registrar
Rajasthan Technical University, Kota

Place: Kota

Date:

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

ANNEXURE-I

FORMAT FOR SUBMISSION OF PROPOSAL FOR AUTONOMOUS STATUS

The proposal should be submitted to the State Government/University in the following format:

PART I: BACKGROUND OF THE INSTITUTION

1. Date of Establishment of the college :
2. Date of Completion of 10 years of the College :
3. No. of Batches completed :
(New branches added if any (specify year & intake) :
4. Whether NBA/NAAC Accredited :
(List of courses accredited and No. of years of validity) :
5. Status of University Affiliation : From.....to.....
6. Principal ratified by University : Yes / No.
7. Faculty and student Ratio UG:
PG:

8. No. of faculty ratified by the University :
9. No. of PG Programs run by the College :
other than MBA/MCA
10. Faculty /Infrastructure facilities as per :
AICTE norms

11. Performance in the University Exams
Pass Percentage and all subjects cleared
(to be cross checked with RTU data)

Year	1 st Year	2 nd Year	3 rd Year	4 th Year
2013				
2012				
2011				

12. Outstanding achievements, if any :
(GATE ranks, Patents, awards etc.)
13. Any adverse Reports of the college : Ragging/Copying/Other irregularities
14. University dues if any :
University Development fee :
University Endowment fee :
University Examination fee :
Affiliation fee :
Inspection fees :
15. Autonomous Processing Fee : D.D.No: Date:

Rs. 1,00,000/- to be paid through DD in favor of the Registrar, RTU.

PART II: SUPPLY OF INFORMATION BASED ON CRITERIA

1. Academic reputation and provisions (performance in university examinations and other academic activities)
2. Academic attainments of the staff.
3. Mode of selection of students and teachers.

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

4. Physical facilities, i.e., library, accommodation and equipment.
5. Institutional management.
6. Financial resources the management can provide for the development of the institution.
7. The responsiveness of the administrative structure to the views of staff and students.
8. Extent of freedom enjoyed by the staff for advanced scholarships, research and experimentation and involvement in educational innovation and reforms.

PART III: IMPLEMENTATION OF AUTONOMY

1. Aims and objectives
2. Management of the college
3. Academic Council: Structure & functions
4. Boards of Studies: Structure & functions
5. Other committees
6. Admission eligibility
7. Curricular university
8. Student feedback
9. Internal assessment
10. External assessment
11. Financial implications
12. Course contents
13. Co-curricular and extracurricular activities

PART IV: BASIC INFORMATION:

1. Name of college:
2. Name of principal:
3. Telephone/fax/email:
4. Year of establishment:
5. Whether private/government/university maintained:
6. Year of grant of permanent affiliation:
7. Courses offered:
UG
PG
Ph. D.
8. Student enrolment during last three years:
U.G.
P.G.
Ph.D.
9. Faculty strength category-wise:(Please enclose list of faculty branch wise with their qualifications/ papers/books/ monographs if published)
10. Administrative, laboratory and library staff:

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

11. Results during the last five years:

	1 st Division (%)	2 nd Division (%)	Overall Pass (%)
UG			
PG			

12. Number of M.Tech./Ph.D.s produced during the last three years:

Subject	Year	M. Tech.		Ph.D.	
		Admitted	Passed	Admitted	Passed

List of journals in the library:

List of major items of equipment in the college (costing more than Rs.50,000/- each):

13. Whether college has been accredited by NBA, mention the rating

Place:

Date:

Signature:

Name:

Chairman/Secretary of the Society

Signature:

Name:

Director/Principal

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

ANNEXURE-II

PROFORMA FOR EXTENSION OF AUTONOMY

1. Name of College:
2. Name of Principal:
3. Telephone/fax/email:
4. Year of Establishment:
5. Whether College is Private or Government:
6. Status of University Affiliation : From.....to.....
7. Courses offered:
 - a. U.G.
 - b. P.G.
 - c. Ph.D
8. Student enrolment during the last three years:
 - a. U.G.
 - b. P.G.
 - c. Ph. D
9. Faculty strength (category-wise): (Please enclose list of faculty with their qualifications/ papers/books/ monographs if published)
10. Administrative, laboratory and library staff.
11. Results during the last six years;

	1 st Division (%)	2 nd Division (%)	Overall Pass (%)
UG			
PG			

12. Number of M.Tech./Ph.D.s produced during the last three years:

Subject	Year	M. Tech.		Ph.D.	
		Admitted	Passed	Admitted	Passed

13. List of journals in the library:

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

14. List of major items of equipment in the college (costing more than Rs.50,000/- each):
15. Physical facilities added during the last six years:
 - 1) Accommodation:
 - 2) Equipment
 - 3) Library
16. Academic Council:
 - 1) Involvement of members of faculties of the college at all levels:
 - 2) Whether the students are represented in the Academic Council and if so their contribution:
17. Board of Studies:
 - 1) Please indicate how many Boards of Studies have been constituted:
 - 2) Whether the Boards of Studies have external experts, including an expert nominated by the University:
18. Curriculum:
 - 1) Whether annual or semester system is adopted:
 - 2) Innovative aspects and experiments introduced by the college since obtaining autonomy:
 - 3) Please give a note on curriculum development under autonomy:
19. Research activities:
 - 1) Research program/ research activities undertaken in the departments during the last five years:
 - 2) Research activities/ program on hand:
20. Evaluation/examination pattern:
 - 1) Examination reforms if any introduced during the period of autonomy:
 - 2) Question paper setting for final examinations [Internal/ External/ Combined].
 - 3) Evaluation (completely internal/completely external/partly external and partly internal):
 - 4) Proportional weightage of continuous internal assessment and final examination: (Also indicate break-up for assignments, tests, etc. for awarding continuous internal assessment)
 - 5) Criteria for passing and classification:
 - 6) Is a grading system adopted? If yes, indicate the method of awarding grades:
 - 7) Is there any qualifying board to declare the results? If yes, indicate the constitution and function:
 - 8) While declaring the results, is any moderation done? What are the criteria adopted for moderation?
 - 9) Is there provision for improvement?

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

- 10) In practical examinations are the examiners internal or one external and one internal?
- 11) Has any question bank been set up? If yes, give the subject:
- 12) Has a credit system been introduced?

21. Examination results (past six years, branch-wise):
 - 1) Number appeared:
 - 2) Number passed:
 - 3) Percentage of passes:
 - 4) Number passed in first class and with distinction:

22. Re-evaluations:
 - 1) Is there provision for re-evaluation?
 - 2) Fee for re-evaluation:
 - 3) Number applied for re-evaluation and number passed by such re-evaluation during the last five years:

23. Provisions for showing answer books
 - 1) Is there any provision for showing answer books?
 - 2) Fee for showing answer books:
 - 3) Numbers applied for showing answer books and number passed by such showing during the last five years:

24. Scope of getting admission into postgraduate courses and employment opportunities for the graduate coming out of college:

25. a. **Expenditure:** Annual additional expenditure to the college (last six years):
 - 1) Salary to staff
 - 2) Stationery
 - 3) Remuneration for examiners, TA & DA for various authorities, etc.
 - 4) Equipments
 - 5) Other contingency expenditure, If any
b. **Sources:** Sources from which this expenditure is met: (last six years)
 - 1) Annual recurring and non-recurring grants available from the Central government and state government:
 - 2) Grant from any other source
 - 3) Contribution by the Management
 - 4) Institute revenue sources (Such as fee collection, consultancy, testing etc).

26. Has any evaluation of the autonomous functioning been made? If yes, give a summary of the outcome:
27. Whether college has been accredited by the NBA. If yes, give the rating:

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

28. Whether the University has conducted the review as per the guidelines. If yes, please enclose the report.
29. Number of times meeting of Governing Board, Academic Council, Board of Studies, Finance Committee during the tenure of autonomous status. Date/Year.
30. Any other relevant details:

Place:

Date:

Signature:

Name:

Chairman/Secretary of the Society

Signature:

Name:

Director/Principal

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

ANNEXURE-III

RECOMMENDED COMPOSITION AND FUNCTIONS OF BOARD OF GOVERNING COUNCIL

A. Constitution of Governing Body/Council of Private Management Autonomous College

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 Director/Principal based on seniority.
1 members	Educationist or industrialist	Nominated by the management of the rank of Professor or equivalent
1 members	AICTE/UGC nominee	Nominated by the AICTE/UGC
1 members	State government nominee	Principal Secretary of Technical Education Department or his/her nominee, who must be of the rank of Professor.
1 members	University nominee	Nominated by the university of the rank of Professor.
1 members	Director/Principal of college	Ex-officio.

B. Constitution of Governing Body/Council of Government Autonomous College

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 Director/Principal based on seniority.
1 members	Educationist or industrialist	Nominated by the Director/Principal based on seniority for two years.
1 members	AICTE/UGC nominee	Nominated by the AICTE/UGC
1 members	State government nominee	Principal Secretary of Technical Education Department or his/her nominee, who must be of the rank of Professor
1 members	University nominee	Nominated by the university of the rank of Professor.
1 members	Director/Principal of college	Ex-officio.

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

C. Constitution of Governing Body/Council of University Constituent Autonomous

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 Director/ Principal based on seniority.
1 member	State government nominee	Principal Secretary of Technical Education Department or his/her nominee, who must be of the rank of Professor
1 member	University nominee	Nominated by the university of the rank of Professor.
1 members	Director/Principal of college	Ex-officio.

Term: Two years Meeting: At least twice a year.

Functions:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the governing body* of the above colleges shall have powers to:

- 1) Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
- 2) Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- 3) Approve institution of new programs of study leading to degrees.
- 4) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the college has been declared as autonomous.

*** Governing Body/Council/Governing Board/Board of Management/Executive Committee/Management Committee, as may be named.**

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

ANNEXURE-IV

RECOMMENDED COMPOSITION OF THE ACADEMIC COUNCIL AND ITS FUNCTIONS IN AN AUTONOMOUS COLLEGE

I. Composition:

- 1) The principal (Chairman).
- 2) All the heads of department 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 from outside the college representing such areas as Industry, Management, Engineering etc., to be nominated by the Governing Body.
- 5) Three nominees of the university.
- 6) Student as a member.
- 7) A faculty member nominated by the Director/Principal (member secretary).

II. Terms of Members:

The term of the nominated members shall be two years.

III. Meetings:

The Director/Principal shall convene a meeting of the Academic Council at least once in a semester.

IV. Functions:

Without prejudice to the generality of functions mentioned, the Academic Council will 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., paper setting and evaluation, 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.
- 2) Make regulations regarding the admission of students to different programs of study in the college.
- 3) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- 4) Recommend to the Governing Body/Council proposals for institution of new programs of study.
- 5) Recommend to the Governing Body/Council institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- 6) Advise the Governing Body/Council on suggestions(s) pertaining to academic affairs made by it.
- 7) Perform such other functions as may be assigned by the Governing Body.

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

In case of difference of opinion between the nominee of university and the Academic council, the matter shall be referred to Vice-Chancellor of RTU.

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

ANNEXURE-V

RECOMMENDED COMPOSITION OF THE BOARD OF STUDIES AND ITS FUNCTIONS IN AN AUTONOMOUS COLLEGE

I. Composition:

- 1) Head of the department concerned (Chairman).
- 2) The entire faculty of each specialization.
- 3) Two experts in the subject from outside the college 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 Director/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.

II. Term

The term of the nominated members shall be two years.

III. Meeting

The Director/Principal of the college shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least once a year.

IV. Functions

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

- 1) 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;
- 2) Suggest methodologies for innovative teaching and evaluation techniques;
- 3) Suggest panel of names to the Academic Council for appointment of examiners; and
- 4) Coordinate research, teaching, extension and other academic activities in the department/college.

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

ANNEXURE-VI

**(A) RECOMMENDED COMPOSITION OF THE FINANCE COMMITTEE AND ITS FNCTIONS
IN AN AUTONOMOUS SELF FINANCED/UNAIDED COLLEGE**

I. Composition:

- 1) Chairman of Governing (Body/Council)/ Director/Principal (**Chairman**)
- 2) One person to be nominated by the Governing Body/Council of the college for a period of two years.
- 3) One senior-most teacher of the college to be nominated in rotation by the principal for two years. The Finance Committee will be an advisory body to the Governing Council, and will meet at least twice a year to consider:
 - (i) 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
 - (ii) Audited accounts for the above.

Place:

Date:

Signature:

Name:

Chairman/Secretary of the Society

Signature:

Name:

Director/Principal

**(B) RECOMMENDED COMPOSITION OF THE FINANCE COMMITTEE AND ITS NCTIONS
IN AN AUTONOMOUS GOVERNEMNT/AIDED/UNIVERSITY COLLEGE:**

I. Composition:

- 1) The Director/Principal (**Chairman**).
- 2) One person to be nominated by the Governing Body/Council of the college for a period of two years.
- 3) One senior-most teacher of the college to be nominated in rotation by the principal for two years. The Finance Committee will be an advisory body to the Governing Council, and will meet at least twice a year to consider:
 - (i) 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
 - (ii) Audited accounts for the above.

Place:

Date:

Signature:

Name:

(Director/Principal)

(Dean FOET)

(Dean MBA)

(Prof. Rajeev Gupta)

(Registrar)

(Member Sec.)

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

ANNEXURE-VII

PROGRESS REPORT OF COLLEGE (AUTONOMOUS)

(To be furnished in duplicate by the Director/Principal of the college)

Progress Report for the Academic Year _____

- 1) Date when autonomy was first given by State Government/University.
- 2) Year in which last external evaluation was done
- 3) By managing society:
- 4) By university
- 5) Annual evaluation done by the college during the year under review
- 6) Number of courses modified, stopped or started during the year (Give names of courses):
- 7) If external evaluation done during the year, attach report:
- 8) Progress of expenditure:

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

Place

Place:

Date:

Signature:

Name:

Chairman/Secretary of the Society

Signature:

Name:

Director/Principal

Rajasthan Technical University, Kota
Policy for Granting Academic Autonomy to UG/PG level
Affiliated Institutions Approved by AICTE

ANNEXURE-VIII

UTILISATION CERTIFICATE
(Applicable to Govt. Aided Colleges only)

It is certified that the amount of Rs. _____ (Rupees _____) out of the total grant of Rs. _____ (Rupees _____) sanctioned to _____ by the State Govt./Management vide its letter number _____ dated _____ towards _____ under _____ scheme has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the State Govt./University.

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

Director/Principal with seal

Signature

Statutory Auditor of the College with seal/

Chartered Accountant with seal

and Registration No.